



## Your First Interview

*Summary:* Teach your child about how to communicate to an employer

*Age Group:* For high school students

*Materials:* None

*Instructions:*

All jobs, regardless of industry or level, involve some sort of writing. Whether it is an email, a report to your supervisor, or a newsletter going to customers, it is important to be professional and concise in your professional communications. Explain to your child that in the workplace the way you dress, talk, and even use your body language can affect your ability to succeed. The same is true with the way you write: poor writing can cause you to lose the trust of your coworkers and can make you look unprofessional. When communicating on the job through writing, it is important to be careful to use proper spelling, grammar, and punctuation. Talk to your child about some of the daily interactions you have at work. If you feel comfortable, show them some of your work emails and discuss the aspects of professional workplace communication shown. Instructions: Have your child rewrite or type the following workplace communications using proper grammar, tone, and punctuation. Once they are done, have discussions about them. Is there anything they could change or reword? How would you as their boss respond to these communications?

1. Sarah wrote the following text to her manager, Dave:
  - a. Hey i cant get in til 415 tomorrow :( celia will cover
  - b. Corrected version:

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2. You drafted an email to coworkers to share an article:
  - a. Hey read this its about changes coming new mgmt and tecknology. imo need to be aware + relevant. anyone wanna take a class there's one at local comunty college starts next month. Lemme kno.
  - b. Corrected version:
3. Ben sent the following email to his supervisor, Lori:
  - a. Can I have next Tuesday off?
  - b. Corrected version:

*Extension:* Have your child draft an email to a potential supervisor at a job they are interested in. Encourage them to ask questions about the job, how they could get a job there, and what they like most about the job. Have them send the email if they want, but this is not required!



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