**Reading and Writing for Job Search Day 9**

|  |  |
| --- | --- |
| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *copy and paste text* ***Computer skill:*** *move between tabs* ***Computer skill:*** *open a new tab* ***Literacy skill:*** *identify key words*  | **Make Student Copies*** **Job Search Exercise 7: Copy and Paste:** 2 per page, print one per 2 students **(Tab 26)**
* **Job Search Exercise 8: Company Research** **(Tab 27)**

**Props, Technology or Other Resources*** Projector
* Computer for every student
* USB Drives
 |
|  |
| **Lesson Plan** | Vocabulary |
| **Warm-up:**Description: ask learners what kind of people make good references: *anyone with whom you have had professional interaction, can speak to your employable skills*. Who makes a poor reference: *family, friends*. Ask if you include references on a resume: *nope*. Ask when you provide references: on application or upon request. Ask what **categories are included in a resume:** *contact information, summary of qualifications, previous experience, military, education, hobbies/volunteers* Materials/Prep: **Activity 1: Copy and Paste** Description: students will learn how to copy and paste within a document, which will then be used to copy and paste onlineMaterials/Prep: copies of **Job Search Exercise 7: Copy and Paste**  **Activity 2: Tabs** Description: teacher will explain internet tabs and students will practice moving between tabs and closing tabs that are open. This will then set-up the third activity Materials/Prep: try to locate manila folders for visual of real life tabs **Activity 3: Company Research** Description: class will use skills in copy and paste, will learn how to open a new tab and will search for company information Materials/Prep: copies of **Job Search Exercise 8: Company Research** **Activity 4: Find a Job Section if time Allows** Description: students can search on their own for the remainder of class. They can use the Job Search Website handout from day 7 to locate jobs on a different website Materials/Prep:  | * Tabs
* Copy
* Paste
* Highlight
* Right-click
* Action Point
* Tabs
* Search Bar vs Address Bar
* Navigation bar
* Back arrow vs tabs
 |

**Teacher Directions: Activity 1: Copy and Paste -Job Search Exercise 7: Copy and Paste**

Step 1: Set-up

**Explain** that sometimes there is information you have typed or that you find online that you know you need to include in a document/search/etc but you do not want to type it all over

 **Ask** if anyone knows of a way to make a duplicate of information that you see on the screen?

Step 2: Define vocabulary

 **Copy:** making a duplication, two of something

 **Paste:** moving the text that has been copied to another place

Step 3: Demonstration

 Learners should have their **EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

 Ask students to explain how to open a new document

 Write a short statement

 Explain that the following steps must be done in order

**Highlight (click and drag) the text>Right-click over the highlighted text>Ask if anyone sees a keyword: copy>Click on copy**

**Explain** that we do not see that the text has been copied

How to **paste:**

**Move the action point somewhere else on the page>right click>click on paste**

Step 3: Do together

 Instruct students to open a Word Document

 They should type the a short sentence, of your choosing

 Go through the steps from step 3 to copy **all together, using appropriate vocabulary**

Go through steps to **paste all together, using appropriate vocabulary**

Step 4: Independent

 Hand out **Job Search Exercise 7: Copy and Paste**

Instruct students to write a new statement

 Instruct them to copy and paste it somewhere else

Step 5: Expand knowledge

**Explain** that right-click is the best way to copy and paste because you can also do that on the internet and other programs

**BUT** there are other ways to copy and paste

**Point out** where to find copy and paste on the ribbon (toolbars)

**Explain** that you can copy text from the internet and paste it in a document and vise-versa

 **Copy and paste can be used in any program**

 **We will practice this more in the last activity for the day**

**Teacher Directions: Activity 2: TABS**

Step 1: Set-up

 **Instruct** everyone to go online and type **indeed.com** into the **address bar**

 Instruct everyone to type “security” into the **search bar** in indeed

 Instruct everyone to click on one of the results

Step 2: Tabs explanation

 **Everyone should have a job result open**

 **Ask** learners how you go back to the results page

 Back arrow? Nope, doesn’t work

 Instruct everyone to look above the address bar

 Do they see different text explaining pages they might have been on?

