

Requirements Communications

This merit, or the Public Speaking merit, is required to earn the Gold Medal of Achievement.

1. Do ONE of the following:
 - a. Develop a plan to teach a lesson to the Ranger Kids or Discovery Ranger group and have your commander and the Ranger Kids or Discovery Ranger commander approve it. Make teaching aids to assist you in teaching the lesson. With the help of the Ranger Kids or Discovery Ranger commander check to see if the boys were attentive throughout the lesson or can repeat or summarize the information taught.
 - b. Develop a plan to teach a skill to your patrol and have your commander approve the plan. Make teaching aids. Teach the skill to your patrol. With the help of your group leader, check to see if the patrol has learned the skill you taught.
 - c. Develop a sales presentation for a product your outpost is selling as a fund-raiser. Build a sales presentation based on its good points. Review your sales presentation with your commander. Use the sales presentation as you sell the product. Report any changes you made in your presentation to your commander.
2. Do ONE of the following:
 - a. Write to the editor of a magazine or your local newspaper to express your opinion or share information (on any subject you choose).
 - b. Create a page on the World Wide Web for yourself or to give information about your Royal Ranger outpost, church, school, or other organization. Include at least one article and one photograph or illustration.
 - c. Make a Power Point presentation to be used to promote an activity in your outpost.
 - d. Use desktop publishing to produce a newsletter, brochure, flier, or other printed material for your Royal Ranger group, school, chartered organization, or other group. Include at least one article and one photograph or illustration.
3. Do ALL of the following:
 - a. Demonstrate how you would make a telephone call inviting an expert in the field of your choice to give a demonstration to your outpost on that person's area of expertise.
 - b. Demonstrate how to create an effective recorded message and how to leave a voice-mail message.
 - c. Demonstrate how to introduce your parents to a new friend, a new friend to an old friend and a guest speaker.
4. Prepare a personal resume that you would use in applying for a job.
5. Check careers in the field of communications. Choose one career, then in writing discuss the qualifications and preparation needed for this career.
6. Attend a town or school board meeting where two or three points of view are given. Listen and take notes. Make a one-page report from your notes. Arrange a time to share what you learned with your patrol.

Boy's Workbook

Boy's Workbook

Communications

This merit, or the Public Speaking merit, is required to earn the Gold Medal of Achievement.

1. Do ONE of the following:

- d. Develop a plan to teach a lesson to the Ranger Kids or Discovery Ranger group and have your commander and the Ranger Kids or Discovery Ranger commander approve it. Make teaching aids to assist you in teaching the lesson. With the help of the Ranger Kids or Discovery Ranger commander check to see if the boys were attentive throughout the lesson or can repeat or summarize the information taught.

Teach A Lesson Plan Worksheet

Objective of the Lesson:

- What do you want the group to be able to do by the time you have finished teaching the lesson?

Example: "The Ranger Kids will learn the story of Noah."

Required Learning Steps

- ◆ What must the Ranger Kids (Discovery Rangers) be able to do first?

Example: "As the story is introduced the boys will sit quietly and listen."

- ◆ What must the boys be able to do next?

Example: "After a question from the story is asked one of the boys will answer the question correctly."

- ◆ What must the boys be able to do next?

Example: "After being asked what they think will happen next several boys will give their ideas."

What teaching methods will be used to help the boys perform the required learning steps?

- Demonstration
- Lecture

- ❑ Question and answer (The example above is Question and answer after reading)
- ❑ Teach, practice, teach
- ❑ Other (specify) _____

What materials are needed to help the boys perform the required learning steps?

Example: A book about Noah and the Ark with pictures.

How will I know they have learned what I taught?

Example: Each boy will be attentive during the lesson and all will participate by answering the questions.

Write out the lesson plan on a separate piece of paper using the information you have gathered above.

Commander's Initials

Date

- e. Develop a plan to teach a skill to your patrol and have your commander approve the plan. Make teaching aids. Teach the skill to your patrol. With the help of your group leader, check to see if the patrol has learned the skill you taught.

Teach A Skill Plan Worksheet

Objective of the Lesson:

- What do you want your patrol members to be able to do by the time you have finished teaching this skill?

Example: "By the end of this lesson each one of you will be able to tie a square knot using the two ropes that you have been given."

Required Learning Steps

- ◆ What must the patrol members be able to do first?

Example: "The patrol members will watch the step-by-step demonstration of how to tie a square knot."

- ◆ What must the patrol members be able to do next?

Example: "The patrol members will tie a square knot one step at a time."

◆ What must the patrol members be able to do next?

Example: "The patrol members will watch the step-by-step demonstration of how to tie a square knot, again."

What teaching methods will be used to help the patrol members perform the required learning steps?

- Demonstration
- Lecture
- Question and answer
- Teach, practice, teach (The example above is teach, practice, teach)
- Other (specify) _____

What materials are needed to help the patrol members perform the required learning steps?

Example: Each patrol member must have two pieces of rope at least 18 inches long.

How will I know they have learned the skill I taught?

Example: Each boy will successfully tie a square knot.

Write out the lesson plan on a separate piece of paper using the information you have gathered above.

Commander's Initials

Date

- f. Develop a sales presentation for a product your outpost is selling as a fund-raiser. Build a sales presentation based on its good points. Review your sales presentation with your commander. Use the sales presentation as you sell the product. Report any changes you made in your presentation to your commander.

Sales Presentation Plan Worksheet

Why are you selling this product?

List all the benefits your outpost will receive from selling this product.

Example: Purchase tents for camping.

Pay for Camping trip.
Buy new uniforms.
Purchase a new Pinewood Derby track.

Pick out one or two of the benefits you feel would most appeal to your customers.

Example: Purchase tents for camping.

Then answer the questions below and pick out two to four answers to base your presentation around.

What is the most dramatic statement I can make about the product and its benefits?

Example: If you purchase this candy bar it will help us replace the worn-out tents we have that allow the water to leak in our tents when it rains.

What is the most appealing visual presentation I can use to promote the customer's support with the fundraiser?

Example: Have a picture of the tents you are currently using and a picture of one you would purchase with the proceeds of the sale.

What is the most searching question I can ask about the product and its benefits?

Example: How many candy bars would you like to purchase to help us purchase tents?

What is the most interesting story I can give to back up the claims I make for their support to the fundraiser?

Example: On our last camp-out Joey's sleeping bag got wet during the night from the rain that came in the tent. He didn't get much sleep at all.

What is the most compelling logic I can use relating to the fundraiser and its benefits?

Example: If we can sell 500 of these candy bars in the next month we will be able to purchase a new tent before our fall campout. Can you help us out?

How can I get the person involved in my presentation?

Example: Have you ever been camping in a tent? Did you belong to the Royal Rangers or Scouts as a boy?

What is your goal? Determine exactly what you want from this sales presentation.

Do you want the customer to purchase the product?

Do you want the customer to donate money to the outpost?

Do you want the customer to like you?

What do you need to assist you in your presentation?

Product, charts, graphs, video clips, pictures, etc.

Practice your presentation

By yourself—in front of a mirror

With a friend

What do you need to give your customer to remind them where they can purchase any additional products?

Example: A card with your name and phone number on it.

When are you going to call back to see if your customers need more of your product?

Example: Call back just before your sales campaign is finished to see if they want to purchase more candy bars.

Write out the sales presentation on a separate piece of paper using the information you have gathered above.

Commander's Initials

Date

2. Do ONE of the following:

- a. Write to the editor of a magazine or your local newspaper to express your opinion or share information (on any subject you choose).

How to Write a Letter to the Editor Worksheet

Letters to the editor are used to respond to a news event or a published article; therefore you should reference the news event or published article in the first sentence of your letter.

For example: The local newspaper carries a story concerning the death of a teenager who was struck and killed the driver who was driving under the influence of alcohol. The first sentence may say, "John Doe, who died in the recent alcohol-related car crash, was a classmate of my sister, Joanne."

In the second sentence you should begin to make a case for why you are writing the letter. If the newspaper article has missed an important point, say so, and explain why it is important. If the newspaper article did not provide the full story, give the full story. If the article is unclear or misleading, clear up the confusion.

For example: "The newspaper article said that very few of the students knew John. It mentioned that John was a very quiet student who had few friends. My sister and I knew John very well. In fact, John, his sister and cousin were among our best friends. John was a caring but quiet friend. He enjoyed playing video games with us and loved to listen to CD's. In fact his favorite CD was a new Christian CD."

