To earn this credit, you will demonstrate your ability to use a word processor (such as Microsoft Word) to apply real-world communications skills. At the end of this credit, you will be able to create a resume, cover letter and organize business meetings using appropriate codes and conventions found in almost every workplace.

**Step 1 – GET A JOB!**

**Assignment 1 – Resumé:** You need a resume that showcases your skills. Resumes are great because they are an opportunity for you to brag about how awesome you are. It is really satisfying to take all of your greatest character traits and accomplishments and put them on one page. So, how do you do this?

* 1. What job are you applying for? Why are you looking for a job? Are you applying for a career, or simply a part-time job to pay for school? These are important considerations, as you should tailor your resume to your situation.
  2. Once you know what job you are applying for, organize what information you would like to share. It might help you to write down any jobs you have previously had, any volunteer work you have done, any relevant courses you may have taken, any interests or hobbies that align with your work, etc.
  3. Use Microsoft Word to put all this information into a resume. When you create a new document [File>New], you can select a “template”, which will make your life a lot easier. Look at “Resumes” and/or “Resume’s and CVs” and see if there is a format that suits you.
  4. Enter all your information into the template and save it.

**Assignment 1 – Cover Letter:** You are also going to need a cover letter. Check out this link to give you some advice on how to make a good letter: <http://www.youth.gc.ca/eng/topics/jobs/cover.shtml>

* 1. Be sure to include: the date, your address, the address of the person looking to hire someone, and the date.
  2. As the link mentions, you need to do your homework. You should know about the job and the company/institution you are applying to. Your letter should reflect that you are knowledgeable and enthusiastic about the position.
  3. Once you have written and edited your cover letter, hand it in along with your resume to the hand-in folder.

**Step 2 – YOU’RE HIRED!**

Now that you have applied for your dream job, imagine that you have been hired. In almost any line of work, you may have to rely on written communication at some point. In this activity, you will work on learning and applying basic standards in common forms of print communication in Canadian workplaces.

**Assignment 1: Writing a Business Letter:** Check out the tutorial and guidelines at: <http://www.wikihow.com/Write-a-Business-Letter> - this will help you prepare your own business-style letter.

* 1. First, you need a topic for your letter. You can make this up or you can research a legitimate concern. For example, if your dream job is in government or business, you can write a short letter to a government official or company about an issue.
  2. At the end of your letter, you should request a meeting to discuss your issue further.
  3. The instructions guide you through “codes” and “conventions”, meaning commonly accepted ways of writing. Make sure you follow the format. Once you are finished, print the letter off and hand it in.
  4. The letter will be revised – you should review any suggestions and edit your letter accordingly. Hand in your final copy.

**Assignment 2 – Meeting Agenda:** If you are lucky, your business letter will spark a meeting about your concern or proposal. Meetings need to be organized; if not, it is easy for groups of people to get distracted and off-task. I this activity, you will learn how to organize a meeting and formalize it in a “meeting agenda”.

1. Review the tutorial found at: <http://www.effectivemeetings.com/meetingplanning/agenda/agenda.asp> to get an idea of what is involved.
2. Make a note of important points or topics that need to be discussed. You should come up with at least 10.
3. Put together an agenda for the meeting you requested, including: the date, time, place, who should attend, proposed discussion points and how long the meeting should go for. In some cases, specific amounts of time are allotted to the talking points to keep people on topic.

**Assignment 3 - Minutes:** If you are lucky, you will get a good response when you write your letter. One of the best responses you can get is an invitation to a meeting about your topic. The problem is that it is very easy for people to forget what was discussed. Minutes are the most common form of recording important points in a meeting.

1. You need a topic for your meeting. I suggest you use your business letter for this. There are **two** ways you can go about this assignment: you can imagine a meeting or you can record a conversation you have with a friend about this topic.
2. Look at the tutorial found at: <http://www.wikihow.com/Take-Minutes> and make sure you understand the main points and examples.
   1. **Motions** are basically suggestions of policy or to do something. When someone makes a motion, they are asking the people in the meeting to support an idea or an action. Someone has to “second” the motion, which is another way of saying they support your proposal. Once a motion has been made and seconded, the participants of a meeting usually vote on whether or not to accept the idea or action. As a minute taker, you **must** record who makes a motion, who seconds it and how many voted in favour and against it.
3. Take minutes for your meeting, including attendance, time started, time finished and **at least 12** key points of information (including at least 1 motion).