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| **SCHOOL NAME: Westbury HS** | **Teacher Name: Mayo** | **Subject**: Professional Communications |
| [**Course**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** Professional Communications | **Cycle**: 3 – Wk 4 | **GRADE LEVEL:** 9-12 | **Title: Resume Writing & Interviewing** |
| [**L.P. Chart**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CThe%20Transactional%20Model%20Aligned%20with%20CSI.doc) | [**Lesson Plan Tips**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CProject%20PYRAMID%20LESSON%20PLAN%20PROCESS.ppt) | [**(6 Week. Focus)**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CCurriculum%20Year%20at%20a%20Glance) | [**Vertical-Alignment**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CVertical%20Alignment) | [**HAPG**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CHAPG) | [**Modifications**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5CModifications) |
| **Week of:****12/1-5/2014** | [**OVERVIEW**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5COVERVIEW%20of%20Lesson%20Planning.doc) | [**EXPLANATION**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CThe%20Transactional%20Model%20Aligned%20with%20CSI.doc) | **PRACTICE** | **ASSESSMENTS** |
| [**ENGAGE**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5C5%20E%20Model%5CEngage%20Slide.ppt) | [**EXPLORE**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5C5%20E%20Model%5CExplore%20Slide.ppt) | [**EXPLAIN**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5C5%20E%20Model%5CExplain%20Slide.ppt) | [**ELABORATE**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5C5%20E%20Model%5CELABORATE%20Slide.ppt) | [**EVALUATE**](file:///C%3A%5CUsers%5CMayo%5CDocuments%5CSupport%20Files%5C5%20E%20Model%5CEvaluate%20slide.ppt) |

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| **Monday****12/01/2014** **EVEN Day** | [**TEKS**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** §110.58. Communication Applications 1b, 1d, 1e, 1f, 2a, 2c, 2d, 2f, 2g | **Do Now – 10 Min****(Stamp Sheet)**Discuss resume construction questions.Clear Communication W/S | **Direct Instruction – 30 Min**Open - Student / Teacher one on one assistance. | **Guided Practice**Teacher one on one with students to construct rough draft resumes.  | **Tests/Quiz**Chapter 8 Vocabulary QuizStudent Participation. |
| **Learning Target****SW:** Continue to construct a rough draft of their professional resume.**SW:** Continue to construct a professional reference page.**SW:** Discuss How to properly fill out a job Application.  | **Scaffolding Questions**Is there any limited amount of information that is put on a resume?  | **Differentiated Strategies**Use of handout as a guide for resume construction. Teacher led Resume Objective construction.Show past student’s resumes. | **Independent Practice – 30 Min**Using Resume packet, gather information for personal resume.Construct individual resume rough draft. | **Resources**Curriculum, Textbook, Power point presentation, Teacher Materials, student rough draft resumes.**Computer laptops** |
| **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:** Career Objective, Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological.  | **Thinking Maps** | **Re-Teach / Wrap up****Homeworkv-20 Min**Continue to construct rough draft for final draft of resume and reference page.Complete practice application.**Final draft Due: December 8th & 9th.** | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,**  **Extended Time and Verbal**  **Instructions..** |

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| **Tuesday****12/02/2014****ODD Day** | [**TEKS**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** §110.58. Communication Applications 1b, 1d, 1e, 1f, 2a, 2c, 2d, 2f, 2g | **Do Now – 10 Min****(Stamp Sheet)**Discuss resume construction questions.Clear Communication W/S | **Direct Instruction – 30 Min**Open - Student / Teacher one on one assistance. | **Guided Practice**Teacher one on one with students to construct rough draft resumes. | **Tests/Quiz**Chapter 8 Vocabulary QuizStudent Participation. |
| **Learning Target****SW:** Continue to construct a rough draft of their professional resume.**SW:** Continue to construct a professional reference page.**SW:** Discuss How to properly fill out a job Application. | **Scaffolding Questions** Is there any limited amount of information that is put on a resume? | **Differentiated Strategies**.Use of handout as a guide for resume construction. Teacher led Resume Objective construction.Show past student’s resumes. |  **Independent Practice – 30 Min**Using Resume packet, gather information for personal resume.Construct individual resume rough draft. | **Resources** Curriculum, Textbook, Power point presentation, Teacher Materials, student rough draft resumes.**Computer laptops** |
| **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:** Career Objective, Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps** | **Re-Teach / Wrap up****Homeworkv-20 Min**Continue to construct rough draft for final draft of resume and reference page.Complete practice application.**Final draft Due: December 8th & 9th.** | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,** **Extended Time and Verbal**  **Instructions.** |

