Career Cluster: Career Writing

Title: Career Essay Writing

What Academic Skills will the student know and be able to do?
Standard(s):
- Write an essay, use research to support their reasoning about a job

Learning Tasks
- X Academic
- □ Work Readiness

Learning Target:
I can Write a 5 paragraph essay

Learning Steps:
1. How to write an introduction paragraph
2. How to write supporting paragraphs (at least 3)
3. How to write a conclusion paragraph

Methodology:
5 paragraph essay

Resources:
- www.onetonline.org
- 5 paragraph essay format

Demonstration of Mastery
How will student demonstrate mastery or proficiency of topic content?
- Complete a 5 paragraph essay

Next Steps:
Begin the outlining, drafting, typing and editing process.

What Work Readiness Skills and Social Capital Skills will the student practice?
- Read, write, use of technology, evaluates information

Learning Tasks
- □ Academic
- X Work Readiness

Learning Target:
I can Reason and evaluate through writing

Learning Steps:
1. How to engage an audience through writing an introduction
2. How to use support to present an idea
3. How to bring closure to an idea in a conclusion paragraph.
4. How to present yourself professionally through writing

Methodology:
Conferencing, editing

Resources:
- Computer lab, instructor based feedback
Lesson Description

Unit Name: Career Writing
Lesson Title and Lesson #: 5 Paragraph Essay, Lesson #2
CCR (College and Career Readiness) Standards (include full wording):

<table>
<thead>
<tr>
<th>CCR</th>
<th>Language Anchors 1, 2, 3, and 6</th>
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<tbody>
<tr>
<td>CCR</td>
<td>Reading Anchors 1, 4, and 7</td>
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Learning Targets (Goals and Objectives)

Academic Target(s): Writing an essay that will prepare for the HSEC testing
Work Readiness Target(s): Job awareness, presenting oneself professionally in writing

Materials and Tools (Resources)

Computer

Learning Tasks (Procedures)

Begin with Motivation/Anticipatory Set
(get students thinking about the lesson, can be circle, quick write, realia, etc.)
End with Reflection
(allow student to reflect on what they learned, can be circle, quick write, journal, or have students suggest future spin-off topics for lessons)

<table>
<thead>
<tr>
<th>Time</th>
<th>Procedure</th>
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<tbody>
<tr>
<td>Class</td>
<td>2. Outline in class</td>
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<tr>
<td>Period</td>
<td>3. Use remainder of class period to being writing the essay</td>
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<tr>
<td>Class</td>
<td>4. Use following class period to type essay</td>
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<td>One</td>
<td>5. One-on-One Conference with Instructor</td>
<td>Revise, formulate, Cite evidence, Analyze, Connect</td>
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<td>Class</td>
<td>Other students can be working on multiple choice practice for the HiSet or GED</td>
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<tr>
<td>One</td>
<td>6. If time permits, students can edit and reprint a final draft.</td>
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Transitions: *(notes to the instructor about moving students and collaborative activities)*
Be sure to have computer time scheduled ahead of this lesson. I recommend starting the typing on a new day for an easier transition. Remind students to bring all drafts to class throughout the three-four days.

**Demonstration of Mastery:** A complete essay, at least one page with five clear paragraphs, clear introduction, supporting paragraphs, and a conclusion.

**Trouble shooting:** (Scaffolding ideas and additional practice)

Can revise the essay and repeat this portion as much as needed for students who need extra time to make changes.

**Reflection for Instructor:** (What went well? What could I change? Would I do this lesson again?)
5 Paragraph Essay

S. Remacle – CWC ABE

1. Introduction Paragraph
   - Topic Sentence
   - List of 3 Reasons, Support or Details

2. Reason, Support or Detail #1
   - Support Statement 1
   - Support Statement 2
   - Support Statement 3

3. Reason, Support or Detail #2
   - Support Statement 1
   - Support Statement 2
   - Support Statement 3

4. Reason, Support or Detail #3
   - Support Statement 1
   - Support Statement 2
   - Support Statement 3

5. Conclusion
   - Restate topic
   - Restate the three details, support, reasons