

BUSINESS COMMUNICATION

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event provides recognition for PBL members who demonstrate competencies in writing, speaking, and listening concepts.

Eligibility

Chapters may submit individuals who are members from active local chapters, on record in the national center as having paid membership dues by SBLC of the current school year.

Overview

This event consists of two (2) parts: an objective test and a production test. Participants are required to complete both parts to be eligible to win an award.

A one (1) hour objective test will be administered prior to SBLC based on the competencies listed. Nongraphing calculators may be used.

Each participant must complete a writing exercise at SBLC. No reference materials may be used. Thirty (30) minutes will be allowed for this portion of the event.

The objective test and writing sample each constitute 50 percent of the final event score. The objective test will be used to break a tie.

Objective Test Competencies

- mechanics of appropriate business English (e.g., grammar, punctuation)
- format and appropriateness of business messages (e.g., letters, reports, memos, e-mail)
- format and style differences with international communications
- listening, oral, and nonverbal concepts

REFERENCE: Business Communication—Production RATING SHEET-3