

Lesson Plan- Unit 1: Classroom Lesson 2

Subject/Course	Secondary Transition – Self-Determination and Advocacy		
Topic:	Learning How to Communicate Effectively		
Lesson Title:	Texting and Email		
Level:	9-12	Lesson Duration:	15-20 minutes

Lesson Objectives:

- The students will understand the correct etiquette for communicating with professional and peers.
- The students will learn correct email etiquette.

Summary of Tasks/Actions:

1. Disseminate Activity 19a and ask the group to translate the two text messages. This can be done in whatever way is most comfortable for the group (individually, in pairs, writing, sharing aloud, etc.). Share with the group.
2. Ask if the note the employer would be appropriate to send? Discuss why or why not. Discuss the word etiquette. Ask if they know the meaning and give some examples.
3. Etiquette is the customary code of polite behavior in society or among members of a particular profession or group.
4. Some examples include table etiquette (napkin on your lap, do not talk with food in your mouth, etc.) and social etiquette (saying please and thank you, and excuse me when you interrupt, etc.).
5. Ask participants if they have ever heard of email etiquette? Ask about some of the instances where email would be more appropriate than texting? [Applying to college, emailing a professor or a teacher, writing to an employer, etc.]
6. Ask for some possible “rules” of email. Use Activity 19 B as a guide/template for discussion.

Materials/Equipment:

- Activities 19a and b worksheets.

References:

- *Skills to Pay the Bills – Mastering Soft Skills for Workplace Success*. U.S. Department of Labor, Office of Disability Employment Policy.
<http://www.dol.gov/odep/topics/youth/softskills/>

