**Career Lesson – Writing Professional Emails**

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| Teacher Name: Mike Herrod | | | Duration (in minutes): 45 |
| Grade Level(s): 9-12 | Subject/Course: Career Training | | Unit: N/A |
| Resources needed:  On-site people, facilities, tools, technology, materials, community connections | Google Slideshow, graphic organizer, exemplar | | |
| Learning Standards: | N/A | | |
| Big Idea & Authentic Purpose:  Why does this matter to your students?  How will this be helpful to your students? | Learning how to write professional emails will help students build better relationships with their teachers, and will help them in their job search and in their careers.. | | |
| Type of Career Content   * Career specific * Career psychology * **Career skills** | Experts:  Who can you connect with in order to bring in an outside voice?  Guidance counselor, local businesses | | |
| Relevancy:  How does it connect to students' lives? | This lesson helps students communicate better in school and in the workforce. | | |
| Objectives:  Students will be able to plan out a professional email. | | Assessment:  Teacher observation of pair work  Completion of graphic organizer | |
| Knowledge Construction: How are students going to construct content knowledge and practice it  Beginning of lesson  The lesson begins with this 1-minute entry ticket:  How are your emails to your teachers different than your emails or texts to your friends? Describe at least two ways they are different.  The teacher then explains to the students what a professional email consists of, and why it’s important in school and at work.  The teacher then shows this video demonstrating a professional email:  <https://www.youtube.com/watch?v=VQNK38iKRxk>  The teacher then models how to complete the sections in a profession email.  Next, the teacher shows two examples of a poorly written, and asks the students to correct them. | | | |
| Middle of lesson  The students work in pairs to complete the graphic organizer. The organizer requires the students to fill in the parts of a professional email then write an email to a teacher asking for an extension on a paper. | | | |
| End of lesson  The teacher brings the class back together to review the lesson. The teacher asks the students these questions:   * What was the most challenging part of writing professional emails? * What did you need to change from your emails or texts to friends? * In what situations would you write professional email?   The teacher reviews the important points for a professional email:   * Professional emails are essential for making a good impression with teachers and supervisors * Professional emails with make you more likely to be hired and to advance in your career * Professional emails should be friendly and formal * Professional emails should avoid slang, emoticons or casual language | | | |