



PROFESSIONAL COMMUNICATIONS

MR. BOSTON

TUTORIAL HOURS: TUES 3PM-4PM. THUR 7AM-7:20AM and 3PM-4PM.

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Welcome to the exciting world of Professional Communications. This course is design to prepare you for the professional world to come by making you an overall better communicator. By the end of this course, you will be able to communicate accordingly in all business and professional settings.

Grading: *Daily, Double Daily, Participation, Major*

50% Daily. 50% Major

Multiple assignments will be available and submitted on Schoology. Students are expected to check their Schoology account daily.

Assignments

Daily

Speeches. Short Speeches. Impromptu. Group assignments. Speech Exercises. Notebook Check. Independent Work. Critique.

Major- READING WILL NOT BE ALLOWED DURING MAJOR GRADE SPEECHES

Individual Speeches. Group Presentation. Exams

Late Work

A zero will be entered into skyward for any assignment not submitted on due date until assignment is made up. 10 Points will be deducted each day assignment is late.

Absences

If you are absent, it is your responsibility to find out what you missed once you return. Any assignments not submitted on due date will be a zero until it is made up. Make up speeches will take place during tutorials.

Class Rules:

Each student is expected to comply with the following....

No cell phone usage without teacher permission

No talking while teacher is talking

No eating. No visible food (You may have a beverage only if it has a lid. No open cups)

Respect classmates and teacher

No profanity/cursing

Remain seated

Raise hand and wait to be called on before speaking

During Speeches:

You are to show respect to your classmates during all speeches. Cell phones should be on silent and put away. Desk should be cleared. There should be absolutely no talking.

Discipline:

Repeated violations of the rules will result in one or more of the following...

Call or email to parent

Office referral

Expectations:

Follow the rules. Pass the class. TRY.

Do not expect failure!