# Employment Communication Communications Unit

#### MIDDLE SCHOOL OR HIGH SCHOOL

Seven (7) Employment Communication Lessons aligned with the National Business Education Association's (NBEA) standards

Includes a Lesson Library to make the activities Easy-to-Find



NO PREP!

BUSINESS EDUCATION WITH Perise leigh

#### WHY IS THIS EMPLOYMENT COMMUNICATION UNIT SO GREAT



Designed by an educator with 30 years experience.



NO PREP lessons that are ENGAGING.



Aligned to the National Business Education Association (NBEA) standards.



All NBEA standards are cross-walked with the appropriate lesson.



Great for Middle School, High School & Higher Ed

#### Includes a Lesson Library to keep you organized



Employment Communication

12-15 Hours Teaching Duration

	Student Copy	Teacher's Key	Pacing/Time	National Business Education Standards
	*Interview Power Words - Activity and Bulletin Board idea	N/A	30 mins	V. Employment Communication  1. Achievement Standard: Communicate effectively for employment success Level 3 Performance Expectations  8. Discuss the assessment of interests, skills, and abilities as they relate to selecting a career  9. Identify multiple methods to find job opportunities  10. Write formal persuasive application messages and resumes customized to meet prospective employers needs  11. Prepare resumes in both print and digital formats  13. Obtain permission and create a list of professional references  15. Prepare responses to commonly asked interview questions  16 Discuss and demonstrate the importance of appropriate dress and grooming in an interview situation  17. Prepare a list of questions to ask an interviewer  18. List and discuss qualities that employers expect in prospective employees  21. Discuss significance of nonverbal communication in the interview process.  22. Complete job application forms  23. Write a job interview thank you message  24. Write effective follow-up messages  25. Use correct strategies for accepting or rejecting job offers.  26. Discuss appropriate spoken and written actions when leaving a job under various circumstances  27. Demonstrate honest and ethical behavior in all employment Communications
	* <u>Job Interview Tips</u> - Includes a game in the file	Teacher's Key is in the link to the left	25 mins	
	Job Search and Hiring Activity File	Job Search and Hiring File Student Example	1-2 weeks	
	JobQuest Simulation Job (Best if printed out to present to students)	JobQuest Simulation Student Example	1 week	
	Respectfully Declining a Job Offer	Respectfully Declining a Job Offer Teacher's Key	20 mins	
	Job Interview WebQuest Research & Presentation Prompt-Spoken Communication-have students present.	There is no student example for this project yet.	90 mins	
	*LinkedIn Benefits to Business	<u>Teacher's key</u>	25 mins	
	Create a LinkedIn Profile	Student Example	10 mins	

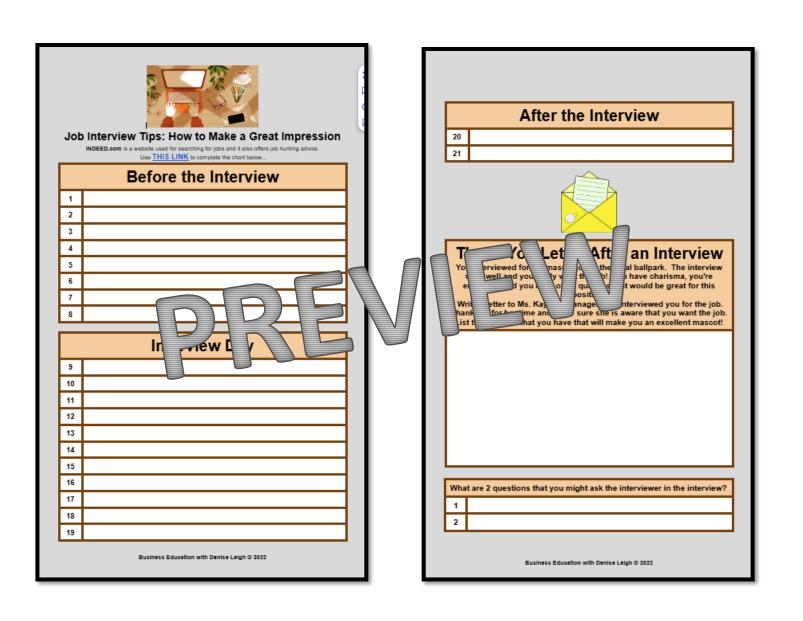
indicates to the resource is recommended to be taught using the student-led instruction strategy to allow students to practice their verbal communications skills. In phasize to students that they speak clearly, slowly, precisely, and loud enough for all to hear. I give 'classroom communication and participation' grades for each student as eaking out in class (and being part of the discussion) is an important part of the learning process in a communication class...(or really any class) For a demonstration of this instructional strategy, CLICK HERE.

