

DVR – Partners in Education Teachers Work Experience Lesson Plan:

Submitted by: Chuck Alvarado

Strategy Name: Phone Interview – Related SWEV Vocational Program

MATERIAL NEEDED:

Class binder
Chrome binder
Writing Utensil
Brain storm Organizer

Objective:

Students will be able to ... Referred to as C. O. – My students have a daily class objective that they record in their class binder – (Graphic Organizer included) As an instructor my objectives are longer and more complex I will also combine objectives for the unit. They would be as follows:

Students will brainstorm the questions in a mock interview

Students will create a script for phone interaction (Alerting a customer to a delivery, Alerting an associate business to a transaction, Cold call on services)

Students will take part in a mock phone interview with peer

Student will take part in a mock interview with School Professional

Process:

Announcements: Teaching assistant presents daily reminders regarding work site, changes in schedule, pay periods, time cards or up-coming events. At this time our WOW – Worker of the Week is awarded. Often this student is recognized because he or she has received unsolicited praise for work site employers

C. O. – As mentioned earlier this will be a brief daily class objective that the students will record

- **To brainstorm the questions in a mock interview**
- **To record at least 4 important phone interview questions**

Warm-up:

Name an important quality or ability you should have when you use the phone

Question for answer technique:

An important quality or ability you should use on the phone are _____, _____,

Brain Storm Organizer:

As a class – use your knowledge of interviewing from this year or last to write important phone interview questions:

Students brainstorm as teacher list – students must record all of the item of the list

Students break into pairs – record the list into full sentences:

Students create full sentences interview phone questions:

Ex. What do you like best about talking on the phone? What do you like the least?

We will develop the future lesson into Mock interview/ using the same method and procedure to create the script.

Outcome – Students will:

Create interview questions

Take part in a mock phone interview

Create a marketing phone script

Take part in a mock marketing phone activity

Submitted by Jim Melich

BELLWORK

OBJECTIVES

Students will be able to ... successfully perform a phone interview

MATERIALS NEEDED

Cell Phones

Student phone numbers

LESSONS

During group or solo work time in class, call random student and conduct a short phone interview.

Alternative idea; have a partition set up where T is seated on one side and Student is on the other and record the interview

CLOSURE AND LOOKING FORWARD (HOMEWORK TO BE ASSIGNED)