

		B8-L1	
<b>Job Search</b>		Core Competency: B8	Level 1, Introduction
Conduct a job search			
Time to complete: 120 minutes			
<b>Objectives</b>	Upon completion of this lesson students will be able to: 1. Read and understand the abbreviations in want ads. 2. Read and interpret help wanted ads.		
<b>Cross Competencies</b>	H75 Demonstrate familiarity with a variety of technologies H78 Demonstrate basic computer skills H81 Demonstrate an ability to search for information on the internet		
<b>State Standards</b>	Career and Vocational/Technical Education: Content Standards 1 and 5 Workplace Competencies: Content Standards 1, 2 and 6		
<b>Resources</b>			
<b>Materials in Lesson Plan</b>	<b>Other Supplies Required</b>	<b>Supplemental Resources</b>	
<ul style="list-style-type: none"> <li>• B8L1ACT1 Classified Ad</li> <li>• B8L1WS1 What Does the Ad Say</li> <li>• B8L1WS2 Reading Want Ads</li> <li>• B8L1HO1 Common Abbreviations</li> </ul>	<ul style="list-style-type: none"> <li>• Scissors</li> <li>• Glue or tape</li> <li>• Internet access or newspaper classifieds</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The Job Hunting Handbook</i>, 4th Edition, Dahlstrom and Co.</li> <li>• Montana Career Information System</li> <li>• Classified Ads, Local Newspapers</li> <li>• <a href="http://www.jobs.com">www.jobs.com</a></li> </ul>	

<b>MCA</b>	<b>Portfolio Project</b>	<b>Guest Speakers</b>	<b>Program of Work</b>
		Bring in someone from Job Services	
<b>Civic Engagement</b>	<b>Indian Education for All</b>	<b>Career Pathways</b>	<b>Competitive Events</b>
			Employment Prep Career Exploratory Notebook

<b>Suggested Instructional Approach</b>		<b>Notes</b>
<b>Introduction</b>	<p>Many students, as beginning job seekers, will begin their search using help wanted ads in their local newspapers. A quick glance through the help wanted section of their local newspaper will give them an idea of jobs available in their community. As they learn more about job seeking techniques, they will understand that newspapers are only one source of jobs. And, more importantly, they are very often a poor source of jobs--it is estimated that only about 75% of jobs are advertised. But for students seeking their first job, usually a minimum wage part-time or summer job, employment ads may be a good place to begin.</p>	
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Make copies of student handouts.</li> <li>• Arrange internet access or newspaper classifieds.</li> <li>• Scissors and glue or tape.</li> <li>• If you will be doing supplemental activities, make copies or arrange for the resource as needed.</li> </ul>	
<p><b>Anticipatory Set</b></p> <ol style="list-style-type: none"> <li>1. Show students <u>B8L1ACT1 Classified Ad</u> on the overhead or projector.</li> <li>2. Ask students to try and write the ad out without using any abbreviations.</li> <li>3. Have students share their answers.</li> <li>4. Discuss the importance of classified ads to job hunters.</li> <li>5. Review <u>B8L1HO1 Common Abbreviations</u>. Discuss abbreviations that students might find in an advertisement.</li> <li>6. Distribute <u>B8L1WS1 What Does the Ad Say</u>. Review directions.</li> <li>7. As an extension, have students brainstorm a list of KSA's for any 3 ads that they choose off the worksheet. This gets them thinking if it is a job they want to commit time based on their own KSA's.</li> <li>8. Distribute <u>B8L1WS2 Reading Wants Ads</u>. Review instructions and expectations. If students are to find job listings on-line, review expectations and safety concerns when searching on-line.</li> <li>9. Review students' responses.</li> <li>10. In small groups or as a class, have students write a classified ad for jobs in your community.</li> </ol>		

<b>Supplemental Activities</b>	<ul style="list-style-type: none"><li>• Provide newspapers for students to explore employment ads and select those for which they believe they are qualified.</li><li>• Develop “business cards” for students to aid in their job search. MSO Publisher has a template for developing business cards and special paper can be purchased to print the cards.</li><li>• <a href="http://www.quia.com/cm/77028.html">http://www.quia.com/cm/77028.html</a> Visit this website for more practice on classified abbreviations.</li></ul>	
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