Practice Role Play

Step 1: Personal Introduction: How will you introduce yourself? Eye contact - Smile - strong handshake

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Step 2: Summary of Situation: Be specific. What is your role?

- What is the role play asking you to do? Be specific
- Your response:
- Who are you and what is your role in the situation?
- Your response:
- Tell 'em what you are going to tell 'em
- Your response:

Step 3: Your Strategy (Make sure to respond to each performance indicator – this is where you <u>tell 'em</u>):

Performance Indicator #1:

Thoughts/Response:

Performance Indicator #2:

Thoughts/Response:

Performance Indicator #3:

Thoughts/Response:

Performance Indicator #4:

Thoughts/Response:

Performance Indicator #5:

Thoughts/Response:

Step 4: Conclusion (Be sure to recap your strategy, thank the person(s) for their time, and ask if they have any questions. <u>Tell them what you told them</u>)

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