When you close the letter to the editor, call for action of some type. Ask the readers to attend a special meeting or write a letter to their congressmen, etc.

For example: "Friday evening at 7:00 p.m., First Assembly of God in Hometown at 9876 Victory Lane, will be holding a special celebration service honoring John and his life. I would like to invite everyone to come and honor my friend."

When you send a letter to the editor include your name, address and daytime telephone number. The newspaper will probably want to talk to you to make sure that you were the one who wrote the letter.

Example: "William Jones, 1234 Ready Ct., Hometown, Missouri 12345, Phone number: 222-1357."

On a separate sheet of paper write your letter to the editor.

Commander's Initials

Date

- b. Create a page on the World Wide Web for yourself or to give information about your Royal Ranger outpost, church, school, or other organization. Include at least one article and one photograph or illustration.

An excellent resource to learn how to set up a Web page is <http://www.ehow.com>. Go to the "computers" section of the web site. Highlight the "World Wide Web" button then go to "Create Your First Web Site". When you are ready to make your web page, you can read any section and follow instructions found therein.

How to Create Your First Web Site.¹

1. Have a clear vision as to what your web page is trying to accomplish.
 - a. What thought do you want to convey in your web page?
Example: You are going to create a web site for your outpost. The thought you want to get across is that your outpost has a lot of exciting things to do.

 - b. What theme will your web page have?
Example: Show the exciting activities that the outpost has done.

 - c. What mood do you want to convey in your web page?
Example: The mood must be exciting.

2. Choose an Internet Service Provider (ISP) to host your Web site.
The ISP I have chosen is: _____
3. Select and download a Web-page editor.
Examples of Web-page editors are: Netscape Composer, Microsoft FrontPage and Macromedia Dreamweaver.
My Web-page editor is: _____
4. Outline what you want to present.

¹ Holohan, Matthew, eHow to Create Your First Web Site, www.ehow.com/eHow/0,1053,42,00.html

Example: Outpost 9 is exciting because: 1) Campouts, 2) Pinewood Derby, 3) Pow Wow, 4) Weekly Activities, 5) etc.

5. Write out the article you are going to include on your web site.
Example: Outpost 9 has a two-night campout in June. We go to Lake No Name where we fish. Last year Outpost 9 caught 23 fish which we ate at our evening meal. It was great!

6. Using Images
- Create images for your site by drawing them with your computer's paint program or by using a scanner for photographs and other hard-copy images.
 - If you like an image on another Web site, email the page's owner or administrator and request permission to download and post it.
Example: Scan in a picture of one of the boys from Outpost 9 catching a fish at Lake No Name.

7. Pay attention to how your page appears. Does it tell the message that you want to tell?
8. Complete the steps outlined in www.ehow.com/eHow/0,1053,42,00.html

On a separate sheet of paper write out the plan for your Web site. After you have completed your Web site have your commander view it.

Commander's Initials

Date

- c. Make a Power Point presentation to be used to promote an activity in your outpost.

An excellent resource to learn how to set up a Power Point presentation is <http://www.ehow.com>. Go to the "computers" section of the web site. Highlight the "Applications and Activities" button then go to "Presentations". When you are ready to make your presentation you can read any section and follow instructions found therein.

- Have a clear vision as to what your presentation is trying to accomplish.
 - What thought do you want to convey in your presentation?
Example: You are going to create a presentation for your outpost. The thought you want to get across is that your outpost has a lot of exciting things to do.

- b. What theme will your presentation have?
Example: Show the exciting activities that the outpost has done.

- c. What mood do you want to convey in your presentation?
Example: The mood must be exciting.

2. Outline what you want to present.
Example: Outpost 9 is exciting because: 1) Campouts, 2) Pinewood Derby, 3) Pow Wow, 4) Weekly Activities, 5) etc.

3. Write out the article you are going to include on your presentation.
Example: Outpost 9 has a two-night campout in June. We go to Lake No Name where we fish. Last year Outpost 9 caught 23 fish which we ate at our evening meal. It was great!

4. Using Images
Create images for your presentation by drawing them with your computer's paint program or by using a scanner for photographs and other hard-copy images.
Example: Scan in a picture of one of the boys from Outpost 9 catching a fish at Lake No Name.

