SMILE & SUCCEED
FOR Teens

Must-Know People Skills for Today’s Wired World

THE TEACHING GUIDE
A NOTE FROM KIRT

Thank you for bringing Smile & Succeed for Teens into your classroom. Smile & Succeed for Teens will help your students learn critical people skills while boosting their confidence. You can conduct the activities in any order. You can choose one or more activity and exercise to do per day, per week, or per month, or in whatever order works best for you and your students.

Have fun as you help teens learn these simple yet critical skills that will benefit them in school, work, and life.

Kirt Manecke
Author

Are you using Smile & Succeed for Teens to teach teens outside a classroom? Good news! This Teaching Guide is also perfect to use for church and other youth groups (scouting, etc.), non-profits, businesses employing teens, and more.

Schools using Smile & Succeed for Teens include Hartland Middle School at Ore Creek, Oakland ISD/Oakland Schools (MI), Huron Valley School District, Washtenaw County ISD Special Education, Lapeer County ISD Career Education, and Summit Academy, with more coming.

INTRODUCTION

This Smile & Succeed for Teens Teaching Guide will...

• Help your students apply the techniques in Smile & Succeed for Teens
• Help students improve critical communication skills for success in school, work, and life.
• Help students prepare for a job and get a head start in their career.
• Help students who have jobs or volunteer quickly improve customer service and increase sales or donations.

AWARD WINNER!

Winner of the prestigious Mom’s Choice Gold Award honoring excellence in family friendly products.

PRAISE FOR SMILE

“It is the execution of common people skills which make a difference in the customer experience. Smile & Succeed for Teens tackles these issues. You got it right!”

ROBERT LAMEIER
President & CEO
Miami Savings Bank
Miamitown, OH

“I love your book! It is perfect for any teen looking to get that first job and not only succeed in getting the job, but keeping the job. The ideas presented could be easily incorporated into the classroom. I think it should be on every Career Development Practitioner/Counselor’s bookshelf!”

JENNIFER KLUESNER
Oakland Schools
Regional Career Development & Career Cruising Coordinator
Waterford, MI

“Your book is ALL THE RAGE!”

TAMMY HANSFORD
Teacher Consultant
Washtenaw ISD
Ann Arbor, MI

“A great book for teens with autism.”

HOLLY FADIE
Speech-Language Pathologist
Boston Children’s Hospital
Boston, MA
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ASSESSMENT

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PRE-READING ACTIVITIES

1. INFORMATIONAL TEXT SCAVENGER HUNT

Be certain every student has the book *Smile & Succeed for Teens*. Students will survey informational text features found in *Smile & Succeed for Teens* such as: Table of Contents, Summary, Chapters, Titles, Illustrations, Captions, Notes, Index, and About the Author.

- Have students examine only the front and back covers. Answer questions 1-4 on their own. Correct in class.

- Have students work in pairs to answer questions 5-15. Correct in class.

**Student Resource 1: Navigating Smile & Succeed for Teens**  
**Teacher Resource 1: Navigating Smile & Succeed for Teens (Answers)**

2. ESSENTIAL PEOPLE SKILLS

Students discover the critical people skills that will help them succeed in school, work, and life.

- Have students each brainstorm a list of skills that they feel are important when communicating at home, at school, and at a job.

- Divide students into small groups to combine each of their essential skills into one list. Each group should have a spokesperson prepared to share their list and the reasons for their choices with the class.

- After discussing the merits of each skill, students will vote on one final classroom list of their top ten essential people skills. Compare their final list with the skills in *Smile & Succeed for Teens*. 
3. EVALUATING PERSONAL EXPERIENCE

Students will gain awareness of the importance of people skills when communicating with adults.

Prompt: Think about a recent time in your life when you felt awkward around adults. This could be during a wedding ceremony and/or reception, a funeral, or meeting adult friends of a family member for the first time. Write a brief description of the event. Describe the actions of the adults and how you reacted. (Teacher may share an event from their teen years as an example.)

- Develop a whole-group conversation about essential people skills by having students share their writing.
  1. Describe examples of good people skills used by the adults and students.
  2. Describe actions that did not illustrate good people skills used by the adults and students.
  3. What does a lack of people skills look like to adults? To parents? To other students?
  4. What could have been done to improve communication?
- Students will add a paragraph to their description explaining how they could have used good people skills to improve communication in their situation.

READING ACTIVITIES

4. ROLE PLAY TOP TEN PEOPLE SKILLS  Chapter 1

Students will practice and role play “The Top Ten People Skills” as presented in Smile & Succeed for Teens. Be certain every student has the book Smile & Succeed for Teens.

- After reading each section in Chapter 1 students will partner to practice each skill. Correct and assist as needed.
  1. “Here’s How” sample dialogue can be used straight from the book and appears in sections 1, 2, 5, 6, 7, and 10.
  2. Sections 3, 4, 8, and 9 lend themselves to student-created scenarios.
  3. Scenarios for all 10 sections are provided in Teacher Resource 4.
- After role playing, have students write a paragraph explaining which people skills they felt most and least comfortable with and why. Be prepared to share with the class.

Optional:
Additional people skills role playing opportunities: Chapter 3, section 1 and 2.

Teacher Resource 4: Top Ten People Skills
5. CREATE A FLYER  Chapter 2

Students will explore their own marketable skills and create a flyer for their own business or service that promotes those skills.

• Create your own job. Brainstorm a list of businesses or services needed in the marketplace. Discuss the skills, training, education, and time required.
• Using information from the brainstorm session, have students fill in “Teen Job Opportunities” chart (Student Resource 5).
• Show students examples of business flyers (www.smileforteens.com/free and page 36 in the book).
• Discuss important details about each flyer that will attract customers: pictures/illustrations, headline, features/benefits, bullet points, phone number, and email.
• Have students create a flyer based on a job opportunity from their Teen Job Opportunities chart. They can use a computer or draw by hand. Students will have these documents to use or modify to create their own job and get the word out to potential customers.

Student Resource 5: Teen Job Opportunities

6. BUILD A COVER LETTER AND RESUME  Chapter 2

Students will create cover letters and resumes. They will not only learn which skills and organizations will help them find and land a job, but will have a cover letter and resume to use in the future.

• Share examples of resumes.
• Students type their own resumes using the Sample Resume as a guideline (Student Resource 6a).
• Find more examples of resumes at www.smileforteens.com/free.
• Share examples of cover letters and the cover letter template at www.smileforteens.com/free. There are a multitude of choices at www.smileforteens.com/free, including examples for summer jobs. Have students write their own cover letter for a job they would like to apply for.

Student Resource 6a: Sample Resume