

Goals and Decision Making

Section 6.1

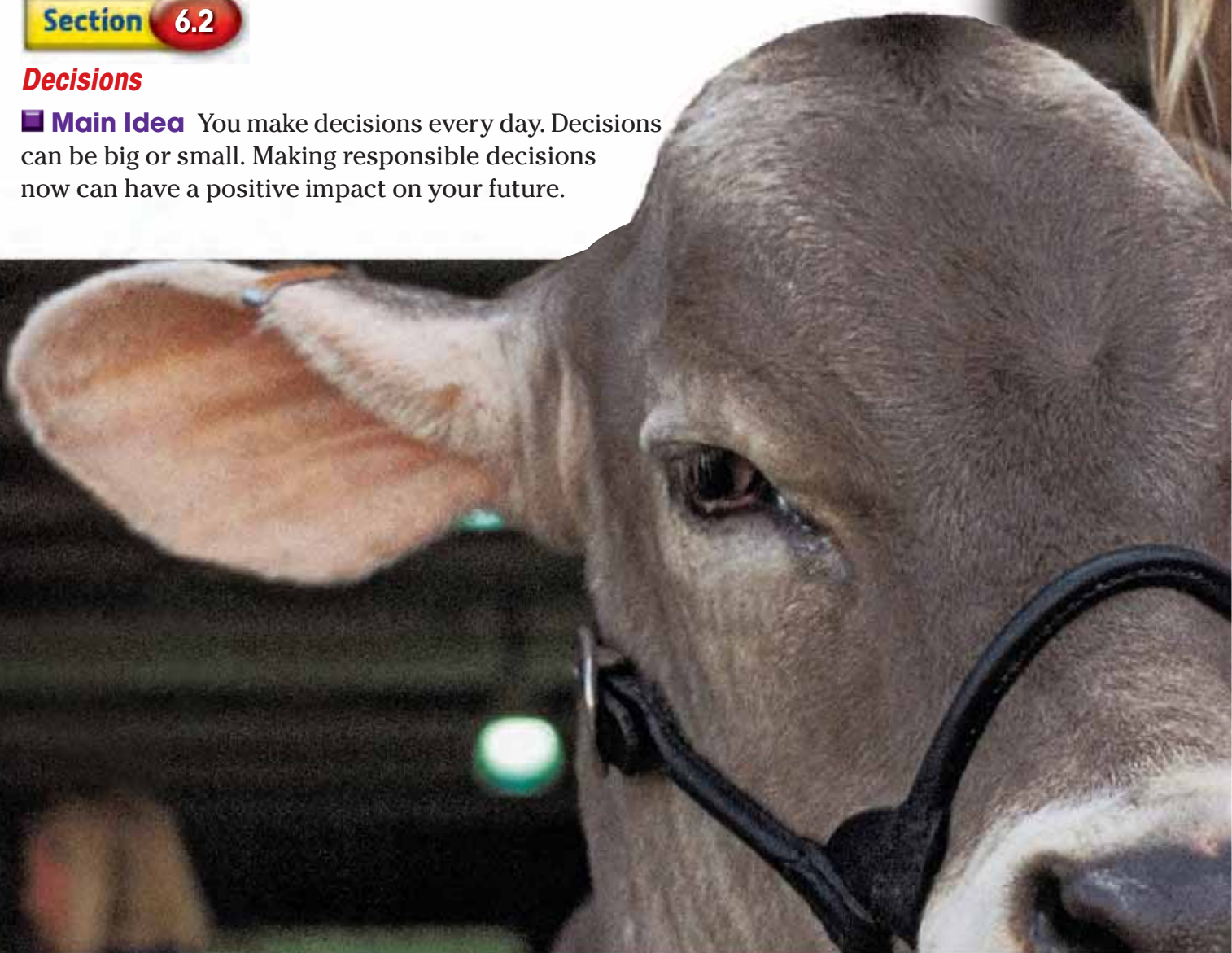
Goals

■ **Main Idea** You can accomplish your goals when you are focused and positive. Learn to set short-term and long-term goals to achieve success.

Section 6.2

Decisions

■ **Main Idea** You make decisions every day. Decisions can be big or small. Making responsible decisions now can have a positive impact on your future.





Explore the Photo

Throughout your life, you will set goals and make decisions along the way. *What goals did you set for yourself this week?*

Writing Activity

Autobiography

Who Are You? An autobiography is a story about who you are. Writing about yourself may seem like an easy thing to do. However, it can be challenging to write about yourself because there is so much to tell. To write your autobiography, focus your ideas into three areas: your personality, your hobbies and activities, and your job goals.

Writing Tips To write a strong autobiography, follow these steps:

1. Write an introduction that states your name and what you will write about.
2. Write three short paragraphs with details about each of the three areas.
3. Write a conclusion that ties the paragraphs together.

Reading Guide



Before You Read

Predict Before you start the section, browse the content by reading headings, bold terms, and photo captions. Do they help you predict the information in the section?

Read to Learn

Key Concepts

- ✓ **Differentiate** between long-term and short-term goals.
- ✓ **Explain** how attitude helps achieve goals.

Main Idea

You can accomplish your goals when you are focused and positive. Learn to set short-term and long-term goals to achieve success.

Content Vocabulary

- goal
- long-term goal
- short-term goal
- attitude
- priority
- trade-off

Academic Vocabulary

- worth
- accomplish

Graphic Organizer

As you read, list and explain five qualities of realistic goals. The first one has been done for you. Use a graphic organizer like the one shown to help you organize your information.

Realistic Goals should be...	Why?
Specific	So you can follow your progress and keep yourself on track.

Graphic Organizer Go to this book's Online Learning Center at glencoe.com to print this graphic organizer.

..... Academic Standards



English Language Arts

NCTE 12 Use language to accomplish individual purposes.



Mathematics

NCTM Number and Operations Understand numbers, ways of representing numbers, relationships among numbers, and number systems.



Social Studies

NCSS II C Time, Continuity, and Change Identify and describe significant historical periods and patterns of change within and across cultures.

NCTE National Council of Teachers of English

NCTM National Council of Teachers of Mathematics

NSES National Science Education Standards

NCSS National Council for the Social Studies

Having something to aim for can give you purpose and direction in your life. It takes planning and skill to reach goals. You can learn these skills with time and practice. If you know what is important to you, it is easier to set goals and make decisions that can help you reach your goals.

Goal Setting

Goals are essential, or necessary, for success in life. A **goal** is something you want to achieve or accomplish. You will have many goals throughout your life. Some goals will be big, such as learn to fly a jet or get a college degree. Other goals will be smaller, such as pass tomorrow's math test or finish one more chapter in the book you are reading. Many other goals will fall somewhere in between. Personal goals can help you do your best and achieve the things you want and need.

Long-Term and Short-Term Goals

You may not think often about setting goals, but it is something you do almost all the time. Some of your goals may take months or even years to reach. This kind of goal is called a **long-term goal**. Your long-term goals may include marriage, owning a car, going to college, or saving enough money to buy a new computer.

A **short-term goal** can be reached quickly, perhaps in a few days or weeks. Your short-term goals might include complete a science project, pass a math test, or make the cheerleading team.

Sometimes short-term goals can help you achieve a long-term goal. Set short-term goals, such as completing a CPR course, to prepare yourself for your long-term goal of becoming an emergency medical technician. What are your short-term goals? What are your long-term goals?

Set Realistic Goals

When you set goals, you need to make sure that they are realistic. If your goals are too hard to reach, you may become discouraged and give up. If they are too easy, you may lose interest in them. Realistic goals are both reachable and challenging. **Figure 6.1** on page 118 offers guidelines for setting realistic goals.



Personal Goals It can be very rewarding to reach a goal. *What do you think of first when you hear the word goal?*

As You Read

Connect What resources might you need to reach your goals?

Vocabulary

You can find definitions in the glossary at the back of this book.



Reduce Stress

Organize Your

Schedule Write down assignments and projects with their due dates. Include test dates and set aside time to study. This can help you avoid the last-minute rushing to complete your work.



Goal setting requires planning. Identify a long-term goal and make a list of what must be done to reach it. Each step you take toward that long-term goal could become a short-term goal. A plan that includes short-term goals as well as long-term goals can provide you with the guidance you need to be a success. A written plan can help you see progress.



List What are three examples of a short-term goal?

Achieve Goals

Achieving your goals is not something that just happens. You need to plan how you can reach each goal. For a good first step, write down the goal. This can help you get a clear picture of what you want to accomplish.

You also need to figure out what resources will be needed to reach your goal. Resources include your time, money, energy, knowledge, and skills. Your family and friends are also resources that are available to you. Use your resources wisely to achieve your goals.

Figure 6.1 Realistic Goals

Plan and Prepare The way you plan your goals and prepare to reach them has a lot to do with your success. *How can being prepared for a problem help you reach a goal?*



To be realistic, your goals should be:

- **Specific** Give yourself a very clear idea of your goal. That way, you can follow your progress easily and keep yourself on track.
- **Challenging** It is good to push yourself to reach a big goal. However, you should be practical about your abilities.
- **Active** Do something every day to work toward your goal.
- **Thought-out** Try to imagine possible problems. Plan positive, creative ways to deal with them. Being prepared for problems can keep you from being caught off guard if your plan hits a snag.
- **Flexible** Even with planning, the unexpected can happen. Be flexible so you can change your plans if you need to.