5. Pay attention to how your page appears. Does it tell the message that you want it to all?

On a separate sheet of paper write out the plan for your presentation. After you have completed your presentation have your commander view it.

Commander's Initials

Date

- d. Use desktop publishing to produce a newsletter, brochure, flier, or other printed material for your Royal Ranger group, school, chartered organization, or other group. Include at least one article and one photograph or illustration.

Use a desktop publishing program like Microsoft Publishing to create your newsletter. There are many other publishing programs that will work just as well.

1. Have a clear vision as to what your publication is trying to accomplish.

- a. What thought do you want to convey in your publication?

Example: You are going to create a brochure for your outpost. The thought you want to get across is that your outpost has a lot of exciting things to do.

- b. What theme will your brochure have?

Example: Show the exciting activities that the outpost has done.

- c. What mood do you want to convey in your web brochure?

Example: The mood must be exciting.

2. Outline what you want to present.

Example: Outpost 9 is exciting because: 1) Campouts, 2) Pinewood Derby, 3) Pow Wow, 4) Weekly Activities, 5) etc.

3. Write out the article you are going to include on your brochure.

Example: Outpost 9 has a two-night campout in June. We go to Lake No Name where we fish. Last year Outpost 9 caught 23 fish, which we ate at our evening meal. It was great!

4. Using Images

Create images for your brochure by drawing them with your computer's paint program or by using a scanner for photographs and other hard-copy images.

Example: Scan in a picture of one of the boys from Outpost 9 catching a fish at Lake No Name.

- 5. Pay attention to how your page appears. Does it tell the message that you want it to tell?
- 6. Print your brochure.

On a separate sheet of paper write out the plan for your publication. After you have completed your publication give a copy to your commander.

Commander's Initials

Date

3. Do ALL of the following:

- d. Demonstrate how you would make a telephone call inviting an expert in the field of your choice to give a demonstration to your outpost on that person's area of expertise.

Invitation Telephone Call Worksheet

1. Who are you going to invite? Ask the person as far in advance as possible.

Example: A police officer you know is a good speaker. You get his phone number, call him, and tell him who you are.

2. Why do you want them to come and speak to your outpost?

Example: "Outpost 16 is working on the Law Enforcement Merit. We would like for you to tell us when you decided to become a police officer, what was the most dangerous situation you have ever been involved in and what was the most rewarding moment you have experienced. We would also like to know what are the most important qualities in a police officer."

3. Tell them the date and time.

Example: "We meet on Wednesday night at 7:00 p.m. at Eternity Assembly of God on 1234 West Main, in Smithville. We meet in room 12 on the first floor in the Christian Education wing. My name is Joe Jones and I will be there to meet you at the front door of the church at 6:45 p.m. If you need a map I will be glad to send you one."

4. Tell them how much time they have to speak.

Example: "We have our opening ceremonies right at 7:00 p.m. and we will have you speak for about 10 minutes starting at 7:15."

5. If they are going to have a question and answer period, ask them if they have specific questions they want the audience to ask to get the ball rolling.

Example: "We would like to ask you a few questions after your talk. Is there any question you would like to have asked?"

6. Make sure that they are willing to come. If they can't, find out if they know anyone else who might be able to come and get that person's telephone number. Thank them for their help.

On a separate sheet of paper write out the plan to invite a guest to speak at your outpost. After you have completed it, give a copy to your commander.

Commander's Initials

Date

e. Demonstrate how to create an effective recorded message and how to leave a voice-mail message.

Recording a Message Worksheet

1. Greet the caller.

Example: "Hello".

2. Let them know whose recorded message they are listening to.

Example: "You have reached the voice mail of John Doe at 123-1234."

3. Let them know that you want to speak with them.

Example: "I am unable to receive your call at this moment but I would like to speak with you."

4. Remind them to leave their phone number so you can call them back.

Example: "Please leave me your phone number at the tone and I will get back to you as soon as I can."

5. Sign off!

Example: "Good day!"

On a separate sheet of paper write out your recorded message. After you have completed it, give a copy to your commander. Or, with your parent's permission, you can record a message on your home phone and have your commander call and listen to it.

Leaving Voice Mail Message Worksheet

1. State who you are.

Example: "Hello, my name is John Doe."

2. State why you called.

Example: "I am calling to find out if you are planning on coming to Rangers tonight. If you are, we will give you a ride."

