

Fifth Grade ▪ Career Acquisition ▪ Language Arts

Competency:	13.2.5A Apply appropriate speaking and listening techniques used in conversation.
Lesson Topic:	Speaking and Listening
Subject:	Language Arts
Length:	1 class period
Materials:	None
Evaluation:	Children must draw on their verbal abilities and critical thinking skills to help identify inappropriate and appropriate speaking/listening techniques.

Procedure:

1. Teacher chooses a student to role play with and a student to write responses on the board.
2. The teacher asks the rest of the class to watch the conversation and think about how the teacher is not listening to the student.
3. The teacher and student have a conversation about what the student did during the weekend and displays poor listening techniques that can include but are not limited to:
 - Poor or no eye contact
 - Interrupting the student
 - Changing the subject
 - Walking away
 - Playing with an item
 - Looking through a bag
4. The students provide examples of how the teacher was not listening well during the role playing exercise and the answers are written on the board.
5. Students can take turns role playing using their worst speaking and listening techniques.
6. The teacher provides examples of appropriate listening techniques and why it is important at home, school and someday in a job/career.



Fifth Grade ▪ Career Acquisition ▪ Language Arts, Computer

Competency:	13.2.5B Identify and review resources available in researching job opportunities, such as, but not limited to: Internet, magazines, newspapers.
Lesson Topic:	Job Search Techniques
Subject:	Language Arts, Computer
Length:	2 class period or homework assignment
Materials:	Job Search worksheet and My Career worksheet, pencil, Internet access, various newspapers
Evaluation:	Students will explore researching a job by using the Internet and newspaper classified ads.

Procedure:

Class One:

1. Teacher provides students with the *Job Search* worksheet and either Internet access or newspaper classified ads.
2. If Internet access is available the teacher should write a list of websites for job seekers on the board, these can include CareerLink, newspaper websites, Monster, etc.
3. Students research and write about three jobs that may be of interest.
4. Students turn in their assignments at the end of the class period.
5. Teacher saves the assignment for the next lesson that will use these sheets with the *My Career* worksheet.

Class Two:

1. Teacher provides students with the *My Career* worksheet.
2. Teacher also provides students with the *Job Search* worksheet completed in class one.
3. From the three jobs found either through the Internet or newspaper classified ads, students will pick one that interests them the most and research it utilizing the *My Career* worksheet.
4. This activity can be a homework assignment but also should allow for Internet research.

MY CAREER WORKSHEET

Name: _____

Job Choice

From the jobs I found, I want to be a (n):

Salary: \$ _____

Education needed: _____

Describe your job:

What do you think you would like the best about your job?

Draw a picture of you at your job!

JOB SEARCH WORKSHEET

Name: _____

Company Name: _____

Job Title: _____

Experience Needed:

Salary: _____ Job Location: _____

How to Apply: _____

Company Name: _____

Job Title: _____

Experience Needed:

Salary: _____ Job Location: _____

How to Apply: _____

Company Name: _____

Job Title: _____

Experience Needed:

Salary: _____ Job Location: _____

How to Apply: _____

Company Name: _____

Job Title: _____

Experience Needed:

Salary: _____ Job Location: _____

How to Apply: _____



Fifth Grade ▪ Career Acquisition ▪ Language Arts

Competency:	13.2.5C Compose and compare a business and personal letter.
Lesson Topic:	Business Letters
Subject:	Language Arts
Length:	1 ½ class periods or 1 class and homework assignment
Materials:	Let's Create a Business letter worksheet, pencil
Evaluation:	Students will compose a business letter.

Procedure:

Class One:

1. Teacher will explain the reason for writing a business letter. Business letters are written for a certain reason. Many times business letters are used to request information or order materials.
2. Teacher will distribute and review the *Let's Create a Business Letter* worksheet with the class.
3. Students will pick one of six topics to write to and ask information.
4. Students are able to start writing their letter on a blank piece of paper.
5. The teacher will explain if the assignment is not complete at the end of class it should be completed for homework.

