SCOPE AND SEQUENCE CHART

LESSON PLAN	TIME FRAMES	3ʀᴅ-4ᴛʜ GRADE READING LEVEL ACTIVITIES	6ᴛʜ-8ᴛʜ GRADE READING LEVEL ACTIVITIES
Introduction to Multimedia Package & Pre-Test Assessment	Day 1	• Distribute the **Student Competency Requirements** (Section 2) • Use the PowerPoint to administer the **Interactive "First Look at Interviewing" Pre-Post Test** (on CD in Section 4) • Score the Pre-Test (answers on Score Report Form in Section 2)	• Distribute the **Student Competency Requirements** (Section 3) • Use the PowerPoint to administer the **Interactive "Interviewing for a Job" Pre-Post Test** (on CD in Section 4) • Score the Pre-Test (answers on Score Report Form in Section 3)
Instruction	Days 2-3	• View **"Landing the Job: The Interview" DVD** (Section 4)	• View **"Landing the Job: The Interview" DVD** (Section 4)
		• Class discussion on key points	• Class discussion on key points
Instruction	Days 4-6	• Use the PowerPoint "First Look at Interviewing" (on CD in Section 4)	• Use the PowerPoint "Interviewing for a Job" (on CD in Section 4)
Instruction	Days 7-9	• Complete Activity Worksheets: "Matching," "Math Think It Over," "Interviewing Word Search," "Interview Preparation Worksheet," and "Practice Follow-up Letters" (Section 2)	• Read "The Job World's Guide to Interviewing" Handbook (Section 3) • Complete Activity Worksheets: "Interview Preparation", and "Practice Follow-up Letters" (Section 3)
Post-Test Assessment	Day 10	• Use the PowerPoint to administer the Interactive "First Look at Interviewing" Pre-Post Test (on CD in Section 4) • Score the Post-Test (answers on Score Report Form in Section 2)	• Use the PowerPoint to administer the Interactive "Interviewing for a Job" Pre-Post Test (on CD in Section 4) • Score the Post-Test (answers on Score Report Form in Section 3)
Wrap-Up	Days 11-12	• Review Test Answers • Role Play	• Administer Assessment Checklist (optional) • Review Test Answers • Role Play