

## Overview

An activity using [myworldofwork.co.uk](http://myworldofwork.co.uk) to link the study of English and the topic of note taking to possible careers.

## Objectives

As part of a wider lesson, this lesson insert intends to:

- Encourage pupils to realise that note taking is a skill used in many areas of work
- Emphasise the importance of listening and taking notes in many careers

## My World of Work activity (15mins)

- Arrange pupils in groups of two or three
- Go to [myworldofwork.co.uk](http://myworldofwork.co.uk)
- Go to [My career options](#)
- Ask the groups to choose a job card from the pack
- Ask them to research the job and the skills required
- Ask them to think about why note taking is important in this job

## Connect the learning (in the wider lesson)

- Discuss as a class the importance of effective note taking in the jobs researched
- Discuss the importance of note taking in class and how it prepares them for the world of work

## Review and reflect (5mins)

- Ask pupils to think about the importance of note taking in the career they would like to pursue

## Resources

- Computers or tablets with internet access
- Job cards

### My World of Work – job profile links

<a href="#">Call centre operative</a>	<a href="#">Counsellor</a>	<a href="#">Emergency call handler</a>
<a href="#">Games tester</a>	<a href="#">Judge or sheriff</a>	<a href="#">Legal secretary</a>
<a href="#">Market research interviewer</a>	<a href="#">Newspaper journalist</a>	<a href="#">Personal assistant</a>
<a href="#">Police officer</a>	<a href="#">Solicitor</a>	<a href="#">Teacher – secondary school</a>
<a href="#">Web editor</a>		

### Curriculum links

This activity is suitable for S1 or S2 pupils studying: English - BGE

Experience and outcomes	
<b>Literature</b>	<p>Listening and talking</p> <p><a href="#">LIT 3-04a</a></p> <p>As I listen or watch, I can: identify and give an accurate account of the purpose and main concerns of the text and can make inferences from key statements; identify and discuss similarities and differences between different types of text; use this information for different purposes.</p> <p><a href="#">LIT 3-05a / 4-05a</a></p> <p>As I listen or watch, I can make notes and organise these to develop thinking, help retain and recall information, explore issues and create new texts, using my own words as appropriate.</p>

Career Education Standard pupil entitlements	
Supports entitlements set out in the Career Education Standard for young people to:	<ul style="list-style-type: none"><li>▪ Experience a curriculum through which they learn about the world of work and job possibilities and which makes clear the strengths and skills needed to take advantage of these opportunities</li><li>▪ Know where to find information and access support making effective use of online sources such as My World of Work</li><li>▪ Develop Career Management Skills as an integral part of their curriculum</li></ul>

### Meta-skills

This activity is designed to support development of the following meta-skills:

#### Self-management – Manage the now

##### Focusing

The ability to effectively filter and sort information to maintain a sense of focus is essential in an age of information abundance and constant change.

#### Social intelligence – Connect with the world

##### Communicating

Communication is the ability to openly and honestly share information in a way that creates mutual understanding about thoughts, intentions and ideas between all parties involved.

#### Innovation – Create our own change

##### Curiosity

Curiosity is the desire to know or learn something in order to inspire new ideas and concepts.

##### Sense making

Sense making is the ability to determine the deeper meaning or significance of what is being expressed and to recognise wider themes and patterns in information and situations.

##### Critical thinking

Critical thinking is the ability to evaluate and draw conclusions from information in order to solve complex problems and make decisions.



Job cards

Call centre operative	Counsellor
Emergency call handler	Games tester
Judge or sheriff	Legal secretary
Market research interviewer	Newspaper journalist
Personal assistant	Police officer
Solicitor	Teacher – secondary school
Web editor	