

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

## Professional Knowledge and Skills

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

**Objective:** Student will demonstrate comprehension of directions or instructions while interacting with teachers and peers.

**Activities:**

1. Teacher gives student directions which the student must then communicate to another student(s) in the classroom who do not know the instructions.
2. Give the student different written and oral instructions and have them identify the difference between the two directions.
3. Develop brochure for students on effective listening and communication skills to share with peers.

**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.