

Date

Subtheme

Start Time: Choose a start time.

End Time: Choose an end time.

Curriculum Area:

*Conceptual Knowledge-
Literacy*

**Conceptual Knowledge-
Literacy**

Materials:

-
-

Objective(s):

Students will write "thank you" notes to prospective employers after an interview.
Students will practice writing name, address, phone number, etc.
Students will practice participating in the steps of mailing a letter.

Introduction:

- Students will review the theme _____.
- Teacher will ask students what is a nice thing to do after a job interview.
- "Writing a "thank you" note after an interview makes you look like a strong/good candidate.
- Students will review the steps of writing a letter.

Body:

Students will write and mail a mock letter to an employer.

- Students ____, ____, and ____ will choose words from a word bank.
- Students ____ and ____ finish a fill in the blank letter w/ visuals.
- _____ will work on typing his letter.
- ____, ____, and ____ will work on addressing the envelope, writing the return address and adding a stamp.

Closing:

- Students will review the different parts of writing a letter and parts of an envelope.
- So why is it important to write a thank you note or email after an interview?
- Next week, we are going to practice proper interview etiquette.

Accommodations:

Visual supports
Communication devices/ talkers
Behavior plan data sheets

Multiple Intelligences:

- | | | |
|---|---|---|
| <input type="checkbox"/> Linguistic | <input type="checkbox"/> Bodily Kinesthetic | <input type="checkbox"/> Logical-Mathematical |
| <input type="checkbox"/> Visual-Spatial | <input type="checkbox"/> Musical | <input type="checkbox"/> Interpersonal |
| <input type="checkbox"/> Intrapersonal | <input type="checkbox"/> Naturalist | |

Common Core Standards (<http://www.corestandards.org/read-the-standards/>) :

[CCSS.ELA-LITERACY.W.11-12.2](#)
[CCSS.ELA-LITERACY.W.11-12.3](#)
[CCSS.ELA-LITERACY.W.11-12.6](#)
[CCSS.ELA-LITERACY.W.11-12.10](#)

LCCE Competencies ([Link to LCCE Competencies](#)):

Link lesson appropriately to LCCE competencies. Click on the link above to view competencies.

Dear _____,

Thank you for giving me the chance to interview with you. I enjoyed talking with you. I hope I can help your company with my skills in organization and filing. Thank you again for the opportunity. I look forward to hearing back from you soon.

Sincerely,

Dear _____,

for the interview.

I want to

your company.

My skills are

and

I hope to

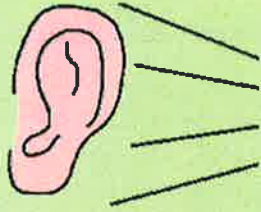
back from you soon.

Sincerely,

thank you



hear



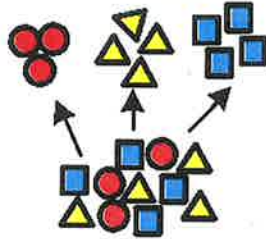
help



cleaning



sorting



Dear _____,

Sincerely,

Name

Address

Date

Job address

Thank you for _____ me for the _____. I enjoyed
_____ you.

I want to _____ your company with my skills in _____,
_____, and _____.

Thank you again for the _____. I look forward to _____ from you.

Sincerely;

Name

Word Bank

interviewing

counting

following directions

meeting

organization

interview

cooking

help

customer service

hearing

cleaning