Goal Setting

In this activity you will use a past goal to learn the process of making short-term and long-term goals. Before you begin, read through the entire Hands-On Lab assignment. Write down any questions that you have about the assignment. Reread the text or ask your teacher for help if you need it



Supplies

- ✓ 2 sheets of paper
- ✓ Pen or pencil

Develop Your Plan

- Fold a sheet of paper in half. On the left side, write down a long-term goal that you have already achieved. Perhaps it was getting a part-time job, earning a place on an athletic team, or joining a club.
- On the right side of the paper, list what you did to reach that goal. You may not have realized it, but these were your short-term goals.
- On the back of the paper, write how achieving the goal made you feel. Did you feel proud of yourself? Did you feel inspired to make an even bigger goal next time?


Implement Your Plan


- Fold a second sheet of paper in half. On the left side, write down a new long-term goal that you want to achieve. For example, you may want to buy a car, get a full-time job, or attend college.

- On the right side of the paper, list what you will do to reach that goal. For example, if attending college is your long-term goal, you would need to finish high school, research college options, and gather information about requirements. These steps are some of your new short-term goals.
- On the back of the paper, write how you think you will feel when you reach the goal.

Evaluate Your Results

What did you learn from this exercise? How can you use this process to help you reach your future goals? Write one or more paragraphs to explain your answers.

 **Projects and Activities** Go to this book's Online Learning Center through glencoe.com for more projects and activities.



Financial Literacy

Working to Meet Goals

Toni set a long-term goal for herself to rent an apartment. She is comparing rent costs to help make her decision. She found a one-bedroom apartment downtown that rents for \$600. She found a one-bedroom apartment in the suburbs that rents for 75% of the cost of the downtown apartment. What is the rent of the apartment in the suburbs?

Math Concept **Multiplying by Percents** To determine the cost of the apartment in the suburbs, multiply the cost of the apartment in the downtown area by 75%.

Starting Hint: To multiply by a percent, you must change the percent to a decimal. To do this, move the decimal point two places to the left. In this problem, 75% becomes .75, which you will multiply by \$600.

NCTM Number and Operation Understand numbers, ways of representing numbers, relationships among numbers, and number systems.

Math For math help, go to the Math Appendix at the back of the book.

You may need to plan more than one way to reach your goal in case your first plan does not work. For example, suppose that you want to take up a new sport. If you find that you do not like team sports, you could try an individual sport such as swimming, jogging, or biking.

Attitude Counts

A positive attitude can go a long way toward helping you achieve your goals. Your **attitude** is the way you feel about something. A positive attitude can help you do your best, even if the task is something you may not enjoy. It can inspire you to keep working toward your goal even if you hit snags or make mistakes along the way. A positive attitude can help you tackle a difficult job rather than put it off. It also can help you be flexible when things do not go exactly as you planned.

Set Priorities

Some of your goals will be more important to you than others. You may even find that two or more goals are in conflict with each other. When this happens, you need to set priorities for your

goals. A **priority** is something ranked high in importance. Putting tasks in order of importance can allow you to focus on the goals that mean the most to you.

Setting priorities for your goals may involve making trade-offs. A **trade-off** is something that you give up in order to get something more important. For example, if being on the debate team is very important to you, you may need to put off trying out for the band.

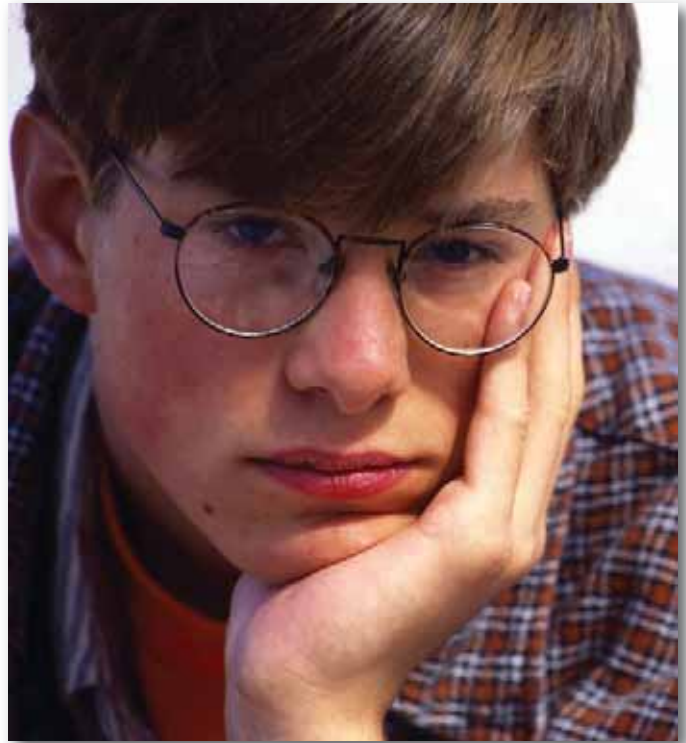
Success and Disappointment


As you experience success in reaching your goals, you can feel good about yourself. Successful experiences can help you grow and develop during your teen years and throughout the rest of your life. When you accomplish a goal, it can inspire you to set new goals and to try new things. This can add to your sense of personal **worth**, or value.

