

Section Two Writing

ALT One Did you ask the right question?

Summary

Students will generate a list of questions and call a sales representative at Xerox and ask them about their job as a sales person.

Competencies

Asking questions, taking notes, writing

Time

15 minutes

Materials

Paper/pencil, telephone

Instructions

Students will be instructed to write questions to ask a sales rep about his job. Students will write a summary of their interview.

Evaluation

Students will answer the questions made in advance and write at least five sentences of the interview.

Closure

Students will have an understanding of a salesperson and his/her job. Students should have a business card of the Xerox person they called which will give them an idea what a business card is and to be thinking what they would like their business card to look like when they make their own.

Section Two Writing

ALT Two Time to Create

Summary

Students will make their own business card related to selling.

Competencies

The student will do a layout and the decision-making skill to decide what will go on the card.

Time

30 minutes

Materials

Drawing paper, pencil, markers, ruler

Instructions

Students will draw a business card.

Evaluation

I would have the students compare the drawing of the card against their business card.

Closure

Students will understand that a business card will be a written form of communication that conveys information about the student. Students will be introduced to a paragraph And a topic sentence.

Section Three Mathematics

ALT Two **Are you in the red?**

Summary

Students will define debit and credit.

Students will fill in a debit and credit sheet.

Competencies

Knowing debit and credits

Time

30 minutes

Materials

Worksheet, pencil

Instructions

Students will be given information about t-shirts. Students will list debits and credits.

Evaluation

Students will check computation for correct answer.

Closure

Students will understand the term debit/credit.

Students will discuss sales tax on purchases and the use of percents.

Section Three Mathematics

ALT Three **The percent of every sale.**

Summary

Students will calculate sales tax on large items over \$900.00 by multiplying by 6%.

Competencies

Multiplying by six percent.

Time

30 minutes

Materials

Worksheet

Pencil

Instructions

Students will multiply problems by six per cent.

Evaluation

Students will check computation for correct answer.

Closure

Students will understand the sales tax concept.

Students have been through exercises that they should be able to be a sales person.

They should make a business card, represent themselves in the community and sell a spirit item. Students should be able to write up a proposal including a debit and credit sheet on the cost and profit of this spirit item.