

PRE-VOCATIONAL SKILLS LESSON PLANS
2nd Block-Week of May 5-9

List will be proceeded through at an appropriate pace for the class based on the students' level of understanding of concepts. The class will stay busy by proceeding as far through the list as time allows each day.

Each lesson will be read and discussed orally in class. Questioning may occur to ensure student understanding of concepts. The students will complete the activities at the end of each chapter.

RESOURCE-Success At Work by Globe Fearon

Lesson 17	Understanding One Another
Lesson 18	Using the Telephone
Lesson 19	Being Polite
Lesson 20	Asking for Help
Lesson 21	Treating Customers
Lesson 22	Handling Criticism
Lesson 23	Offering an Apology

UNIT 4 REVIEW

Lesson 24	Respecting Others
Lesson 25	Resolving Conflict
Lesson 26	Working on a Team
Lesson 27	Working With a Supervisor
Lesson 28	Handling Personal Problems
Lesson 29	Being a Professional
Lesson 30	Working in Today's World

UNIT 5 REVIEW