### Google Docs & Google Slides format or **EASILY** convert to Microsoft Word & PowerPoint

## Interview Power Word (Activity & Bulletin Board Idea)



## Job Interviewing Tips (includes an Interview game)



30 Minutes
Teaching Duration

25 Minutes
Teaching Duration

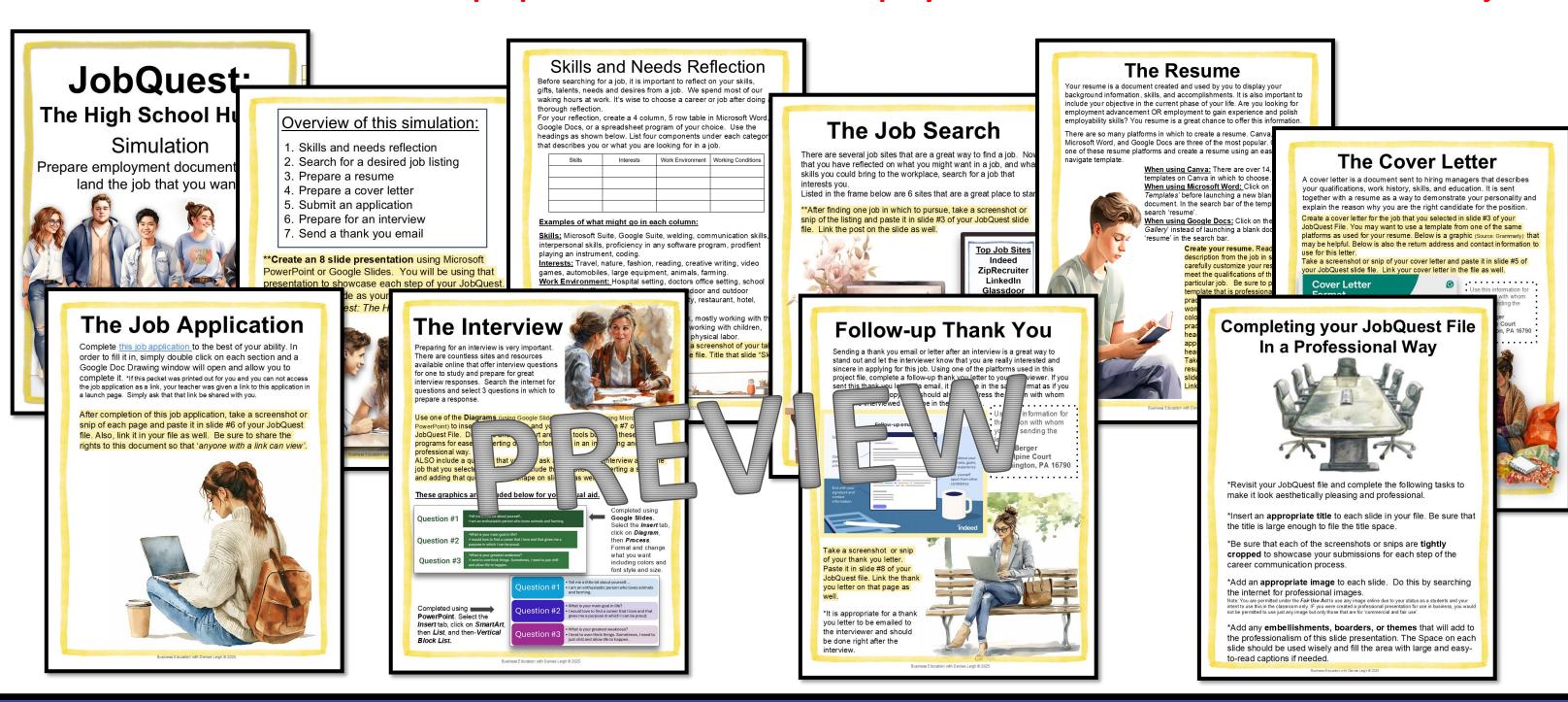
### Job Search and Hiring Activity



1-2 Weeks
Teaching Duration

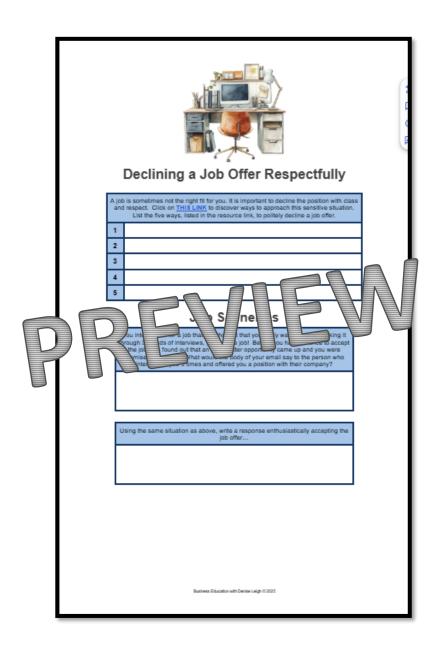
### JobQuest Simulation — Job #1

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



Approx 1 Week
Teaching Duration

## a Job Offer



#### 20 Minutes Teaching Duration

#### Respectfully Declining Job Interview WebQuest Research & Presentation Prompt (A Spoken Communication Lesson)

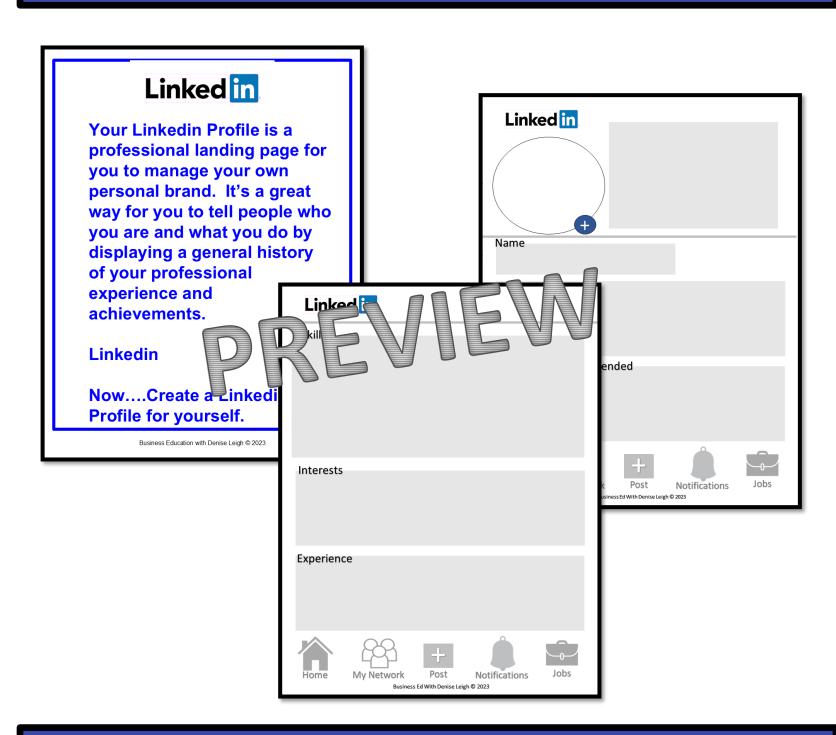


90 Minutes **Teaching Duration** 

## LinkedIn Benefits to Business



### LinkedIn Benefits to Business Create a LinkedIn Profile



20 Minutes
Teaching Duration

**30-40 Minutes Total Teaching Duration** 

### Business Communications Semester Course Bundle

#### MIDDLE SCHOOL OR HIGH SCHOOL

A FULL Semester
Bundle aligned with
the National Business
Education
Association's (NBEA)
Standards

Includes a
Lesson Library
to make the activities
Easy-to-Find





BUSINESS EDUCATION WITH Perise leigh

### This UNIT is included in my Business Communications Semester Course Bundle

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.