

DESE Model Curriculum: Legal Administrative Assistant (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Apply Effective Communication Skills

COURSE INTRODUCTION		
A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Communicate effectively (written & verbally), demonstrate listening skills, and accessing information using electronic resources.	1 month	
	CLASS PERIOD (min.)	50 min.
ESSENTIAL QUESTIONS		
<ol style="list-style-type: none"> How does one manage information and utilize technology to communicate effectively? How do you determine the most effective form of business communication? How can the use of professional, technical, and electronic resources increase productivity in school and the workplace? 		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Use correct grammar, spelling, and punctuation	COMM.I.D.2.2	1
2. Apply proofreading and editing skills	COMM.I.D.3.4	2
3. Select and use the appropriate communication tool for specific tasks (e.g., electronic, written, verbal)	COMM.II.B.4.2	2
4. Communicate appropriately with internal and external customers	COMM.III.A.3.1 COMM.III.A.3.7	3
5. Compose various business correspondence (i.e., e-mail, letter, memo)	COMM.I.D.1.6	2
6. Access information from professional, technical, and electronic resources	COMM.I.C.3.3 COMM.I.C.3.5	3
7. Deliver oral presentations using appropriate tools	COMM.I.D.4.3 COMM.I.B.4.5	4
8. Demonstrate and interpret nonverbal communication	COMM.I.A.3.3	4
9. Demonstrate effective listening skills	COMM.I.A.4.3	2
10. Demonstrate the ability to give and follow written and oral instructions	COMM.I.A.1.1 COMM.I.C.1.8 COMM.I.D.2,5	3
11. Accurately receive and relay messages in a professional manner	CD.III.D.3.5	2
12. Identify factors affecting global communications (e.g., time, culture, exchange rates, human relations skills)	IB.II.A.2.2 IB.III.D.3.1	4

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OBJ. #	INSTRUCTIONAL STRATEGIES
1, 2	1. Demonstrate revising paragraphs using proofreading marks (online)
3-6	2. Review proper business/personal letters from the FBLA format guide found online
7-10	3. Review guidelines and show examples of various performance events for FBLA
OBJ. #	INSTRUCTIONAL ACTIVITIES
1, 2	1. Students will read a paragraph and apply proper grammar, proofreading, and editing skills
3-6	2. Students will create their own business/personal letters using proper formatting from the FBLA format guide
7-10	3. Students will prepare and participate in a performance event through FBLA