

## THE FUTURE OF WORK

Students will write a one-page report on how they see themselves in the future workplace. Use the following questions as guides to help you create this one-page report.

TITLE - The Future of Work

What job do you see yourself doing in the future? If, you don't know, how might you prepare yourself to get a job in the future.

Based on the information in the power point from this lesson, (e.g. virtual reality or AI) name two key areas that were mentioned that you would want to be aware of on what you would do to prepare yourself in that area.

What skills do you think you should develop to get ready to do a job in your future?

Do you think many of the ideas that were viewed in this lesson, will become a reality?

EXAMPLE LAYOUT

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Main Heading—All capitals, centered, Bold, followed by one blank line.

Use default Margins  
For 2 inch top margin--Return  
6 times single spaced or 3  
double space for top margin.  
(see side ruler)

Triple Space(2 blank lines) between heading and body of report

**THE AMAZING COMPUTER**  
By Violet Robinson

Subheadings—Initial Capitals, Centered

The computer is an amazing electronic device. It can compute complex calculations, store vast amounts of data, and process information with the stroke of a key. All this can take place within a matter of seconds.

Justify paragraphs

Computers are a significant part of our lives, and new and exciting uses are continually being developed. Software is the fastest changing component of the

Indent paragraphs five spaces.

New and improved versions of software are frequently introduced that improve the capability and functions of the computer.

According to one of the monthly computer magazines, Education Software, what and how we learn has also been affected by the computer. Interactive software enables students and teachers to explore subject areas previously limited to textbooks. Math and science classes utilize the computer to teach complex concepts using a hands-on approach. Language arts and literature classes write reports and creative assignments using computers. Business classes teach students to use the latest software currently being used in businesses and colleges.

Computers continue to become an integral part of our lives. It would be difficult if not impossible, to name an area of our lives that has not been affected by this amazing device.

# Written Report Evaluation Rubric

Criteria	Level 4	Level 3	Level 2	Level 1
Introduction 5 marks	Introductory paragraph is clearly stated, has a sharp, distinct focus and enhances the impact of the report	Introductory paragraph is clearly stated with a focus	Introductory paragraph is vague	Introductory paragraph is not apparent
Organization 10 marks	Information is presented in effective order. Excellent structure of paragraphs and transitions enhances readability and comprehension.	Information is logically ordered with paragraphs and transitions	Information is scattered and needs further development	Details and examples are not organized, are hard to follow and understand.
Quality of Information 10 marks	Details are specific to topic and provide the necessary information	Some details don't support the report topic.	Details are somewhat vague	Many unrelated details to the topic
Grammar and Spelling 10 marks	Very few errors in grammar and spelling	3-5 errors in grammar and spelling	Over 5 errors in grammar and spelling	Too many errors to count.
Conclusion 5 marks	Concluding paragraph summarizes and draws a clear, effective conclusion and enhances the impact of	Concluding paragraph follows and summarizes the report discussion and draws a conclusion	Concluding paragraph is only remotely related to the report topic	Concluding paragraph is not apparent.

**TOTAL MARKS = 40 MARKS**