COMMUNITY CONNECTIONS

Help Others Set a goal for yourself that can help you as well as help others. Look for volunteer opportunities in your community such runs or walks for charity, tutoring for children, and environmental clean-up efforts.

There may be times when you do not achieve a goal you set for yourself. If you fail to reach a goal, try to figure out what went wrong. Was your goal realistic? Did you have a clear picture of what you wanted to **accomplish**, or achieve? Did you use your resources wisely and plan other ways to reach your goal? Did you have a positive attitude? Did you set priorities? You may be disappointed, but if you know what went wrong, you can learn from it and improve your chances for success the next time.



 **Learn from Disappointment** No one likes to fail, but sometimes it happens. *How can you turn a goal that was not reached into a positive experience?*

Section 6.1 After You Read

Review What You Have Learned

1. **Identify** the importance of setting a realistic goal.
2. **Explain** how a positive attitude can help you reach your goals.

Practice Academic Skills

English Language Arts


3. Write a paragraph to explain how you can use resources to accomplish a short-term goal. Identify the goal, the resources you would use, and how you would use the resources to reach your goal.

NCTE 12 Use language to accomplish individual purposes.

Social Studies

4. Conduct research to learn about a major historical accomplishment, such as the invention of the television or the Internet, that changed the way people lived. Or, choose an event such as the moon landing or the civil rights movement in the United States that changed the way people think. Who was responsible? What kinds of goals do you think the individuals or groups had to reach on their way to achieving the accomplishment?

NCSS II C Identify and describe significant historical periods and patterns of change within and across cultures.

 **Check Your Answers** Check your answers at this book's Online Learning Center at glencoe.com.

Reading Guide

Before You Read

Check for Understanding If you have questions as you are reading, that means you are checking your understanding of the material. To get the most out of the text, try to answer those questions as you read.

Read to Learn

Key Concepts

- ✓ **Name** the different ways that decisions are made.
- ✓ **Recognize** how decisions you make now can affect your future.

Main Idea

You make decisions every day. Decisions can be big or small. Making responsible decisions now can have a positive impact on your future.

Content Vocabulary

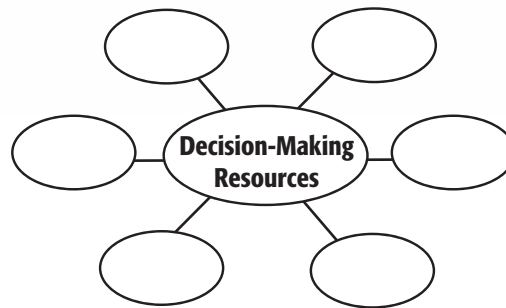
- decision
- alternative
- proactive
- consequence

Academic Vocabulary

- outcome
- integrity

Graphic Organizer

As you read, identify six resources you can use when making decisions. Use a graphic organizer like the one shown to help you organize your information.



Graphic Organizer Go to this book's Online Learning Center at glencoe.com to print this graphic organizer.

Academic Standards



English Language Arts

NCTE 2 Read literature to build an understanding of the human experience.



Social Studies

NCSS II F Time, Continuity, and Change
Apply ideas, theories, and modes of historical inquiry to analyze historical and contemporary developments, and to inform and evaluate actions concerning public policy.

NCTE National Council of Teachers of English
NCTM National Council of Teachers of Mathematics

NSES National Science Education Standards
NCSS National Council for the Social Studies

You may find that success in life depends a lot on your ability to make smart decisions. Learning to make responsible decisions now can help you make more complicated or difficult decisions as you get older. The ability to make responsible decisions can give you a sense of pride and help increase your independence.

Decision Making

You will make many decisions in your life. A **decision** is something that you choose or make up your mind about after thinking over all possible choices. Each day you decide what to eat for lunch, what to do with your free time, and how hard to study. Other decisions require much more thought and planning, such as whom to marry, whether or not to have children, or whether or not to attend college. Here are some different types of decisions:

- **Everyday Decisions** Some decisions are choices that you make every day. They usually do not require a lot of time or thought. Deciding what clothes to wear is an everyday decision. It may be important to you at the moment, but it does not change your life.
- **Decisions with Long-Term Effects** Decisions that have long-term effects on your life are major decisions. Some of the major decisions you will make as a teen are what courses you choose to take in high school and whether to get a part-time job.
- **Decisions that Become Habits** Some decisions become habits. These are decisions that you repeat without thinking about it. Brushing your teeth and doing your homework are decisions that become habits.
- **Life-Changing Decisions** Some major decisions, such as whether or not to go to college, can be life-changing. They require much time and thought and may be difficult to make. They are decisions that will affect you throughout your life.

