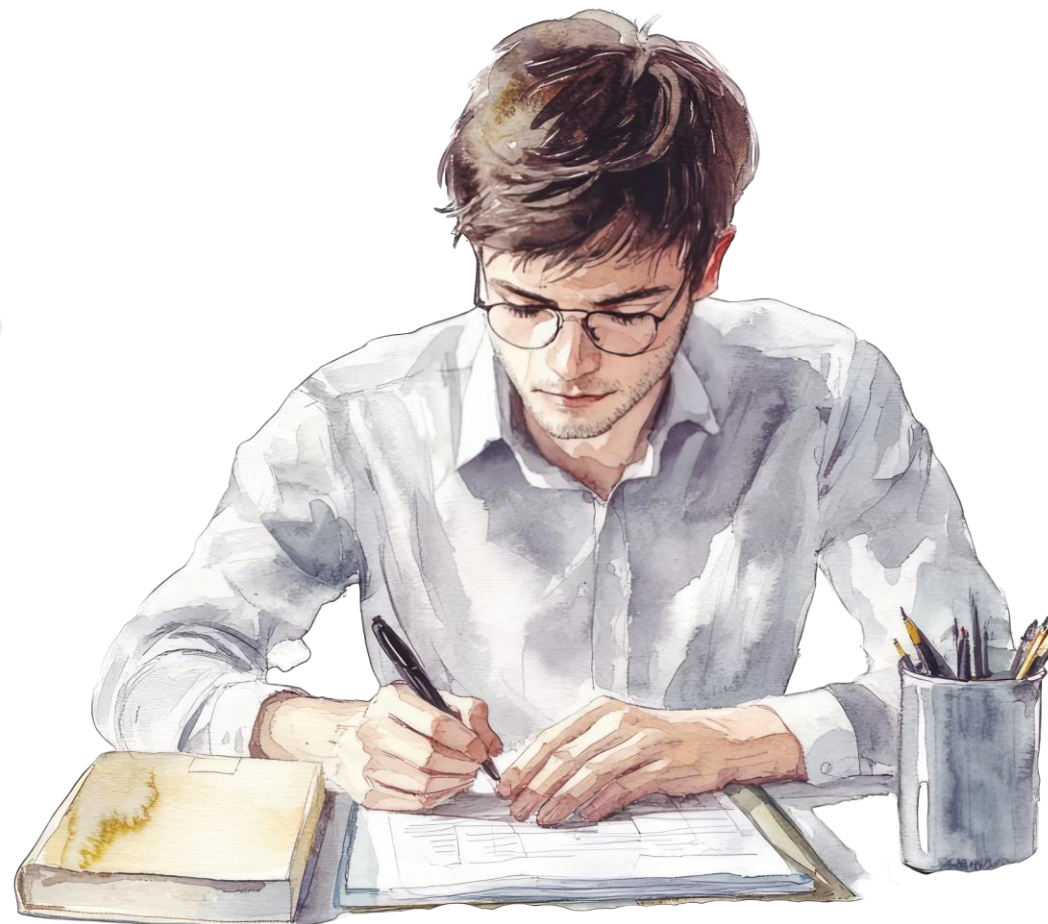


# Written Communication Communications Unit

**MIDDLE SCHOOL OR HIGH SCHOOL**

**Fifteen (15) Written  
Communication  
Lessons aligned with  
the National Business  
Education  
Association's  
(NBEA) standards**

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



**NO PREP!**

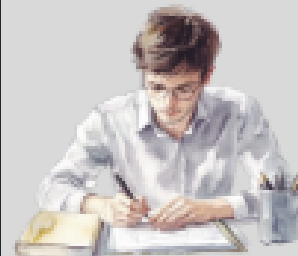
BUSINESS EDUCATION WITH *Denise Leigh*

# WHY IS THIS WRITTEN COMMUNICATION 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

**10 Hours Teaching Duration**



## Written Communication

Student Copy	Teacher Keys/Student Examples	Pacing
* <a href="#">Types of written communication</a>	<a href="#">Types of written communication Teacher's Key</a>	10 mins
* <a href="#">Types of business writing</a> <a href="#">Create a Collaborative Slideshow</a> about types of written communication (print it out and have a student-created bulletin board)- <i>Spoken Communication-have students present their slide.</i>	<a href="#">Types of business writing Teacher's Key</a>  N/A	20 mins  25 mins
<a href="#">The Employee Handbook</a>	<a href="#">The Employee Handbook Teacher's Key</a>	15 mins
* <a href="#">The Business Report</a>	<a href="#">The Business Report Teacher's Key</a>	20 mins
* <a href="#">10 Rules of Email Etiquette</a>	<a href="#">10 Rules of Email Etiquette Teacher's Key</a>	25 mins
* <a href="#">The Difference Between CC and BCC</a>	<a href="#">CC and BCC Teacher's Key</a>	20 mins
* <a href="#">How to format a formal business letter</a>	<a href="#">How to format a formal business letter Teacher's Key</a>	15 mins
<a href="#">Small Business Love Letter Job #1</a>	<a href="#">Small Business Love Letter Example</a>	20 mins
<a href="#">Format a memo</a> <a href="#">Write a memo Job #2</a>	<a href="#">Format a memo Teacher's Key</a> <a href="#">Write a memo Example</a>	15 mins 15 mins
* <a href="#">Email a Hero</a> -email a first responder or veteran Job #3	<a href="#">Example</a>	20 mins
* <a href="#">Written Communication Gallery Walk</a>	<a href="#">Written Communication Gallery Walk-Teacher's Key</a>	10 min to complete the gallery walk 10 min for discussion
* <a href="#">Types of Written Communication in the Workplace.</a>		25 mins
* <a href="#">Productivity Communication File using Google Apps Job #4</a> <i>This simulation has 7 jobs</i>	Student examples are given in the link to the left	1 week

