**BUSINESS COMMUNICATIONS I**

Employment

**Strand 9**

Students will integrate all forms of communication in pursuit and retention of employment.

**Assignment:**

Complete the following assignments for the Career Unit.

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| **Task** | **Check when complete** |
| Explore Job search strategies and sources for job placement |  |
| Create an employment portfolio  -application letter/cover letter  -resume  -follow-up letter for a job opportunity |  |
| Complete a job application form property  Role play an interview  Differentiate among business attire  Casual  Business-casual  Professional business  Formal attire |  |
| Prepare a list of questions to ask an interviewer and make a list of common mistakes made by interviewers and applicants |  |
| Use correct strategies for accepting or rejecting an offer |  |
| Understand qualities that employers expect in employees |  |
| Examine legal and illegal employment practices |  |
| Practice basic etiquette in given situations |  |
| **Compile all the above information and present in a professional portfolio manner** | |