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| **Wednesday****12/03/2014** **EVEN Day** | [**TEKS**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** §110.58. Communication Applications 1b, 1d, 1e, 1f, 2a, 2c, 2d, 2f, 2g | **Do Now – 10 Min****(Stamp Sheet)**Discuss resume construction questions.Discuss practice application. | **Direct Instruction – 30 Min**Open - Student / Teacher one on one assistance. | **Guided Practice**Teacher one on one with students to construct rough draft resumes. | **Tests/Quiz**Student Participation. |
| **Learning Target****SW:** Continue to construct a rough draft of their professional resume.**SW:** Continue to construct a professional reference page.**SW:** Discuss How to properly fill out a job Application. | **Scaffolding Questions**Is there any limited amount of information that is put on a resume?  | **Differentiated Strategies**Use of handout as a guide for resume construction. Show past student’s resumes. | **Independent Practice – 30 Min**Using Resume packet, gather information for personal resume.Construct individual resume rough draft. | **Resources**Curriculum, Textbook, Power point presentation, Teacher Materials, student rough draft resumes.**Computer laptops** |
| **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:** Career Objective, Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps** | **Re-Teach / Wrap up****Homeworkv-20 Min**Continue to construct rough draft for final draft of resume and reference page.Complete practice application.**Final draft Due: December 8th & 9th.** | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,** **Extended Time and Verbal**  **Instructions.** |

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| **Thursday****12/04/2014** **ODD Day** | [**TEKS**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** §110.58. Communication Applications 1b, 1d, 1e, 1f, 2a, 2c, 2d, 2f, 2g | **Do Now – 10 Min****(Stamp Sheet)**Discuss resume construction questions.Discuss practice application. | **Direct Instruction – 30 Min**Open - Student / Teacher one on one assistance. | **Guided Practice**Teacher one on one with students to construct rough draft resumes. | **Tests/Quiz**Student Participation. |
| **Learning Target****SW:** Continue to construct a rough draft of their professional resume.**SW:** Continue to construct a professional reference page.**SW:** Participate in a discussion on the Do’s and Do Not’s of Interviewing.  | **Scaffolding Questions**Is there any limited amount of information that is put on a resume? | **Differentiated Strategies**Use of handout as a guide for resume construction. Show past student’s resumes. | **Independent Practice – 30 Min**Using Resume packet, gather information for personal resume.Construct individual resume rough draft. | **Resources**Curriculum, Textbook, Power point presentation, Teacher Materials, student rough draft resumes.**Computer laptops** |
| **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:** Career Objective, Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps** | **Re-Teach / Wrap up****Homeworkv-20 Min**Continue to construct rough draft for final draft of resume and reference page.Complete answers to General Interview Questions.**Final draft Due: December 8th & 9th.** | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,** **Extended Time and Verbal**  **Instructions.** |

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| **Friday****12/05/2014** **EVEN Day** | [**TEKS**](http://www.tea.state.tx.us/index2.aspx?id=6148)**:** §110.58. Communication Applications 1b, 1d, 1e, 1f, 2a, 2c, 2d, 2f, 2g | **Do Now – 10 Min****(Stamp Sheet)**Discuss resume construction questions. | **Direct Instruction – 30 Min**Open - Student / Teacher one on one assistance. | **Guided Practice**Teacher one on one with students to construct rough draft resumes. | **Tests/Quiz**Student Participation. |
| **Learning Target****SW:** Continue to construct a rough draft of their professional resume.**SW:** Continue to construct a professional reference page.**SW:** Participate in a discussion on the Do’s and  Do Not’s of Interviewing.  | **Scaffolding Questions**Is there any limited amount of information that is put on a resume? | **Differentiated Strategies**Use of handout as a guide for resume construction. Show past student’s resumes. | **Independent Practice – 30 Min**Using Resume packet, gather information for personal resume.Construct individual resume rough draft. | **Resources**Curriculum, Textbook, Power point presentation, Teacher Materials, student rough draft resumes.**Computer laptops** |
| **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:** Career Objective, Pertinent, Assess, Dossier, Prospective, Intern, Canned, Negotiation, Networking, Interview, Resume, Puff Ball, Portfolio, Reverse Chronological. | **Thinking Maps** | **Re-Teach / Wrap up****Homeworkv-20 Min**Continue to construct rough draft for final draft of resume and reference page.Complete answers to General Interview Questions.**Final draft Due: December 8th & 9th.** | **Accommodations** **Oral Instructions, Shortened** **Assignments, Guided Practice** **and One on One instruction,** **Extended Time and Verbal**  **Instructions.** |

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| Administrative Signature: | Date: |