

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

## Professional Knowledge and Skills

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

**Objective:** The student will effectively communicate through reading and writing.

### **Activities:**

1. The student will complete several sample job applications and develop a resume.
2. The student will be able to read basic company/school policy and procedural documents.
3. The student will complete actual workplace forms involving employment (tax documents, insurance forms, etc).
4. Have the student select a job they would be interested in applying for and apply on line for the position.