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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:\Users\Mayo\Documents\Support%20Files\The%20Transactional%20Model%20Aligned%20with%20CSI.doc) | | [**Lesson Plan Tips**](file:///C:\Users\Mayo\Documents\Support%20Files\Project%20PYRAMID%20LESSON%20PLAN%20PROCESS.ppt) | [**(6 Week. Focus)**](file:///C:\Users\Mayo\Documents\Support%20Files\Curriculum%20Year%20at%20a%20Glance) | [**Vertical-Alignment**](file:///C:\Users\Mayo\Documents\Support%20Files\Vertical%20Alignment) | [**HAPG**](file:///C:\Users\Mayo\Documents\Support%20Files\HAPG) | | [**Modifications**](file:///C:\Users\Mayo\Documents\Support%20Files\Modifications) |
| **Week of:**  **12/1-5/2014** | [**OVERVIEW**](file:///C:\Users\Mayo\Documents\OVERVIEW%20of%20Lesson%20Planning.doc) | | | [**EXPLANATION**](file:///C:\Users\Mayo\Documents\The%20Transactional%20Model%20Aligned%20with%20CSI.doc) | **PRACTICE** | | **ASSESSMENTS** |
| [**ENGAGE**](file:///C:\Users\Mayo\Documents\Support%20Files\5%20E%20Model\Engage%20Slide.ppt) | | [**EXPLORE**](file:///C:\Users\Mayo\Documents\Support%20Files\5%20E%20Model\Explore%20Slide.ppt) | [**EXPLAIN**](file:///C:\Users\Mayo\Documents\Support%20Files\5%20E%20Model\Explain%20Slide.ppt) | [**ELABORATE**](file:///C:\Users\Mayo\Documents\Support%20Files\5%20E%20Model\ELABORATE%20Slide.ppt) | | [**EVALUATE**](file:///C:\Users\Mayo\Documents\Support%20Files\5%20E%20Model\Evaluate%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 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.  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 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.  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: |