

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

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 effectively communicate with others.

Activities:

1. Give your son/daughter a set of verbal driving directions to an unfamiliar location and have them navigate to that location using the directions given.
2. When given a set of verbal instructions/rules at a community event your son/daughter will comply.
3. Speak with your son/daughter about the importance of speaking clearly and listening carefully. Give examples of what can happen when you don't do these.