

Literacy Task: Entry-level jobs-what they entail and importance of preparation now
Keyboarding 6th, 7th, & 8th grades
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Writing Prompt (Must incorporate and be relevant to the business/industry in which you worked and must require students to read two texts to complete).

Article One

Business-How to get more out of the entry-level job you hate

http://articles.chicagotribune.com/2013-10-10/business/sns-201310101300--tms--brazencnbc-c20131010-20131010_1_skill-development-new-marketing-strategy-job-market

Article Two

Dealing with the New Reality of Entry Level Jobs

<http://www.fastweb.com/career-planning/articles/295-dealing-with-the-new-reality-of-entry-level-jobs>

Prompt-After reading the two articles-

1. Summarize the importance of the two articles, in your opinion.
2. How do the articles compare to each other? (Support with specific text from the article)
3. How are the two articles relevant in preparing you for your "first job?"
4. After reading the two articles, do you have a better understanding of entry-level? Explain why or why not.

6-8 paragraphs

4-5 sentences in each paragraph

Make sure to cite specific text from both articles to support your thoughts.

Common Core State Standards

List the Common Core State Standards associated with your task.

Reading Standards for Literacy in Science and Technical Subjects 6-12

1. Cite specific textual evidence to support analysis of science and technical texts.
2. Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions.
5. Analyze the structure an author uses to organize a text, including how the major sections contribute to the whole and to an understanding of the topic.

Keyboarding Standards

2.0 The student will operate the alphabetic, numeric, and symbol keyboard using the touch system.

2.2 Apply the touch system to develop keyboarding skills using the alphabetic,

numeric, and symbol keys

-Practices proper response patterns to gain speed and accuracy (soft skills)

4.0 The student will apply standard rules of spelling, punctuation, grammar, and capitalization

4.1 Demonstrate proper keying and formatting technique for written communications.

4.2 Compose and proofread documents for accuracy, content, grammar, spelling, and punctuation.

-Applies spelling, punctuation, grammar, and capitalization to documents.

-Uses correct sentence structure in composing and formatting text.

Essential Understandings

What key insights should students take from participating in this task?

-Basic computer skills

-Skills essential in different aspects of an entry-level job.

-What is an entry-level job?

-Importance of multi-tasking

-Ability to accept change (policies, programs, new implementations)

Text Dependent Questions

At least 5 open-ended text dependent questions.

1. What Does "Entry Level" Mean?

2. What Kind of Opportunities Are Out There (real world)?

3. What is the importance of learning to use all aspects of a computer? (Efficient Typing with speed and accuracy), computer applications-Microsoft Word, Power Point, Excel, Email, Internet (Research)

4. When would you use the above skills?

5. What are soft skills? Why are their importance to your school career and your future career?

Texts

Links to two texts used. Include a brief synopsis (2-3 sentences describing the texts).

Article One- http://articles.chicagotribune.com/2013-10-10/business/sns-201310101300--tms--brazenctnbc-c20131010-20131010_1_skill-development-new-marketing-strategy-job-market

Steps to make the most out of your entry-level job.

1. Volunteer to take on even more work

2. Ask your employer to pay to enhance your skills

3. Play nice with every employee, no matter their status

Article Two- <http://www.fastweb.com/career-planning/articles/295-dealing-with-the-new-reality-of-entry-level-jobs>

Just a few years ago a college degree in hand meant an entry-level job was virtually assured. Those days are gone-right along with the idea of staying with one employer 5-10 years. Here's Why-and what you can expect from this new

reality we call the modern job market