

Administrative Professionals' Day

Activity Packet & Appreciation Pages

Administrative Professionals' Day

Career Discovery
Career Appreciation
Compassion
Empathy
Letter Writing
Vocabulary
Development
Fun Stuff!

Thank You. I appreciate what you do!

Administrative professionals are individuals who help run an office. They greet people, organize files, and do numerous tasks to keep things running smoothly in the office. They are part of the **work force**. This is their **career**. **Administrative professionals** are also often called a secretary, receptionists, and executive assistants. Some **skills** that **administrative professionals** use on the **job** are bookkeeping, filing, typing, communication skills, and customer service skills. It is important that they keep up with technology and 21st century development. Like many **workers**, **administrative professionals** like to be appreciated and thanked for what they do to help us in our schools and offices.

Vocabulary

Administrative Professional-A skilled person

Career-A chosen path to make and advancement

Workforce-All workers and companies in society

Job-A person's role in society that makes money

Color Me Happy!

One of the many tasks that Administrative Professionals do is type letters to communicate with others. This is a formal and professional way to tell someone something important. A formal letter has five parts.....

Date
1, 2019

Salutation
David,

Body of the Letter
I'm excited about field day this year! Remember, it is June 1st. Be sure to wear comfortable clothes and bring some money for the field trip. We are having a meeting next week to plan activities that are fun. Please try to be at the meeting.

Task: Write a formal letter to one of the administrative assistants who work in your school! Impress them with your letter writing skills!

Be sure to have all five parts of the letter
Thank them for their hard work

Flattery goes a LONG way!

Complete the "Appreciation Profile".

Complete this profile for one of the Administrative Professionals in your school who works hard everyday to make your school a better place! In the "You are" section, use 4 of the

Character Traits

Active	loving
Adventurous	loyal
Affectionate	Observant
Ambitious	Pleasant
Attentive	Polite
Brilliant	Popular
Busy	Proud
Calm	Quick
Capable	Reliable
Careful	Respectful
Cautious	Silly
Charming	Sincere
Cheerful	Skilful
Clever	Sly
Compassionate	Smart
Confident	Sociable
Considerate	Sweet

If I could cook you a meal, I would make you...

You Are...

To:
From:
You are...

To:
From:
If I could buy you anything, I would buy you...

To:
From:
YOU ARE...

FROM:

You are...

To:
From:


To:
From:
I wish I could give you...

You Are...

To:
From:

BUSINESS EDUCATION WITH Denise Leigh

Middle School

PRINT 

A Vocabulary Lesson on Administrative Professionals

Administrative professionals are individuals who help run an office. They greet people, organize files, and do numerous tasks to keep things running smoothly in the office. They are part of the **work force**. This is their **career**.

Administrative professionals are also often called a secretary, receptionists, and executive assistants. Some **skills** that **administrative professionals** use on the job are bookkeeping, filing, typing, communication skills, and customer service skills. It is important that they keep up with technology and 21st century development.

Like many **workers**, **administrative professionals** like to be appreciated and thanked for what they do to help us in our schools and offices.

Every April, we observe a day to show them our appreciation.

Vocabulary

Administrative Professional-A helpful, skilled person

Career-A chosen path to make money and advancement

Workforce-All workers and contributors to the economy

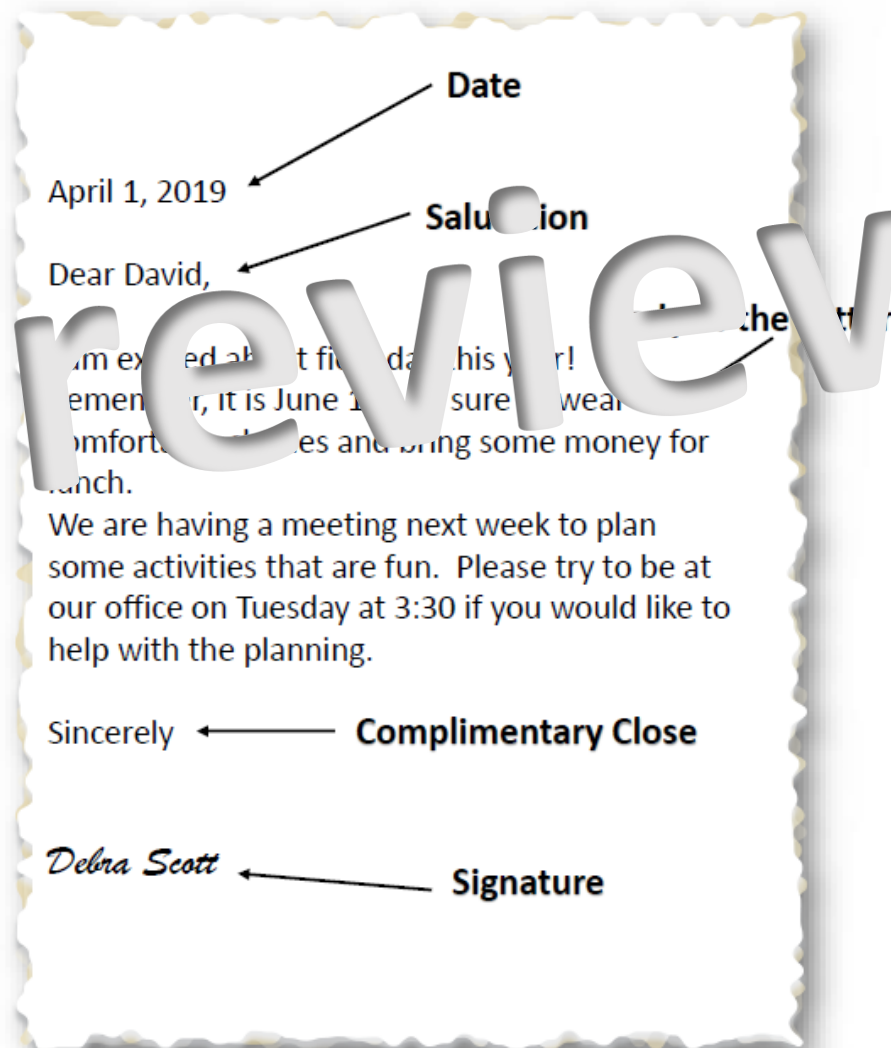
Job-A person's role in society to make money

Worker-Someone who goes to a job each day

Skills-What one needs to know to do their job well

Formal Letter Writing Diagram

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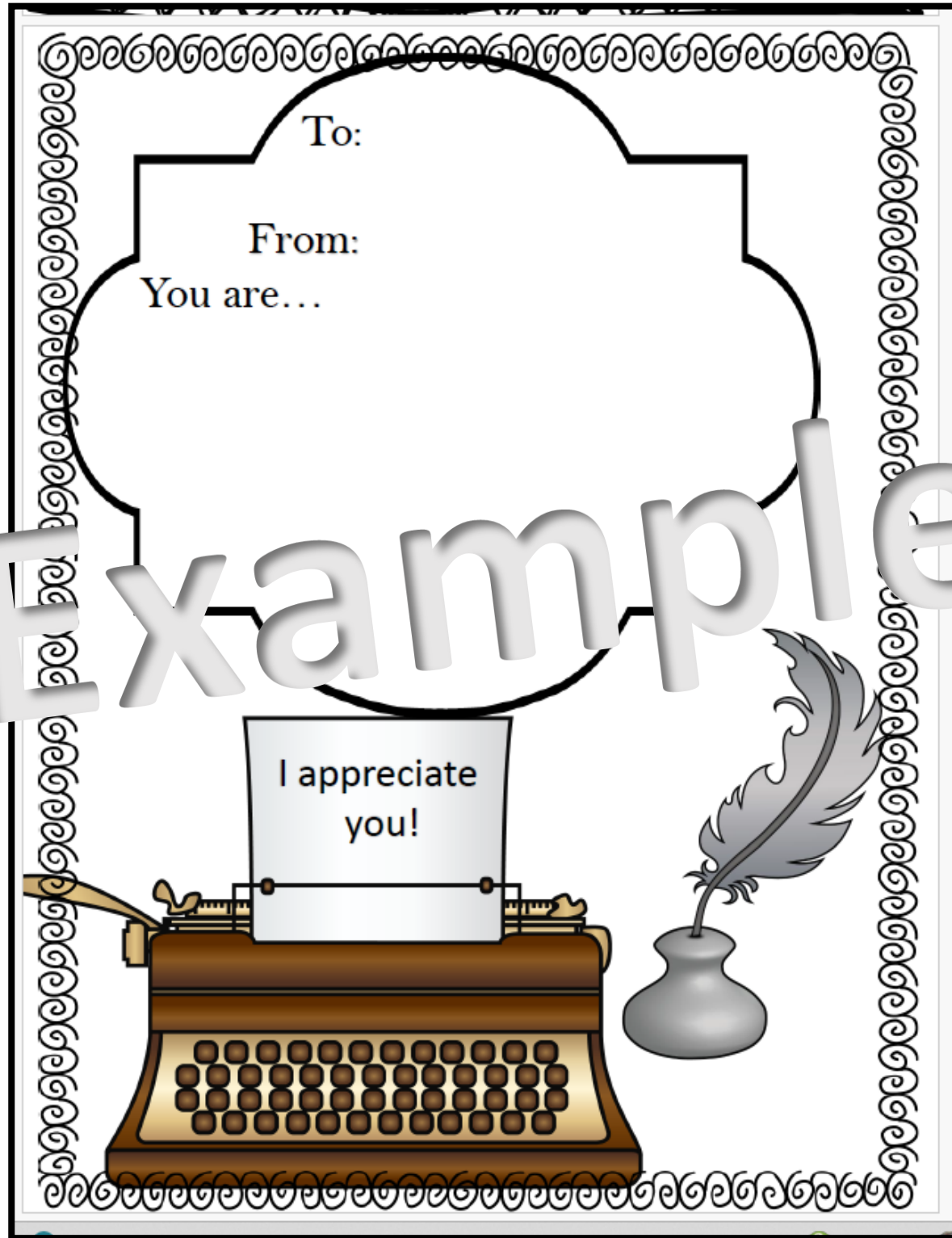


Task: Write a formal letter to one of the administrative assistants who work in your school! Impress them with your letter writing skills!



- Be sure to have all five parts of the letter
- Thank them for their hard work
- Mention something specific that you appreciate them doing
- Include a compliment

11 Thank-You Sheets Included



INVALUABLE LIFE LESSONS on Empathy and Gratitude!

✔ Print off pages 2-9 for students to do the whole unit. The writing activity will be for older students. Select according to your students' grade level and capabilities!

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- Empathy
- Letter Writing
- Vocabulary
- Development
- Fun Stuff!

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Vocabulary

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Career-A chosen path to make money and advancement

Workforce-All workers and contributors to society

Job-A person's role in society to make money

Worker-Someone who goes to work every day

Skills-What one needs to know to do their job well

Color Me Happy!

Brown-a person's role in society to make money
Blue-A chosen path to make money and advancement
Red-A helpful, skilled person
Brown-All workers and contributors to society
Blue-What one needs to know to do their job well
Black-Someone who goes to a job each day

One of the many tasks that Administrative Professionals do is type letters to communicate with others. This is a formal and professional way to tell someone something important. A formal letter has five parts.....

April 1, 2019 (Date)
 Dear David, (Salutation)
 I am excited about field day this year! Remember, it is June 1st. Be sure to wear comfortable clothes and bring some money for lunch. (Body of the Letter)
 We are having some activities in our office on April 1st. Please help with the...
 Sincerely (Closing)
 Debra Scott

Task: Write a formal letter to one of the administrative assistants who work in your school! Impress them with your letter writing skills!

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- Mention something specific that you appreciate them doing
- Include a compliment

Flattery goes a LONG way!

Complete the "Appreciation Profile".

Complete this profile for one of the Administrative Professionals in your school who works hard everyday to make your school a better place.

In the "You" section, use 4 character traits from the list provided to describe them.

Character Traits	
Active	loving
Adventurous	loyal
Affectionate	Observant
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Attentive	Polite
Brilliant	Popular
Busy	Proud
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Clever	Sly
Compassionate	Smart
Confident	Sociable
Considerate	Sweet
Cooperative	Tactful
Dependable	Talented
Determined	Tasteful
Easygoing	Thoughtful
Energetic	Tolerant
Enthusiastic	Trusting
Fair	Trustworthy
Friendly	Useful
Funny	Warm-hearted
Glamorous	Wise
Helpful	Witty
Intelligent	wonderful

INVALUABLE LIFE LESSONS on Empathy and Gratitude!

✔ Pages 10-19 are options for the students (of all ages) for their 'Appreciation Profile.' Have them color and give to a special person on Administrative Professionals Day!



Teacher Testimonials



I've used this with my students for the last couple years. The students **really enjoy** the activity and our administrative professionals thoroughly enjoy getting things from my students.



A **perfect resource** to leave for a sub when I was out with Covid.



Great resource



Super Cute!

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

