



APPLYING SOFT SKILLS

High Beginning

Students write e-mails to set up informational interviews about their career of interest.

Lesson objectives:

- Learn about informational interviews
- Write e-mails to set up informational interviews

Warm up

- Before class: write the lesson objectives on the board.
- Ask Ss: *What is an informational interview?*
Elicit answers such as *an interview that gives you information about a job, career, company or industry.*
- Tell Ss it's important to conduct informational interviews to learn about their career of interest and network with potential employers.

Presentation

- Give each S a copy of the Activity Worksheet.
- Read the e-mail aloud. Ensure Ss understand the vocabulary. Draw Ss' attention to the structure of the e-mail:
 - subject line
 - introduction
 - request
 - plan to follow up (to call on May 25th)
- Tell Ss they will be sending e-mails to people who work in their career of interest to set up informational interviews.
- Ask Ss if they have e-mail accounts. If any Ss do not, explain how to open one. Write the names of free e-mail websites on the board.

- Ask Ss to brainstorm a list of at least three friends, family members or local businesses they can contact to set up informational interviews about their career of interest.¹ Ss can use the Internet to find the names and contact information for local businesses.
- If your school has a computer lab, model how Ss can find contact information for local businesses. For example, type *registered nurse, Chicago* into a search engine. Show Ss the results.
- Ask Ss to write an e-mail draft on the Activity Worksheet.
- If your school has a computer lab, Ss then they type and send the e-mails.
- If your school does not have a computer lab, Ss type and send the e-mails for homework. If Ss do not have computers at home, encourage them to go to their local library to use a computer there.

Evaluation

- Ss add the completed Activity Worksheet 5C to their Career Portfolio.

¹If Ss have completed Activity Worksheet 5B they can use it for this exercise.



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Name: _____

Career of Interest _____

To: jsmith1@cambridge.org

From: mromero1@cambridge.org

Subject: Informational Interview at Mountain View Hospital

Dear Mr. Smith,

I'd like to learn more about the nursing program at Mountain View Hospital. I am interested in becoming a Registered Nursing Assistant.

I'd like to schedule a 15-20 minute informational interview with you. I hope to learn more about how I can become a Registered Nursing Assistant. I'd also like to know why you became a Registered Nursing Assistant.

I will call you on the telephone on May 25th to see if we can schedule a meeting.

Thank you for considering my request. I look forward to hearing from you.

Sincerely,

Michelle Romero

To:

From:

Subject: