

LESSON PLAN IV

TEACHER NAME:	Ashley Pittman
SUBJECT AREA:	Business Essentials
LESSON TITLE:	Questions Anyone? (Interview questions to ask, to be asked, and to be prepared for)
TIME OF LESSON(S):	Traditional 55 minute class. 2 nd Period
DATE:	March 4 th , 2012

DESCRIPTION

Purpose:

The purpose of this lesson is for students to be able to identify different questions to ask and that will be asked during the interview process.

ESSENTIAL QUESTION(S)

EQs:

What should I ask during an interview?
What will the interviewer ask of me during an interview?

OBJECTIVES

- A. Students will be able to prepare responses to commonly asked interview questions by participating in class and group discussion and by completing a handout with a 95% degree of accuracy. (BCS-BE-38c)
- B. Students will be able to prepare a list of questions to ask an interviewer by participating in class and group discussions with a 95% degree of accuracy. (BCS-BE-38g)
- C. Students will be able to organize thoughts to reflect logical, positive, and tactful thinking before speaking by participating in class and group discussions with a 90% degree of accuracy. (BCS-BE-3b)

INSTRUCTION PLANNED

TEACHER-DIRECTED (T-D):	Class discussion
STUDENT-CENTERED (S-C):	Independent work and discussion

MATERIALS

TEACHER:	Computer, Whiteboard/Promethean Board
STUDENTS:	Pencil, Handouts

LESSON PROCEDURES/BODY

FOCUS:		
Instructional Strategies:	Obj./Learning Styles	Min.
<ul style="list-style-type: none"> Students will utilize the handout of suggested questions to interview their partner. 	Obj. A and C/visual; kinesthetic; social; auditory	5
<ul style="list-style-type: none"> Students will introduce their partner to the class and share what they have learned about their partner. 	Obj. A/visual; social; auditory; verbal	5

BODY:		
Instructional Strategies:	Obj./Learning Styles	Min.
<ul style="list-style-type: none"> Students will see and hear the objectives and essential question read from the PowerPoint presentation. 	Obj. A, B, and C/visual; verbal; auditory	2.5
<ul style="list-style-type: none"> Students will come up with questions commonly asked by interviewers during an interview and questions to ask the interviewer. Answer to these questions will also be developed. Discussion will be counted as 10 points toward class participation grade. 	Obj. A and B/ visual; verbal; auditory	20

CLOSURE/SUMMARY:		
Instructional Strategies:	Obj./Learning Styles	Min.
<ul style="list-style-type: none"> Students will review the questions and answers in a handout that lists common questions asked during an interview. 	Obj. A and C/visual; kinesthetic; solitary	2.5
<ul style="list-style-type: none"> Students will review a handout that demonstrates the information that a job applicant should ask during the interview process. Information found at http://www.jobdig.com/articles/559/Questions_You_Should_Ask_During_The_Job_Interview_.html 	Obj. B and C/visual; solitary; kinesthetic	2.5
<ul style="list-style-type: none"> Students will discuss in a group of 5 the difference between the handouts and the questions the class created and alter their questions and answers accordingly. 	Obj. A, B, and C/visual; auditory; social	15

EVALUATION/ASSESSMENT:		
Instructional Strategies:	Obj./Learning Styles	Min.
INFORMAL: <ul style="list-style-type: none"> Students will discuss with the teacher any trouble that the student may have with the material and the teacher conduct an informal discussion with each group separately. If students are on-task during the discussion, they will receive 5 points toward their Daily Grade. 	Obj. A, B, and C/visual; kinesthetic; solitary	(occurring during independent work)

<p>FORMAL:</p> <ul style="list-style-type: none"> Students will lay out their question sheets on the desk for review and completion check by the teacher. Completion and recording of all the questions determined by the class will be checked for 20 points accredited toward the student's daily work. 	<p>Obj. A, B, and C/visual; kinesthetic; solitary</p>	<p>2.5</p>
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<p>ARTIFACTS/HANDOUTS/WORKSHEETS/PRESENTATIONS (minimum of 3)</p>
<p>List ALL 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.</p>
<ol style="list-style-type: none"> Do you know your classmates? Handout Questions anyone?-Objectives and EQs Common Questions Asked During an Interview Handout Questions You Should Ask During an Interview Handout Common Interview Questions Handout