 These are **tabs**

Step 3: Tabs Navigation

 **Learners should have their EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

 **Demonstrate how to move to the other tab**

**Example:** internet tabs are like tabs in a file folder. You pick the one that is relevant to your needs and the tab itself lists a clue as to what is inside.

 **Open another result**

 **Demonstrate** how to close that **tab, not the whole page**

Step 4: Group Practice

 As a class, practice moving between tabs and closing JUST TABS

 Have learners **explain the steps** as they go **using appropriate vocabulary**

Step 5: Open a new tab

 Teacher should demonstrate how to open a new tab

 Students should practice as a class

 Close out of the new tab

**For next activity, everyone should leave one result page open that has a company name in it**

**Teacher Directions: Activity 3: Company Research**

 **-Job Search Exercise 8: Company Research**

Step 1: Set-up

**Explain** that when searching for jobs you will need more information than what is provided in the job posting

**Ask** students if they have ever researched information about a company with which they are applying?

**Explain** that researching a company can provide helpful information for the application and interview steps

Step 2: Teacher demonstration

 **Learners should have their EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

Teacher should locate the company name from the job posting

 Ask students how to copy and paste the company name

 Use **right-click to copy the company name**

 Ask students how to open a new tab

 In the new tab, go to **Google.com**

 **Right-click** in the search bar and click paste

 Hit enter key

Step 3: Teacher demonstration of moving around website

 **Learners should have their EYES FORWARD AND HANDS OFF OF THEIR COMPUTER**

**Ask** students if they see a result that looks like the website for the company

 Click on the link

 Use the handout that students will get to find important information

 Explain important keywords on the page: **navigation bar, about, contact, what we do, etc.**

Explain that this might take some exploration; you might click and go somewhere that isn’t useful

 **Ask** how you go back to the last page you were on: **back arrow**

Step 4: Group navigation

 Hand out **Job Search Exercise 8: Company Research**

 As a class, everyone should pick the same posting

 Copy and paste the company name

 Answer the questions on the handout all together

**Teacher Directions: Activity 4: Job Search If Time Allows**

Step 1: Independent exploration

 Learners can search for jobs on their own

 They can use websites from Job Search Website handout given on day 7

Step 2: Resume workshop

If learners would rather work on their resume with any remaining time, they are more than welcome

**Job Search Exercise 7: Copy and Paste**

Directions: follow these steps to be able to copy and paste text almost anywhere.

1. **Highlight** the text you wish to copy using **click and drag**
2. **Right-click** on top of the highlighted text
3. Click on **copy**
4. Move **action point** to the location you wish to paste the text
5. **Right-click** in that spot
6. Click on **paste**

**Job Search Exercise 7: Copy and Paste**

Directions: follow these steps to be able to copy and paste text almost anywhere.

1. **Highlight** the text you wish to copy using **click and drag**
2. **Right-click** on top of the highlighted text
3. Click on **copy**
4. Move **action point** to the location you wish to paste the text
5. **Right-click** in that spot
6. Click on **paste**

**Job Search Exercise 8: Company Research**

Before completing a job application, resume or before an interview it is a good idea to know some basic information about the company where you are applying for a job. If you know something about the company it shows the employer that you are interested in the job.

Use a search engine (like Google.com or Bing.com) to search for information about the company. Try to answer at least 5 of these questions.

Copy the name of the company using **right-click,** open a **new tab** and type in google.com. **Right-click** in the **search bar**, click paste, and then hit the **enter key**. Locate the company website and explore for relevant information.

What is the name of the company?

What does this company make? Do they provide services? What do they do?

Where is the company located?

An interesting fact about the company:

What are the values of the company? Do they have a mission statement?