SCSD Office of Career and Technical Education

Career Ready Practice #4: Communicate clearly, effectively and with reason

Fall 2017

Career Ready Practice #4

Communicate clearly, effectively and with reason

 Communication, and having the ability to communicate clearly, effectively and in a professional manner is one of the most important processes of any project. It takes various teams to move projects through design, development, testing, and production. The teams may be located in different buildings, states, or even different countries. It is also possible that members of a single team may be separated. So, it is important when communicating, to be clear and concise.

In this project, you will be challenged to use your skills of communication to complete the project. You will work with a partner and construct an object, write directions on how to build it, then exchange directions and material with another group and follow their directions to build their object. This will challenge your skills of communication.

**Directions:**

You and your teammate will construct a prototype object out of the materials in your packet. It can be anything. You must use all Legos.

As you build the object, write step-by-step directions on how to build it….and photograph it. When writing your directions use descriptive words and numbers. All abbreviations must be defined either at the beginning or when the abbreviation is first used.

Finally, the teams will take it apart, and trade materials and descriptions and attempt to build a recreation of the prototype object.

At the end, teams may look at each other’s work, comparing the photo of the original prototype object to the recreation.

**Questions for discussion:**

1. What was difficult for each team during the activity?
2. What was easy?
3. What communication, besides only written words and numerals, would have been helpful?
4. How might you have done this differently if you had been able to plan ahead?

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Communication: You Want Me To Build What?

Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Write a description of the prototype object and how to make it. ONLY words and numerals may be used. Symbols and diagrams are NOT allowed. All abbreviations must be defined either at the beginning or when the abbreviation is first used.

Description of Prototype and Building Instructions: