1. Prepare Newsletter/Brochure (Advertizing your program area) **During PD Days**
2. Prepare a research paper using professional style format **For Skills**
3. Use job-related vocabulary **Dailey**
4. Write a job invoice or estimate sheet **April 2011**
5. Develop a Powerpoint Presentation **March 2011**
6. Presentation of an idea, procedure or topic to supervisor or peers (outline required**) For Skills**
7. Develop a written procedure on a skill exercise **For Skills**
8. Write a minimum of eight (8) article reviews **Check**
9. Conduct a research project through technical manuals **Often**
10. Read and interpret technical documents and/or diagrams  **Often**
11. Keep a log book to document procedures used to solve problems **Chapter 15**
12. Write-up a purchase requisition (P.O.) **Chapter 6**
13. Write a cover letter  **Parents**
14. Prepare a resume (interview ready) **For Skills**
15. Write a business letter **For Skills**
16. Evaluate a lecture, sales presentation and/or informational presentation (Write a summary comparing and contrasting or identify pros and cons) **For Skills**
17. Perform job skill demonstrations **For Skills**
18. Debate an issue (i.e. Masonry block wall vs. poured in place concrete) **Dailey**
19. Demonstrate interpersonal skills when working with customers/public **Dailey**
20. Demonstrate professional communication (email/phone) **Often for class**
21. Create a professional portfolio **Resume Prep**