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employability skills

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| **Across**  **3.** should you try to talk to people or and employer while he/she is on the phone.  **5.** phone calls and emails should be returned within.  **7.** How many times should you uses a name in a conversation in order to remember it.  **9.** what does all caps signify in emails and other text.  **10.** if you are going over seas for a job should you learn the native language of the place you are going to | **Down**  **1.** what are making eye contact and a firm but gentle handshake examples of.  **2.** how early should you arrive for an interview.  **4.** should you ever throw away a business card with someones name on it.  **6.** should you watch what you say about your personal life in the work place.  **8.** the US department of labor estimates that what percent of workers will lose their jobs over bad work ethics. |