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| **SCHOOL NAME: Westbury HS** | **Teacher Name: Mayo** | **Subject**: Professional Communication |
| [**Course**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** Professional Communications | **Cycle**: 3 Wk 2 | **GRADE LEVEL:** 9-12 | **Title: Resume Writing & Interviewing** |
| [**L.P. Chart**](Support%20Files/The%20Transactional%20Model%20Aligned%20with%20CSI.doc) | [**Lesson Plan Tips**](Support%20Files/Project%20PYRAMID%20LESSON%20PLAN%20PROCESS.ppt) | [**(6 Week. Focus)**](Support%20Files/Curriculum%20Year%20at%20a%20Glance) | [**Vertical-Alignment**](Support%20Files/Vertical%20Alignment) | [**HAPG**](Support%20Files/HAPG) | [**Modifications**](Support%20Files/Modifications) |
| **Week of:****11/24-25/2014** | [**OVERVIEW**](OVERVIEW%20of%20Lesson%20Planning.doc) | [**EXPLANATION**](The%20Transactional%20Model%20Aligned%20with%20CSI.doc) | **PRACTICE** | **ASSESSMENTS** |
| [**ENGAGE**](Support%20Files/5%20E%20Model/Engage%20Slide.ppt) | [**EXPLORE**](Support%20Files/5%20E%20Model/Explore%20Slide.ppt) | [**EXPLAIN**](Support%20Files/5%20E%20Model/Explain%20Slide.ppt) | [**ELABORATE**](Support%20Files/5%20E%20Model/ELABORATE%20Slide.ppt) | [**EVALUATE**](Support%20Files/5%20E%20Model/Evaluate%20slide.ppt) |

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| **Monday****11/24/2014****EVEN Day** | [TEKS](http://www.tea.state.tx.us/index2.aspx?id=6148):§110.58. Communication Applications (1) A, E, F, G, H, I, J, K.; (2) A-I; (3) F, G; (4) A, I. | **Do Now – 10Min****(Stamp Sheet)**Check for rough draft of Job Objective. | **Direct Instruction – 30 Min** Open / Teacher led discussion. Student Note Taking. | **Guided Practice**Students will answer & discuss the scaffolding questions while recording responses from the class.Teacher assisted job objective constructive. | **Tests/Quiz**Student Participation. |
| **Learning Target****SW:** Begin to discuss chapter 8 of text: Interviewing for a Job & Resume Writing.**SW:** Begin to develop the elements for a Professional Resume starting with Objective.**SW:** Begin to construct their resume using the Resume Packet. | **Scaffolding Questions**What kind of information should go on a resume?Why is a job objective important?Why is it important to list the specific job duties? | **Differentiated Strategies**Use of text, power point, & student question responses for notes during discussion. | **Independent Practice – 30 Min**Discuss list of jobs, or areas of responsibility you have had.Student Note Taking. | **Resources**Curriculum, Textbook, Power point presentation, student homework responses, Teacher materials. |
| **Lesson /Academic Vocabulary**Social Comm., professional comm.., protocol, tact, aggressive tone, nonassertive tone, assertive tone, people skills, informal, standard, & technical language, prospective, etiquette, brash, reprimand, attire, tolerance, & open-minded. **Chapter 8:** Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps**Resume Construction Template | **Homework**Complete a resume rough draft using the resume packet; and using the sample resume as a guide. | **Accommodations**Oral Instructions, ShortenedAssignments, Guided Practiceand One on One instruction, Extended Time and Verbal Instructions..  |

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| **Thursday****11/25/2014****ODD Day** | [TEKS](http://www.tea.state.tx.us/index2.aspx?id=6148):§110.58. Communication Applications (1) A, E, F, G, H, I, J, K.; (2) A-I; (3) F, G; (4) A, I. | **Do Now – 10Min****(Stamp Sheet)**Check for rough draft of Job Objective. | **Direct Instruction – 30 Min**Open / Teacher led discussion. Student Note Taking. | **Guided Practice**Students will answer & discuss the scaffolding questions while recording responses from the class.Teacher assisted job objective constructive. | **Tests/Quiz**Student Participation. |
| **Learning Target****SW:** Begin to discuss chapter 8 of text: Interviewing for a Job & Resume Writing.**SW:** Begin to develop the elements for a Professional Resume starting with Objective.**SW:** Begin to construct their resume using the Resume Packet. | **Scaffolding Questions**What kind of information should go on a resume?Why is a job objective important?Why is it important to list the specific job duties? | **Differentiated Strategies**Use of text, power point, & student question responses for notes during discussion. | **Independent Practice – 30 Min**Discuss list of jobs, or areas of responsibility you have had.Student Note Taking. | **Resources**Curriculum, Textbook, Power point presentation, student homework responses, Teacher materials. |
| **Lesson /Academic Vocabulary**Social Comm., professional comm.., protocol, tact, aggressive tone, nonassertive tone, assertive tone, people skills, informal, standard, & technical language, prospective, etiquette, brash, reprimand, attire, tolerance, & open-minded. **Chapter 8:** Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps**Resume Construction Template | **Re-Teach / Wrap Up****Homework – 20 Min**  | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,**  **Extended Time and Verbal**  **Instructions..**  |