UNIT 45: COMMUNICATING ON LINKEDIN
LESSON 7: REQUESTING A RECOMMENDATION

LESSON OVERVIEW

Recommendations strengthen your profile. Recruiters or companies can review your recommendations.

Time: ~30 minutes

OBJECTIVE

Students will be able to distinguish appropriate communication methods for professional online networking.

PRINT PREPARATION

1. Print this lesson's Dollar Tracker.

2. Review sequence of activities in lesson.

3. Learn which supplements you will use.

4. Print/Copy/Laminate materials that fit your student's needs.

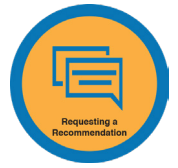5. Refer to your Level 2 Guide to read about effective practices.

ONLINE REVIEW

1. Sign into Digitability

2. Click **LESSONS** tab

3. Select **Level 4 - Prime Professional**

4. Select **Unit 45**

5. Select **Lesson 7 - Requesting a Recommendation**

WORKPLACE BEHAVIOR FOCUS FOR THIS UNIT

Using the Dollar Tracker, select two additional behaviors that you will target throughout the course of this unit. Always include participation/contribution in addition to the two new behaviors.

Requesting a Recommendation

LESSON PLAN

WARM UP

1. Write the following on the board, leaving a blank space for the phrase **"plus sign."**

   a. To endorse your connection, click on the _____ _____ next to the skill.

2. Have a student come up to the board to fill in the correct answer.

Repeat the process to ensure all students get a chance to participate and earn a participation dollar.

3. Distribute **45.IMAGE.IEC** to students. See 👥 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

IMAGE EXCHANGE CARDS
45.IEC.IMAGE

Plus Sign

+

Request a Recommendation Button

Give Kudos
Request a Recommendation
Recommend
Unfollow

DIFFERENTIATION

T1 Writes response on board

T2 Writes response on board with assistance from a Tier 1 partner or writes answer in notebook

T3 Writes response on board with assistance from an adult or points to **Image Exchange Cards** [45.IMAGE.IEC]

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ SUCCESSFUL	**-$ PROBLEMATIC**
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution	Off-task
Sharing/Helping	Off-topic/Inappropriate Comment
Greeting a Guest	Disrespect/Teasing
Following Directions/Staying on Task	Complaining/Whining
Encouraging	Interrupting
	UMAPA
	Arguing

GUIDED WATCHING

Call out earnings to the class, *"[Student] has earned x dollars for participating. [Student] has earned x dollars for participating and sharing. [Student] has earned x dollars..."*

Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

Pro tip: Build confidence in your students Identify students who have not earned money and focus on engaging them. Use differentiation tools if reluctant to participate i.e. have them point to or write down their answers. EVERY student should be earning money.

1. Ask, *"For a participation dollar, who can tell me the name of our next badge?"*
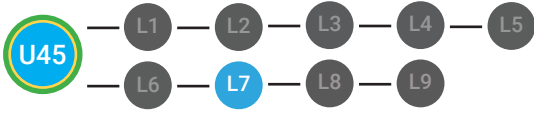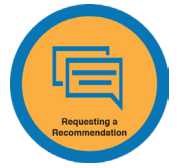
Answer: Requesting a Recommendation

2. Distribute **45.BADGE** to students. See 🔷 **DIFFERENTIATION** for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1 On-topic shared verbal response

T2 Writes down badge name or walks up to point to badge

T3 Uses **Badge Board** [45.BADGE] for this unit

3. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution
Sharing/Helping
Greeting a Guest
Following Directions/Staying on Task
Encouraging

Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing

Pro tip: Remember Rule #3 Avoid a power struggle to stay focused on instruction. We are helping students learn to self-regulate. Therefore, it is important to give students time to opt in or identify their replacement behavior. If a student is not following directions, give them one minute before taking additional dollars.

