

# Make Your Career Plan

## Chapter 7

*Explore Careers*

## Chapter 8

*Enter the Workplace*

### Unit Preview

This unit is about preparing for a career. In this unit, you will learn about:

- Why it is important to start thinking about your career now.
- The different reasons people work.
- Skills that are important in the workplace.
- Being a responsible worker.

### Explore the Photo

Setting a career goal now can help you attain it later. **What career goals do you have, and what can you do now to help you attain your dream career?**



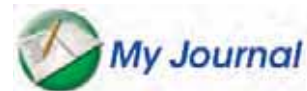
## Life Skills Project Preview

### You in Ten Years

When you are done studying this unit, you will complete a project in which you will:

- ✓ Explore your skills and talents.
- ✓ Interview someone who has a job you want to learn about.
- ✓ Imagine what you will do for a living and describe it to your class.

The prewriting activity below will help you get started.



### Prewriting Activity Prepare an Outline

Are you good at math? Do you love children? Are you very artistic? Maybe your friendly nature is appealing to people. Write an outline about jobs or careers you could be doing in ten years.

- What kind of jobs might be suitable to your personality and talents?
- What would you most like to do for a living?

# Explore Careers

## Section 7.1

### *Plan Your Career*

**Main Idea** It is important to research and plan your career path.

## Section 7.2

### *Prepare for Work*

**Main Idea** People work for many reasons and prepare for work in different ways.





## Explore the Photo

The options for careers are endless as you think about your interests and dreams. *What are you learning about the world of work as you grow older?*



### Writing Activity

#### Summary

**Work in the News** A summary is a shortened version of something that has been said or written. A summary focuses on the main points. Find an article from a news source about the world of work. Write a one-paragraph summary of the article that sums up the main points.

**Writing Tips** Follow these steps to write a summary:

1. Identify the topic of each section to focus your reading.
2. Identify and list the most important details that support each topic.
3. Review your details and decide what the main points of the section are.

## 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.

## Read to Learn

## Key Concepts

- ✓ **Describe** how to create a career plan.
- ✓ **Recognize** the importance of researching careers.

## Main Idea

It is important to research and plan your career path.

## Content Vocabulary

- aptitude
- portfolio
- job shadowing
- apprentice
- networking
- mentor


## Academic Vocabulary

- modify
- reveal

## Graphic Organizer

As you read, identify six factors to review when researching a career. Use a graphic organizer like the one shown to help you organize your information.

Job Research	
1.	
2.	
3.	
4.	
5.	
6.	

 **Graphic Organizer** Go to this book's Online Learning Center at [glencoe.com](http://glencoe.com) to print this graphic organizer.

## Academic Standards



## English Language Arts

**NCTE 5** Use different writing process elements to communicate effectively.



## Science

**NSES G** Students should develop understanding of science as a human endeavor.



## Social Studies

**NCSS V G Individuals, Groups, and Instructions** Analyze the extent to which groups and institutions meet individual needs and promote the common good in contemporary and historical settings.

**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

**“W**hat do you want to be when you grow up?” You have probably heard that question before. Have you really thought about your answer? Perhaps you are interested in becoming a gourmet chef or an astronaut. You have many choices. Whether you choose to be an attorney or a musician, it is not too soon to start thinking about the career you might want to have one day.

## Explore Your Options

It is a good idea to start exploring career opportunities now. That way you will be better prepared to make a career choice. When you think about your options, consider your strengths, interests, abilities, values, and goals. Decisions based on these factors can lead you to work you enjoy. Ask other people how they got started in a career to get ideas for your own career path.

### Career Planning


It is a good idea to begin thinking ahead about some of the specific skills that will help you get a job. What are the careers that interest you? It is important to learn about the kind of education and training you will need for the career you choose. It is also important to collect occupational and labor market information about each career. For example, Marissa loves to draw and paint pictures, but she learned through research that the demand for traditional artists is not as high as it used to be. Marissa decided she would need to learn how to use computer graphics software to become a digital artist.

When considering a career, you should also think about your values and goals. What is important to you? What do you want to do with your life? Do you want to help other people? Consider a career in health services. Do you like to build things? Look into construction or architecture. Knowing your values and goals can help you focus on an area that fits your personality. Review your career plan often and **modify**, or change it, as needed.

### As You Read

**Connect** What skills do you have now that can help you in your future career?



 **Choose What You Enjoy** Have you ever noticed that when you are doing something you enjoy, it does not seem like work? *What activities or hobbies do you enjoy that might lead to a career?*



## Family and Consumer Sciences Teacher

Teaching Family and Consumer Sciences involves much more than cooking and sewing.

*What other subject areas are involved?*



## Vocabulary

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

If you need help deciding, there are special tests that can help you discover your aptitudes. An **aptitude** is a natural talent or ability for something. You may not even know about it yet. An aptitude test can help predict your ability to learn certain skills. A test of this kind can help **reveal**, or show, your strengths. However, this only one of many things you can do to help you decide. You also need to think about your interests. For example, the field of family and consumer sciences includes a wide variety of career options, such as cooking, nutrition, sewing, job preparation, fashion design, caring for children, and money management.

