

What is Communication?

Unit 1, Lesson 1

Student Handouts

Workplace Categories for Communication



Interpersonal communication



Group communication



Organizational communication



Mass communication



Social media and online communication



Intercultural communication



Gender communication



Intergenerational communication

Unit 1, Lesson 1 Activity: Overcoming Communication Challenges (Student Handout)

Communicating at a Construction Site



1. Darius, a foreman, has a hard time communicating with his crew.
2. They often get his instructions wrong. Worse, they rarely seem to
3. listen to him. He thinks his men do not respect him. One day he
4. asked his men how he could improve talking to them.

5. Jose said that Darius talked too fast. He should slow down. Reggie
6. said his voice was too soft. He should speak up.

7. Anan said that Darius played with his keys as he talked. They made
8. too loud a sound.

9. Ray said that he did not look at them when he talked. He felt that
10. Darius did not like them.

11. Darius thanked his men. He now knew how he could improve
talking
12. to his men.

As you read this article, or listen to it, underline the barriers to communication. Be prepared to discuss how Darius can improve instructing his crew.

Unit 1, Lesson 1: Vocabulary Words



Please choose 3-5 words you would like to learn:

foreman	loud
communicating	rarely
construction	listen
instructions	thinks
respect	talked
improve	should
played	challenges
sound	

Create flash cards with index cards for each word

Ww
word WORD
Dd

1. Print the word in the center of the card.
2. Print the beginning letter in upper case and lower case, upper left.
3. Print the ending letter in upper case and lower case, lower right.
4. Write the definition on the back; or write a sentence using the word.

Word Skills - Beginning letter, ending sound

Sound out the letters below. Pronounce "ound."

Form new words by placing each letter in front of "ound."



s m p r f b h gr

	s ound
	ound
	ound
	ound
	ound
	ound
	ound
	ound

Read each new word.

Word Skills



Reread the story. Then complete the following activities:

- Write down five words that begin with the letter "t".
 1. t
 2. t
 3. t
 4. t
 5. t

- Write down three words that end with the letter "d".
 1. d
 2. d
 3. d

Letter-Sound Combination



Look for the words that contain the "ou" letter combination and that start with the following letters.

4. c

5. s

6. l

7. s

Two words have a similar "ou" sound. Two other words have an "ou" sound that is different. What are the two word pairs with similar "ou" sound?

First word pair

1. c

2. s

Second word pair

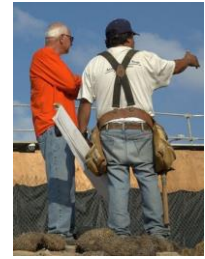
1. l

2. s

Which of these words rhyme with the first pair of "ou" words? Which rhymes with the second word pair?

found would

Word Search



C	O	C	S	T	B	S	O	F	T
O	B	F	A	S	T	K	X	I	H
M	S	E	Z	U	U	Q	C	C	A
M	D	Q	I	V	P	P	J	O	N
U	I	W	D	K	J	C	K	A	K
N	O	F	S	O	P	R	R	H	E
I	M	P	R	O	V	E	A	O	D
C	I	F	U	I	T	W	U	W	F
A	U	K	L	R	I	A	F	O	U
T	A	L	K	E	D	Z	Q	R	I
I	E	O	C	S	Q	I	P	S	O
N	I	O	P	P	Z	J	K	E	Y
G	O	K	A	E	V	H	O	Z	U
X	U	A	L	C	M	N	I	Y	Z
Z	A	J	D	T	H	I	N	K	S

Find these words. Look down (1st column), then across (2nd column).

1. communicating
2. look
3. respect
4. crew
5. worse
6. thanked
7. soft
8. fast
9. improve
10. talked
11. key
12. thinks

Found

6 to 7 words? - Good! 8 to 10 words? - Great! 11-12 words? - Awesome!

Key to Word Search

The purpose of this exercise is to help students who have higher level reading skills to look at words in a different context. You can show your students to search for the words systematically - first down the columns, and then across the rows. Ask them to look for letter combinations, the first letter, the last letter, and so forth. Talk out loud as you help them find a few words. Pair the students up and let them find the rest of the words on their own.



C	O	C	S	T	B	S	O	F	T
O	B	F	A	S	T	K	X	I	H
M	S	E	Z	U	U	Q	C	C	A
M	D	Q	I	V	P	P	J	O	N
U	I	W	D	K	J	C	K	A	K
N	O	F	S	O	P	R	R	H	E
I	M	P	R	O	V	E	A	O	D
C	I	F	U	I	T	W	U	W	F
A	U	K	L	R	I	A	F	O	U
T	A	L	K	E	D	Z	Q	R	I
I	E	O	C	S	Q	I	P	S	O
N	I	O	P	P	Z	J	K	E	Y
G	O	K	A	E	V	H	O	Z	U
X	U	A	L	C	M	N	I	Y	Z
Z	A	J	D	T	H	I	N	K	S

Digital Literacy Practice: Using the Mouse



The Assignment: Practice using a mouse. Practice drag and drop on a computer or laptop.



- 1. Comprehensive:** Go to [the Mouse tutorial](http://www.gcflearnfree.org/mousetutorial). Follow the instructions and practice using the mouse: <http://www.gcflearnfree.org/mousetutorial>
- 2. Easier drag and drop exercise:** Go to <http://www.gcflearnfree.org/workskills/edl-tutorial> or [click on this link](#) to the GCF LearnFree.org website.

Practice the tutorial.

- Rollovers
- Clickables
- Drag and Drops
- Help
- Remember

Weekly Time Slip Activity

Name:		Weekly Time Slip		2016
Starting Date:				
Day	Job	Time Start	Time Stop	Daily Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Signature:			Week Total	

Vocabulary

Name	Sunday	Date
Start	Monday	Day
Starting	Tuesday	Daily
Slip	Wednesday	Job
Stop	Thursday	Time
Signature	Friday	Weekly
Total	Saturday	Hours