

Lesson Plan for Performing Writing Skills at Work

Step	Plan
Grade Level	11 th – 12 th
Professional-Technical Area	Careers/ Individualized Occupational Training Experience
Subject Area	Writing Skills
Idaho Achievement Standards Addressed	
Lesson Title	Performing Writing Tasks at Work
Lesson Overview	Students will develop their own job description that can be used by their employers for other people in that position.
Learning Objectives	Upon successful completion of this lesson the student will be able to: <ul style="list-style-type: none"> • Write clearly • Know the duties and tasks for their job and describe them accurately • Format using Microsoft word a professional looking job description
Assessment of Objectives	<ol style="list-style-type: none"> 1. Writing activities – worksheets 2. Final Job Description
Time Allotment & Materials List	<p>Time: 25-30 minutes to go over the basic writing elements: Capitalization, Usage, Punctuation, and Spelling (CUPS)</p> <p>Materials:</p> <p>Writing Assignment Sheet</p> <p>Writing Activities - worksheets</p>
Lesson Plan	<ol style="list-style-type: none"> 1. Have the students discuss some of the ways they currently use writing at their jobs. These will vary based upon current jobs, but remind them that one of their job duties is to report the number of hours they work, and if they don't write correctly and legible they may not get paid for what they worked. (1 -2 min) 2. On the board go over the CUPS method (see below). Talking about when you capitalize, how to determine verb usage, punctuation samples, and then common missed spelled words. (no more than 5 minutes) 3. Have the students complete the worksheet using the CUPS method. Have them label if it is C, U, P, or S that is the problem with each statement. (about 5 minutes) 4. Then do some of them as a group on the board. (5 minutes) 5. Then go over expanding sentences by adding modifiers such as adjectives and adverbs. Explain the difference between adjective

Lesson Plans On Report Writing

R Bogdan



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