

D22-L1

Follow Written Instructions	Core Competency:D22	Level 1, Introductory
Comprehend written communications		
Time to complete: 120 minutes		

Objectives	Upon completion of this lesson students will be able to: <ol style="list-style-type: none"> 1. Identify skills needed to accurately follow written directions 2. Identify common errors in following written directions 3. Write simple directions 4. Comprehend and follow written instructions
Cross Competencies	C18 Follow Directions C19 Practice effective human relations D23 Communicate in Writing G53 Exhibit work ethics and behaviors essential to success H62 Demonstrate how to work effectively with others H63 Demonstrate an attitude that attracts the attention of management H64 Demonstrate an ability to communicate and work with customers to satisfy their expectations H66 Demonstrate an ability to follow and give directions
Core Standards	Career and Vocational/Technical Education: Content Standards 2 and 3 Workplace Competencies Content Standards 2, 3 and 4

Resources		
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources
<ul style="list-style-type: none"> • D22L1WS1 Following Directions Assessment • D22L1WS2 Writing Directions • D22L1ACT1 After...Then Directions • D22L2HO1 Tips for Improving Reading 		<ul style="list-style-type: none"> • www.readwritethink.org • Children's book: <i>Amelia Bedelia</i> Journal Topics resources you can purchase: www.TheQuestionGuys.com <ul style="list-style-type: none"> • Table Topics The Book of Questions by Dr. Gregory Stock

MCA	Portfolio Project	Guest Speakers	Program of Work
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events

Suggested Instructional Approach		Notes
Introduction	<p>Problems associated with processing, interpreting and following written instructions and communication creates misunderstandings, work delays, errors, personality conflicts, frustrations, and risks for accidents to self and co-workers.</p> <p>An employee's ability to follow directions is an essential factor in job success. Employees who accurately read and follow directions and training will have more success and opportunity for advancement in the workplace.</p>	
	<ol style="list-style-type: none"> 1. Do <u>D22L1ACT1 If...Then Directions</u> with students. 2. An excellent writing tool for your students is to have a journal and everyday you put a journal entry on the board to reflect upon. Table topics and TheQuestionGuys.com or The Book of Questions are three resources to obtain journal topics. 3. Ask students : <ul style="list-style-type: none"> • What kind of communication was involved in the activity? (Written and observation) • When in the workplace would written communications be important? • What kind of written communications could you expect at work? • What factors may make written directions difficult to follow? 4. Distribute <u>D22L1WS1 Following Directions Assessment</u>. Students have 5 minutes to complete the assessment. 5. Compare student answers to the key (student papers should only have their Last Name, First Name and Middle Name at the top of the paper.) 6. Why don't all the answer sheets look the same? What important step did students miss? 7. In order to practice following directions, students can practice writing directions. Distribute <u>D22L1WS2 Writing Directions</u>. 8. Review student directions. You may have students exchange directions and try to do exactly as their classmates instructions direct. 9. Have students pair up and rewrite their directions together. 10. Distribute <u>D22L2HO1 Tips for Improving Reading</u>. Read through the tips with students. Follow-up with any discussion or questions. 	

Assessment	Give credit for completion of <u>D22WS2 Writing Directions</u>	
Supplemental Activities	<ul style="list-style-type: none"> • Read the children’s book, <u>Amelia Bedelia</u>. Discuss the difficulties this housekeeper has in following directions. • Extend the direction writing activity. Have students write directions for a variety of simple games or activities. Visit a lower grade of buddies to play the games and test the effectiveness of directions • Plan a scavenger hunt that requires students to accurately follow written directions. This could be internet based. • Work with classroom teachers to identify students who need targeted intervention to improve their reading skill. • Invite someone from the Council on Literary to talk to the class--a volunteer who can share experiences of working with adults who are unable to read or an adult who was unable to read as an child, and who has now learned to read. • Gather warranty books, handbooks, guides, etc. and have students summarize paragraphs, instructions, etc. • Write an instruction manual for a technical device. • Ask students to share their favorite types of reading--books (including type of books), newspaper column, comics, etc. Discuss why they made these choices--what makes reading enjoyable and/or important. • Play vocabulary word games, such as Password, Hangman, or Bingo to learn career vocabulary terms. • Start a book exchange. Provide an area where students can exchange reading materials. Solicit reading materials to add to the collection. Include career-related materials. 	