BUSINESS & COMPUTER SCIENCE/BUSINESS MANAGEMENT
Word Processing
Unit 2: Correspondence

Essential Understandings	- There are many types of correspondence used by business and individuals. - Correspondence is used to communicate with other businesses or people.
Essential Questions	- What is a memorandum? - What are the two memorandum styles? - How are memorandums formatted? - What are the basic parts of personal-business and business letters? - What are the two formatting styles of a business letter? - What is mail merge?
Essential Knowledge	- Memorandums are written messages used by individuals employed by a business or an organization to communicate with one another. - The two memorandum styles are: Simplified and Standard. - Memorandums use the following formatting specification: 2" top margin; 1" side margins and at least 1" bottom margin. - Different business letters are used for different purposes. - The basic parts of a personal-business letter are: return address, dateline, letter address, salutation, body, complimentary close, name of writer, reference initials, and attachment/enclosure notation. - The basic parts of a business letter are dateline, letter address, salutation, body, complimentary close, name of the writer, attention line, subject line, reference initials, attachment/enclosure notations, second page notations, copy and blind notations, and USPS. - The two formatting styles are block and modified block. - Mail merge is used to combine information from two files to form a new document.
Vocabulary	- Terms: - business letter, personal-business letters, simplified and standard memorandums, mail merge, body of a letter, letter parts, style, block, modified block, indented paragraphs, special notations
Essential Skills	- Identify types of correspondence. - Compose and produce a business and personal-business letter in block and modified block style. - Produce memorandums in standard and simplified formats. - Complete a document using mail merge.

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Related Maine Learning Results	<u>Career and Education Development</u>
	A. Learning About Self and Interpersonal Relationships
	   A4.Carrer and Life Roles
	      Students demonstrate and evaluate successful strategies for accomplishing tasks, balancing career and life roles, and reducing stress in a variety of school, work, and community settings.
	      a. Time management
	      b. Goal-setting
	      c. Resource management
	B. Learning About and Exploring Education, Career, and Life Roles
	   B2.Skills for Individual/Personal Success in the 21st Century
	      Students evaluate strategies to improve skills that lead to lifelong learning and success in the classroom, and the achievement of schoolwork, work and career, and personal life goals.
	      a. Literacy skills
	      b. Numeracy
	      c. Critical thinking skills
	      d. Information and communication technology (ICT) literacy
	      e. Interpersonal skills
	      f. Other academic skills and knowledge
	   B3.Education and Career Information
	      Students use previously acquired knowledge and skills to evaluate and utilize a variety of resources to articulate a plan and make decisions for post-secondary education, training, and career choices.
	C. Learning to Make Decisions, Plan and Create Opportunities, and Make Meaningful Contributions
	   C1.The Planning Process
	      Students use the planning process to make school-to-school and school-to-work decisions.
	      a. Self-knowledge
	      b. Looking for and creating personal career options
	      c. Decision-making skills

Sample Lessons And Activities	▪ Letters ▪ College search project.

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Sample Classroom Assessment Methods	▪ Observation ▪ Tests ▪ Quiz ▪ Home work assignments

Sample Resources	▪ Publications:
	  ○ Keyboarding and Information Processing – South-Western Educational Publishing
	▪ Other Resources:
	  ○ Teacher made materials