

Career Class SEMESTER BUNDLE

**50+ Engaging
Digital Lessons!**

**Strategic Career
Planning**

**Career Exploratory
& Research**

Career Readiness

**Workplace
Expectations**

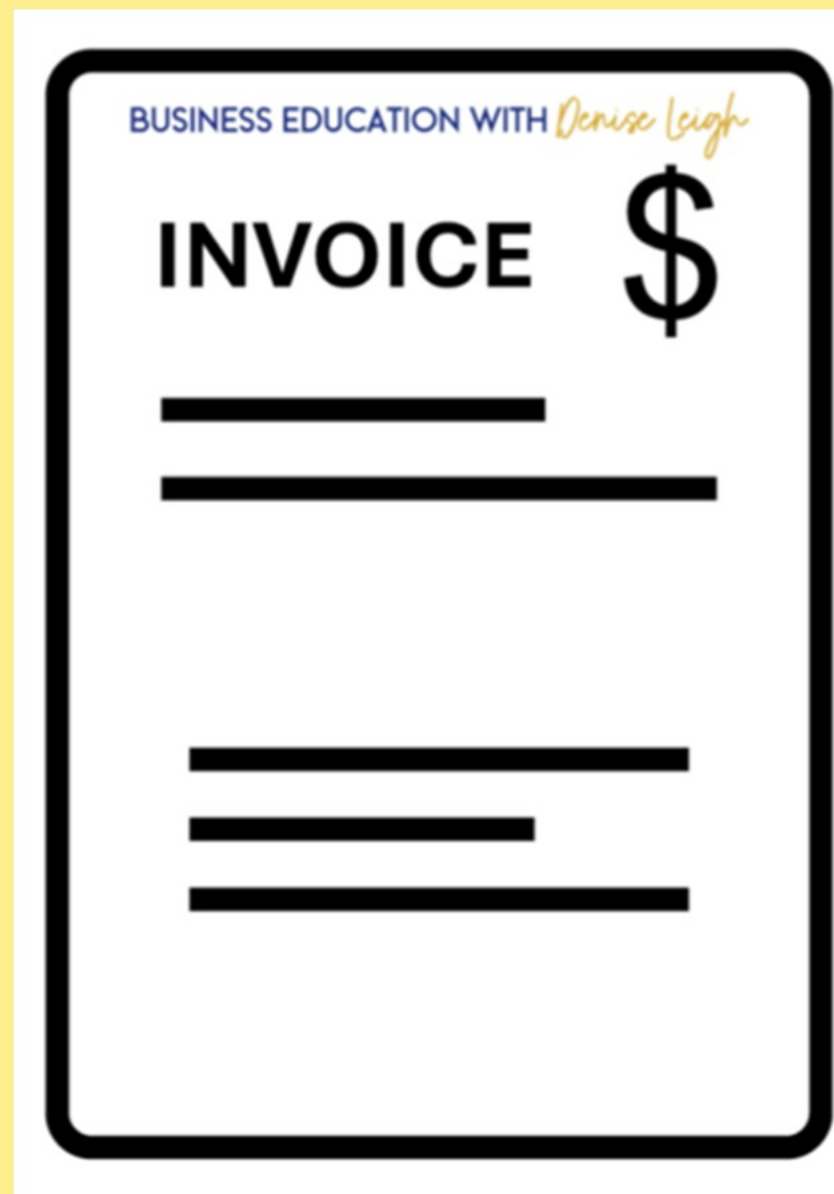
**Employment
Communications**



BUSINESS EDUCATION WITH *Denise Leigh*

I accept School District Purchase Orders

Go to www.business-ed.com/purchase-orders to learn how



WHY IS THIS 'CAREER CLASS HUGE BUNDLE' SO GREAT?

- ✔ Designed by an educator with **30 years** experience.
- ✔ **NO PREP** lessons, activities, & projects that are **ENGAGING & FUN**.
- ✔ **Aligned and cross-walked** to the National Business Education Association (NBEA) standards.
- ✔ Use these **versatile** lessons, activities, & projects in your multiple business education preps!



