

# Communication skills

## Outline syllabus

Ok sit.

- Telephone skills and etiquette
- E-mails and e-mail etiquette
- Writing CVs
- Interview skills
- Social English and conversational skills

## Lesson objectives

The lesson objective of today's episode is what it means to be a good employee and also we are going to discuss about what it means to be a good employee.

So we are going to talk about the key key to being a good employee and why some employees while a key to being a good employee.

As a start I would like to give your warm up warm up activity for playgroup with 2 and 2A do this exercise I am going.

Ok now we are going to talk about three stages of B employee.

There are three stages which is getting hired keep in the good job by being a good employee and also receiving of the motion.

These are the three key points of being an employee.

- What it means to be a good employee?
- Identify why some employees violate keys to being good employees
- By the end of this lesson
- Identify keys to being a good employee

## Warm up activity

Ok now at home.

But I am going to give you a little work to do.

So you put me you have to do is find out who is a good employee and what are the good behaviour is associated for being a good employee.

So you have to find out 40 and also there are three three features of being a good employee.

You can't just be a good employee by being hired and keeping up.

Other than that you have to be show up everyday will it work be on time and also do the work correctly.

Without these days you can't be a good employee.

I am going to write them in board you have to take download.

Finally today no soap can you please party attend.

Just sign for yours.

- Work with a partner

## Three stages of being employed

Ok everybody sign the attendance sheet and pass it to me and that is for the today lesson and will meet next week.

- Receiving promotions.
- Keeping the job by being a good employee
- What are behaviours associated with being a good employee?
- Who is a good employee?



## Three keys to being a Good Employee

- Show up everyday ready to work
- Be on time
- Do the work



### Facts from Related Lessons:

- **Lesson Objectives** : By the end of this lesson, you will learn: What it means to be a good employee? What it means to be a good employee? Identify keys to being a good employee. Identify why some employees violate keys to being good employees.
- **Presenting In Public Introduction** : What are presentation skills?
- **Group Information** : Group your information. Always signpost about a new point.
- **Order Of Facts** : Arrange important points in the order of significance. Use the art of story telling. Have a logical flow.
- **Outline Conclusion** : Summarize your main points Mark a clear conclusion Add any solutions/recommendations (if necessary) Leave a lasting impression
- **Introduction Guideline** : Clearly mention your goal Signpost about the structure Make the audience go through your outline Mention the time for Q. and A
- **Outline Introduction** : The introduction has to be captivating!
- **Content Outline** : Prepare the outline for your presentation on University of Moratuwa.
- **Project Objectives01** : The steps you have to follow & achieve in order to attain the aim.
- **Activity008** : Individual Activity
- **BeingA Good Employee** : Three keys to being a Good Employee: Show up everyday ready to work Be on time Do the work.
- **Getting Hired** : Getting hired is the initial step.