

Workplace Readiness Skills for the Commonwealth

Grades 3 – 5

School

Personal Qualities and People Skills

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

Objective: The students will be able to list the different ways to dress, talk, and act appropriately with others.

Activities:

1. The teacher will lead a discussion about the importance of using appropriate language with peers and adults. After the discussion the student will work with a partner to list words one would use with adults and words one would use with friends. Have students put on a skit showing 2 friends talking on the phone then one student talking with a parent/adult.

2. Teacher comes to class dressed inappropriately and sees how the students respond. Discuss their responses.

3. Class goes on a field trip to a nice restaurant and everyone dresses up and uses their best manners. Discuss the behavior when the class arrives back to school.