

Workplace Readiness Skills for the Commonwealth Grades 1 – 2 School

Professional Knowledge and Skills

9. **Reading and Writing:** Reads and interprets workplace documents and writes clearly

Objective: Students will read and interpret community based literature.

Activities:

1. Bring in flyers, menus, pamphlets, bus schedules etc... for students to become familiar with. Students will work in teams to find information related to a variety of scenarios.
2. Instruct students on how to correctly access the information from a variety of sources.

Objective: Students will read and interpret school or community signs.

Activities:

1. Conduct a scavenger hunt with students locating specific signs in the school.
2. Build a cardboard replica of their neighborhood, school, or city and create signs.
3. Conduct a fieldtrip and take pictures of signs and develop a book upon returning to the school.

Objective: Student will write or type their personal information (name, address, and phone).

Activities:

1. Using an index card ask the students to write their name, address, and phone number on the card.

2. Have student go to a website and create their own business card.

Resources for Activities:

<http://office.microsoft.com/en-us/word-help/make-business-cards-using-word-HA001034911.aspx>