 **Daily Decisions** Simple things people do every day involve decision making. *What did you decide to eat for breakfast this morning?*

As You Read

Connect What are some of the small decisions you make every day?





Reduce Stress

Get Your Sleep Get enough sleep each night to help reduce stress. You will function better when you are rested. If you are tired, your stress may seem worse than it is.



Sometimes you make decisions by responding to something that has happened. For example, you decide to start an exercise program after doing poorly in gym class. You also make decisions that can cause something to happen. For example, you decide to take on more responsibilities at home so that your family will give you more freedom. Sometimes you can choose to not make a decision at all. For example, you can ignore an invitation to a party. However, not making a decision is actually a decision in itself. When you do not make a decision, you leave the **outcome**, or result, up to chance or, in some cases, up to other people.

Decisions are made in several different ways:

- **Planned Decisions** Weigh all the facts before making a choice.
- **Default Decisions** Let someone else, or the circumstances, make the decision.
- **Impulse Decisions** Take the first choice available.
- **Emotional Decisions** Pick the choice that feels good without thinking it through.
- **Resistance Decisions** Pick the choice that will result in the least amount of conflict.

The outcome from decisions you make now can affect your future choices in positive and negative ways. For example, if you decide now to drop out of school, you will have fewer job options later. On the other hand, if you decide now to stay in school, you increase your chances of finding a good job in the future. An **alternative** is a choice between two or more different things or actions. Why do you think it is good to have several alternatives when making an important decision?

Make Proactive Decisions

You are more likely to make good decisions and choices if you are proactive. **Proactive** people think ahead about possible decisions or problems and take action right away. They do not ignore a problem, hoping that it will go away or resolve itself. They act as soon as they know something needs to be done. For example, Adam heard about a job opening in a sporting goods store near his home. It was so close he could walk to work. He immediately went to the store to fill out an application. By being proactive, he helped himself get the job. If he had put it off for a few days, the job might have gone to someone else.



Define What is a decision?

Make Decisions and Solve Problems



The **Decision-Making Process** To make decisions and solve problems, you need a process to help you make smart and responsible choices. Everyday decisions, such as what to order for dessert or which shoes to wear do not require a process. However, more complicated decisions do need to be thought through with care. Follow the steps below to deal with difficult problems and choices.

- 1. Identify the decision or problem.** The first step in making a choice is to identify what needs to be decided. Break big problems or choices into parts. Then you can tackle one part at a time. Start at the beginning and patiently work through the issues.
- 2. Consider the alternatives.** Once you have a clear idea about the problem you need to solve, look for ideas about what you can do. The more alternatives you can identify, the better prepared you are to make a choice or solve a problem.
- 3. Choose the best alternative.** Think about the advantages and disadvantages of each alternative. Ask yourself, “What would happen if I ...?” Consider your needs, wants, and goals. Thinking through all the possibilities can help you make a better decision. Use your values as guidelines to make your decision.
- 4. Act on the decision.** After you have decided what to do, put your decision into action. Keep in mind that it is all right to change your mind if you figure out that you made the wrong choice. Sometimes new information or more thought can lead you in a different direction.
- 5. Evaluate the decision.** When you evaluate, you study the results of your actions. Ask yourself these questions: Were my actions effective? Did my decision solve the problem? If not, why? What can I do better next time? Do I feel good about the outcome and the steps I took to reach it? By evaluating, you can improve your decision-making skills for future problems and choices.



Reduce Stress

Ask Your Family

Talk to your family members about any stress you are feeling. Often, all you need to do is tell someone about it to feel better. Someone in your family may have experienced similar feelings and may have advice to offer.



Make Responsible Decisions


Learning to make responsible decisions can give you a sense of control over your life. Instead of accepting whatever happens to you, you can help control how things happen.

Here are some suggestions to help you make responsible decisions:

- **Use good timing.** Make your decisions at the right time. Avoid making quick decisions. Give yourself time to consider all the facts. On the other hand, do not put off a decision too long. If you do, you may find that some of your options are no longer available.
- **Consider the consequences.** A **consequence** (*ˌkɒn(t)-sə-,kwen(t)s*) is a result of your choice. Think about how your decision can affect your life now and in the future. How will your decision affect you, your family members, or your friends?
- **Be willing to make mistakes.** Any time you make a decision, there is a chance that you will make a mistake. Be willing to make mistakes and to learn from them.
- **Seek advice when you need it.** Advice from family members, teachers, and friends can help you make decisions. Sometimes they have had to make similar decisions. Listen to others and use their advice if it is helpful.

