

Age Level: 10th Grade

Subject: Business Communication

Materials Needed: None

Standards

Standard 1: Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.

3.4c.1.18 Model behavior that contributes to a successful interview.

3.4c.1.7 Demonstrate the ability to research prospective employers and jobs using all available resources (e.g., print media, on-site and telephone interviews, job shadowing, internships, job fairs, and Internet research).

3.3f.1.17 Discuss social and ethical standards of the workplace and their implications for a chosen job/career.

Objectives

- Students will develop skills which prepare them to eventually interview for jobs.
- Students will evaluate and critique fellow classmates by actively listening to scenarios.
- Students will model behavior which is necessary in a workplace.

Learning Activities

1. Class will begin with a jump starter for the students to answer.
 - a. What is a job you want to apply for while in high school or college?
 - b. What is a question you should be prepared to answer while applying for the job?
2. We will then go over a quick presentation on how to pick up an application.
3. In groups of four, students will create two different scenarios where job applicants interact with a secretary and manager.
4. Fellow students and I will provide positive critiques of the communication skills used in the scenarios.

Assessment

Students will be assessed on their mock scenes. They will be assessed based on how they interact when providing critiques.

Reflection

Were students engaged enough to fully participate in the acting?

Was the activity foolish or useful?