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| **Wk 5** | **Oct. 17**  8 Minute Journal Write: Describe your favorite place to spend time. What things make this place special to you?   * Sentences: complex sentences—review in class. Assignment: “Sentence Combining (2)” Exercise. Get from website. * **Homework:** Complete Sentence Combining 2 Exercise. Turn in tomorrow. | **Oct. 18**  9 Minute Journal Write: What significant and possible change would you like to make in your life? How can you make this change?   * Review complex sentences and Correct “Sentence Combining (2)” homework and turn it in. * Discuss job searching and the writing skills you might need to apply: completing forms, resumes, cover letters. * **Homework:** Think about what kind of a job you are qualified for and might want. How you would go about getting a job you want? | **Oct. 19**  9 Minute Journal Write:  Tell about a job search experience you have had. What did you do to find work? What happened?   * Preview WTO Lessons 8, 6, and 7. * Fill out job application form provided by instructor.   **Homework:** Finish completing job application form. Turn in tomorrow. | **Oct. 20**  9 Minute Journal Write: What personality traits do employers look for in people when they want to hire?  OR  What makes a person successful at work? In their personal life?   * Turn in job application form. * Lesson 6: Resume: Begin, and Personal Data Sheet for resume for a job you might like. Pg. 41 and 42. * **Homework**   \*Come to class with a question for Career Center visitor, tomorrow. \* Complete personal data sheet draft, due on Wednesday. | **Oct. 21**   * Guest Speaker: CAREER CENTER, Anna Nikolaeva Olson talks about strategies for finding work, etc. * **Homework:**   Complete Lesson 6: Personal Data Sheet draft, due on Monday. Make copy for yourself to use for writing first draft of resume. |
| **Wk 6** | **Oct. 24**   * Lesson 6: Personal Data Sheet draft, due. Keep a copy for yourself. * Pre-Advising workshop.   **Homework:** Print and bring  Lesson 6:  Draft of Resume—pg 3  on Wednesday. | **Oct. 25**  **NO CLASS—ADVISING**  **There is ABE advising for some students (transitioning to college classes) in Room 110. Check with instructor in advance for hours.** | **Oct. 26**  Begin Lesson 6: Draft of Resume in class. Assignment: This is to be reviewed by Anna in the Career Center. You must make an appointment with her.  **Homework:** complete Lesson 6, Draft of Resume using your copy of Personal Data sheet.  Make appointment to take the draft to the CAREER CENTER where Anna will review it and help you get it ready for a final draft. Use  Lesson 6: Type-Save Resume-pg 4, and Resume Check forms on website for this. Both are due in one week and a day, Friday, Nov 4. | **Oct. 27**  11 Minute Journal Write: Write about a time when you had a fight with someone. What was the issue and how did it turn out? How might the fight have been avoided?   * Resume draft work.   **Homework:** See yesterday’s homework—continue with resume draft writing. Make appointment with Anna. | **Oct. 28**  11 Minute Journal Write: Write about a time when you made a mistake that taught you a lesson.   * Last in class day for resume draft work.   **Homework:**  Lesson 6: Type-Save Resume, pg 4—from website. This is your final draft of your resume. Lesson 6 Resume Draft, Type-Save Resume, and Resume Check are all due Nov 4, Friday. |