



Student Name: _____

Class: _____

Due Date: _____

Introduction to Workplace Communication

1. What is workplace communication, and why is it important?

2. List two types of communication used in the workplace:

a) _____

b) _____

3. What is active listening, and how can you demonstrate it in a workplace setting?

Verbal and Non-Verbal Communication

1. What are some examples of non-verbal communication in the workplace? (Check all that apply)

- a) Body language
- b) Facial expressions
- c) Tone of voice
- d) Written communication

2. How can you ensure effective verbal communication in a workplace setting?

3. Role-play a scenario where you have to communicate effectively with a colleague or supervisor.

1. Write a short email to a hypothetical employer, introducing yourself and expressing interest in a job opportunity.

Use the following email template:

[Your Name]

[Your Address]

[City, State, ZIP]

[Date]

[Employer's Name]

[Employer's Title]

[Company Name]

[Company Address]

[City, State, ZIP]

Dear [Employer's Name],

Sincerely,

1. Calculate the total cost of the following items:

a) 2 hours of work at \$15 per hour = \$_____

b) 3 hours of work at \$20 per hour = \$_____

2. Convert the following measurements:

a) 10 kilometers to miles = _____

b) 5 liters to gallons = _____

3. Complete the following time sheet:

Time	Task	Hours Worked
8:00 am - 10:00 am	_____	_____
10:00 am - 12:00 pm	_____	_____

Group Discussion

1. What is the importance of communication in the workplace? Discuss with a group and list your key points:

2. How can you contribute to effective group discussions in a workplace setting?

3. Reflect on a recent group discussion you participated in. What did you learn, and what could you improve on?

Extension Activity - Create a Workplace Scenario

1. Write a short script for a workplace scenario, demonstrating effective communication skills.

Use the following template:

[Scene: _____]

[Characters: _____]

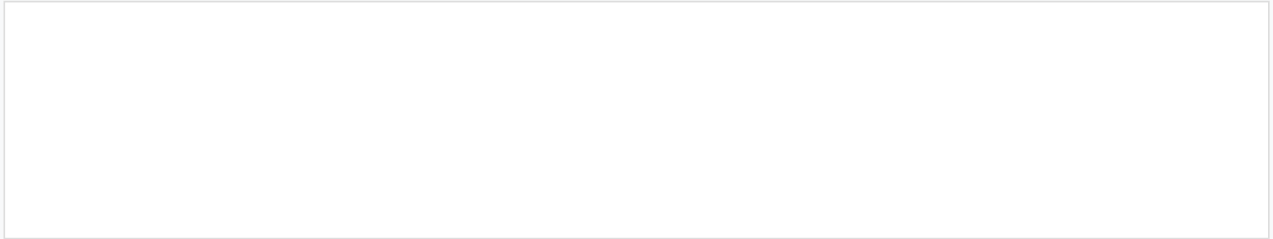
[Script: _____]

Extension Activity - Design a Workplace Poster

1. Create a poster on the importance of communication in the workplace.

Include the following elements:

- a) A catchy title
- b) A visual representation of effective communication
- c) A list of key points on communication in the workplace



Self-Assessment

1. Reflect on your progress throughout this homework sheet. What did you learn, and what areas do you need to improve on?

2. Use the following self-assessment rubric to evaluate your work:

Criteria	Excellent	Good	Fair	Needs Improvement
Communication skills				
Numeracy skills				
Group discussion participation				

Time Management

1. Allocate 2-3 hours per week for completing assignments and activities. Create a schedule:

Day	Time	Task
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____

2. Break down larger tasks into smaller, manageable chunks. Provide an example:

Conclusion

1. What did you learn from this homework sheet?

2. How can you apply the skills and knowledge gained from this homework sheet in a real-world workplace setting?