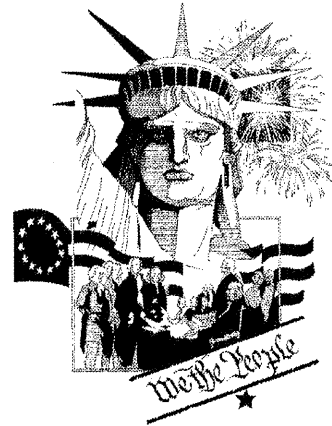


FOLLOWING WRITTEN DIRECTIONS

- From taking a test to baking a cake, careful attention to directions can make a big difference in the outcome! Before beginning a task, always read directions completely—from beginning to end.

**A.** Read and follow the directions for this quiz.**QUIZ DIRECTIONS:**

- Write your answers *under* the lines.
- Answer *only* questions number *one, three, and five*.

1. What is your name? _____
2. What is your favorite television program?

3. At what time will an alarm set for 7:00 A.M. ring? _____
4. How many times does a clock strike at midnight? _____
5. What event do Americans celebrate on July 4?

6. Who wrote *The Autobiography of Benjamin Franklin*?

B. Study *all* the following directions. Read everything to the bottom of the sheet *before* you begin this activity. Write answers upside down on the back of this sheet.

1. In what city is the Brooklyn Bridge?
2. How many fingers are on your left hand?
3. How many questions are on this test?
4. Which president does the Lincoln Memorial honor?
5. What is the sum of 6, 7, 8, and 9?

Do not answer the questions above. Write only your name on the back of this sheet.



FOLLOWING SPOKEN DIRECTIONS

- ▶ Many times you must follow spoken directions. Before you begin any task, listen carefully to *all* directions. Don't stop listening until the speaker has stopped talking. If you don't understand what you have heard, ask questions.

Simon says, "Put your left hand up."



- A.** Pair up with a classmate. One partner will read the following directions aloud. The other partner will follow them.

DIRECTIONS TO THE LISTENER:

Follow the oral directions for each item. Do not ask questions or ask the speaker to repeat anything. Turn this sheet over now. Write your responses on the back.

DIRECTIONS TO THE SPEAKER:

Read each of these items aloud once. Give your partner time to do as directed. Do not answer questions.

1. Write your name, first name first, in the upper left-hand corner. Leave off the last letter of your last name.
2. Write today's date in numbers, using dashes between the numbers.
3. Write the number of an hour when both hands of the clock are in the same spot.
4. Write the numbers 5, 10, 15, 12, and 20, and circle the largest number.
5. If you circled 12, draw a circle. If not, draw a star.
6. What is the sum of $4 + 2$? Write an incorrect answer.

- B.** Review the results of *Part A*. Then answer these questions on the back of this sheet.

1. How many directions did the listener respond to exactly as directed?
2. How many directions did the listener complete incorrectly?
3. What could the speaker have done to improve communication?
4. What could the listener have done to improve his or her results?
5. Would the results have been different if the listener had asked questions? If so, why?