Guest Speaker Summary/Review & Essay Assignment

*As you are listening to today’s speaker, pay attention so that you can answer the questions listed below:*

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block \_\_\_\_\_\_\_\_\_\_

Speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Description of assignment: Your Guest Speaker Summary *must be typed and in essay form*. It should be a narrative, a summary. Do not number your responses – again, an essay. Please be complete with this summary, but concise. It is advisable to take careful notes on this page and write these as the speaker is presenting their information to you. Ask questions if necessary in order to acquire all the information needed for the essay. Format: typed, 1.5 spacing, 12 pt. Ariel font. You should shoot for a one page summary. You do not have to print this essay- save it in the JAG folder on your computer. This sheet should be turned in as well.

*A rubric will be used to grade you during the presentation, your notes, and the essay for a test grade.*

1. Job Title
2. Facility at which they work
3. How long they have worked in this position
4. Typical hours worked/day or week
5. What type of education or training is needed for this job
6. Amount of education and experience this person has had, types of degrees
7. What are your some of their responsibilities
8. Describe a typical day for them on the job
9. What do they like most about their job
10. What do they like least about their job
11. Why did they choose this line of work
12. What are some skills that they use on the job
13. Did they go to school for this type of work
14. How did they get their job- how did they apply for it
15. Are their opportunities for growth within their field/what is the outlook for this career field
16. Do they work in teams at their job/what other positions or personnel do they interact with
17. What kind of problems do they have to solve on the job
18. Is communication an important aspect for their job
19. What career path did they take to get this job
20. Do they anticipate any openings in this field within this company
21. What are the benefits for working with this company
22. Take note on any other information this speaker provided that go beyond their particular job
23. Are you more or less interested in this job/career after hearing this guest speaker?
24. Reflect on your impression of this person – do they like their job? What do you observe about their personality? Do they seem suited for their job?

Date

Dear (Guest Speaker),

Thank you for taking time out of your busy schedule to speak to my Jobs for Alabama’s Graduates (JAG) students. In order for them to be adequately prepared to enter the workforce, it is important for them to get to hear from speakers such as yourself. Your first-hand knowledge about (your career) will be important for them as they are beginning to research careers and areas that are of interest to them specifically.

As you speak to them on (date), there are some things that I would like for you to make sure you include. But don’t worry if you forget to speak about one of these topics, they are to ask you specific questions if you did not cover it in your discussion! Some of these topics are:

* Your Job Title/position/location of office, etc.
* How long you have been in this position
* Typical work schedule/responsibilities, etc.
* Education needed for your career/why did you choose this career field
* What do you like best/least about your career/job/benefits
* Skills/abilities, etc. needed for your career field
* Growth outlook for your career field
* Explain your career path for your current job
* Any other facts that you feel are pertinent for them to gain a clear understanding of your career

If you will be needing any equipment such as a/v, projector, sound, etc., please let me know so that I can have it available before you arrive. Again, thank you for investing your time in my students. We look forward to seeing you (date). Feel free to contact me with any questions.

Sincerely,

Jennifer Wright, JAG Specialist

Headland High School

Jobs for Alabama’s Graduates

GUEST SPEAKER Scoring Rubric for Students

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Listening Behaviors** | **Note Taking** | **Summary** | **Questions** |
| 4 | • Student consistently assumes appropriate listening position.  • Student consistently  minimizes/avoids behaviors that interfere with his/her listening.  • Student consistently attends to speaker. | • Student’s notes consistently demonstrate his/her ability to identify all (3-4) main ideas.  • Student’s notes consistently demonstrate his/her ability to supply several supportive details for each main idea.  • Student’s notes consistently demonstrate his/her ability to provide a meaningful record of information presented. | • Summary consistently  reflects a brief, but accurate account of all (3-4) of the main ideas presented. | • At least 3 questions are based on opinions, judgments or inferences made by the student rather than upon information explicitly presented.  • Questions (2) based on facts presented by speaker are intended to add new information about the facts rather than just repeat facts already presented. |
| 3 | • Student usually assumes appropriate listening position.  • Student usually minimizes/avoids behaviors that interfere with his/her listening.  • Student usually attends to speaker. | • Student’s notes demonstrate his/her ability to identify most of the main ideas.  • Student’s notes usually demonstrate his/her ability to supply several supportive details for most of the main ideas.  • Student’s notes usually demonstrate his/her ability to provide a meaningful record of information presented. | • Summary usually reflects a brief, but accurate account of most (2-3) of the main ideas presented. | • At least 2 questions are based on opinions, judgments or inferences made by the student rather than upon information explicitly presented.  • Questions (2) based on facts presented by speaker are intended to add new information about the facts rather than just repeat facts already presented. |
| 2 | • Student occasionally assumes appropriate listening position.  • Student occasionally  minimizes/avoids behaviors that interfere with his/her listening.  • Student occasionally attends to speaker. | • Student’s notes demonstrate his/her ability to identify one main idea.  • Student’s notes occasionally demonstrate his/her ability to supply some supportive details for one main idea.  • Student’s notes occasionally demonstrate his/her ability to provide a meaningful record of  information presented. | • Summary occasionally reflects a brief, but accurate account of 1 or 2 of the main ideas presented. | • At least 1question is based on opinions, judgments or inferences made by the student rather than upon  information explicitly  presented.  • Question(s) based on facts presented by speaker repeat facts already presented. |
| 1 | • Student seldom or never assumes appropriate listening position.  • Student seldom or never minimizes/avoids behaviors that interfere with his/her listening.  • Student seldom or never attends to speaker. | • Student’s notes seldom/never demonstrate his/her ability to identify main ideas.  • Student’s notes seldom/ never demonstrate his/her ability to supply several supportive details for main ideas.  • Student’s notes seldom/ never demonstrate his/her ability to provide a meaningful record of  information presented. | • Summary seldom/never reflects the main ideas presented. | • No question(s) are based on opinions, judgments or inferences made by the  student rather than upon information explicitly presented.  • Student is unable to  ask questions in tended to repeat or clarify facts because too much information is missing or because of inaccuracies in his/her notes. |
| SCORE |  |  |  |  |