

## How you Dress & Act Matters

### Video 1

[https://www.youtube.com/watch?v=vIN\\_-N4wo3s](https://www.youtube.com/watch?v=vIN_-N4wo3s)

### Assignments

1. Page 8 - Thinking Break – Your “Volume” Appearance  
[www.surveymonkey.com/r/gese3-1](http://www.surveymonkey.com/r/gese3-1)
2. Page 16 - Email Etiquette  
Pages 17 & 18 - Self- Assessment – Test Your Email Know How  
[www.surveymonkey.com/r/gese3-2](http://www.surveymonkey.com/r/gese3-2)
3. Pages 22-24 - Apply the Skills – You’re the Boss  
[www.surveymonkey.com/r/gese3-3](http://www.surveymonkey.com/r/gese3-3)
4. Pages 25-27 - Self-Assessment - Phone Skills  
[www.surveymonkey.com/r/gese3-4](http://www.surveymonkey.com/r/gese3-4)
5. Pages 35-37 - Apply the Skills – Practice Professional Phone Skills  
[www.surveymonkey.com/r/gese3-5](http://www.surveymonkey.com/r/gese3-5)
6. Pages 38-39 - Next Steps  
[www.surveymonkey.com/r/gese3-6](http://www.surveymonkey.com/r/gese3-6)
7. How You Dress & Act Matters Quiz  
[www.surveymonkey.com/r/gese3-7](http://www.surveymonkey.com/r/gese3-7)