**OBJ 52.1 Soft Skills**

**Teacher Instructions**

**All activities and handouts in this packet are provided for your convenience as you teach this unit.  They are optional.  However, spending a total of 30 hours on this objective is expected according to CASAS EL Civics requirements.**

**Obj 52.1 requires all student work on only 2 tasks. Beginning students will turn in Task 1 and 2, Intermediate students will turn in Task 1 and 3, and Advanced students will turn in Task 1 and 4.**

**Tasks 2-4 are very similar. They all require students to turn in written responses based on similar prompts, but the length and difficulty increases as the student level increases.**

**TASK 1**

Identify and Describe Soft Skills

Levels: All

**Instructions:**

Students will be provided scenarios where workers, students, or community members are not using a specific soft skill. The student will have to name the missing skill, and then explain how the scenario could have been different if the worker, student, or community member had used the missing soft skill.

How students respond depends on their level. Beginning students only need to provide answers to 3 scenarios, Low intermediate students need to provide answers for 4 scenarios, High intermediate students need to provide answers for 5 scenarios, and Advanced students need to provide answers for all 6 scenarios.

The rubrics are separated by level, so it is easier to assess your students.

When administering the assessment for Task 1, you will use the provided powerpoint or google slides document. It contains a picture, a written dialog, and an audio recording of the dialog. There are 6 scenarios where a worker, student, or community member is acting inappropriately.

**Please review the rubrics, test forms, and assessment ppt before exam day! The rubrics provide all the requirements for each task and each student level.**

[Objective 52.1 Adv Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20Adv%20Rubric.docx?d=w8003689b0d304ec7816ec83095735914&csf=1&web=1&e=PDkdUq)

[Objective 52.1 IH Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20IH%20Rubric.docx?d=wf31734a1da2e4889b53ce90d770679d3&csf=1&web=1&e=xyFywl)

[Objective 52.1 IL Rubric.docx](https://docs.google.com/document/u/0/d/1OG5xXBkLZyhNddsPEAPn-gHqjKvoMMti/edit)

[Objective 52.1 BH Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20BH%20Rubric.docx?d=w43d2632921684290ac3c8ec1cbff02c9&csf=1&web=1&e=dDt1uG)

[Objective 52.1 BL Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20BL%20Rubric.docx?d=wc970ce29deb545b38c9a4fa99a332ad8&csf=1&web=1&e=gKyIjV)

[Objective 52.1 Task 1 Student Test Form.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Test%20Materials/Objective%2052.1%20Task%201%20Student%20Test%20Form.docx?d=w8666f2fce07840ed9730aaf3e2ad5aa7&csf=1&web=1&e=CFwiXB)

**Prepwork:**

**Step 1:**Initiating background knowledge, providing vocabulary, introducing concepts.

1. Introduce Soft Skills
   1. What are soft skills?
      1. https://www.thebalancecareers.com/what-are-soft-skills-2060852
2. Activate background knowledge and experience with Soft Skills
   1. Conversation Questions
      1. [Soft Skills Questions.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Activities/Soft%20Skills%20Questions.docx?d=wb18db7e29aa64061bb9b273a47e881fd&csf=1&web=1&e=Ou06HM)
3. Quizlets
   1. General Vocabulary:
      1. <https://quizlet.com/_9a1a8o?x=1qqt&i=3ffci6>
   2. Soft Skills Definitions:
      1. <https://quizlet.com/_9a1cq6?x=1qqt&i=3ffci6>

**Step 2:** Activities and study

1. Classroom activities you can adapt
   1. <https://www.weareteachers.com/9-awesome-classroom-activities-that-teach-job-readiness-skills/>
   2. <https://www.educationcorner.com/teaching-soft-skills-guide.html>
2. Articles and websites that discuss soft skills
   1. You can use the articles to review concepts before you teach, or you can assign each article to a group of students. Have them chart the text, look up vocabulary, and work together to form an understanding of their chosen soft skill. Have the class come together and they can share their research.
      1. Responsibility
         1. <https://www.linkedin.com/pulse/responsibility-workplace-jason-armstrong>
         2. <https://www.cedrsolutions.com/employee-late-for-work/>
      2. Integrity
         1. <https://www.michaelpage.com.au/advice/career-advice/productivity-and-performance/what-integrity-workplace>
      3. Initiative
         1. <https://www.thriveyard.com/17-tips-on-how-to-take-initiative-at-work/>
      4. Flexibility
         1. <https://www.thebalancecareers.com/workplace-flexibility-definition-with-examples-2059699>
      5. Responds to customer’s needs
         1. <https://www.customerexperienceinsight.com/get-better-at-listening-to-customers-ways-in-improve/>
      6. Negotiates to resolve conflicts
         1. <https://www.entrepreneur.com/article/350374>
      7. Working Cooperatively
         1. <https://iamkanikamodi.medium.com/art-of-participating-in-group-discussions-7e74cc78de9>
      8. Contributing to group with ideas
         1. <https://www.projectsmart.co.uk/nine-ways-to-contribute-to-project-team-success.php>
      9. Participate in group decision making
         1. <https://hbr.org/2020/09/7-strategies-for-better-group-decision-making>
      10. Respect for different opinions, customs, and preferences
          1. [ttps://www.highspeedtraining.co.uk/hub/importance-of-respect-in-the-workplace/](https://www.highspeedtraining.co.uk/hub/importance-of-respect-in-the-workplace/)
3. The six skills chosen for the assessment are:
   1. Responsibility, Flexibility, Responds to customer’s needs, Negotiates to resolve conflicts, Working cooperatively, and Contributing to group with ideas.
   2. Make sure to spend extra time with your students with these 6 skills.
      1. Activity:
         1. Have your students act out scenarios where an employee is acting inappropriately because they are missing the skill.
            1. Discuss what was wrong with the scenario.
            2. How could the employee have acted differently?
         2. Have your students write a dialog with the missing skill, and then correct the dialog by making positive changes.
      2. Responsibility Activity
         1. <https://smartworkethics.com/punctuality-exercise/>
      3. Flexibility
         1. [Time Management Activity.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Activities/Time%20Management%20Activity.docx?d=w750d85dfe8cf4d12ab475ae368148aba&csf=1&web=1&e=klTuP6)
      4. Responds to customer’s needs
         1. Active Listening Activity
            1. Play Simon Says via Zoom!
      5. Negotiates to resolve conflicts
         1. [Negotiation Game.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Activities/Negotiation%20Game.docx?d=w956ddc9b40024ffebaf9cc8df36018f9&csf=1&web=1&e=5sisbS)
      6. Working cooperatively
         1. Blind Draw Activity
            1. <https://www.sessionlab.com/methods/blind-drawing>
      7. Contributing to group ideas
         1. Connecting Stories Activity
            1. https://www.sessionlab.com/methods/blind-drawing