3. Give telephone number.

Example: "This is John Doe at 123-1234."

4. When you would be available to receive a return call.

Example: "We will leave the house at 6:30 so give me a call before that."

On a separate sheet of paper write out your recorded message. After you have completed it give a copy to your commander.

Commander's Initials

Date

- f. Demonstrate how to introduce your parents to a new friend, a new friend to an old friend and a guest speaker.

Introduction of Guest Speaker Worksheet

1. Give the guest speaker's name.

Example: "Our guest speaker tonight is Officer Jacob McDonald."

2. Tell why the guest speaker has an interest in the topic.

Example: "Officer McDonald has served for 10 years in the police department of Smithville and is anxious to share with us some of his experiences."

3. Tell why the guest speaker is an expert on the topic of their speech.

Example: "He has made several presentations to scouting and community groups about why he became a police officer."

4. Tell why the guest speaker is coming at this time and repeat the guest speaker's name.

Example: "Officer Jacob McDonald has graciously come to help us earn our 'Law Enforcement Merit.'"

Use 1 to 2 minutes for the introduction.

On a separate sheet of paper write out your introduction. After you have completed it give a copy to your commander.

Introductions Worksheet

1. Introduce individuals to each other using both first and last names.

Example: "Mom and Dad, I would like you to meet my friend, John Barnes. John, this is my mom and dad, Bill and Margaret Jones."

2. Introduce the younger or less prominent person to the older or more prominent person.

Example: You would introduce your parents to your friend who is your same age and then introduce your friend to your parents as illustrated in example 1.

3. When you are introducing a person who has a specific relationship to you, make the relationship clear by adding a phrase such as "my mom and dad", "my brother", or "my commander".

Example: "Commander, I would like you to meet my friend, John Barnes. John this is my Royal Ranger commander, Bob Forthright."

4. Introduce an individual to the group first and then the group to the individual.
Example: "Jimmy, I would like you to meet my friends Kim Lu, Bill Togo, and Hiram Bannister. This my cousin, Jimmy Brown."

Write out an introduction you would make when introducing a friend to your parents.

Write out an introduction you would make when introducing an old friend to a new friend.

Commander's Initials

Date

4. Prepare a personal resume that you would use in applying for a job.

Parts of a Resume Worksheet

Name: _____ Street Address: _____
City and State: _____ Phone: _____

What job do you want to do?

Where do you want to work?

Level of responsibility you want?

What jobs (volunteer or paid) have you done?

Date Started: _____ Date Ended: _____

Job Title: _____

Name of company or organization: _____

City _____

What schools have you attended:

Elementary: _____

Secondary:

Commander's Initials

Date

5. Check careers in the field of communications. Choose one career, than in writing discuss the qualifications and preparation needed for this career.

Careers Worksheet

Pastor	Disk Jockey	Actor	Artist
Psychologist	Photographer	Editor	Events Manager
Writer	Family Therapist	Singer	Speech Therapist
Teacher	Graphic Designer	Teacher	Video Production
Attorney	Personnel Manager	Librarian	Printer/Lithographer
Musician	Marketing Specialists	Journalist	Marketing Specialist
Politician	Sales Representative	Publisher	Publications Manager
Dispatcher	Advertising Copywriter	Entertainer	Media Relations Specialist
Announcer	Professional Speaker	Webmaster	Marketing Research Spec.
Sign Painter	Communications Engineer	Broadcaster	Cinematographer

Choose one of the careers listed above: _____

Interview a person who has the career you have chosen or look up your career choice in the library. Answer the following questions:

What qualifications are needed to have a career in this field?

What preparations are needed to have a career in this field?

Commander's Initials

Date

6. Attend a town or school board meeting where two or three points of view are given. Listen and take notes. Make a one-page report from your notes. Arrange a time to share what you learned with your patrol.

Town Meeting Worksheet

A town meeting could be Rotary, Jaycees, Red Cross, Big Brothers, Humane Society, Audubon Society, Weight Watchers, Political Campaign, Board of Directors, Alumni Association, Chamber of Commerce, Campus Organization, Civic Organization, Shareholders Meeting, Church Business Meeting, or School Board. Choose one of these or another similar meeting to attend.

Name of Meeting _____ Date _____

Name one topic of discussion _____

What were the different points of view?

