

Unit	Essential Questions	Standards & Skills	Common Assessments	Learning Activities	Resources/Technology
Name: Grammar and Mechanics Quarter: 1, 2, 3, and 4	<ul style="list-style-type: none"> Do I understand correct punctuation? Can I find grammatical mistakes with sentence structure? Can I identify a run-on sentence and understand how to fix it? 	CCSS: RL.11-12.4, RI.11-12.5, RI.11-12.8, RI.11-12.9, W.11-12.1, SL.11-12.4, L.11-12.1	Formative: weekly warm-up sheets with two grammatically incorrect sentences Summative:	<ul style="list-style-type: none"> students open the digital warm up notebook the number of corrections needed per sentence is written on the board after taking 5-7 minutes to correct the sentences we go over the corrections as a class. 	Supplemental documents regarding grammatical concepts noredink.com
Name: Your Career Goals Unit 1: Quarter: 1	<ul style="list-style-type: none"> Do I understand what skills I have? How can I build my own confidence? In what ways can I develop effective work habits? Can I assess the skills of others? What job opportunities are available to someone with my skills and ability level? 	CCSS:	Formative: <ul style="list-style-type: none"> worksheets related to content of the lessons Summative: <ul style="list-style-type: none"> quizzes over content test over the chapter 	<ul style="list-style-type: none"> self-assessment log identifying skills building self confidence boosting self confidence undercover boss episode-understanding work habits quizlet to study vocabulary for the chapter 	<ul style="list-style-type: none"> Google Slide notes undercover boss related articles quizlet.com edpuzzle.com kahoot.com quizizz.com
Name: Finding the Right Job/ Workplace Communications Common Core Unit 1 Quarters: 1/2	<ul style="list-style-type: none"> Can I evaluate effective job opportunities? How can I create a standout resume? 	CCSS:	Formative: <ul style="list-style-type: none"> in class assignments section worksheets resume/cover letter creation 	<ul style="list-style-type: none"> section worksheets resume writing drafts apprentice episode viewing guides 	<ul style="list-style-type: none"> Google Slide notes The Apprentice Season 1 edited episodes 1 and 2 related articles resume verb lists

	<ul style="list-style-type: none"> • How do I use/ create a cover letter? • How can I prepare for a job interview? • Can I evaluate my interview performance to determine areas for improvement? • Do I understand how to identify interview questions? 		<ul style="list-style-type: none"> • interview question practice <p>Summative:</p> <ul style="list-style-type: none"> • mock interview • quizzes • chapter test 	<ul style="list-style-type: none"> • cover letter writing drafts • peer edit checklist • email etiquette • follow up letters • memos • business letters 	<ul style="list-style-type: none"> • related youtube videos • cover letter mistakes • types of cover letters • interview question lists • illegal interview questions • quizlet.com • edpuzzle.com • kahoot.com • quizizz.com
<p>Name: Being Competent in the Workplace</p> <p>Quarter: 2</p>	<ul style="list-style-type: none"> • How can I demonstrate an understanding of teamwork in the workplace? • What are the steps to effective decision making? • How can I create an effective decision quickly? • Can I demonstrate conflict resolution techniques in the workplace? • What conflict resolution skills are necessary for a working environment? 	CCSS:	<p>Formative:</p> <p>-homework to demonstrate understanding of in-class modeling</p> <p>Summative:</p> <p>section reading quizzes vocabulary quizzes final test</p>		<p>Secondary sources such as articles that are read and annotated</p> <p>Worksheets</p> <p>chromebooks</p>
Final	<ul style="list-style-type: none"> • Do I know the skills I possess? • Can I create a resume/cover letter that depicts my skills? • Can I present myself in a formal manner 		<p>The final for this will be a presentation of the skills learned that are relevant to obtaining a post-secondary occupation.</p>		

		Details for the presentation will be outlined one week prior to the final presentations will conclude on the assigned final date.			
Name: Career Research Literature Unit 4: Quarter: 3	<ul style="list-style-type: none"> • What is the best career path for me? • What careers support my interests? • Can I effectively research relevant information? • Can I present the necessary information within a time frame? • Can I meet the required deadlines? 		Formative: Research checkpoints Summative: Research presentation	<ul style="list-style-type: none"> • looking at career paths that were never before considered • thinning of different areas that might interest others and presenting career information related to a career students are unfamiliar with. • watching episodes of Dirty jobs to discover different and lesser known career paths 	<ul style="list-style-type: none"> • dirty jobs episodes • chrombooks • research skills
Name: Fish! A Remarkable way to boost results in the workplace. Unit 5 Quarter: 3	<ul style="list-style-type: none"> • in what ways can I create a positive work environment? • how can I motivate coworkers in the work place? • What /how Do I go about making changes in a established work environment? 		Formative: reading worksheets Summative: test over the text	<ul style="list-style-type: none"> • in class activity to demonstrate understanding of teachings • watching clips of pike place fish market to understand the background of the text 	<ul style="list-style-type: none"> • chromebook • video clips • copy of the text
Name: Nickel and Dimed	<ul style="list-style-type: none"> • What is a budget? 		Formative:	<ul style="list-style-type: none"> • SPENT activity 	<ul style="list-style-type: none"> • copy of the text • chromebooks

<p>Quarter: 3/4</p>	<ul style="list-style-type: none"> • What do people, of a low financial income have to deal with? • How can some working environments be better than others? • what jobs are available to someone just starting out? • 		<p>Summative: reading quizzes end of unit assessment socratic seminar</p>	<ul style="list-style-type: none"> • watching The founder and understanding various business practices • reflection on career paths • looking at housing and career income options • understanding how to survive post highschool with one or more occupations • 	<ul style="list-style-type: none"> • video clips
<p>Name:Presentations/ Speeches Quarter:4</p>	<ul style="list-style-type: none"> • how to give a speech • what I need to know about work place speeches. • How can I create a short and to the point speech presentation based on the occasion? • what are the various reasons for speeches to be given in the workplace? 	<p>CCSS:</p>	<p>Formative: presentation check ins Summative: presented speeches</p>	<ul style="list-style-type: none"> • informative speech • persuasive speech • process speech • special occasion speech 	<ul style="list-style-type: none"> • chromebook • google slides

Name: Quarter: Length (Days):		CCSS:	Formative: Summative:		
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