Activity Description:

**OBJECTIVE:** Students will understand that communication is more than simply speaking and be able to identify the ten communication skills needed for success in the workplace and why they are important.

**PURPOSE:** To effectively communicate with employers and colleagues is essential, no matter what industry you are in. Employees in a digital age must know how to send and receive messages in person as well as by phone, e-mail and social media.

Share information with students about the top 10 Communication Skills and why they are essential:

- Listening (active)
- Nonverbal Communication
- Clarity and concision
- Friendliness
- Confidence
- Empathy
- Open-Mindedness
- Respect
- Feedback
- Correct medium

Activity 1 – Nonverbal communication (body language)

**Objective:** Students try to determine feeling (adjective) portrayed by actors by evaluation of body language. Students will review common behaviors for each feeling.

1. Have a volunteer leave the room or turn back to students who are standing on other side of the room.
2. Show group (actors) one card and give them a few minutes to decide how they will demonstrate the adjective without words.
3. Have volunteer come into room/turn around and guess the adjective being portrayed.
4. When you get the correct answer by looking at the varied actors of the group or give up; discuss how different members used different facial expression, use their arms/legs/posture to demonstrate the word.
5. Have another student be volunteer repeat steps 1-4 until all words have been used.
6. As a summary – list emotions on board and the common characteristics noticed for each.
7. Review have body language can impact communication and specifically job interviews.

***Can be adapted to have multiple groups of 4 to 6 members having volunteers in the center of room and actors in the 4 corners so each volunteer can be separated from the other groups. The volunteers can then compare their observations in step 4.

Activity 2 – Interview Question Bounce
**Objective:** Students gain experience in answering common interview questions and use listening skills to assist peers in improving their responses.

**Instructions:** Have all members stand in a circle around the room. Students will bounce pass the beach ball to another member of the class. Student who receives the ball should catch it with both hands. The facilitator will flip a coin (heads – right hand, tails – left hand) to determine which question the student will answer under the designated hand, they cannot move their hand to another question just because they are not sure how to answer it. They should read the question aloud give the best answer that they can come up with on the spot. Once they have answered the person on the left/right will offer one suggestion to improve the response (can be seated or standing). The student who answered the question should bounce pass the ball to the next student and sit on the floor.

Play continues until all students have answered a question – with luck you will get a variety of questions and the answers will improve as the students repeat questions...if you get a question excessively; simply have them toss the ball in the air and catch it again (facilitator can flip coin again, if you like).

**Follow-up:** Have questions printed on a sheet of paper and divide students into pairs. Have them practice asking and answering the questions in an interviewer/interviewee fashion. They should also practice body language as they are seated in an interview situation.

**Duration/Length:**

- Lecture/discussion – 15 minutes
- Activity 1 – 30-40 minutes
- Activity 2 – Time to give each student opportunity to answer at least 2 questions (more if time allows or follow-up activity is done)

**Tools/Materials Needed:**

- **Activity 1** --- 12 - Note cards with adjectives written on them (angry, sad, disappointed, shy, afraid, happy, nervous, embarrassed, enraged, excited, exhausted, and bored).
  *simpler words can be used to be age appropriate*

- **Activity 2** --- 1 Coin (for flipping) and 1 beach ball with 15 typical interview questions written on it.  
  [http://interviewpenguin.com/interview-questions-and-answers/]

**Partnerships Recommended:**
CDF
Career Tech educators
School Counselor(s)

Developmental Level (e.g. Preschool, Elementary, Middle, College, etc.):

High school students or adults

Suggestions for Scaling (ideas for use with students of other ages):

Activity 1 – use simpler words for elementary or middles school children
Activity 2 – questions could be changed to relate to their situation (questions to ask when making friends)

Standards Covered (NCDA Guidelines, WY C/VE Standards, ASCA Mindsets & Behaviors):

CV12.2.1 College and career-ready students communicate clearly, effectively, and with reason.

References/Developed By:
Content and activities adapted from:

Top 10 Communication skills for success [https://www.thebalance.com/communication-skills-list-2063779](https://www.thebalance.com/communication-skills-list-2063779)
