**Microsoft Word Day 7**

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| **Objectives** *Learners will be able to…* | **Materials** |
| *L****iteracy skill:*** *drafting* ***Computer skill:*** *cut and paste* ***Computer skill:*** *download existing document*  | **Make Student Copies*** Microsoft Word Exercise 7 **(Tab 17)**
* Cover Letter Format **(Tab 18)**
* Prewriting Practice as needed from Day 6 **(Tab 16)**

**Props, Technology or Other Resources*** Projector
* Computer for self and all students
* Download from USB or online **Day 7 Word Cover Letter Formatting**
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| **Lesson Plan** | **Vocabulary** |
| **Warm up for today’s Lesson:** Description: Ask students what goes on in the Prewriting step of the writing process: narrowing down your topic, determining audience and then picking details that your audience needs to know. This is the brainstorming phase, where the details are only a couple of words. Materials/Prep: (none)**Activity 1: Organizing/Drafting** Description: learners will practice drafting details of a document in order and will then type a list of their own skills in order of relevancy for the job they wantMaterials/Prep: Prewriting Practice as needed, copies of **Microsoft Word Exercise 7****Activity 2: Drafting** Description: learners will practice expanding details into complete sentencesMaterials/Prep: **Activity 3: Cover Letter Formatting** Description: class will go over a cover letter template and then download an example of a poorly formatted and poorly worded cover letterMaterials/Prep: copies of **Cover Letter Format**, download **Day 7 Word Cover Letter Formatting**  | * **Drafting**
* **Chronologically**
* **Relevance**
* **Cover Letter**
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**Teacher Directions: Activity 1: Organizing/Drafting -Microsoft Word Exercise 7**

Step 1: Review steps of writing process

 **Ask** students if they remember the steps of the writing process

 **Write** the steps on the board, in order

* Prewriting
* Drafting
* Revising
* Editing
* Publishing

**Ask** students what the steps are within the prewriting stage- brainstorming for a specific topic, identifying audience, picking details to be written about

**Circle** the drafting step, **explain** that this is what we will be discussed in this class

Step 2: Introduce drafting step

**Explain** that the drafting step is where the ideas and details that were developed in the prewriting step are written down/typed

**First** it is important to organize the details in the order they should be addressed within your document

**Example:** If the topic was history of music, the order of my details would be chronologically

**Ask** if anyone knows what **chronologically** means

**Explain** that it is also possible to arrange by topic

**Example:** If you are applying for a job, you would arrange the details by most **relevant** skill. When applying for a management position, you would place leadership experience at the beginning. **Visually represent** this process on the white board

Step 3: Independent Organizational Practice

 **Handout Microsoft Word Exercise 7**

Read through the directions together for Part 1

 Students should attempt to complete on their own

\*Slower typists- you may have students who are very slow typist. For this, they should only complete part 1 and try to practice the cut and paste motion.

Step 4: Review Prewriting from Day 6

**Instruct** students to pull out their **Prewriting Practice** from the previous day regarding job skills

***If students missed the previous day, have them follow along with the class and fill in with examples we go over***

**Review** the first three parts of the handout

**Instruct** students to think about the type of job they would be applying for

**Ask** students to list off the types of jobs

**Ask** students to list of the skills they listed in their prewriting exercise

Step 5: Type List of Skills by Relevancy

**Demonstrate** putting skills into an order of relevance for a specific job

**Explain** that it is important to think about the kind of skills an employer would be looking for within that specific job

**Instruct** students to type their skills by relevancy

**Teacher Directions: Activity 2: Drafting/Turning into sentences –**

Step 1: Demonstrate

 **Explain** that the next step in drafting is expanding the one word details into sentences.

**Explain** that the type of information that should be added to details depends on context

Example: if someone is writing an essay about Mexican food, one detail could be tacos. This could be expanded to “Tacos are a popular Mexican dish that typically include a meat, topped with different vegetables laid inside of a tortilla shell.

**Explain** that when writing a letter or a resume regarding a job application, the details should be expanded with experience with the skill, certifications in the skill or how you have used the skill in a previous job setting

**Demonstrate** turning a skill such as “computers” into a sentence- “I have taken courses to develop my computer skills in Microsoft Office programs.” Or even better “My dedication to life-long learning has brought me to take computer classes to develop my knowledge and understanding of Microsoft Office programs.

