Professionalism & Soft Skills Development

# Assignment: professional conversation & etiquette

**Assignment Description:**

**Assignment Environment:** The students should have access to the internet and SkillsFirst, as well as the textbook and workbook.

### **exercise 1**

Read Textbook LYC Step 5 and 6

Complete Workbook LYC Step 5 and 6 worksheets

### **Exercise 2**

Review elevator pitch concepts and examples

* https://www.indeed.com/career-advice/interviewing/how-to-give-an-elevator-pitch-examples
* https://www.youtube.com/watch?v=hGkIVxwxrCk
* https://www.youtube.com/watch?v=LDpe9StfGTA

### **Exercise 3**

Submit a SkillsFirst video upload, label it your elevator pitch, and share it with your instructor and the entire class.

### **Exercise 4**

Watch at least 2 elevator pitch videos from your classmate uploads in SkillsFirst. Use the below survey form to critique your classmates.

## What to Submit

Submit your elevator pitch in SkillsFirst plus 2 or more critiques to your instructor as well as your LYC Step 5 and 6 worksheets.

**Elevator Pitch Evaluation Form for <name of classmate>**

Please rate the following skills using this scale:

1-Poor 2-Below Average 3-Average 4-Above Average 5-Excellent n/a- Did not observe

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | n/a |
| **Confidence**  Came across self-assured using interpersonal skills, managing personal emotions, nervousness. |  |  |  |  |  |  |
| **Communication**  Effectively communicated ideas clearly and confidently through speaking, body language, etc. Able to articulate thoughts appropriately. No slang, foul language, etc. |  |  |  |  |  |  |
| **Included 4-Step Pitch**  Introduced themselves properly, gave a summary of themself, explained their want professionally, and ended with a call to action. |  |  |  |  |  |  |
| **Vision (their want)**  Able to articulate personal and career goals. Their “why” and how had purpose, cause, belief, and was in short timeframe. |  |  |  |  |  |  |
| **Professional**  Proper attire, punctual, respectful, managed the conversation time well. |  |  |  |  |  |  |
| **Attitude**  Had a pleasant demeanor throughout the meeting. Did not get flustered, lose temper, or act immaturely. |  |  |  |  |  |  |

Areas of strength:

1.

2.

Areas where improvement is needed:

1.

2.

**Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**