#### Florida Trend's

# CLASSROOM ACTIVITIES GUIDE

# Ideas for Teachers and Guidance Counselors

**INCLUDES RELATED FLORIDA STATE STANDARDS** 



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Use It or Lose It: Career Centers

This is Joann Cassio's eighth year creating activities for the Classroom Activity Guide. Teaching was Joann's profession for many years; it was also her passion. She has taught everything from accounting to U.S government and economics to English 4. Joann's bachelor's degree is in Business Education and she has a master's degree in Curriculum, Instruction and Technology. She loves to read and stay current with educational trends. She retired after 40 years in the classroom!



Follow reading and Discussion of "Level Up Your Global Game" on page 13





#### **ACTIVITY 1**

# **Level Up Your Global Game**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT magazine article, "Level Up Your Global Game". The article lends suggestions how to be successful at what is called "cultural competency". In the world we live in, with such diversity, it is important to use these suggestions to navigate globally with others."

**Teacher:** "For this activity, we are going to work in groups of three. This will allow us to gather information about three different cultures and report on each culture we have chosen."

**Teacher:** Divide students into groups of three. Display the instructions on the board using a word document and a data projector

**Step 1:** Choose three cultures to research. They can be ones you are familiar with, such as your own culture, or it can be one in which you have interest and curiosity about.

**Step 2:** Research online and/or use your personal knowledge and address the following items:

- a. Geographic location
- b. Maps, flags
- c. Language spoken
- d. Music and art
- e. Family relationships
- f. Holidays celebrated and how they are celebrate
- g. Add any other information about the culture you feel is informative

**Step 3:** When all information has been gathered, discuss with the group how to create a poster of the information in a logical, concise, clear, and understandable manner.

**Step 4:** Make the poster colorful, fun and inviting to all who look at it when finished. (Hint: pictures and photos can be printed using Creative Commons sites where permission has been granted for such use

**Step 5:** Display the poster in the classroom or hallway to share with your school community.

#### **TEACHER NEEDS**

NEXT magazine, "Level Up Your Global Game"

Laptop/desktop with MS Word

Internet access

Data projector

Posterboard

Markers/scissors/glue sticks

Printer/paper

#### **STUDENT NEEDS**

NEXT magazine, "Level Up Your Global Game"

Laptop/desktop with MS Word and Internet access

Posterboard

Markers/scissors/glue sticks

Printer/paper

#### **FLORIDA STATE STANDARDS**

Strand ELA.12.C: Communication

Standard ELA.12.C.1:

Communicating Through Writing

Strand ELA.12.R: Reading

Standard ELA.12.R.2: Reading

Informational Text

Strand ELA.K12.EE: Expectations

**Expectation 5 ELA.K12.EE.5:** Use

the accepted rules governing a specific format to create quality work.



Follow reading and Discussion of "New LifeBuilder 24!" on page 16





#### **ACTIVITY 2**

# **New LifeBuilder 24!**

#### **TEACHER TRANSCRIPT**

**Teacher:** Prior to this lesson and activity, you should prepare bingo type cards using a word processor or spreadsheet software. The cards should be 3" x 3" please see the example below. The boxes must be large enough for students to write in each one. Print enough for each student to receive one card.

**Teacher:** "Read the NEXT article "The New LifeBuilder 24!". Does anything in the article sound familiar to you? Maybe something you might be going through as you head towards high school graduation with a lot of decisions on your plate. Please know that you are not alone."

**Teacher:** Pass out the bingo cards — one to each student.

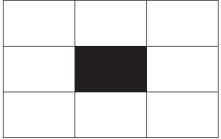
**Teacher:** "Please look at the board where I have displayed the instructions for this activity. I will read through each one and if there are any questions before we begin let me know."

**Step 1:** In each box write something about yourself. For example, your favorite genre of movie, a habit (good or not so good), sport or activity you participate in, what scares you, what makes you happy, future career possibility, a place you have visited that you enjoyed, college or workforce.

**Step 2:** When everyone has completed the first step, we will take our bingo cards and walk about the room looking for others in the class who have boxes that match our own. When you find that match, have a brief discussion about it then cross that item off.

**Step 3:** The first person who has matched all items and every box is crossed out WINS!

**Step 4:** Using a word processing document, write a brief reflection telling how this activity has given you a better understanding of life at this stage of your life. Print and submit.



EXAMPLE CARD

#### **TEACHER NEEDS**

NEXT magazine, "The New LifeBuilder 24!"

Laptop/desktop with MS Word or MS Excel

Bingo card handouts

Data projector

Printer/paper

#### **STUDENT NEEDS**

NEXT magazine, "The New LifeBuilder 24!"

