**Lesson Plan: Continue to create Work Flyers**

**Objective:**

Teach students how to make a resume that includes their educational background, previous jobs, awards, etc.

**Materials Needed:**

* Ditto last week, computer lab is set up

**Lesson Plan:**

1. **Introduction (10 minutes)**

* Set up students on computers
* Help them log in
* Greet students
* Offer students coffee, water, food

1. **Resume Instruction(30 minutes)**

* Show students Google Translate website, teach students how to copy-paste and use the site if they don’t remember from lesson 3.
* Have student navigate to google drive, click new, go to google doc, doc from template
* Show student how to make template with google docs to start working on resume
* Emphasize importance of the descriptions, make them describe the contributions they made, what they accomplished, if they moved up, skills they learned, etc

1. **Individual Work (60 minutes)**

* Allow students to customize and work individually on their projects
* If they’d like to use the computers for another purpose, this is their opportunity to use our computer lab to do this.

1. **Printing (10 minutes)**

* Allow students, if they’d like, to print their flyers
* They can print whatever they’d like as well, that’s a service we’re providing

1. **Closing Remarks (10 minutes)**

* Inform students of the next class the following Saturday at 10am
* Offer them food / drink for the road, and help with any last minute problems