



APPLYING SOFT SKILLS

Low-beginner

In order for students to explore potential careers of interest, an important first step is for them to identify businesses where they might like to work.

Lesson objectives:

- Discuss businesses that hire for careers of interest
- Find contact information for businesses

Warm up and review

- Before class: write the lesson objectives on the board. Ask Ss: *What is your career of interest?* Elicit appropriate responses and write Ss' responses on the board.
- Write the following categories on the board: *friends and family; phone book; online research*
- Explain that asking friends and family for contacts can be a great way for Ss to meet professionals in their career of interest. Tell Ss they can also contact businesses directly. Explain that the Ss can find contact information for local businesses on the Internet and, if they don't have the Internet, they can use a phone book.

Presentation

- Direct Ss' attention to one of the careers on the board (e.g. *welder*). Ask Ss what types of businesses would employ a welder. Write Ss' answers on the board. Do the same for a few other professions.
- Ask Ss to write their career of interest on a piece of paper. Then tell Ss to write down at least three types of businesses that would hire professionals in their career of interest.

Practice

- If your school has a computer lab, ask Ss to use the Internet to find the contact information for three businesses that hire professionals in their career of interest. Model for Ss how to enter key search terms such as *Texas, welding* into an Internet search engine.
- Give each S a copy of the Activity Worksheet 5B. Tell Ss to complete exercise A using the Internet. If a computer lab is not available, bring phone books to class and have Ss use these to find contact information for three businesses.
- Ask Ss to review the information in exercise A on the Activity Worksheet 5B. Walk around and ensure that the listing for each business is complete.

Evaluation

- Ss work in partners and use the Activity Worksheet to discuss businesses where they might like to work.
- Ss add the completed Activity Worksheet to their Career Portfolio.



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Name: _____

Career of interest: _____

Find the contact information for three businesses that hire professionals in your career of interest. Write the information below.

Business #1

What is the name of the business? _____

What is the address of the business? _____

What is the phone number of the business? _____

What is the website of the business? _____

Business #2

What is the name of the business? _____

What is the address of the business? _____

What is the phone number of the business? _____

What is the website of the business? _____

Business #3

What is the name of the business? _____

What is the address of the business? _____

What is the phone number of the business? _____

What is the website of the business? _____