Laptop/desktop with MS Word Bingo handouts/pen/pencil

#### **FLORIDA STATE STANDARDS**

Strand ELA.12.R: Reading

**Standard 2 ELA.12.R.2:** Reading Informational Text

Strand ELA.12.C: Communication

**Standard 2 ELA.12.C.2:** Communicating Orally

**Strand ELA.K12.EE:** Expectations

**Expectation ELA.K12.EE.4:** Use appropriate collaborative techniques and active listening skills when engaging in discussions in a variety of situations.



Follow reading and Discussion of "Write Your Heart Out" on page 22





#### **ACTIVITY 3**

# **Write Your Heart Out**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT magazine article, "Write Your Heart Out". The article offered suggestions and steps to follow when writing an essay as part of the college application process. It has been said that college admissions officers look for unique perspectives, strong writing skills, and an authentic voice. Basically, this means that your essay should read as if you were standing in the room as it is being read by the admissions committee."

**Teacher:** "For this activity, you are going to create a pamphlet offering suggestions about a college application essay."

**Teacher:** Display instructions on the board and review with students:

**Step 1:** Research online to find at least 5 items suggesting what stands out when writing a college admissions essay.

**Step 2:** Research online 3 colleges or universities and the essay requirement for each school.

**Step 3:** Prepare the pamphlet in a logical, organized, concise and clear format. You may include pictures taken from Creative Commons licensed photos and images.

Step 4: Print the pamphlet

**Teacher:** Display the pamphlets on a bulletin board with the title, "Write Your Heart Out — College Essay Writing".

#### **TEACHER NEEDS**

NEXT magazine, "Write Your Heart Out" Laptop/desktop with MS Word Internet access Data projector Printer/printer paper

#### **STUDENT NEEDS**

NEXT magazine, "Write Your Heart Out" Laptop/desktop with MS Word Internet access Printer/paper

#### **FLORIDA STATE STANDARDS**

**Strand ELA.12.C:** Communication **Standard ELA.12.C.1:** Communicating Through Writing

Strand ELA.12.R: Reading

**Standard ELA.12.R.3.2:** Paraphrase content from grade-level texts

Strand ELA.K12.EE: Expectations

Standard Expectation 5 ELA.K12.EE.5:

Use the accepted rules governing a specific format to create quality work.



Follow reading and Discussion of "Ask Me Anything" on page 34



#### **ACTIVITY 4**

# **Ask Me Anything**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT magazine article, "Ask Me Anything". School counselors wear many hats, and all those hats are important and essential to you as a student and to the school as a whole as you navigate your way through the high school years. Some of us have spent time talking with our school counselor, while others know the name of that person, but have never really had a conversation."

**Teacher:** Divide the students so that they can work on this project in pairs.

**Teacher:** Display these instructions/questions using a data projector

**Step 1:** Make an appointment with your school counselor explaining that you and your partner are interested in finding out more about a counselor's daily life in your school. Explain that you will be recording this interview for a podcast you and your partner host called, "A Day in the Life"

**Step 2:** Create a script of 5 questions that will help your listeners get a better idea of the role, responsibilities, and everyday routine of a high school counselor

**Step 3:** Have your teacher proof and approve the script

Step 4: Review the audio or video before submitting

**Step 5:** Ask your teacher and counselor if it is OK to have others listen/view your work and then share with peers.

#### **TEACHER NEEDS**

NEXT magazine, "Ask Me Anything"

Laptop/desktop with MS Word

Smartphone with video or audio capability or video camera

Internet access

#### **STUDENT NEEDS**

NEXT magazine, "Ask Me Anything"

Laptop/desktop with MS Word

Smartphone with audio or video capability or video camera

Internet access

#### FLORIDA STATE STANDARDS

**Strand ELA.12.R:** Reading **Strand ELA.12.R.2** Reading Informational Text

Strand ELA.12.C: Communication

**Strand ELA.12.C.2** Communicating Orally

Strand ELA.12.V Vocabulary

Strand ELA.12.V.1 Finding Meaning

Expectation 4 ELA.K12.EE.4:Use appropriate collaborative techniques and active listening skills when engaging in discussion in a variety of situations.



Follow reading and Discussion of "The Job Search" on page 38



#### **ACTIVITY 5**

# The Job Search

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT article "Job Search". The article answers a few of the FAQ (frequently asked questions). Where do you think you might be able to find available jobs in this community? (Give students a chance to give a few answers; Indeed, Glassdoor, Monster, and Zip Recruiter) You will be using these websites to find a job opportunity that you will be applying for today."

