BUSINESS COMMUNICATION I TEST #220

Summary Score Sheet (Optional)

I verify that this is an accurate record of the student performance objectives. Date ____________Period _______School _______________________________

Teacher Name (Print) ____Teacher Signature____

(Copies of this sheet must be kept on file at the school for TWO years, by the teacher, and the school CTE Testing Coordinator.)

Indicate student achievement on each required performance objective. (The number on this score sheet corresponds to the number listed on the Business Communication I, #220 Performance Skills Evaluation Checklist.) **1 = not skilled, 2 = limited skill, 3 = moderately skilled, 4 = highly skilled** (Mark Y in last column if student has achieved at least a 3 or 4 for *every* objective.) Name	1. – Identify the Communication Process and practice nonverbal communication.	2. Use correct grammar and mechanics.	3 – Use Oral Communication Skills.	4. Develop and use vocabulary composed of business and technical terms.	5 – Compose an e-mail, several letters and memos.	6 – Practice listening skills.	7 –Use appropriate interpersonal communication skills.	8– Use technology to enhance and perfect communications.	**Competent in every performance objective?**