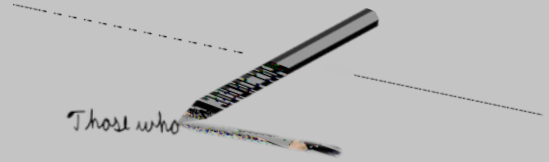


# Communication Starters and 'Enders'



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# Welcome to the pack

Helping people develop their confidence in English language and literacy is something that everyone can contribute to. The Education and Training Foundation has produced some cards showing short (5 - 10m) activities that you can use at the start or end of prison workshops, training or education sessions. Doing the activities on these cards will help people to develop confidence and abilities to communicate effectively. This is particularly important for employability, or the communication practices people need to take part in to seek and keep work and navigate their lives and learning.

You will find the following in this set:

- Toolbox - listing some resources that will be useful
- Communication abilities valued by employers
- English Development: Guiding Principles
- Mapping of Principles to activities
- Activity cards (1 - 12)

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# Toolbox

You'll need the following resources in your communication 'toolbox':

<p>Scrap paper</p> 	<p>Useless/ broken items</p> 	<p>Trade magazines</p> 
<p>Pencils/ pens</p> 	<p>Pictures of things relevant to the work/ training you do</p> 	<p>Dictionary</p> 
<p>Letter tiles (e.g. from Scrabble/ Bananagrams)</p> 	<p>Dice</p> 	<p>(Just people talking)</p> 

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# Communication abilities valued by employers

Research by the University of Kent<sup>1</sup> has identified the top ten employability skills:

1. Verbal communication
2. Teamwork
3. Commercial awareness
4. Analysing and investigating
5. Self-motivation
6. Drive
7. Written communication
8. Planning and organising
9. Flexibility
10. Time management

Good verbal communication sits at the top of this list because: "Almost every job will involve talking to colleagues or customers at some point and employees should be able to express themselves clearly, confidently and concisely, tailoring their style to their audience. Communication is not all about talking, the best employees will be able to listen to what people are saying, process it and act on it."

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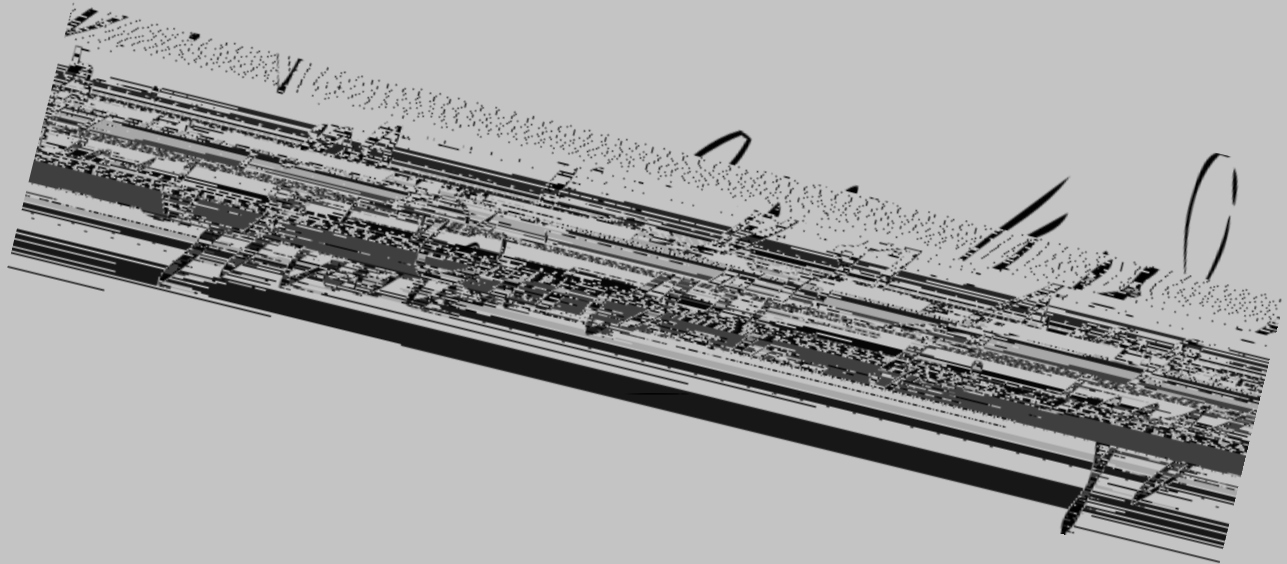
<sup>1</sup> [www.kent.ac.uk/careers/sk/top-ten-skills.htm](http://www.kent.ac.uk/careers/sk/top-ten-skills.htm)





**Mapping of the principles to activities on cards:**

# Activity 1 - What's in a name?



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### English Development Principles

3: English development should begin with people's own communication needs and practices. This is partly because need something to 'hang' new learning onto. It is also because it is motivating and respectful to build on what people can, want and need to do in their lives.

