

## Modern Communication - *Modified from [Unit 5](#)*

### Targeted Goals from Stage 1: Desired Results

**Content Knowledge:** How to write and format thank you letters; their own ideas about personal and professional success; how ethics impact personal and professional success; strategies for decision making; how to identify cause and effect; steps to prepare for an interview; methods of characterization

**Vocabulary:** Resume, cover letter, thank you letter, interview, ethics, personal success, professional success

**Skills:** Writing a proper thank you in regards to format and content; defining personal and professional success; evaluating an individual's personal and professional success; analyzing relationships between complex characters; substantiating opinion with support from a text; defining their own ethical ideals; making thoughtful decisions; critiquing their own personal habits; preparing for an interview

**Expectation:** Students will complete the following tasks and assignments.

Description of Task (s):	Resources and Materials:	Daily Checks (Return to Google Classroom or snapshots from a cell phone)
Monday, June 8: Engage in a mock interview and write a thank you letter to your interviewer OR analyze a non-fiction book	Mock interviews (see schedule on Google Classroom) <ul style="list-style-type: none"><li>If you interview today, remember to write and submit the thank you letter right after.</li></ul> <p style="text-align: center;"><b>OR</b></p> For those who do not have your interview today, read your book and then complete the reading tracker.	Reading tracker or thank you letter (depending on if you had your mock interview today)  *Finish your book by Thursday
Tuesday, June 9: Engage in a mock interview and write a thank you letter to your interviewer OR analyze a non-fiction book	Mock interviews (see schedule on Google Classroom) <ul style="list-style-type: none"><li>If you interview today, remember to</li></ul>	Reading tracker or thank you letter (depending on if you had your mock interview today)

Description of Task (s):	Resources and Materials:	Daily Checks (Return to Google Classroom or snapshots from a cell phone)
	<p>write and submit the thank you letter right after.</p> <p><b>OR</b></p> <p>For those who do not have your interview today, read your book and then complete the reading tracker.</p>	*Finish your book by Thursday
<p>Wednesday, June 10: Watch and reflect on your mock interview</p>	<p>1) Watch the video of your interview. (The link will be posted on the activity stream of Google Classroom today.)</p> <p>2) Write a reflection about your interview.</p>	<p>Reflection</p> <p>*Finish your book by tomorrow</p>
<p>Thursday, June 11: Analyze the role of ethics and success in a non-fiction book</p>	<p>1) Introduce ethical code assignment (about your book).</p> <p>2) Work on the ethical code assignment</p>	<p>Nothing is submitted today.</p> <p>*Ethical code assignment due tomorrow</p>
<p>Friday, June 12: Analyze the role of ethics and success in a non-fiction book</p>	<p>Work on the ethical code assignment</p>	<p>Ethical code assignment</p>

**Week criteria for success** (attach student checklists or rubrics):

PBA - interview/application process: Students had to submit their resume, cover letter, and dream job prep for this project by 11:59pm on Sunday, May 31. The mock interviews for this project started last week and will conclude, if needed, this week. Students will write the thank you letter immediately after their interview.

Interview reflection (due Wednesday)

Ethical code assignment (due Friday)

**Supportive resources and tutorials for the week** (plans for re-teaching): Students will be given feedback on all of the work that they submit. Additional documents and video tutorials will be created as needed (based on student work). In addition, email, Google Hangouts and Google Meet will be utilized for one-on-one and small-group support.