Unit Plan – Writing Skills

**Grade:** High School

**Unit/Lesson:** Writing Skills

**Content Area:** *CTE/Employability Frameworks*

*1.1 Applied Academic Skills*

*Applied academic skills are evident daily in homework assignments, classwork, and Q&A exchanges during lessons.*

**Benchmark:**

**1.1.2 Writing skills**

Students rely on writing skills to construct lab reports, posters, and presentation materials, take notes, and compose responses to essay questions.

**Description of Unit:**

Students rely on writing skills to construct lab reports, posters, and presentation materials, take notes, and compose responses to essay questions.

**Learning Intentions**

* Understand types of writing submissions
* Cite sources correctly
* Use a blog to share ideas in writing

# Lessons:

## Writing Types

I can understand and use different types of writing submissions.

* Lab Reports
* Posters
* Presentations
* Taking Notes
* Essay Response
* Reaction/Reflection Paper
* Interpretation
* Writing a Letter

### Activities:

[Purdue OWL Site: Writing Lab Reports](https://owl.purdue.edu/owl/teacher_and_tutor_resources/writing_tutors/tutoring_lab_reports.html)

[6+1 Traits of Writing](https://educationnorthwest.org/traits/trait-definitions)

[Business Letter Format](https://www.writeexpress.com/business-letter-format.html)

## Citing Sources

I can cite sources correctly.

[Citing Your Sources](https://drive.google.com/open?id=19A7I5xQdtKFhPtG_NEyak81UVhmJunwd0vAY37G3VH0)

## Blogging

I can use a blog to share ideas in writing.

Blogging  
[Starting a Blog](https://drive.google.com/open?id=1iucG40CbocReJxF3AKayvXQRFFegj79IjXJJ47rTwyM)

[Blogging Reflection](https://drive.google.com/open?id=1iucG40CbocReJxF3AKayvXQRFFegj79IjXJJ47rTwyM)

# Supplemental Lessons

## Self-Introduction

I can write a reflection to introduce myself to others.

Ice Breaker

Tell about your interests, hobbies, about your family, and your education in a 1 page reflection.

## Consider this…

I can write an essay response to show that I can analyze an idea and apply it to a career situation.

Unmistakable Identity-You will participate in the *Born This Way* activity:

Clink on the following link: <http://www.azlyrics.com/lyrics/ladygaga/bornthisway.html> (copy of the song lyrics for the song *Born This Wa*y by Lady Gaga.

What does this song mean to you? Support your reasons by directly quoting the lyrics. Sometimes people think badly of others just because of one thing or another; this activity gives you the chance to describe why this isn’t the way managers should be. If managers thought that people shouldn’t be hired because of the way they were born, would that be fair? Please type up a response.

## Improve writing skills

I can use technology to communicate and work more effectively.

[Learn to Earn Toolkit](http://learntoearntoolkit.org/) (National Center for Families Learning)

Requires setting up account for full use of the site

Includes progress tracking and badges

* [Information Technology Application](http://learntoearntoolkit.org/skill/17)
* [Email Etiquette](https://edu.gcfglobal.org/en/email101/)
* Written Communication: Writing Style for an intended audience,
* Following a Logical Structure,
* Using Correct Spelling, Grammar and Sentence Structure

## Find a Mentor

I can correspond with a professional in the field to learn more about potential careers and the workplace.

[Best Prep eMentor](https://bestprep.org/ementors/)

Students correspond weekly with a professional contact

eMentors is an email mentoring program that offers high school students the opportunity to develop a relationship with a mentor in a professional field. Over the course of eight weeks, students and mentors discuss topics including college and career experience, interviewing skills, workplace etiquette, having a positive attitude, and more. Students and mentors meet in-person at the mentor’s workplace for a Meet and Greet event halfway through the program.

Learn to Earn Toolkit (National Center for Families Learning)

Requires setting up account for full use of the site Additional topics addressed:

* CRITICAL THINKING
* DIVERSITY
* ENGLISH LANGUAGE
* INFORMATION TECHNOLOGY APPLICATION
* ORAL COMMUNICATION
* PROFESSIONALISM
* READING COMPREHENSION
* SOCIAL RESPONSIBILITY
* TEAMWORK
* WRITTEN COMMUNICATION