

December Checklist

Soft Skill Topics: *Oral and Written Business Communication Skills*

Seniors – 4 WBL Periods

Assignments Due: January 7th

- _____ Check Stubs (Mandatory for PAID Employees)
OR
Hours Documentation (Mandatory for UNPAID interns)
- _____ Employer Evaluation (to be completed by your employer/mentor) – 2 pages
- _____ Soft Skill Activity from “It’s For Real” website
Series I #10 “I Did What She Told Me!”
AND
One soft skill activity at www.hallcowbl.org – December
- _____ ONE book study (from the WBL website) must be completed by March 30, 2019.
Go to www.hallcowbl.org, select “Assignments”, select “Seniors with 3 periods of WBL”, select a book from the “Book Studies” section on the right. See your WBL Coordinator to check out a book, then use the links provided on the website to access related activities.
- _____ ONE special unit (from the WBL website) must be completed by March 30, 2019.
Go to www.hallcowbl.org, select “Assignments”, select “Seniors with 4 periods of WBL”, select a unit from the “Special Units” section on the right. Use the links provided on the website to access all related activities.