

Effective Communication Skills for Working in Care

Module 6 - Session Plan

Reading Comprehension

Group:	
Teacher:	
Location:	

Aims

- To gain confidence in reading for meaning
- To complete a practice test

Outcomes

Participants will have:

- An opportunity to develop skills in reading comprehension
- An opportunity to do a practice test at an appropriate level

Activity and time Teacher activity		Learner activity	
Introduction 10 mins	 Show module 6 presentation slides 1-3 and outline aims and objectives Review reading strategies from Module 5 	Listen, read and respond SLlr/L2.1	
Reading for meaning 45 mins	 Activity 1 Reading comprehension Using the reading strategies of skimming, scanning and detailed reading complete the activity Feedback and discuss answers 	 Listen, read and respond Completing Activity 1 Feedback to group Rt/L2.1, 2.3, 2.7 	



Activity and time	Teacher activity	Learner activity
Word bank 10 mins	Activity 2: Ask participants to look at glossary of words related to social care from module 2. ask them to Identify words that present them with particular difficulty then identify an appropriate strategy for learning them including the Conduct look, learn, cover approach	Read and comprehend next page of Glossary. Short spelling strategy including look, learn cover approach – any difficult words into notebook. Ww/L2
Study Skills Checklist 15 mins	 Activity 3 Introduce and discuss Checklists of exam tips. Introduce Handout 1 Preparation for the test 	 Listen and respond Complete Activity 2 Study Skills Checklist SLIr/L2.1
Break 20 mins		
Practice Test 60 mins	 Introduce Activity 4: Test practice Distribute a practice test paper from File 3 of the National Test Toolkit Support and encourage participants doing practice test 	 Reading and writing Answering practice test questions
Journal and Evaluation Recap and close 20 mins	 Ask participants to complete journal Conduct evaluation using Move On standard form. Listen to feedback. 	Group discussion about evaluation Complete journal and evaluation form



Resources/aids

- Module 6 presentation
- Practice Tests: File 3 National Test tool kit available from DFES Publications Ref NTT/PT04 tel: 0845 60 222 60
- Journal
- Evaluation forms
- Supplementary activites/materials to support identified needs.



Effective Communication Skills for Working in Care Module 6 Activity Summary And Guidance

Activity 1 – Reading Comprehension

The aim of this activity is to gain confidence in reading for meaning. Using the techniques covered in Module 3, participants use the example 'Contract of Employment' to answer set questions. Go through the answers, making sure that each participant is confident in the answer. Establish links between applying effective reading strategies and answering test questions correctly.

Activity 2– Word Bank

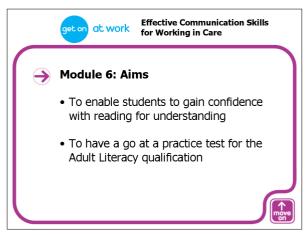
This activity uses the handout from Module 2 ,a comprehensive list of words which will commonly occur in a social care setting. Daunting, when taken as a whole, this activity gives participants an opportunity to break the list down into manageable sections and apply appropriate spelling strategies including the look. learn cover approach to words that present them with particular difficulty.

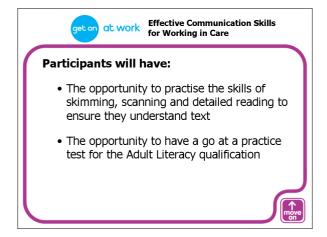
Activity 3 and Activity 4– Exam preparation and test practice

Ask participants to compete Activity 1: Checklist of exam tips. It is important to keep this activity as light hearted as possible, because some or all of them will have negative experiences of tests and examinations from the past. When they have finished, go through their answers, using every opportunity to diffuse anxiety and respond positively to difficulties raised. Go through the preparation for the test Handout 1 before break to support and encourage participants to complete the post break activity -Activity 4 a practice test In Adult Literacy.











