Good afternoon,

In Professional Communications, (*before we left for spring break*) we were working on the Career Cluster. We began researching different career options and organizing information and started on the outline for your speech. We will continue with obtaining and researching information for the **Informative Career Speech**.

Last class block we were in the computer lab working on your outline. You were finding information for your career and placing the information into the outline. Here are the 3 areas you were researching about your career:

Creative introduction and attention getter, thesis statement and overview of your 3 main points.

**3 Main Points**

* The requirements to obtain your chosen career. Education, training, certifications or testing.
* The Duties of your chosen career ( what they do on a daily basis)
* The benefits of your chosen career (Salary, Work Schedule and benefits to society

Conclusion that restates your 3 main points and a reference to your attention getter and introduction along with a poignant statement for the audience to consider.

For the upcoming week (March 23rd-27th) please continue to work on your outline. Place important information into your digital outline and/or use the hardcopy outline (*we went over in class to help*). ☺

*\*Remember we walked through the outline and you can access that sample outline here on the ProComm website:* [*http://legacycommapp.weebly.com/uploads/9/0/7/2/9072922/extemp\_speech\_outline\_\_2\_.docx*](http://legacycommapp.weebly.com/uploads/9/0/7/2/9072922/extemp_speech_outline__2_.docx)

In addition, please email your completed speech outline as an attachment with your Weekly Professional Email by the end of the week on March 27th. We went over this information and wrote an email together. If you need further help please feel free to access more information via my website: <http://legacycommapp.weebly.com/lessons-and-notes.html>

or email me at [howardritz@misdmail.org](mailto:howardritz@misdmail.org):

**Follow the steps below to send the Weekly Professional Email Information:**

   Make sure your subject line has your first, and last name and the period you have the Pro Comm class.

* Refer to your previous professional emails that you sent for a sample to follow
* Use proper punctuation and proofread your email before sending. Remember that each mistake is -10 pts.
* RMEMBER TO ATTACH YOUR SPEECH OUTLINE.

   Remember to have the proper closing (Salutation) along with proper spacing of each line and your name on one line and Professional Communications on the next line and the Period on the 3rd line.

Please feel free to email should you have any additional questions or need help. My goal as your teacher is to make sure all of my students are successful.

Best regards,

Mr. Ritz

Email: howardritz@misdmail.org