



# Baldy View ROP Daily Lesson Plan

Teacher \_\_\_\_\_ ROP Course Competency 77 B

Date(s) \_\_\_\_\_ Length of Lesson 30 (min.)

**Anticipatory Set:** How will you open your lesson and engage your student quickly? Consider the objectives, input and practice before you design your anticipatory set.

- √ Post common abbreviations from want ads

**Objectives:** What do you want the students to do and know at the end of the lesson?

- √ Students will access job websites
- √ Students will research online job postings
- √ Students will interpret job information

**Materials and Equipment Needed:**

- √ Internet site addresses
- √ Newspapers
- √ Paper
- √ Pen/Pencil
- √ Dictionary
- √ Handouts

**Instruction:** Input (content pieces). Modeling, checking for understanding, etc.

- √ Conduct a job search online using Internet Sites for Job Seekers handout
- √ Complete the Occupational Research Evaluation form
- √ Students will bring in a classified ad and complete the following:
  1. Identify the source of the announcement
  2. Write out the announcement (including abbreviations)
  3. Identify the job qualifications and duties
  4. Identify the method of contact

If necessary, attach an additional sheet for this section.

**Guided Practice/Independent Practice:** How will your students indicate that they have learned or mastered the concepts or skills?

Internet – Students will gain experience in using the internet and employment announcements to search for specific information

Newspaper – Students will have the ability to interpret announcements, write out abbreviations and identify job qualifications

# Reading the Want Ads

a+  
acctg  
advc  
appt  
ASAP  
asst  
begnr  
bkpg  
bnfts  
clk  
comm.  
col grad  
dept  
DOB  
EOE  
eves  
exp nec  
exp pfd  
exp req  
f/pd  
f/t  
gd  
hlp  
Immed  
inq  
k  
knldg  
loc  
mfg  
mgmt  
mo  
ovtm  
oply  
ofc  
pd vac  
p/t  
ref  
secty  
sr  
typ  
w/  
w/wo  
wk  
wknd  
wpm  
yr

a plus  
accounting  
advancement  
appointment  
as soon as possible  
assistant  
beginner  
bookkeeping  
benefits  
clerk  
company  
commission  
college graduate  
department  
date of birth  
Equal Opportunity Employer  
evenings  
experience necessary  
experience preferred  
experience required  
fee paid  
full-time  
good help  
immediate  
inquire  
thousands (annual salary)  
knowledge  
location of located  
manufacturing  
management  
month  
overtime  
opportunity  
office  
paid vacation  
part-time  
references  
secretary  
senior (means experienced)  
type  
with  
without  
week  
weekend  
words per minute  
year

# Occupational Research Evaluation

Name \_\_\_\_\_

Class \_\_\_\_\_

Occupation Researched \_\_\_\_\_

Nature of the Occupation

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Training/Education Requirements

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Other Qualification Requirements

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Salary Earnings

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Working Conditions

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Physical Abilities

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Duties of the Occupation

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Tools/Equipment/Materials Used

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Related Occupations

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Career Ladder

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Reasons why I would/would not choose this occupation

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Resources used to complete my evaluation

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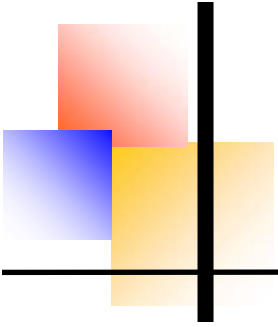
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## **Level of Proficiency** **77 B Classified Ad**

Students will complete the “Employment announcement” worksheet.

### **Exemplary**

Announcement has a minimum of 5 (five) abbreviations identified and correctly defined. Position qualifications are correctly identified and are presented effectively in an organized manner with no errors in spelling or punctuation.

Employer contact information is correct.

### **Proficient**

Announcement has a minimum of 4 (four) abbreviations identified and correctly defined. Position qualifications are correctly identified and are presented but not organized effectively with no more than 3 errors in spelling and punctuation.

### **Incomplete**

Announcement has a minimum of 3 (three) abbreviations identified and correctly defined. Position qualifications are correctly identified and are presented in a disorganized manner. Errors in grammar, spelling and punctuation interfere with understanding.