



Dyersburg High School
 Career and Technical Education
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Business Communications Pacing Guide First Semester

Business Communications Pacing Guide First Semester				
1 st Quarter	TN Standards	Lesson Focus	Additional Notes	
Week 1		Course Introduction & Syllabus Overview	Rules/Syllabus/FBLA	
Week 2	Career Activities 20	Prepare an portfolio	Create a ePortfolio	
Week 3	Communication Components 1-4	The Communication Process	Ch 1 <i>Communicating in Your Life</i> Section 1-1 Antonio's Mistake, Check points, Ethics, Section 1.1 Applications	
Week 4		Overcoming Communication Barriers	Ch 1 <i>Communicating in Your Life</i> Section 1-2 Check points, Reading Skills, Section 1.2 Applications	
Week 5		Reading In the Workplace	Ch 1 <i>Communicating in Your Life</i> Section 1-3 Check points and Section 1.3 Applications Vocabulary, End of Chapter Activities	
Week 6		Diversity at Work	Ch 2 <i>Diversity & Ethics</i> Section 2.1 Check points, Occupational Success, Section 2.1 Applications	
Week 7		Cultural Differences	Ch 2 <i>Diversity & Ethics</i> Section 2.2 Check points, Reading Skills, Section 2.2 Applications	
Week 8		Strategies for Effective Communication/Ethics in Business Communication	Ch 2 <i>Diversity & Ethics</i> Section 2.3 & 2.4 Check points, End of Section Applications, Vocabulary, End of Chapter Applications	
Week 9			UPDATE PROFOLIO, REFLECT, and EXAM WEEK	
End of 1st Quarter				
Fall Break				
2 nd Quarter	TN Standards	Lesson Focus	Additional Notes	
Week 1	Digital Citizenship 5-7	Technology in the Workplace	Ch 12 <i>Technology in the Workplace</i> Section 12.1, Outdated Agency, Ethics, Reading Skills, Sections 12.1 Section Applications	
Week 2		Other Technologies	Ch 12 <i>Technology in the Workplace</i> Section 12.2, Section, Ethics, Reading Skills, 12.2 Applications, Internet Research	

	Week 3		Research business and industry scenarios to identify appropriate tools for various situations	Read articles pertaining to topic and analyze various aspects of good digital citizenship
	Week 4	Virtual Meetings 18 - 19	How to plan, organize, schedule, and deliver a webinar	Internet Research and discussion
	Week 5		Simulate a webinar about a selected topic	Integrate skills and techniques from previous lesson.
	Week 6		Ethics related to social media in personal and professional situations and its impact on future careers	Read articles and research situations that impact future careers
	Week 7	Career Activities 20 - 22	Portfolio Activities	Complete a job search, complete a job application, participate in a mock interview
	Week 8		Special projects and portfolio update	
	Week 9		SEMESTER EXAM WEEK	
	End of 2nd Quarter			
	End of 1st Semester	Semester I Exam		

