**Business Document Formatting**

**Formal Assessment**

* **Flowchart Assignment #1**

Students are to think of a process that they would like to explain how to do through a flowchart diagram. The topic is to be explained step‐by‐step and should preferably be something related to teaching a skill (whether it be computer‐related or otherwise).

* **Table Assignment #2**

Have students conduct research into some sort of business‐ or education‐related statistics. It can be related to salaries, sales, or any other topic that the teacher deems appropriate. Students will create a table that displays their findings. Following are the minimum technical requirements for their table: at least two columns and at least ten rows, borders, shading, and text formatting.

* **Proposal Assignment #3**

Students are to create a proposal from one of two different topics: a sales proposal to a potential customer about why you would like to create a marketing plan for their new product **or** a request for new laptop computers (or tablets) for the employees of the company you work for. The marketing plan would include sections describing the product and how it will fulfill a need in the community, the current competitors and how this product is different from them, a price structure for the product, the target customers, and, finally, a goal for a certain number of sales and a deadline to accomplish the goal. The request for laptops should include the need for the laptops and what concerns or problems laptops can solve, a comparison of different types of laptops, total costs, and all of the benefits that company‐wide laptops can provide. Both of these proposals should include tables, diagrams, graphics, and visuals where appropriate. Remember, these proposals are written to persuade someone to act; therefore, they should look and sound convincing and professional.