Title: Entering a Healthcare Career

Objectives											1	Time frame to Complete											
The student will recognize and correct spelling errors, capitalization errors, punctuation errors, and word usage in a sample report in order to produce a more professional												20 minutes											
document.												NRS EFL											
												4											
Stackable Cert. Documentation	Technology	Study / Life skills	EL-Civics	Career Pathways	Police	Paramedic	Fire Rescue	Medical Asst.	EKG / Cardio	Phlebotomy	Practical Nursing	Healthcare Admin	Pharmacy Tech	IMT	AMT	HVAC	Welding	Other:	STNA				
						×		×	×	×	×	×	×						×				
Standard(s) Addressed in Lesson																							
Write to Convey Ideas																							
 Benchmark(s) Addressed in Lesson W.4.15. Use correct spelling consistently in writing consistently. W.4.16. Punctuate writing correctly using semicolons, colons, hyphens, dashes and brackets. W.4.17. Use correct capitalization. W.4.20. Proofread writing and edit to improve conventions and to correct dangling and misplaced modifiers, fragments and run-ons. 																							
, 																							
Materials																							
Computer Entering a Career passage																							
Learner Prior Knowledge																							
Basic vocabulary of education and business terms; basic knowledge of writing conventions; knowledge of audience, purpose, and credibility.																							
Activities																							

<u>Step 1</u> Distribute *Entering a Career* passage to students. Read the passage aloud. A student volunteer may read the passage or the instructor may read the passage to the class. Discuss with the class why this passage might be written (purpose) and who will be reading this passage (audience). Ask the class to offer reasons for insuring that a document contains professional writing conventions, including spelling (credibility).

<u>Step 2</u> Each student will then make corrections to the printed passage. Next, students, using a computer word processing program, will key in the passage, showing the corrections they have made.

<u>Step 3</u> Each student will, according to the instructor's directions, either print the corrected passage or save the corrected document in a computer file.

<u>Step 4</u> Discuss steps that students can take in order to enter the healthcare profession. In addition to the ideas

in the passage, what else might be valuable strategies? (Volunteerism? Networking?) Students may share personal experiences or stories about people who have been hired recently if applicable.

Assessment/Evidence

Students will compare their written passage to the correct version of the passage.

Adaptations for Beginning Students

Beginning students may use a shorter version of the passage or may expect a higher number of errors. Such students may also be given extended time.

Adaptations for Advanced Students

Advanced students will be expected to have few or no errors and may be given a challenging time limit for completing the assignment.

Teacher Reflection/Lesson Evaluation

Students should easily perceive the importance of polished writing for creating clearer communication in a professional document.

This lesson was created by Middletown ABLE.

Entering a Healthcare Career

Passage to be corrected:

Between 1992 and 2005 the united states produced eighteen million collage graduates. Unfortunatly during that period of time only fourteen million jobs or careers required a college diploma. Many of those were in the medical field. How does this effect today's students and job seekers. Some people will need to be prepared to except entry level positions that pay minimal wages even tho their educated for higher positions. Such positions do offer opportunties however. Those workers at entry level jobs learns the basics of the work cite and can often advance to a higher position quicker. This is especially tru of those in health care positions. Those who no how to interact with patience may raise to an administrative position at a higher salary more faster than those without the experience. For example the graduates who was hired in Sept. to administer medicinces and tend to patience can exhibit there work ethic and compatence and move to a managment job such as overseeing a wing of a hospital or nursing home within a year.

Entering a Healthcare Career

Corrected passage:

Between 1992 and 2005, the United States produced 18 million college graduates. Unfortunately, during that period of time, only 14 million jobs or careers required a college diploma. Many of those were in the medical field. How does this affect today's students and job seekers? Some people will need to be prepared to accept entry-level positions that pay minimal wages even though they are educated for higher positions. Such positions do offer opportunities, however. Those workers at entry-level jobs learn the basics of the work site and can often advance to a higher position more quickly. This is especially true of those in health care positions. Those who know how to interact with patients may rise to an administrative position at a higher salary faster than those without the experience. For example, the graduates who were hired in September to administer medicines and tend to patients can exhibit their work ethic and competence and move to a management job, such as overseeing a wing of a hospital or nursing home, within a year.