

Workplace Readiness Skill

Professional Competency

Activity Sheet

Skill 18

Reading and Writing

Reading and writing are skills people use and need on a daily basis to function in their community and at their work. Almost every task from texting to driving to cooking requires some reading and writing ability. Most jobs also have requirements that involve reading and writing. Some jobs, like being an author or lawyer, require a lot of reading and writing, but most jobs want employees to be able to read simple texts and write simple sentences.

Description of Reading and Writing

Having reading and writing skills means being able to make sense of words on a page and write or type out thoughts or ideas.

Examples of reading and writing skills:

- Reading and writing texts to family and friends.
- Reading and responding to work emails.

Menu of Activities

These activities are designed to help families discuss and practice reading and writing. Choose one or more activities to complete with your child.

Activity 1: Build Vocabulary and Practice Reading

1. As a family, share how you use reading and writing at work or at home. The tasks don't need to be complicated. Share how you use reading and writing and how it helps get the job done.
2. Learning new words can be fun to use during those times that you write for work or at home. Have each person in the family choose a new word to learn.
 - If you are having a hard time finding words, search [merriam-webster.com](https://www.merriam-webster.com) to find fun new words.
3. Have your child pick a word:
 - a) Write down the definition.
 - b) Make a sentence with the word.
 - c) Share the word with other family members.
 - d) Try to use the word in different ways throughout the week.

Activity 2: Creating a Story

1. Have each family member contribute to a family story.
2. One person starts the story and then each person writes a sentence or paragraph to follow the previous entry.
3. At the end, everyone reads the finished story.
4. To make it silly, pick a topic (going to the movies, eating ice cream, traveling in a car) and have everyone write out a sentence or two to contribute to the story. No peeking at your family member sentences until the end!
5. Put all of the sentences together to create a silly story.

Activity 3: Making a Connection

1. If your child is not yet a reader, use this activity to build skills.
2. With sticky notes or paper and tape, go around the house together and write the names of common household items on the notes, labeling them. Place the sticky note on the item. Practice reading the words for the objects together. Point out if the object is also commonly found at work-sites, like computers, phones, or pens.
3. Keep the labels up and encourage your child to try to read the words when they come into contact with the object.

Reflection

Review the questions with your child and respond together after completing the activities.

- Did this information help your family better understand everyday reading and writing?
- What was easy or hard about learning and practicing this skill?
- Why is this skill important to use at home and at work?
- How do we continue to practice this skill in the home and in the community?
- What additional information or resources do I need to continue to practice this skill?