

Lesson Plan- Unit 5: Classroom Lesson 1

Subject/Course	Secondary Transition – Self-Determination and Advocacy		
Topic:	Employment		
Lesson Title:	Appropriate Phone Calls to Employers		
Level:	9-12	Lesson Duration:	15-20 minutes

Lesson Objective:

- The students will be able to provide the key components of information to an employer.

Summary of Tasks/Actions:

1. Discussion on phone etiquette to a possible future employer.
 - Say hello in a pleasant tone of voice, using the person name and title (ex. Mr./Mrs.)
 - Relay pertinent information: Name, personal information (ex. Hello my name is Jack and I am a 10th grader at WRHS) position applying/calling about (ex. I am calling about the line cook position that you have advertised), and ask if the person has a couple minutes to talk.
 - If the person can talk: ask for information about the job (ex. Is the job for the line cook still available, are you still taking applications for the position, could I come in and meet with you at your earliest convenience regarding the position). (If the person can't talk: thanks the person for his or her time and ask if you could schedule a better time to call back or to come into to meet in person.)
 - Ask the person for information on the job (ex. The hours, pay, job expectations, uniform, etc.)
 - Ask the person if he/she has any questions of the student, thanks the person for his or her time, and says goodbye.
2. Have the students practice calling an employer or other teacher in the building to practice.
3. Complete the rubric "Appropriate Phone Calls to Employer" on the student.

Materials/Equipment:

- Unit 5 Classroom Lesson 1 Rubric Appropriate Phone Calls to Employer
- Phone

References:

- N/A