

How to Be Professional and Small Business Basics

Name : _____

Period: _____

Questions #1:

- Do you act the same around everyone?
- In what ways do you change? Around your friends, parents or teachers?

_____ : the practice of alternating between two or more languages or varieties of language in conversation.

Examples:

1. _____
2. _____
3. _____
4. _____

Questions #2:

- What are some things that would be inappropriate to wear to an interview situation?
- What are some guidelines for being in appropriate attire?

Do's

- Clothing: _____

- Hair: _____
- Make-up: _____
- Body Modifications: _____

Don'ts

- Clothing: _____
- Hair: _____
- Make-up: _____
- Body Modifications: _____

Greeting an interviewer

1. Walk _____
2. Eye Contact
3. Handshake: _____
4. Introduce yourself: _____

Questions #3

- **So you have an idea for a business, how do you get started?**
- **What things will you need to consider?**

What you will need:

1. Materials
 - a. _____
 - b. _____
2. Work Space
 - a. _____
3. Advertising
 - a. _____

b. _____

c. _____

4. Selling

a. _____

b. _____

c. _____

5. Extra Expenses

a. _____

b. _____

c. _____

d. _____

FINISH WHAT YOU START!

- _____
- _____
- _____
- _____

Pricing

Formula: _____