WHAT DO YOU GET?

- ✓ Lesson Library that keeps the instructor organized
- ✓ Student Copies
- ✓ Teacher's Keys & Student Examples
- ✓ Pacing Guides
- ✓ NBEA Standard cross-walked with the lessons
- ✓ Bulletin Boards



Includes **everything the teacher needs for success including many teacher notes, tips, and suggestions!**

Includes a **LESSON LIBRARY** to keep you organized

The digital lessons are listed in the order I recommend them be taught.

✓ Student Copies

✓ Teacher's Keys

✓ Expected Time / Pacing

✓ NBEA Standards Cross-Walked

Instructional Strategy Idea: I always taught these lessons with the "student-led instruction" model. That is why there are NO PowerPoints. No worries: Watch [THIS VIDEO](#) demonstration on SLI and you will see how you can keep students engaged in your classroom with these lessons!

Unit	Activities and lessons in the order in which I recommend teaching them.	Pacing Guide	NBEA Objectives (National Business Education Assoc.)
STRATEGIC CAREER PLANNING Finding one's interests, passions, and focus	This first day of class → Can money buy happiness? Give THIS ASSESSMENT after watching the video in class. Business Student first week of school activity--Download this activity from your purchase folder on TpT as it is a PDF Self Assessment SMART Goals Soft Skills Reflection Activity Steps in Financial Planning Wage Differences Work and Pay Reality Check -Teacher note: be sure to allow students to discuss their findings in class. Post-Secondary Degrees Discovery Activity	This is a 15 minute video and the assessment only takes about 5-6 minutes. 35 min 30 min 25 min 25 min 45 min 28 min 40 min	Level 2 Performance Expectations 4. Discover individual abilities and interests 5. Identify and correlate social, physical, personality characteristics, and interests with various career clusters 6. Assess and analyze strengths and weaknesses relative to a variety of careers 7. Formulate and implement a plan to address identified weaknesses 8. Formulate and implement a plan to address identified areas of improvement 9. Describe the relationship of assessed interests, talents, and skills to academic and occupational skills Level 3 Performance Expectations 10. Assess and analyze personal interests, talents, and skills related to a future career based on standardized career interest and personality assessments 11. Compare personal interests, talents, and skills with various career options 12. Discover talents that are easily accomplished 14. Match personal strengths to appropriate jobs and careers to maximize career potential 15. Identify considerations for making responsible educational and occupational choices
CAREER EXPLORATORY & RESEARCH Discovering various career clusters and careers	Career Cluster Lesson Library -Can be used as a choice board (I have my students choose 8 of the 16 to complete throughout the semester) or you can have your students complete all of them as the semester progresses. Career Project and Room Decor Entrepreneurship Discovery Activity - Do you have what it takes to be a business owner? Entrepreneurs Research File -can be used as a choice-board or have students complete the whole file. Career Pathways DOOR Bulletin Board--Download this activity from your purchase folder on TpT as it is a PDF	Each lesson takes about 30 min 15 min 30 min 40 min 42 min	Level 2 Performance Expectations 6. Analyze career fields 7. Conduct personal research (e.g., informational interviews, job shadowing, and career fairs) in the career exploration process 8. Evaluate several occupational interests based on various criteria (e.g., educational requirements, starting salaries, career ladder opportunities, and labor market information) 9. Explain the advantages of early career exploration and planning 10. Explain the concept of transferable skills within and between career clusters Level 3 Performance Expectations 13. Correlate personal characteristics with the requirements of specific jobs within career clusters 14. Use available resources for projecting career opportunities and trends that include local, regional, state, national, and international labor market information 15. Identify transferable competencies and job-specific skills related to career and job options 16. Identify how part-time jobs and community service can contribute to career development 17. Analyze a specific career cluster using various research tools
CAREER READINESS & WORKPLACE EXPECTATIONS Awareness and development of soft skills, employability skills, and workplace expectations.	Resume Writing Tips-Teacher's Key Job Interview Tips Performance And Workplace Expectations -Collaborative Bulletin Board BONUS Career Portfolio--Download this activity from your purchase folder on TpT as it is a PDF Communication Skills Top tips of communication etiquette in the workplace -Teacher's Key Leadership Qualities Teamwork Time Management--Download this activity from your purchase folder on TpT as it is a PDF Customer Service Empathy Texting in the Workplace Texting in the Workplace Teacher's Key Labor Laws Worker's Right under OSHA Student copy Worker's Right under OSHA Teacher's Key	45 min 45 min 45 min 40 min 30 min 30 min 30 min 30 min 40 min 30 min 15 min 40 min 40 min	Level 2 Performance Expectations 6. Demonstrate punctuality, dependability, reliability, productivity, and ability to work with others 7. Describe the qualities of highly motivated individuals 8. Describe how honesty and integrity affect relationships with others 9. Discuss the importance of quality performance 10. Practice techniques for developing and maintaining positive and flexible behaviors and attitudes 11. Discuss the appropriate use of social media in all areas of life Level 3 Performance Expectations 12. Illustrate how personal qualities transfer from school to the workplace 13. Explain ways in which the honesty and integrity of coworkers affect work performance 14. Describe appropriate time management techniques and their application to the workplace 15. Explain how product quality affects job stability 16. Describe the positive and negative impacts of technology/social networking on the workplace
Employment Communication Applying for a job, completing a job application, cover letter, resume, thank you letter, and more!	Job Search and Hiring Activity File -21 page file. We did this as a class. I used this as an instructional tool AND an application tool. I projected the file on my white board while each student had a digital copy of their own in which to complete the prompts. Job Search and Hiring File Student Example JobQuest Simulation Job #1 - (Best if printed out to present to students) JobQuest Simulation Student Example Respectfully Declining a Job Offer Respectfully Declining a Job Offer Teacher's Key Job Interview WebQuest Research & Presentation Prompt Spoken Communication-have students present. Job #2 Job Interview WebQuest-Student Example Presentation Part of Job-Student Example LinkedIn Benefits to Business -Teacher's key Create a LinkedIn Profile	1 week 1 week 30 min 90 min 25 min 25 min	Level 3 Performance Expectations 7. Demonstrate the ability to research prospective employers and jobs using all available resources (e.g., print media, on-site and telephone interviews, job shadowing, internships, job fairs, and Internet research) 8. Develop criteria for selecting prospective employers 9. Demonstrate the ability to complete an online job application accurately 10. Identify steps to prepare for an interview 11. Demonstrate the ability to describe personal career readiness skills to interviewers 12. Demonstrate appropriate interviewing techniques through participation in mock or actual interviews 13. Explain the importance of appropriate interview follow-up techniques 14. Describe the criteria for evaluating job offers Job Interview Process Employment Communication • Prepare responses to commonly asked interview questions • Demonstrate appropriate dress and grooming • Prepare questions to ask the interviewer • Identify common interview mistakes • Write job interview thank-you and follow-up messages • Prepare for various interview formats (including virtual) • Demonstrate ability to relate answers to real successes and obstacles