4. Bring attention to screen, *"Let's watch this lesson. I know that [student's name] is actively watching because he has his eyes on the screen, and he is actively listening by giving a thumbs up when he hears the phrase "Requesting a Recommendation."*

5. Ask students to give a thumbs up every time they hear and/or see the phrase **"Requesting a Recommendation"** in the video.
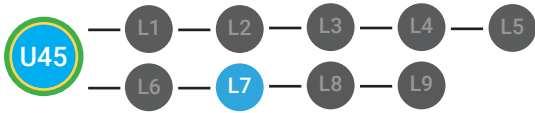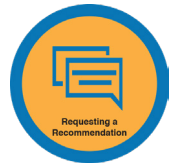
6. Play video.
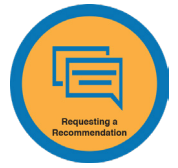
7. Distribute **45.IEC.THUMB** to students. See 📋 DIFFERENTIATION for this activity to identify supplements needed for your students.

DIFFERENTIATION

T1   Puts thumbs up

T2   Uses **Thumbs Image Exchange Card** [45.IEC.THUMB]

T3   Uses **Thumbs Image Exchange Card** [45.IEC.THUMB]

8. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution
Sharing/Helping
Greeting a Guest
Following Directions/Staying on Task
Encouraging

Off-task
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Disrespect/Teasing
Complaining/Whining
Interrupting
UMAPA
Arguing

INFORMAL ASSESSMENT

? 1. Ask, *"For a participation dollar, what is the first thing you should do in order to request a Recommendation"*

Possible Answers: go to the connection's profile page

Write the term and definition on the board after student responses.

? 2. Ask, *"For a participation dollar, what do Recommendations do to your profile?"*

Possible Answers: they strengthen it

? 3. Ask, *"For a participation dollar, what do you click on the dropdown menu?"*
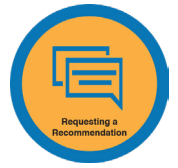
Possible Answers: Request a Recommendation Button

Pro tip: Use content domain to develop expressive communication If a student gives a one-word answer or a fragment, require a complete sentence before awarding the $1. Then, use positive narration to reinforce the student's expressive communication:

"I love how you used a complete sentence for your answer. Nice job earning a dollar!"

"Yes, nice job participating, [student]! You earned a participation dollar."

4. Distribute **45.IMAGE.IEC or Yes or No Image Exchange Cards 45.IEC.Y/N** to students. See 🎲 **DIFFERENTIATION** for this activity to identify supplements needed for your students.
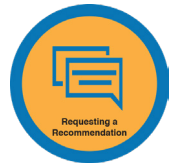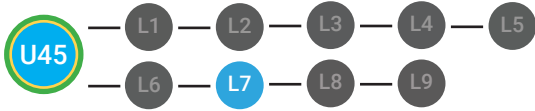

DIFFERENTIATION

T1   On-topic shared verbal response

T2   Writes response down in notebook OR rephrase prompt to a **yes or no** question

T3   Distribute **Yes or No Image Exchange Card** [45.IEC.Y/N] for rephrased question

5. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

Pro tip: Stick to the script! Help your students develop self-regulation strategies. Do not give lengthy explanations for behavior. Using clear language formulas helps students identify the workplace behavioral norm AND the optimal replacement behavior.

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ SUCCESSFUL	**-$ PROBLEMATIC**
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

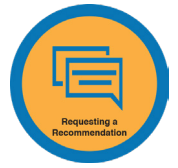|	
Participation/Contribution	Off-task
Sharing/Helping	Off-topic/Inappropriate Comment
Greeting a Guest	Disrespect/Teasing
Following Directions/Staying on Task	Complaining/Whining
Encouraging	Interrupting
	UMAPA
	Arguing

PLAY ACTIVITY VIDEO

1. Ask the class, *"Who would like to unlock the Requesting a Recommendation Badge for $1?"*

Click Activity Button to Play Activity Video

2. Student discusses with class to choose the correct answer.
      a. If student chooses correct answer, have student or whole class dance.

      b. If student chooses incorrect answer, repeat Step 2 until student unlocks the badge.
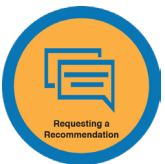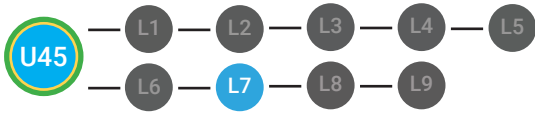
3. Distribute and cut out **Word Wall Printout 45.7.5** Students that unlocked the badge will place the **Requesting a Recommendation** printout on the classroom's word wall. See 🔲 DIFFERENTIATION for this activity to identify supplements needed for your students.

WORD WALL PRINTOUT
45.7.5

Requesting a Recommendation

Recommendations strengthen your profile. Recruiters or companies can review your recommendations.

DIFFERENTIATION
Choose to cut out badge and definition or only badge for your classroom wall.

DIFFERENTIATION

T1   Student will use verbal prompting to unlock the badge with the class.

T2   Student will use verbal prompting and hand signals to unlock the badge with the class.

T3   Student will use hand signals, pointing, prompting levels or adult/Tier 1 partner support to unlock the badge with the class.

4. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

Participation/Contribution
Sharing/Helping
Greeting a Guest
Following Directions/Staying on Task
Encouraging

Off-task
Off-topic/Inappropriate Comment
Disrespect/Teasing
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Interrupting
UMAPA
Arguing

ASSESSMENT/EXIT TICKET

1. Distribute the **Requesting a Recommendation** Exit Ticket **45.7.6** to students. See **DIFFERENTIATION** for this activity to identify supplements needed for your students.

T1 REQUEST A RECOMMENDATION
EXIT TICKET | 45.7.6.1

Directions: Highlight the request a recommendation button. Write the correct answer on the lines provided.

What will happen after you click the request a recommendation button?

T2 REQUEST A RECOMMENDATION
EXIT TICKET | 45.7.6.2

Directions: Highlight the request a recommendation button. Circle the correct answer
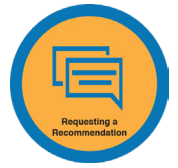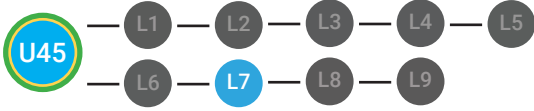
What will happen after you click the request a recommendation button?

a. You're all done!
b. You follow the prompt to complete your request for a recommendation on LinkedIn.
c. Your connection will message you on LinkedIn
d. None of the above

T3 TRACE 'N' LEARN
EXIT TICKET | 45.7.6.3

Requesting a Recommendation

Recommendations strengthen your profile. Recruiters or companies can review your recommendations.

DIFFERENTIATION

T1 Using Tier 1 **Request a Recommendation** Exit Ticket [45.7.6.1], student highlights the Request a Recommendation Button. Write the correct answer on the lines provided.

T2 Using Tier 2 **Request a Recommendation** Exit Ticket [45.7.6.2], student highlights the Request a Recommendation Button. Circle the correct answer

T3 Student has option to complete **Request a Recommendation** Exit Ticket [45.7.6.2] or **Trace 'n' Learn Card** Exit Ticket [45.7.6.3].

+− 2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker. [45.7.DollarTracker]**

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]
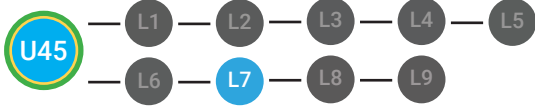
+$ SUCCESSFUL	-$ PROBLEMATIC
"Nice job [Behavior], Marcus. You earned a [Behavior] dollar."	*"Marcus, you [Behavior]. [Behavior]s cost $1. Next time, [Replacement Behavior] to earn a $1."*

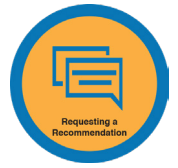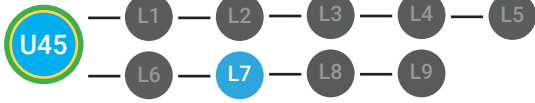|	
Participation/Contribution	Off-task
Sharing/Helping	Off-topic/Inappropriate Comment
Greeting a Guest	Disrespect/Teasing
Following Directions/Staying on Task	Complaining/Whining
Encouraging	Interrupting
	UMAPA
	Arguing

IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned or spent during the lesson.

