

Monday. September 23

Agenda

Google Scavenger Hunt for Students



Objectives

Students will become proficient with Google Docs.

Warm Up

On a scale of 1-10 - how proficient are you with Google Docs?

Homework

Scavenger Hunt due Thursday.

Tuesday. September 24

Agenda

Google Sheets Tutorial



Objectives

Students will become proficient in Google Sheets.

Warm Up

On a scale of 1-10 - how proficient are you with Google Sheets?

Would you rank your proficiency with Google Docs any differently after yesterday?

Homework

Tutorial due Thursday.

Wednesday, September 25

Agenda

Communicating Appropriately Through E-mail 
E-mail Etiquette Presentation and Notes
Expected and Unexpected E-mail Behavior

Objectives

Students will be able to explain what makes an appropriate email and write an email that meets those expectations.

Warm Up

How do you use email?

Homework

Ask your parents about their experiences with email.

Thursday, September 26

Agenda

Communicating Appropriately Through E-mail 
Writing Appropriate E-mail

Objectives

Students will be able to explain what makes an appropriate email and write an email that meets those expectations.

Warm Up

What is the most important thing to remember about sending emails?

Homework

Writing Appropriate Emails due by end of hour!

Monday, September 30

Agenda

Fair Use of Photos



Objectives

Students will understand how to use photos without violating copyright.

Warm Up

Can you use any photo you find online for any purpose you choose?

Homework

Catch some news.

Tuesday, October 1

Agenda

Me Presentation

Presentation Tools

Answering Background Questions



Objectives

Students will become familiar with presentation tools other than Google Slides.

Warm Up

What makes a good presentation?

Homework

Presentation due Tuesday, October 8

If You Don't Like Making Decisions...

Easy
Canva
Haiku Deck

Cool – but a bit more challenging
Prezi
Adobe Spark

Wednesday, October 2

Agenda

We Presentation
Work Day

Objectives

Students will create a presentation that shares about themselves.

Warm Up

What is the theme of your presentation going to be?

Homework

Presentation due Tuesday
Will start presentations on Wednesday.

Thursday, October 3Agenda

Me Presentation
Work Day

Objectives

Students will create a presentation that shares about themselves.

Warm Up

Make a list of what you need to finish with your presentation.

Homework

Presentation due Tuesday
Will start presentations on Wednesday.

Friday, October 4Agenda

Mentor Email 1
Me Presentation

Objectives

Students will write an email introducing themselves and sharing their college/career goals.

Warm Up

What are some things that need to be remembered when preparing your first mentor email?

Homework

Email must be sent by 5pm today.
Rough Draft of presentation due Monday

Monday, October 7

Agenda

Me Presentation

Get Peer Feedback!

Edit!

Objectives

Students will create a presentation that shares about themselves.

Warm Up

Make a list of what you need to finish with your presentation.

Homework

Presentation due tomorrow

Will start presentations on Wednesday.

Tuesday, October 8

Agenda

Public Speaking

PVLEGS

Practice Speaking

Objectives

Students will adapt speech to a variety of contexts and tasks, demonstrating command of formal English when indicated or appropriate.

Warm Up

What makes a good speaker?

Homework

Catch some news!

P	Poise – appear calm and confident (even if you aren't) and avoid distracting body movements
V	Voice – speak every word clearly and use appropriate volume
L	Life – express passion and emotion with your voice, make your words interesting to listen to
E	Eye Contact– look at your audience
G	Gestures– convey your message with your body, but not in a distracting way
S	Speed – Use a speed that is easy to follow, use pauses to liven your speaking

P	Don't do that to your brother.
V	I'm glad you're here this evening.
L	Joe didn't steal the book, did he?
E	
G	I think he is honest.
S	

My Friend's Fictional Life

Bring a partner up to the front of the room and introduce them. However, you have to make up a fictional life for them. Nothing you say can be true. (YOU MUST BE KIND)

Image Game

You will be given an image – you must tell a story about that image.

Sell Me

Choose a random item and sell it to the class.

Connect the Nouns

You will be given 2 random nouns, you must tell a story that connects the nouns.

How it Got its Name

Choose a random item and tell a story about how it got its name.

Two Truths and a Lie

Tell the class three things – two must be true, one must be a lie.

Definitions

You will be given a random word and you will need to define it for the class.

Endings

You will be given an ending – you need to tell the story that goes with that ending.

Wednesday, October 9

Agenda

Defining Your Brand Presentations Day 1

Objectives

Students will create a presentation that shares about themselves.

Warm Up

What does it mean to be a good audience?

Homework

Catch some news.

Thursday, October 10

Agenda

Defining Your Brand Presentations Day 2

Objectives

Students will create a presentation that shares about themselves.

Warm Up

What did you see yesterday that deserves a Kudos?

Homework

Catch some news.

Friday, October 11

Agenda

Mentor Email 2

Objectives

Students will write an email discussing presentation skills.

Warm Up

What are some things that need to be remembered when preparing your first mentor email?

Homework

Email must be sent by 5pm today.

Rough Draft of presentation due Monday

Monday, October 14

Agenda

Completing Applications

Notes on completing applications

Evaluating sample applications

Background Information

Choose your application



Objectives

Students will be able to identify the different parts of an application and successfully complete an application.

Warm Up

What can you do to make sure your application makes a good impression?

Homework

Ask your parents about their experience applying for jobs.

Tuesday, October 15**Agenda****Completing Applications****Finish your background information****Complete your application****Evaluate other applications****Objectives****Students will be able to identify the different parts of an application and successfully complete an application.****Warm Up****How can you highlight your strengths in an application?****Homework****Application due tomorrow.****Wednesday, October 16****Agenda****Creating a resume****Notes on resumes****Evaluate example resumes****Objectives****Students will identify expected and unexpected behaviors in resumes and successfully complete their own resume.****Warm Up****What skills or experiences will you highlight in your resume that wouldn't be included in an application?****Homework****Resume due Tuesday, October 22.**

Thursday, October 17

Agenda

Mentor email 3

Objectives

Students will compose emails about things they are doing now to prepare for a job.

Warm Up

Are you hoping to work during high school? What are you doing to prepare for that?

Homework

Mentor email should be sent by 5:00pm.

Monday, October 21

Agenda

Creating Your Resume

Objectives

Students will identify expected and unexpected behaviors in resumes and successfully complete their own resume.

Warm Up

We create resumes
because...
but...
so...

Homework

Resume due tomorrow.

Tuesday, October 22

Agenda

Create Your Resume

Peer Evaluation

Meet & Greet Prep ▲

Objectives

Students will identify expected and unexpected behaviors in resumes and successfully complete their own resume.

Warm Up

Resumes are important for students because...

Homework

Resumes due end of hour!

Wednesday, October 23

Agenda

Interviewing

Defining Dos and Don'ts of Interviewing

Create interview script for 2 scenarios

Objectives

Students will demonstrate best practices for participating in an interview.

Warm Up

Complete the following:

I was offered an interview because...

My interview will go well provided that...

Homework

Come prepared for Meet & Greet tomorrow.

Thursday, October 24

Agenda

Meet and Greet

Objectives

Students will define their brand and create a presentation to share their brand.

Warm Up

What are you thinking about the Meet and Greet today?

Homework

Catch some news.

Friday, October 25

Agenda

Interviewing

Round Robin Interviews

Objectives

Students will demonstrate best practices for participating in an interview.

Warm Up

What'd you think of the Meet & Greet??

Homework

Catch some news.