

Workplace Readiness Skills for the Commonwealth Grades 9 – 10 School

Professional Knowledge and Skills

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

Objective: The student will recognize and read workplace safety signs.

Activities:

1. Take an emergency walk to identify all exit doors and emergency routes.
2. Use flashcards of safety signs.
3. Take a tour of a worksite to identify safety concerns and identify safety procedures.
4. Develop mock safety regulations for a designated workplace.
5. Contact potential employers to discuss safety and emergency procedures.

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 (e.g. tax documents, insurance forms).

4. Have the student select a job they would be interested in applying for and apply on line for the position.