2. Students will fill in their dollar earnings from the lesson using their **My Digitability Earnings sheet**. Have students staple this sheet into their notebooks so they can use it for the entire unit.

3. If time permits, you can either have students log into their student accounts for independent practice or you can continue on to the next lesson plan.

DIFFERENTIATION

T1 Login independently using password cards.

T2 Login independently using password card with the help from a Tier 1 partner for any required troubleshooting.

T3 Teacher or Tier 1 assistance to help student login using their password card.
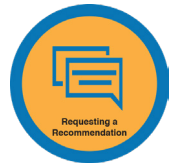
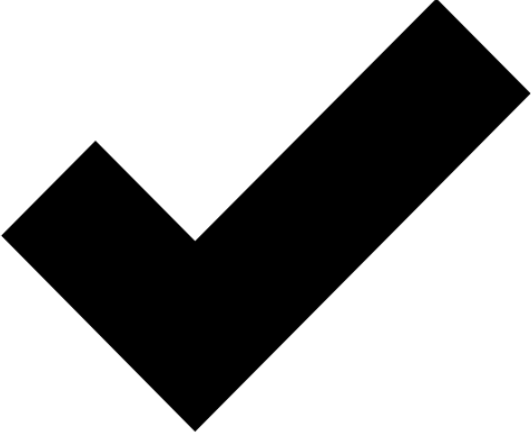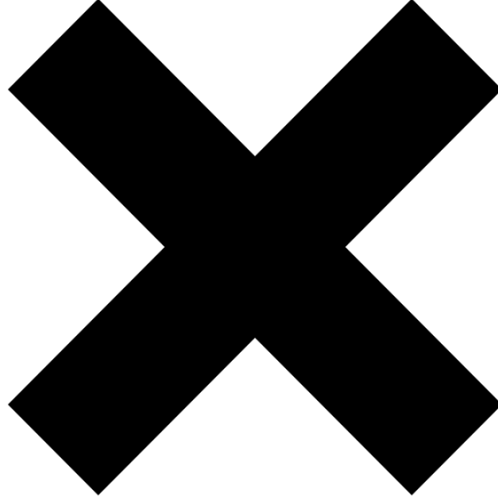U45 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9

UNIT 45: COMMUNICATING ON LINKEDIN
LESSON 7: REQUESTING A RECOMMENDATION

Dollar Tracker

45.7.Dollar tracker

Requesting a Recommendation

Behaviors	Name EX: Sam						
Successful							
Participation/ Contributing	|||||						
Sharing/Helping/ Collaborating							
Greeting a Guest							
Following Directions/ Staying on Task							
Encouraging/ Complimenting							
Problematic							
Off-task							
Off-topic/ Inappropriate Comment							
Disrespect/Teasing							
Complaining/Whining							
Arguing							
Interrupting							
UMAPA							

Requesting a Recommendation

YES OR NO IMAGE EXCHANGE CARD
45.IEC.Y/N

Yes

No

Requesting a Recommendation

THUMBS IMAGE EXCHANGE CARD
45.IEC.THUMB

U45 — L1 — L2 — L3 — L4 — L5
— L6 — L7 — L8 — L9

Requesting a Recommendation

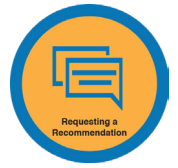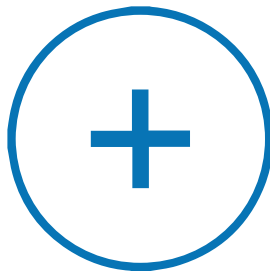# IMAGE EXCHANGE CARDS

45.IEC.IMAGE

Plus Sign

+

Request a Recommendation Button

Give Kudos

Request a Recommendation

Recommend

Unfollow

U45 — L1 — L2 — L3 — L4 — L5
L6 — L7 — L8 — L9

UNIT 45: COMMUNICATING ON LINKEDIN
LESSON 7: REQUESTING A RECOMMENDATION

BADGE BOARD

45.BADGE

Requesting a
Recommendation

**Communicating
on Linkedin**

**Who Should
I Connect With?**

**How to Request
a Connection**

**Asking a Connection
for an Introduction**

**Sharing Content
on Linkedin**

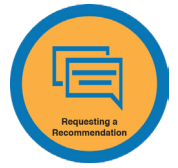**Skill**

**Endorsing
a Connection**

**Requesting a
Recommendation**

**How to Write a
Recommendation**

MASTER!

