# Lesson Plan

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| **Lesson Plan** | | | | | | | |
| Group or course | | Professional Practice for IT | | | Date | Wednesday 17 October | |
| Lesson topic | | CV and self-presentation | | | Lesson length | 1 hour 45 minutes | |
| Learning Objectives – during this session the learners will:   * Produce a draft CV * Reflect on personal presentation | | | | | | | |
| Time | Content - Topics | | Teaching & Learning Methods | | | | Resources |
| 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? | | | | Moodle |
| 20-30 | Producing an effective CV   * 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? | | | | PPT with CV formats  Whiteboard and markers |
| 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 notebook, write a short reflection on how you control people’s perceptions of you: What do you do well? What could you do better? What can’t you control? What needs more investigation? | | | | Class notebook |
| Formative Assessment methods:   * Start building a draft CV * Write a quick reflection on personal presentation | | | | Evaluation process to obtain feedback on teaching: | | | |
| Notes:  Provide resource on Moodle: https://www.invisionapp.com/inside-design/creatives-work-dress-code | | | | | | | |