

E. Unit 5-Workplace Readiness

Content Area: **21st Century Life and Careers**
Course(s):
Time Period: **Trimester 3**
Length: **6-8 weeks**
Status: **Published**

Unit Overview

Reading, writing, math, science, speaking, listening, and technology skills contribute to success in the workplace.

Essential Questions

- What helps you get a job?
- How do you find out about a new job?
- What can you do to present your qualification to a potential employer?
- How do you think technology will help you at work?
- What might happen if you do ask questions about your job responsibilities?
- How can the appearance of a job application affect your chances for consideration for a job?
- Why should you send a thank-you letter to the employer after the interview?

Content

- Practice your skills for your job search
- Develop your skills with reading, writing, math, science, speaking, listening and technology
- Get organized and figure out what type of job you really want
- Understand Labor Laws, Legal Documents
- The Job Interview
- Your Resume
- Job Offers
- Be a Responsible Employee
- Accept Diversity
- Good Work Ethic
- Discover different careers

Skills

- Reading

- Writing
- Math
- Science
- Speaking
- Listening
- Technology
- Understanding Diversity

Assessments

Chapter Test

Teacher Observation

Student Participation

Lessons/Learning Scenarios

Enter the Workplace

Your Job Search

1. Create an Outline
2. Develop your skills
3. Get Organized
4. Apply for Jobs

How to Make the Best of Your Interview

- Research the Employer
- Make a Good Impression
- Prepare for the interview
- Be Professional During the Interview
- Follow up after the interview

Job Offers

- Name the steps for the SQ3R reading comprehension technique
- Describe how you use math and science skills everyday
- Identify ways to improve your listening skills

On the Job

- Read to learn
- Main Idea

- Content Vocabulary
- Academic Vocabulary
- Use a Graphic Organizer

Be A Responsible Employee

- Fulfill your responsibilities
- Accept Diversity
- Avoid Harassment
- Evaluate Yourself
- Teamwork
- Work Ethic
- Changing Jobs
- Leaving your job

Standards

WORK.5-8.9.1.8.1	The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.
WORK.5-8.9.1.8.1	The nature of the 21st-century workplace has shifted, demanding greater individual accountability, productivity, and collaboration.
WORK.5-8.9.1.8.A.1	Develop strategies to reinforce positive attitudes and productive behaviors that impact critical thinking and problem-solving skills.
WORK.5-8.9.1.8.C.1	Determine an individual's responsibility for personal actions and contributions to group activities.
WORK.5-8.9.1.8.F.2	Explain how rules, laws, and safety practices protect individual rights in the global workplace.
WORK.5-8.9.1.8.F.3	Relate the use of new technologies at home, in the workplace, and in other settings to incidences of ethical and/or unethical behavior.

Resources

Teacher Created Material

Chapter Tests