

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

Professional Knowledge and Skills

8. **Speaking and Listening:** Follows directions and communicates effectively with customers and fellow employees

Objective: The student will follow directions and recognize the importance of listening to the directions given.

Activities:

1. Have students develop a list of directions to a location within the school. Have another student attempt to follow the directions given.
2. Blind fold one student and have another student use verbal instructions to navigate them through a maze.
3. Give students a worksheet and have them determine whether or not they are listening or hearing.
4. Give student a worksheet of instructions to follow. The first instruction is to read all instructions before beginning work. The last instruction is to stop work, put pencil down and watch others (who are not following instructions) as they complete all the tasks.