A \* indicates that the resource is recommended to be taught using the student-led instruction strategy to allow students to practice their verbal communications skills. Emphasize to students that they speak clearly, slowly, precisely, and loud enough for all to hear. I give 'classroom communication and participation' grades for each student as speaking out in class (and being part of the discussion) is an important part of the learning process in a communication class... (or really any class) For a demonstration of this instructional strategy, [CLICK HERE.](#)

<p><b>II Interpersonal Skills</b></p> <p><b>B Leadership and Collaborative Communication</b></p> <p><b>Level 3 Performance expectations</b></p> <p>18. Demonstrate skills in leading collaborative groups 20. Facilitate the group development process</p> <p><b>Level 4 Performance Expectations</b></p> <p>33. Develop shared leadership in groups and teams</p> <p><b>III Written Communication</b></p> <p><b>A Mechanics and Writing basics</b></p> <p><b>Level 1 Performance Expectations</b></p> <p>1. Use correct spelling, grammar, word and number usage, punctuation, and formatting to write logical coherent sentences in paragraphs</p> <p><b>Level 2 Performance Expectations</b></p> <p>13. Paraphrase original Works to communicate meaning 15. Demonstrate sensitivity to language bias 17. Discuss the importance of taking responsibility for all written communication 19. Use plain language and conversational tone 20. Develop and use collaborative writing skills</p> <p><b>Level 3 Performance Expectations</b></p> <p>21. Identify factors affecting the readability of text 22. Use bias-free language 23. Use language strategies and techniques that reflect cultural sensitivity 27. Evaluate effectiveness of messages 28. Except responsibility for all written communication 30. Use collaborative writing skills to complete complex projects</p> <p><b>B Business Messages</b></p> <p><b>Level 3 Performance Expectations</b></p> <p>15. Compare and compose various routine and Goodwill messages 16. Compose various messages that convey negative information 19. Prepare informal and formal reports using professional format and appropriate supporting graphics</p> <p><b>D. Technology</b></p> <p><b>Level 3 Performance Expectations</b></p> <p>23. Compose informal and formal messages using technology tools 25. Enhanced documents by using Advanced layout design and graphics</p> <p><b>Level 4 Performance Expectation</b></p> <p>30. Use technology to complete complex business projects 31. Collaborate using technology to acquire needed expertise to solve specific business problems.</p>
--

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

# Types of Written Communication

## Types of Written Communication

Written communication is an important part of conveying messages and offering information. There are different types and examples of written communication. Click on [this link](#) to discover four types of written communication.



List the four types of written communication and list the 3 examples given for each in the resource link.

1		
2		
3		
4		

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# Types of Business Writing

## Create a Collaborative Slide Show



## 8 Examples of Business Writing

Click on [this link](#) to complete the tables below...

List the four general types of business writing and explain each.

1	
2	
3	
4	

List the 8 examples of business writing

1	
2	
3	
4	
5	
6	
7	
8	

### Creating an Attractive and Effective Digital Presentation using PowerPoint or Google Slides.

It is really important that when creating digital presentations, one follows the following guidelines to create attractive and effective visual presentations:

- Use the same colors throughout the presentation. Be sure that the colors are not distracting and complement each other.
- Use no more than two different fonts throughout the presentation. Fonts should be easy-to-read and professional.
- Don't use funny transitions that can be distracting.

Be mindful when using animations so they are not distracting to your audience.

**Assignment:** Each student will be assigned to complete ONE slide in this file. This file should be shared with every student in the class and every student in the class is to be given editing privileges.

**\*STUDENTS ARE NOT TO WORK ON ANY SLIDE OTHER THAN THE SLIDE THAT IS ASSIGNED!**

Students are to be given a number from 3-12. That is the slide that they will be working in. Follow the instructions in the left margin that are in yellow.

To assure that this collaborative slide presentation is abiding by the guidelines on the previous page, use the following specifications when completing your slide.

- Change your background color for each slide to blue
- Use yellow font.
- As a class, decide on 2 font styles to use for this presentation. (one for the title and one for the rest)
- Other colors used in this presentation can be black and hot pink. (feel free to change these as a class)
- As a class, decide what style of images you will be using throughout your presentation. (example: cartoon clipart, photos, clipart, etc.)
- Each slide should have a title, an image, and a brief description of the type of business writing assigned to them.

Students learn how to create an attractive and effective digital presentation using PowerPoint or Google Slides

**10 Minutes**  
**Teaching Duration**

**45 Minutes**  
**Teaching Duration**

# The Employee Handbook

**Focusing on Employee Handbook**

**Employee Handbook: What is it, and why is it important?**

employee handbook is a very important multi-page document that is an important piece of business communication. Click on [THIS LINK](#) to answer the following questions in your own words.

What is an employee handbook?

Good communication skills are especially important during the **onboarding** process.

Click on [THIS LINK](#) to answer the following questions in your own words.

What is onboarding?→

What are the four phases of onboarding?

