

As Overheard.....

My Favorite Assignment

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The Assignment

- Listen to business conversations outside of the workplace
- Write a one page paper about your observations
- Can be completed as a group or individually

Target Learners

- This activity may be used by any level and any major

Learning Objectives

- Observe various methods of business conversations
- Practice good listening skills
- Gain cultural awareness
- Understand the value of soft skills and hard skills in communication

Evaluating Outcomes/ Grading

Graded as both a written and oral assignment

- Express ideas and facts through writing and through speaking
- Demonstrate critical thinking by synthesizing and analyzing information from various sources and perspectives
- Evaluate the logic, validity and relevance of data using knowledge to generate responses



Grading

Graded as an oral assignment

- Prepared for discussion
- Had valid observation methods
- Demonstrated critical thinking skills in assignment
- Demonstrated good listening skills in assignment

Graded as a written assignment

- Followed directions of assignment
- Submitted a paper with proper grammar and spelling



Why I love this assignment

- Immediate use the material
- Gives real world experience through observation
- Has wonderful discussion potential
- Shows the value of good communication skills