Professional Etiquette Possible Assignments:

**Covering the Professional Etiquette Handout in Class:** Simply reading through the handout and discussing each section could be useful and will allow students to start to think about a standard of professional conduct.
- Share stories from past history with students, both positive and negative.
- Students can share scenarios they have experienced with bad etiquette.
- Review videos of good and bad etiquette. YouTube is a great resource for these. Clips of John Cleese’s “How to Irritate People” is an excellent example of videos available that are entertaining but also get to the point.

**Attending a Professional Event/Presentation:** Have students attend a lecture or an event on campus after reviewing the professional etiquette handout and then require a written response reflecting on etiquette at the event.

**Email:** Have students write an email following the guidelines of the professional etiquette handout. This could be a chance to share something unique about themselves, communicate their plans for a research assignment or presentation, or simply turn in an assignment.

**Business Letter:** Have students write an official letter, business letter format, that explores the genre of professional writing, i.e. different tones and language, appropriate conversation and topics, salutations, etc... and/or the importance of professional etiquette in general.