

## Teaching Guide

### For DECA dimensions

#### Scavenger Hunt available for this issue of *Dimensions*

Again for this issue, we have provided a Scavenger Hunt to get your members involved in the magazine.

**Activity:** You can give extra credit or other awards to those who spend time finding the information referenced by the hunt's clues.

The Scavenger Hunt is posted at the Web site: [www.deca.org/advisoroverview.html](http://www.deca.org/advisoroverview.html) and [www.deca.org/advweb.html](http://www.deca.org/advweb.html).

Much of the Jan./Feb. issue of *Dimensions* relates to **developing a positive image**, an important trait for both business and DECA competitions. The official dress code for the International Career Development Conference is printed out for members to see and interact with. Please note that advisors and chaperones are also required to follow the code.

- Spend time with Ryan Underwood's excellent article, "The Etiquette Code: Requirement or Just a Guideline?" When young people are trying hard to fit into their peer group in both behavior and appearance, you can provide needed ballast for the future by showing them the basic personal terms for the business environment. Ryan's list is great; it gets to the core of behavior and is short and personal. This article makes a good introduction to many of the other articles in the issue. Ryan's points are based on the principle of kindness to others, a trait that can address teenage insecurities.

**Activity:** Divide your members into small groups and ask each to relate to one of Ryan Underwood's 10 Rules. Ask each member of the group to write a paragraph on the point they are addressing. After they have discussed one another's paragraphs, have one group member read his/her report to the whole class and hold a 5-minute discussion of the point. For a timely twist, ask how these rules relate to competitive event performance.

**Activity:** Have your members take the table manners quiz that accompanies the article. We've printed the answers on page 5.

- Kimberley Askey has turned the process of interviewing into a branding issue in her article, "Marketing Your Way to a Successful Interview." As she says, "Your clothing, attitude, vocabulary, and body language will give your interviewer a sense of your "brand." The steps of being prepared and being confident are worth some discussion.
- You can pair up the point on looking and acting the part with the article "Look the Part." That article contains specific, detailed advice

that can be guidelines for members.

**Activity:** Put each of the points in the "Look the Part" article on slips of paper in a bowl. Ask students to pick out a point at random and give their opinion on the advice.

**Activity:** Set up role-play interviews. You might ask one member to appear with good interview dress and etiquette and another to play the part of someone who does everything wrong. (A little humor can drive a point home.) You can do the interviewing or get a business partner to help out. Some teachers arrange an afternoon of interviews with community businesspeople who visit the class. This can be very successful, with actual job interviews following occasionally.

- In her article "How to Market Yourself," Kelly VanWoerkom tops off her list of tips with an important point about relaxing. "Think of an interview or a role-play as a challenge and a competition. Each time you go through the process you get a little bit better." What better time is there to point out the value of practicing interpersonal skills than just before competition?

- Email is now a pervasive factor of our world, in both personal and business settings. Students are so comfortable with instant messaging and emailing that they can be reckless. The article "Refine Your Online Image: Ten E-Savvy Tips for Career Survival," by Allan Hoffman, can help them draw lines between the online communications they send to their friends and those that they will be sending to employers or other business contacts.

**Activity:** Ask your students to read the article and pick out the three best pieces of advice. Lead them to discuss specifically "Think Before You Hit Send" and "Just watch what you say, as your words will likely be there forever."

- That article pairs nicely with Megan Montgomery's reality check on MySpace behavior, "Creating a Positive Online Presence."

**Activity:** You can arrange a mini-debate on the pros and cons of a MySpace (or Facebook) presence based on Megan's discussion of danger signals.

(Continued on page 5)

- A school-based enterprise profile features the Falcon's Nest at North Country Career Center in Newport, Vermont. Ask several students to review the article for potential improvements in your SBE. Last year the Falcon's Nest earned gold-level certification through DECA.
- The article "Swirl Entrepreneur—DECA Alumnus and NAB Member" showcases a successful and imaginative DECA alumnus. In this article members will track the twists and turns of a business career and also learn about a company that provides a helpful product to school stores.

**Activity:** Go over the list of executive experiences Dammeyer identifies as stages of his career with your members. Ask them to describe what they think each ability means (e.g., mergers and acquisitions, customer relations).

## Answers to Tri Leadership's Etiquette Quiz

1. TRUE **FALSE** Place your napkin on your lap when your food arrives.  
Napkins are placed on the lap when you take your seat
2. TRUE **FALSE** It is proper dining etiquette to butter the whole piece of bread at once.  
Butter each small bite.
3. TRUE **FALSE** You can start eating once everyone has been served.  
Begin eating after everyone has been served AND the host has taken a bite.
4. **TRUE** FALSE Always scoop your soup going away from you.
5. **TRUE** FALSE When someone asks you to pass the salt, you also pass the pepper.  
Salt and Pepper are married and always travel together.
6. TRUE **FALSE** It wasn't always this way...but in today's technology business world, it is acceptable to answer your cell phone during a meal.  
Do not take calls during meals. Do not place cell phone on the table. If you must take a call—explain to those you are dining with prior to the call coming in so it is expected.
7. **TRUE** FALSE In a professional setting, nourishment is not the primary goal of a dining experience—networking is the main purpose.
8. **TRUE** FALSE The dining rule "never season without reason" means you do not add condiments, spices, and sauces to your meal until after you taste.  
It's offensive to the host and chef to season before you taste.
9. TRUE **FALSE** It is okay to greet from your seat when new guests join your table.  
Never greet from your seat! Always stand to welcome new people to the table.
10. **TRUE** FALSE Always select your silverware starting from the outside in.
11. TRUE **FALSE** A good way to indicate to the wait staff that you are finished is to push your plate forward a few inches.  
You indicate you are finished by placing silverware at the 4 o'clock position.
12. **TRUE** FALSE You should not put a utensil back on the table after you start to use it.
13. TRUE **FALSE** Your drinking glass is on the right if you are right handed and on the left if you are left handed.  
Make an OK sign with both hands. Your left hand makes a little "B" and the right makes a little "D." This helps remember that bread is on the left and drinks are on the right.
14. TRUE **FALSE** It is proper to chew mints/gum after a meal to freshen your breath as long as you offer everyone at the table a piece.  
This should always be done discreetly and privately—and NO GUM!
15. TRUE **FALSE** When dining with professionals, if you really have a craving for pizza, ribs, burgers, spaghetti, crab, or lobster...it's OK to order it—especially if you are paying.  
Never order messy foods.