**Example of Employee Handbook Contents**

EMPLOYEE BELIEFS AND ACCEPTANCE

I hereby acknowledge receipt of the Organization's Employee Handbook. I understand that it is a continuing responsibility to read and know its contents. I have read and understand the Employee Handbook and agree to its contents. I understand that any specific portion of the handbook is subject to change without notice. I agree to accept the terms and conditions of the handbook and agree to be bound by its terms. I understand that the handbook is not a contract and that the organization reserves the right to change the handbook at any time without notice, and that I (EMPLOYEE'S NAME) as an employee of the organization have accepted and agree to be bound by the handbook. I agree to return the Employee Handbook to the organization at the time of my termination of employment.

I have read, understood and agree to all of the above. I have also read and understand the (EMPLOYEE'S NAME) Employee Handbook. I agree to return the Employee Handbook to the organization at the time of my termination of employment.

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

**EMPLOYMENT POLICY AND PLEDGE**

I hereby declare that I am an employee of (EMPLOYEE'S NAME), in the capacity of \_\_\_\_\_, as a result of writing for (EMPLOYEE'S NAME) that is not otherwise publicly available information and I understand that the disclosure of such information to anyone who is not employed by (EMPLOYEE'S NAME) or to other persons employed by (EMPLOYEE'S NAME) may result in a breach of confidential information or other information.

The disclosure, distribution, electronic transmission or copying of (EMPLOYEE'S NAME) confidential information is prohibited. Any employee who discloses confidential (EMPLOYEE'S NAME) information will be subject to disciplinary action including possible termination, even if he or she does not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

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

Please sign and return to the Director of Human Resources and Administration (EMPLOYEE'S NAME) Human Resources Department.

TABLE OF CONTENTS

1. PURPOSE AND SCOPE

2. EMPLOYMENT OPPORTUNITIES

3. HIRING AND EMPLOYMENT

4. PROBATIONARY PERIOD

5. PROMOTION

6. PERFORMANCE EVALUATION

7. DISCIPLINARY ACTION

8. TERMINATION

9. SEVERANCE PAY

10. LEAVE POLICIES

11. WORKING CONDITIONS

12. SAFETY AND HEALTH

13. EQUAL OPPORTUNITY

14. GRIEVANCE PROCEDURE

15. EMPLOYEE BENEFITS AND SALARY ADMINISTRATION

16. ECONOMIC BENEFITS AND INSURANCE

17. LEAVE POLICIES AND OTHER WORK POLICIES

18. EMPLOYEE RESPONSIBILITIES

19. EMPLOYEE CONDUCT

20. EMPLOYEE PROPERTY

21. EMPLOYEE INFORMATION

22. EMPLOYEE RECORDS

23. EMPLOYEE INVESTIGATION

24. EMPLOYEE DISCIPLINE

25. EMPLOYEE DISCIPLINARY PROCEDURE

26. EMPLOYEE DISCIPLINARY ACTION

27. EMPLOYEE DISCIPLINARY PROCEDURE

28. EMPLOYEE DISCIPLINARY ACTION

29. EMPLOYEE DISCIPLINARY PROCEDURE

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31. EMPLOYEE DISCIPLINARY PROCEDURE

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33. EMPLOYEE DISCIPLINARY PROCEDURE

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36. EMPLOYEE DISCIPLINARY ACTION

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99. EMPLOYEE DISCIPLINARY PROCEDURE

100. EMPLOYEE DISCIPLINARY ACTION

# The Business Report

**Focusing on Business Report**

**Business Reports: What are their purpose?**

Click on [THIS LINK](#) to answer the questions in this file.

What is a formal business report? What is their purpose?

**Common Types of Business Reports**

The resource page linked on the previous page lists 8 common types of formal business reports. List them and give a brief purpose for each.

1	
2	
3	
4	
5	
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8	

**How to write a formal business report...**

There are distinct steps recommend to write a successful business report. List the 11 steps outlined in the resource link.

1	
2	
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8	
9	
10	
11	

**WebQuest**

Search the web for "Business Report for American Eagle Company". You will be directed to an "Investor Relations" page for AEO. What are 5 bits of information that one can find on this page from the business reports provided?

List your findings from the webquest above...

1	
2	
3	
4	
5	

**AEO INC.**

AMERICAN EAGLE

- What is the Employee Handbook? Why is important?
- What are its topics and content?
- What is Onboarding? What communication skills are important?
- Examples of Employee Handbook Contents

- What is the purpose of Business Reports?
- Common Types of Business Reports
- How to Write a Formal Business Report
- WebQuest to find AEO's Business Report


**15 Minutes Teaching Duration**

**20 Minutes Teaching Duration**

# 10 Rules of Email Etiquette

# The Difference Between CC: & BCC:

**10 RULES OF EMAIL ETIQUETTE**



Email is the most common way to communicate in business. It's fast, easy and accessible by just about any device. Before pressing 'send', make sure your email is a good reflection of your business acumen. Explore [THIS LINK](#) for 3 things that your email should be before sending. List them below...


1	
2	
3	

The resource link above also lists 10 recommendations of what and not to do in an email. List them below...

1	
2	
3	
4	
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9	
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**PREVIEW**

**The Difference Between CC and BCC**



When sending emails, it's important to know the tools that can be used to keep everyone in the loop and be sure that each person involved in a project gets information. CC and BCC are valuable tools when using an email system. Click on [THIS LINK](#) to discover more about the tools and answer the questions below...

1	What does CC stand for?	
2	What does BCC stand for?	
3	What is the origin of the abbreviation?	
4	When should you use BCC?	
5	Is it ever ok to BCC your boss? Explain...	
6	When should you CC someone an email?	
7	Is it rude to CC someone in an email? Explain?	
8	What will happen if you BCC someone in an email?	
9	Why would someone BCC themselves in an email? What is the advantage?	

