

LESSON TITLE: *Oral and Written Communication Skills*

INTRODUCTION: This module concentrates on the importance of good oral and written communication skills. Students will understand the importance of good communication skills as it pertains to employment.

OBJECTIVES:

- Understand the benefits of effective oral and written communication skills
- Learn the difference between effective and ineffective communication skills
- Understand and develop good listening skills

MODULE OVERVIEW

Students will learn that problems arise when the wrong message is sent or received or when the message is sent to someone it was not intended for. This module concentrates on the importance of good communication skills – written and oral – in school and in the business world.

RESOURCES AND ACTIVITIES

- Oral and Written Communication Skills PowerPoint
- Oral and Written Communication Skills1
- Oral and Written Communication Skills2
- Oral and Written Communication Skills3

Soft Skills @ Work

