

# Guest Speakers Assignment

## Activity Summary

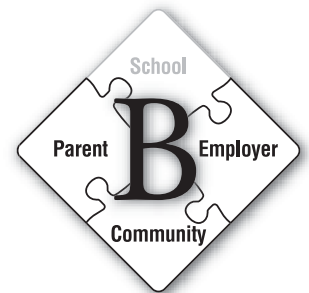
- In this activity, students will:
- ♦ Arrange for a guest speaker to come to the classroom
  - ♦ Prepare a student worksheet for classmates to record details about the speaker's presentation
  - ♦ Introduce and thank the guest speaker
  - ♦ Provide a small gift for the guest speaker
  - ♦ Create a thank you letter to be sent to the guest speaker

## Prior Knowledge

- **Essential Skills**
- Thank You Letters

## Teaching Planning Notes

- Review assignment including prior knowledge required and evaluation sheet
- Provide students with a list of possible guest speakers from the community
- Provide students with a responsibilities sheet
- Provide students with a list of materials guest speaker might need
- Extension activity could be a master list display in the classroom of all presentation findings
- Provide guest speaker with a list of **Essential Skills** prior to their classroom visit in an effort to have them focus in their presentation on the **Essential Skills** they demonstrate in their occupation



## FOCUS ON LEARNING

### Essential Skills:

#### Oral Communication

- Contact potential guest speakers
- Introduction and Thank you

#### Thinking Skills

- Student Worksheet

#### Writing

- Student Worksheet

#### Working with Others

- Small Group Assignment

#### Computer Use

- Student Worksheet

#### Document Use

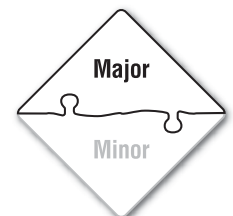
- Checklist

## Assessment and Evaluation of Student Achievement

Task	Tool
Responsibilities Sheet	Formative
Guest Speaker Presentation	Evaluation Sheet

## Activities and Evaluation Materials

- Guest Speaker Assignment Sheet
- Responsibilities Checklist
- Guest Speaker Presentation Evaluation Sheet





# Let Me Introduce...

Having guest speakers come to the classroom is always a pleasant change from our regular routine, and it is an opportunity for all of us (INCLUDING ME, YOUR TEACHER) to learn about what goes on outside of school in what is sometimes called, the “World of Work”. In small groups (3-4 students), find a guest speaker to come to our class. We are interested in what they do in their jobs – what is a typical day like – challenges, likes, dislikes, etc. As we hear their story, we should be able to tell which **Essential Skills** are really important for their job and which ones play either a minor or a non-existent role.



## Getting started - what do we have to do first?

In your small group, brainstorm all possible ideas for a guest speaker (relatives, friends, neighbours). Family and friends who are retired or who are self-employed make good guest speakers because they are more flexible for time and can come in during the daytime.

## What next?

Go and ask all these people from your list and see which ones are real potentials. Go back to your group and narrow it down to two (one for backup). Obtain a commitment from your number one choice and then get a date and time that is suitable for the guest speaker. We have the entire course to conduct these interviews so we can work around their schedules.

## After that?

What you have done so far is the hard part. Now it is just a little planning and division of responsibilities (see Responsibilities Checklist). Be sure to think about and record the **Essential Skills** you are demonstrating as you perform the tasks you have agreed to be responsible for.

## What is the Student Worksheet?

You need to prepare a Student Worksheet for students to use to record information based on the story told by the guest speaker. It could be in the form of a chart or mind-map. We don't know what they are going to talk about but we do know that the tasks they perform are related to **Essential Skills** and there are nine **Essential Skills**. This worksheet will be handed in to me as evidence of your active listening skills.

## What if our Guest Speaker needs anything?

Some of your guests might bring in a PowerPoint presentation, video or overhead. If they require any audiovisual equipment, let me know well in advance.

## Thank You Card and Gift?



Be sure to write a thank you card to your guest. The gift should be under \$5. Pick something that you think the guest speaker might like (i.e. golf ball, small picture frame, flowers, candle, etc.). Dollar stores have great ideas for this token of appreciation.

# Let Me Introduce... Responsibilities Checklist

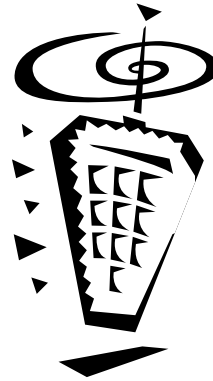
	Responsibility	Tasks	<i>Essential Skills Demonstrated</i>
MEMBER #1			
MEMBER #2			
MEMBER #3			
MEMBER #4			

## Division of Responsibility

Make sure the work is divided fairly. Submit this checklist with the responsibility section completed for approval before you continue on this assignment.

### List of Responsibilities

- Contact guest (confirm date and time) and follow-up confirmation the day before
- Collect money from group members
- Purchase card and gift
- Write note of appreciation and sign thank you card
- Create Student Worksheet
- Introduce Guest
- Thank Guest



## Let Me Introduce... Presentation Evaluation

Group Members' Names:

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TASK	GROUP MEMBER NAME	MARK
Arrange for Guest Speaker		/5
Collect Money		/5
Purchase Card and Gift		/5
Create Student Worksheet		/10
Complete Thank You Card		/5
Introduce Guest		/5
Thank Guest and Present Card and Gift		/5
TOTAL		/40

