

# Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

## Personal Qualities and People Skills

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

**Objective:** Student will use manners and identify workplace language.

### **Activities:**

1. Give students a list of appropriate workplace conversation and inappropriate workplace conversation. Have them identify each.
2. Conduct mock interviews.

**Objective:** The student will demonstrate the ability to present themselves in an appropriate manner in the workplace.

### **Activities:**

1. Have students participate in a mock interview and have them dress appropriately.
2. Make it common practice to shake the hand of a person when first introduced.
3. Have the student make judgments about whether appropriate body language is being displayed in an interaction between a peer and superior.