

<b><u>Activities</u></b>	<b><u>Type of Skills Used in the Activities</u></b>					<b><u>Page</u></b>	
	<b>Job Skills</b>	<b>Reading</b>	<b>Math</b>	<b>Writing</b>	<b>Design</b>		<b>Reasoning</b>
<b>Group 1: New On The Job</b>							
Work At Fitting In .....	x	x		x		x	1
Learn The Culture.....	x	x		x		x	2
What Would You Do .....	x	x		x		x	3-5
<b>Group 2: Teamwork</b>							
Teamwork Means.....	x	x			x	x	6-7
MicroTech Industries.....	x	x		x		x	8-9
What Would You Do? .....	x	x		x		x	10-13
<b>Group 3: Getting Along</b>							
Resolving Conflicts .....	x	x		x		x	14
You're Driving Me Crazy!.....	x	x		x		x	15
Getting Along Means.....	x	x			x	x	16-17
Don't Be Betty.....	x	x		x		x	18
In My Opinion.....	x	x		x		x	19-20
What Would You Do? .....	x	x		x		x	21-22
<b>Group 4: Etiquette and Ethics</b>							
It's A No No .....	x	x			x	x	23
E-mail Etiquette .....	x	x		x		x	24
Voice Mail Etiquette .....	x	x		x		x	25
Computer Etiquette.....	x	x		x		x	26
Appropriate Dress.....	x	x		x		x	27
What Would You Do? .....	x	x		x		x	28-30
<b>Group 5: Lights, Camera, Action .....</b>							
	x	x		x	x	x	31-35

You're new on the job and you've found your coworkers rather cold and unfriendly. How can you break the ice?



1. Introduce yourself to as many people as possible....Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

2. Be sure to join in social activities at work..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

3. Just wait for people to approach you ..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

4. Bring some inexpensive gifts to your coworkers to help break the ice..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

5. Invite your coworkers to lunch or dinner to help get acquainted..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

6. Forget them. Spend your free time with non-work friends..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

7. Be friendly toward anyone you meet or are working with..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

8. Do nothing. You shouldn't try to change the work environment..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

9. Tell everyone you're working with how unfriendly the environment is ..... Yes No Why?

\_\_\_\_\_  
\_\_\_\_\_

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**You really don't get along with the co-worker in the cubicle next to you. The two of you seem to be opposites, but you're going to have to work together.**

**Since the other person hasn't made an effort to change the situation, it's up to you to try and create a better relationship.**

**List 10 things you would try to do to make the working environment better for both of you.**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

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You're a technical writer for Johnson Enterprises Inc. You've been given the assignment of updating the employee handbook. You're currently completing the section on electronic etiquette. You have to write ten guidelines for proper use of company voice mail.

***Voice Mail Etiquette***

Voice mail is an important way we communicate with each other on the job. If used properly, it allows us to be more efficient and keep in touch.

Here are ten guidelines you should follow when using company voice mail.



- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

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