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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