

# CTE Skill Certificate Test Performance Documentation

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

Course: Business Communication II

Test Number: 222

School: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

# Students in course: \_\_\_\_\_

# Students tested: \_\_\_\_\_

Date: \_\_\_\_\_

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. Read and report on several current business articles.
2. Create a business research paper that includes a title page, table of contents, letter of transmittal, and appendix.
3. Role play job interviews as both the interviewer and the interviewee while demonstrating appropriate: verbal and nonverbal communication, dress, and questioning and response techniques. Complete a letter of application, resume, reference sheet, and follow-up letter.
4. Write long and short term personal and professional goals.
5. Deliver a formal oral presentation using electronic slide show software.

Each performance is documented and kept on file by the teacher for one year.

(Check the documentation method used)

- Individual student performance tracking sheets
- Class period summary score sheet
- Recorded and identified in the class grade book

Instructor's Signature: \_\_\_\_\_