

Grade 12

Distance Learning Module 8: Week of: 5/25/2020-5/29/2020

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

### Targeted Goals from Stage 1: Desired Results

**Content Knowledge:** How to write and format business letters, resumes, cover letters, and 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

**Skills:** Writing a proper business letter, resume, and 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, May 25: Memorial Day - NO SCHOOL		
Tuesday, May 26: Identify components of and draft a resume	1) Watch the screencast overview about resumes. During the screencast, I will project a few different documents. Here they are so that you can look at them in more depth: overview, sizzle sheet, Mr. Young's sample cover letter and resume  2) Work on your resume  3) Read your book	Resume
Wednesday, May 27: Identify components of and draft a cover letter	1) Watch this screencast overview about cover letters. During the screencast, I will project a few different documents. Here they are so that you can look at them in more depth: overview,	Cover letter

Description of Task (s):	Resources and Materials:	Daily Checks (Return to Google Classroom or snapshots from a cell phone)
	sample, Mr. Young's sample cover letter and resume 2) Write a cover letter to your dream job company 3) Read your book	
Thursday, May 28: Identify components of and draft a thank you letter	1) <b>LIVE</b> ML: Thank you letters (and general Q&A about the application/interview process) <ul style="list-style-type: none"> <li>During the lesson, I will reference this overview.</li> </ul> 2) Pretend that you had a chance to have a one-on-one meeting with the subject of your book. Write a thank you letter expressing your gratitude for the meeting. 3) Read your book	Thank you letter
Friday, May 29: Learn strategies for performing well in an interview; engage in and/or watch a practice interview; revise application materials	1) <b>LIVE</b> ML: Interview skills and preparation <ul style="list-style-type: none"> <li>During the lesson, I will reference these tips. We will also                do some practice interviews.</li> </ul> 2) Work on completing your dream job prep as well as revising your resume and cover letter 3) Read your book	PBA required docs (revised resume, cover letter, dream job prep) must be submitted by Sunday night at 11:59pm  *Interviews start Tuesday

**Week criteria for success** (attach student checklists or rubrics): PBA - interview/application process

Students will submit all components of the project on the designated dates according to the “daily checks” column of the above chart. They will then get feedback on their work. Students must submit their revised resume, cover letter, and dream job prep by Sunday night at 11:59pm.

**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.