

**Subject Area:**

Writing

**Title:**

Services of professional secretary integrated into language arts skills

**Teacher:****School:****Lesson Objective(s) & Career Cluster:**

The student will write a research paper with the career of certified professional secretary being the topic. He/she will explore all areas of the career including the daily duties and responsibilities of the field.

- 1) Demonstrate proper research skills while gathering required information
- 2) Explore the internet for data regarding the salary of professional secretaries
- 3) Interview a secretary for further information
- 4) Demonstrate general understanding of various skills needed for the field
- 5) Display learned knowledge of the career by preparing an MLA style research paper

**Activity:****OBJECTIVE**

Individually, the student will learn and apply the MLA (Modern Language Association) format of writing research papers while doing so with the career of professional secretary being the topic. He/she will explore all areas of the career including the professional training required and the daily duties and responsibilities of the field.

**PROCEDURE**

Students will be given the following handouts:

- 1) Research paper requirements and expectations
- 2) A sample career research paper
- 3) MLA requirements and procedures
- 4) Questionnaire for personal interviews
- 5) A copy of the rubric used for grading purposes

**RESULTS**

After students have gathered information and completed personal interviews, the teacher will go over the technical alignment of the paper. Students will refer to the handout of the sample research paper.

**Evaluation:**

Secretary Questionnaire

PowerPoint Presentations

Each student will submit a CD with the research project burned onto it.

The final evaluation will be the paper itself.

**Extension/Modification and/or Instructional Methodology:**

Audio – verbal instructions

Visual - handouts of procedures and requirements; projection of rubric and model paper

Demonstration – teacher demonstration of proper telephone and communication skills; use of ten key adding machine and fax machine

**SCAN Skills:**

1) Allocates Time

Students must understand that secretaries perform various duties and completing paperwork are all involved in the workday of a secretary.

2) Allocates Knowledge and Skills

Students will interview a secretary to discover the necessary knowledge and skills needed for the profession.

3) Receptionist and Financial Secretary Skills

Students must understand that some secretaries in small offices also serve as receptionist as well as financial secretaries.

4) Use of Technical Peripherals

Students will see the necessity of having the necessary skills to operate computerized instruments and acquired knowledge to operate software. They also will see the need to run a ten key adding machine as well as a copy machine and fax machine.

5) Negotiates to Arrive at a Decision

Students see the necessity of a church secretary negotiating and using problem solving skills to arrive at a decision while working directly with Sunday School and other program directors.

**Cooperative Learning Ideas, TAAS, TEKS Competencies:**

TEKS.....§110.43. English II Knowledge and Skills

(2) Writing/writing processes 1b,c; 2A, 2B, 2C, 2D, 2E

(3) Writing/grammar/usage/conventions/spelling 3A, 3B, 3C, 3D

(4) Writing/inquiry/research 4A, 4B, 4C, 4D, 4F, 4G

(5) Writing/evaluation 5A

§123.61. Implementation of TEKS for Technology

**Team Project, Guest Speaker, or Field Trip:**

Students will work in small groups to research, create, and present PowerPoint presentations to provide career information.

Students will interview a secretary to gain information about the career.

Professional Secretary – Guest Speaker

**Resources:**

Classroom laptop computers with internet connection

Classroom LCD projector

Classroom scanner/printer

Elmo projector

Internet –Requirements for certification

Collecting data such as requirements in professional training, yearly wage, etc.

Professional Secretary – Guest Speaker and Personal Interview questionnaire