



## “Professional Four-Corners” (12 minutes)

### **Supplies Needed:**

- Large labels reading “In-person,” “Email,” “Text” and “Phone call.” Place one label in each corner of the room.

Give these instructions:

1. For each statement I make, individually decide which method of communication is the most professional and best for the situation.
2. Move to the corner with the correct label for your decision.
3. Statement One: You want to ask your boss for a pay raise after working in the same position for two years.

After all students have moved, discuss their answers and have students share their reasoning. Continue with the other statements, stopping to discuss after each.

4. Statement Two: You are running late for the weekly SkillsUSA meeting.
5. Statement Three: You want to ask your neighbor to buy fruit as part of the SkillsUSA fundraiser.
6. Statement Four: You think your exam was graded wrong and would like the instructor to take another look at the essay.
7. Statement Five: Your co-worker made a great presentation today and you want to congratulate him or her.
8. Statement Six: You have a doctor’s appointment next week and need to let your teachers know you will be missing classes.

Answers will vary, and there is not always one correct answer. Suggested answers include: (1) In person; (2) Text or phone call; (3) In-person or phone call; (4) In-person or email; (5) All methods; (6) In-person or email. Facilitate a discussion by asking questions including:

- Which methods of communication do you personally prefer and why?
- When in doubt, what is the best method?
- Which communication methods are the most casual?
- Can we be too casual in our communication with family or friends?
- Which methods are the best to use with someone we do not know well?
- What are potential problems with text messages? Emails?
- When do we communicate with teammates in school? SkillsUSA? In the workplace?
- When do we communicate with supervisors in school? SkillsUSA? In the workplace?
- When do we communicate with customers in the workplace?
- Why is it important to communicate professionally?



If you and your students enjoyed this exercise, additional activities covering all Essential Elements are available in SkillsUSA Ignite. <https://www.skillsusastore.net/ignite.html>