# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Accounting Standards

# I. <u>Accounting Cycle</u>: Complete and explain the purpose of the various steps of accounting cycle.

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.

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• Paraphrase and summarize as needed.

# II. <u>Accounting Process</u>: Apply generally accepted accounting principles to determine the value of assets, liabilities, and owner's equity.

#### A. Assets

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
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  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### B. Liabilities

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

# C. Owner's Equity

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
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- 1.6.11 D Contribute to discussions.
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  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# III. <u>Financial Statements</u>: Prepare, interpret and analyze financial statements using manual and computerized systems for service, merchandising and manufacturing businesses.

# A. Financial Statement Preparation and Analysis

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.4.11 B Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### **B.** Income Statements for the Three Types of Business Operations

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

# IV. <u>Special Applications</u>: Apply appropriate accounting principals to payroll, income taxation, managerial systems, and various forms of ownership.

# A. Forms of Ownership

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.6.11 A Listen to others.
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  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
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  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

### B. Payroll

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### C. Income Taxation

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.6.11 A Listen to others.
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  - Synthesize information, ideas and opinions to determine relevancy.
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  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# D. Managerial Accounting Principles and Systems

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.6.11 A Listen to others.
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  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.
- V. <u>Interpretation and Use of Data</u>: Use planning and control principles to evaluate the performance of an organization and apply differential analysis and present-value concepts to make decisions.

# A. Planning and Control

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 B Select appropriate electronic media for research and evaluate the quality of the information received.
- 1.4.11 B Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
- 1 6 11 A Listen to others
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

# **B.** Decision Making

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 B Select appropriate electronic media for research and evaluate the quality of the information received.
- 1.4.11 B Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Business Law Standards

I. <u>Basics of the Law</u>: Analyze the relationship between ethics and the law and describe the sources of the law, the structure of the court system, the different classifications of procedural law and the different classifications of substantive law.

#### A. Ethics and the Law

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 D Contribute to discussions.
- 1.6.11 F Use media for learning purposes.

#### B. Sources of the Law

1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 F Use media for learning purposes.

#### C. Structure of the Courts

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### D. Classification of Procedural Law

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### E. Classification of Substantive Law

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Explain how techniques used in electronic media modify traditional forms of discourse for different purposes.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated opinion or position.
  - Include convincing, elaborated, and properly cited evidence.
  - Include a variety of methods to advance the argument or position.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 F Use media for learning purposes.

# II. <u>Contract Law, Law of Sales and Consumer Law</u>: Analyze the relationships among contract law, law of sales and consumer law.

#### A. Contract Law

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

#### B. Law of Sales

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
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  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

### C. Consumer Law

1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
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  - Take notes.
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  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
- III. <u>Agency and Employment</u>: Analyze the role and importance of agency law and employment law as they relate to the conduct of business in the national and international marketplaces.

#### A. Agency

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1 6 11 D Contribute to discussions
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

# B. Employment

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

IV. <u>Business Organizations</u>: Describe the major types of business organizations operating within the socio-economic arena of the national and international marketplace today and in the future.

# A. Sole Proprietorships and Partnerships

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

### B. Corporations

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# C. Limited Liability Companies

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# V. <u>Property Law</u>: Explain the legal rules that apply to personal property and real property.

# A. Personal Property

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.

- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# **B.** Real Property

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes

# VI. <u>Commercial Paper, Insurance, Secured Transactions, Bankruptcy</u>: Analyze the functions of commercial paper, insurance, secured transactions and bankruptcy.

### A. Commercial Paper

1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

Assess those reading strategies that were most effective in learning from a variety of texts.

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1 6 11 D Contribute to discussions
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

#### B. Insurance

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.

#### C. Secured Transactions

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# D. Bankruptcy

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes

# VII. <u>Computer Law</u>: Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law and international law.

### A. Basics of Computer Law

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

# B. Ownership Issues in Computer Law

1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

# C. Contract Issues in Computer Law

1.1.11 H Demonstrate fluency and comprehension in reading.

### D. Criminal Law and Privacy Issues in Computer Law

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Explain how techniques used in electronic media modify traditional forms of discourse for different purposes.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated opinion or position.
  - Include convincing, elaborated, and properly cited evidence.
  - Include a variety of methods to advance the argument or position.

# E. International Issues in Computer Law

1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

# VIII. Environmental Law and Energy Regulation: Explain the legal rules that apply to environmental law and energy regulation.

#### A. Environmental Law

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

### B. Energy Regulation

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# IX. <u>Domestic Relations Law</u>: Explain the legal rules that apply to marriage, divorce and child custody.

# A. Marriage and Its Legal Consequences

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes

# B. Divorce and Its Legal Consequences

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# X. Wills and Trusts: Determine appropriateness of wills and trusts in estate planning.

#### A. Wills

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### B. Trusts

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1 6 11 A Listen to others
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Career Development Standards

I. <u>Self-Awareness</u>: Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

# A. Personal Skills, Abilities, and Aptitudes

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.4.11 E Write a personal résume.

#### B. Personal Strengths and Weaknesses

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 F Edit writing using the conventions of language.

# II. <u>Career Research</u>: Utilize career resources to develop a career information database that includes international career opportunities.

#### A. Career Resources and Related Information

1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading. 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing. Identify, describe, evaluate and synthesize the essential ideas in text. 1.1.11 D Assess those reading strategies that were most effective in learning from a variety of texts. 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference 1 1 11 F Understand the meaning of and apply key vocabulary across the various subject areas. 1 1 11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents. 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas. 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced. 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays). Write using well-developed content appropriate for the topic. 1.5.11 B Write with controlled and/or subtle organization. 1.5.11 C 1.5.11 D Write with a command of the stylistic aspects of composition. 1.5.11 F Edit writing using the conventions of language. Select and refine a topic for research. 1.8.11 A 1.8.11.B Locate information using appropriate sources and strategies.

