

## Unit 4: What is a Professional?

### Bell Ringers

*These can be reflection questions for journals or formative checks. There's flexibility in these.*

- Formatting Date and Addresses Correctly: *[Communication D]*
  - Put the date in the top right of your notebook page
  - Copy this address in your notebook with correct capitalization and punctuation (hint: 6 changes):
    - sally bacon
    - 554 hwy 78
    - helena montana 59601
- Formatting Return Address Correctly: *[Communication D]*
  - In your handy dandy notebook, put the date in the top right corner
  - On the page, write your full name (first and last)
  - Under your name, write your mailing address
  - The third line should be your city, state and zip code
  - Capitalization and punctuation count!!!
- Please list 5 ways you can be sure to show up at work well rested and on time for work *[Teamwork E or Professional F]*
- You are entering the job interview room. Make 2 lists by categorizing each as "do bring" or a "don't bring." *[Enthusiasm/Attitude D or Professional F]*
  - ▪ pen and paper    ▪ a snack    ▪ a cell phone in your hand    ▪ headphones    ▪ a positive attitude    ▪ your résumé    ▪ questions about the company    ▪ a parent or friend
  - **Do Bring:** \_\_\_\_\_
  - **Don't Bring:** \_\_\_\_\_
- You find a wallet containing \$500. No one sees you pick it up. There is a name inside of the wallet. But, you don't know the owner. In fact, you're not even sure if the address is close to your house. Again, you look around and realize that nobody saw you. No one needs to know that you found the wallet. What will you do? *[Problem Solving/Critical Thinking C]*
- At lunch time you realize that you forgot to do your math homework. The assignment is 3 pages long with 45 computation problems to complete. Instead of eating, you start to do the assignment. A friend offers you his completed assignment to copy before class. What will you do? *[Problem Solving/Critical Thinking C]*
- The clerk at the record store forgot to charge you for one of the CDs you purchased. You realize this as you are walking out of the store. In looking back to the register, there is already a long line. Your first thought is that this wasn't your mistake. Maybe something like this will teach the clerk a lesson about being more careful. Then, you think about how hungry you are and that the money just "saved" could feed you nicely. What will you do? *[Problem Solving/Critical Thinking C]*
- What's the difference between cheating on a math test and lying about your age in order to save money on a movie ticket? *[Problem Solving/Critical Thinking C]*

### Lessons

*The following are ideas for various lessons that can be integrated into this unit in conjunction with the hands-on work experiences the students will be participating in.*

Lessons	Learning Targets / Success Criteria
From <u>"Skills to pay the bills" Curriculum</u>	
1. Never Underestimate the Power of a PMA (Positive Mental Attitude) – page 36	1. Enthusiasm/Attitude A1 and B1, 2, 4, 5
2. Believe it or Not: Your Attitude and Enthusiasm Just Might Get You the Job – page 46	2. Enthusiasm/Attitude A1, 6, 7 and B8 and D all