

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 assessment tools
- 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

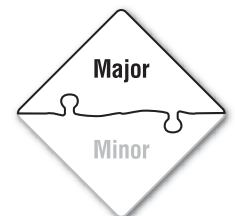
- Checklist*

Assessment of Student Achievement

Task	Tool / Type
Responsibilities Sheet	Let Me Introduce... Checklist (Formative)
Guest Speaker Presentation	Let Me Introduce... Presentation Assessment Tool (Formative)

Activities and Assessment Materials

- Guest Speaker Assignment Sheet
- Responsibilities Checklist
- Guest Speaker Presentation Assessment Tool



Curriculum Linkages For Ontario Educators

Essential Skills truly are everywhere and as teachers we are always teaching students the **Essential Skills!** As subject teachers and specialists, we know that many of the curriculum expectations we are accountable to teach and assess, also address the **Essential Skills** and while the linkages are not always readily apparent, the linkages exist nonetheless.

While this activity connects to a variety of courses it is most closely aligned to the following course(s):

- Grade 8 English Language

To assist you, the teacher, in making more transparent linkages, we have identified the following curriculum linkages for this activity.

Grade 8 English Language

Writing and Communication Expectations

- 8e1 • communicate ideas and information for a variety of purposes (to evaluate information, to compare points of view) and to specific audiences, using forms appropriate for their purpose (e.g., a survey soliciting opinions on an environmental issue) and features appropriate to the form (e.g., focused questions);
- 8e2 • use writing for various purposes and in a range of contexts, including school work (e.g., to write technical instructions, to clarify personal concerns, to explore social issues, to develop imaginative abilities);
- 8e8 • proofread and correct their final drafts, focusing on grammar, spelling, punctuation, and conventions of style; for this grade;
- 8e9 • use and spell correctly the vocabulary appropriate for this grade level;
- 8e10 • use correctly the conventions (grammar, spelling, punctuation, etc.) specified for this grade level;
- 8e46 • provide clear answers to questions and well-constructed explanations or instructions in classroom work;
- 8e47 • listen attentively to organize and classify information and to clarify thinking;
- 8e50 • contribute and work constructively in groups;

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

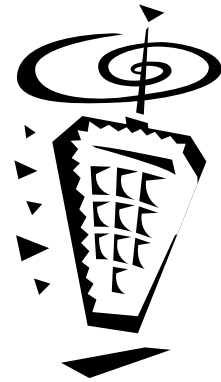
	Responsibility	Tasks	Essential Skills Demonstrated
MEMBER #1			
MEMBER #2			
MEMBER #3			
MEMBER #4			

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 Assessment Tool

Group Members' Names:

TASK	GROUP MEMBER NAME	<input checked="" type="checkbox"/>	COMMENTS
Arrange for Guest Speaker		<input type="checkbox"/>	
Collect Money		<input type="checkbox"/>	
Purchase Card and Gift		<input type="checkbox"/>	
Create Student Worksheet		<input type="checkbox"/>	
Complete Thank You Card		<input type="checkbox"/>	
Introduce Guest		<input type="checkbox"/>	
Thank Guest and Present Card and Gift		<input type="checkbox"/>	

