

Module 1: Explore!		Level: MLD/SEMH
Unit 1B: What might affect finding and having a job?		Preparation for Adulthood: Employment
Lesson 1B5: Understanding the language of work		
Objectives		Learning Outcomes
<p>To explore respectful ways to address different individuals in a workplace setting.</p> <p>To understand different job titles and their corresponding roles and environments.</p> <p>To practise respectful and appropriate digital communication in various workplace situations.</p>		<p>Students will:</p> <p>Identify and use correct titles or names for different people they might interact with at work.</p> <p>Recognise different job titles and understand the roles and responsibilities linked to each.</p> <p>Use digital tools to explore job titles and communication methods.</p>
Activities	Resources	Assessment/Evidence
<p>Introduction: Begin the lesson with a discussion on how to properly address people in a workplace. Use presentation software (e.g., PowerPoint) to display images and titles of various professionals like “Manager,” “Doctor,” “Chef,” and “Customer.” Include short video clips showing appropriate ways to address these individuals. Encourage students to practice addressing these roles using titles like “Mr.,” “Ms.,” “Doctor,” or first names, as demonstrated.</p> <p>Job Title Matching Game with IT: Use an interactive online matching game or educational software that allows students to match job titles (e.g., “Teacher,” “Firefighter”) with corresponding environments or tools (e.g., classroom, fire truck). Students can drag and drop images on a touchscreen or use a mouse to match titles to their roles. This activity can be done individually on tablets or computers, promoting both independent and group work.</p> <p>Role-Playing Appropriate Communication Using IT: Set up scenarios where students use email templates or messaging software to practice formal and informal communication. For example, students can draft an email to a “Manager” requesting time off, or a thank-you message to a “Customer.” Use a projector to display examples and guide students through the steps of composing appropriate messages.</p> <p>Plenary: After a discussion on what was learned, engage students in a calming activity using IT. This could include exploring a guided meditation app, a digital art program to create reflections on what they have learned or a calming music playlist. Use these tools to help students relax and reflect on the lesson.</p>	<p>Provided:</p> <ul style="list-style-type: none"> Jobs I Could Do cards Job Families cards Transition cards <p>Materials needed:</p> <ul style="list-style-type: none"> Computer, projector, presentation software, role-play props (e.g., name tags) Tablets or computers, educational software, or online matching game meditation app, digital art program, calming music 	<p>Suggested mediums:</p> <p>Evidence sheets Photographs of students engaging in activities.</p> <p>Visual records of sorted items and matched tools.</p> <p>Observation notes on student participation and engagement.</p> <p>Direct questioning throughout the session with the use of pauses and prompts.</p> <p>Prompting recall of knowledge through minimal verbal instructions.</p> <p>Student planner Lesson marked as introduced and dated.</p>
<p>Teacher Guidance Notes: This lesson aims to integrate IT tools to enhance students’ understanding of workplace communication and job titles. The use of digital platforms not only engages students but also helps develop essential IT skills that are valuable in modern workplaces. Incorporating IT resources such as presentation software, online games, and digital communication platforms to engage students and develop their technology skills will encourage active participation. Provide one-on-one support where needed, using positive reinforcement to build confidence. Be mindful of students’ emotional and behavioural needs, adapting activities to ensure a positive experience for all. Emphasise the importance of appropriate communication, within the role-playing and digital scenarios to practise skills and provide continuous feedback to celebrate achievements, creating a positive learning environment equipping students with essential skills for workplace interactions.</p>		