

First Impressions



How to Play a Winning Game!

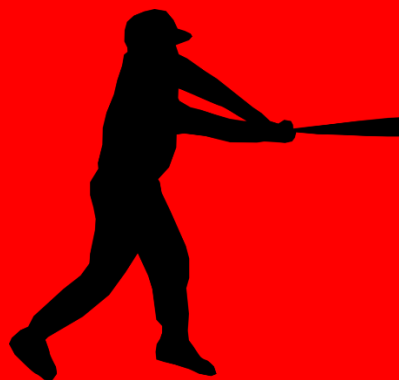
Choice Menu Instructions

You may choose any activities you like for a total of 300 points. Each person must complete the "Homerun" group project, which is 100 points. All of the singles, doubles, and triples you may choose individually for a combined total of 200 points.

Singles: (10 pts each)	= _____
Doubles: (20 points each)	= _____
Triples: (30 pts each)	= _____
Total:	= 200 points
+ Homerun	= 100 points
Grand Total	= 300 points

Example:

4 singles	40 points
+ 5 doubles	100 points
+ 2 triples	60 points
	= 200 points

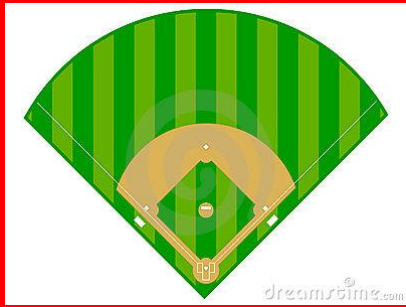


PLAY BALL!

Singles (10 pts. Each)

1. Watch the following video:
<https://www.youtube.com/watch?v=JrbnT2Pjg0k>. Create a bulleted list of things to remember when trying to make a good first impression.
2. Take the following online manners quiz:
<https://www.quizony.com/the-ultimate-manners-test/index.html>
summarize your results in a paragraph. What do you think are your strengths and weaknesses?
3. What prevents you from initiating a conversation with someone you do not know? What steps can you take to overcome these barriers? Write a script for starting a conversation with someone new.
4. Share common dining and social situations that make you uncomfortable and describe how best to deal with these situations. Consider dining etiquette in your explanation.
5. Define your frame: What do you need to do personally to make your appearance, attitude, and mindset be more professional?
6. Telephone etiquette: Make voice memos demonstrating how to use proper etiquette when using the telephone. Include 3 different scenarios.
7. Proper Grooming: Explain tips for proper grooming and explain the importance of proper grooming.





Doubles (20 pts. Each)



1. Show Respect: Create an advertisement that explains different ways to show respect. (Could be a video, poster, pamphlet...etc...) Could include using please and thank you, writing thank you notes, helping others, not interrupting, using mobile devices only when appropriate, etc.
2. Dining etiquette- Watch the following video:
<https://www.youtube.com/watch?v=FD6Gv7z5r2c> Then, construct a diagram of a proper table setting and a list of tips for good table manners.
3. Watch the Soft Skills video:
<https://www.youtube.com/watch?v=l4uL5mkcAJc> and summarize the main points
4. Introductions- Watch the following video:
<https://www.youtube.com/watch?v=xmWTfToeAgk>. Then, research different types of introductions and make a video or voice recording of you introducing your parent to the principal, your parent to your friend, your teacher to a new student, your grandparent to your teacher, and your friend to a new student.
5. You have just hired a new employee who clearly has no concept of business etiquette. What specific steps would you take to teach your new employee how to behave professionally? What does your new employee need to know? You may write a description, or role play in a video.
6. Why is business etiquette important? Watch the following video:
https://www.youtube.com/watch?v=_DAldi0Hxo8 and list what you feel are the 10 main reasons etiquette is important.

Triples (30 pts. Each)

1. Professional dress: Create a collage of appropriate business attire. Then, create a list of items you would need to have in your closet to be ready to dress professionally. Also include a list of today's fashions and trends that would or would not be appropriate for the workplace. This may include tattoos, hair color and other dress.
2. Thank you letter: Write a thank-you letter to a real person, thanking them for something they did for you. Use professional business letter format.
3. Define professionalism. Then, list and define 15 terms you consider to be necessary components of professionalism.
4. Storybook: Create a children's storybook explaining the importance of good manners.



Homerun!

In groups of 3-4, you will create a project about etiquette that will include information and details about general manners, dining etiquette, introductions, and professional appearance. Your projects may be designed in any way your team chooses. (see PBL rubric)

