**FSW-100**

**Career Readiness Task #1: Professional Communication**

This is the first of five tasks in your Career Management milestone to earn your Career Ready badge. This task consists of two parts: written and oral communication. You’ll need to complete both parts to finish this assignment. Don’t worry – this isn’t just another assignment. Consider it real-world training to get you ready for the workforce! After you’ve completed both the written and oral parts be sure to save and upload this worksheet to Portfolium on the assignment page where you downloaded this document.

**Part 1: Showcase your Professional Written Communication Style**

Read the examples below and edit and revise them so that they are written professionally. Use the boxes below to complete this assignment.

1. Email to your manager requesting time off:

hey adrian i need thiz thurs & fri of. i totes need a break from werk. 😊 thx-alexa

Rewrite this example here:

Hello Mr. Adrian [preferably last name],

I need to have Thursday, October 10th, and Friday, October 11th, out of work for personal reasons. Would that be possible? 😊

Thank You in Advance,

Alexa [last name too].

1. Email to a coworker who likes their information short and sweet:

Hey Alan, how are you? I’m good. My weekend was soooo much fun. I totally need a weekend from my weekend….if you know what i mean!!!!!!!!!!!!!!!!!!!!!!! i need yur help w/ a project. Its totally taking up toooooooooooooo much of my time. For example I dont know what jen wants and I feel like its way to much to tell me to do. I mean its Monday!!!!!! If ya want ta get some coffee I’m soooo ready for a break & some cool catchin up. BTW-the project is supposed to bee about writing a sales pitch to a client we sorta want to grab. Anyways ,ttl.

Rewrite this example here:

Hey Alan,

How are you? I’m good. My weekend was fun. [I don’t really know what he/she meant… so I just took it off all together] I need your help with a project that is taking up a lot more time than it should. The project is about writing a sales pitch to a client we need to grab; however, I am not sure what Jen [if that is the full name] expects of the outcome. Talk to You later, [name].

1. Request to a former boss asking for a reference (tip: include examples of your past work to help jog her memory and a deadline to spur her along):

Dede – hey! Long time no talk. I’m sure you’re busy and so am I! I am going for a new job and wanted to see if you can write me a super quick letter of reference. You were awesome to work for last year but now I’m tryin to move on to bigger and better thingz! Thanks so much!!

Hello Mr.Mrs [name of former boss],

I was wondering if it was possible to borrow some of your time with the request of a reference letter for a new position I am aspiring toward. In my experience at your company a year from now [Mention of relevant work done while in the position]. And while the time I spent on [previous job’s company name] was very memorable and fulfilling, I think this new position might be a tide turner to my career.

Thank You in Advanced and Have a Great Week, [name]

1. Follow up email from a face-to-face department meeting:

You just attended a staff meeting where you are collaborating on several projects with teammates. While you all “agreed” or at least nodded your heads when it came time to decide on milestones and deliverable deadlines you want to be sure you are all on the same page. In the space below write your follow-up email to your teammates that includes a summary of what you discussed and the milestones that you all “agreed” upon in your face-to-face meeting.

To get you started here are some sample milestones and dates:

* New client push – need to reach out to at least 5 new clients by March 5.
* New client sign-on – need to have at least 3 new clients signed on for business by March 31.
* New client website draft #1 due by April 30
* New client website launch date May 31

Greetings,

It was great to “see” all of you in our meeting at [date of meeting and time]! As a summary for later reference there are the main points we discussed in the meeting:

- Main Point 1 - Main Point 2 - Main Point 3 (all points one under the other, but here I don’t actually have the points so I left it like this to save space)

- Main Point 4 -Main Point 5 - Main Point 6

Let’s not forget to add all of or main datelines to our calendars!

New Client Website (Draft in red or bold) Draft due February 25th – [link to add to calendar]

New Client Website Mid-Project Meeting @1:00PM EST/10:00AM PT, April 15th \_[link to add to calendar]

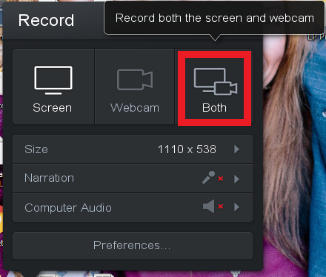
New Client Website (Launch in red or bold) Launch due July 1st \_ [link to add to calendar]

Have a Great Week,

Giselle.

**Part 2: Web Development Oral Presentation**

You are working on a web development team and now it’s your turn to present your code to the team. Recall the tips for professional oral communication as you take any one of the coding projects you completed in this course and explain the following in a 1- to 3-minute presentation:

* Webpage Components
  + - Show your webpage to your colleagues so they can see it on-screen.
    - Explain the business you built the website for.
    - Explain the different elements you included (image, table, etc.).
* Webpage Code
  + Briefly explain the html code you used discussing the main parts of it (e.g. navbar, header, main, footer, image, table, etc.).
  + Briefly explain the CSS code you applied to style parts of the webpage (e.g. color, font, responsiveness).

**Note**: You don't have to explain everything you did, just discuss 3 styles you applied.

Practice your presentation before you record it. Then, present your project in a 1-3 minute presentation.

**How to Create and Submit this Video Screencast:**

1. From your local machine, open your .html file so it opens in your browser as a webpage.
2. Go to Studio found on the left menu of Canvas and record your screencast. Once you launch the recorder, you should choose “**Both**” so that you record both yourself presenting and your screen.
3. Once you’ve uploaded your video, select the video.
4. Select the Share button and copy the Link.
5. Go back to this assignment in Canvas and click the Start Assignment button toward the bottom of the page.

Upload this completed document. Also click Paste a link to add your Studio URL When the document is attached and URL added, click the **Submit Assignment** button.