

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

Targeted Goals from Stage 1: Desired Results

Content Knowledge: How to write and format business letter; 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; methods of characterization

Vocabulary: Success (personal and professional), ethics, situational ethics, personal ethics, morals

Skills: Writing a proper business letter 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

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 18: Reflect on your own definitions of success and ethics; identify and analyze scenarios involving situational ethics	1) New unit free write - What is success? How will I know if I am successful? How can this impact my pursuit of success? 2) Watch the Ethics Overview video and review the corresponding document for an introductory overview of ethics. 3) Web Quest: Look up situations where situational ethics came into play. Analyze and take notes on these examples.	New unit free write
Tuesday, May 19: Reflect on your own definitions of success and ethics; identify and analyze scenarios involving ethics	1) Finish anything from yesterday (video, intro document, WebQuest) 2) Read about these ethics-related scenarios. Pick two of them and respond to them in writing. EACH response should be at least 100 words. After you have written your two responses, read your classmates' opinions. You must respond to at least two of your classmates.	Ethics-related scenario discussion board
Wednesday, May 20: Select a non-fiction book that involves success and ethics; create a personal	1) During this final unit, you will read a (grade-level appropriate) non-fiction book of your choosing. The book	Personal code of ethics *Pick your book by Friday.

Description of Task (s):	Resources and Materials:	Daily Checks (Return to Google Classroom or snapshots from a cell phone)
code of ethics	<p>should ultimately get at the person's life and successes (and failures). As you read, keep track of how the subject of your book defines (and works towards) both personal and professional success. Also, think about the person's ethics.</p> <ul style="list-style-type: none"> Here are some possible ebook options on Sora. Here is a Google Doc and a YouTube video that provide you with an overview of how to access books on Sora. Sora note: Only one person at a time can sign out a book, and you have it for a two-week period. <p>2) Create a personal code of ethics.</p>	
Thursday, May 21: Identify components of and draft a business letter	<p>1) LIVE ML: How to write a business letter.</p> <ul style="list-style-type: none"> During the lesson, I will reference this overview and these examples. <p>2) Write a sample business letter to anyone of your choosing</p>	<p>Sample business letter</p> <p>*Pick your book by tomorrow.</p>
Friday, May 22: Review requirements for a mock interview project; identify your "dream job" and find an actual posted position that aligns with it	<p>1) LIVE introduction to the PBA - interview/application process</p> <p>2) Fill out the mock interview schedule questionnaire</p> <p>3) Having thought about ethics and success, identify your dream job. Once you do, find a specific company/job that matches your dream job. You will pretend to apply for this job, so you will need application materials. We will work on these in the coming days.</p> <p>4) Exit slip - What book will you read?</p>	<p>1) Mock interview schedule questionnaire</p> <p>2) Exit slip</p> <p>*Identify your dream job and find a specific job/company that matches it by Tuesday.</p>

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

This formal assessment is being introduced this week, and students will continue to work on it for the next few weeks. However, students will be given feedback on all of the work that they submit.

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.