Skill 33: Pay Attention to Detail

Students will be able to (SWBAT):
1. Define the skill *Pay Attention to Detail* and identify why the skill is important.
2. Develop a plan to improve their own proficiency in the skill *Pay Attention to Detail*.

Provided Materials: Skill 33: *Pay Attention to Detail* – Development Plan

Skill Definition: *Pay Attention to Detail* means being precise and accurate in answering questions, making decisions, and creating documents, records, and projects.

Warm Up Brainstorm (5-10 minutes): Write the provided skill definition on the board for students to copy in their notes and ask the class to identify why they think this skill is important. Ask them if they can think of any situations when paying attention to detail is NOT important.

Guided Activity (20-25 minutes): Students should complete the provided worksheet, Skill 33: *Pay Attention to Detail* – Classroom Quiz and flip their papers over when they are done. Students who did anything other than #3 did not pay attention to the details in the directions. By reading the entire document first, as stated in the directions, students should have known they only needed to complete #3. When everyone is finished and this point has been made, ask students what the consequences were for students who did not pay attention to the details: they wasted their time and did not get a perfect grade on the quiz. Then ask students to identify the possible consequences of not paying attention to details in these circumstances, to highlight the fact that paying attention to details is important in all areas of life:
- You do not notice that the girl at the grocery store just gave you completely incorrect change.
- You didn’t double-check your work on your math test.
- You are a lawyer and sent a memo to a client that was not proofread.
- You are applying for a summer internship at the local newspaper and did not proofread your resume or cover letter.
- You are a doctor and did not confirm the patient’s blood type before going in for a major surgery and blood transfusion.

Independent Practice (5-10 minutes): Students complete the Skill 33: *Pay Attention to Detail* – Development Plan.

Evaluation: Assess the quality of the plans completed by the students and provide feedback using Part Three of this manual; compare to the responses they gave for Skill 33 in their initial Student Skills Assessment.

Extension Activities:
- Provide students with many opportunities to pay attention to detail by only giving directions once and strongly penalizing them for small mistakes like spelling, grammar and punctuation on class assignments.
Skill 33: Pay Attention to Detail – Classroom Quiz

Name: ___________________________  Date: _______________________

Directions: Complete this quiz on a separate piece of paper but first carefully read the entire quiz before you proceed. Turn your paper over on your desk when you are finished.

1. Write yesterday’s date in the top right hand corner of your quiz paper.

2. Write the answer to the following multiplication problem underneath the date on your quiz paper: $6 \times 2 = ?$

3. Write the name of the day of the week that begins with the letter “W” in the top left hand corner of your quiz paper.

4. Add 15 to the answer you got in part #2, and write this new total directly underneath your answer for part #3.

5. In the lower left hand corner of your quiz paper, write the name of your favorite movie.

6. Just above your answer to part #5, write, "This quiz is very easy."

7. In the lower right hand corner of your quiz paper, draw a rectangle and inside the rectangle draw a heart. The size of these drawings is not important.

8. Directly above your answer to part #7, write the name of the lead actor in the film you picked for answer #5.


10. To get a perfect score on this exam, only complete problem #3.

11. The name of the first president of the United States is George Washington. He was president from 1789 until 1797. Add the 2 dates together.

12. You should not be reading the end of the exam before the beginning of the exam, but now that you are here, you have just wasted some of the time you may need to complete the test.
Skill 33: Pay Attention to Detail – Development Plan

Name: ____________________________  Date: ____________________________

**Directions:** Give yourself a rating of 1, 2, 3, or 4 in this skill, with 1 indicating poor proficiency and 4 indicating excellence in the skill. Provide evidence for your rating.

Rating: _____

Evidence:

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Where do you want to be in six months and how will you measure your progress?

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List academic and non-academic activities to help you achieve your goal in six months, using the back of this page if necessary. Each activity should be a specific academic experience, class, community service project, extra-curricular activity, internship or job. List them in order from the most important to the least important.

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