

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Workplace Effectiveness**

**Assignment Name: How to be Effective in the Workplace. What do YOU think is important?**

Find an article on the internet regarding how to be effective in the workplace.

*Insert the URL of the article here:*

Summarize the main points this particular article discusses. For each point, tell why you feel this is important. You must have a minimum of 5 points.

1.

2.

3.

4.

5.