

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator at the end of testing each trimester/semester.

Instructor's Name: _____ Course: Business Communication I
School: _____ Test Number: 220
Students in course: _____ Date: _____
Students tested: _____
Students who passed performance objectives at or above 80%: _____

This is to *verify* that the students marked **YES** on performance accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Use nonverbal communication. This includes the following:
 - Identify the six steps of the communication process
 - Practice nonverbal forms of communication
 - Alter a message using only nonverbal communication
2. Use correct grammar and mechanics. This includes the following:
 - Using correct spelling and grammar when writing letters, memos, and reports
 - Using correct punctuation when writing letters, memos, and reports
 - Identifying and correcting misplaced modifiers, redundancy, lack of parallelism and incorrect word choice
3. Use oral communication skills. This includes the following:
 - Demonstrate telephone technique—
 - Answering the phone
 - Taking a telephone message
 - Participate in group discussions, and role-playing personal and professional situations
4. Develop reading strategies; recognize vocabulary words including homonyms, technical, business terms; and identify propaganda, facts, and opinions
 - Read and follow simple directions
 - Select correct reading methods for a particular situation (e.g. skimming, scanning, and in-depth reading).
 - Identify propaganda, biased writing, and literal and inferential statements
5. Compose an e-mail, several letters, and memos. This includes the following:
 - Composing an e-mail, letters and memos
 - Using the direct, indirect, and persuasive approaches
 - Using both Block and Modified Block
6. Practice listening skills. This includes the following:
 - Practice following directions
 - Practice taking notes
 - Identify barriers to listening
7. Use appropriate interpersonal communication skills. This includes the following:
 - Give examples of job discrimination
8. Use technology to enhance and perfect communications. This includes the following:
 - Refine and enhance documents by using spell check, thesaurus, grammar check, layout, design, and graphics as needed.

Each performance is documented and kept on file by the teacher for two years.
(Check the documentation method used)

- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: _____ Date: _____