

Communication

BUSINESS

OVERVIEW	The purpose of this business plan is to specify the importance of process of communication in the business atmosphere. The workers will use the wiki server, ReddyNote to keep the group in contact with each other and on the same page.
OBJECTIVE	From this lesson, students will be able to: <ul style="list-style-type: none">• Students will be able to identify the different elements of The Communication Process.• Students will also recognize the similarities between their day-to-day conversations and public speaking.
MATERIALS	<ul style="list-style-type: none">❖ Internet access❖ Computer Lab with a computer for each student❖ Access to ReddyNote❖ Login to ReddyNote
PROCEDURE	<ol style="list-style-type: none">1. First a group of workers will be asked a series of questions about communication in a business setting.2. Once workers understand how crucial communication is to business interactions, they will be split up into groups.3. The groups will be given a main topic with a couple pages of information about their topic.4. Each team will have to communicate with the other teams as much as they can during the time limit, ask as many questions as they want to try to figure out what the other group's topics are.5. As the groups are communicating with each other they will place each of the groups numbers and topics on ReddyNote, checking off the ones that they have completed and realizing the ones they still need to work on.6. Then the workers will get back with their groups and try to guess each group's topic by placing them on ReddyNote with the correct main topic next to the group numbers.
EVALUATION	Whatever group that has the most topics guessing correctly will win the "challenge" and receive an A for this activity.