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| Theme: Preparing for Employment in the Service Industry | Length: 3 hours | |
| Topic: Portfolio Completion Resume Delivery Exit Self-Assessments Exit Interviews | Target Audience: CLB 4 – 5 | |
| Lesson Objective(s)/Task(s): Students will conclude every assignment for their portfolio and submit it to the instructor Students will refine, edit, and deliver a minimum of three resumes to employers of interest, either in person or online Students will complete their final self-assessment Students will participate in their exit interview | | |
| Learner Outcome(s): By the end of the lesson, students will be able to... Listening Understand simple to moderately complex directions and instructions (5) Speaking Ask questions politely and appropriately (4) Provide necessary information, ask relevant questions, express opinions, and repeat information and ideas to confirm understanding (5) Reading Understand simple to moderately complex step-by-step instructions of 7 to 10 steps (5) Writing Complete forms requiring detailed personal information of 20 – 30 items (5) | | |
| Resources and Materials: Student portfolios Student laptops Portfolio checklist for each student Exit Self-Assessments Exit Interviews End of Term Assessment Course Evaluation Student Report | | |
| Activity | Timing | Possible Roadblocks & Solutions |
| 1. Welcome - Instructor will begin class with a take up of any homework from last day and will explain to the class that today will be a wrap up day, giving students time to complete any unfinished resume, cover letter, or references work and to catch up on any late or missed portfolio entries. This class will also be used to conduct final self-assessments, exit interviews, and job applications. Throughout the class the instructor will also be going over the portfolio checklist with each student. | 10 minutes | |

