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| **Proficiency Scale** |
| NJ CCCS for  |
| **Topic: Business Communication** |
| **Course: Business Essentials and Financial Literacy Grades 9-12** |
| **Score 4.0** | **In addition to Score 3.0, in-depth inferences and applications that go beyond what was taught.****The student:*** Create a real personal business letter to a former teacher
 | **Sample Activities** |
| * Teacher Letter
 |
|  | **3.5** | In addition to score 3.0 performance, in-depth inferences and applications with partial success. |  |
| **Score 3.0** | **The student:*** Create an effective personal business letter
* Answer specific questions regarding formatting options

**The student exhibits no major errors or omissions in formatting or proofreading** | * Personal Business Letter quiz – short answer and application
 |
|  | **2.5** | No major errors or omissions regarding 2.0 content and partial knowledge of the 3.0 content. |  |
| **Score 2.0** | **There are no major errors or omissions regarding the simpler details and processes as the student:*** **recognizes or recalls specific terminology, such as:**
* Subject terms related to personal business letters, i.e., return address, spacing, margins, etc.
* **performs basic processes, such as:**
* Apply proper PBL format
* Proofread and make corrections
* Apply proper Word formatting skills such as margins, font format, etc.

**However, the student exhibits major errors or omissions regarding the more complex ideas and processes.** | * Type a sample personal business letter and make formatting notations
* Type two practice letters – page 83 and 84 (from old book)
* Proofread own and peers’ letters
* Make corrections
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|  | **1.5** | Partial knowledge of the 2.0 content, but major errors or omissions regarding the 3.0 content. |  |
| **Score 1.0** | **With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.** |
|  | **0.5** | With help, a partial understanding of the 2.0 content, but not the 3.0 content. |
| **Score 0.0** | **Even with help, no understanding or skill demonstrated.** |