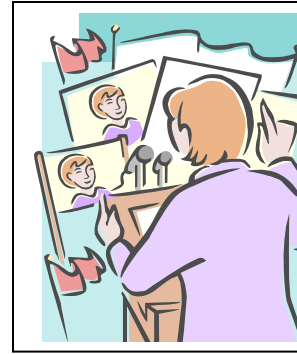


# TIPS ON USING CAREER SPEAKERS

## Prepare Yourself

1. Determine your goals and what the speaker can do to help you achieve those goals.
2. Keep in mind that most speakers are volunteers who are taking time off from their employment. Be realistic about the amount of time you are asking them to spend in the classroom.
3. Study the speaker's field so that you will be informed about what he/she does. You might ask him/her to send you some materials about his/her job, business, and agency.
4. Think of some questions or topics of discussion that may be of interest to your students.
5. Be prepared to support the speaker(s) while they are in the classroom.



## Prepare Your Students

1. Explain how the expertise of the speaker will relate to the concepts that they are studying.
2. Make sure that the class interest is developed- that is your job and not the speaker's.
3. With your students, develop a list of questions for the speaker.
4. Prepare the students to be polite, attentive, and inquisitive.

## If You Contact a Speaker Directly

1. Inform the speaker of your goals and what you want him/her to do.
2. Tell the speaker about the size of your class, the age of your students, and what they have already discussed about his/her topic.
3. Send a reminder to the speaker concerning time, date, and location of the school and phone number where you can be reached.
4. Encourage the speaker to involve the students as much as possible in the presentation. Suggest he/she wear his/her work clothes; bring some tools of the trade, publications or other items that would be of interest to your students.

## Some other things to prepare for:

1. Media needs.
2. Someone to greet the resource person.
3. An alternate activity in the event of the speaker canceling due to an emergency.
4. Notifying the principal and other teachers.
5. Students as a class or individually to send thank you notes to the speaker.

**See your Career Specialist to discuss arrangements in detail or for further information**