Step 2: Controlled Practice

 **Ask** students for examples of the skills/details they have listed

 **Practice** turning the skills into sentences with the students

 **Ask** them where the learned the skill, when they have used it, etc.

 Do this for 3-4 examples

Step 4: Individual Practice

**Instruct** students to look at the list they created in word and have them expand the details into sentences that would be applicable to a job they want to apply for

**Teacher Direction: Activity 3: Cover Letter Formatting – Cover Letter Format**

 **-Cover Letter Formatting**

Step 1: Introduce idea of a cover letter

Now students have sentences about their skills, **explain** that these can now be used to create a cover letter

**Explain** what a cover letter is, **ask** if anyone has written one before. What do you include? What do you leave out? This is a review of **purpose**

**Explain** the importance of being professional in the cover letter.

Example: Signature should not be “ok bye!”

Step 2: Cover Letter Format

 **Hand out Cover** **Letter Template**

 **Explain** that this is the template you can use for a Cover Letter; you simply fill in the blanks into a new Word Document

**Read through each paragraph together**

Step 3: Download Activity

 If loaded to **USB drives**, review how to open an existing file

* Go to File>Click on Open>Click on My Computer>Click on USB Drive> Click on Word Folder>Click on Day 7 Word Cover Letter Formatting

 **If you need to get it from online:**

 **Explain each of these steps thoroughly**

Everyone needs to open the internet>type mnliteracy.org into the address bar>scroll down till they see “My Learning Center” and click on it> Click on the name of their learning center>Click on Curriculum Tab>Under attachments, they should see Day 7 **Word Cover Letter Formatting**

****Step 4: Complete Activity Together

**Work together** to format the letter based on the template

**Review: Times New Roman, 12pt Font, Left Aligned, Spell Check**

**Read through** and discuss what students like and what they do not like/what is unprofessional

**If you have extra time:** Learners can begin entering their own details into a letter format. If learners do get to this, be sure to make a note of it in the lesson report.

**Microsoft Word: Exercise 7**

**Part 1:**

Directions:

1. Type up the list below the prompt.
2. Use cut and paste to arrange the details in chronological order, with earliest date at the top.
3. Once finished, ask teacher to check your work

Prompt: Write about what your childhood.

I started school in September of 1989.

I was born on July 18, 1985

My favorite subject in school was reading.

My brother was born on October 15, 1989.

I learned how to walk.

**Part 2:**

Directions:

1. Type up the list below the prompt
2. Use cut and paste to arrange the details in order of relevancy, with most relevant at the top.
3. Once finished, ask teacher to check your work

Prompt: You are applying for a job teaching English to adults at Minnesota Literacy Council.

I was a cashier at Macy’s for two years and gained experience in customer service and dealing with client issues.

I worked as a teacher for 3 years teaching adults English.

I volunteered at a preschool for a summer.

**Cover Letter Format**

Your Street Address

City, State Zip Code

Telephone Number

Email Address

Month, Day, Year

Mr./Ms./Dr. FirstName Last Name

Title

Name of Organization

Street or P.O. Box Address

City, State Zip Code

Dear Mr./Ms./Dr. Last Name:

Opening paragraph: (Introduction) State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: (Sales Pitch) Tell why you are interested in the employer or type of work the employer does. Demonstrate that you know enough and connect your background to the employer position. Mention specific qualifications which make you a good fit for the employer’s needs. Explain important items in your resume with details.

3rd paragraph: (Thanks/Call to action) Indicate that you would like the opportunity to interview for a position or to talk with the employer. State what you will do to up, such as telephone the employer within two weeks. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

**Microsoft Word Exercise 11: Cover Letter Formatting**

Miguel “Big M” Ahmed

1234 Lake St. East

Minneapolis, MN 55406

Lucy Diamonds

Hennypenny Candy Shop

456 Hennepin Ave South

Minneapolis, MN 55409

Hey Lucy,

I am writing because it would be cool to work for you. I saw on Craigslist.org that you are hiring a part time salesperson. As a skiled salesperson who is passionate about candy, I am excited to be part of the team at Hennypenny candy. I rock!

I have signifeggant experience working in retail settings. I was employee of the month four times during my two years working at Target. *I worked for 4 years at, Plinko’s, a small candy company in Atlantic City*. It was very boring but I went every day. I learned to prepare high quality candys and to provide superior service to customers of all ages.

The Hennypenny Candy Shop is known for excellent customer service and delicious treats. I am currently in school, planning to pursue a degree in business. I am interested in continuing to grow in the field of candy sales.

Thank you very much for your time and attention. I will contact you next week so that we can set up an interview.

See ya later,

**Miguel** Ahmed (You can call me “Big M”)