- **Accept responsibility for your decisions.** When you make your own decisions, you must accept responsibility for the consequences. You cannot make excuses or blame others when you make a poor decision. To accept responsibility for your decisions and the consequences of those decisions is a sign of maturity.



 **Experience Counts** Your parents and teachers have had their share of choices to make. *How can their experiences help you make decisions?*

Take Responsibility for Decisions

It would be easier to let someone else take the blame when things go wrong. However, you are only responsible for the decisions you make. If your decisions or choices do not turn out well, you show **integrity**, or honor and truthfulness, when you admit that you made a mistake. When decisions turn out well, you feel proud. Take responsibility for your decisions because:

- Making mistakes is part of the process. Use the opportunity to learn from them.
- People do not respect you when you make excuses or blame others.
- People do respect you when you try to fix a mistake.
- When things go well, you get to accept the praise and recognition.



Character Counts

Courtesy

Jane's friend Carrie is getting married in two weeks. Jane was invited to the wedding two months ago. Jane did not respond to the invitation because she was thinking about attending another event that ended up being canceled. Carrie does not know if Jane is coming to the wedding. The reception is being catered, and the caterer needs to know how many guests will attend so he can prepare the right amount of food. Jane wants to go to the wedding, but she thinks it is too late to respond.

You Make the Call

Is it too late for Jane to respond to the invitation? Write a paragraph that explains what you think Jane should do.

Section

6.2

After You Read

Review What You Have Learned

1. **Explain** what can happen if you choose not to make a decision.
2. **Identify** ways to make responsible decisions.

Practice Academic Skills



English Language Arts

3. Conduct research to find a literary character who had to make a difficult decision. Was the character's process effective? What was the outcome? What would you have done differently if you were faced with the same decision as the character? Write a paragraph about how the character used the decision-making process.

NCTE 2 Read literature to build an understanding of the human experience.



Social Studies

4. Choose a leader in world history. Research information about the person to find an issue he or she had to decide upon. Prepare a presentation that includes the leader you chose, the factors that lead to the decision, and the outcome of the decision.

NCSS II F Apply ideas, theories, and modes of historical inquiry to analyze historical and contemporary developments, and to inform and evaluate actions concerning public policy.



Check Your Answers Check your answers at this book's Online Learning Center at glencoe.com.

Discovering Careers

Focus on Careers in Emergency Response



Do you work well under pressure? Are you able to make quick decisions? Do you want to help people in crisis? If you answered yes to any of those questions, you might want to consider a future in an emergency response career. The following chart explores several careers in the emergency response field.

Job Title	Job Description
Firefighter	Protect life and property from fires. Often the first emergency responders at traffic accidents. Firefighters are often required to treat injuries as well as fight fires.
Police Officer	Investigates complaints, maintains order, helps individuals, and identifies criminal offenders. Makes quick decisions in emergency situations.
Emergency Room Nurse	Cares for patients in various states of illness or injury. Helps decide which patients are in the most need of immediate care.
9-1-1 Operator	Answers calls from people in distress. Consults detailed manual to provide quick and often life-saving instructions to callers. Coordinates with fire, ambulance, and police services as needed.
Emergency Medical Technician (EMT)	Responds to emergency situations. Makes split-second decisions about patient care. Administers health care for accidents, injuries, and illness.

Career Activities

At School

1 Select three of the careers listed. Research the education, training, and work experience required for each career. Write a summary of your results.

At Home

2 Create an emergency plan with your family in case of fire or other crisis. Make a map of your home with a planned escape route, and agree with you family on a specific place to meet.

At Work

3 Make a list of at least five jobs that require strong decision-making skills. Next to each job listed, write an example of a decision that might need to be made on the job.

In the Community

4 Contact and interview someone in your community who works in an emergency response career. Ask this person to describe what his or her typical work day is like. Share what you learned with your class.

Learn More Online  glencoe.com

Career Investigations Go to this book's Online Learning Center for activities and worksheets to help you explore careers.



Chapter Summary

Section 6.1 Goals

A goal is something you want to achieve. When you set goals, you need to make sure that they are realistic. Goal setting requires planning and a positive attitude. Some goals will be more important to you than others. As you experience success in reaching your goals, you can feel good about yourself. If you do not achieve a goal, you can learn from the experience and improve your skills for the next goal.

Section 6.2 Decisions

Decision making is an important part of daily life. Sometimes you make decisions by responding to something that has happened. Other times you make decisions based on what you have already planned or considered. The decisions you make now can affect the choices you have in the future. Learning to make responsible decisions can give you a sense of control over your life.

Words You Learned

1. Use each of these content vocabulary words and academic vocabulary words in a sentence.

Content Vocabulary

- goal (p. 117)
- long-term goal (p. 117)
- short-term goal (p. 117)
- attitude (p. 120)
- priority (p. 120)
- trade-off (p. 120)
- decision (p. 123)
- alternative (p. 124)
- proactive (p. 124)
- consequence (p. 126)

Academic Vocabulary

- worth (p. 120)
- accomplish (p. 121)
- outcome (p. 124)
- integrity (p. 127)

Review Key Concepts

2. **Differentiate** between long-term and short-term goals.
3. **Explain** how attitude helps achieve goals.
4. **Name** the different ways that decisions are made.
5. **Recognize** how decisions you make now can affect your future.

Critical Thinking

6. **Assess** Is putting off making a decision always negative? When might it be better to put off making a decision?
7. **Evaluate** Why is it possible for someone who grew up with limited resources still be successful?
8. **List** Write a list of the steps in the decision-making process. Next to each step, write a tip that can help you make your next important decision.
9. **Predict** Why should you be flexible when setting goals for your future career?

Real-World Skills and Applications

Problem-Solving

10. **Prioritize** Jacob wants to play football and be in the band. During the fall, both activities hold their practices at the same time, so he has to choose one of the activities. How should he decide which activity to be involved in? What should Jacob consider as he prioritizes his activities?

Technology Applications

11. **Design a Template** A template is a model or an outline. Use word-processing or spreadsheet software to create a template people can use when they want to achieve a long-term goal. Refer to the steps in the decision-making process. Include helpful tips for each step they should take.

Financial Literacy

12. **Set Career Goals** You may already know what career you wish to have when you are finished with school. Even if you do, you may have the opportunity in the coming years to reconsider your decision. While money is not the only factor that should guide your career decisions, salaries do play a part in goal setting. Identify three jobs that you might like to have when you have completed your education. Conduct research to find out the typical starting salary for each of the three jobs you selected. How might those salaries affect other long-term goals that you may have? What trade-offs might you have to make?



13. **The Impact of Your Choices** Choose five decisions you have made in the last week. For each decision, make a list of all the people affected by your choice, including yourself. Put a plus sign next to each name if your choice had a positive effect on the person, or a minus sign if your choice had a negative effect. Rate yourself on how well you consider the consequences of your choices. Are you satisfied with the results?

14. **Identify and Evaluate Resources** Knowing how to gather information from various resources can help you make decisions and solve problems. Do you plan to attend college? Maybe you want to join a branch of the military, or perhaps you plan to enter the job market right away. List three things you want to do after high school. Then identify sources of information for each. Rank the information sources on your list from most useful to least useful and give reasons for your ranking.



15. **Goal Setting Online** With permission from your parents or teacher, go online to search for information about how to achieve goals. What advice can you find? Are there tips available online that apply to specific goals? Are there any Web sites about goal setting that you would recommend to a friend? If so, explain why you would recommend them. Write down useful goal-setting tips to share with your classmates and to include in your Life Skills Binder.

Academic Skills



English Language Arts

16. **Advertise** Your student council is launching a campaign to encourage students to make wise decisions by using the decision-making process. Create a pamphlet that will teach your classmates how to use the decision-making process. What information will you include? What will the design be?

NCTE 8 Use information resources to gather information and create and communicate knowledge.



Science

17. **Collect Data** An important part of the scientific method is collecting data and studying it to see what it reveals about something. Collect your own data about what people do when they make decisions.

Procedure Choose a place, like a fast food restaurant or movie theater, to record the body language you observe while a person makes a decision.

Analysis Organize your findings in a chart. What conclusions can you draw?

NSES A Develop understandings about scientific inquiry.



Mathematics

18. **Calculate** Elena is going to give a speech about setting goals at a luncheon for business executives. Her speech will be accompanied by a slide show. The presentation time limit is 15 minutes, and Elena figures she will use 25 slides. What is the average number of seconds she should spend on each slide without going over the time limit?

Math Concept Performing Calculations with Time

When performing calculations with time, it is helpful to convert all numbers to the same units prior to calculating. Since a minute has 60 seconds, to convert minutes to seconds, multiply by 60. To convert seconds to minutes, divide by 60.

Starting Hint The average is the total time divided by the number of slides. Convert the number of minutes for the speech (15) to seconds by multiplying by 60. Divide the answer by the number of slides (25). Label your final answer with the correct unit of time.

NCTM Measurement Understand measurable attributes of objects and the units, systems, and processes of measurement.



