

## Self-Test: Do you have these skills?

### Scenario A:

You are at work and you need to schedule a meeting for 35 people that will be broken into 5 groups. You are told to get in contact with them all so you can schedule a date and time and you were also told that you need to break them down into equal groups before the meeting. How would you get started?

Your Answer:

### Scenario B:

You are an architect meeting with your client before you begin working on a new building design. You find out the clients' needs and their ideas for the design. You will use this information to prepare a report that includes a concept, cost estimate, and time estimate. What academic skills do you need to complete the report and complete the job?

Your Answer:



## Answers:

### Scenario A

*First you will need to write up an email invitation that updates calendars. Provide a meeting date in the email. Once a date is set, put the people into groups of equal numbers. For example, 35 people plan to attend the event. Thirty-five divided by 5 groups means 7 people will be in each group. Give the meeting host all of the meeting details.*

### Scenario B:

*These skills are needed when you create the report and design. Reading and writing help you put together a proposal to communicate the design, cost, and time estimates. Science helps you understand building material properties to select the materials. Math helps you calculate dimensions to build a strong structure.*



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