

## LESSON PLANNING FOR LITERACY

Each lesson in my classroom will require students to read, write, speak, listen, and understand material addressed each day. Whether students are creating their own job portfolio; playing games; or listening to instructional videos, students will need to utilize different literacy skills for success in the business education classroom. Technical literacy will be address daily, but it isn't the most important form of literacy that will be addressed in my classroom.

I have created lessons that require writing skills. Writing is a form of communication that cannot be overlooked in business or society. I have designed lessons that require students to create resumes, thank you letters, and communicate in written form on handouts. Grammar and spelling are also very important factors that are not overlooked in the lessons I have created. Students are required to review their own work and the work of others for grammatical errors and spelling issues.

Verbal communication is a skill that all students and successful business persons should aquire. Within classroom discussions, students learn to form opinions and communicate ideas effectively. I also employ classroom discussions for students to learn from each other. When ideas are expressed with passion and understanding of material behind the opinions, students are learning and communicating effectively.

Reading is a part of daily classroom life. Each lesson and its instructions are written and read aloud for both visual and auditory learners. All lessons, however, require students to read and comprehend materials that are placed in front of them. Reading comprehension is a skill and a mandatory factor of successful learning within my classroom environment. I thoroughly believe that students should have and/or build upon literacy skills.