Which speaker was most effective? Why?

Commander's Initials

Date

Resource Materials

Teach A Lesson Plan

Objective of the Lesson:

- What do you want the group to be able to do by the time you have finished teaching the lesson?

Required Learning Steps

- ◆ What must the Ranger Kids (Discovery Rangers) be able to do first?
- ◆ What must the boys be able to do next?
- ◆ What must the boys be able to do next?

What teaching methods will be used to help the boys perform the required learning steps?

- Demonstration
- Lecture
- Question and answer
- Teach, practice, teach
- Other (specify)

What materials are needed to help the boys perform the required learning steps?

How will I know they have learned what I taught?

Suggested Teaching Ideas

Examples of things that could be taught to Ranger Kids.

- Give a devotion.
- Do an art or craft project.
- How to answer the telephone.
- How to ride a bike safely.
- How to give first-aid for a minor cut or scrape.
- How to call for help in an emergency.
- Others: _____
- _____
- _____

Examples of things that could be taught to Discovery Rangers.

- ◆ Teach a new game.
- ◆ Do an art or craft project.
- ◆ How to report a crime.
- ◆ How to tie a square knot.
- ◆ How to tie an overhand knot.
- ◆ How to use the library card file or computer.
- ◆ How to adjust lap and shoulder belts.
- ◆ How to set up and put out a cooking fire.
- ◆ How to repair a plug on an appliance cord.
- ◆ Other: _____
- ◆ _____
- ◆ _____

Teach a Skill Plan

Objective of the Lesson:

- What do you want your patrol members to be able to do by the time you have finished teaching this skill?

Required Learning Steps

- ◆ What must the patrol members be able to do first?
- ◆ What must the patrol members be able to do next?
- ◆ What must the patrol members be able to do next?

What teaching methods will be used to help the patrol members perform the required learning steps?

- Demonstration
- Lecture
- Question and answer
- Teach, practice, teach
- Other (specify)

What materials are needed to help the patrol members perform the required learning steps?

How will I know they have learned the skill I have taught?

Suggested Skill Ideas

Examples of skills that could be taught.

- ◆ How to report a crime.
- ◆ How to identify minerals.
- ◆ How to sharpen a pocket knife.
- ◆ How to best display a collection.
- ◆ How to care for and clean optical lenses.
- ◆ How to properly give first aid for a dog bite.
- ◆ How to carry a snowboard easily and safely.
- ◆ How to properly care for binoculars.
- ◆ How to mount stamps with or without hinges.
- ◆ How to recognize and confirm cardiac arrest.
- ◆ How to recognize points of interest on a map.
- ◆ How to use a signal mirror to attract attention.
- ◆ How to clean and adjust a bicycle.
- ◆ How to tan, cure, and finish leather.
- ◆ How to extinguish a grease pan fire.
- ◆ How to layout a typical patrol campsite.
- ◆ How to take and follow a compass bearing.
- ◆ How to check the fluid levels of an automobile.
- ◆ How to report an emergency in your community.
- ◆ How to handle and store CD's and tapes.
- ◆ How to properly use a tooth brush and dental floss.
- ◆ Others: _____
- ◆ _____
- ◆ _____
- ◆ _____
- ◆ _____

Sales Presentation Plan

Why are you selling this product?

- List all the benefits your outpost will receive from selling this product.

Pick out one or two of the benefits you feel would most appeal to your customers.

- Then answer the questions below and pick out two to four answers to base your presentation around.
 - ✓ What is the most dramatic statement I can make about the product and its benefits?
 - ✓ What is the most appealing visual presentation I can use to promote the customer's support with the fundraiser?
 - ✓ What is the most searching question I can ask about the product and its benefits?
 - ✓ What is the most interesting story I can give to back up the claims I make for supporting the fundraiser?
 - ✓ What is the most compelling logic I can use relating to the fundraiser and its benefits?
 - ✓ How can I get the person involved in my presentation?

What is your goal? Determine exactly what you want from this sales presentation.

- Do you want the customer to purchase the product?
- Do you want the customer to donate money to the outpost?
- Do you want the customer to like you?

What do you need to assist you in your presentation?

- Product, charts, graphs, video clips, etc.

Practice your presentation

- By yourself—in front of a mirror
- With a friend

What do you need to give your customer to remind them where they can purchase any additional products?