# **B.** International Career Opportunities

1.1.11 G	Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
1.2.11 A	Read and understand essential content of informational texts and documents in all academic areas.
1.2.11 B	Use and understand a variety of media and evaluate the quality of material produced.
1.4.11 B	Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
1.5.11 B	Write using well-developed content appropriate for the topic.
1.7.11 B	Analyze when differences in language are a source of negative or positive stereotypes among groups.

1.7.11 C Explain and evaluate the role and influence of the English language within and across countries.

# III. <u>Workplace Expectations</u>: Relate the importance of workplace expectations to career development.

#### A. Work Ethic

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.6.11 A Listen to others.

# B. Workplace Relationships

- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

# C. Workplace Diversity

- 1.6.11 D Contribute to discussions.
- 1.7.11 B Analyze when differences in language are a source of negative or positive stereotypes among groups.
- 1.7.11 C Explain and evaluate the role and influence of the English language within and across countries.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11.B Locate information using appropriate sources and strategies.

#### D. Workplace Communication Skills

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 F Edit writing using the conventions of language.
- 1.5.11 G Present and/or defend written work for publication when appropriate.
- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 F Use media for learning purposes.
- 1.8.11.B Locate information using appropriate sources and strategies
- 1.8.11 C Organize, summarize and present the main ideas from research.

# E. Continual Skills Improvement

- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.4.11 E Write a personal résume.
- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 C Write with controlled and/or subtle organization.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 F Use media for learning purposes.

#### F. Virtual Work Environment

1.7.11 B Analyze when differences in language are a source of negative or positive stereotypes among groups.

# G. Career and Job Self-Management

- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 C Write with controlled and/or subtle organization.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
- 1.5.11 F Edit writing using the conventions of language.

# IV. <u>Career Strategy</u>: Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

#### A. Self-Assessment and Career Research

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.4.11 E Write a personal résume.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11.B Locate information using appropriate sources and strategies
- 1.8.11 C Organize, summarize and present the main ideas from research.

#### **B.** Short- and Long-Term Career Goals

1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).

1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
1.4.11 E Write a personal résume.
1.8.11 A Select and refine a topic for research.
1.8.11.B Locate information using appropriate sources and strategies
1.8.11 C Organize, summarize and present the main ideas from research.

#### C. Individual Career Plan

- 1.5.11 B Write using well-developed content appropriate for the topic.
  1.5.11 C Write with controlled and/or subtle organization.
  1.6.11 A Listen to others.
  1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.
  1.8.11.B Locate information using appropriate sources and strategies
- 1.8.11 C Organize, summarize and present the main ideas from research.

# V. <u>School-to-Career Transition</u>: Develop strategies to make an effective transition from school to career.

# A. Workplace Experiences

1.8.11.B Locate information using appropriate sources and strategies

# B. Career Development File and Employment Portfolio

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
- 1.4.11 C Write persuasive pieces.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.4.11 E Write a personal résume
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 C Write with controlled and/or subtle organization.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 F Use media for learning purposes.

# C. Job Search Strategies

- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 C Write with controlled and/or subtle organization.
- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

- 1.8.11 A Select and refine a topic for research.
- 1.8.11.B Locate information using appropriate sources and strategies
- 1.8.11 C Organize, summarize and present the main ideas from research.

# VI. <u>Lifelong Learning</u>: Relate the importance of lifelong learning to career success.

### A. Personal Growth

1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.

### B. Career Growth

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.8.11 C Organize, summarize and present the main ideas from research.

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Communication Standards

# I. <u>Foundations of Communication</u>: Communicate in a clear, courteous, concise, and correct manner on personal and professional levels.

### A. Oral Communication

Use and understand a variety of media and evaluate the quality of material
produced.
Speak using skills appropriate to formal speech situations.
Contribute to discussions.
Participate in small and large group discussions and presentations.
Use media for learning purposes.
Analyze when differences in languages are a source of negative or positive
stereotypes among groups.
Select and refine a topic for research.
Locate information using appropriate sources and strategies.
Organize, summarize and present the main ideas from research.

# **B.** Informational Reading

1.1.11 B	Analyze the structure of informational materials explaining how authors
	used these to achieve their purposes.
1.1.11 D	Identify, describe, evaluate, and synthesize the essential ideas in text.
	Assess those reading strategies that were most effective in learning from a
	variety of texts.
1.1.11 F	Understand the meaning of and apply key vocabulary across the various
	subject areas.
1.1.11 G	Demonstrate after reading understanding and interpretation of both fiction
	and nonfiction text, including public documents.
1.1.11 H	Demonstrate fluency and comprehension in reading.
1.2.11 A	Read and understand essential content of informational texts and
	documents in all academic areas.
1.2.11 B	Use and understand a variety of media and evaluate the quality of material
	produced.
1.6.11 E	Participate in small and large group discussions and presentations.

#### C. Written Communication

1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading. Analyze the structure of informational materials explaining how authors 1.1.11 B used these to achieve their purposes. 1 1 11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts. 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents. 1.1.11 H Demonstrate fluency and comprehension in reading. 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas. 1211B Use and understand a variety of media and evaluate the quality of material produced. 1.4.11 B Write complex informational pieces. Write persuasive pieces. 1.4.11 C 1.5.11 A Write with a sharp, distinct focus. Write using well-developed content appropriate for the topic. 1.5.11 B 1.5.11 C Write with controlled and/or subtle organization. 1.5.11 D Write with a command of stylistic aspects of composition. Revise writing to improve style, word choice, sentence variety and 1.5.11 E subtlety of meaning after rethinking how questions of purpose, audience and genre have been addressed. Edit writing using the conventions of language. 1.5.11 F 1.6.11 F Use media for learning purposes. Analyze when differences in language are a source of negative or positive 1.7.11 B stereotypes among groups. 1.8.11 A Select and refine a topic for research. 1.8.11 B Locate information using appropriate sources and strategies. 1.8.11 C Organize, summarize and present the main ideas from research.

