

# Introduction to Business Communication

*Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all business people. This event provides recognition for FBLA members who demonstrate an understanding of basic communication skills and concepts.*

## Competencies

The written objective test may include grammar, spelling, punctuation, oral communication concepts, proofreading, word definition and usage, numbers, and capitalization.

### **Business Education Curriculum Standards:**

Communication

## Eligibility

Each chapter may enter members who are on record in the FBLA-PBL Online Membership System as having paid dues by the officially published deadline for the current school year.

NOTE: Only members enrolled in Middle Level and grades **9 through 10** as of the current school year are eligible.

No member may have competed in this event at a previous National Leadership Conference.

## Procedure

A one-hour online objective test will be administered based on the listed competencies.

A calculator function is included in the online testing software. No additional calculator or other device may be used during testing.