

## SCOPE AND SEQUENCE CHART

| LESSON PLAN   | TIME FRAMES | 3 <sup>RD</sup> -4 <sup>TH</sup> GRADE READING LEVEL ACTIVITIES  | 6 <sup>TH</sup> -8 <sup>TH</sup> GRADE READING LEVEL ACTIVITIES  |
|---|-------------|--|--|
| <b>Introduction to Multimedia Package &amp; Pre-Test Assessment</b> | Day 1       | <ul style="list-style-type: none"> <li>• Distribute the <b>Student Competency Requirements</b> (Section 2)</li> <li>• Use the PowerPoint to administer the <b>Interactive “First Look at Interviewing” Pre-Post Test</b> (on CD in Section 4)</li> <li>• Score the Pre-Test (answers on Score Report Form in Section 2)</li> </ul> | <ul style="list-style-type: none"> <li>• Distribute the <b>Student Competency Requirements</b> (Section 3)</li> <li>• Use the PowerPoint to administer the <b>Interactive “Interviewing for a Job” Pre-Post Test</b> (on CD in Section 4)</li> <li>• Score the Pre-Test (answers on Score Report Form in Section 3)</li> </ul> |
| <b>Instruction</b>  | Days 2-3    | <ul style="list-style-type: none"> <li>• View <b>“Landing the Job: The Interview” DVD</b> (Section 4)</li> </ul>   | <ul style="list-style-type: none"> <li>• View <b>“Landing the Job: The Interview” DVD</b> (Section 4)</li> </ul>   |
|   |             | <ul style="list-style-type: none"> <li>• Class discussion on key points</li> </ul>   | <ul style="list-style-type: none"> <li>• Class discussion on key points</li> </ul>   |
| <b>Instruction</b>  | Days 4-6    | <ul style="list-style-type: none"> <li>• Use the PowerPoint “First Look at Interviewing” (on CD in Section 4)</li> </ul>   | <ul style="list-style-type: none"> <li>• Use the PowerPoint “Interviewing for a Job” (on CD in Section 4)</li> </ul>   |
| <b>Instruction</b>  | Days 7-9    | <ul style="list-style-type: none"> <li>• Complete Activity Worksheets: “Matching,” “Math Think It Over,” “Interviewing Word Search,” “Interview Preparation Worksheet,” and “Practice Follow-up Letters” (Section 2)</li> </ul>  | <ul style="list-style-type: none"> <li>• Read “The Job World’s Guide to Interviewing” Handbook (Section 3)</li> <li>• Complete Activity Worksheets: “Interview Preparation”, and “Practice Follow-up Letters” (Section 3)</li> </ul>   |
| <b>Post-Test Assessment</b>   | Day 10      | <ul style="list-style-type: none"> <li>• Use the PowerPoint to administer the Interactive “First Look at Interviewing” Pre-Post Test (on CD in Section 4)</li> <li>• Score the Post-Test (answers on Score Report Form in Section 2)</li> </ul>  | <ul style="list-style-type: none"> <li>• Use the PowerPoint to administer the Interactive “Interviewing for a Job” Pre-Post Test (on CD in Section 4)</li> <li>• Score the Post-Test (answers on Score Report Form in Section 3)</li> </ul>  |
| <b>Wrap-Up</b>  | Days 11-12  | <ul style="list-style-type: none"> <li>• Review Test Answers</li> <li>• Role Play</li> </ul>   | <ul style="list-style-type: none"> <li>• Administer Assessment Checklist (optional)</li> <li>• Review Test Answers</li> <li>• Role Play</li> </ul>   |