

CAREER COUNSELLING



PRACTICAL APPROACH

Lesson Plan *Informatics*

Age of students	15 - 19
Topic	How to write a CV?
Additional item	Fundamentals of entrepreneurship.
Objectives	Learning to write CV using Word text editor and software available on the Internet (www.livecareer.pl, www.canva.com).
Number of people per group	4 - 5
Activity time	5-10 min
Tools	Edytor tekstu, kreator do tworzenia CV, Internet.
Competence	Communication in the mother tongue, scientific competence, digital competence, personal competence, social competence.
Possible preparatory actions	In computer science classes, familiarization with the functions of a text editor and a wizard for creating a resume.
Expected results	Write your own CV.
Expected difficulties in implementation among students	Working with a text editor.



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Follow-up		Lessons in class hour.
TIME	ACTION STRATEGY, PROCEDURE	METHOD, TOOLS
5-10 MIN	<p>1. Preparatory action. <i>Goal: to get to know and introduce other students to the word processor and online Wizards for creating resumes.</i> <i>T: presentation of the capabilities of a text editor and CV creation Wizards.</i> <i>SS: start the text editor-exercises.</i> <i>T: division of the class into 3 groups of 4-5 people. Each group is to prepare CV for the following job seekers:</i> <i>a) group 1-for the position of computer scientist in the company,</i> <i>B) Group 2-for the position of warehouse manager,</i> <i>C) Group 3-for the positions of commercial representative.</i></p> <p>2. Group discussion. Work in groups under the guidance of a teacher (which should be included in the resume).</p> <p>3. Summary take.</p>	<p>Working with a computer Internet Online CV creator</p>

