



## APPLYING SOFT SKILLS

Advanced ESL

Students learn about job shadowing and set up an appointment to shadow a professional.

### Lesson objectives:

- Learn about job shadowing
- Set up a job shadowing appointment

### Warm up

- Before class: write the lesson objectives on the board.
- Tell Ss about job shadowing. Offer a description such as *job shadowing is when you watch a person do their job.*
- Tell Ss that job shadowing is a great way to learn about a career and a company where they might like to work.

### Presentation

- If Ss have conducted an informational interview, suggest they follow up with that person and ask if they can shadow him or her in the workplace.
- If Ss have not conducted an informational interview, suggest they reach out to a local business where they would like to work and ask to shadow a professional.
- Walk Ss through the steps they should take to set up a job shadowing appointment.
- First, Ss should contact a professional they'd like to shadow via e-mail or phone. Then they should agree on a day and time. Encourage Ss to be flexible as the people they'll be shadowing likely have busy schedules.

- Next, Ss should prepare for the job shadowing appointment. They should research the company and prepare questions to ask.
- On the day of the appointment, Ss should arrive on time and dress professionally. They should ask questions, take notes and meet as many people as possible.
- After the appointment, Ss should write thank you notes to everyone they met.
- Ask Ss what kinds of things they should pay attention to when they are shadowing a professional. Elicit answers such as *what the people are like who work at the company, what kind of technology they use and what a typical day is like.* Write Ss' answers on the board.
- Give each S a copy of the Activity Worksheet.
- Tell Ss to complete the Activity Worksheet while they shadow a professional. Review the questions together. Ensure Ss understand the difference between *formal* and *casual*. Encourage Ss to brainstorm additional questions.

### Evaluation

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



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Name \_\_\_\_\_

Career of Interest \_\_\_\_\_

## Job Shadowing Observations

1. What is your supervisor's name and title?

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2. What is your supervisor's typical day like?

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3. Is the company culture formal or casual?

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4. What technology do people use?

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5. What clothes do people wear?

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