

ADVANCED WORD 2007: Business Communications, Unit Opener, p. 1

Why It Matters Discuss with students how being able to use Word 2007 will help them both at school and work. Have students identify which formatting and organizational elements can be used to make documents easy to read and professional in appearance. Use a book or magazine as an example of good document design.

➔ See page **TM53** of the Teacher Annotated Edition for an overview of unit level resources.

Careers and Technology, p.2

➔ Reading Check

1. Answers may vary, but students should recognize that most people use computers at work for good business communication, such as scheduling meetings, keeping in touch with customers, and staying connected with coworkers. Using technology to collaborate helps employees share ideas with each other and to track projects.

2. Approximately 67% of employees used word-processing or desktop-publishing features at work.

Differentiated Instruction/Advanced Students Ask advanced students to key a paragraph describing how the career of their choice uses at least three of the categories in the chart.

NCLB/Math (Representation) Have students visit the **Online Learning Center** for this book at **glencoe.com** to learn more about math theory. Click the link to the **Math Handbook**.

ADVANCED WORD 2007: Business Communications, Unit Closer

Academic Connections, Create a Booklet to Organize Information, p. 95

Answer to Academic Connections Go to the Online Learning Center at **glencoe.com** to access the rubric for this activity. If students need help remembering how to complete specific skills, as them to turn to the page number listed after selected steps.

Ethics in Action, Respecting Diversity, p. 96

➔ You Decide and Application Activity Answers

1. Chris thinks the class should choose an activity that includes all of the students. Kelly thinks the class should go hiking because that activity got the most votes.

2. Students may say that it is more important to include all of the students, and that it is less important to do what is most popular.

3. Students' forms should list at least six activities that would allow students of all abilities to participate. Each activity should have a check box, and the form should be protected.

UNIT 1 Portfolio Project, Cater to Your Customers

Part 1: Design a Flyer, p. 97

LEVEL This is a beginning level project.

Part 2: Create a Sample Menu, p. 98

LEVEL This is an intermediate level project.

Part 3: Create a Customer Order Form, p. 99

LEVEL This is an intermediate level project.

Part 4: Introduce Your New Business, p.100

LEVEL This is an advanced level project.