

## **Teacher Guide/Lesson Plan – Top 10 Communication Skills**

### **45 minutes**

In this lesson, students will be able to deepen their understanding of the 10 communication skills and how they may apply to a career in Skilled Trades.

The teacher will present the top 10 communication skills to students, either by simply listing them on the PowerPoint, or going into each definition in depth. (The definitions are included in the handout.)

Each student will be given a handout, and their first task is to read through and understand the definitions of each communication skill. Then, students will be asked to rank the skills based on their opinion of what is most important to least important. Remind students that all skills are important but based on the individual life experiences of each student, there will be different opinions.

Once students have ranked the ten communication skills, place them in small groups of 3-4 and have them come up with a master ranking as a group. There will be discussions and disagreements, which will be good practice for communication. Afterwards, a whole class discussion surrounding what each group decided would be beneficial as well. There is also the option to create a master class ranking.

Once the rankings are completed, students will be reviewing the list of Skilled Trades in New Brunswick. If there are iPads available, students may follow the link provided and review the list online. Their next task is to match each communication skill with a Skilled Trade. (They can choose more than one trade.) Advise students that this portion of the activity is to be handed in.

#### **Breakdown of the lesson:**

5 minutes: Introduction of top 10 communication skills

10 minutes: Individual ranking of communication skills

15 minutes: Group ranking of communication skills

10 minutes: Class discussion of the rankings made by each group

15 minutes: Matching each communication skill with a Skilled Trade