

Workplace Readiness Skills for the Commonwealth Grades 1 – 2 School

Personal Qualities and People Skills

4. **Self-Representation:** Dresses appropriately and uses language and manners suitable for the workplace

Objective: Student identifies what language and attire are appropriate for different situations.

Activities:

1. Use age appropriate books or movies to demonstrate good use of manners in a variety of situations. After reading or viewing make a list of good manners to use at school or on a job.
2. Use a guidance counselor as a resource for paralanguage activities.
3. Teach personal hygiene (hand & face washing, tooth brushing, hair combing) through use of task analysis/visual representations.

Objective: Student will dress according to the school division's dress code.

Activities:

1. Discuss the school dress code and teach the reasons behind the requirements.
2. Give the students age-appropriate advertising catalogs and cut out pictures of individuals wearing clothing that meet the division dress code.
3. Give students age-appropriate advertising catalogs and cut out pictures of individuals wearing clothing that does not meet the division dress code and discuss why the picture violates the dress code.

4. Give students age-appropriate advertising catalogs and have them identify pictures of individuals wearing clothing that is appropriate for the seasons.

Resources for Activities:

Respective School Division Handbook

<http://www.education.com/worksheets/weather-seasons/>