

# Business Tours

# Student Requirements

Business Tours are available to help you learn more about the world of work and may help you decide upon a future career.

## Your responsibilities are:

- Commit to participate in the tour.
- Prepare questions and research business or career in advance.
- Dress appropriately for the tour.
- Send a thank you to the business.
- Complete a pre-tour and post-tour survey.

## On the day of the tour:

- Remember to dress appropriately for the tour.
- Introduce yourself with a handshake and make eye contact.
- Ask your host questions.
- Thank your host for allowing you to visit.

## After the tour:

- Complete the student post-tour survey and return it to your teacher.
- Write a thank you postcard and return it to your teacher.

## Tips for a Successful Tour

- **Positive First Impression.** The old saying, “You never get a second chance to make a good first impression,” holds true for this experience. Make a positive impression by dressing as if you want to work for this company and act in a professional manner.
- **Solid Communication Skills.** Practice a confident handshake and making good eye contact.  
Showing respect. Staying focused.
- **Appearance is important.** It is important to dress appropriately for the business you will be visiting. Your teacher will explain what is appropriate. What you wear to school may not be appropriate for the business tour.
- **Be prepared.** Research the business and some of its occupations. Think of at least five questions to ask during your tour.

