
SOFT SKILLS **LESSONS & ASSESSMENT** **RUBRICS BUNDLE**

Grades 6–12 | Career Readiness | 5 Standalone Lessons

Communication • Teamwork • Time Management • Problem-Solving •
Adaptability

A Premium Career Readiness Resource

Teacher Implementation Notes

Why Teach Soft Skills?

While technical skills get the interview, soft skills keep the job and drive promotions. Employers consistently rank Communication, Teamwork, Time Management, Problem-Solving, and Adaptability as the top attributes they look for in new hires. Yet, these skills are rarely explicitly taught in standard curricula.

How to Use This Bundle

This bundle contains 5 standalone lessons. You can teach them sequentially over a 1-2 week career readiness unit, or pull individual lessons to address specific classroom dynamics (e.g., teaching Teamwork before a major group project).

- **Lesson Structure:** Each lesson follows a gradual release model (I Do, We Do, You Do) and is designed for a 45-60 minute class period.
- **Scenario Activities:** The heart of this resource. These realistic workplace scenarios require students to actively practice the skill, not just read about it.
- **Assessment Rubrics:** Use the provided rubrics to assess student performance during the role-plays. Have peers use them for feedback as well!
- **Reflection Journals:** Metacognition is key. Have students complete the journal pages for homework or as a closing activity to internalize their growth.

Lesson 1: Communication

LESSON 1: COMMUNICATION	Duration: 45-60 mins
Objective:	Students will differentiate between passive, aggressive, and assertive communication, and practice active listening techniques.
Essential Question:	Why is 'how' you say something just as important as 'what' you say?
Warm-Up (5-7 mins):	Play a round of 'Telephone' to demonstrate how easily messages get distorted. Discuss the real-world consequences of miscommunication.
Direct Instruction (15 mins):	Define and provide examples of Passive, Aggressive, and Assertive communication. Introduce Active Listening (eye contact, paraphrasing, clarifying).
Guided Practice (15 mins):	Read the scenario context as a class. Identify the passive/aggressive responses and rewrite them assertively together.
Independent Practice (15 mins):	Students complete the Scenario Activity in pairs, practicing their assertive responses via role-play.
Closure (5 mins):	Exit Ticket: Write one assertive phrase you can use the next time you disagree with a peer.

Scenario Activity: The Misinterpreted Memo

Context:

You are working on a group project. One team member, Alex, hasn't completed their portion of the research, delaying the rest of the group. Another team member, Sam, sends Alex an aggressive text message: 'You are ruining our project! Do your work or we're telling the teacher!' Alex shuts down and stops replying altogether.

Part 1: Analyze

How did Sam's communication style (aggressive) affect the outcome? How did Alex respond (passive)?

Part 2: Action Plan

Draft an assertive text message that Sam could have sent instead to address the issue professionally while maintaining team morale.

Part 3: Role-Play / Application

With a partner, role-play a face-to-face conversation between Sam and Alex using active listening and assertive communication to solve the problem.

Assessment Rubric: Communication

Active Listening	Consistently makes eye contact, paraphrases, and asks clarifying questions without interrupting.	Mostly listens well; occasionally interrupts or forgets to paraphrase.	Struggles to listen without interrupting; rarely paraphrases.	Does not listen; interrupts frequently; ignores speaker.
Clarity	Speaks clearly, gets to the point, and organizes thoughts logically.	Mostly clear, but occasionally rambles or leaves out key details.	Unclear or disorganized; audience struggles to understand.	Cannot convey the message; no clear structure.
Tone	Assertive, professional tone; confident and open body language.	Generally appropriate tone; closed or nervous body language.	Passive or aggressive tone; distracting body language.	Highly aggressive or completely withdrawn; inappropriate.
Resolution	Navigates disagreement respectfully, seeking a win-win solution.	Attempts to resolve conflict but may avoid the core issue.	Avoids conflict or escalates it; struggles to find common ground.	Creates or worsens conflict; unable to discuss calmly.

Teacher Assessment	Score	Notes
Communication Scenario Role-Play	___ / 16	
Communication Reflection Journal	■ Complete ■ Incomplete	

Reflection Journal: Communication

Think of a time you were misunderstood. How did it feel, and what was the result?

Which communication style (passive, aggressive, assertive) do you use most often? Why?

What is one specific active listening skill you will practice today?

Assessment Rubric: Adaptability

Cognitive Flex.	Quickly shifts thinking to accommodate new rules without frustration.	Adjusts thinking eventually, but takes time to process the change.	Struggles to shift focus; keeps trying to use the old rules.	Refuses to accept the new parameters; insists on old ways.
Emotion Reg.	Remains calm and professional under pressure; uses stress management.	Shows mild frustration but recovers quickly and continues working.	Visibly stressed or anxious; requires significant support.	Overwhelmed by change; shuts down, panics, or acts out.
Resilience	Views the change as a new challenge rather than a setback; maintains effort.	Maintains effort but shows disappointment or reduced motivation.	Effort drops significantly when the original plan is disrupted.	Gives up or produces minimal work after the change.
Adjust Speed	Immediately begins formulating a new plan; highly proactive.	Begins adjusting within a few minutes with minor prompts.	Slow to adjust; waits for instructions on what to do next.	Cannot adjust within the timeframe; remains stuck.

Teacher Assessment	Score	Notes
Adaptability Scenario Role-Play	___ / 16	
Adaptability Reflection Journal	■ Complete ■ Incomplete	

Reflection Journal: Adaptability

How do you physically feel when your plans suddenly change? What is your gut reaction?

Explain a time when a sudden change actually led to a better outcome than you originally planned.

Why is adaptability considered one of the most sought-after skills by employers today?
