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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%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:****12/08-12/2013** | [**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****12/08/2013** **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: |