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**PREVIEW**

**2 Important Email lessons**

**25 Minutes  
Teaching Duration**

**20 Minute Total  
Teaching Duration**

# How to Format a Formal Business Letter

# Small Business Love Letter (Job #1)

**Business Letter Format**

Date: February 1, 2002

Name and address: Datacube, Inc., 1000 Main Street, San Diego, CA 92101

Greeting: Dear Mr. Jones,

Opening paragraph: I am submitting this request for a week of absence to tend to important personal matters beginning next week. If possible, I would like to take the week beginning March 12 and return to the office April 8, 2002.

Closing paragraph: I am most grateful available to answer questions via phone or email, and am happy to do whatever necessary to ensure a smooth transition before my leave begins.

Complimentary close and signature: Sincerely, John M. Jones

**Business Letter Format**

A business letter is a formal form of communication that is used for clients, coworkers, customers, and stakeholders. There are many different reasons why you may want to write a business letter.

Explore [this link](#) to discover 4 examples of when writing a formal business letter is appropriate. List them below.

1	
2	
3	
4	

Using the same resource link as above, explore how to format a business letter and list the steps below.

This link gives 3 tips for formatting a business letter. List them below and give a brief description of each.


Students learn to format a business letter.

15 Minutes Teaching Duration

**Launching a Spearmint Letter Template**

Select the Docs icon from your app launcher.

Use the "Spearmint" letter template.

You can also launch a blank Doc if you prefer not using a template.

**Formatting your letter**

Go to "File" and select "Page setup". Change the margins to .5 for top and bottom and 1 for left and right side.

**Changing the green bar at the top**

Double click on the green bar. An "Options" drop-down menu will appear. You can remove the header bar or change the color by clicking on the formatting tools in the toolbar.

**5. Completing the body of the letter**

Fill in YOUR personal information: Because you are a minor, use your first name only and your school address. DO NOT include your phone number or email.

Fill in the date

Fill in the name of the business and the business address.

Dear (should be the name of the business owner if you know it)

Your letter should include: "For a class project, we were to write a letter to a small business that we love." "I picked your business because..." "I love (list a specific product or service that you love)...because..." Speak from your heart... small business owners work tirelessly. They will be happy to hear anything positive about their business!

"Sincerely", "Best regard", "With appreciation", "Warm regards"...are some good complimentary closes to use.

Only type your first name as you are a minor. Feel free to change the color and style of the font.

**7. Adding a watermark**

Go to "insert" and select "Watermark"

Click on "Select Image" in the right hand task pane and find a simple image from Google images. Double click on the image of your choice. Images with fine details don't make the best watermarks. Be sure the image is simple.

**Addressing an envelope**

Sender's Name  
Company (Optional)  
Sender's Street Address  
City, State (Abbreviation) Zip

Place Stamp Here

Recipient's Name  
Recipient's Company (Optional)  
Recipient's Street Address  
City, State(Abbreviation) Zip

A handwritten envelope is fine and perfectly acceptable.



An engaging way to learn some valuable life skills - Formal letter writing & Addressing an envelope.

7 Easy-to-Follow Prompts

20 Minutes Teaching Duration

# Format a Memo

## Write a Memo (Job #2)

# Email a Hero

## (Job #3)



Writing a Business Memo

Memos are often used in business as a formal written communication method. Click on [THIS LINK](#) to explore more about memos and to complete this activity.

What are memos used for?

What are the sections of a memo?


**Office closure memo example**

**Memorandum**

Date: February 5, 2024  
 To: All employees  
 From: James Hobden, CEO  
 Subject: Office closure due to severe weather conditions

Due to forecasted severe weather conditions, the office will be closed tomorrow, February 6, 2024.

**Closure details:**

Date: Tuesday, February 6, 2024  
 Reason: Forecasted severe weather conditions, including heavy snowfall and icy roads.  
 Impact: All employees are advised to work remotely, if possible. Please coordinate with your supervisor to ensure continuity of operations.

**Next steps:**

Please stay tuned for further updates regarding office closures or delays beyond February 6, 2024. Ensure you have access to essential work resources and communication tools to support remote work arrangements.

Thank you for your understanding and cooperation during this time. The safety and well-being of our employees are our top priorities.

Sincerely,  
 James Hobden  
 CEO

**Reference Page**

**Official Memo**

TO: Name Franchises  
 FROM: Agatha Dooley, CEO  
 DATE: 26 October 2030  
 SUBJECT: Update on Delivery Policies

Memos are documents for communicating with people within businesses and offices. They often contain short messages and announcements, formatted according to a certain style that the company has determined. If you're writing your own, it's best to remember the purpose of your memo. As letters, there are plenty of reasons behind writing a memo. They can be used to deliver information, make a request, respond to questions, propose solutions to problems, or present brief reports.

Memos often begin with a set number of text fields to identify the recipient's and sender's names, the date, and the subject. As with most letters, their contents follow a simple three-part format: introduction, body, and conclusion. You can start by telling your recipient why you're writing them a memo, then continue filling the next few paragraphs with your main thoughts.

Summarize them, if needed, by the end of your message. As for the memo's look, make sure the text is clear and easy-to-read. However, you can include your logo, company name, and a few relevant photos. Another idea is to use your brand colors to create a memo that aligns with your overall mission. Lastly, find a pro template so that it's ready to use anytime.

408 Myers Lane  
 Sacramento, CA 94260  
 www.reallygreatsite.com

**Write a Memo.....**

...to the employees in the office. Make the tone of the memo pleasant, but 'matter of fact'. Use Microsoft Word or Google Docs.

