

Career-Ready Digital Skills Toolkit

#1 Professional Digital Communication

Practical resources for Digital Literacy, Business Essentials, Marketing, and Management



1) WHY IT MATTERS

- Students need digital communication skills for college, careers, and everyday professionalism.
- Postsecondary success requires clear emails, collaboration, and presentation skills.
- Employers expect professional tone, digital etiquette, and polished communication.



2) SKILLS STUDENTS NEED

- ✓ Professional email subject lines
- ✓ Clear greetings and closings
- ✓ Proper tone and grammar
- ✓ Attaching and naming files correctly
- ✓ Responding professionally online
- ✓ Presentation and discussion etiquette



3) READY-TO-USE ACTIVITY: REPAIR THE UNPROFESSIONAL EMAIL

Students identify and correct problems in a poorly written email to a teacher, manager, or customer.

- 1 Highlight mistakes
- 2 Rewrite the email professionally
- 3 Add a clear subject line and signature
- 4 Discuss why the changes matter



PAPER VERSION



- Print the sample email
- Students mark errors by hand
- Rewrite the corrected version on notebook paper



MICROSOFT VERSION



- Use Outlook and Word
- Rewrite the email in Word or Outlook
- Practice attachments and professional formatting



GOOGLE VERSION



- Use Gmail and Google Docs
- Draft the corrected email digitally
- Share for peer feedback



5) COURSE CONNECTIONS



DIGITAL LITERACY:
email etiquette and online professionalism



BUSINESS ESSENTIALS:
business correspondence and workplace readiness



MARKETING:
customer communication and brand voice



MANAGEMENT:
team communication and leadership messages

6) STUDENT CHECKLIST



- ☐ I can write a professional email.
- ☐ I can use an appropriate subject line.
- ☐ I can communicate with the right tone.
- ☐ I can attach and name files correctly.
- ☐ I can present myself professionally online.



7) TEACHER TIP



Use this as a bellringer, mini-lesson, or quick assessment. It works well at the beginning of the year and before career-readiness projects.

Name _____

Date _____

Class _____



Career Ready Skill #1

Professional Digital Communication

Repair the Unprofessional Email

Read the sample email below. Identify what is unprofessional, then rewrite the email so it is appropriate for school or the workplace.



1) SAMPLE EMAIL

subject: hey

hey mrs. jones,

i need that paper u talked about in class. can u send it 2 me asap? i dont have it and i need it done by tomorrow. also can u tell me if we have anything else due?

thx
-kayla



2) YOUR TASKS

Complete the assignment digitally.

- 1 **Identify** mistakes.
- 2 **Rewrite** the email professionally in Outlook or Gmail drafted in Microsoft Word or Google Docs.
- 3 **Add** a clear subject line and a professional signature.
- 4 **Discuss** why the changes matter.



3) ATTACHMENT TO INCLUDE

Create and attach a one-page document in Microsoft Word or Google Docs titled **“Weekly Project Update”** that includes:

- Your name and class
- Project name
- 2–3 sentences explaining your progress
- One question or next step

Attach this document to your corrected email in Outlook or Gmail.



DIGITAL ASSIGNMENT DIRECTIONS



Compose your corrected email in Outlook or Gmail.



Create your “Weekly Project Update” in Microsoft Word or Google Docs and attach it to your email.



Submit or share your email and attachment as directed by your teacher.



PAPER VERSION INSTRUCTIONS

1. Mark the errors by hand on the sample email.
2. Rewrite the corrected email on the back of the sheet or on notebook paper.
3. Write the attachment details on a separate sheet if assigned.



Career Ready Skill #1

Professional Digital Communication

Skills Students Need



Use this page as a quick lesson, review, or substitute assignment to learn the basics of professional digital communication.



1) PROFESSIONAL EMAIL SUBJECT LINES

- A subject line should clearly tell the purpose of the email.
- Good examples: "Question About Friday's Assignment" or "Request for Meeting Time".
- Avoid vague subjects like "hey" or leaving the subject line blank.

Quick Check: Rewrite this subject line: "stuff".



2) CLEAR GREETINGS AND CLOSINGS

- Start with a respectful greeting such as "Dear Mrs. Jones," or "Hello Mr. Smith,".
- End with a closing such as "Sincerely," "Thank you," or "Best regards,".
- Always include your name so the reader knows who sent the message.

Quick Check: Write one appropriate greeting and one closing.



3) PROPER TONE AND GRAMMAR

- Use complete sentences and correct capitalization and punctuation.
- Avoid slang, abbreviations, and texting language such as "u" or "thx".
- Read your message before sending to check for clarity and mistakes.

Quick Check: Change "can u help me" to a professional sentence.



4) ATTACHING AND NAMING FILES CORRECTLY

- Attach the file before sending the email.
- Give the file a clear name, such as "Kayla_Project_Update" or "Chapter3_Notes".
- Mention the attachment in the email so the reader knows to look for it.

Quick Check: Which file name is better: "document1" or "Kayla_Weekly_Project_Update"?



5) RESPONDING PROFESSIONALLY ONLINE

- Reply politely and answer the question clearly.
- Respond in a reasonable amount of time when a teacher or employer contacts you.
- Show respect even when you are frustrated or asking for help.

Quick Check: Write one polite sentence asking for help.



6) PRESENTATION AND DISCUSSION ETIQUETTE

- Speak clearly and stay on topic during presentations and discussions.
- Listen when others are speaking and respond respectfully.
- Use professional language in person and online.

Quick Check: What does respectful discussion sound like?



WHY THESE SKILLS MATTER

- These habits help you communicate clearly in school, college, and the workplace.
- Professional communication shows responsibility, respect, and readiness.
- Strong communication skills can help you build trust and create opportunities.



PAPER VERSION INSTRUCTIONS

1. Read each section carefully.
2. Complete the quick checks on the back or on notebook paper.
3. Use complete sentences and neat handwriting.



2. MICROSOFT OFFICE & DIGITAL PRODUCTIVITY

Work Smarter. Create. Analyze. Communicate.



WHY IT MATTERS

Employers and colleges expect students to use Microsoft Office apps to create professional documents, analyze data, present ideas, manage email, and stay organized. These tools are essential for productivity and success in school and the workplace.

ESSENTIAL SKILLS STUDENTS NEED



Word

- Format documents
- Use styles & headings
- Insert tables & images
- Proofread



Excel

- Enter & organize data
- Use formulas (SUM, AVERAGE)
- Sort & filter data
- Create charts



PowerPoint

- Design effective slides
- Use visuals & icons
- Apply consistent formatting
- Present with confidence



Outlook

- Write professional emails
- Attach files
- Use CC/BCC appropriately
- Manage your inbox



OneDrive

- Save files to the cloud
- Organize folders
- Share with permissions
- Access anywhere



CLASSROOM ACTIVITY

COMPLETE THE MANAGER'S ASSIGNMENT

You are an intern completing a project for your manager. Follow the instructions below and use Microsoft Office apps to complete each task.

1 CREATE A DOCUMENT (Word)

Write a one-page memo to your manager summarizing key findings from last quarter's sales report.

- Use a professional font
- Add a heading
- Include a table with 3 key points
- Save the file with a meaningful name

2 ANALYZE THE DATA (Excel)

Open the provided sales data file.

- Calculate total sales
- Find the average sales
- Create a column chart
- Format your spreadsheet
- Save your work

3 CREATE A SLIDE (PowerPoint)

Create one presentation slide to highlight the results.

- Add a title
- Include your chart
- Add 2 bullet points
- Use consistent, clean design
- Save your slide

4 SHARE PROFESSIONALLY (Outlook/OneDrive)

Email your manager with:

- A short, professional message
- Attach your memo and slide
- Share your Excel file link
- Use a clear subject line



PAPER VERSION (No Technology)

1. Write your memo on the provided template.
2. Use the sales data table on paper to calculate totals and averages.
3. Draw a simple bar graph of the results.
4. Create a poster slide with your key points and graph.
5. Write a professional email on the provided template.

Materials Needed:

Paper templates, data tables, graph paper, markers/pencils, envelope template



MICROSOFT VERSION (Microsoft 365)

1. **Microsoft Word** – Create and format your memo.
2. **Microsoft Excel** – Calculate totals/averages and create a chart.
3. **Microsoft PowerPoint** – Design your slide with chart and bullets.
4. **Microsoft Outlook / OneDrive** – Email your manager and share files.

Skills Practiced:

Document creation, data analysis, presentation design, file sharing, professional communication



GOOGLE VERSION (Google Workspace)

1. **Google Docs** – Write and format your memo.
2. **Google Sheets** – Calculate totals/averages and create a chart.
3. **Google Slides** – Create your slide with chart and bullets.
4. **Gmail / Google Drive** – Email your manager and share files.

Skills Practiced:

Document creation, data analysis, presentation design, file sharing, professional communication



COURSE CONNECTIONS

- **Digital Literacy:** Learn essential office tools and file management.
- **Business Essentials:** Create business documents and analyze data.
- **Marketing:** Build presentations, reports, and campaign budgets.
- **Management:** Communicate professionally and track performance.

Real-World Connection:

Employees use these same tools every day to communicate, analyze data, present information, and collaborate effectively.



STUDENT CHECKLIST

I can...

- ☐ Create and format a professional document in Word.
- ☐ Enter data and use formulas in Excel.
- ☐ Create a chart to represent data.
- ☐ Design a presentation slide in PowerPoint.
- ☐ Write a professional email and attach files.
- ☐ Save and organize files in OneDrive.
- ☐ Share files with the correct permissions.



EXTENSION IDEAS

- Add more data and create an additional chart in Excel.
- Expand the memo to two pages with sections and subheadings.
- Create a 3–5 slide presentation.
- Record a short presentation using PowerPoint Presenter View.
- Collaborate with a partner and co-edit the document.



TEACHER TIP

Model each step before students begin. Provide templates and checklists to support student success. Encourage students to save and organize their work professionally!



Scan for Editable Files,
Templates, and More Resources!





Career Ready Skill #2

Microsoft Office & Digital Productivity

Manager's Assignment Directions

Use these directions to complete each part of the assignment in Microsoft Office or Google Workspace.



1 Create a Document



- Use Microsoft Word or Google Docs.
- Create a one-page memo titled **"Monthly Sales Memo."**
- Include your name, class, and date.
- Write 3–4 sentences that summarize the sales data.
- State the highest-selling item, the lowest-selling item, the total sales, the average sales, and one suggestion or recommendation.

2 Analyze the Data



- Use Microsoft Excel or Google Sheets.
- Enter the sales data from page 1 accurately.
- Use formulas to calculate the total sales and average sales.
- Format the spreadsheet neatly.
- Create a column chart titled **"School Store Sales Report."**
- Label the chart clearly.

3 Create a Slide



- Use Microsoft PowerPoint or Google Slides.
- Create one presentation slide titled **"School Store Sales Results."**
- Insert your column chart.
- Add 2 bullet points that explain important findings.
- Use a readable font and a clean design.

4 Share Professionally



- Use Outlook or Gmail and OneDrive or Google Drive if needed.
- Write a professional email with the subject line **"Sales Project Update – [Your Name]."**
- Include a greeting, 2–3 complete sentences, a closing, and your name.
- Attach or share your memo, spreadsheet, and slide.
- Mention the attached files in your message.



Before You Submit

- ☐ My memo is complete.
- ☐ My spreadsheet includes formulas.
- ☐ My total and average are finished.
- ☐ My chart is labeled.
- ☐ My slide is complete.
- ☐ My email is professional.
- ☐ My files have clear names.



Paper Version Instructions

1. Write the memo neatly on notebook paper.
2. Calculate the total and average by hand.
3. Draw a simple column chart on paper.
4. Draft the professional email on notebook paper and list the files you would attach.



Career Ready Skill #2

Microsoft Office & Digital Productivity

Manager's Assignment



Pretend you are an intern completing a project for your manager. Use Microsoft Office or Google Workspace to complete each task.



1) SALES DATA TO ANALYZE

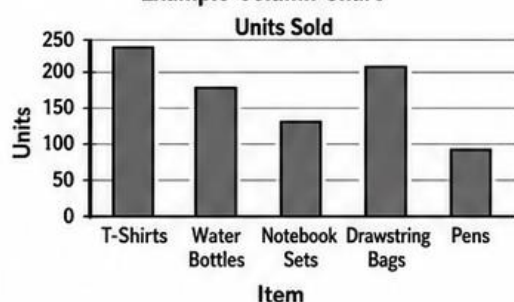
School Store Sales Report

Item	Units Sold
T-Shirts	245
Water Bottles	180
Notebook Sets	135
Drawstring Bags	210
Pens	95

Total Sales: _____

Average Sales: _____

Example Column Chart



2) YOUR TASKS

- 1 Enter the sales data into Excel or Google Sheets.
- 2 Calculate the total sales and average sales.
- 3 Create a column chart to show the results.
- 4 Write a short memo summarizing the sales data.
- 5 Create one presentation slide to share the results.
- 6 Send a professional email with your work attached or shared.



3) FILES TO CREATE

- Sales Data Spreadsheet
- Monthly Sales Memo
- One Presentation Slide
- Professional Email

Suggested file names:

- Lastname_Sales_Data
- Lastname_Sales_Memo
- Lastname_Sales_Slide



DIGITAL ASSIGNMENT DIRECTIONS



Use Excel or Google Sheets to enter the data and make the chart.



Use Word or Google Docs to write your memo.



Use PowerPoint or Google Slides to create your slide.



Use Outlook or Gmail to send your work professionally.



PAPER VERSION INSTRUCTIONS

1. Write the sales data neatly on paper.
2. Calculate the total and average by hand.
3. Draw a simple column chart on paper.
4. Write the memo and draft the email on notebook paper if assigned.



Career Ready Skill #2

Microsoft Office & Digital Productivity

Skills Students Need



Use this page as a quick lesson, review, or substitute assignment to learn the basics of digital productivity tools.

1 WORKING IN MICROSOFT WORD



- Format documents with fonts, sizes, and alignment.
- Use headings to organize information.
- Insert tables or images to support ideas.
- Proofread for spelling and grammar.

Quick Check: Name one feature that helps make a document look professional.

2 USING EXCEL FOR DATA



- Enter data into cells correctly.
- Use SUM and AVERAGE to calculate totals and averages.
- Sort data to find important information.
- Create charts to show trends and results.

Quick Check: Which formula would you use to find the total of a group of numbers?

3 DESIGNING IN POWERPOINT



- Use clear titles on every slide.
- Add visuals and images to support content.
- Use bullet points for short, clear ideas.
- Keep slides simple, clean, and readable.

Quick Check: What is one way to make a slide easier to read?

4 PROFESSIONAL EMAIL AND ATTACHMENTS



- Write a clear and specific subject line.
- Use a proper greeting and closing.
- Attach files before sending the email.
- Mention attachments in the message.

Quick Check: Write one example of a professional subject line.

5 SAVING AND SHARING FILES



- Use clear file names that describe content.
- Organize files in folders.
- Use OneDrive or Google Drive to save.
- Share files with the correct permissions.

Quick Check: Which file name is better: "stuff" or "Sales_Report_May"?

6 PRODUCTIVITY HABITS



- Save work often and keep backups.
- Read and follow all directions.
- Meet deadlines and plan ahead.
- Check spelling and turn in complete work.

Quick Check: List one habit that helps students stay organized.

WHY THESE SKILLS MATTER



- These tools help you complete assignments and projects more effectively.
- You will use these skills in college, careers, and everyday life.
- Strong digital skills lead to more confidence and better opportunities.

PAPER VERSION INSTRUCTIONS



1. Read each section carefully.
2. Complete the quick checks on the back or on notebook paper.
3. Use complete sentences and neat handwriting.

Career-Ready Digital Skills Toolkit

#3 Digital Collaboration

Practical resources for Digital Literacy, Business Essentials, Marketing, and Management



1) WHY IT MATTERS

- Students need digital collaboration skills for college, careers, and modern teamwork.
- Postsecondary learning often requires shared documents, group projects, and peer feedback.
- Employers expect students to work together professionally, communicate clearly, and contribute responsibly.



2) SKILLS STUDENTS NEED

- ✓ Sharing files with the correct permissions
- ✓ Collaborating in shared documents or slides
- ✓ Using comments and suggestions professionally
- ✓ Contributing ideas and completing assigned roles
- ✓ Responding respectfully to feedback
- ✓ Participating in team discussions and meetings



3) READY-TO-USE ACTIVITY: TEAM BUSINESS RECOMMENDATION

Students work in teams to analyze a business scenario and create one shared recommendation for a teacher, manager, or client.

- 1 Read the scenario and assign team roles
- 2 Add ideas to a shared document or slide
- 3 Use comments to give peer feedback
- 4 Submit one final team response



PAPER VERSION



- Read the scenario and identify the team task
- Brainstorm ideas on chart paper or a worksheet
- Assign roles such as leader, recorder, and presenter
- Use sticky notes or written comments for peer feedback
- Combine ideas into one final response



MICROSOFT VERSION



- Use Word or PowerPoint shared in OneDrive or Teams
- Collaborate in real time on one team product
- Use comments or @mentions to communicate
- Revise the final response together before submitting



GOOGLE VERSION



- Use Google Docs or Google Slides
- Share with the correct edit permissions
- Leave comments and suggestions for teammates
- Create and submit one polished final response



5) COURSE CONNECTIONS



DIGITAL LITERACY:

shared files and digital teamwork



BUSINESS ESSENTIALS:

workplace collaboration and decision making



MARKETING:

campaign planning and team feedback



MANAGEMENT:

delegation, team roles, and project coordination



6) STUDENT CHECKLIST

- ☐ I can share a file with the correct permissions.
- ☐ I can contribute to a shared document or slide.
- ☐ I can leave respectful comments and suggestions.
- ☐ I can respond to feedback professionally.
- ☐ I can complete my role and meet team deadlines.



7) TEACHER TIP



Use clearly defined roles such as manager, recorder, editor, and presenter. Start with one short scenario and one shared product so students can practice collaboration without feeling overwhelmed.



Career Ready Skill #3 Digital Collaboration



Team Business Recommendation

Work with your team to analyze a hospitality scenario, assign roles, brainstorm ideas, and prepare one shared recommendation.

1 SCENARIO



You are part of a student hospitality consulting team. The manager of the Blue Harbor Hotel has asked your team for help. During the last two busy weekends, guests complained about long check-in lines, slow room readiness, and limited communication about breakfast and pool hours. Several online reviews mentioned frustration and lower overall satisfaction. The manager wants your team to recommend practical ways to improve the guest experience before the next busy weekend.

Your goal: develop 3 strong recommendations that would help the hotel improve customer service and guest satisfaction.

2 YOUR TASKS



- 1 Read the scenario carefully.
- 2 Assign team roles similar to DECA competitive events.
- 3 Brainstorm ideas together.
- 4 Discuss and choose your 3 best recommendations.
- 5 Prepare one final team response.
- 6 Be ready to explain why your team chose those ideas.

3 TEAM ROLES TO ASSIGN



Team Leader: keeps the group focused and on time.



Researcher / Idea Builder: suggests possible solutions.



Recorder / Writer: writes the team response.



Presenter / Spokesperson: shares the final recommendation.

If your group has fewer than 4 people, students may have more than one role.



BRAINSTORM IDEAS HERE





DIGITAL ASSIGNMENT DIRECTIONS

- Use Microsoft Word or Google Docs to write one shared response.
- Use comments or suggestion mode to show collaboration.
- If directed by your teacher, create one summary slide in PowerPoint or Google Slides.
- Make sure each team member contributes.
- Share or submit your final response as directed.



PAPER VERSION INSTRUCTIONS

- 1 Read the scenario with your team.
- 2 Assign roles and brainstorm on this sheet.
- 3 Write your final recommendation neatly on notebook paper or the back.
- 4 Make sure all team members contribute ideas.

Career Ready Skill #3

Digital Collaboration

Skills Students Need

Use this page as a quick lesson, review, or substitute assignment to learn the basics of working effectively with a team.



1) Sharing Files with the Correct Permissions



- Share only with the people who need access.
- Choose view/comment/edit permissions carefully.
- Double-check before submitting.



Quick Check: Which permission allows a teammate to make changes?

2) Collaborating in Shared Documents or Slides



- Teammates can work on the same file together.
- Shared documents help combine ideas in one place.
- Update the file neatly and stay on topic.



Quick Check: Why is one shared document helpful for group work?

3) Using Comments and Suggestions Professionally



- Leave helpful comments, not rude ones.
- Suggestions should explain what to improve.
- Use respectful digital language.



Quick Check: Rewrite this comment professionally: "This makes no sense."

4) Contributing Ideas and Completing Assigned Roles



- Every team member should contribute.
- Complete your assigned role such as leader, recorder, researcher, or presenter.
- Help the team stay organized and on time.



Quick Check: What is one way you can contribute if you are the recorder?

5) Responding Respectfully to Feedback



- Listen to ideas from teammates.
- Ask questions if you disagree.
- Respond politely and use feedback to improve the final product.



Quick Check: What is a respectful way to respond when a teammate suggests a change?

6) Participating in Team Discussions and Meetings



- Stay focused on the task.
- Let others speak without interrupting.
- Speak clearly and help the team make decisions.



Quick Check: What does good participation sound like in a team discussion?

★ Why These Skills Matter

- Teamwork is important in school, college, and careers.
- Strong collaboration improves projects and problem-solving.
- Respectful teamwork builds trust and leadership.



Paper Version Instructions

- 1 Read each section carefully.
- 2 Complete the quick checks on the back or on notebook paper.
- 3 Use complete sentences and neat handwriting.
- 4 Be prepared to share one teamwork tip with the class.



4. INFORMATION & AI LITERACY

Evaluate. Verify. Think Critically. Use AI Responsibly.



1) WHY IT MATTERS

Employers and colleges expect students to find accurate information, evaluate sources, and use AI tools responsibly. Strong information and AI literacy helps students make smart decisions, avoid misinformation, and demonstrate integrity in school and the workplace.



2) SKILLS STUDENTS NEED

- ✓ Evaluate the credibility of sources
- ✓ Distinguish fact from opinion
- ✓ Identify bias and point of view
- ✓ Use AI tools with clear purpose
- ✓ Verify and fact-check information
- ✓ Cite sources and disclose AI use
- ✓ Practice academic and ethical integrity



3) READY-TO-USE ACTIVITY: TRUST IT, CHECK IT, OR REJECT IT

Students evaluate different sources, including an AI-generated response, and decide if the information is trustworthy.

- 1 Review a website, social media post, and an AI response.
- 2 Analyze credibility, accuracy, and bias using the checklist.
- 3 Decide: Trust It, Check It, or Reject It.
- 4 Explain what steps you took to verify the information.



PAPER VERSION



- Read the three information sources.
- Use the evaluation checklist to analyze each one.
- Circle: Trust It, Check It, or Reject It.
- Write your explanation and evidence.



MICROSOFT VERSION



- Use Word or Forms for the evaluation worksheet.
- Insert comments or highlights to support your analysis.
- Save and submit your completed worksheet.



GOOGLE VERSION



- Use Google Docs or Google Forms for the worksheet.
- Add comments and use suggestion mode.
- Share and submit with your teacher.



5) COURSE CONNECTIONS



DIGITAL LITERACY:

Research skills, source evaluation, online safety, and digital citizenship.



BUSINESS ESSENTIALS:

Market research, fact-checking, and data-informed decisions.



MARKETING:

Consumer behavior, message credibility, and brand research.



MANAGEMENT:

Data analysis, reports, decision-making, and ethical leadership.

6) STUDENT CHECKLIST



- ☐ I can evaluate the credibility of a source.
- ☐ I can identify fact and opinion.
- ☐ I can recognize bias and point of view.
- ☐ I can use AI tools with a clear purpose.
- ☐ I can verify information before using it.
- ☐ I can cite sources and disclose AI use.
- ☐ I can practice academic and ethical integrity.



7) TEACHER TIP



Model how to evaluate sources and AI responses using think-alouds. Encourage students to pause, question, and verify before they share or submit information.

*Critical thinking today
creates trustworthy leaders
tomorrow!*



Tamra Askins

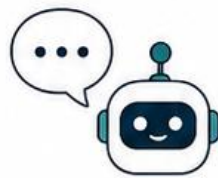


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Career Ready Skill #4 Information & AI Literacy



Trust It, Check It, or Reject It

Read each source carefully. Use the checklist to evaluate each one, then decide whether you should trust it, check it, or reject it.



1) Student Checklist

- ☐ I can identify who created the source.
- ☐ I can identify the purpose of the source.
- ☐ I can look for facts, opinions, and bias.
- ☐ I can decide whether the information seems current.
- ☐ I can check whether the source gives evidence or details.
- ☐ I can compare the information with another source.
- ☐ I can recognize that AI responses still need fact-checking.
- ☐ I can decide whether to Trust It, Check It, or Reject It.



2) Source A: AI-Generated Response

Should teens drink energy drinks before school?

Energy drinks can make you feel more awake and help you focus for a short time. They usually contain caffeine, which is a stimulant.

Too much caffeine can cause jitteriness, a fast heart rate, headaches, and trouble sleeping. Getting enough sleep is important for learning and mood.

Most doctors agree that one energy drink a day is safe for teens as long as they are healthy and do not have other medical conditions.

Everyone is different, so pay attention to how your body feels. Drinking water, eating a healthy breakfast, and getting enough sleep are usually better choices for school success.

Remember: this is general information, not personal medical advice.



3) Source B: Social Media Post



BrainBoosted

@brainboosted101

May 10 at 8:15 AM



Drink a blueberry soda before a test and your memory improves by 40% — proven by scientists! Every student should try it. 🍷

312 784 4.2K 126



4) Source C: Website Page



5 Smart Ways to Prepare for a Test

Doing well on a test takes planning and healthy habits. Here are five simple strategies that can help you feel confident and prepared.

Get enough sleep, study a little each day, eat a good breakfast, use flashcards or practice quizzes, and limit distractions like social media. These steps can improve focus and help your brain remember more.

Bonus tip: Listening to one specific sound frequency while studying guarantees better test scores. Many top students use this method for amazing results!

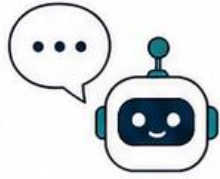


Paper Version Instructions

1. Read all three sources carefully.
2. Use the checklist to mark what you notice about each source.
3. Circle Trust It, Check It, or Reject It for each source on page 2.
4. Write neatly and be prepared to explain your thinking.



Career Ready Skill #4 Information & AI Literacy



Trust It, Check It, or Reject It

Use the three sources from page 1 and complete the evaluation below for each one.



1) How to Evaluate a Source

- 1** Identify who created the source.
- 2** Identify the purpose of the source.
- 3** Look for facts, opinions, and bias.
- 4** Check for evidence, details, and whether the information seems current.
- 5** Compare the information with another source before deciding.

2) Trust It, Check It, or Reject It



Source A: AI-Generated Response

- 1** Who created this source? _____
- 2** What is the purpose? _____
- 3** Does it include facts, opinions, or both? _____
- 4** Do you notice any bias or exaggeration? _____
- 5** Does it give evidence or helpful details? _____
- 6** Would you verify this with another source? _____

Circle one decision:

Trust It **Check It** **Reject It**

Why? _____



Source B: Social Media Post

- 1** Who created this source? _____
- 2** What is the purpose? _____
- 3** Does it include facts, opinions, or both? _____
- 4** Do you notice any bias or exaggeration? _____
- 5** Does it give evidence or helpful details? _____
- 6** Would you verify this with another source? _____

Circle one decision:

Trust It **Check It** **Reject It**

Why? _____



Source C: Website Page

- 1** Who created this source? _____
- 2** What is the purpose? _____
- 3** Does it include facts, opinions, or both? _____
- 4** Do you notice any bias or exaggeration? _____
- 5** Does it give evidence or helpful details? _____
- 6** Would you verify this with another source? _____

Circle one decision:

Trust It **Check It** **Reject It**

Why? _____



3) Explain What Steps You Took to Verify

Explain how you decided whether to trust, check, or reject the sources. What clues did you notice? What would you compare or fact-check?



Paper Version Instructions

- 1** Use page 1 to review the three sources.
- 2** Complete the evaluation boxes in complete sentences.
- 3** Write neatly and support your decisions.

Career-Ready Digital Skills Toolkit

#5 Digital Organization & Self-Management

Practical resources for Digital Literacy, Business Essentials, Marketing, and Management



1) WHY IT MATTERS

- Strong digital organization helps students succeed in college, careers, and everyday life.
- Managing files, deadlines, and tasks improves productivity and reduces stress.
- Employers value individuals who work independently, meet deadlines, and keep information organized.

2) SKILLS STUDENTS NEED

- ✓ Naming files clearly and consistently
- ✓ Creating folders and organizing digital materials
- ✓ Managing tasks and deadlines
- ✓ Using calendars and reminders effectively
- ✓ Prioritizing assignments and responsibilities
- ✓ Keeping digital workspaces clean and accessible

3) READY-TO-USE ACTIVITY: ORGANIZE THE DIGITAL WORKSPACE

Students help a new employee or student organize a messy digital workspace.

- 1 Sort files into logical folders
- 2 Rename files using clear naming conventions
- 3 Prioritize tasks and set deadlines
- 4 Explain your organization plan



PAPER VERSION



- Use file cards to sort items by category.
- Create folder labels and place in order.
- Use a planner sheet to list tasks and deadlines by hand.



MICROSOFT VERSION



- Organize files in OneDrive using folders.
- Use Word for documents and Outlook Calendar for deadlines.
- Use Microsoft To Do to manage tasks.



GOOGLE VERSION



- Organize files in Google Drive with clear folders.
- Use Google Docs for documents.
- Use Google Calendar or Tasks to track deadlines and assignments.

5) COURSE CONNECTIONS



DIGITAL LITERACY:
file management and digital habits



BUSINESS ESSENTIALS:
organization for workplace tasks and documents



MARKETING:
organizing campaign assets and deadlines



MANAGEMENT:
prioritizing work, scheduling, and team productivity

6) STUDENT CHECKLIST



- ☐ I can create and organize folders.
- ☐ I can name files clearly.
- ☐ I can keep track of deadlines.
- ☐ I can prioritize my tasks.
- ☐ I can manage my digital work responsibly.



7) TEACHER TIP



Start with one simple file-management routine and reinforce digital organization through bellringers, projects, and shared folders.



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Career Ready Skill #5

Digital Organization & Self-Management

Student Helps New Employee Organize a Messy Digital Workspace



Scenario:

A new employee just started at your company. Their digital workspace in OneDrive or Google Drive is messy and disorganized. Your job is to help them organize files and manage their tasks so they can work more efficiently and stay on top of important responsibilities.



Part 1 – Organize the Files

1. Open OneDrive or Google Drive.
2. Create a folder structure that makes sense for a new employee.
3. Move the files below into the correct folders.
4. Rename files if needed so the names are clear and professional.

Sample Messy Files (Before Organizing)

- resume final.docx
- budget 2024 .xlsx
- client list (1).xlsx
- meeting notes!!!!.docx
- IMG_1234.JPG
- project 1.pptx
- report draft (new).docx
- invoice_March.pdf
- ideas.txt

Suggested Folder Structure (Create this in OneDrive or Google Drive)



Why It Matters: A well-organized digital workspace saves time, reduces stress, and makes it easy to find and share important information.



Part 2 – Manage Tasks with To Do or Tasks

1. Open Microsoft To Do or Google Tasks.
2. Create a list of tasks for the new employee based on the items below.
3. Set due dates and add reminders if needed.
4. Mark which tasks are most important.

Sample Tasks to Add

- ☐ Review and respond to new client email
- ☐ Prepare weekly sales report
- ☐ Upload Q2 budget to OneDrive
- ☐ Attend team meeting Thursday at 10 AM
- ☐ Follow up with vendor about invoice
- ☐ Update project timeline
- ☐ Send thank you email to client
- ☐ Organize digital files

Tips for Using To Do or Tasks

- Break tasks into smaller steps.
- Set due dates.
- Use reminders.
- Check off tasks as you complete them.



Bonus Challenge

Share one folder with your partner and explain why it is organized well. Practice finding a file quickly!



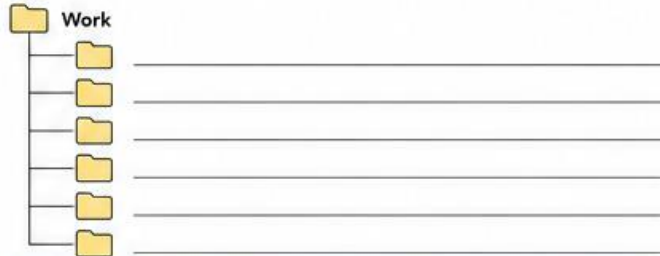
Paper Version Instructions

- Write your folder structure and task list on Page 2.
- Answer the questions on Page 2 about your organization plan.
- Print or take a screenshot of your work if using OneDrive/Google Drive and To Do/Tasks.



Part 1 – My Folder Structure

Draw or list the folder structure you created in OneDrive or Google Drive. Use the example on Page 1 as a guide.



Part 2 – My Task List

Write the tasks you added in Microsoft To Do or Google Tasks.

Task	Due Date	Priority
1. ☐ _____	_____	★
2. ☐ _____	_____	★
3. ☐ _____	_____	★
4. ☐ _____	_____	★

Part 3 – Create Your Organization Plan

1. What folder structure did you create? Why do you think it will help the new employee?

2. How did you decide where each file should go?

3. What new file names did you create? Why are clear names important?

4. How will using To Do or Tasks help the new employee stay on track?

5. What other tips would you give to keep their digital workspace organized?

Role-Play Activity

Work with a partner.
Person A – New Employee

Think & Reflect

What is one thing you will do