EBT4O – Communication in the World of Business and Technology, Grade 11, Open

 Name:

This course emphasizes practical writing and communication skills that are needed in the world of business and technology. Students will analyze the characteristics of effective models of business and technical communications; gather information to write reports, business letters, memos, manuals, instructions, and brochures; and integrate graphics and text, using technology appropriately for formatting and special effects. They will also make a number of oral and visual presentations.

|  |  |
| --- | --- |
| Demonstrate an understanding of the forms and content of business and technical communications and their purposes and audiences; |  |
| Identify characteristics of written, oral, and visual business and technical communications; |  |
| Explain the role of technology in producing effective business and technical communications; |  |
| Produce written, oral, and visual business and technical communications for specific purposes and audiences; |  |
| Use technology appropriately to clarify the meaning and enhance the impact of business and technical communications; |  |
| Assess their own and others’ business and technical communications. |  |