Professionalism & Etiquette Communications Unit

MIDDLE SCHOOL OR HIGH SCHOOL

Six (6) Lessons on Professionalism and Etiquette in Communication aligned with NBEA standards

Includes a Lesson Library to make the activities Easy-to-Find



NO PREP!

BUSINESS EDUCATION WITH Perise leigh

WHY IS THIS COMMUNICATIONS UNIT SO GREAT?

- **/**
- Designed by an educator with 30 years experience.
- NO PREP lessons that are ENGAGING.
- Aligned to the National Business Education Association (NBEA) standards.
- All NBEA standards are cross-walked with the appropriate lesson.
- Great for Middle School, High School & Higher Ed

Includes a Lesson Library to keep you organized

Professionalism and Etiquette in Communication



and Etiquette

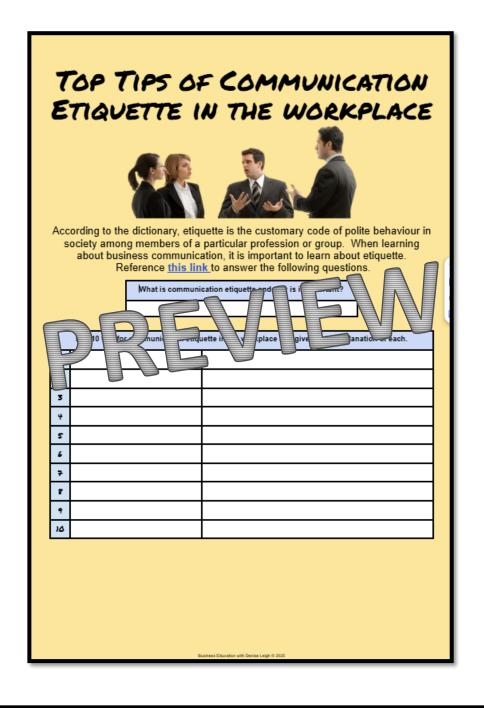
Professional

Communication & Careers→

	Student Copy	Teacher's Key/Student Example	Expected Time/Pacing	NBEA Standards National Business Education Standards
	Top tips of communication etiquette in the workplace	Top tips of communication etiquette in the workplace Teacher's Key	30 mins	Il Interpersonal Skills A Professionalism and Business Etiquette Level 2 Performance Expectations 20. Discuss the importance of extending courtesy in the business environment Level 3 Performance Expectations 21. Explain the value and impact of interpersonal relationships in the business environment 23. Exhibit professional and ethical business behavior in the work environment 24. Discuss the impact of effective communication on professional image and job retention 25. Demonstrate and understanding of and respect for the business Customs, etiquette, and communication styles of various cultures
	Workplace Bias	Teacher's key in the link to the left	25 mins	
	Correct Bad Employee Behavior	Correct Bad Employee Behavior Teacher's Key	20 mins	
	Code of Conduct Company Analysis	Code of Ethics Student Example	30 mins	
	Code of Conduct Teamwork or independent job	There is no student example for this job.	30 mins	
•	Communication Medium and Career Connection	Communication Medium and career connection Teacher's Key	26. Demonstration and understand skills in a team setting 30. Display a positive attitude in 39. Analyze an organization's concept B Leadership and Column Level 3 Perform	26. Demonstration and understanding of appropriate teamwork skills 27. Demonstrate an understanding of conflict resolution/management

Google Docs & Google Slides format or **EASILY** convert to Microsoft Word & PowerPoint

