

Text Talk

Summary: Your child will learn and understand the importance of professional communication

Age Group: Grades 6th through 8th

Materials: paper and writing utensil or tablet/laptop

Instructions:

Texting has become an increasingly common way of communicating among bosses and coworkers, even when a job requires you to have your phone off during all or most of your working hours. Talk with your child about how texts to bosses/supervisors or coworkers differ from texts to friends. Think about the use of punctuation, grammar, acronyms, etc. while having this discussion. Professional communication, even over text, should include proper capitalization and punctuation, proper spelling and grammar, and no abbreviations, acronyms, or emojis. Keeping these guidelines in mind, have your child complete the following activity. They will be given a message. Have them compose a text that gets that message across to a friend, then to a coworker. Once your child has completed this, discuss the messages they composed. Is there anything that should be changed? Talk with your child about how you communicate to your coworkers.

1. **Scenario:** You've just remembered that tomorrow is Election Day. You need to know how your school/work schedule might be affected.

Message to friend:

Message to coworker/supervisor:

2. **Scenario:** Your friend/supervisor asks you to bring a picture of a grandparent for a special photo collage being designed for a wall at school/work.

Message to friend:

Message to coworker/supervisor:

3. **Scenario:** A friend/coworker needs to leave early and asks you to babysit for a younger sibling/fill in at work.

Message to friend:

Message to coworker/supervisor:

Extension: Challenge your child to have a professional text conversation with a friend or family member on the topic of their choice. Even if the friend or family member is not following professional communication guidelines, ensure your child continues to do so.

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