

SHARE-AN-IDEA ENTRY FORM

Please complete the following for entry into the M-PBEA Share-An-Idea Contest. All entry form information should be limited to two pages or less. Any supporting ideas should be submitted separately.

Idea Title: **Super SOFT Day** (to be taught close to Superbowl time)

Subject Area: Communication

Objectives/Overview:

Students will be introduced and practice “soft” skills that will help them become effective citizens, young adults, future employees, and leaders. This lesson would most likely be spread over several days (I use one part per day for 7 days).

Targeted NBEA Standards:

- Communication I- Foundations of Communication – Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.
 - Active Listening
 - Basic Communication Process
 - Technology
- Communication II – Interpersonal Skills – Apply interpersonal skills in personal and professional environments to communicate effectively.
 - Professional and business etiquette
 - Leadership and collaborative communication
- Communication III – Written Communication
 - Business Messages
- Communication IV – Spoken Communication – Demonstrate professional speaking techniques and strategies
 - Speaking Basics
 - Presentations
- Communication V – Employment Communication – Communicate effectively for employment success.

Lesson 1 – Non-Verbal Communication:

1. Begin this with a Google Classroom post where students will see the message prior to coming to class.
 - a. Google Classroom Post – ACTIONS SPEAK LOUDER THAN WORDS. Be ready to explain what this means and how is this possible when actions don’t speak.

2. As students come into class, greet with various facial expressions, body language, gestures, eye contact, and physical space.
3. Ask how many have read the GC post and open discussion. Bring into the discussion the way that the teacher greeted students and how that made them feel.
4. Close discussion with ticket out the door or GC post – How does non-verbal communication affect interactions with others? Could this type of communication hurt a relationship?

Lesson 2 –Dressed for Success:

1. Before class, post images with different types of dress (see attachment) in various spots around the classroom. As students come in, have them move around the room to view each image and notice differences.
2. Begin discussion with asking about the images as you display each on the projector. Ask students to share about each – how did it make them feel? If they were interviewing people for a job, would they hire this person? Why? Why Not? Does it matter what type of job you are applying for as to how they dress?
3. Give each student a tie. Demonstrate how to tie it. Have students each tie their own tie (providing assistance as needed).

Lesson 3 – Hello, My Name is.....:

1. After class being, with everyone’s attention on the teacher, walk up to one student, very professionally shake his or her hand, and introduce yourself as if for the very first time. Then walk to another student and give a very flimsy handshake without making eye contact and say “hi” in an uninterested way.
2. Show this video: <https://www.youtube.com/watch?v=41BdlgNyKFI>
3. Have students pair using a Kagan Strategy, then introduce themselves using the technique discussed.
4. To leave the classroom, each student must shake the teacher’s hand when exiting. (I do not have them do the introduction for time sake.)
5. As a challenge, I have the students tell the kids to introduce themselves with a handshake to another teacher today. (middle school kids love this)
 - a. Google Classroom Post – ACTIONS SPEAK LOUDER THAN WORDS. Be ready to explain what this means and how is this possible when actions don’t speak.

Lesson 4 – Success or Failure? (adopted from ODEP “Skills to Pay the Bills”)

1. Post this to Google Classroom to begin class:
 - a. join.quizizz.com Game Code: 682854
2. Discuss the quiz questions and answers
3. Divide into smaller groups using Kagan strategy and have them come up with what they think this statement means: : :THE ROAD TO SUCCESS IS PAVED WITH FAILURE
 - a. Have teams share
4. End class with a Ticket Out The Door (each student will write on slip of paper the answer to this question: “What do each of the people discussed today have in common?”
(Answer: They did not quit . Post this on Google Classroom after class)

Lesson 5 – Google Me

1. Discuss the benefits and drawback of using Social Media
 - a. Use Stand Up, Hand Up, Pair Up – or Rally Robin
2. Using Jigsaw groups, read and share this article (I post it on Google Classroom for easy access) <https://www.careercast.com/career-news/7-social-media-mistakes-could-damage-your-career>
3. Have groups share
4. End with the challenge to go home and “Google Yourself” to see what is already online about yourself

Concepts/Skills Reinforced or Mastered:

I use this to not only reinforce, but also teach, soft skills.

Course/Grade Level:

I use this for middle school, however, high school and even collegiate students would enjoy these mini-lessons.

Materials/Resources/Equipment Used:

Internet, Google classroom, Quizziz, projection system, Youtube (or View Pure), Kagan Strategies, neck ties

Time Required to Complete the Lesson/Unit?

It really depends on the class. Typically, it takes max 20 min for each mini-lesson

Post Evaluation:

End of class activities for each mini-lesson. This is not something that I formally asses, but very critical material that often is left out of our classrooms.