

## LESSON PLAN VI

<b>TEACHER NAME:</b>	Ashley Pittman
<b>SUBJECT AREA:</b>	Business Essentials
<b>LESSON TITLE:</b>	<b>Now What? (Follow-Up Strategies)</b>
<b>TIME OF LESSON(S):</b>	Traditional 55 minute class. 2 <sup>nd</sup> Period
<b>DATE:</b>	March 8 <sup>th</sup> , 2012

### DESCRIPTION

Purpose:

The purpose of this lesson is for students to be able to understand the purpose of, design, and create a Thank-you note.

### ESSENTIAL QUESTION(S)

EQs:

What is a Thank-you note and what is its purpose?  
How do I create a Thank-you note?

### OBJECTIVES

- A. Students will be able to prepare an interview follow-up letter by creating a thank-you letter with a 90% degree of accuracy. (BCS-BE-38i)
- B. Students will be able to identify correct strategies for accepting or rejecting a job offer by participating in class discussions and creating a thank-you letter with an 85% degree of accuracy. (BCS-BE-38j)
- C. Students will be able to proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous by creating a thank-you letter with a 95% degree of accuracy. (BCS-BE-2d)

### INSTRUCTION PLANNED

<b>TEACHER-DIRECTED (T-D):</b>	Discussion, Lecture
<b>STUDENT-CENTERED (S-C):</b>	Group work, discussion,

### MATERIALS

<b>TEACHER:</b>	Computer, Whiteboard/Promethean Board
<b>STUDENTS:</b>	Handouts, Pens/Pencils, Computers, MS Word

**LESSON PROCEDURES/BODY**

<b>FOCUS:</b>		
<b>Instructional Strategies:</b>	<b>Obj./Learning Styles</b>	<b>Min.</b>
<ul style="list-style-type: none"> <li>Students will share with their groups 5 things they have received as gifts, why they are important to them, and the person(s) who gave them each gift.</li> </ul>	Obj. A/visual; kinesthetic; social	5
<ul style="list-style-type: none"> <li>Students will discuss the importance of saying thank-you when gifts are received and when people do nice things for you.</li> </ul>	Obj. A/visual; social; auditory; verbal	5

<b>BODY:</b>		
<b>Instructional Strategies:</b>	<b>Obj./Learning Styles</b>	<b>Min.</b>
<ul style="list-style-type: none"> <li>Students will see and hear the objectives and essential question read from the PowerPoint presentation.</li> </ul>	Obj. A, B, and C/ visual; verbal; auditory	2.5
<ul style="list-style-type: none"> <li>Students will watch a PowerPoint presentation on the Thank-you note and its importance, uses, and design.</li> </ul>	Obj. A, B, and C/ visual; verbal; auditory	10

<b>CLOSURE/SUMMARY:</b>		
<b>Instructional Strategies:</b>	<b>Obj./Learning Styles</b>	<b>Min.</b>
<ul style="list-style-type: none"> <li>Students will create a thank-you letter of their own using the Sample Thank-you Letter Handouts and their notes.</li> </ul>	Obj. A, B and C/visual; kinesthetic; solitary	20

<b>EVALUATION/ASSESSMENT:</b>		
<b>Instructional Strategies:</b>	<b>Obj./Learning Styles</b>	<b>Min.</b>
<b>INFORMAL:</b> <ul style="list-style-type: none"> <li>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 student separately. Verbal feedback will be given and students will receive 5 points toward their daily grade for being on-task.</li> </ul>	Obj. A, B, and C/visual; kinesthetic; solitary	10
<b>FORMAL:</b> <ul style="list-style-type: none"> <li>Students will turn in the first draft of their Thank-you notes for feedback from the teacher. First Drafts are worth 10 points of Class Participation.</li> </ul>	Obj. A, B, and C/visual; kinesthetic; solitary	2.5

<b>ARTIFACTS/HANDOUTS/WORKSHEETS/PRESENTATIONS (minimum of 3)</b>
List <b>ALL</b> 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. <a href="#">Thank-you Note PowerPoint Presentation</a>
2. <a href="#">Sample Thank-you Letter</a>

3. [Sample Letter Handout](#) (with spacing)