

Effective Business Documents

Scenario: You are employed as one of several assistants at a local business in the Human Services Career Industry and your team has been asked to create six business documents. Your team's main objective is to facilitate effective written communication to both employees and clients.

As a group, you will practice and demonstrate creating effective business documents. Select a business in the Human Services Career Pathways that will be the focus of your documents. Your group will create a fictitious business and faux documents.

Example: Sassy Hair Salon business - Personal Care Services.

Demonstrate the following:

- creating a packing slip
- creating a sales invoice
- designing a business card
- designing a retail sale flyer
- writing a business e-mail to a client
- writing an interoffice e-mail

You may use Microsoft® Word Online Business Templates to create the documents.

The documents will be presented during class.

Your documents will be assessed with Rubric for Effective Business Documents.