| **Lesson Guide** |
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| **Date:** | **Topic: Vocational** |
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| **Lesson:** |
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| Office Skills |
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| **Materials:** |
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| ShredderPhotocopierBank of mailboxes |
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| **Learning Objectives:** |
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| * Students will be able to shred papers
* Students will understand the function of a shredder
* Students will understand the function of a copier
* Students will be able to make copies using the copier
* Students will be able to match names from mail to mailboxes
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| **Structure/Activity:** |
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| 1. Introduce shredder and its function
2. Demonstrate usage and explain safety protocols
3. Have each student demonstrate shredding
4. Introduce copier and its function
5. Demonstrate copier
6. Have each student demonstrate making copies
7. Show mailboxes and where each is labeled (can be labeled with name and face)
8. Demonstrate how to place correct mail in the mailboxes by matching names
9. Have students sort a piece of mail
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| **Assessment:** |
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| Office Skills Assessment |
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