**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7 Skills to Make Mills # 8**

**(Alternate Assignment for Business Ethics Student Training)**

**Please Note:** One activity is required per month for each WBL release period. You may ***only*** use this assignment if you are released for multiple WBL periods. You must first complete an assignment related to the skill area of the month (Attitude/Respect, Business Communications, etc.). Each chapter of the book serves as a separate assignment. You will find nine separate activities in this document. Assignments will need to saved with the correct title/number, your name and make sure you identify which month the assignment is to be credited to.

**Skill 7 Speaking**

LEARNING TARGET: Understand the ability to articulate what’s on your heart and mind is invaluable.

1. “The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what’s on your heart and mind is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Define “articulate”:
3. “One of my biggest \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in high school is not taking my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class more seriously.”
4. “Your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of Batman’s utility belt.”
5. “With it [vocabulary], there is no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that you can’t make a case \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .”
6. “Your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ serves as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ others to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
7. “Each time you add a new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you become even more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
8. “….it’s not just \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you say it that really makes your words have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
9. “Many people fear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ more than death.”
10. “…strengthening your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in public will pay off in other areas of your life.”
11. “Being an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ communicator will set you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in interviews as you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for positions throughout your career.”
12. “Each of us has a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ set of skills inside that need to be discovered, brought to the surface, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so they can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to potential employers or clients.”
13. Define “cultivate”:
14. “Being able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to employers in an effective manner sets you apart from other people.”
15. Define “articulate”:
16. “Businesses are having a very tough time hiring people with the ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ manner.”
17. “The ability to write professionally is not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; it remains \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the business world.”
18. Define “obsolete”:
19. “Once a word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it can never be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
20. “Say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_things about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.”
21. “You have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to choose your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wisely.”
22. “Have the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to do the \_\_\_\_\_\_\_\_\_\_\_\_\_ thing.”
23. Define “fortitude”:

Personal Reflection:

1. Write down 15 positive things about yourself.
2. Write a two-minute commercial that sells yourself.