**Memo details:**

Add "Official Memo" in the heading of the memo. Date: March 202X  
 To: All employees from (but you can change) Subject: (change) Guidelines  
 Message body: (U need to clean up with work) (change) conveys  
 the message. (change) Friday's deadline will continue through the year, but  
 they are not allowed to work. Also, search the web for images of appropriate  
 mens to wear to work" and include an image to memo.

No complimentary close will be used as your name is in the heading.

\*\*This memo will be emailed to all employees as an attachment AND printed out and posted by the copy machine.

Students learn about and write an office memo.

30 Minutes Total Teaching Duration

Emails are PERMANENT, formal correspondence

Do NOT use slang, abbreviations, or exclamation points

Email Address: Always put a subject (that can be easily searched)

Salutation: Dear Mr. Scott

Cc: Courtesy copy  
 Bcc: Blind courtesy copy

Add an attachment  
 Add a link

Proofread your check for errors

**Email a Serviceman or Woman**

**DO.....**

- \*Use a professional salutation ex: "Hi" "Hello" "Dear (insert name)."
- People appreciate seeing their name at the top of an email.
- \*Proofread! Be sure that there are no spelling errors or typos. Be sure that you use perfect grammar...it's their job to be efficient...
- so should you
- \*cc: your teacher
- \*Put: "Thank you for your service" in the subject line
- \*Be sure to use a "complimentary close"

Ex: Sincerely Yours,  
 With Great Gratitude,  
 Best Regards,  
 Very Truly Yours,

**Some advice for future emails....**

**DO NOT...**

- \*Use exclamation points, or ALL CAPITALS, (this can seem like you are yelling)
- \*use abbreviations like LOL. That is not professional.
- \*"reply all" can send information to people who do not need to see it.
- \*send angry emails....think before you send an email.
- \*wait to respond.....even if you do not have an answer right away, let them know the status of information.

**Thank a First Responder...**

**INTRODUCTION**  
 Introduce yourself...  
 Who are you? Where do you go to school?  
 Name an organization you belong to OR a subject that you like the best.

**PURPOSE**  
 Why are you writing this letter?  
 Are you writing it for a class project?  
 "In computer applications class, we were asked to write a letter to a first responder"

**MESSAGE**

**COMPLIMENTARY CLOSE**

**Thank a Veteran...**

**INTRODUCTION**  
 Introduce yourself...  
 Who are you? Where do you go to school?  
 Name an organization you belong to OR a subject that you like the best.

**PURPOSE**  
 Why are you writing this letter?  
 Are you writing it for a class project?  
 "In computer applications class, we were asked to write a letter to a veteran thanking them for their service."

**MESSAGE**  
 Send a message of gratitude.  
 "Thank you for your service"  
 "Thank you for the sacrifices that you made so that we are free."  
 "I appreciate that you made sacrifices so that I can have a better life."

**CLOSURE STATEMENT**  
 Closure Statement.  
 "Thank you for your service."  
 "I am happy that I had a chance to Thank you."  
 "Know that you are appreciated."

**COMPLIMENTARY CLOSE**  
 Complimentary Close.  
 "Sincerely Yours,"  
 "Very Truly Yours,"  
 "With gratitude"

Students write an email to thank a First Responder or a Veteran.

20 Minutes Teaching Duration



# Types of Written Communication Gallery Walk

Go to each of the papers and guess the correct name for each of the type of written business communication.

1	
2	
3	
4	
5	
6	
7	
8	

**Types of Business Writing**

- Business Letters
- Newsletters
- Press Releases
- Meeting Agendas
- Business Reports
- Handbooks
- Memos
- Emails

**#1** What type of written business communication is this?

**#2** What type of written business communication is this?

**#3** What type of written business communication is this?

**#4** What type of written business communication is this?

**#5** What type of written business communication is this?

**#6** What type of written business communication is this?

**#7** What type of written business communication is this?

**#8** What type of written business communication is this?

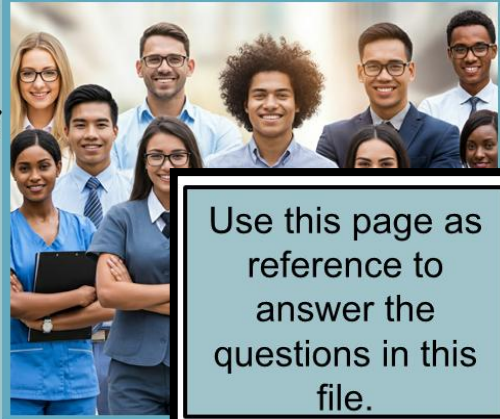
Students go to each paper and guess the correct name  
For the 8 Types of Written Business Communication examples.

**20 Minutes**  
**Teaching Duration**

# Types of Written Communication in the Workplace

## TYPES OF WRITTEN COMMUNICATION IN THE WORKPLACE

There are many types of written communication that is used as best practices in corporate America and small business. Use your critical thinking skills to answer the questions on the following pages to decide what the type of written communication is used for each scenario.



Use this page as reference to answer the questions in this file.

### Types of Business Communication



Dr. Amara Biko's veterinarian office was awarded "The Best of the Best" award by a national organization. This is BIG news in her small town.

She was notified that her office won this award by receiving registered mail. This was most likely what type of written communication? →	
Dr. Biko's administrative assistant drafted an announcement that can be published in the local newspaper and announced on local news stations. What is this written announcement called? →	

Tony is a commercial builder. He has several issues to discuss with the project manager and her team about the building project.

