**Employability Skills Activity**

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1. Please read the poster pictured here.
2. Think about what you are doing well in this list after asking yourself questions like:
	1. Do I pay attention to grammar, spelling, and punctuation when I communicate?
	2. Am I good with basic math skills?
	3. Am I self-sufficient when it comes to doing my work?
	4. Do others consider me a hard-worker?
	5. Am I a distraction when others are working?
	6. Do I work well with all people of different ages, abilities, ethnicity, and with different interests than me?
	7. Am I dependable?
	8. Can I keep my attention on my work until it is finished?
	9. Do I have good attendance 99% of the time?
	10. Am I always on time and ready to work?
	11. You can draw other questions from this poster.
3. Consider the areas where you need to improve.
4. Then create a document about you. In one paragraph explain your strengths giving examples of things you’ve done. In another paragraph, give your weaknesses and write a plan for improvement.
5. This should be a Word document. Start with “No Spacing” style and Times New Roman font sized at 12. Change the vertical spacing to 2 so that all lines will be double-spaced.
6. Title the document with your name centered at the top of the page.
7. Include an introduction and a conclusion.