

Lesson insert

Overview

An activity using 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
- Go to [my career options](#)
- Ask the groups to choose a job card from the pack
- Ask pupils 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

Languages

English

Note taking

Resources

- Computers or tablets with internet access
- Job cards

My World of Work links

Job profiles

[Call centre operative](#)
[Counsellor](#)
[Customer service assistant](#)
[Customs officer](#)
[Emergency call handler](#)
[Judge or sheriff](#)
[Newspaper journalist](#)
[Market research interviewer](#)
[Nurse](#)
[Police officer](#)
[Secondary school teacher](#)
[Personal assistant](#)
[Social worker](#)
[Solicitor](#)
[Legal secretary](#)
[Waiting staff](#)

Curriculum links

Suitable for S1 or S2 pupils studying:

English - BGE

Experiences and outcomes

LIT 3-04a: 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.

LIT 3-05a / LIT 4-05a: 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.

Career Education Standard (3-18)

Supports entitlements set out in the [Career Education Standard](#) for young people to:

- 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
- Know where to find information and access support making effective use of online sources such as [My World of Work](#)
- Develop [Career Management Skills](#) as an integral part of their curriculum

Job cards

Call centre operative	Counsellor
Customer service assistant	Customs officer
Emergency call handler	Judge or sheriff
Newspaper journalist	Market research interviewer
Nurse	Police officer
Secondary school teacher	Personal assistant
Social worker	Solicitor
Legal secretary	Waiting staff
