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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 5 | **GRADE LEVEL:** 9-12 | **Title: Interviewing & Resume Writing.** | | |
| [**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:**  **12/08-12/2013** | [**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**  **12/08/2013**  **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 practice applications. | **Direct Instruction – 30 Min**  Class discussion on the elements and aspects of Job Interviewing.  Open - Student / Teacher one on one assistance. | **Guided Practice**  Teacher, with students, will edit and finalize construction of their professional resumes. | **Tests/Quiz**  Final Typed Resume & Reference page.  Student Participation. |
| **Learning Target**  **Due to Testing, course objectives will be**  **reapplied.**  **SW:** Finalize construction of their professional  resume.  **SW:** Complete an actual job application and  discuss the aspects of what to write.  **SW:** Receive Final Exam Review Packet to  Begin working on. | **Scaffolding Questions**  What makes a successful interview?  What should you NOT do at an interview? | **Differentiated Strategies**  Class discussion:  Class will observe, and participate, in resume rough drafts editing. **Using submitted rough draft resumes teacher will edit and discuss editing of student resumes.** | **Independent Practice – 30 Min**  Complete job application.  Revise edited resume.  . | **Resources**  Power point presentation, Teacher Materials.  **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 develop answers to standard interview questions & develop questions that can be asked to the employer.  Begin working on Final Exam Review packet. | **Accommodations**  **Oral Instructions, Shortened**  **Assignments, Guided Practice**  **and One on One instruction,**  **Extended Time and Verbal**  **Instructions..** |

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| **Tuesday**  **12/09/2014**  **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 practice applications. | **Direct Instruction – 30 Min**  Class discussion on the elements and aspects of Job Interviewing.  Open - Student / Teacher one on one assistance. | **Guided Practice**  Teacher, with students, will edit and finalize construction of their professional resumes. | **Tests/Quiz**  Final Typed Resume & Reference page.  Student Participation. |
| **Learning Target**  **Due to Testing, course objectives will be**  **reapplied.**  **SW:** Finalize construction of their professional  resume.  **SW:** Complete an actual job application and  discuss the aspects of what to write.  **SW:** Receive Final Exam Review Packet to  Begin working on. | **Scaffolding Questions**  What makes a successful interview?  What should you NOT do at an interview? | **Differentiated Strategies**.  Class discussion:  Class will observe, and participate, in resume rough drafts editing. **Using submitted rough draft resumes teacher will edit and discuss editing of student resumes.** | **Independent Practice – 30 Min**  Complete job application.  Revise edited resume. | **Resources**  Curriculum, 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 develop answers to standard interview questions & develop questions that can be asked to the employer.  Begin working on Final Exam Review packet. | **Accommodations**  **Oral Instructions, Shortened**  **Assignments, Guided Practice**  **and One on One instruction,**  **Extended Time and Verbal**  **Instructions.** |

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| **Wednesday**  **12/10/2014**  **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)**  Write down the question –  What can you do for my company that no one else can do?  Class will discuss responses. | **Direct Instruction – 30 Min**  Class discussion on the elements and aspects of Job Interviewing.  Direct note taking & discussion on interview questions responses. | **Guided Practice**  Teacher / class discussion. | **Tests/Quiz**  Student Participation. |
| **Learning Target**  **SW:** Participate in Final Exam Review  discussion.  **SW:** Submit their professional resume &  Reference page. | **Scaffolding Questions** | **Differentiated Strategies**  Open class verbal responses to questions that could be asked in an interview. | **Independent Practice – 30 Min**  Student note taking and discussion participation.  Student verbal response to direct & open ended interview questions asked by teacher. | **Resources**  Curriculum, Textbook, Power point presentation, 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:** 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**  Complete Final Exam review packet. | **Accommodations**    **Oral Instructions, Shortened**  **Assignments, Guided Practice**  **and One on One instruction,**  **Extended Time and Verbal**  **Instructions.** |

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| **Thursday**  **12/11/2014**  **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)**  Check for Resume Review packet completion. | **Direct Instruction – 30 Min**  Open - discussion of Final Exam Review packet. | **Guided Practice**  Teacher led discussion. | **Tests/Quiz**  Student Participation. |
| **Learning Target**  **SW:** Submit their professional resume &  Reference page.  **SW:** Participate in Final Exam Review  Discussion. | **Scaffolding Questions**  Various questions regarding Final Exam. | **Differentiated Strategies**  Open discussion and student recording review responses to be used as study guide. | **Independent Practice – 30 Min**  Student use of review packet to record responses. | **Resources**  Teacher Materials, student completed review packets. |
| **Lesson /Academic Vocabulary**  Comprehensive. Vocabulary & Terminology from the semester. | **Thinking Maps**  Review Packet in the form of the final exam. | **Re-Teach / Wrap up**  **Homeworkv-20 Min**  **Study for final exam.** | **Accommodations**  **Oral Instructions, Shortened**  **Assignments, Guided Practice**  **and One on One instruction,**  **Extended Time and Verbal**  **Instructions.** |

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| **Friday**  **12/12/2014**  **Associate Teacher**  **will apply.**  **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)**  Check for Resume Review packet completion. | **Direct Instruction – 30 Min**  Open - discussion of Final Exam Review packet. | **Guided Practice**  Teacher led discussion. | **Tests/Quiz**  Student Participation. |
| **Learning Target**  **SW:** Submit their professional resume &  Reference page.  **SW:** Participate in Final Exam Review  Discussion. | **Scaffolding Questions**  Various questions regarding Final Exam. | **Differentiated Strategies**  Open discussion and student recording review responses to be used as study guide. | **Independent Practice – 30 Min**  Student use of review packet to record responses. | **Resources**  Teacher Materials, student completed review packets. |
| **Lesson /Academic Vocabulary**  Comprehensive. Vocabulary & Terminology from the semester. | **Thinking Maps**  Review Packet in the form of the final exam. | **Re-Teach / Wrap up**  **Homeworkv-20 Min**  **Study for final exam.** | **Accommodations**    **Oral Instructions, Shortened**  **Assignments, Guided Practice**  **and One on One instruction,**  **Extended Time and Verbal**  **Instructions.** |

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| Administrative Signature: | Date: |