

Procedures

Part One (45 minutes)

- Using a character analysis of Sherlock Holmes, this activity expands students' awareness of a variety of skills and personal qualities that are needed to get and keep jobs.
- After reading *The Adventure of the Speckled Band* by Sir Arthur Conan Doyle, give the students the assignment of writing a letter of recommendation from a satisfied customer, in this case Helen Stoner, Holmes's client in the story, recommending Holmes's services.
- Engage students in a discussion about employability skills. If they were to hire a detective, what are the kinds of skills and personal qualities they would look for?
- Review the *Seven Keys to Employment* handout for reference.
- Have the students write a letter of recommendation for Sherlock Holmes from the perspective of Helen Stoner. Begin by asking students what they know about letters of recommendation? Who writes them? For what purpose?
- Review the elements of a business letter using the *Business Letter* handout.
- To complete the letter of recommendation, tell students to carefully search through the story to find details which will demonstrate Helen Stoner's satisfaction with Holmes's work.

Part Two Career Development Connections (20 minutes)

- Have students share some of the skills and personal qualities they identified for the Sherlock Holmes letter of recommendation. Do I as a student have any of these skills? If yes, what are they?
- Are there some employability skills and personal qualities that are needed for every job? What are some examples?
- Have students review the *Seven Keys to Employment* handout and check those skills and qualities they now possess.

Crosswalks

SC Career Guidance Standard/Competency

Learning to Work Standard 1. Students will understand the relationship among personal qualities, education, training and the world of work.

Competency 1.4. Explain the relationship between personal qualities, school success, life style and career choices.

Key Employability Skills

Communication Skills—Writing

Thinking Skills—Critical thinking

Self-Esteem—Believes in own self-worth and maintains a positive view of self

* Adapted from *North Dakota Career Development Implementation Tool Kit Grade 8*, North Dakota Career Resource Network, 2000. Used with permission.

Business Letter Format for Letter of Recommendation

Your Name
Street Address
City, State ZIP Code

Today's Date

Name of Recipient
Street Address
City, State ZIP Code

Dear _____:

First paragraph introduces your purpose for writing and explains your connection with Sherlock Holmes.

Second (and possible third) paragraph lists reasons why you recommend this person hire Sherlock Holmes, demonstrating your satisfaction with his work. Be sure to use specific examples here, so your reader will be convinced to hire Sherlock Holmes.

Last paragraph will sum up what you have stated above, and state that you highly recommend Sherlock Holmes's services.

Sincerely yours,

(Sign your name here)