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| **Course:** | BF10: Principles of Business and Finance |
| **Objective:** | NC CTE 1.02: Record information to maintain and present a report of business activity. (CO:085) (CO:086) (CO:087) |

**Unpacked Content**

1. Utilize note-taking strategies (CO:085) (CS)
   1. Note-taking strategies
      1. Cornell two-column note-taking
      2. Outlining
      3. Mapping
      4. Charting
   2. Common note-taking abbreviations
2. Organize information (CO:086) (CS)
   1. Discuss reasons to organize information after taking notes.
   2. Explain the impact that target audience has on the organization of information.
   3. Common approaches to organizing/ordering information
      1. Chronological order
      2. Problem/solution
      3. Most important to least important
      4. Deductive order
      5. Inductive order
3. Select and use appropriate graphic aids (CO:087) (CS)
   1. Tables
   2. Bar graphs
   3. Line graphs
   4. Pie charts
   5. Pictures