

# Merced County ROP: Standards-Based Lesson Plan

## LESSON PLAN MISCELLANEOUS INFORMATION:

Course Name	Teacher Designer	Time Allocation
Marketing Occupations	Janice Montes	75 minutes

Lesson Title	Unit Title and Number
Letter Of Introduction to Training Site	I.C.2: Orientation: Training Site

## CONTENT AND ACADEMIC STANDARDS

Content Standard(s) from Business Education Frameworks	BC: Leadership Development: 1.7.1 BC: Information Technologies: 1.6.3
English Academic Standard(s)	Grades 9-10: Writing and Oral English Language Conventions: 1.2, 1.3
Math Academic Standard(s)	N/A

## LESSON PLAN COMPETENCIES (FROM COURSE OUTLINE)

Create a letter of Introduction using a word processing program to be given to the site supervisor.
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## LESSON PLAN OBJECTIVES (SUB LEARNING GOALS)

<p>Students will:</p> <ol style="list-style-type: none"> <li>1. Self asses their employability skills</li> <li>2. Know proper formatting for a business letter</li> <li>3. Complete a formal business letter to their worksite supervisor</li> </ol>
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## INSTRUCTIONAL MATERIALS REQUIREMENTS

Teacher Needs	<p>A. Handouts:</p> <ol style="list-style-type: none"> <li>1. Employability Skills Evaluation</li> <li>2. Instructions for Letter of Introduction – hand-out</li> <li>3. Format Letter of Introduction – hand-out</li> </ol>
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	<p>4. Workplace Writing packet</p> <p><b>INSTRUCTIONAL MATERIALS – Continued</b></p>
Student Needs:	<p>A. Employability Skills Evaluation</p> <p>B. Instructions for Letter of Introduction</p> <p>C. Format Letter of Introduction – hand-out</p> <p>D. Workplace Writing packet</p> <p>E. Writing paper</p> <p>F. Pen or pencil</p>

**ESSENTIAL QUESTIONS FOR THE LESSON:** Resource Available

1. What advantages are there to you personally knowing how to write a formal letter to a prospective employer?
2. What employment skills do you possess that you believe will make you an asset at your worksite and in your future career?
3. Why is it important for you to know how to express your qualities in writing?

**FOUR-STEP LESSON PLAN: Describe the lesson in detail:** Resource Available

Introduction	<p>I. Read to students the first page of Workplace Writing packet:          “All organizations – IBM, the Willmar Farmer’s Co-op, the Buffalo Bills – need people who can not only speak well, but also write effectively. Whether you end up an engineer or a nurse, a lab technician or a social worker, good writing helps you get a job and do your job.</p> <p>II. Why the big deal about writing? It’s very simple. In a world that depends so much on information and technology, organizations need people who can present information and ideas clearly. When you’re on the job, you’re no longer writing for a teacher, but for a living.”</p> <p>III. Ask students if they would like to know how to write letters that will be acceptable in the business world?</p> <p>IV. Tell them that today they will be learning how to properly write a business letter and at the same time learn what skills employers are looking for.</p>
Presentation	<p>I. Hand out Workplace Writing packets to students.</p> <p>A. Let them know that this is a packet that you will review portions of today.</p> <p>B. Also mention that as the year progresses and they are responsible for other types of workplace communications, this is a great resource they may refer to.</p> <p><b>Note:</b> <i>this packet may also be used when teaching, Thank you notes, memos, taking telephone messages and writing instructions.</i></p> <p>II. Review the bottom of page 1, second section of page 5 and all of pages 6-8</p> <p>A. Explain to students that the business letter they will be writing today is a letter of Introduction, which they will take to their training site supervisor.</p> <p>B. Distribute “ Instructions for Letter of Introduction to the training site” handout and employability skills evaluation sheet.</p> <p>C. Have students read or follow along as you go over instructions with them</p> <p>1. When you come to the second page of instructions, distribute the “ Format for Letter of Intro” handout.</p> <p>D. Continue reading the remainder of the instructions on page two of Instructions handout.</p> <p>E. Ask students to look over the format handout and answer any questions they may have</p>

	regarding the assignment.
Application	<ol style="list-style-type: none"> <li>I. Allow time to complete ESE and letter of Intro rough drafts.</li> <li>II. Review rough drafts and make any corrections needed OR have students proofread one another's drafts.</li> </ol>
Testing and Assessment	<ol style="list-style-type: none"> <li>1. Completed letter of Introduction to Worksite Supervisor in a business format.</li> </ol>

### INSTRUCTIONAL STRATEGIES: Resource Available

Learning Modalities	Visual, Auditory, Kinesthetic
Bloom's Taxonomy	Knowledge, Comprehension, Application, Analysis, Synthesis
Six A's	Authentic, Academic Rigor, Applied Learning, Adult Connections, and Assessment Practices

### HOMEWORK ASSIGNMENTS OR EXTRA CREDIT

<ol style="list-style-type: none"> <li>I. Once corrections are noted, students will type their revised letters using a word processing program.</li> <li>II. Students will save and print 2 copies to turn in for a grade.</li> </ol>
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N/ROP/Cxiong/MyDocs/Word/Janice Montes Letter of Introduction to Worksite Lesson Plan