All files are in Google format or **EASILY** convert to Microsoft

Students explore
each of the
**16 CAREER
CLUSTERS**
using a resource link
to the
*Occupational
Outlook Handbook.*

Use this as a choice board
or
have student complete
each of the clusters.

Career Exploratory & Research

16 CAREER CLUSTER LESSON LIBRARY

The 16 career clusters are broad groups of careers and industries created by the U.S. Department of Education to organize career and technical education programs. States have adopted them and in some cases, adapted them for their regional economy. Below are 16 digital activities - one for each Career Cluster.

Agriculture, Food & Natural Resources  CLICK HERE	Architecture & Construction  CLICK HERE	Arts, Audio/Video Technology & Communications  CLICK HERE	Business, Management & Administration  CLICK HERE
Education & Training  CLICK HERE	Finance  CLICK HERE	Government & Public Administration  CLICK HERE	Health Science  CLICK HERE
Hospitality & Tourism  CLICK HERE	Human Services  CLICK HERE	Information Technology  CLICK HERE	Law, Public Safety, Corrections & Security  CLICK HERE
Manufacturing & Production  CLICK HERE	Marketing, Sales & Service  CLICK HERE	Science, Technology, Engineering & Mathematics  CLICK HERE	Transportation, Distribution & Logistics  CLICK HERE

Several Soft Skills Lessons for Career Readiness...