**Communicating on Linkedin
Master Badge**

📋 **WORD WALL PRINTOUT**
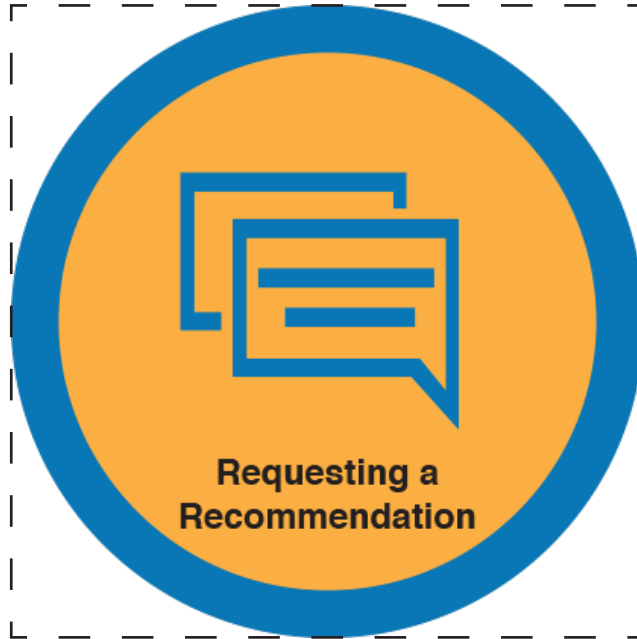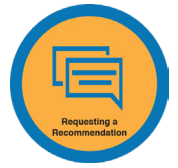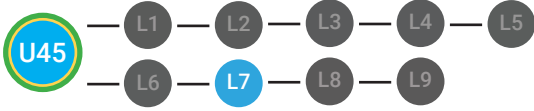
45.7.5

Requesting a Recommendation

Recommendations strengthen your profile. Recruiters or companies can review your recommendations.

🔷 DIFFERENTIATION

Choose to cut out badge and definition or only badge for your classroom wall.
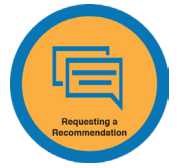
T1 REQUEST A RECOMMENDATION