**Teacher:** "For this activity, you will be preparing a brief resume, a cover letter introducing yourself to a potential employer, possible interview questions you may be asked, and finally you will write a brief thank you note to the interviewer."

**Teacher:** Post the instructions on the board - step by step

**Step 1:** using any of the free online job search websites, find a job you are interested in applying for

**Step 2:** note in writing the expectations and details of the job

**Step 3:** search online to find a free resume format (remember your resume will be brief and concise)

**Step 4:** using the resume format found, create a personal resume – save this for use and submission later in this activity

**Step 5:** search online for a sample of a cover letter which is used as a personal introduction

**Step 6:** use the cover letter format chosen and write a cover letter, addressing the salutation as "Dear Human Resources Management"

**Step 7:** based upon the details of the job description, write 5 or 6 questions you feel might be asked at an interview

**Step 8:** search online to find samples of thank you notes to the interviewer (Hint: by this time, you know the name of the interviewer please use a specific name – you can use the last name of someone in the class, "Dear Mrs. Cassio".

**Step 9:** write a thank you letter for taking the time for the interview

**Step 10:** print the cover letter, resume, interview question possibilities and the thank you note and submit to the teacher as a single packet of work

#### **TEACHER NEEDS**

NEXT magazine, "The Job Search" Laptop/desktop with MS Word Data projector Internet access Printer/paper

#### STUDENT NEEDS

NEXT magazine, "The Job Search" Laptop/desktop with MS Word Internet access Printer/paper

#### **FLORIDA STATE STANDARDS**

**Strand ELA.12.R.C:** Communication **Standard ELA.12.C.5:** Creating and Collaborating

ELA.12.C.5.2: Create, publish, and share multimedia texts through a variety of digital formats.

**Strand ELA.12.C:** Communication **Standard ELA.12.C.4:** Researching

ELA.12.C.4.1: Conduct research on a topical issue to answer a question and synthesize information from a variety of sources.

**Strand ELA.12.V:** Vocabulary

Standard 1 ELA 12.V.1: Finding Meaning

ELA.12.V.1.1: Integrate academic vocabulary appropriate to grade level in speaking and writing.



Follow reading and Discussion of "Great Jobs for Recent Grads" on page 40





#### **ACTIVITY 6**

# **Great Jobs for Recent Grads**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT magazine article, "Great Jobs for Recent Grads". The article provides us with several diverse jobs in the state of Florida. But which one is the right one for you? Whether you are going to enter the workforce immediately after high school graduation or you will be attending a post-secondary school, you should take some time to look at what you have a passion for as well as an interest in. Passion and interest are primary in looking for a job. Of course, we also consider salary, benefits, and growth potential."

**Teacher:** Display these instructions/questions using a data projector

**Teacher:** "Let's start with where our interest or passion lies in life. Is it adventure, is it technology, or maybe you love working with animals. A passion is something that you have a powerful draw towards and a desire to get more involved; while an interest is something you want to learn more about, a curiosity."

**Teacher:** "I have displayed on the board the process we will follow to investigate and research to discover a possible career choice. After gathering the information, create a bulleted list of these questions and your personal answers."

- a. Write down your passion or interest
- b. Give a brief description of the passion or interest.
- c. Explain why you have made this choice.
- d. What types of careers or occupations are related?
- e. What is the education needed for the career or occupation chosen?
- f. Where are the jobs for this career currently located? **Suggestion:** use Glassdoor.com or Indeed.com
- g. What is the range of salary expectation? Suggestion: Glassdoor.com
- h. How do you feel about this choice as a future career?
- i. Would this be a viable choice for your future?

**Teacher:** Have students share their work in small groups OR have students find others in the classroom who might have the same or similar passions or interests and allow them to share their work together.

#### **TEACHER NEEDS**

NEXT magazine, "Great Jobs for Recent Grads" Laptop/desktop with MS Word Internet access Data projector

Printer/paper

#### **STUDENT NEEDS**

NEXT magazine, "Great Jobs for Recent Grads"

Laptop/desktop MS Word

Internet access

Printer/paper

Teacher Transcript:

#### **FLORIDA STATE STANDARDS**

Strand ELA.12.R: Reading

Strand ELA.12.R.2 Reading

Informational Text

Strand ELA.12.R.2.3: Evaluate an author's choices in establishing and achieving purpose(s).

Strand ELA.12.C: Communication

**Strand ELA.12.C.2** Communicating

ELA.12.C.2.1: Present information orally, with a logical organization, coherent focus, and credible evidence while employing effective rhetorical devices where appropriate.