Leadership

Communication Skills

Leadership Qualities



EMPATHY
MANAGEMENT LEADERSHIP

CLICK ON THIS LINK TO ACCESS A VIDEO OF Simon Sinek's approach on EMPATHY:
[Empathy Management Leadership!](#)

List 12 key takeaways from viewing the video.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

List 3 ways of how a sports coach can show empathy.

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Focusing on communication skills

The MOST important soft skill in business!!!

Students: Be sure to read all individualized information on each page. Respond to the designated boxes. Feel free to change the font size to better work for your response.

Teacher: When attaching Google Classroom, be sure to attach the selection "Make a copy for each student."

Let's get down to business!

There are essential skills that make individuals more marketable in the workplace. They are skills that, if practiced and polished, can help one land the job that they want! Several of these essential skills "soft skills" are listed below. "Soft skills" are skills that are not easily taught in a classroom, but are essential for success in the workplace.

For this 10-minute activity, you will create a list of communication skills that you feel you do well in.

Teacher put name of course here...

Communication Skills Components

Teamwork
Adaptability
Problem Solving
Creativity
Work Ethic
Interpersonal Skills
Time Management
Leadership
Attention to Detail

Listening

Listening is a very important component of good communication skills. Being a manager, look for yourself in new times. There are 3 types of listening skills used in business.

Active Listening: A technique that is a well-known skill, training, and using. It requires that the listener fully concentrate, understand, respond and then remember what is being said.

Reflective Listening: Communication strategy involving two key steps: seeking to understand a speaker's idea, then offering the idea back to the speaker, to confirm the idea is as they understood correctly.

Empathic Listening: A way of listening a responding to another person that involves not just a reflection of their words, but an understanding of their feelings.

Self Assessment

Review the list of communication skills components on the previous page. Of that list, what skills do you feel that you do well?

Using that same list, what components do you feel that you could work on to be your personal best?

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Good managers have leadership qualities. Below are 15 leadership qualities that make-up a great manager.

1. Visionary

2. Decisive

3. Empathetic

4. Communicative

5. Organized

6. Adaptable

7. Resilient

8. Humble

9. Collaborative

10. Proactive

11. Assertive

12. Flexible

13. Motivated

14. Responsible

15. Creative

is above, list 5 qualities that YOU
YOU being a good leader and
great manager!

2	
3	
4	
5	

Think of a teacher, coach, boss, or instructor that you have had that was a good leader. What made them a good leader?
Answer in a complete sentence....

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Time Management



Student are writing on the 'wrong side' as these plates are printed on the other side 😊
I use what plates I have. Paper works better than Styrofoam plates.



Business Ed With Denise Leigh © 2019

Great Resources for Career Readiness and Workplace Expectations!



PERFORMANCE EXPECTATIONS

A performance expectation is an action, standard, or

Performance Expectations

[CLICK HERE](#) to access a list of PERFORMANCE EXPECTATIONS and complete the table below.

Performance Expectation	Explain this Expectation in your own words.
1	
2	



Resume Tips

INCCED.com is a website used for searching for jobs and it also offers job hunting advice. Use [THIS LINK](#) to complete the chart below.

This resource link offers 10 tips for writing a resume. List the 10 tips and offer one important fact about each resume writing tip.

Resume Writing Tip	Fact
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Resumé Tips



SELF ASSESSMENT

Resource Link: [Link to character traits](#)

List 3 personal characteristics about yourself pertaining to skills, talents, and interests.

Self-Assessment

List 3 things that you like to do as a hobby. Use [THIS LINK](#) for some ideas.

Teamwork...Makes the Dream Work!

Good teamwork is what it takes to make an organization successful! Whether it is a band, football team, or Fortune 500 Company, chemistry is the heart of what makes an organization successful. Some leaders call this SYNERGY.

Synergy is when there is a combined effect greater than the sum of separate effects-making a combined effort more successful than individual efforts.

There are 10 characteristics for successful teamwork.

- Clear direction
- Open and honest communication
- Support risk taking and change
- Defined roles
- Mutually accountable
- Communicate freely
- Common goals
- Encourage differences in opinion
- Collaboration
- Team trust

Teamwork

The Washington County Fair is a county fair that has been providing family entertainment and agricultural education to Washington County and neighboring counties for over 100 years! This time-honored event is

On the following pages, you will read of some struggles and celebrations of the fair. Read, assess and evaluate their teamwork efforts.

Testing Teamwork Tactics

List the names of the board members who are exercising the following characteristics of TEAMWORK.

Who is collaborating to come to a conclusion?

Your text here

Which board members are expresses trust?

Who is respecting differing opinions?

Which board members have a clear direction?

Who has a differing opinion from the others?

Includes an Interactive Bulletin Board that can be completed as a collaborative project with your class!

Each of the **16 Career Clusters** are listed on the top of each door. Students work together to open each of the doors and reveal the pathways of each of the Career Clusters!



Job Search and Hiring Activity

The job search process can be very exciting and also nerve-racking. There are some simple steps to follow to make the process less stressful. Although some employment opportunities come about in different ways, this file will work through the most common process taken when job searching.

Job Search & Hiring Process

What to expect...

1. Start your search...
2. Prepare a resume...
3. Prepare a cover letter...
4. Submit application...
5. Interview...
6. Job offer...
7. Background checks...
8. Job interview questions...
9. Thank you follow-up...
10. Job offer considerations...

Start your search...

Job search sites are a great place to start when looking for a new job. Most of them operate the same, they prompt you to create an account, allow you to search and browse job listings, and alert you when a new job becomes available in your area.

Click on [THIS LINK](#) to discover the best purpose for each of the top job search sites.

Which is best for networking?	
Which is best for overall job searching?	
Which is best for startup jobs?	
Which is best for government jobs?	
Which is best for salary information and employee reviews?	
Which is best for employers?	

Top Job Sites

- Indeed
- ZipRecruiter
- LinkedIn
- Glassdoor
- Wellfound
- USA Jobs

Exploring Job Listings on Indeed

Office Assistant

Victory Health Inc. 4.2 - 3.8 ★
103 North Meadows Drive, Wexford, PA 15090

Job details

Pay: \$17.00 - \$19.00 per hour

Job type

Full-time

Shift and schedule

8 hour shift

Job Type

Full-time

Pay

\$17.00 - \$19.00 per hour

Schedule

• 8 hour shift

Experience

- office assistant: 1 year (Preferred)
- License/Certification:
- Driver's License (Required)

Work Location

In person

Full Job Description

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Responsibilities

- Organize office and assist associates in ways that optimize productivity
- Lead scheduling/admin for employee's
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Train new employee's
- Perform receptionist duties when needed

Skills

- Proven experience as a back-office assistant, office assistant, or in another relevant administrative role
- Working knowledge of office equipment
- Thorough understanding of office management procedures
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

Job Type

Full-time

Pay

\$17.00 - \$19.00 per hour

Search Indeed.com for a job that interests you. Once you find one, take a screenshot or snip of the listing and drop it below.

Prepare a resume...

What is a **resume**? A resume is a summary of your academic and personal experiences, including before and after school activities, volunteer work, and/or jobs.

Click on [THIS LINK](#) to discover 10 things that one can do to prepare for a background check.

Your Resume Content

#1-Your contact information

#2-Professional Summary statement or objective. If

#3-List your work experience (the year that you started high school to present)

#4-Include your education (the year that you started high school to present)

#5 List skills that you have that would be beneficial in the workplace.

#6-List your awards and achievements

#7-List your clubs & activities

How to Prepare for a Background Check

Click on [THIS LINK](#) to discover 10 things that one can do to prepare for a background check.

1

2

3

4

Prepare a resume

Prepare a cover letter...