4: English development depends on the inner need of a person to 'say something'. Therefore, language use is a form of identity. This means that language finds its purpose and is motivating for learners when they are fully engaged with the outcome.



## Activity 2 - Drawing

1

## Activity

Split the group into pairs (you may need to be the other half of one pair if you have odd numbers).  
Give one person in each pair a picture and ask them to sit back to back with their partner.

Version 1 - the person with the picture describes it, without saying what it is and the other draws.

Version 2 - the person who is drawing can ask 'yes', 'no' questions only to identify what they need to draw.

## You will need...



## English Development Principles

5: Language enables expression of thoughts and feeling and empowers people to deal with a range of situations and make appropriate choices.

6: English is a tool we use to navigate our lives, including work and study. This means we need to develop language practices as part of learning new work and life skills.'

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## Activity 3 - Words in the dictionary



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Activity

You will need...

### English Development Principles

1: All varieties of the English language are valid in the appropriate setting and circumstances. This means that knowing your purpose and audience and instinctively switching codes (e.g. between written and spoken forms) are important skills.

7: Language is dynamic, in a constant state of flux and we are always learning.'

## Activity 4 - What's the question?

.....

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## Activity

What's the question? Start the group off by giving them an answer, e.g. 'tuna salad' and asking them what the question could be (i.e. 'What's for lunch today?'). Repeat this a couple of times and then ask people to continue in pairs/ threes.

You will need...



## English Development Principles

5: Language enables expression of thoughts and feeling and empowers people to deal with a range of situations and make appropriate choices.

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## Activity 5 - Asking about work



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English Development Principles



## Activity 6 - Hangman'

English Development Principles

# Activity 7 - Tweeting



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## Activity 8 - Trade magazines





Activity

You will need...

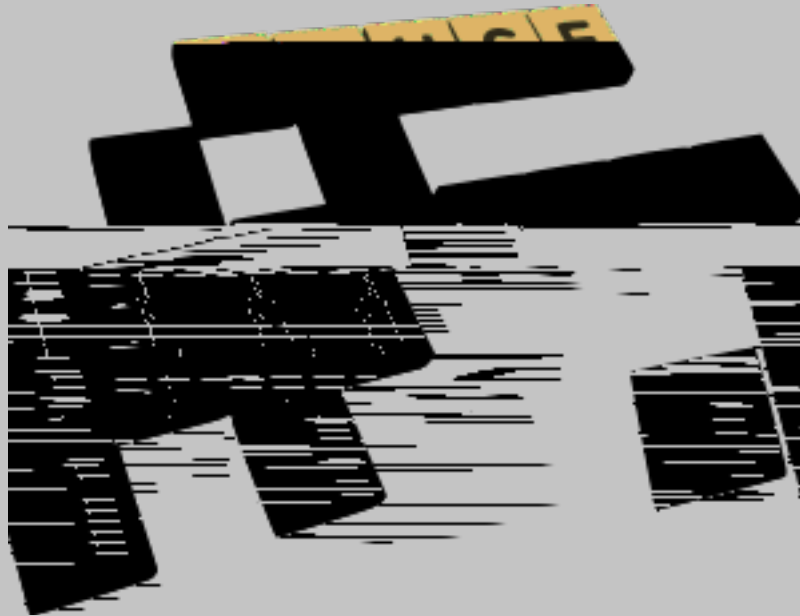
### English Development Principles

5: Language enables expression of thoughts and feelings and empowers people to deal with a range of situations and make appropriate choices. This means that people must be able to select appropriate language for their purpose and must also listen to other people's responses and learn from them.

6: English is a tool we use to navigate our lives, including work and study. This means we need to develop language practices as part of learning new work and life skills.'



# Activity 10 - Scrambled letters



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English Development Principles

# Activity 11 - Roll the dice'



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## Activity

You will  
need...

You will need two dice for this task. Allocate a question word for each number on the first dice and a topic for the second, e.g. as follows

- 1 = Who
- 2 = Why
- 3 = Where

## English Development Principles

5: Language enables expression of thoughts and feelings and empowers people to deal with a range of situations and make appropriate choices. This means that people must be able to select appropriate language for their purpose and must also listen to other people's responses and learn from them.'

## Activity 12 - Word searches and crosswords

