

NH ADULT WORKER LESSON PLANS

Focus Area:

Worker: Job hunting procedures

Standard: Understands and demonstrates job seeking skills.

Objective: Students will be able to identify procedures for job hunting.

Classroom Activities:

- Bring in copies of the local newspaper. Have students look at the want ads in the classified section.
 - Play a Bingo game (attachment 1) to see which kinds of jobs are advertised. Use attachment 2 or your local paper.
 - Learn about common abbreviations in ads. Study Attachment 3. Match abbreviations and words. (Attachment 4) Select an ad with abbreviations and rewrite it without abbreviations. (Attachment 5)
 - Select an ad that interests you and answer questions about it. (Attachment 6)
 - Ask each students to make two lists: jobs that sound interesting and jobs for which you are qualified. Discuss the steps in applying for the jobs that are advertised.
- Ask the class to think about other ways of searching for jobs besides the want ads, Brainstorm as many ways a possible.
 - Show students the Job Hunting list (Attachment 7)
 - Ask pairs of students to talk about the best ways for finding the jobs they're interested in. Make an action list of five steps to take in a personal job search.
 - Look at the networking list (Attachment 8.) Introduce any vocabulary words that are new.
 - Make a personal list of at least twenty people you could talk to about your job search. Fill out a sample contact card (Attachment 9) for one of them.
- Think about how to get a job you want.
 - > Use Attachment 10, Steps to finding a job. Write a list of questions you would ask an employer to find out more about a job. (Attachment 11.)

Writing Practice:

- Pretend someone asks you what "networking" is. Write an explanation and some advice about networking.
- Describe your dream job.
- Write a job advertisement including some of the common abbreviations you have studied.

Vocabulary

- Networking
- Social Security
- Deduction
- Training
- References
- Alphabetical
- Employment
- Job ad abbreviations (See Attachments 3 and 4)

Materials/Additional Resources:

- Local newspaper for job ads
- Flash cards for abbreviations
- Overhead—Make transparencies of want ads and networking information for class discussion

Extensions:

- Make up a Jeopardy-type game with want ad vocabulary.
- Do an "Interview for Information" with a local employer, asking questions like those in Attachments 10 and 11.

References:

- Communication and Writing-PBS Literacy Link-Workplace Essential Skills, 1999
- Personal Development-Workforce: Building Success, Steck-Vaughn, 1997
- Read to Work-Service and Retail, Linda Stern, Cambridge Adult Education, Division of Simon and Schuster, Upper Saddle River, New Jersey
- Contemporary Activity-Based Employment Program, You're Hired, Book One: Charting Your Career Path, 1992.

Prepared by Members of the Adult Education Worker Standards Committee