

Workplace Readiness Skills for the Commonwealth Grades 11 – Post High School

Technology Knowledge and Skills

21. Telecommunications: Selects and uses appropriate devices, services, and applications

Objective: Student will set up and use voicemail.

Activities:

1. Student will role play how to make and receive voice messages.
2. Teacher will leave a message for student on home or personal voicemail. Student will respond to message appropriately.

Objective: Student will set up and access personal email.

Activities:

1. Student will set up a personal email account (e.g. yahoo, hotmail, gmail). Student will send teacher an email from email account.
2. Teacher will send daily assignments to the student via email. Student will complete the assignment.