Strand ELA.12.V Vocabulary

**Strand ELA.12.V.1** Finding Meaning

Strand ELA.12.V.1.1: Integrate academic vocabulary appropriate to grade level in speaking and writing.



Follow reading and Discussion of "Are the Robots Taking Over?" on page 44





#### **ACTIVITY 7**

# Are the Robots Taking Over?

#### **TEACHER TRANSCRIPT**

**Teacher:** Prior to addressing this lesson and activity, prepare, using post its or small pieces of paper, at least 8-10 careers relating to where knowledge of AI is necessary. Fold each item so that students cannot see what career they are choosing. Divide students into groups of two. Have one student in each group randomly choose one of the items.

- Computer engineer
- Data Analyst
- Manufacturing engineer
- Mechanical engineer
- Research & development engineer
- Research scientist
- · Robotics engineer
- · Software engineer
- · Computer vision engineer
- · Algorithm developer

**Teacher:** "Read the NEXT article "Are the Robots Taking Over". What are your gut feelings about the use of Al and how it is affecting many careers?"

**Teacher:** Have each group choose one topic from a basket. Students should not see the topic ahead of time.

**Teacher:** "We know that AI is "automated intelligence", but do we know what professions use AI, how they use it, and why they need to use it? Your task is to determine the use of AI in the career your team has chosen. Create a posterboard presentation to include the items listed on the board. Make the poster fun and inviting, use color and pictures."

Display these items on the board.

- 1. What is AI?
- 2. Describe the career.
- Education required.
- 4. Al skills needed for the career.
- 5. What (if any) jobs will AI replace?

**Teacher:** When everyone has completed their poster work, have students display the posters around the room. Allow the class to look at all the posters displayed.

#### **TEACHER NEEDS**

NEXT magazine, "Are the Robots Taking Over?"

Laptop/desktop with access to MS PowerPoint

Data projector

Internet access

Poster board/markers

Printer/paper

#### **STUDENT NEEDS**

NEXT magazine, "Are the Robots Taking Over?"

Laptop/desktop

Internet access

Al chosen topic

Posterboard and markers

Printer/paper

#### **FLORIDA STATE STANDARDS**

**Strand ELA.12.R.C:** Communication **Standard ELA.12.C.5:** Creating and Collaborating

**Strand ELA.12.C:** Communication **Standard ELA.12.C.4:** Researching

**Strand ELA.12.V:** Vocabulary **Standard 1 ELA 12.V.1:** Finding Meaning



Follow reading and Discussion of "How to Talk to Your Professors" on page 52



#### **ACTIVITY 8**

# **How to Talk to Your Professors**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT article "How to Talk to your Professors". The article is helpful as a guide addressing the conversations to possibly have with a college professor. Let's practice a conversation you might have to have with a professor."

**Teacher:** Prepare topics on small pieces of paper beforehand. Each piece of paper should address different scenarios where a conversation with a professor is needed. (For example: a test grade, a course grade, missing classes, not understanding an assignment, not understanding course information, how to get extra credit, personal problems that caused work to not be completed.) Divide students into pairs. Have each group choose one topic from a basket. Students should not see the topic ahead of time.

**Teacher:** Display activity instruction on the board:

**Step 1:** Take a few minutes to discuss with your partner the topic chosen

**Step 2:** The task is to write a script as if having a conversation with a professor

**Step 3:** Decide which person will be the student and which will be the professor

**Step 4:** Act out the skit addressing the topic chosen

#### **TEACHER NEEDS**

NEXT magazine, "How to Talk to your Professors"

Laptop/desktop with MS PowerPoint

Data projector

Internet access

#### STUDENT NEEDS

NEXT magazine, "How to Talk to your Professors

Laptop/desktop with MS Word Internet access

#### **FLORIDA STATE STANDARDS**

#### Strand ELA.12.R.C:

Communication

**Standard ELA.12.C.5:** Creating and Collaborating

ELA.12.C.5.2: Create, publish, and share multimedia texts through a variety of digital formats.

Strand ELA.12.C: Communication

Standard ELA.12.C.4: Researching

ELA.12.C.4.1: Conduct research on a topical issue to answer a question and synthesize information from a variety of sources.

**Strand ELA.12.V:** Vocabulary

Standard 1 ELA 12.V.1: Finding

Meaning

ELA.12.V.1.1: Integrate academic vocabulary appropriate to grade level in speaking and writing.