**Step 3:** Practice questions and introducing test format and expectations.

1. Review and then share with your students the rubrics for Task 1.
   1. [Objective 52.1 Adv Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20Adv%20Rubric.docx?d=w8003689b0d304ec7816ec83095735914&csf=1&web=1&e=0iuYBB)
   2. [Objective 52.1 IH Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20IH%20Rubric.docx?d=wf31734a1da2e4889b53ce90d770679d3&csf=1&web=1&e=9rAObu)
   3. [Objective 52.1 IL Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20IL%20Rubric.docx?d=wae9cd7074e1145cc8daf3e8321acb7fa&csf=1&web=1&e=MInxPk)
   4. [Objective 52.1 BH Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20BH%20Rubric.docx?d=w43d2632921684290ac3c8ec1cbff02c9&csf=1&web=1&e=clDBbD)
   5. [Objective 52.1 BL Rubric.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Cover%20Sheet%20and%20Rubrics/Objective%2052.1%20BL%20Rubric.docx?d=wc970ce29deb545b38c9a4fa99a332ad8&csf=1&web=1&e=SYFeAm)
2. Provide the Test Forms so the students are familiar with the format
   1. [Task 1 Practice Test Form.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Practice%20Test/Task%201%20Practice%20Test%20Form.docx?d=wa384b47cb3814ed69ed874cfffaf1e3a&csf=1&web=1&e=U7Ocog)
3. Practice the Task 1 assessment with your students. (Note: The practice is the first 3 scenarios from the real assessment. This will be an accurate representation of what they will do)
   1. [Task 1 Practice](https://mymsjc-my.sharepoint.com/:p:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Task%201/Practice%20Test/Task%201%20Practice%20Assessment%20Materials.pptx?d=wff49bfc6d88747c3b2bcededdecb85f9&csf=1&web=1&e=EUXzCZ)

**TASKS 2-4**

Appropriate and Inappropriate Behavior

**Instructions:**

In Tasks 2-4, students must examine scenarios from Task 1 and describe how the behavior would be appropriate or inappropriate in their home country. How do people from their home country approach scenarios involving specific soft skills? Is it similar or different than how people approach them in the U.S?

What Americans believe to be inappropriate can be the opposite in other countries. It can be acceptable or expected. It can also be the same. Your students must show you this.

Students must look at a set number of the 6 scenarios from Task 1’s assessment, and make a written response using compare and contrast. (Dependent on their level)

**Task 2 is for Beginning students only!**

**Task 3 is for Intermediate students only!**

**Task 4 is for Advanced students only!**

**Prep Work:**

**Step 1:**Initiating background knowledge and introducing concepts.

1. Have students work in small groups, in breakout rooms, and have a conversation about work culture. What is similar and different between the U.S. and their home country?
   1. [Conversation Q's on work culture.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Tasks%202-4/Activities/Conversation%20Q%27s%20on%20work%20culture.docx?d=w749874af95da493798873e3910859c68&csf=1&web=1&e=1beBEL)

**Step 2:** Activities and Writing Concepts

1. Click on the link below to find all prep materials for Tasks 2-4
   1. [Prep Materials.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Tasks%202-4/Activities/Prep%20Materials.docx?d=wdf016b3224b9450889742fd582f548eb&csf=1&web=1&e=FEFYEz)

**Step 3:** Practice Test.

1. If you choose to do so, you can have your students practice writing a compare/contrast response to:
   1. A prompt of your choosing
   2. A dry run of the real assessment
2. Here are practice test forms for your students based on level
   1. [Task 2 Practice Test Form.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Tasks%202-4/Practice%20Sheets/Task%202%20Practice%20Test%20Form.docx?d=w722d52dd16be4c00a8ae01825011fc48&csf=1&web=1&e=IyoBrH)
   2. [Task 3 Practice Test Form.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Tasks%202-4/Practice%20Sheets/Task%203%20Practice%20Test%20Form.docx?d=wa92f34d1019e4dbf89a76293d758aad0&csf=1&web=1&e=hvDOGS)
   3. [Task 4 Practice Test Form.docx](https://mymsjc-my.sharepoint.com/:w:/r/personal/jport_msjc_edu/Documents/EL%20Civics%202020-2021/OBJ%2052.1-SP21-ML/Tasks%202-4/Practice%20Sheets/Task%204%20Practice%20Test%20Form.docx?d=wd841c2cd1ec64cbe96e8fe36e624b292&csf=1&web=1&e=cJ7sbO)