

## **Class Description:**

High school students need communication skills. Whether they're heading to college before starting a career or planning to go right from high school into the workplace, their success depends on how well they communicate.

Employers often list communication skills as either #1 or #2 on the list of top soft skills they look for in prospective employees. This class teaches students to communicate clearly, effectively, and winsomely.

Through role-playing and scenario-based learning, students practice basic oral and written communication skills and gain poise and confidence. The class includes:

- In-class role-playing exercises to help students think through workplace scenarios in real-time
- Pre-recorded and live interviews with women and men in various careers to share how communication was that added touch that helped them succeed in their respective fields
- Opportunities to give speeches/presentations of various kinds

A few of the specific hard skills covered include:

- Writing clear and concise emails
- Doing a white board presentation
- Giving a slide presentation
- Introducing a speaker
- Giving a short devotional or inspirational speech
- Fielding telephone calls effectively
- Making an elevator pitch
- Participating in a mock college or job interview

Students will learn how to improve their oral communication by focusing on aspects of public speaking such as poise, eye contact, gestures, and pacing.

No matter their current skill level, ALL students can grow in their communication skills and abilities!

This class is recommended for grades 8-12 but would also be a good gap year experience. Due to the limited amount of outside work this class requires, a half-credit should be allotted for completion of the full year. If parents would like to make full credit option out of the class, I can suggest some additional assignments they can complete and grade on their own.