Follow reading and Discussion of "How to Succeed in College Classes" on page 54



#### **ACTIVITY 9**

# **How to Succeed in College Classes**

#### **TEACHER TRANSCRIPT**

**Teacher:** "After reading the NEXT article, How to Succeed in College Courses, think about your personal guide to having success in college courses. We know that the courses you take in college will not be the same as those you have taken in high school; they will be more rigorous and more detailed and definitely more time-consuming than your present courses. Whether you commute to campus or live in a dorm on campus, let's face it, life will be different"

**Teacher:** "We will take a serious look at how we will handle college courses with a successful outcome. Experts tell us that there are some key elements that will help. Look at the tips for succeeding in college and follow the instructions for the task below."

**Teacher:** Display the following information and instructions

- Attend and be present in class
- Take notes
- Form relationships with professors
- Speak to your advisor
- · Create weekly schedules to budget time
- Research and use the college's resources (instructor's office hours)

**Step 1:** Using all these tips create a Ted-Ed talk. (If you are unsure what a Ted-Ed talk is please use your laptop to research this before you get started.) Your audience are high school seniors, and you are a member of a university's Student Services staff.

**Step 2:** Write the talk or speech using the six components previously displayed and allow no more than 2 minutes for each element.

**Step 3:** Record your speech, it should not exceed 15 minutes. submit it to the teacher.

**Step 4:** Include a written reflection of how you personally feel these components will help you in your first year of college, include addressing the one element you feel will be the most difficult for you and how you will work on this component.

#### **TEACHER NEEDS**

NEXT magazine, "How to Succeed in College Classes"

Laptop/desktop

Smartphone or other device capable of audio recording

Internet access

Access to MS Word

#### **STUDENT NEEDS**

NEXT magazine, "How to Succeed in College Classes"

Laptop/desktop

Smartphone or other device capable of audio recording

Internet access

Access to MS Word

#### **FLORIDA STATE STANDARDS**

Strand ELA.12.R: Reading

**Standard 2 ELA.12.R.2:** Reading Informational Text

Strand ELA.12.C: Communication

#### Standard 1 ELA.12.C.1:

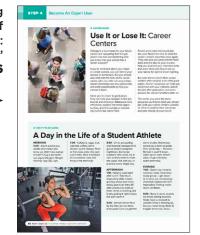
Communicating Through Writing

#### Standard 2 ELA.12. C.2:

**Communicating Orally** 



Follow reading and Discussion of "Use It or Lose It: Career Centers" on page 56



#### **ACTIVITY 10**

# **Use It or Lose It: Career Centers**

#### **TEACHER TRANSCRIPT**

**Teacher:** "Read the NEXT magazine article "Use It or Lose It: Career Centers". The article talks about how career centers in college can help in various ways. Not only can the staff members in career centers help with finding a job, but they can guide you towards the educational requirements needed for your future career, how to write a resume, and much more. It is important for you to know whether you are attending a college, university, or technical school where the career center is located and the services they offer to students."

**Teacher:** "For this activity, you will research online a Florida college, a Florida university, and a Florida technical college to find out more about their career centers."

**Teacher:** Display the instructions on the board and review with students.

- **Step 1:** Choose one of each in the state of Florida, a college, a university, and a technical college.
- **Step 2:** For each school chosen, read and note what the services of that specific career center will help their students with. For example, cover letter and resume writing, or how to find and use a job board.
- **Step 3:** Create a pamphlet with this information that can be displayed in the Guidance department in your school to help high school seniors have a better understanding of why they should consider using a career center at the post-secondary level.
- **Step 4:** On the cover of the pamphlet write a brief introduction to your work, tell what you are about to present concerning career centers.
- **Step 5:** Each section should be labeled specifically with the name of the school being addressed. Use Creative Common pictures/photos.
- **Step 5:** Proofread the pamphlet and make any corrections or editions.
- Step 6: Print the pamphlet and submit it to the teacher

#### **TEACHER NEEDS**

NEXT magazine, "Use It or Lose It: Career Centers"

Laptop/desktop with MS Word or MS PowerPoint

Data Projector

Internet

Printer/paper

#### **STUDENT NEEDS**

NEXT magazine, "Use It or Lose It: Career Centers"

Laptop/desktop with MS Word or MS PowerPoint

Internet

Printer/paper

#### FLORIDA STATE STANDARDS

Strand ELA.12.R: Reading

**Standard 2 ELA.12.R.2:** Reading Informational Text

Strand ELA.12. C: Communication

#### Standard ELA.12.C.1:

Communicating Through Writing

**Strand ELA.K12.EE:** Expectations

Expectation 2 ELA.K12.EE.2: Read and comprehend gradelevel complex texts proficiently.

**Strand ELA.K12.EE:** Expectations

Expectation 5: ELA.K12.EE.5: Use the accepted rules for governing a specific format to create quality work.