Class Two:

1. Students hand in their business letters for class credit.

Let's Create a Business Letter Writing Worksheet

There are six parts of a business letter, use this form to help you write your own letter.

Part 1: Heading

- Your Address
- City, State and Zip Code
- Month, Day and Year

Part 2: Inside Address

- The name of the business or person that you are writing to
- Address of the business or person that you are writing to
- City, State and Zip Code

Part 3: The formal Introduction

(Pick only one)

- Dear Sir or Madam
- Dear Mr. Richards (use this if you know the persons last name)
- Ladies and Gentlemen

Part 4: Body

(This is where you write your message.)

- Pick one of these topics:
 - A TV station telling them why you like a certain cartoon
 - Your favorite singer/band asking for an autograph
 - A local company asking for information about what they make
 - A sports team asking for a donation for your school
 - A book author telling them why you liked their book
 - The principal asking for something special for your school

Part 5: Closing

(This is how you end your letter, pick only one.)

- Sincerely, Yours Truly

Part 6: Signature

Sign your first and last name in cursive



Fifth Grade ▪ Career Acquisition ▪ Language Arts, Computer, Health

Competency:	13.2.5D Identify individualized career portfolio components, such as, but not limited to: Achievements, Awards/recognitions, Career exploration results, Career plans, Community service involvement projects, Interests/hobbies, Personal career goals, Selected school work, Self inventories.
Lesson Topic:	All About Me
Subject:	Language Arts, Computer, Health
Length:	2 class periods
Materials:	Class One: Internet access Class Two: All about Me worksheet and pencil
Evaluation:	Students will learn parts of a career portfolio through self exploration exercises.

Procedure:

Class One: Internet Access is needed for the class lesson; each student should have their own computer.

1. Teacher will guide students to the Educationplanner.org
2. Once on the website direct students to the Discovering section, located under "Thinking about College", students will need to double click on the black word Discovering.
3. In the Discovering section, the teacher will direct students to the left hand side of the webpage to the eighth blue link titled "Learning Styles Quiz"
4. Students are able to type in their first and last name as the results of this learning style test will be able to be printed out and can be kept in the students file.
5. After students take the test a class discussion can occur regarding the way the students learn and how their behaviors in the classroom may hurt the way others learn.

Class Two:

1. Teacher provides students with the *All about Me* worksheet and explains that all of the things that they do at home, school and in the community are important.
2. Students record the results from their learning styles quiz and also list their achievements, sports and activities on the worksheet.
3. The teacher explains the reason for this lesson is because throughout school students will need to complete a career portfolio for college, work and volunteering in the community.
4. The teacher as the option of keeping these worksheets and passing them on the guidance office for record retention.

ALL ABOUT ME WORKSHEET

Name: _____

Grade: _____

Fill in the information below. These can have happened at home, school or in your community!

List any awards you have received:

Community Service:

Interests or hobbies:

Your favorite subjects in school:

What is your learning style?

Sports teams you are on or help with:

What do you want to do after high school? Why?



Fifth Grade ▪ Career Acquisition ▪ Language Arts, Gym/Health

Competency:	13.1.3E Apply to daily activities, the essential workplace skills such as, but not limited to: Commitment, Communication, Dependability, Health/safety, Personal initiative, Scheduling/time management, Team Building, Technical literacy, Technology.
Lesson Topic:	Team Work
Subject:	Language Arts, Gym/Health
Length:	1 class period
Materials:	Student participation
Evaluation:	Students will work together to show the importance of getting along with others.

Procedure:

1. Teacher will divide the classroom into two groups.
These two groups will stay together for the following two teambuilding activities:
 - A. Students are instructed to line up in by the month and day they were born and are timed against the other team. The team that completes the task first and correctly wins.
 - B. Students are instructed to line up by the first letter of their last name. The group that completes this task first and correctly wins.
2. The teacher will bring the group together for a larger timed activity.
3. Students will be tasked with lining up from shortest to tallest without speaking to one another and timed.
4. Once completed, the teacher will provide students with a minute to talk about how they can do this again.
5. The teacher will time students a second time to see if they were able to increase their time by working together.