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- Identify purposes of planning class and work assignments
- Identify components of a plan to complete class and work assignments
- State steps to complete a task.
- Identify, prioritize, and schedule job responsibilities

Procedural Knowledge

Students will be able to:

- Use strategies to pace work so that assignment is completed according to a schedule.
- Identify alternative approaches when faced with difficulty in completing a task.
- Use strategies to monitor own work so that assignment is completed according to expectations or required standards.
- Follow a systematic procedure to complete specific tasks with increasing independence.
- Identify mistakes on task assignments with and without assistance.

EVIDENCE OF LEARNING

Refer to the 'Formative Assessments' and 'Summative Assessments' sections.

Formative Assessments

Student will:

Have agenda checked every class or demonstrate another way that they are keeping track of assignments such as using an app on their phone.

Have a notebook/backpack check for organization

Bring proper books and materials to class

Create timelines for longer term assignments

Summative Assessments

Notebook/backpack/agenda check

RESOURCES (Instructional, Supplemental, Intervention Materials)

<https://www.mindtools.com/a0yzeeu/communication-skills-start-here>

INTERDISCIPLINARY CONNECTIONS

Use technology to enhance productivity.

ACCOMMODATIONS & MODIFICATIONS FOR SUBGROUPS

See link to Accommodations & Modifications document in course folder.