LESSON PLAN II

TEACHER NAME:	Ashley Pittman
SUBJECT AREA:	Business Essentials
LESSON TITLE:	**The search is on…(locating different sources for employment information and filling out job applications)**
TIME OF LESSON(S):	Traditional 55 minute class. 2nd Period
DATE:	March 2nd, 2012

DESCRIPTION

Purpose:

      The purpose of this lesson is for students to be able to understand different sources of job information and how to fill out job applications.

ESSENTIAL QUESTION(S)

EQs:

      Where can I find companies to hire me?
      What is a job application?
      Why do I need to fill out an application if I have a resume?
      How do you fill out a job application?

OBJECTIVES

A. Students will be able to identify traditional and on-line sources of employment information by participating in a WebQuest with an 85% degree of accuracy. (BCS-BE-38a)

B. Students will be able to write a letter of application for a simulated job interview by filling out applications to actual companies during the WebQuest with a 95% degree of accuracy. (BCS-BE-38b)

C. Students will be able to proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous by filling out a job application and creating an e-mail sent to the teacher with a 90% degree of accuracy. (BCS-BE-2d)

INSTRUCTION PLANNED

TEACHER-DIRECTED (T-D):	Lecture; Group discussion
STUDENT-CENTERED (S-C):	WebQuest; Clicker system; Independent work

MATERIALS

TEACHER:	Computer, Whiteboard/Promethean Board, Clicker System, Internet
STUDENTS:	Computers, Clickers, Internet, Pencil, Handouts

LESSON PROCEDURES/BODY

FOCUS:		
Instructional Strategies:	**Obj./Learning Styles**	**Min.**
• Students will use the Clicker system to share with the class 3 places they shop online and three stores they actually go to shop for goods.	Obj. A/visual; kinesthetic; solitary	5
• Students will view the locations/websites and the detail of product information that is available to them for decision purposes (i.e. price, color, description of materials used).	Obj. A/visual; social; auditory; verbal	10

BODY:		
Instructional Strategies:	**Obj./Learning Styles**	**Min.**
• Students will see and hear the objectives and essential question read from the PowerPoint presentation.	Obj. A, B, and C/ visual; verbal; auditory	2
• Students will watch a PowerPoint presentation on locating job information and different traditional/non-traditional resources.	Obj. A and B/ visual; verbal; auditory	8
• Students will complete a WebQuest to find an online source of job information and research the job requirements.	Obj. A and B/visual; kinesthetic	15

CLOSURE/SUMMARY:		
Instructional Strategies:	**Obj./Learning Styles**	**Min.**
• Students will complete a short e-mail to their instructor when they are about to start their job application detailing their job choice and why they chose this particular job.	Obj. A, B and C/visual; kinesthetic; solitary	2.5

EVALUATION/ASSESSMENT:		
Instructional Strategies:	**Obj./Learning Styles**	**Min.**
INFORMAL: • Students will complete a short e-mail to their instructor when they are about to start their job application detailing their job choice and why they chose this particular job. This e-mail will count as 10 Class Participation Points.	Obj. A, B, and C/visual; kinesthetic; solitary	2.5
FORMAL: • Students will complete a job application for the job addressed in the WebQuest. Complete applications will receive 30 points for a Daily Grade.	Obj. A, B, and C/visual; kinesthetic; solitary	10

ARTIFACTS/HANDOUTS/WORKSHEETS/PRESENTATIONS (minimum of 3)
List <u>ALL</u> artifacts below AND attach them to the actual lesson plan (if it is a website link, copy the link and do a "print screen", paste it in a Word document, and print out to attach to the lesson plan.
1. PowerPoint Presentation   2. WebQuest   3. E-mail Example   4. Sample Applications