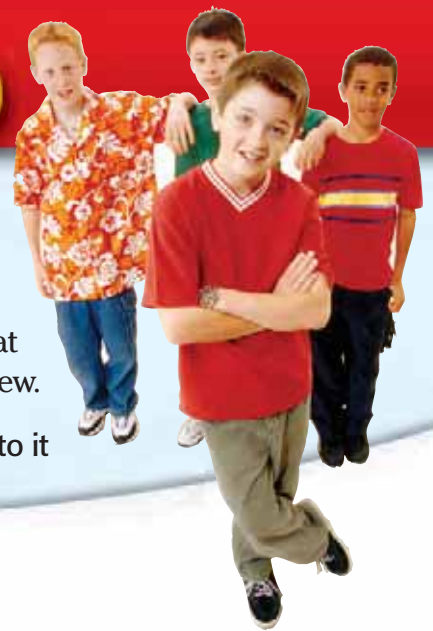
Standardized Test Practice

Reading Comprehension Read the passage, then answer the question.

Test-Taking Tip Read the passage carefully, underlining key statements as you go. Answer the questions based only on what you just read in the passage, not based on your previous knowledge.

English has thousands of words borrowed from French. However, most of our basic English vocabulary is more similar to German. Compare English *house* and German *Haus* or English *finger* and German *Finger*. In fact, English is much more closely related to German than it is to French. English and German are both part of the Germanic language family.

19. According to this passage, why does English have many words that are similar to German?



Your Point of View

Forming your own opinions shows a sense of responsible citizenship. Local newspapers may highlight issues that are important to your community. Your parents and teachers may have opinions on topics that you can consider. This project will help you explore your own point of view.



My Journal Complete the journal entry from page 73, and refer to it to write your current events summary.

Project Assignment

In this project, you will:

- Clip a news story about an important issue in your community.
- Describe the opposite points of view about the issue.
- Write about your own opinion.
- Interview someone who holds elected office.
- Present a campaign poster and speech about your topic to the class.
- Include this project in the second section of your personal Life Skills binder.

Step 1

Research News Stories of Current Events

Forming your own opinion is easier when you know a lot of information about the issue. Read the local newspaper and clip a story that discusses local topics. Write a summary of the facts of the story and describe the opposing viewpoints.

Step 2

Select an Issue and a Slogan

Choose an issue that interests you. Pick a viewpoint that you agree with. Develop an idea for a poster with a slogan that supports your opinion. Then prepare to write a speech that answers these questions:

- ✓ What are the facts about your issue?
- ✓ What do the opponents of your position believe?

- ✓ What facts can you give to support your opinion?
- ✓ How would you convince others to agree with you?

Step 3

Interview an Elected Official

Interview someone in your community who was elected to their position. Ask these questions:

- ✓ What methods did you use to get people to vote for you?
- ✓ What is your opinion about the issue I am studying?
- ✓ How do you prepare to give a speech?

Use these interviewing skills when conducting your interview and these writing skills when writing the summary of notes from your interview.

Interviewing Skills

- Record interview responses and take notes.
- Listen attentively.

Writing Skills

- Use complete sentences.
- Use correct spelling and grammar.



Step 4 Create and Present Your Poster and Speech

Use the Life Skills Project Checklist on the right to plan and complete your poster and write and deliver a two-minute speech about your opinion on this issue.

Use these speaking skills when presenting your final report.


Speaking Skills

- Speak clearly and concisely.
- Be sensitive to the needs of your audience.
- Use standard English to communicate.

Step 5 Evaluate Your Presentation

Your project will be evaluated based on:

- ✓ Completeness and organization in the description of your opinion of the issue you chose.
- ✓ The poster that reflects your opinion on an issue.
- ✓ Your speech about your point of view on an issue.
- ✓ The summary written from interview notes.
- ✓ Grammar and sentence structure.
- ✓ Presentation to the class.
- ✓ Creativity and neatness.

 **Evaluation Rubric** Go to this book's Online Learning Center through glencoe.com for a rubric you can use to evaluate your final project.

Life Skills Project Checklist

Research News Stories

- ✓ Read the newspaper and then clip a chosen article.
- ✓ Write down facts and opinions from the article.
- ✓ Create a poster about your topic.
- ✓ Interview an elected official in your community.

Writing Skills

- ✓ Describe the viewpoints and facts in your news story.
- ✓ Write a speech that communicates your point of view.
- ✓ Write a summary from your interview with an elected community member.

Present Your Findings

- ✓ Prepare a short presentation to share your poster and deliver a speech that reflects your point of view.
- ✓ Invite students to ask any questions they may have. Answer these questions with responses that respect their perspectives.
- ✓ Add this project to your Life Skills binder.

Academic Skills

- ✓ Conduct research to gather information.
- ✓ Communicate effectively.
- ✓ Organize your presentation so the audience can follow along easily.
- ✓ Thoroughly express your ideas.

NCSS X D Civic Ideals and Practices Practice forms of civic discussion and participation consistent with the ideals of citizens in a democratic republic.

NCSS VI J Power, Authority, and Governance Prepare a public policy paper and present and defend it before an appropriate forum in school or community.