# D. Social and Business Listening

1.2.11 B	Use and understand a variety of media and evaluate the quality of material
	produced.

- 1.6.11 A Listen to others.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 E Participate in small and large group discussions and presentations.

- II. <u>Social Communication</u>: Apply basic social communication skills in personal and professional situations.
  - A. Positive Self-Concept and Image
  - B. Human Relations and Interpersonal Skills
- III. <u>Technological Communication</u>: Use technology to enhance the effectiveness of communication.
  - 1.6.11 F Use media for learning purposes.
  - 1.7.11 B Analyze when differences in language are a source of negative or positive stereotypes among groups.
  - 1.7.11 C Explain and evaluate the role and influence of the English language within and across countries.
  - 1.8.11 A Select and refine a topic for research.
  - 1.8.11 B Locate information using appropriate sources and strategies.
  - 1.8.11 C Organize, summarize and present the main ideas from research.
- IV. <u>Employment Communication</u>: Integrate all forms of communication in the successful pursuit of employment.
  - 1.4.11 E Write a personal resume.
  - 1.5.11 A Write with a sharp, distinct focus.
  - 1.5.11 B Write using well-developed content appropriate for the topic.
  - 1.5.11 C Write with controlled and/or subtle organization.
  - 1.5.11 D Write with a command of stylistic aspects of composition.
  - 1.5.11 E Revise writing to improve style, word choice, sentence variety and subtlety of meaning after rethinking how questions of purpose, audience and genre have been addressed.
  - 1.5.11 F Edit writing using the conventions of language.
  - 1.6.11 A Listen to others.
  - 1.6.11 C Speak using skills appropriate to formal speech situations.
  - 1.6.11 E Participate in small and large group discussions and presentations.
  - 1.8.11 A Select and refine a topic for research.
  - 1.8.11 B Locate information using appropriate sources and strategies.
  - 1.8.11 C Organize, summarize and present the main ideas from research.
- V. <u>Organizational Communication</u>: Incorporate appropriate leadership and supervision techniques, customer service strategies, and personal ethics standards to communicate effectively with various business constituencies.

#### A. Customer Relations

- 1.4.11 B Write complex informational pieces.
- 1.5.11 A Write with a sharp, distinct focus.

# **B.** Business Relationships

1.7.11 B Analyze when differences in language are a source of negative or positive stereotypes among groups.

# C. Leadership

1.5.11 A Write with a sharp, distinct focus.

# **D.** Supervisory Communication

- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

### E. Personal Ethics

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Computation Standards

(Standards I, II and III do not have level 3 standards since these standards are achieved at an earlier level.)

- I. <u>Mathematical Foundations</u>: Apply basic mathematical operations to solve problems.
- II. <u>Number Relationships and Operations</u>: Solve problems involving whole numbers, decimals, fractions, percents, rations, averages, and proportions.
- III. Patterns, Functions, and Algebra: Use algebraic operations to solve problems.
- IV. <u>Measurements</u>: Use common international standards of measurement when solving problems.
  - 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.6.11 A Listen to others.
    - Ask clarifying questions.
    - Synthesize information, ideas and opinions to determine relevancy.
    - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# V. <u>Statistics and Probability</u>: Analyze and interpret data using common statistical procedures.

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.5.11 B Gather, determine validity and reliability of, analyze and organize information.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

## VI. <u>Problem-Solving Applications</u>: Use mathematical procedures to analyze and solve business problems.

#### A. Taxation

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### B. Savings and Investments

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## C. Payroll and Human Resource Management

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## D. Cash Management

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

## E. Financial Management

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others. Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

### F. Credit Management

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### G. Purchases

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### H. Sales

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### I. Inventory Records

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## J. Depreciation, Cost Recovery, and Depletion

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

### K. Computers, Information Technology, and the Internet

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## L. Manufacturing and Office Costs

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### M. Insurance

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education *Economics* Standards

## I. <u>Allocation of Resources</u>: Asses opportunity costs and trade-offs involved in making choices about how to use scarce economic resources.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Read familiar materials aloud with accuracy.
  - Self-correct mistakes.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).

- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.

- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

- II. <u>Economic Systems</u>: Explain why societies develop economic systems, identify the basic features of different economic systems, and analyze the major features of the U.S. economic system.
  - 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.1.11 H Demonstrate fluency and comprehension in reading.
    - Read familiar materials aloud with accuracy.
    - Self-correct mistakes.
    - Demonstrate comprehension.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
    - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
    - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
    - Use teacher and student established criteria for making decisions and drawing conclusions.
    - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
  - 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
    - Select appropriate electronic media for research and evaluate the quality of the information received.
    - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
  - 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
    - Include a variety of methods to develop the main idea.
    - Use precise language and specific detail.
    - Include cause and effect.
    - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
    - Use primary and secondary sources.

- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

## III. <u>Economic Institutions and Incentives</u>: Analyze the role of core economic institutions and incentives in the U.S. economy.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Read familiar materials aloud with accuracy.
  - Self-correct mistakes.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.

- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.

- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

## IV. Markets and Prices: Analyze the role or markets and prices in the U.S. economy.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Read familiar materials aloud with accuracy.
  - Self-correct mistakes.
  - Demonstrate comprehension.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.
- V. <u>Market Structures</u>: Analyze the different types of market structures and the effect they have on the price and the quality of the foods and services produced.
  - 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.1.11 H Demonstrate fluency and comprehension in reading.
    - Read familiar materials aloud with accuracy.
    - Self-correct mistakes.
    - Demonstrate comprehension.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.
- VI. <u>Productivity</u>: Explain the importance of productivity and analyze how specialization, division of labor, investment in physical and human capital, and technological change affect productivity.
  - 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.1.11 H Demonstrate fluency and comprehension in reading.
    - Read familiar materials aloud with accuracy.
    - Self-correct mistakes.
    - Demonstrate comprehension.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

# VII. The Role of Government: Analyze the role of government in economic systems, especially the role of government in the U.S. economy.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Read familiar materials aloud with accuracy.
  - Self-correct mistakes.
  - Demonstrate comprehension

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

## VIII. <u>International Economic Concepts</u>: Examine the role of trade, protectionism, and monetary market in the global economy.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Read familiar materials aloud with accuracy.
  - Self-correct mistakes.
  - Demonstrate comprehension.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.
- IX. <u>Aggregate Supply and Aggregate Demand</u>: Analyze how the U.S. economy functions as a whole and describe selected macroeconomic measure of economic activity.
  - 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.1.11 H Demonstrate fluency and comprehension in reading.
    - Read familiar materials aloud with accuracy.
    - Self-correct mistakes.
    - Demonstrate comprehension.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement).
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs).
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic.
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

### NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education *Personal Finance* Standards

# I. <u>Personal Decision Making</u>: Use a rational decision-making process as it applies to the roles of citizens, workers, and consumers.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.

- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).

# II. <u>Earning a Living</u>: Identify various forms of income and analyze factors that affect income as a part of the career decision-making process.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)

- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.

- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

### III. Managing Finances and Budgeting: Develop and evaluate a spending/savings plan.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative)

- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

# IV. <u>Saving and Investing</u>: Evaluate savings and investment options to meet short- and long-term goals.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic)
     presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.

- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

### V. <u>Buying Goods and Services</u>: Apply a decision-making model to maximize consumer satisfaction when buying goods and services.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)

- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.

- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

### VI. <u>Banking</u>: Evaluate services provided by financial deposit institutions to transfer funds.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.

- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience
- 1 6 11 D Contribute to discussions
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

## VII. <u>Using Credit</u>: Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 C Write persuasive pieces.
  - Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.

- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Select and present an oral reading on an assigned topic
  - Organize and participate in informal debate around a specific topic.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

## VIII. <u>Protecting Against Risk</u>: Analyze choices available to consumers for protection against risk and financial loss.

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests

- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative)
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Create a multi-media (e.g., film, music, computer-graphic) presentation for display or transmission that demonstrates an understanding of a specific topic or issue or teaches others about it.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.

- Organize, summarize and present the main ideas from research.

   Take notes relevant to the research topic. 1.8.11 C

  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

### NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Entrepreneurship Standards

I. <u>Entrepreneurs and Entrepreneurial Opportunities</u>: Recognize that entrepreneurs possess unique characteristics and evaluate the degree to which one possesses those characteristics.

#### A. Characteristics of an Entrepreneur

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.

- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools

- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

#### B. Role of the Entrepreneur in Business

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.

- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

#### C. Opportunity Recognition and Pursuit

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.

- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 A Select and refine a topic for research.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.

#### D. Problem Identification and Solutions

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.

- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.
- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes

- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools.
- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.
- II. <u>Marketing</u>: Analyze customer groups and develop a plan to identify, reach, and keep customers in a specific target market.

#### A. Identifying the Market

- 1.1.11 A Locate various text, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.

- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 H Demonstrate fluency and comprehension in reading.
  - Demonstrate comprehension.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Distinguish between essential and nonessential information across a variety of sources, identifying the use of proper references or authorities and propaganda techniques where present.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
  - Evaluate text organization and content to determine the author's purpose and effectiveness according to the author's theses, accuracy, thoroughness, logic and reasoning.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Use, design and develop a media project to demonstrate understanding (e.g., a major writer or literary period or movement)
- 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - Include a variety of methods to develop the main idea.
  - Use precise language and specific detail.
  - Include cause and effect.
  - Use relevant graphics (e.g., maps, charts, graphs, tables, illustrations, photographs)
  - Use primary and secondary sources.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece
  - Include an effective introduction and conclusion.

- 1.5.11 D Write with a command of the stylistic aspects of composition.
  - Use different types and lengths of sentences.
  - Use precise language.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letter correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas, and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Adjust tone and involvement to encourage equitable participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 A Select and refine a topic for research.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Determine valid resources for researching the topic, including primary and secondary sources.
  - Evaluate the importance and quality of the sources.
  - Select sources appropriate to the breadth and depth of the research (e.g., dictionaries, thesauruses, other reference materials, interviews, observations, computer databases).
  - Use tables of contents, indices, key words, cross-references and appendices.
  - Use traditional and electronic search tools

- 1.8.11 C Organize, summarize and present the main ideas from research.
  - Take notes relevant to the research topic.
  - Give precise, formal credit for others' ideas, images or information using a standard method of documentation.
  - Use formatting techniques (e.g., heading, graphics) to aid reader understanding.
- B. Reaching the Market
- C. Keeping/Increasing the Market
- III. <u>Economics</u>: Apply economic concepts when making decisions for an entrepreneurial venture.
  - A. Economic Concepts
  - **B.** Market Economy Characteristics
  - C. Function of Price
  - D. Role of Profit and Risk
  - E. Role of Government
- IV. Finance: Use the financial competencies needed by an entrepreneur.
  - A. Determining Cash Needs
  - B. Identifying Sources and Types of Funding
  - C. Interpreting Financial Statements
- V. <u>Accounting</u>: Recognize that entrepreneurs must establish, maintain, and analyze appropriate records to make business decisions.
  - A. Keeping Business Records
  - B. Identifying Types of Business Records
  - C. Establishing and Using Business Records
  - **D.** Interpreting Business Records
- VI. Management: Develop a management plan for an entrepreneurial venture.
  - A. Establishing a Vision

- **B.** Hiring Employees
- C. Building Teams
- D. Monitoring Achievement
- E. Managing Risks
- VII. <u>Global Markets</u>: Analyze the effect of cultural differences, export/import opportunities, and trends on an entrepreneurial venture in the global marketplace.
  - A. Cultural Differences
  - **B.** Import/Export Opportunities
  - C. Global Trends
- VIII. <u>Legal</u>: Analyze how forms of business ownership, government, regulations, and business ethics affect entrepreneurial ventures.
  - A. Forms of Business Ownership
  - **B.** Government Regulations
  - C. Business Ethics
- IX. <u>Business Plans</u>: Develop a business plan.

### NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading Writing, Speaking, Listening Standards

National Business Education Information Technology Standards

#### I. <u>Impact on Society</u>: Assess the impact of information technology on society.

1.1.11 A	Locate various texts, media and traditional resources for assigned and
	independent projects before reading.
1.1.11 C	Use knowledge of root words and words from literary works to recognize
	and understand the meaning of new words during reading. Use these
	words accurately in speaking and writing.
1.1.11 D	Identify, describe, evaluate and synthesize the essential ideas in text.
	Assess those reading strategies that were most effective in learning from a
1 1 11 5	variety of texts.
1.1.11 E	Establish a reading vocabulary by identifying and correctly using new
	words acquired through the study of their relationships to other words.
1 1 11 E	Use a dictionary or related reference.
1.1.11 F	Understand the meaning of and apply key vocabulary across the various subject areas.
1.1.11 G	Demonstrate after reading understanding and interpretation of both fiction
1.1.11 0	and nonfiction text, including public documents.
1.1.11 H	Demonstrate fluency and comprehension in reading.
1.2.11 A	Read and understand essential content of informational texts and
1.2.1111	documents in all academic areas.
1.2.11 B	Use and understand a variety of media and evaluate the quality of material
	produced.
1.3.11 A	Read and understand works of literature.
1.4.11 B	Write complex informational pieces (e.g., research papers, analyses,
	evaluations, essays).
1.5.11 A	Write with a sharp, distinct focus.
1.5.11 B	Write using well-developed content appropriate for the topic.
1.5.11 C	Write with controlled and/or subtle organization.
1.6.11 A	Listen to others.
1.6.11 C	Speak using skills appropriate to formal speech situations.
1.6.11 D	Contribute to discussions.
1.6.11 E	Participate in small and large group discussions and presentations.
1.6.11 F	Use media for learning purposes.
1.8.11 A	Select and refine a topic for research.
1.8.11 B	Locate information using appropriate sources and strategies.
1.8.11 C	Organize, summarize and present the main ideas from research.

- II. <u>Computer Architecture</u>: Describe current and emerging computer architecture; configure, install, and upgrade hardware; diagnose and repair hardware problems.
  - 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.6.11 D Contribute to discussions.
  - 1.6.11 E Participate in small and large group discussions and presentations.
  - 1.6.11 F Use media for learning purposes.
  - 1.8.11 B Locate information using appropriate sources and strategies.
- III. <u>Operating Systems, Environments, and Utilities</u>: Identify, evaluate, select, install, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environment, and utilities.
  - 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.6.11 A Listen to others.
  - 1.6.11 D Contribute to discussions.
  - 1.6.11 E Participate in small and large group discussions and presentations.
  - 1.6.11 F Use media for learning purposes.
  - 1.8.11 B Locate information using appropriate sources and strategies.
- IV. <u>Information Technology and Major Business Functions</u>: Describe the information technology components of major business functions and explain their interrelationships.
  - 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
  - 1.4.11 B Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
  - 1.5.11 A Write with a sharp, distinct focus.
  - 1.5.11 B Write using well-developed content appropriate for the topic.

- 1.5.11 C Write with controlled and/or subtle organization. Revise writing to improve style, word choice, sentence variety and 1511E subtlety of meaning after rethinking how questions of purpose, audience and genre have been addressed. Edit writing using the conventions of language. 1.5.11 F 1.6.11 A Listen to others. 1611C Speak using skills appropriate to formal speech situations. 1.6.11 D Contribute to discussions. 1.6.11 E Participate in small and large group discussions and presentations. 1.6.11 F Use media for learning purposes. Select and refine a topic for research. 1.8.11 A 1.8.11 B Locate information using appropriate sources and strategies. 1.8.11 C Organize, summarize and present the main ideas from research.
- V. Application Software: Identify, evaluate, select, install, use, upgrade, and customize application software; diagnose and solve problems resulting from an application software's installation and use.
  - 1 1 11 A Locate various texts, media and traditional resources for assigned and independent projects before reading. Understand the meaning of and apply key vocabulary across the various 1.1.11 F subject areas. 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas. 1.2.11 B Use and understand a variety of media and evaluate the quality of material. 1.5.11 A Write with a sharp, distinct focus. Write using well-developed content appropriate for the topic. 1.5.11 B 1.5.11 C Write with controlled and/or subtle organization. 1.6.11 D Contribute to discussions. 1.6.11 E Participate in small and large group discussions and presentations. 1.6.11 F

#### VI. Input Technologies: Use input technologies appropriately to enter and manipulate text and data.

Use media for learning purposes.

1.2.11 A	Read and understand essential content of informational texts and
	documents in all academic areas.
1.2.11 B	Use and understand a variety of media and evaluate the quality of
	material.
1.4.11 A	Write short stories, poems and plays.
1.5.11 A	Write with a sharp, distinct focus.
1.5.11 B	Write using well-developed content appropriate for the topic.
1.5.11 C	Write with controlled and/or subtle organization.
1.5.11 D	Write with a command of the stylistic aspects of composition.

- 1.5.11 E Revise writing to improve style, word choice, sentence variety and subtlety of meaning after rethinking how questions of purpose, audience and genre have been addressed.
- 1.5.11 F Edit writing using the conventions of language.
- 1.6.11 A Listen to others.

### VII. <u>Information Retrieval</u>: Gather, evaluate, use, and cite information from information technology sources.

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 B Analyze the structure of informational materials explaining how authors used these to achieve their purposes.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
- 1.3.11 A Read and understand works of literature.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 F Use media for learning purposes.
- 1.8.11 B Locate information using appropriate sources and strategies.
- 1.8.11 C Organize, summarize and present the main ideas from research.

### VIII. <u>Database Management Systems</u>: Use, plan, develop, and maintain database management systems.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
- 1.6.11 F Use media for learning purposes.

### IX. <u>Programming and Application Development</u>: Design, develop, test, and implement programs.

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.6.11 D Contribute to discussions.

- X. <u>Systems Analysis and Design</u>: Analyze and design information systems using appropriate development tools.
- XI. <u>Communications and Networking Infrastructures</u>: Develop the skills to design, deploy, and administer networks and communications systems.
  - 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
  - 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these words accurately in speaking and writing.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.4.11 D Maintain a written record of activities, course work, experience, honors and interests.
  - 1.5.11 B Write using well-developed content appropriate for the topic.
  - 1.5.11 F Edit writing using the conventions of language.
  - 1.6.11 D Contribute to discussions.
  - 1.6.11 F Use media for learning purposes.

# XII. <u>Network Applications</u>: Use, evaluate, and deploy communications and networking applications.

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.1.11 B Analyze the structure of informational materials explaining how authors used these to achieve their purposes.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.5.11 C Write with controlled and/or subtle organization.
- 1.5.11 D Write with a command of the stylistic aspects of composition.

- 1.5.11 E Revise writing to improve style, word choice, sentence variety and subtlety of meaning after rethinking how questions of purpose, audience and genre have been addressed.
  1.5.11 F Edit writing using the conventions of language.
  1.6.11 D Contribute to discussions.
  1.6.11 E Participate in small and large group discussions and presentations.
  1.6.11 F Use media for learning purposes.
- 1.8.11 B Locate information using appropriate sources and strategies.

# XIII. <u>Information Technology Planning and Acquisition</u>: Plan the selection and acquisition of information technologies.

- 1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
- 1.8.11 B Locate information using appropriate sources and strategies.

# XIV. <u>Technical Support and Training</u>: Develop the technical and interpersonal skills and knowledge to support the user community.

1.1.11 A	Locate various texts, media and traditional resources for assigned and
	independent projects before reading.
1.1.11 D	Identify, describe, evaluate and synthesize the essential ideas in text.
	Assess those reading strategies that were most effective in learning from a
	variety of texts.
1.1.11 E	Establish a reading vocabulary by identifying and correctly using new
1.1.11 L	words acquired through the study of their relationships to other words.
~	Use a dictionary or related reference.
1.1.11 G	Demonstrate after reading understanding and interpretation of both fiction
	and nonfiction text, including public documents.
1.2.11 A	Read and understand essential content of informational texts and
	documents in all academic areas.
1.2.11 B	Use and understand a variety of media and evaluate the quality of
	material.
1.4.11 B	Write complex informational pieces (e.g., research papers, analyses,
1.1.11 D	evaluations, essays).
1.5.11 A	Write with a sharp, distinct focus.
	± '
1.5.11 B	Write using well-developed content appropriate for the topic.
1.5.11 C	Write with controlled and/or subtle organization.
1.5.11 D	Write with a command of the stylistic aspects of composition.
1.5.11 E	Revise writing to improve style, word choice, sentence variety and
	subtlety of meaning after rethinking how questions of purpose, audience
	and genre have been addressed.
	and bone have been addressed.

Edit writing using the conventions of language.

Present and/or defend written work for publication when appropriate.

1.5.11 F

1.5.11 G

1.6.11 A Listen to others.
1.6.11 C Speak using skills appropriate to formal speech situations.
1.6.11 D Contribute to discussions.
1.6.11 E Participate in small and large group discussions and presentations.
1.6.11 F Use media for learning purposes.
1.8.11 B Locate information using appropriate sources and strategies.

# XV. <u>Risk Management</u>: Design and implement risk management policies and procedures for information technology.

1.1.11 A Locate various texts, media and traditional resources for assigned and independent projects before reading.
 1.1.11 G Demonstrate after reading understanding and interpretation of both fiction and nonfiction text, including public documents.
 1.2.11 B Use and understand a variety of media and evaluate the quality of material.
 1.8.11 B Locate information using appropriate sources and strategies.

# XVI. <u>Privacy and Ethics</u>: Describe, analyze, develop, and follow policies for managing privacy and ethical issues in organizations and in a technology-based society.

Analyze the structure of informational materials explaining how authors
used these to achieve their purposes.
Read and understand essential content of informational texts and
documents in all academic areas.
Use and understand a variety of media and evaluate the quality of
material.
Write complex informational pieces (e.g., research papers, analyses,
evaluations, essays).
Write with a sharp, distinct focus.
Write using well-developed content appropriate for the topic.
Write with controlled and/or subtle organization.
Write with a command of the stylistic aspects of composition.
Revise writing to improve style, word choice, sentence variety and
subtlety of meaning after rethinking how questions of purpose, audience
and genre have been addressed.
Edit writing using the conventions of language.
Present and/or defend written work for publication when appropriate.
Use media for learning purposes.
Locate information using appropriate sources and strategies.
Organize, summarize and present the main ideas from research.

# XVII. <u>Information Technology Careers</u>: Describe positions and career paths in information technology.

1.1.11 A	Locate various texts, media and traditional resources for assigned and
1 1 11 0	independent projects before reading.
1.1.11 G	Demonstrate after reading understanding and interpretation of both fiction
10111	and nonfiction text, including public documents.
1.2.11 A	Read and understand essential content of informational texts and
	documents in all academic areas.
1.4.11 B	Write complex informational pieces (e.g., research papers, analyses, evaluations, essays).
1.4.11 D	Maintain a written record of activities, course work, experience, honors
	and interests.
1.5.11 A	Write with a sharp, distinct focus.
1.5.11 B	Write using well-developed content appropriate for the topic.
1.5.11 C	Write with controlled and/or subtle organization.
1.5.11 D	Write with a command of the stylistic aspects of composition.
1.5.11 E	Revise writing to improve style, word choice, sentence variety and
	subtlety of meaning after rethinking how questions of purpose, audience
	and genre have been addressed.
1.5.11 F	Edit writing using the conventions of language.
1.6.11 C	Speak using skills appropriate to formal speech situations.
1.6.11 D	Contribute to discussions.
1.6.11 E	Participate in small and large group discussions and presentations.
1.6.11 F	Use media for learning purposes.
1.8.11 A	Select and refine a topic for research.
1.8.11 B	Locate information using appropriate sources and strategies.
1.8.11 C	Organize, summarize and present the main ideas from research.

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education *International Business* Standards

I. <u>Foundations of International Business</u>: Explain the role of international business; analyze how it impacts business at all levels (including the local, state, national, and international levels).

# A. Role and Impact

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### B. Geography

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# C. Career Opportunities

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.4.11 C Write persuasive pieces.

#### D. Travel Considerations

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1 6 11 A Listen to others
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# II. <u>The Global Business Environment</u>: Describe the interrelatedness of the social, cultural, political, legal, and economic factors that shape and impact the international business environment.

#### A. Social and Cultural Influences

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

#### **B.** Political Environment

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### C. Legal Systems

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 E Organize and participate in informal debate around a specific topic.

#### D. Economic Environment

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 E Organize and participate in informal debate around a specific topic.

# III. <u>International Business Communication</u>: Apply communication strategies necessary and appropriate for effective and profitable international business relations.

#### A. Oral and Written Communication

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
  - Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.5.11 C Write with controlled and/or subtle organization.
  - Sustain a logical order throughout the piece.
  - Include an effective introduction and conclusion.
- 1.5.11 F Edit writing using the conventions of language.
  - Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly.
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
  - Use a variety of sentence structures to add interest to a presentation.
  - Pace the presentation according to audience and purpose.
  - Adjust stress, volume and inflection to provide emphasis to ideas or to influence the audience.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Facilitate total group participation.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.
- 1.7.11 B Analyze when differences in language are a source of negative or positive stereotypes among groups.
- 1.7.11 C Explain and evaluate the role and influence of the English language within and across countries.

#### B. Nonverbal Communication

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

### C. Negotiations

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### D. Technology

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.
- 1.2.11 B Use and understand a variety of media and evaluate the quality of material produced.
  - Select appropriate electronic media for research and evaluate the quality of the information received.
  - Explain how the techniques used in electronic media modify traditional forms of discourse for different purposes.
- 1.6.11 F Use media for learning purposes.
  - Use various forms of media to elicit information, to make a student presentation and to complete class assignments and projects.
  - Evaluate the role of media in focusing attention and forming opinions.
- IV. <u>Global Business Ethics</u>: Describe the environmental factors that define what is considered ethical business behavior in a global business environment.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
    - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
    - Use teacher and student established criteria for making decisions and drawing conclusions.

# V. <u>Organizational Structures for International Business Activities</u>: Identify forms of business ownership and entrepreneurial opportunities available in international business.

# A. Forms of Business Ownership

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes

# **B.** Entrepreneurial Opportunities

#### C. International Business Involvement

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

#### **D.** International Business Success

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# VI. <u>International Trade Relations</u>: Relate balance of trade concepts to the import/export process.

# A. Importing and Exporting

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

### **B.** Trade Barriers and Agreements

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### C. Balance of Trade

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

# VII. <u>International Management</u>: Analyze special challenges in operations in human resource management in international business.

# A. Operations and Production

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

#### B. Human Resources

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

# C. Strategic Management

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

# VIII. <u>International Marketing</u>: Apply marketing concepts to international business situations.

### A. Foreign Markets and Consumer Behavior

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 B Write complex informational pieces.
- 1.5.11 A Write with a sharp, distinct focus.
- 1.5.11 B Write using well-developed content appropriate for the topic.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# B. Marketing Research

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

# C. Product Development

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### D. Standards and Measures

# **E.** Pricing Strategies

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### F. Distribution Channels and Intermediaries

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# G. Transportation and Shipping

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

#### H. Promotional Activities

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 C Speak using skills appropriate to formal speech situations.
- 1.6.11 E Participate in small and large group discussions and presentations.
- 1.6.11 F Use media for learning purposes.

# IX. <u>International Finance</u>: Explain the concepts, role, and importance of international finance and risk management.

### A. Currency and Exchange

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# **B.** Financial Institutions and Trade Agreements

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

# C. Payment Methods and Reporting

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

#### D. Risk Management

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education *Management* Standards

I. <u>Management Functions</u>: Analyze the management functions and their implementation and integration within the business environment.

# A. Planning

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes

# B. Organizing

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### C. Leading/Directing

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.

#### D. Evaluation/Controlling

1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

Assess those reading strategies that were most effective in learning from a variety of texts.

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 B Write complex informational pieces.
  - Use precise language and specific detail.
  - Use relevant graphics.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

# II. <u>Management Theories</u>: Analyze management theories and their application within the business environment.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

### III. Business Organization: Analyze the organization of a business.

### A. Forms of Business Ownership

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# **B.** Management Levels

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### C. Organizational Structure

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.
- IV. <u>Personal Management Skills</u>: Develop personal management skills to function effectively and efficiently in a business environment.
  - A. Time Management
  - B. Stress Management
  - C. Professional Growth and Development
  - D. Communication Skills
  - E. Relationship Building
- V. <u>Ethics and Social Responsibility</u>: Examine the role of ethics and social responsibility in decision making.
  - A. Ethics
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.

- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
- 1.6.11 E Participate in small and large group discussions and presentations.

# B. Social Responsibility

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.

# VI. <u>Human Resource Management</u>: Describe human resource functions and their importance to an organization's successful operation.

### A. Human Resource Planning

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.

#### **B.** Recruitment and Selection

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.5.11 A Write with a sharp, distinct focus.
  - Identify topic, task and audience.
  - Establish and maintain a single point of view.
- 1.5.11 B Write using a well-developed content appropriate for the topic.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.

# **C.** Employee Development

#### D. Evaluation

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.4.11 B Write complex informational pieces.
  - Use precise language and specific detail.
  - Use relevant graphics.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.

# E. Compensation, Promotion, Benefits, and Incentives

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### F. Separations, Termination, and Transition

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

#### G. Labor Relations

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view.
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Introduce relevant, facilitating information, ideas and opinions to enrich discussion.
  - Paraphrase and summarize as needed.
- 1.6.11 E Participate in small and large group discussions and presentations.
  - Organize and participate in informal debate around a specific topic.

# VII. <u>Organized Labor</u>: Describe the role of organized labor and its influence on government and business.

- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationship to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - Differentiate fact from opinion across a variety of texts by using complete and accurate information, coherent arguments and points of view
  - Use teacher and student established criteria for making decisions and drawing conclusions.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

# VIII. <u>Technology and Information Management</u>: Utilize information and technology tools to conduct business effectively and efficiently.

# A. Technology Tools

- **B.** Information Management
- C. E-Business
- IX. <u>Industry Analysis</u>: Analyze a business organization's competitive position within the industry.
  - A. Competition
  - **B.** Competitive Advantage
  - C. Internal and External sources of Data
- X. <u>Financial Decision Making</u>: Analyze financial data influenced by internal and external factors in order to make short-term and long-term decisions.
  - A. Financial Statements
  - B. Short-Term and Long-Term Financing
  - C. Risk Management
- XI. <u>Operations Management</u>: Apply operations management principals and procedures to the design of an operations plan.
  - A. Product Design (Goods/Services)
  - B. Scheduling
  - C. Materials Procurement
  - D. Inventory Management
  - E. Quality Standards
- XII. Global Perspective: Examine the issues of managing in the global environment.
  - A. Legal Issues
  - B. Economic Considerations
  - C. Workplace Diversity
  - D. Global Partnering

# NATIONAL BUSINESS EDUCATION STANDARDS CROSS-REFERENCED WITH PENNSYLVANIA ACADEMIC STANDARDS

Pennsylvania Reading, Writing, Speaking, Listening Standards

National Business Education Marketing Standards

- I. <u>Foundations of Marketing</u>: Recognize the customer-oriented nature of marketing and analyze the impact of marketing activities on the individual, business, and society.
  - 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
  - 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

    Assess those reading strategies that were most effective in learning from a variety of texts.
  - 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
  - 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
  - 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
  - 1.6.11 A Listen to others.
    - Ask clarifying questions.
    - Synthesize information, ideas and opinions to determine relevancy.
    - Take notes.
  - 1.6.11 D Contribute to discussions.
    - Ask relevant, clarifying questions
    - Respond with relevant information or opinions to questions asked.
    - Listen to and acknowledge the contributions of others.
    - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
    - Paraphrase and summarize as needed.
  - 1.8.11 B Locate information using appropriate sources and strategies.
    - Evaluate the importance and quality of the sources.
    - Use traditional and electronic search tools.

# II. <u>Consumers and Their Behavior</u>: Analyze the characteristics, motivations, and behaviors of consumers.

#### A. Characteristics of Consumer Behavior

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### **B.** Segmentation and Target Markets

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## III. <u>External Factors</u>: Analyze the influence of external factors on marketing.

### A. Government and Legal Regulations

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### **B.** Ethical Issues

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

#### C. Economic Issues

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## **D.** Competitive Environment

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

#### E. Stakeholders

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

#### F. Culture

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.

- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## G. Technology

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# IV. <u>The Marketing Mix</u>: Analyze the elements of the marketing mix, their interrelationships, and how they are used in the marketing process.

#### A. Products and Services

#### 1. Classification

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

### 2. New Product Development and Ideas

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## 3. Packaging

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others. Ask clarifying questions. Synthesize information, ideas and opinions to determine relevancy. Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## 4. Branding

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### 5. Product Mix

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### 6. Service Extensions

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## 7. Product Life Cycle

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

#### B. Place

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### C. Price

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### D. Promotion

## 1. Advertising

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.

- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

#### 2. Sales Promotion

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools

# 3. Public Relations and Publicity

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

## 4. Personal Selling

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text. Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.

- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# V. <u>Marketing Research</u>: Analyze the role of marketing resear4ch in decision making.

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
- 1.6.11 A Listen to others.
  - Ask clarifying questions.
  - Synthesize information, ideas and opinions to determine relevancy.
  - Take notes.
- 1.6.11 D Contribute to discussions.
  - Ask relevant, clarifying questions.
  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.

- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.

# VI. The Marketing Plan: Describe the elements, design, and purposes of a marketing plan.

- 1.1.11 C Use knowledge of root words and words from literary works to recognize and understand the meaning of new words during reading. Use these new words accurately in speaking and writing.
- 1.1.11 D Identify, describe, evaluate and synthesize the essential ideas in text.

  Assess those reading strategies that were most effective in learning from a variety of texts.
- 1.1.11 E Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.
- 1.1.11 F Understand the meaning of and apply key vocabulary across the various subject areas.
- 1.2.11 A Read and understand essential content of informational texts and documents in all academic areas.
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  - Take notes.
- 1.6.11 D Contribute to discussions.
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  - Respond with relevant information or opinions to questions asked.
  - Listen to and acknowledge the contributions of others.
  - Introduce relevant, facilitating information, ideas and opinions to enrich the discussion.
  - Paraphrase and summarize as needed.
- 1.8.11 B Locate information using appropriate sources and strategies.
  - Evaluate the importance and quality of the sources.
  - Use traditional and electronic search tools.