



21st Century Skill: Communication

Activity Level: Grades 9-12

“Elevator Speech”

Step 1: Students will create an elevator speech that they can use to introduce themselves in a professional setting when networking with others.

What is an Elevator Speech?

A personal elevator pitch is a quick summary of yourself. It’s named for the amount of time it should take to deliver it—the duration of a short elevator ride (roughly 30 to 60 seconds or 75 words). Elevator pitches are sometimes thought to be specific to an idea or a product, but you can also use it to sell yourself as a professional.

Step 2: Students will then complete the following items below to create their own personal elevator speech to present themselves to others.

1. Start with introducing yourself, by providing your name and a smile.
2. Give a brief summary of your background, including where you go to school, what work experience do you have, what skills do you have, what courses have you taken? Etc.
3. Explain what you have to offer the person you are introducing yourself to, how could your skills and experiences possibly benefit the person you are speaking with?
4. Finish with a call to action, this might be setting up a meeting, expressing interest in a job, or connecting with someone to be your mentor.

A couple of examples:

“Hello, my name is Mark, I am a senior at Normandy High School and I am enrolled in the Culinary Arts program. Through this program I have really had the opportunity to enhance my culinary skills and have received my ServSafe certification. I think the skills I have obtained through this course coupled with my time management skills and work ethic would make me a valuable member of a kitchen in a restaurant. I am currently looking for job opportunities and would love to set up a time to discuss my qualifications further if you have any available opportunities.”

“Hello, my name is Amy, I am a junior at Parma Senior High School and I am enrolled in several Advanced Placement classes and have also completed several college level courses at Cuyahoga Community College as well. I have experience with babysitting as I am the oldest of 4 siblings and often have to look after them after school. I believe that I am very responsible and work very well with elementary aged kids. I am currently looking for babysitting jobs this summer and would love the opportunity to meet with you and discuss the possibility of watching your kids for you this Fall while you are at work.”

Step 3: With the help of a parent/guardian/friend using a phone, computer, or I-pad, record a video no longer than 2 minutes presenting your elevator speech.

Some Tips for Elevator Pitch video:

- Keep your head up and eyes focused on the camera as much as possible
- Use a loud and clear voice
- Keep your feet together and still while recording
- Try to use exciting words to describe your background and skills.

Step 4: Save your video once you have it completed and done the way you would like.

Step 5: Visit www.pcsdconnects.org and click on the 21st Century Skills Icon.



Step 6: Click on the submit 21st century skills activities button seen below.



Step 7: Complete the submission form information and upload your video under the communication skills portion of the submission form seen below.

Submit Communication Badge Activity

Choose File

Remove File

No File Chosen

Step 8: Hit the submit button at the bottom of the page seen below.

Submit Form

Thank you for completing the September 21st Century Skill of the Month Activity. Once we receive and review your submission we will award the Communication Skills Digital Badge. Check your PCSD email in the near future for your badge.