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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 |
|  | **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.** | |