When are you going to call back to see if your customer needs more of your product?

How to Write a Letter to the Editor

✓ **Refer to a news event or published article**

Letters to the editor are used to respond to a news event or a published article; therefore you should reference the news event or published article in the first sentence of your letter.

✓ **Explain why you are writing the letter**

In the second sentence you should begin to make a case for why you are writing the letter. If the newspaper article has missed an important point, say so, and explain why it is important. If the newspaper article did not provide the full story, give the full story. If the article is unclear or misleading, clear up the confusion.

✓ **Call for action**

When you close the letter to the editor, call for action of some type. Ask the readers to attend a special meeting or write a letter to their congressmen, etc.

✓ **Include your name**

When you send a letter to the editor include your name, address and daytime telephone number. The newspaper will probably want to talk to you to make sure that you were the one who wrote the letter.

Preparing Media and Print Presentations

- What do you want to accomplish?
 - ✓ What *thought* do you want to convey?
 - ✓ What *theme* will you have?
 - ✓ What *mood* do you want to give?
- Outline what you are going to present.
- Write out the words you are going to say.
- Use images to convey meaning.
- Pay attention to the appearance of your presentation.

Invitation Telephone Call

- Ask the person as far in advance as possible.
- Tell them why you want them to come and speak to your outpost.
- If they can't come, ask if they know someone else who could come.
- Give the person you are inviting all the details about what you want them to speak about.
- Tell the date and time.
- If they have not been to your church or outpost before, you will need to give a map of the area and the location within the church where they will be speaking.
- Tell them how much time they have to speak.
- If they are going to have a question and answer period, ask them if they have specific questions they want the audience to ask to get the ball rolling.

Recording A Message

- ✓ Speak clearly.
- ✓ State information completely but briefly.
- ✓ Tone and words used encourage callers to leave message.
- ✓ Listen to the message to make sure that it is clear.
- ✓ Check incoming messages daily.
- ✓ Return calls within a 24 period of time.

Leaving Voice Mail Message

- ✓ State who you are.
- ✓ State why you called.
- ✓ Give telephone number where you can be reached.
- ✓ State when you would be available to receive a return call.

Introduction of Guest Speaker

- Give guest speaker's name.
- Tell why the guest speaker has an interest in the topic.
- Tell why the guest speaker is an expert on the topic of their speech.
- Tell why the guest speaker is coming at this time.
- Repeat the guest speaker's name.
- Use 1 to 2 minutes

Introductions

7. Introduce individuals to each other using both first and last names.

8. Introduce the younger or less prominent person to the older or more prominent person.

9. When you are introducing a person who has a specific relationship to you, make the relationship clear by adding a phrase such as “my mom and dad”, “my brother”, or “my commander”.

10. Introduce an individual to the group first and then the group to the individual.

Parts of a Resume

Personal Information: Name, address, phone (place at top of resume).

Job Objective: What job do you want to do.
For whom or with whom do you want to work.
Where do you want to work.
Level of responsibility you want to have.

Work History: Both paid and volunteer jobs.
Dates started and ended.
Job Title.
Name and city of company or organization.

Education: Schools you attended.
Special workshops you have attended.

Resume Worksheet Example

Name: *Ralph P. Jones* Street Address: *123 Royal Avenue*
City and State: *Ranger, Kentucky 98765* Phone: *123-4567*

What job do you want to do?

I want to work with children, helping them learn to read and do math.

Where do you want to work?

I would like to work at Ranger Elementary or at First Assembly of God Academy.

Level of responsibility you want?

I would like to be responsible to read to students or help 1 student at a time read or do math.

What jobs (volunteer or paid) have you done?

I mowed lawns for my neighbors and picked up trash around the church.

Date Started: *May, 2020* Date Ended: *September 2020*

Job Title: *Mowed lawns*

Name of company or organization:

Mr. Jones, 2032 15th Street,
Mrs. Smith, 2101 15th Street
Mr. Hansen 1927 15th Street.

City: *Ranger, Kentucky*

What school have you attended; give location and dates attended

Elementary: *Barnes Elementary, 3633 3rd Street, Ranger, Ky., 2013-2019*

Secondary: *Deaver Middle School, 1379 5th Street, Ranger Ky. 2019-present*