EXIT TICKET | 45.7.6.1

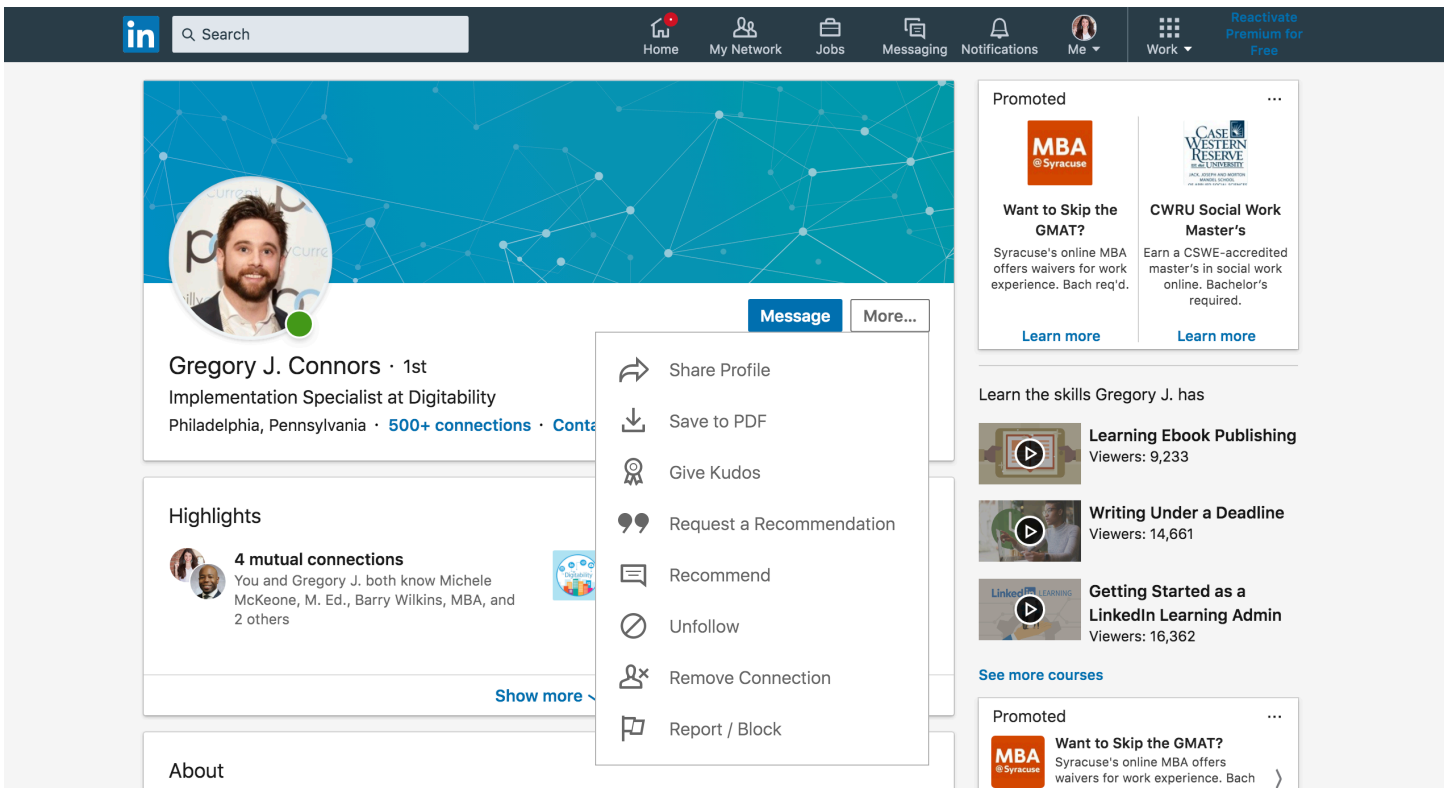**Directions:** Highlight the Request a Recommendation Button. Then, answer the question below on the lines provided.

What will happen after you click the Request a Recommendation Button?

_____

_____

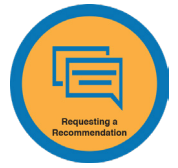## T2 REQUEST A RECOMMENDATION

EXIT TICKET | 45.7.6.2

Directions: Highlight the Request a Recommendation Button. Then, circle the correct answer to the question below.

What will happen after you click the Request a Recommendation Button?

a. You're all done!

b. You follow the prompt to complete your request for a recommendation on LinkedIn

c. Your connection will message you on LinkedIn

Requesting a
Recommendation

T3 **TRACE 'N' LEARN**
EXIT TICKET | **45.7.6.3**

Requesting a
Recommendation

Recommendations
strengthen your
profile. Recruiters
or companies
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U45 —L1— L2— L3— L4— L5
—L6— L7 —L8— L9

UNIT 45: COMMUNICATING ON LINKEDIN
LESSON 7: REQUESTING A RECOMMENDATION

Requesting a
Recommendation

Requesting a
Recommendation

MY DIGITABILITY EARNINGS TRACKER

Unit 45: Communicating on LinkedIn | 45.7.7

DIRECTIONS: Keep this page safe! After each lesson, mark down the date and the dollars you earned.

Name: _____

	DATE:	DOLLARS EARNED:
LESSON 1: Communicating on LinkedIn		
LESSON 2: Connecting on LinkedIn		
LESSON 3: How to Request a Connection		
LESSON 4: Requesting an Introduction		
LESSON 5: Sharing Content on LinkedIn		
LESSON 6: Endorsing a Connection		
LESSON 7: Requesting a Recommendation		
LESSON 8: Writing a Recommendation		
LESSON 9: Communicating on LinkedIn Master Badge		

TOTAL DOLLARS EARNED: