

BUSINESS EDUCATION CURRICULUM SUMMARY

The purpose of the Business Education Curriculum Summary is to present an overview of the Public Speaking and Business Etiquette curriculum. Parents are the intended audience of the Business Education Curriculum Summary.

Types of Speeches and Speech Techniques

- Informative
- Persuasive
- Ceremonial
- Delivery techniques
- Visual Aides
- Speech planning, organization and preparation
- Introductions, transitions and conclusions
- Nonverbal communication
- Audience interaction and humor

Business Communications

- Impromptu speaking
- Press conferences/public relations
- Breaking the ice
- Listening skills

Business Etiquette

- Interviewing and job search techniques (i.e. cover letter, resume)
- Thank you notes and follow-ups
- Dealing with co-workers
- Office and dining etiquette

Debating

- Debate process and reasoning
- Propositions
- Debate formats
- Debate research