

SENIOR ENGLISH Projects – Automotated Manufacturing / Machining

Content Documents

- Vocabulary of the occupation group
 - As assigned
- Forms of the occupation group
 - Registration
 - Set up Sheet
 - Set up Sheet
 - Job Order
 - Job Order
 - Job Order

Journal Entries

- Daily – entries into computer log
- Weekly – review daily logs (be sure to include hours/time spent), complete as needed – print them & put in binder

Employment Documents

- Career Paper
- Job Application
- Resume
- Cover Letter
- Thank You Letter

Process Presentation - 1

- Journal entries and photos during a manufacturing process
- Written outline and notes
- Presentation to the class

Process Paper – Writing for a Technical Manual – 1

- Journal entries and photos during a manufacturing process
- Process Paper

Incident Report / Recommendation / or / Proposal

Research Documents – occasionally, grading the 2 best examples

- Read an article from a professional journal (not a magazine) and do a report in DAR format

SENIOR ENGLISH Projects - explained

Employment Documents

- Cover Letter – cover letter to resume in business letter format
- Resume – professional resume for employment in the occupational field the student is studying
- Job Application - for employment in the occupational field the student is studying
- Interviewing – may be a mock interview for employment in the occupational field the student is studying, or interviewing persons employed in the field of study as research for the career paper
- Career Paper – Research either in written or oral form, with an academic paper addressing employment in the occupational field the student is studying

Content Documents

- Vocabulary of the occupation group – these are tests given by the primary instructor at appropriate times throughout the two years
- Forms of the occupation group – these are forms such as bids, estimates, invoices, job orders widely used in the occupational field the student is studying

Process Documents

- Process Papers – 2 – these each cover a process recently used in the occupational / primary study (e.g. “how to measure engine compression and compare to manufacturer’s recommendation” or “how to prepare the panel, then mix and apply body filler”)
- Recommendation or Proposal – this covers a need or suggestion in the occupational field the student is studying, or for the primary training area itself (e.g. “ all welders should be AWS certified” or “we need an air ventilation system in our shop”)
- Incident Report – written report of an accident (including the moments before the accident) fashioned after what would be collected in an OSHA investigation

Research Documents

- Trade Journal (not magazine) review – 2 excellent examples – Using a trade journal (e.g. “Inspection Trends”, “PHC News”, “American Machinist” – these may be paper or online version) the student will type an academic review in DAR (Describe-Analyze-Reflect) format.