

Workplace Readiness Skills for the Commonwealth Grades 6 – 8 School

Professional Knowledge and Skills

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

Objective: The student will use reading and writing skills to complete tasks.

Activities:

1. Practice filling out job applications.
2. Practice using the newspaper classified ads to find jobs of interest.
3. Role play the different jobs in a restaurant. Have students take turns being waiters, waitresses, and customers. Practice reading menus and writing down orders.
4. Provided with a variety of workplace documents written at or below students grade level (e.g. instructional manuals, work orders, invoices, memorandums), students will read and demonstrate comprehension of material.
5. Have students generate a workplace memo or informational flyer appropriate to intended audience (Microsoft Word offers many templates to assist with this).