Unit Plan - Organizes

**Grade:** High School

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

3.2 Information Use

Information use can include retrieving information from any medium (e.g., print, TV, Internet, or in person) and can be as simple as looking up one piece of information to writing a term paper or preparing an oral presentation.

**Benchmark**:

**3.2.2 Organizes**

Students use any graphic organizer—outline, concept map, organization chart, tables, etc. to sort information/data.

*This benchmark is met through the activities for benchmark 1.1.3.*

**Supplemental Resources:**

Career Portfolio: Resume, reference page, Cover Letter, Letter of Recommendation, Letter of resignation

Using [Google Sites](https://sites.google.com/new) to create a Career Portfolio