ACTIVITY 1: Reading Comprehension

CONTRACT OF EMPLOYMENT Name:		
Position: Date Of Commencement:		
Hourly Rate Of Pay: Hours Of Duty:	on a rota basis	
	yees are given a written Description which MUST be read and of this Contract. Acceptance of this Contract is acceptance of	
	g the completion of the Induction and Probation period. When rmed, four weeks' notice, in writing, will be required.	
circumstances you will receive	our basic rate. If you leave your employment under normal payment in lieu of any holiday earned but not taken in the n taken in excess of entitlement to the date of leaving, the our final payment of wages.	
injury a self-certificate must be Medical certificates must be pro	ENCE: If you are absent from work because of sickness or completed in respect of absences of seven days or less. Evided to cover all absence from the 8th day on. You will not be beence. You will be paid in accordance with the Statutory Pay	
MEALS AND BREAKS: Include and drink are provided by the H	ed in duty hours are break and meal times. Appropriate food dome should you require it.	
duty. It is the responsibility of E	the discretion of the Proprietor and should be worn only on imployees to repair and launder their own uniform and only to can it be renewed or replaced.	
SMOKING: Smoking is only pe areas.	rmissible during break times and only in the designated	
GIFTS: The practice of the Horgratuities IS NOT PERMITTED. Proprietor only.	me is to decline ALL gifts from residents and the acceptance of . Acceptance of small token gifts will be at the discretion of the	
be asked and expected to atter	s in 'ongoing' training and attendance of courses. Employees will not such appropriate training/venues as required by the it involved, apportioned contribution will be negotiated between	
I acknowledge receipt of my St confirm that I have read and un	atement of Main Terms and Conditions of Employment and iderstood it.	
D - 4 -		



Read the Contract of Employment on the previous page and then answer the following questions:

1. V	What does "Acceptance of this Contract" mean?	
2. V	What do you have to do if you are sick?	
3. V	What should you do if a resident offers you a gift?	
4. V	What are you expected to do about training and who will pay for it?	
5. V	What will happen if you leave the job and are owed holiday time?	



ACTIVITY 3: CHECKLIST OF EXAM TIPS

Taking an exam

Think about the suggestions you could make.

When I take an exam, I	What could you do to avoid this?
stay up until 4 a.m. the night before memorising my notes.	
worry that I'll fail.	
don't listen to the instructions on how to complete the answer sheet or online answer screen.	
give up if I don't understand the questions.	
read the question quickly and then find out later that I misunderstood it.	
read the question quickly and mark the answer that seems about OK.	
work through the questions in order.	
spend a long time on the first questions.	
run out of time.	
forget everything l've learnt and answer just using common sense.	



HANDOUT 1

Preparation for test

Apply appropriate reading strategies to each piece of text.

Skim text first to get a general idea of the content. Read the questions carefully. Skim to find headings / sections. Scan for particular details. Read carefully for close detail.

Read the question and four possible answers carefully. Identify key words that will help you locate the correct part of the text, or give you clues to find the answer. Note words that are in **bold** or <u>underlined</u> – they are important.

Note questions that ask you what the purpose of the text is or what is the writer's intention. Ask yourself: Why did the author put pen to paper? What was the author's main reason for writing – to persuade, to give information, to give instructions, to describe, etc?

Vocabulary questions, e.g. 'Replace the word on line 5 with one of the following without losing original meaning.' Put your choice of word back in the text to check sense and meaning.

Spelling questions, e.g. 'There is a spelling error on line ...' Look out for misuse of homophones, e.g. there/their, where/were. Look out for double letters, e.g. access, attraction, application – sometimes the second letter is omitted.

Punctuation questions. Remember to read the question marks to check for appropriate use and meaning. Look out for apostrophes! Remember, *it's* means it is or *it has*.

Keep an eye on the time. You have one hour to answer 40 questions. Try to give yourself some time to check your answers.

Remember to use the marking sheet to record your answers, not the question paper!

Good luck!



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PROGRAMME JOURNAL

Programme:
Module(s):
Date :
Venue:
What have vou learned from this training session?
How have you used the skills you have learned in work related activities?