**JMG Semester 1 Final**

**Assignment: Write an essay or create a pictorial information page (for Chapter Manual) that discusses at least four activities you were involved in during 1st semester and identify and describe each business skill you learned or improved by your participation in that project.**

1. Select at least four activities during the semester you worked on or participated in, from the list on your left.

2. Think about the business skills you learned or developed from participating in the activities you have chosen. You must select at least two for each activity.

**Essay:**

1. Develop each paragraph so you Identify each activity and the skills learned.

a. Be sure to explain/define what the skills are and how you learned it or improved your abilities.

2. Your essay should be structured like this:

a. Introductory Paragraph

b. Activity 1 and Skills developed

c. Activity 2 and Skills developed

d. Activity 3 and Skills developed

e. Activity 4 and Skills developed

f. Conclusion Paragraph

Information Page

1. Use Publisher or even Word or and Adobe product you know how to use.

2. Include pictures from the links I provided.

3. Include text box that describes the activity in detail.

4. Include text box discussing business skills learned.

**Rubric Next Page**

|  |  |
| --- | --- |
| 1st Quarter | 2nd  Quarter |
| **Think Pink Tshirts** | **Special Olympics** |
| **Nami Walk** | **Native American Month** |
| **Fall Leadership** | **Festival of the Trees** |
| **Food Drive** | **Toys for Tots** |
| **Halloween** | **Blankets for Shodair** |
| **Initiation**  **&**  **Installation**  **Ceremony** | **One Warm Coat** |
| **Chapter Tshirt** | **Thanksgiving Basket** |
| **Courtyard**  **Decoration** | **Christmas Baskets** |
| **High Tech**  **Jobs Conference** |  |
| **National Disabilities Month** |  |
| **Month of Cookies** |  |

**Business Skills**

**Communication**

1. Written

2. Social Networking

3. Public Speaking

4. Sales

5. Negotiation

6. Collaboration

**Planning**

1. Strategic

2. Project

3. Financial

4. Risk

5. Logistics – Money; people, timing; supply & demand

**Productivity**

1. Time management

2. Meeting management

3. Leadership

4. Systems Effective systems bring consistency, efficiency and reduced costs

5. Personal Productivity

**Creativity**

1. Imagination &. Inventiveness

2. Problem Solving

3. Brainstorming

4. Making connections

**Other Skills**

1. Goal Setting and Achievement

2. Computer Skills

3. Telephone Skills

4. Team Work

5. Evaluation/Reflection Skills

|  |  |  |
| --- | --- | --- |
| **Essay** | **A Work** | **C Work** |
| Paragraph development | At least 5 well developed/descriptive  sentences | At least 3 well developed/descriptive sentences |
| Clarity of topic | Clearly describes details about the topic you are addressing and what you learned or improved | Is poorly developed or difficult to understand the specifics of the topic and/or what you learned or improved. |
| Mechanics | No spelling or grammar errors | No more than 3 spelling or grammar errors. |
| **Information Page** | **A Work** | **C Work** |
| Design | Well balanced; attractive; uses color and legible but attractive fonts. | Somewhat balanced; basic fonts or hard to read fonts |
| Clarity of topic | Clearly describes details about the topic you are addressing and what you learned or improved | Is poorly developed or difficult to understand the specifics of the topic and/or what you learned or improved. |
| Mechanics | No spelling or grammar errors | No more than 3 spelling or grammar errors. |
| Images | Includes at least one image that is applicable to the topic. | Includes an image but is not a project related image but is still appropriate to the topic. |