

Lesson Plan

Lesson Plan			
Group or course	Professional Practice for IT		Date
Lesson topic	CV and self-presentation		Lesson length
Learning Objectives – during this session the learners will: <ul style="list-style-type: none"> • Produce a draft CV • Reflect on personal presentation 			
Time	Content - Topics		Teaching & Learning Methods

Lesson Plan		
5-10	Introduce Stage 5: presentation	Use Moodle to review previous stages of the course. Introduce the topic of stage 5: how to present yourself well. This covers job applications, appearance, attitude etc. Survey the class about job applications. Who has done it before? What was it like?
20-30	Producing an effective CV <ul style="list-style-type: none"> • First impressions • Formatting • Content • Structure 	Show slide presentation of CV formatting. Class discussion about the effect of formatting, even when divorced from content. Class brainstorm: what goes in a CV? What doesn't go? How do you know how to organise the information?

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20-30	Activity: write a CV	Learners who already have a CV are to update or remake it. Otherwise start one from scratch as a master copy to build on. Guided by lecturer.
If time left	Personal presentation	In pairs or small groups, discuss what aspects of yourself influence others' perceptions of you. As a class, discuss things you can do to control these perceptions.
Remaining time	Activity: reflect on controlling others' perceptions	In your own section in the class notes
Formative Assessment methods:	Evaluation process to obtain feedback on teaching:	
<ul style="list-style-type: none"> Start building a draft CV Write a quick reflection on personal presentation 		

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Plan**

Notes:

Provide
resource on
Moodle:
[https://www.invisionapp.com/inside-
design/creatives-
work-dress-code](https://www.invisionapp.com/inside-design/creatives-work-dress-code)
