

Guest Speaker Notesheet for Students

Middle School Edition



Engaging Effectively with Guest Speakers by Taking Notes

Teacher Instructions

As CTE teachers, you are in a unique position to bring real-world experiences to your students more often than in typical classes. One way to do this is by bringing guest speakers into the classroom. Guest speakers can share about their career journeys and experiences; and they can serve as a connection between what students are learning in class and future career opportunities. After asking a guest speaker to take time out of their day to talk to your class, how do you ensure students are respectful and take meaning away from their presentation? One way is to utilize a notes guide.

The notes guide provided uses a simple 3-2-1 method for students, allowing them to capture information about the background of the speaker, questions to ask at the end, facts they learn, and connections they make between the presentation and what they are learning in class. Consider using the Guest Speaker Connection Worksheet in tandem which serves as an opportunity to dive deeper into the speaker's message and connect their presentation to each section of the SkillsUSA Framework and Essential Elements within those sections.

The notes guide may be used singularly or in tandem with the connection worksheet. Choose the best option for your classroom based on your students' level of knowledge of the SkillsUSA Framework and what you want students to gain from the presentation. This notes guide also pairs well with the Thank-You Note Writing Guide Lesson Plan. You can have students reference the notes guide while they craft their thank-you note to the guest speaker.

See notetaking worksheet on next page

Name: _____

GUEST SPEAKER PRESENTATION NOTES

Background Information

Name of Speaker:

Company/Industry:

Career Title:

3 QUESTIONS

As you listen to the speaker, write down three questions that come to mind.
You will ask these at the end of the presentation as time allows.

- 1.
- 2.
- 3.

2 FACTS

Write two interesting facts you pick up from our speaker's presentation.

- 1.
- 2.

1 CONNECTION

List one way the guest speaker's presentation relates to our class: