

International Business

LAP mm0 – An Introduction to the Mirror Mirror Simulation – Day 0



Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Benchmark **3.11**

Business/Computer Standard(s)

- Analyze the scope of international business.

Objectives

- Develop an understanding of the simulation and the role of an administrative assistant.
- Find out about the importance of critical thinking and writing skills.
- Discover the nature of global training activities and on-the-job tasks in this simulation.
- Learn some facts about the operations of Mirror/Mirror, Inc., and its international division.
- Learn about the advantage and disadvantages of international business careers.
- Complete a position application and prepare a resume to become eligible for the training program.

Text - Mirror Mirror Incorporated – An International Office Simulation (MM)

Resource - Day 0 – Introduction – An Overview of the Simulations

Time Frame - 2 hours – 4 hours if Optional Activity included (suggested)

Introduction

Throughout the semester you will be doing a variety of projects based on this simulation. It is important that you approach these projects as you would if you were really working for a business—you must read both the text and the assignment instructions carefully because a critical on-the-job skill is your ability to follow instructions.

Most answers are NOT written in the text; most questions are on a Worksheet which follows the LAP assignment sheet. You may key your answers directly on this sheet and print it out when completed. If you are doing work outside of class on a computer, save the LAP on a disk—or print the question sheet and write your answers on it.

Another on-the-job skill, which is evaluated by employers when considering hiring/promoting, is the candidate's ability to make intelligent decisions and to express them well in writing. Written answers should be in complete sentences and organized in paragraphs.

The Self-Evaluation section prepares you for any written or oral examination and is your statement that you understand the work you have done. When you have completed the assignments and the Self-Evaluation, organize your work with this cover sheet and all assigned work (in order). **Turn in completed activities as directed by instructor.**

Read the following pages and complete the Questions on Worksheet 2

- _____ pp. 3-9
- _____ Complete Questions 1-2
- _____ pp. 10-14
- _____ Complete Position Application (p. 11)
Fill it in by hand. Use a black or blue pen and complete it as neatly as possible—it is the important “first impression” that you make on your possible employer.
- _____ Complete Resume (attached)
This form should be completed on the computer. Follow the instructions on p. 14 carefully. Except for information in the instructions, all other information should be TRUE. References must be adults.
- _____ OPTIONAL: Interview See your instructor.

NAME _____

MIRROR, MIRROR – DAY 0

Note: All questions are to be answered in complete sentences

- 1) p. 4 Think and Write
Opportunities to work in some aspect of an international business are increasing throughout the United States. Our world is becoming a “smaller” place. Why might YOU be interested in working in a business that has an international operation? (p. 4 and 9)

- 2) What general information about Mirror, Mirror should you know before you have an interview? (p. 7)
Write a short answer of one or two paragraphs.

OPTIONAL ASSIGNMENT INSTRUCTIONS

To prepare for an interview you should know
how to dress and behave
what information you should have with you
what questions you may be asked

Your instructor will tell you whether this assignment is to be completed as a short essay, a PowerPoint presentation or a real interview. The instructor may give you some information to read.

Self Assessment – “I/I can...”

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RESUME FOR

Address

Telephone

Education

Work Experience

Other Activities

Career Goal

References