**Business Information Management – “Soft Skills in the Workplace”**

**Independent Practice Assignment Sheet**

**“Hard” and “Soft” Skills Business Leader Report Assignment #1**

Have students conduct Internet research of business leaders who possess “hard” skills versus “soft skills”. Type a report which states the leader’s particular career and summarizes the skills that career requires as well as the skills that leader is best known to possess. Use appropriate report formatting. This report will be evaluated according to the related rubric.

**“Instructional Manual” Assignment #2**

Create a detailed instructional manual (a “how-to” manual) for either assembling a product of your choice or performing a task (such as how to play a certain game). Get approval from your teacher first. Include proper report formatting, including: double-spacing, 1” margins, and heading and paragraph styles. Sections should include, but are not limited to: parts description and appropriate labeling (use clipart and drawing shapes if necessary), supplies needed, and assembly steps or directional steps. Include illustrations as needed to help the reader understand the steps. Remember that grammar is very important for understanding the entire manual. Create a table of contents automatically using the References Tab in Office 2007 or 2010 or manually by setting dot leader tabs. This project will be evaluated using the related rubric.

**“Following Directions Scenario” Assignment #3**

Use the “Explain the consequences of not following directions promptly” handout for the general directions of this assignment. In pairs students will complete the tasks stated in the directions. Then have them display their results on two different documents. Any application can be used but one document should contain the list of three tasks as stated in the directions. Students can use a table, SmartArt or a bulleted list. The other document should be the timeline as described in the directions, The students should also list the consequences if any for not following the directions for each task that the pairs have created.