

TOP NOTCH

Top Notch 3 Weblinks

Unit 3

Getting Things Done

Some of the forms listed here are in PDF format, which is readable by Adobe® Acrobat Reader®. The Reader is available as a free download at adobe.com/reader

Preview

The following websites host an interactive procrastinator quiz. Have students complete a quiz and compare scores with a partner. Allow students to study the advice for their particular procrastinating style and then, in pairs, talk about if agree with that assessment.

<http://www.bringyourchallenges.com/procrastinator>

http://www.mindtools.com/pages/article/newHTE_99.htm

<http://userpages.umbc.edu/~koconnel/605TheAdultLearner/pquiz1.htm>

Lesson 3

The following sites include a customer satisfaction form. Students can think of a local business that they use and rate the quality of service on the forms.

<http://www.wufoo.com/gallery/templates/surveys/customer-satisfaction-survey/>

<http://www.123contactform.com/free-form-templates/Customer-Satisfaction-Survey-37155/>

For more specific services students can fill out one of the following forms:

dry cleaner: <http://thedrycleanerbyval.com/customer-feedback/>

package delivery: https://www.fedex.com/mq_english/customer-survey/index.html

print shop: <http://www.surveymonkey.com/s/AGCaryCustomerSatisfaction>

Lesson 4

The Open Social website offers an event planning guide which lists the steps one should follow in planning an event. Students can use the guide for ideas on what needs to get done before and during their class event.

<https://opensocial.atlassian.net/wiki/display/OSF/Event+Planning+Guide>