

Lesson Plan for Business Information Studies

Topic:	Oral Communication
Teacher:	Submitted by Ellen Bell, Vivian Chartrain, Jeanne Chevalier, Kathy Hill kaltonhill@yahoo.com
Subject:	IT and ME Works
Grade:	9
Time:	1 hour
Objectives:	At the end of this lesson students will be able to identify good oral communication skills. Students will know the barriers to good oral communication skills.
Standards:	Students will listen attentively. Students will demonstrate competence in the interactive language processes of speaking and listening to communicate effectively.
Setting:	Classroom
Materials:	None
Teacher's Role:	Give directions to students to complete this exercise. Divide the class in groups of 3. Students can decide who will be a listener, who will be a communicator, and who will be an observer. Each student will have an opportunity to fulfill each role. Instruct students on what skills a good listener should have: Maintain good eye contact. Reword what has been said. Ask questions to clarify. Lean into the speaker to focus your attention. Have the speaker answer the following question or any other appropriate, open-ended question: If you could meet one person who is famous, who would that person be and why would you want to meet him/her? After two minutes, choose a few listeners to report what the speaker said. The observer should report what good listening skills they observed being used. Have students change roles and repeat the process. For the third round, call every listener into another room/hallway and tell them to do everything they can to sabotage the process. Avoid eye contact. Talk to someone else. Be preoccupied doing something else. After two minutes, regroup and ask the observers what they saw. Ask the speakers how they felt when they were not given the attention expected.
School to Career Connection:	HR Person or Public Speaker on Communication Skills.
Employability:	Communication Skills