

EL/Civics Lesson Plan

Program Name: C-TEC
 Staff Responsible for Lesson: Robin Galbari
 Lesson: Applying for a Job

Dates used: May 14 and 16, 2012	May 14 and 16, 2012
Civics category:	II. Civic Participation
Civics objective:	24. Employment - Resources
Time frame to complete the Lesson:	Up to 4 hours
EFLs	Low Intermediate ESOL
Standards:	Reading, Speaking, Writing
Benchmarks:	R3.1; R3.2; R3.4; R3.6; S3.1; S3.2; S3.4;W3.3; W3.5
Materials:	Internet and SmartBoard (or could use an overhead or computer with projector List of community resources for job hunters Copies of applications
Activities:	<ol style="list-style-type: none"> 1. Discussion of applying for a job. What do you know? What are your experiences in your country? What are your experiences in the US? Where can you look for jobs? 2. Call up an application on SmartBoard. Students gather around and, with help of teacher, fill it out. A good one can be found at www.lcounty.com/hr/lcounty_typeable_app.pdf. You can type on it for the demo. You may want to only complete the basic parts. 3. Group students and have them fill out an app together. (http://wpc.4728.edgecastcdn.net/004728/applications/mcDonalds-job-application.pdf) Keep app on SmartBoard and circulate to help. Although they are working together, each student should fill out an app. This is an opportunity to group students so that higher level students can help lower level. 4. Bring students back together after 10 minutes. Go over the SmartBoard example again and answer questions. 5. Students continue working together to complete: What was the most difficult part? How was this the same/different from apps you have completed? How was it the same/different from apps you have completed in your country? 6. Discuss local resources for job hunters.
Assessment/Evidence:	<ol style="list-style-type: none"> 1. Participation in class 2. Completion of app
Reflection:	This was only interesting for my students who are looking for jobs. The others were not really engaged.
Other: Lesson Expansion.	If the students are interested in continuing to learn about applying for jobs, you can go to the following Kroger site http://www.job-applications.com/kroger-application/ . Here there are videos and practice questions which will help prepare the students for a job interview.