A cover letter is a one-page document that provides additional information related to the job you're seeking. Click on [THIS LINK](#) to discover 10 things that one can do to prepare for a background check.

The Body of the Cover Letter

In the first paragraph, mention the job title you're applying for and where you saw the position posting. Explain your interest in the role and company to show you've done your research. The first section of your cover letter is also the first impression you have of you, so it's important to make a good first impression.

Submit application...

Job Application

Interview...

Interview is a very important part of the hiring process. You only get one chance to make a good impression! Click on [THIS LINK](#) to discover 20 job interview tips. Record each of the tips on the next page.

Job Offer...

Getting a job offer is a great accomplishment! Someone has decided you are qualified to work for them. But the offer needs to meet your career goals and your lifestyle. Click on [THIS LINK](#) to explore 18 important considerations before accepting a job offer.

Job Interview Questions

An job interview, you can expect to answer several questions, but it is also expected that you will be asking questions as it is important that the job is a good fit for you. Click on [THIS LINK](#) to discover some great questions that can be asked. List one sentence under each category that you may ask for the job listing on page 4 of this file.

Thank you follow-up...

It is good practice to send a thank you note after an interview. Click on [THIS LINK](#) to discover 10 things that one can do to prepare for a background check.

Job Offer Considerations

Click on [THIS LINK](#) to view some things to consider before accepting a job offer.

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Background Checks...

Background checks are a standard part of the hiring process for many employers. Explore [THIS LINK](#) to discover 7 things that are often included in a background check.

7 Things that can be included during a background check.

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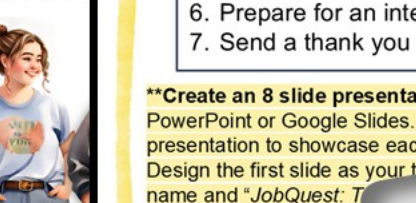
Plug and Play – No Prep!

Job Quest Simulation

A REAL-WORLD Simulation that prepares students for the employment documentation needed to land a job.

JobQuest: The High School Senior Simulation

Prepare employment documents and land the job that you want.



Overview of this simulation:

1. Skills and needs reflection
2. Search for a desired job listing
3. Prepare a resume
4. Prepare a cover letter
5. Submit an application
6. Prepare for an interview
7. Send a thank you email

****Create an 8 slide presentation using Microsoft PowerPoint or Google Slides. You will be using that presentation to showcase each step of your JobQuest. Design the first slide as your title slide with your name and *JobQuest: The High School Senior Simulation* as the subtitle.**

Skills and Needs Reflection

Before searching for a job, it is important to reflect on your skills, gifts, talents, needs and desires from a job. We spend most of our waking hours at work. It's wise to choose a career or job after doing thorough reflection.

For your reflection, create a 4 column, 5 row table in Microsoft Word, Google Docs, or a spreadsheet program of your choice. Use the headings as shown below. List four components under each category that describes you or what you are looking for in a job.

Skills	Interests	Work Environment	Working Conditions

Examples of what might go in each column:

Skills: Microsoft Suite, Communication skills, interpersonal skills, problem-solving, organization, proficient in technology, reading, writing, listening, video editing, public speaking, etc.

Interests: Hobbies, large equipment, animals, etc.

Work Environment: Hospital setting, doctors' office, school, etc.

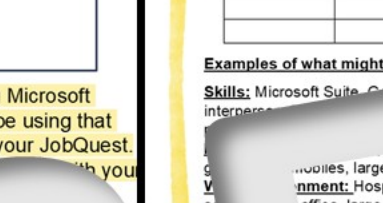
Working Conditions: Office, large office, outdoors, indoor, etc.

The Job Search

There are several job sites that are a great way to find a job. Now that you have reflected on what you might want in a job, and what skills you could bring to the workplace, search for a job that interests you.

Listed in the frame below are 6 sites that are a great way to find a job.

****After finding one job listing to pursue, take a screenshot of the listing and paste it in slide #3 of your presentation. The post code should be visible as well.**



The Resume

Your resume is a document created and used by you to display your background information, skills, and accomplishments. It is also important to include your objective in the current phase of your life. Are you looking for employment advancement OR employment to gain experience? You resume is a great chance to offer your employer a glimpse into your life.

