

Title: Agricultural Communications - "Getting the Job"

Curriculum Area: Agricultural Communications

Teacher:

School:

Grade Level: 9th - 12th Grade

Career Cluster: Agriculture

Lesson Objective(s):

To allow students be prepared for applying for careers and for students to attain academic skills and knowledge that they need for the workplace. To prepare students for success and make them aware of the need to have opportunities to learn, reinforce, apply, and transfer their knowledge and skills and technologies in a variety of settings to prepare for industry standards in today's job market.

Performance Task (Include Teacher & Student Instructions):

Teacher - Will prepare by:

Invite guest speaker from local business, prepare video for how to obtain a job in the modern workplace, copy sample resumes, job applications, and cover letters for students to view various styles, copy blank job application forms for students to fill out, prepare to have laptop computers for students to type their own cover letters and resumes for a job of their choice, bring clothing to demonstrate proper dress for interviews, prepare sample list of questions for mock job interviews by students

Student - Will participate by:

Listening attentively to speaker and ask questions, watch video and take notes, view sample applications, cover letters, and resumes to choose the style they prefer, fill out blank job application form for a mock job/interview in class, type cover letter and resume in correct form and print for interview, dress appropriately for a mock interview, use appropriate speech and skills for interviewing

Evaluation & Scoring:

Daily Work = 50%

Test = 50%

Daily grades - 1 - speaker, 2 - video notes, 3 - class discussion, 4 - preparation for mock interview

Test grades - 1 - job application form, 2 - cover letter, 3 - resume, 4 - dress for interview, 5 - mock interview

Each student will be evaluated and scored by the above process with 100 being the top grade possible. Teacher will determine the progress of each student and give them positive reinforcement on changes to make or items to keep ensuring proper form and material.

Extension/Modification and/or Instructional Methodology:

Lecture, Guest Speaker, Audio/Visual Media, Demonstration, Application, Verbal Communication, Written Communication, Oral Communication, Individualized Work, Formatting

SCAN Skills:

Reading, Writing, Listening, Critical Thinking, Speaking, Decision Making, Problem Solving, Reasoning, Self Management, Responsibility, Sociability

Exit Level TAKS Objectives:

(1) The student learns the employability characteristics of a successful worker in the modern workplace

(2) The student identifies agricultural communications in relation to utilizing appropriate spoken communications techniques and procedures

(3) The student demonstrates effective written communications skills

TEKS Competencies:

The student is expected to:

Objective #1

(A) identify career development and entrepreneurship opportunities in the field of agricultural communications;

(B) apply competencies related to resources, information, interpersonal skills, and systems of operation in agricultural communications;

(C) demonstrate knowledge of personal and occupational safety practices in the workplace;

(D) identify employers' expectations, appropriate work habits, and good citizenship skills; and

(E) plan and conduct supervised agricultural experience programs.

Objective #2 -

- (A) identify the importance of verbal and non-verbal communications;
- (B) know the importance of communicating factual and unbiased data and information obtained from reliable sources;
- (C) demonstrate speech preparation and delivery skills; and
- (D) identify journalistic interviewing skills and appropriate speaking styles.

Objective #3 -

- (A) identify appropriate writing styles related to the delivery method and target audience;
- (B) identify bias information in written materials; and
- (C) prepare a written informative report.

Team Project, Guest Speaker, or Field Trip:

Guest Speaker

Team - Students will team up to determine both appropriate and non- appropriate dress for interviews and provide style show to both types to the rest of the class

Resources:

- Sample resumes
- Sample job applications
- Sample cover letters
- Sample interview questions
- Laptop Computers
- Paper
- Pen/Pencil
- DVD/Video on Successful Jobs
- Data Projector
- DVD/Video player
- Blank job application forms
- Clothing to show dress codes for interviewing