Guest Speaker Presentation

Guest Speakers offer valuable opportunities for students to gain knowledge and insight that helps them formulate plans for their personal careers and life. *Wise men learn from those smarter and more experienced.*

Objectives: Students will . .

* (D.21) . . . **comprehend** verbal communications
* (H.65) . . . **demonstrate** listening skills which will result in gaining a clear understanding of information being conveyed.
* (A. Career Development Competencies) . . . gain information to **generate** a plan for their own career choices including (A.1) areas of their own interest, aptitudes and abilities, (A.2) relating those to appropriate occupations, (A.3) identifying their desired life style related to selected occupations, (A.4) developing a career path, (A.5) selecting a job goal, and (A.6) describing the conditions and specifications of their job goal.
* (B. Job Attainment Competencies) . . . gain information to **formulate** a plan to acquire a job such as (B.7) constructing a resume, (B8) searching for a job, (B9) developing a letter of application, (B10) using the telephone professionally, (B11) completing a job application, (B12) completing an employment test, and (B13) interviewing for a job.
* (C. Job Survival Competencies) . . . gain information they can **adopt** to insure success on the job such as (C.14) appropriate personal appearance, (C.15) meeting employer expectations, (C.16) overcoming problems new employees face, (C.17) demonstrate time management, (C18) following directions, (C.19) getting along with others, (C.20) understanding how to resign correctly.
* (D Basic Competencies) . . . continue to **understand** and **practice** their basic skills of (D.21) listening, (D.22) reading, (D.23) writing, (D.24) speaking, and (D.25 understanding the importance of improving their math skills.
* (E Leadership and Self Development Competencies) . . . gain **insight** into the importance and **application** of (E.26) team membership skills, (E.27) leadership skills, (E.28) public speaking, (E.29) competing with others with a “Win-Win” attitude, (E.30) commitment to an organization.
* (F. Personal Skills) . . . gain information to help them **appraise** and **form** their own sense of (F.31 maturity, (F.32) their personal values, (F.33) making decisions based on their values and goals, (F.34) identifying the process of decision-making, (F.35) assuming responsibility for decisions and actions, (F.36) displaying a positive attitude, and (F.37) developing a healthy self-concept for home, school and work.

**Name** (print)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period:\_\_\_\_\_ Roster #\_\_\_\_\_**

Observation grade on Listening Skills:\_\_\_\_\_\_ Note taking skills:\_\_\_\_\_\_ Combined Score:\_\_\_\_\_

**CLASS AGENDA \_\_\_\_**

**Career Association Guest Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Successful people succeed because they are polite and know how to listen.* ~ Anonymous**

[CCSS.ELA-Literacy.SL.11-12.3](http://www.corestandards.org/ELA-Literacy/SL/11-12/3/) Evaluate a speaker’s point of view, reasoning, and use of evidence and rhetoric, assessing the stance, premises, links among ideas, word choice, points of emphasis, and tone used.

Use this page to take notes about the presentation. You may write on the back if you need more room.

You will use these notes tomorrow to write an article for the JAG e-Newsletter.

Pay special attention to information about the speaker’s life, career, obstacles overcome, and inspirational comments.

**At end of class, put these notes in your mail slot to use tomorrow to write your article.**

**FINAL ♪: CHECK-OUT**

**Rate how well you think you listened to this presentation: (circle one)**

1. I listened actively. I was able to stay focused and did not allow my mind to drift.
2. I listened fairly well but did find my mind drifting occasionally.
3. I was not able to stay focused during most of the presentation.

What was **the** most important point you learned from this speaker that you can use in your life?

Guest Speaker Assignment for day after Presentation

**GRADING RUBRIC**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | 4 | 3 | 2 | 1 |
| Content  Accuracy | The essay/paragraph contains all accurate facts about the topic | The essay/paragraph contains mostly accurate facts about the topic | The essay/paragraph contains some accurate facts about the topic. | The essay/paragraph contains no accurate facts about the topic. |
| Sentences &  Paragraphs | Sentences and paragraphs are complete, well-constructed and of varied structure. | All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well. | Most sentences are complete and well-constructed. Paragraphing needs some work. | Many sentence fragments or run-on sentences OR paragraphing needs lots of work. |
| Ideas | Ideas were expressed in a clear and organized fashion. It was easy to figure out what the essay/paragraph was about. | Ideas were expressed in a pretty clear manner, but the organization could have been better. | Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the essay/paragraph was about. | The essay/paragraph seemed to be a collection of unrelated sentences. It was very difficult to figure out what the essay/paragraph was about. |
| Structure | Essay/paragraph contains a well-constructed beginning, middle, and end. | Essay/paragraph contains a beginning, middle, and end but not well-constructed. | Essay/paragraph is missing a beginning, middle, or end and the sentences are not well-constructed | Essay/paragraph is missing both a beginning, middle, and/or end. |
| Spelling, Capitalization & Punctuation | Writer makes no errors in spelling, capitalization and punctuation. | Writer makes 1-2 errors in spelling, capitalization and punctuation. | Writer makes 3-4 errors in spelling, capitalization and punctuation. | Writer makes more than 4 errors in spelling, capitalization and punctuation. |

**Suggested Format**

**Headline:** Title of your article.

**Byline:** Your “pen” name. How you want it listed in publication.

**Dateline:** Date of Presentation

**Attention getting first statement:** Grab the reader’s attention.

**Lead Paragraph:** (Who, What, When: Where, Why, How)

**Explanation Paragraph(s):** Description of the presentation. Provide enough information to give the reader an understanding of the presentation. It should include direct quotes and/or important points.

**Commentary Paragraph:** Include your interpretation of how the presentation will impact JAG students.

**Headline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Byline:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date line:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_#\_\_\_\_\_\_\_**

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