Top Tips of Communication Etiquette in the Workplace



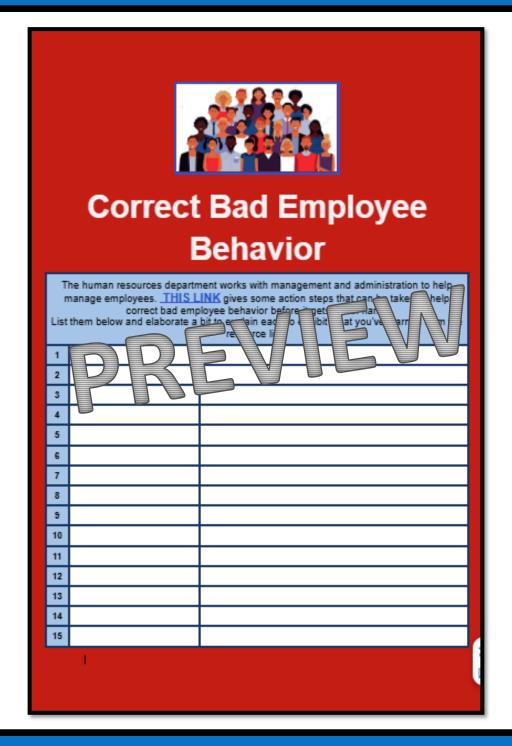
Workplace Bias



30 Minutes
Teaching Duration

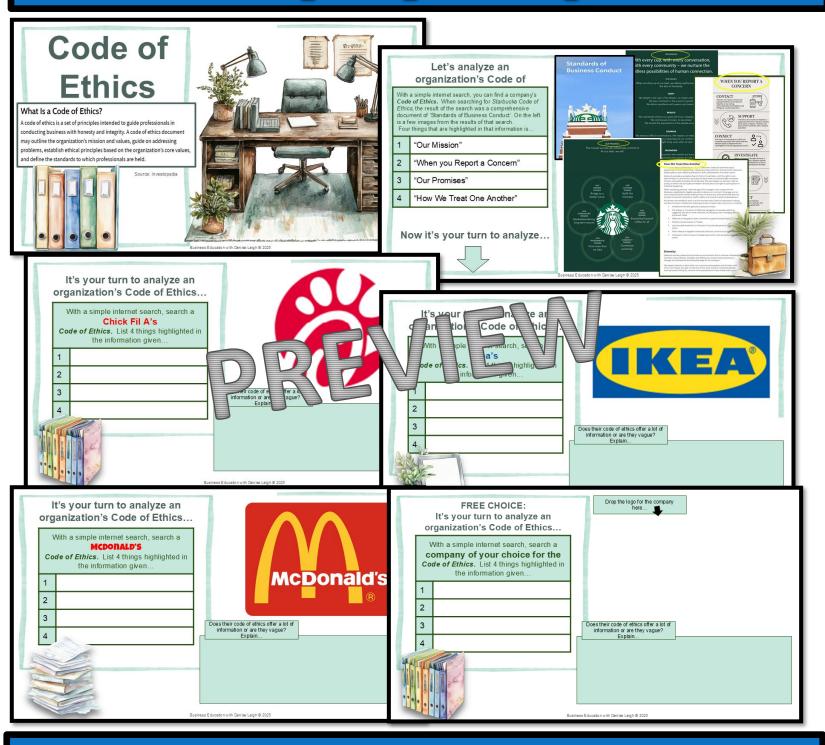
25 Minutes
Teaching Duration

Correct Bad Employee Behavior



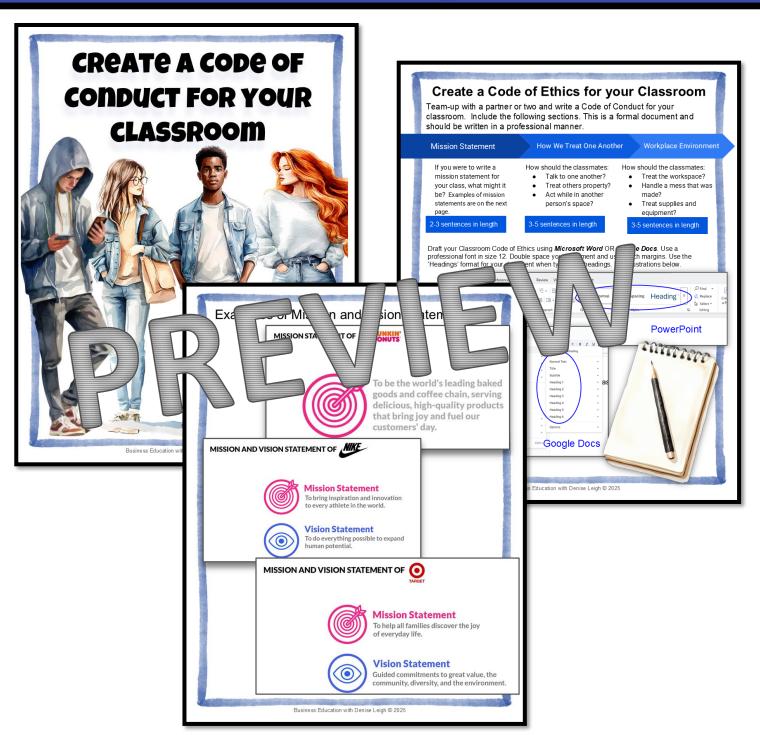
20 Minutes
Teaching Duration

Code of Conduct Company Analysis



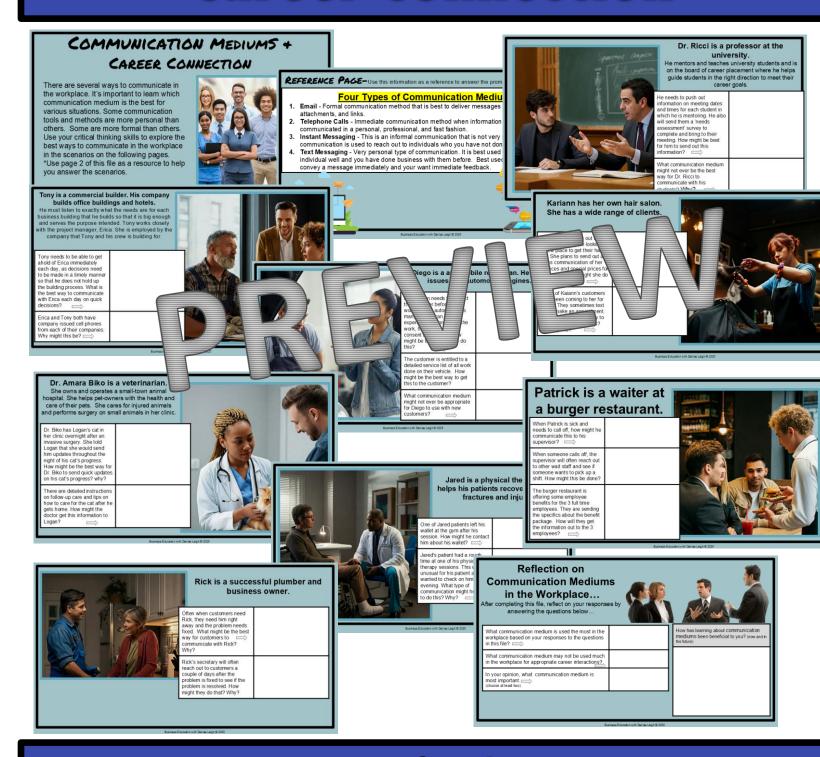
30 Minutes
Teaching Duration

Code of Conduct (Teamwork or Independent Job)



40 Minutes
Teaching Duration

Communication Mediums and Career Connection



40 Minutes
Teaching Duration

Business Communications Semester Course Bundle

MIDDLE SCHOOL OR HIGH SCHOOL

A FULL Semester
Bundle aligned with
the National Business
Education
Association's (NBEA)
Standards

Includes a
Lesson Library
to make the activities
Easy-to-Find





BUSINESS EDUCATION WITH Penise leigh

This UNIT is included in my Business Communications Semester Course Bundle

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam!

Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