The administrative assistant for his company drafted a detailed list of everything that needs to be discussed. This written communication is what type? →	
How might be the best way for the administrative assistant to get out this detailed list to the stakeholders who are invited to the meeting? →	



MediCorp is a medical device company that employs a very talented, culturally diverse group of people.

When they are hired, they are given a booklet of all of the policies for the company and have to sign that they received	
--	--

Dr. Ricci and the professors at the university are planning to put out a monthly flyer that lists the details of activities on campus and in the community. What type of written communication would be used for this?

What would the type of written communication be called? →	
Each professor receives information about their work environment. It comes with a "To: From: Date: and Subject:" area. What might this written communication be? →	



Jared's physical therapist has been losing track of the business report. What type of written communication would be used for this?

Jared's office manager prepared a multi-page document that has data to take a good look at the business situation. What might this written communication be called? →	
---	--



## Reflection on types of written communication in the Workplace...

After completing this file, reflect on your responses by answering the questions below...

After learning about the various types of written communication, which type were you <b>least</b> familiar? →	
After learning about the various types of written communication, which type were you <b>most</b> familiar? →	
In your opinion, what types of written communication that are most important (choose at least two) →	

How has learning about types of written communication in the workplace been beneficial to you? (now and in the future)

--

Students DISCOVER the Types of Written Communication and APPLY critical thinking skills to determine how different careers use them.

**30 Minutes**  
**Teaching Duration**

# Productivity Communication File Using Google Applications

## Job #4 (includes 7 Jobs)

### Competencies:

- Using Google Slides for a Project Portfolio,
- Google Sheets to Create a Purchase Order,
- Google Sheets for a To Do List,
- Google Calendar for Scheduling a Meeting,
- Google Contacts for Managing Business Contacts,
- Google Docs for Meeting Notes, etc.

### Dawn's Entrepreneurial Story

Dawn Gribel is starting a new business venture. She has saved her money to buy a beverage truck/trailer to sell gourmet cold brew coffee and boba tea. She will use various Google Tools to be productive as she is on track to attend her first festival for the holiday season in the south where it is warm! She will hire 'team members' to help stock the truck and run the business. YOU are a team member that helps prepare documents and schedule meetings to help with productivity and keep everyone in the loop.

In this simulation, you will create a

- Project Proposal File
- Purchase Orders
- Contact Files
- To Do List
- Google Calendar Event
- Google Doc with Advanced Components



### Google for Productivity



- Docs
- Calendar
- Google Slides
- Google Sheets
- Contacts

### Dawn's Ice Cold Drinks

**1 Week  
Teaching Duration**

# Productivity Communication File Using Google Applications

## Job #4 (includes 7 Jobs)

Each Job has:

✓ **Step-by-Step**

**Instructions**

✓ **Quick Visuals for**

**Reference**

There are  
**7 Self-Guided  
Printable Jobs.**

### Job #4

#### Create Contacts

1. Open the Contacts app on your app launcher and create a new label called 'Vendor'.
2. Add the two contacts as shown below and label them 'Vendor'.
3. Add the three contacts of team members in the lower right corner of this page. Create a label as called 'team member'. Add that label to them.

Feel free to add an image or avatar to each contact.

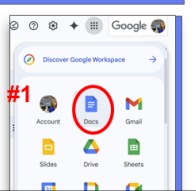
**Team Members**  
Juel Bonus: [jbonus@dawnsdrinks.com](mailto:jbonus@dawnsdrinks.com)  
Tom Jones: [ionest@dawnsdrinks.com](mailto:ionest@dawnsdrinks.com)  
Jonah Samis: [samisj@dawnsdrinks.com](mailto:samisj@dawnsdrinks.com)

# Productivity Communication File Using Google Applications

## Job #4 (includes 7 Jobs)

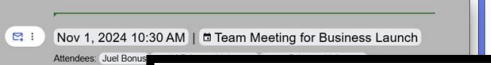
### Job #7 Create a Google Doc with Advanced Productivity Components.

1. Open a blank Google Doc and name it 'Team Meeting for November'.
1. Change the background color to a light gray by going to File, page setup, Page color.
1. Insert the Building Block for Meeting notes. This can be done when the document opens or by going to the Insert tab and selecting 'Building Block' and then 'Meeting notes'.
1. Add the attendees to the meeting notes by going to the Insert tab, selecting 'Smart chips' and then 'people'. Invite team members Juel, Tom, and Jonah.



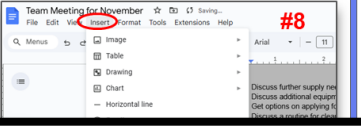
### Job #7 Create a Google Doc with Advanced Productivity Components. Continued

5. Complete the Meeting notes as shown to the right.
6. Advance your cursor below the green line and insert a Building Block called 'Review tracker'.
7. Complete the review tracker as shown to the right.



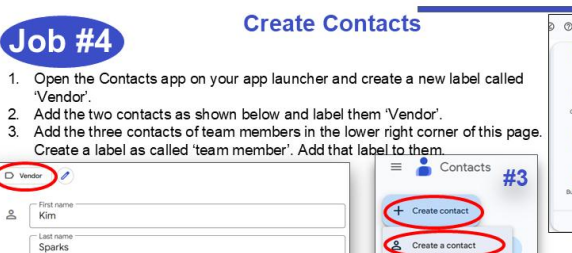
### Job #7 Create a Google Doc with Advanced Productivity Components. Continued

8. Create a section for 'Reference Documents' to be added at the end of the meeting notes. Add files by going to the Insert tab, selecting 'Smart chips' and then File. You will be presented with a drop-down menu of files to select. Add the Denver Tea Company, PO Gordon's Tea Do List.



