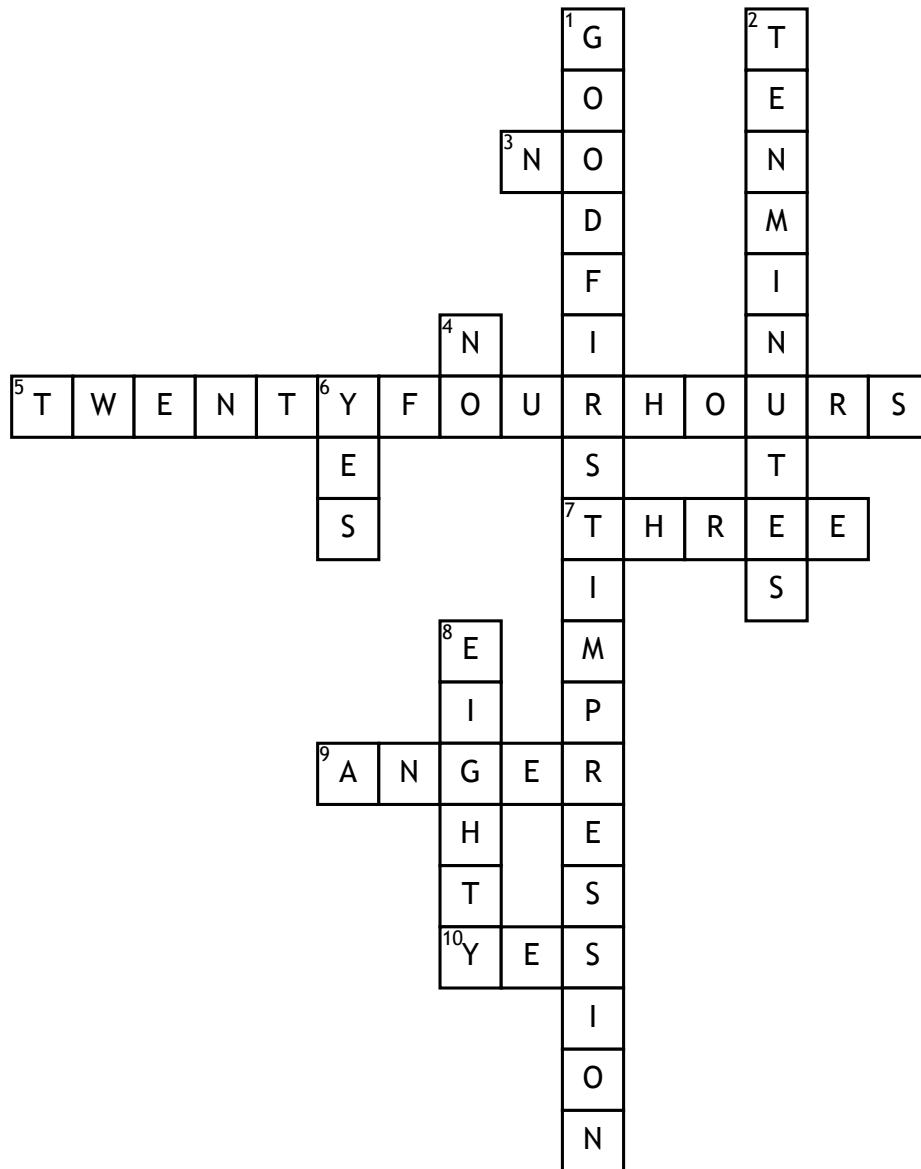


Name: _____ Date: _____ Period: _____

employability skills



Across

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

Down

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.