

TEACHER/STUDENT SPEAKER HANDBOOK

SEATTLE PUBLIC SCHOOLS

Speaker _____

Company _____

Date of event _____

Coordinator _____

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Preparing for the Speaker

Before the speaker comes to your classroom, you will need to make some preparations. Find out what the speaker does and the name of the company he or she represents. Find out what the company produces. **Finding information** on the company is easy on the Internet. Ask the coordinator for the company's web address or do a search on you own. This search will assist you in formulating questions for the speaker(s).

Please remember to be considerate of the speaker. Show him/her that you are interested in their presentation. Make the presenter feel welcomed. They have taken time from their busy schedules to be with you.

Questions

Here are some questions you may want to ask. Please formulate some of your own.

1. What is your job title? What hours do you work?
2. Describe a typical day at work.
3. What does your company produce?
4. What is the most interesting part of your job?
5. What does your supervisor expect of you each day?
6. What do you expect of the people you supervise?
7. What is the hardest part of your job?
8. What role does customer service play in your job?
9. Why did you choose this job?
10. What is the salary range for this occupation?
11. Do you work alone or with other people?
12. How would you describe the people who work in your firm in terms of age gender and ethnic or racial backgrounds?
13. What types of technology skills are necessary for your position?
14. How did you get training for this job?
15. How do you think this job will change in the next five (5) years? In the next 10 years?

Thanking the Speaker

Before the speaker leaves, thank him/her and ask them if they would be amenable to having students e-mail them questions regarding their company or their job.

Teachers can **create their own web** page on SchoolNotes.com. This service is available to all teachers in the Seattle Public Schools. With this account, teachers can post assignments and the site can be accessed by the community at-large. Students can use their teacher's account to e-mail the speaker and have a site for the speaker to respond. The teacher could use this as an assignment and monitor the interactions. Thank you letters could be sent via this account.

If e-mailing is not possible, the coordinator can deliver the thank you letters to the speaker.

Sample Thank You Letter

Here's a sample letter:

Date

Dear Ms. Doe:

Thank you for taking time out of your busy workday to come and present to our class yesterday. Your presentation was very informative (give examples). As a result of what I learned from your presentation, I am thinking more seriously about a career in _____, or a job in your company. Perhaps I could participate in a workplace tour or job shadow with you or e-mail you in the future with industry related questions? I really enjoyed your presentation!

Again, thank you.

Sincerely,

(Sign your name)

Student/Teacher Speaker Evaluation

Student's Name _____ Date _____

School/Teacher _____

Name of Speaker(s) and Company _____

1. What was the speaker's job title? _____

2. Did the speaker give you a better understanding of what his/her job is?
Yes__ No__ Explain _____

3. Did the speaker give you a better understanding of how computers/
technology are used in his/her company? Yes__ No__ Explain _____

4. What did you enjoy about the speaker's talk? _____

5. What would make the presentation better? _____

6. Would you be interested in a workplace tour/job shadow at this company
or at another company? Yes__ No__

7. Would you be interested in an internship/job? Yes__ No__

8. Into which career pathway would you place this speaker's job?

Arts, Humanities, Communications
& Media

Science, Engineering, &
Industry

Business & Marketing

Health & Human Services

Comments: _____

Thank you for your comments. If you are interested in an internship or workplace tour/job shadow, be sure to check off the above questions.