

### Academic Skills

**Directions:** Respond to the following questions in the spaces provided. As you answer the questions, think about how academic skills are necessary in your workplace as well as in a college classroom.

1. What could happen if you failed to understand a memo written by your boss that gave you specific directions to complete a rush project?

---

---

---

2. Have you ever had a great idea but were unable to clearly articulate your idea to someone in charge? How did you feel?

---

---

---

3. What would happen if you had to perform calculations required for a shipping order, there was no one else around, and you didn't have a calculator?

---

---

---

4. What if you need to write a convincing letter to your boss to show why you should get a promotion?

---

---

---