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**Activity**

Communication Skills

MODULE 10: Comprehension and Communication Skills

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 10: Comprehension and Communication Skills

## Activity: Communication Skills

Students practice demonstrating the proper non-verbal communication skills in small groups.

## Standards Assessed

* **14.02** Use verbal and nonverbal skills to communicate effectively with supervisors, co-workers, and customers.

## Teacher Notes

Observe students as they demonstrate the principles of non-verbal communication when provided with a prompt.

* Eye Contact
* Posture
* Active Listening
* Hand Gestures
* Proper Handshake

## Estimated Student Completion Time

* 45 minutes for small group discussion in-class activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Communication Skills

**Student Instructions**:

Within your group, demonstrate the principles of non-verbal communication when the teacher provides you with a prompt.