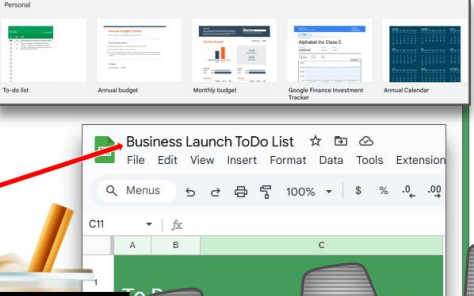
### Job #4 Create Contacts

1. Open the Contacts app on your app launcher and create a new label called 'Vendor'.
2. Add the two contacts as shown below and label them 'Vendor'.
3. Add the three contacts of team members in the lower right corner of this page. Create a label as called 'team member'. Add that label to them.



### Job #5 Create a To Do List

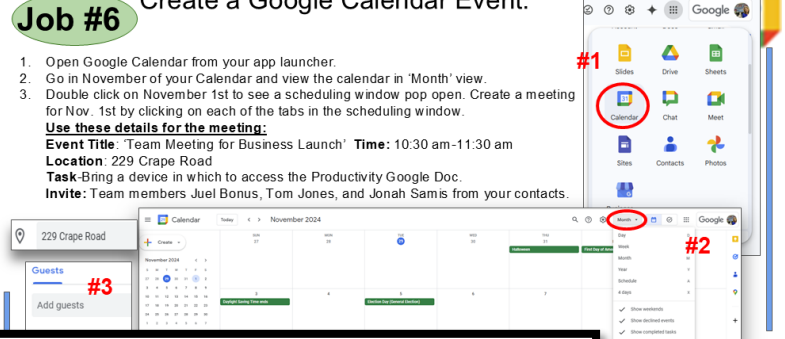
1. Open the To Do List template in Google Sheets.
1. Name it 'Business Launch To Do List'.
1. Complete the To Do list as shown.
1. Check the boxes of the items complete thus far.



### Job #6 Create a Google Calendar Event.

1. Open Google Calendar from your app launcher.
2. Go in November of your Calendar and view the calendar in 'Month' view.
3. Double click on November 1st to see a scheduling window pop open. Create a meeting for Nov. 1st by clicking on each of the tabs in the scheduling window.


**Use these details for the meeting:**  
Event Title: 'Team Meeting for Business Launch' Time: 10:30 am-11:30 am  
Location: 229 Grape Road  
Task: Bring a device in which to access the Productivity Google Doc.  
Invite: Team members Juel Bonus, Tom Jones, and Jonah Sam's from your contacts.



### Job #2 Purchase Orders

A purchase order (PO) is a legally binding document created by a buyer and presented to a seller. It lists all products or services that the buyer wants to purchase with prices and terms of payment.

Google Sheets has many templates for productivity. To access them, simply go to the 'Template gallery' to see all of the categories. The Purchase Order is under 'Business'.

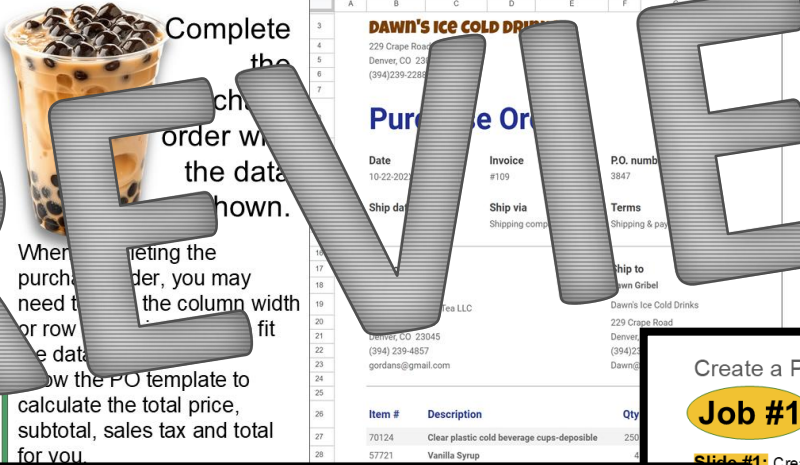


### Complete the Purchase Order

When creating the purchase order, you may need to adjust the column width for rows or rows to fit the data.

Use the PO template to calculate the total price, subtotal, sales tax and total for you.

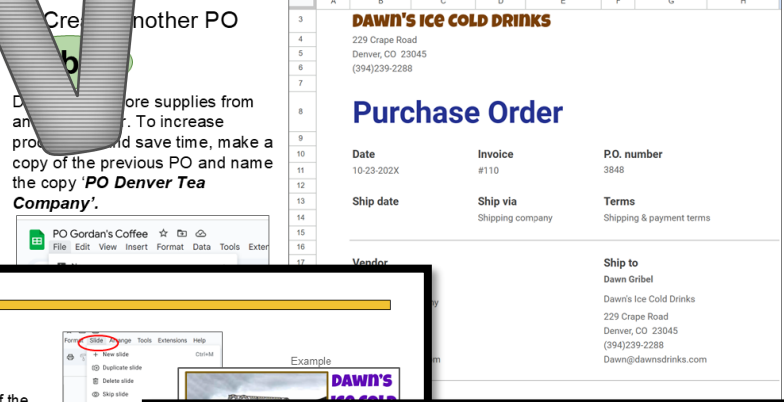
Date	Invoice #	P.O. number
10-22-2022	#109	3847
Ship date	Ship via	Terms
	Shipping company	Shipping & payment terms



### Create another PO

Use the previous PO and save time, make a copy of the previous PO and name the copy 'PO Denver Tea Company'.

