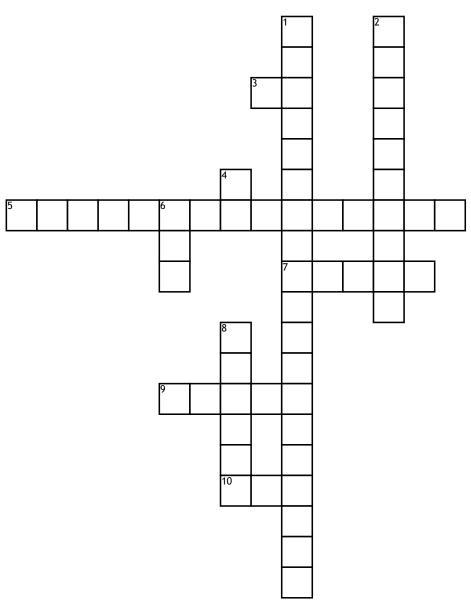
## employability skills



## <u>Across</u>

**3.** should you try to talk to people or and employer while he/she is on the phone.

**5.** phone calls and emails should be returned within.

**7.** How many times should you uses a name in a conversation in order to remember it.

**9.** what does all caps signify in emails and other text.

**10.** if you are going over seas for a job should you learn the native language of the place you are going to

## <u>Down</u>

1. what are making eye contact and a firm but gentle handshake examples of.

**2.** how early should you arrive for an interview.

**4.** should you ever throw away a business card with someones name on it.

**6.** should you watch what you say about your personal life in the work place.

**8.** the US department of labor estimates that what percent of workers will lose their jobs over bad work ethics.