

December Checklist
Soft Skill Topics: *Oral and Written Business*
Communication Skills
Juniors – 3 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 III #10 “Be Patient”
AND
Series III #12 “No One Else Knows!”
- _____ ONE book study (from the WBL website) must be completed by March 30, 2019.
Go to www.hallcowbl.org, select “Assignments”, select “Juniors 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