

# Help Wanted Poster

BMT-BT-6

Effective Employment Communication

# Lesson Plans

## BMT-BC-6 Employment Communication

### Desktop publishing skills

## Bellringers Activity

Lamar County School System Lesson Plan Template		
Teacher: S. Bostic	Subject: Career Development Activities GoGoGo Business Projects GoGoGo 2016	Business Communications Intro to Business Business Technology
Standards: Intro. to Business BMA-IBT-1, IBT-2,3, IBT-4, IBT-5, IBT-6 Business Technology BMA-BT 1-7 Business Communications BMA-BC 1-9	Vocabulary Career Development Activities <a href="https://www.lamarcountyschools.com/links/business-communications/">https://www.lamarcountyschools.com/links/business-communications/</a> <a href="https://www.lamarcountyschools.com/links/business-communications/">https://www.lamarcountyschools.com/links/business-communications/</a>	Georgia FBLA Formatting Guides for business documents
Unit 1 Business Project Employability Skills Starting your own Business Leadership Communication Listening Skills Entrepreneurship Technology		
Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.		
Learning Target(s): Objectives:  Students will learn about themselves and what is important to them. Students will learn about how situations change their lifestyles. Students will learn about job searching and employment. Students will learn what soft skills are and why they considered "life skills". Students will learn how to communicate and brainstorm about lifestyle changes and how to resolve negative situations. Students will learn how to organize their business plans-Business Communications Students will learn how to organize their digital portfolio unit for my Career-Business Technology. Students will learn how to organize their career assignments -Intro to Business.		
GoGoGo After completed work or on Fridays		

# Student Work and Rubric

**SPARTAN CORD**

High School Diploma  
Computer Mechanics Degree  
Software Engineering Degree  
Networking Degree

**COMPUTER REPAIR SPECIALIST WANTED**

*\*Part Time\**

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- ✓ Hard Disk Recovery
- ✓ Home & Office Networking
- ✓ Receipt Copier Repairer

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Requirements	Available Points	Self-Check
Name of Company	5	
Company Information	15	
Contact Person	10	
Job Requirements and Degrees	20	
Skills Required	40	
<b>TOTAL</b>	<b>80</b>	
Daniel Brown/TJ Goolsby		Comments: Excellent job. Used color scheme for company including logo.

# Student Directions

## Soft Skills Help Wanted AD

**DIRECTIONS:** You are to create a Help Wanted AD for a position of your choice. Below are resources that discuss soft skills that employers seek in looking for employees. You will use PosterMyWall to complete the Soft Skills Help wanted Ad. Click on the link, **it will take the students to your class site**. Choose a template and begin. Don't forget to type your name on the poster.

**Resources:**

<https://bemycareercoach.com/soft-skills/list-soft-skills.html>

<http://www.careerbuilder.com/share/aboutus/pressreleasesdetail.aspx?sd=4/10/2014&id=pr817&ed=12/31/2014>

<http://www.entrepreneur.com/article/234864>

**Requirements:**

- Name of Company
- Company Information (Address, Telephone, Email, Website)
- Contact Person (Name, Position)
- Job Requirements (4)
- Skills Needed for Job (4)

### Soft Skills Help Wanted Ad Grading Rubric

Requirements	Available Points	Self-Check
Name of Company	5	
Company Information	15	
Contact Person	10	
Job Requirements	20	
Skills Required	40	
<b>TOTAL</b>	<b>80</b>	