There are so many platforms in which to create a resume. Microsoft Word, and Google Docs are the most popular. One of these resume platforms and create a resume using a template. Below is a graphic that shows how to create a resume using a template.

When using Google Docs: Go to File > New > Blank document. Then search 'resume' in the search bar. A gallery of resume templates will appear. Choose one that you like. Click on it. It will open in a new document. You can then edit the template to fit your needs.

When using Microsoft Word: Go to File > New > Blank document. Then search 'resume' in the search bar. A gallery of resume templates will appear. Choose one that you like. Click on it. It will open in a new document. You can then edit the template to fit your needs.

The Cover Letter

A cover letter is a document sent to hiring managers that describes your skills, work history, skills, and education. It is sent to the hiring manager to demonstrate your personality and why you are the right candidate for the position.

After finding one job listing to pursue, take a screenshot of the listing and paste it in slide #3 of your presentation. The post code should be visible as well.

Below is a graphic that shows how to create a cover letter using a template.

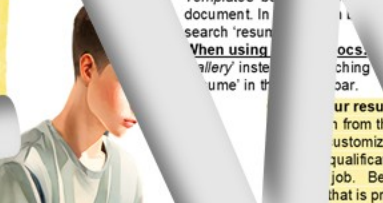
When using Google Docs: Go to File > New > Blank document. Then search 'cover letter' in the search bar. A gallery of cover letter templates will appear. Choose one that you like. Click on it. It will open in a new document. You can then edit the template to fit your needs.

When using Microsoft Word: Go to File > New > Blank document. Then search 'cover letter' in the search bar. A gallery of cover letter templates will appear. Choose one that you like. Click on it. It will open in a new document. You can then edit the template to fit your needs.

The Job Application

Complete [this job application](#) to the business. In order to fill it in, simply double click on the application and a Google Doc Drawing window will open. This will allow you to complete it. *If this packet was printed out for you, you can not access the job application as a link, your teacher was given the job application as a link, your teacher was given the job application as a link. Simply ask that that link be shared with you.

After completion of this job application, take a screenshot or snip of each page and paste it in slide #6 of your JobQuest file. Also, link it in your file as well. Be sure to give the rights to this document so that 'anyone with the link' can view.



The Interview

An interview is very important. It is a chance for you to showcase your skills and abilities. It is also a chance for the hiring manager to get to know you. Prepare for the interview by researching the company and the job. Practice answering common interview questions. Dress professionally. Arrive on time. Be confident and enthusiastic.

Use one of the templates (using Google Docs or Microsoft Word) to create a presentation for your interview. Design the first slide as your title slide with your name and *JobQuest: The High School Senior Simulation* as the subtitle. Design the second slide as your introduction slide. Design the third slide as your skills and needs reflection slide. Design the fourth slide as your job search slide. Design the fifth slide as your resume slide. Design the sixth slide as your cover letter slide. Design the seventh slide as your job application slide. Design the eighth slide as your thank you letter slide.

Also include a question that you may ask at the end of an interview about the job that you selected on slide #3. Include this question by inserting a shape and adding that question to the shape on slide #7 as well.

These graphics are included below for your visual aid.

Question #1

Tell me a little bit about yourself. I am an enthusiastic person who loves animals and farming.

Question #2

What is your main goal in life? I would love to find a career that I love and that gives me a purpose in which I can be proud.

Question #3

What is your greatest weakness? I tend to overthink things. Sometimes, I need to just chill and allow life to happen.

Completed using Google Slides. Select the **Insert** tab, click on **Diagram**, then **Process**. Format and change what you want including colors and font style and size.

Completed using Microsoft PowerPoint. Select the **Insert tab, click on **SmartArt**, then **List**, and then **Vertical Block List**.**

Follow up Thank You

Sending a thank you letter after an interview is a great way to show your appreciation. It is also a chance for you to reiterate your interest in the job. Write a thank you letter that is professional and concise. Send it to the hiring manager within 24 hours of the interview.

Use one of the templates (using Google Docs or Microsoft Word) to create a presentation for your follow up thank you letter. Design the first slide as your title slide with your name and *JobQuest: The High School Senior Simulation* as the subtitle. Design the second slide as your introduction slide. Design the third slide as your skills and needs reflection slide. Design the fourth slide as your job search slide. Design the fifth slide as your resume slide. Design the sixth slide as your cover letter slide. Design the seventh slide as your job application slide. Design the eighth slide as your thank you letter slide.

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Completed using Microsoft PowerPoint. Select the **Insert tab, click on **SmartArt**, then **List**, and then **Vertical Block List**.**

Completing your JobQuest File in a Professional Way

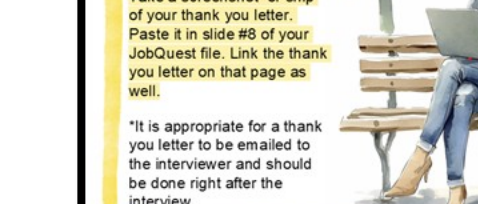
***Revisit your JobQuest file and complete the following tasks to make it look aesthetically pleasing and professional.**

***Insert an appropriate title to each slide in your file. Be sure that the title is large enough to fill the title space.**

***Be sure that each of the screenshots or snips are tightly cropped to showcase your submissions for each step of the career communication process.**

***Add an appropriate image to each slide. Do this by searching the internet for professional images.**

***Add any embellishments, borders, or themes that will add to the professionalism of this slide presentation. The Space on each slide should be used wisely and fill the area with large and easy-to-read captions if needed.**



An Important Lesson for ALL STUDENTS

Job Interview WebQuest Research & Presentation Prompt

(A Spoken Communication Lesson)

Career Communication WebQuest



Search the web for at least 5 things that cannot be asked on a job interview.



List your findings here...	
1	
2	

Search the web for 5 good questions to ask the interviewer about the job...

List your findings here...	
1	
2	



Search the web for 5 of the top qualities that employers are looking for in new hires...



List your findings here...	
1	
2	
3	
4	
5	

Search the web for at least 3 good examples (images) of what to wear to a job interview (for both genders). For each example, list the items below...

List your findings here...	
1	
2	

Search the web for 5 nonverbal communication cues that will help you in a job interview...

List your findings here...	
1	
2	



Create a 6 slide presentation summarizing your findings in this file.

- Open up a new slide presentation
- Your title slide should read "Job Interview"
- The other 5 slides are summaries of your findings
- Add an appropriate image to each slide
- Include a professional image for your presentation



Creating an Attractive and Effective Digital Presentation using PowerPoint or Google Slides.

It is really important that when creating digital presentations, one follows the following guidelines to create attractive and effective visual presentations:

- Use the same colors throughout the presentation. Be sure that the colors are not distracting and complement each other.
- Use no more than two different fonts throughout the presentation. Fonts should be easy-to-read and professional.
- Do not use distracting animations so that they are not distracting to your audience.
- Do not use too many words on each slide. Try to limit your message on each slide to bullet points or no more than three sentences. (Instructional slides, such as the one you are reading now, often DO have a lot of words on them as they are not meant to be 'presented' but meant to be 'instructional'.)
- Add graphics, images, or clipart that compliment your topic. Try to choose images throughout your presentation that are in a similar style. Example, don't mix cute clipart with real photos.

*Of course, there can be exceptions to any of these guidelines if there is a particular effect that you are trying to create in a presentation.

Teacher Testimonials



Lots of **engaging resources** for students of all levels. I would **highly recommend** this. It was easily adaptable to all interest levels. **(7TH GRADE)**



Great resource that I will be incorporating into my curriculum throughout the year. **(9TH, 10TH, 11TH, & 12TH GRADE)**



love all of your resources I have purchased so far.



I just purchased the bundle but have purchased a few of the activities that are in the bundle. When I assigned it last year **they were engaged**. **(10TH & 11TH GRADE)**



This is a **great resource** for teaching students about different careers. **(8TH GRADE)**

Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

