**Life Skills Project**

This project is intended to prepare the average graduating student for the « real world » (*on a small scale)* whether he/she attends college or university in the fall or joins the workplace.

This assignment as a whole should take about 4 weeks to complete. **Concepts presented include:**

* Formal and informal writing
* Purpose and audience
* Informational essay
* Elements of a good pamphlet
* Research
* Oral presentation

The purpose of this unit is to have students achieve and present life skills to their peers. Students must:

* Research their topic;
* Write an information essay to the teacher;
* Present their information in the form of a pamphlet to other students;
* And share their findings in a seminar using media techniques.

*Here is a list of possible topics:*

1. Buying a vehicle (New and Used)
2. Inspecting, choosing and renting an apartment
3. Financial planning (how to save, choosing the best bank services, RRSP, GIC, etc.)
4. Getting a loan
5. Becoming a professional athlete
6. Saving the earth (global warming)
7. Budgeting for a year in the life of a college student
8. Looking for a job and preparing for an interview
9. How to protest political decisions
10. Choosing a career
11. Planning a wedding or important event
12. Shopping for insurance
13. Building a house
14. Buying a house
15. Planning a vacation
16. Starting a business
17. Getting along with people
18. How to interact with others in customer service (stores, restaurants, businesses, etc.)
19. Setting and achieving your goals
20. Developing organizational skills
21. Complaining efficiently
22. How to live with and get through anxiety and panic attacks
23. Writing proper e-mails (letters of complaint, thank you letters, requisitions, letters to an employer and/or employees)
24. Selecting a college
25. Budgeting
26. How to exercise and eat properly
	1. Everyday
	2. As an avid gym member
	3. As a bodybuilder
27. Preparing healthy meals on a budget
28. How to get involved in humanitarian work
29. Studying and working while travelling
30. How to set up your own YouTube channel
31. How to properly defend yourself
32. How to: change a tire, change the oil, top-up windshield washer and change windshield wipers
33. How to study effectively and efficiently
34. How to properly raise awareness for important causes

**Summative Task – Life Skills Project**

Guidelines to Follow

This summative task contains three parts:

1. The informational Essay
2. The Pamphlet
3. The Seminar (Formal Oral Presentation)

*This project is worth 20% of your final mark at the end of the school year (10% of the 70% class marks and 10% of the 30% exam – which means, your final exam will be shorter and worth 20%)*

1. **Informational Essay** (Hand in a printed copy of your final)
	* State the purpose of your text.
	* Outline the steps to achieve your topic successfully.
	* Make sure your text contains the four elements of the informational essay.
	* Conclude your essay by relating your experiences and point of view during the research on your topic.
	* Include a Works Cited page (bibliography) listing all your resources, including a person.
	* Your text must be a minimum of two pages typed (MLA format: size 12 font).
2. **Pamphlet** (Hand in a printed copy of your final)
	* Your pamphlet must contain the steps required to achieve the life skill chosen as each student will receive a copy.
	* Information may be point form.
	* Use subheadings to grasp the student’s attention. (Length: letter size, folded in 3.)
3. **Seminar** (Hand in a printed copy of your presentation – 4 slides per page)
	* Your presentation will last a minimum of 8 minutes. You will present the necessary steps to achieve the life skill in question but also relate your experience while you tried out this life skill.
	* Use technology (Power Point or other) to present your findings to the class. Interview someone and include the video or share quotations from this person within your presentation.
	* Be creative in your presentation. Take pictures of yourself at the different sites pertaining to your subject, record the interview…
	* Do not forget that the purpose of your oral presentation is to teach the chosen life skill to your classmates. Therefore, it might be a good idea to hand out a summary of your finding, include a fill in the blanks, a quiz, a game…

**Step 1:** Research and gathering information.

* Whether you are summarizing, paraphrasing or using a direct quotation, you must indicate your sources within your text as well as in the Works Cited.
* Print or make a copy of your sources and make sure the hyperlink is there for you to use in your Works Cited.
* Keep your research organized – use a plastic cover or a duo-tang.
* Sources include: websites, books, pamphlets, booklets and even interviews.

**Step 2:** Once you’ve gathered enough information, write your informational essay.

It is an explanation. It is a short, non-fiction, composition whose main purpose is to explain an item, a process, or an idea.

The information text answers: who, what, where, when, why (5ws) and how.

*The elements include:*

* A clearly stated thesis that expresses the main idea of the essay.
* Well-chosen examples that support your essay’s main points. This is very important because it helps the reader visualize the object, the process or idea.
* Organized paragraphs
* Illustrative material that helps to explain or add clarity to the essay or the article (charts, tables, photographs, cartoons, drawings). This also adds visual appeal.

**Step 3:** Prepare your pamphlet and other papers you’d like to give to your audience. Make sure to give me these papers in advance so that I can make photocopies for you.

*Objective:*

* Can inform, educate or persuade
* Gives a quick overview of the subject or product
* Needs to grab the reader’s attention and hold it long enough for them to look through it

*5 elements needed to create a brochure or pamphlet:*

1. **Purpose:** how do you want the pamphlet to be used? Is it something to keep for future reference or is it for quick information to then, throw away?
2. **Target audience:** who will use it and what attracts them?
3. **Format:** Word has templates you can choose from. Insert only the important information in your pamphlet. Include graphics, pictures…
4. **Capture interest:** Include a title, pictures, comments…make sure it is user friendly (sub-headings, colour, good letter size, clear background, easy to read, point form).
5. **Strategies:** Too much information is not better. Make sure it can be read quickly.

**Step 4:** Prepare your seminar (oral presentation with visual aids)

**Outline for an Information Text**

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Introduction: Strong Introductory Statement (to catch the reader’s attention):

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Explain the context of the chosen topic (what it means and why it is important):

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Sentence introducing your 3 sub-topics:

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Body:

Sub-Topic 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evidence (quotations, summaries or paraphrasing from sources):

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Sub-Topic 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evidence (quotations, summaries or paraphrasing from sources):

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Sub-Topic 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Evidence (quotations, summaries or paraphrasing from sources):

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Conclusion:

Discuss your topic:

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Summarize the main points in different words, but in the same order given in the body:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strong concluding statement to keep your reader thinking about the topic:

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