Date	Invoice #	P.O. number
10-23-2022X	#110	3848
Ship date	Ship via	Terms
	Shipping company	Shipping & payment terms

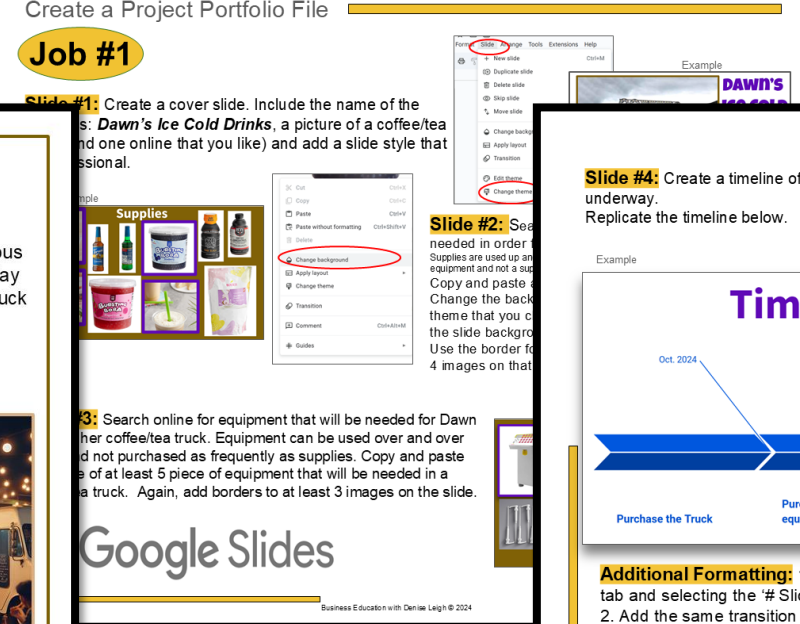


### Job #1 Create a Project Portfolio File

Slide #1: Create a cover slide. Include the name of the business: Dawn's Ice Cold Drinks, a picture of a coffee/tea and one online that you like) and add a slide style that is professional.


Slide #2: See the example below. Supplies are used up and equipment is not a supply. Copy and paste the images on the slide. Change the background theme that you like. Use the border for the images. Use the border for the images on that slide.

Slide #3: Search online for equipment that will be needed for Dawn's coffee/tea truck. Equipment can be used over and over and not purchased as frequently as supplies. Copy and paste at least 5 piece of equipment that will be needed in a truck. Again, add borders to at least 3 images on the slide.

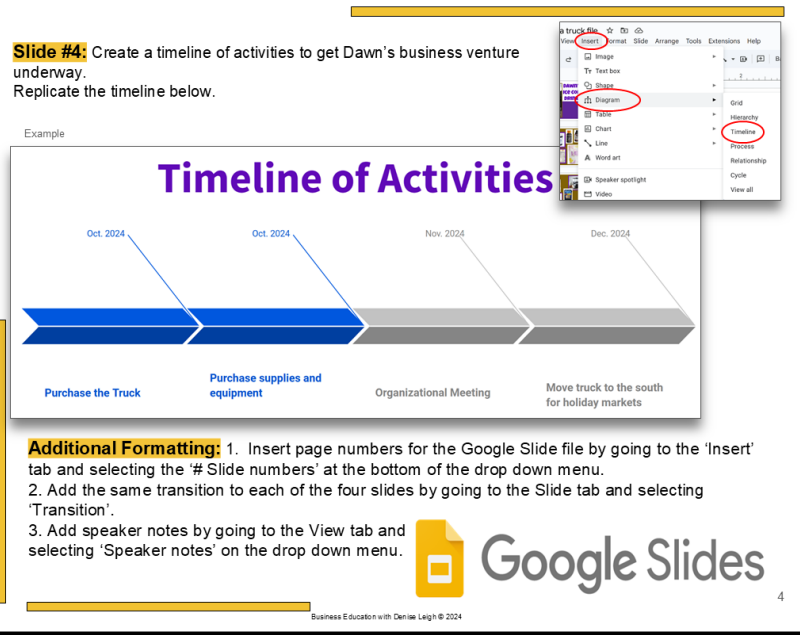


### Slide #4: Create a timeline of activities to get Dawn's business venture underway. Replicate the timeline below.

Example



**Additional Formatting:** 1. Insert page numbers for the Google Slide file by going to the 'Insert' tab and selecting the '# Slide numbers' at the bottom of the drop down menu. 2. Add the same transition to each of the four slides by going to the Slide tab and selecting 'Transition'. 3. Add speaker notes by going to the View tab and selecting 'Speaker notes' on the drop down menu.



## Google for Productivity

Docs Calendar  
Google Slides Google Sheets  
Contacts

### Dawn's Ice Cold Drinks



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### Dawn's Entrepreneurial Story

Dawn Gribel is starting a new business venture. She has saved her money to buy a beverage truck/trailer to sell gourmet cold brew coffee and boba tea. She will use various Google Tools to be productive as she is on track to attend her first festival for the holiday season in the south where it is warm! She will hire 'team members' to help stock the truck and run the business. YOU are a team member that helps prepare documents and schedule meetings to help with productivity and keep everyone in the loop.

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**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.

