

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

## Professional Knowledge and Skills

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

**Objective:** The student will be able to follow written instructions and dictate important information.

### **Activities:**

1. Have your son/daughter take a phone message, identifying and taking down all important information.
2. Ask your son/daughter to read and follow a recipe to prepare a meal.
3. Have your son/daughter read labels on household cleaning supplies and discuss importance of handling these properly.