**Module 2 Job Sheet**

**Communication Skills**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skill Correlation:** This activity addresses communication skills that support employee success on the job.

**Objective:** Upon completion, the student should be able to demonstrate an understanding of some of the components that support good communication skills.

**Directions:**

1. Critique and modify a resume and then include it with your letter of introduction that you will develop in step 2 (also refer to Module 8).

2. Create a letter of introduction in response to a job opening posted by a fictitious employer.

3. Create and deliver a 5-10-minute group presentation on the topic of your choice.

4. Summarize the three National Career Readiness Certificate areas, Applied Math, Graphic Literacy, and Workplace Documentation, and explain why they are important skillsets that employers are seeking from their employees.

5. Option for this module: WIN Career Readiness System Ready to Work credential or similar course or program.

<https://www.wincrsystem.com/>

6. Option to this module: Earned NCRC credential.

<http://www.act.org/content/act/en/products-and-services/workkeys-for-educators/ncrc.html>