## Career Portfolio

As you study and gain work experience, it is a good idea to create a **portfolio**, which is a neatly organized collection of your skills, experiences, and qualifications. Employers view career portfolios as presentations of your skills and abilities. For example, Martin is interested in a career in photography. He has selected prints of his best photos to put in his career portfolio. He also included certificates he earned from the Digital Photography Club. Later, Martin will add letters of recommendation and a list of the knowledge and skills he has gained. Think of a career portfolio as a way to show off your best efforts. Portfolios can be created online, too. Ask your teacher or school librarian for help if you want to get started on your portfolio.



## School Resources

### School Library

Librarians or media center specialists can help you conduct research and find reading materials. They can also help you locate online tutorials and other learning programs.



**Identify** How can you discover your natural abilities, strengths, or talents?

## Research Careers

Talk about career possibilities with your parents, family members, school counselors, and teachers. They can offer you advice and answer questions. Choose a few careers that interest you and do some basic research. **Figure 7.1** lists six important factors to review when researching career possibilities.

Reading about jobs on the Internet and hearing about jobs from others is useful. However, if you want to get a more direct experience, try job shadowing. **Job shadowing** is spending a day or a few hours with someone to observe him or her on the job.

## Character Counts

### Work Ethic

Clarence works part-time at a local grocery store. He has a variety of responsibilities, from stocking shelves to bagging groceries. His friend Jake drops by almost every day to visit and chat. Often when Jake comes to the store, Clarence finds himself talking with him in the storage room or on an aisle when he is stocking shelves for fifteen or twenty minutes at a time. Clarence knows that he does not get as much done when Jake is there.

### You Make the Call

What should Clarence do to use his time at work wisely? Write a paragraph that explains what you think Clarence should do and why.

## Figure 7.1 Job Research

**Know What to Expect** When you know what to expect from a job, it will be easier to decide which ones interest you and match your personality. *Do you think your first job will be in the same field as your career? Why or why not?*



- **Educational Requirements** What education is required for the job? You may need a college degree or certification in the field.
- **Job Responsibilities** What responsibilities or duties are performed on the job? Your work day may include a variety of tasks, or you may do the same tasks every day.
- **Salary Potential** What is the average income of entry-level workers in this position? Know ahead of time what the starting salary is, and what you can expect to earn as you gain more experience.
- **Promotion Opportunities** What opportunities for promotion exist? You may earn a promotion after demonstrating expertise. Some companies require further training to help you move forward.
- **Working Conditions** What are the working conditions? You may be required to attend safety training on the job.
- **Future of Field** Will there be a need for more workers in this field in the future? You may have to upgrade your education or training to keep your job, or find a new job if necessary.



## SCIENCE YOU CAN USE



### Making Connections

Many careers are rooted in some form of science. In farming, you must know about plants and how they grow. In cooking, you have to know about how heat works to cook food.

**Procedure** Research a career related to science. Explain how this career is related to science, and find out how it could benefit people.

**Analysis** Prepare a written report indicating how science knowledge is used in this career. Include how the science and the career benefit people. Illustrate your report if possible.

**NSES G** Develop an understanding of science as a human endeavor.


If you find a job that you believe would be worth the investment of time and money, an apprenticeship may be a good route to take. An **apprentice** works under the guidance of a skilled professional in order to learn an art, craft, or trade. Once the new skill is mastered, the apprentice may become a professional. Electricians, carpenters, mechanics, sculptors, plumbers, and barbers are just a few professions that may offer apprenticeships.

### Networking

If you ever followed up on a job tip you received from a family member or friend, you practiced networking. **Networking** means using your personal connections to help achieve your goals. When you seek job information from people you know, you have a good chance of going into the job application process informed and confident.

Networking is one of the most direct ways to find a job. In addition to networking with your family members you can also network with:

- friends and classmates.
- teachers and mentors.
- employers and coworkers.
- national organizations such as FCCLA (see **Figure 7.2**).
- community organizations.
- recruiters at job fairs.

 **Apprenticeship** Many skilled workers learn their trade in formal apprenticeship programs. *How can both the apprentice and trainer benefit from an apprenticeship?*



When you network, be courteous. Do not pressure people for information. If you are given a job lead, follow up in a responsible manner. It is important to follow up when someone passes on information that can help you. Your behavior reflects on you and on the person who recommended you.

## Mentor

A **mentor** is someone with experience who supports, advises, and encourages the progress of a less experienced person. To identify a mentor, think about a person you admire and respect who has talents and skills you would like to learn. Then arrange to meet with this person and discuss your goals. Mentors can keep you from getting discouraged. Their experience can help you avoid common mistakes. Your mentor may also be able to help you network.

## Professional Organizations

Another source of job postings is professional organizations. These organizations are made up of people already employed in a field. You usually need to pay a membership fee to join professional organizations. The services they offer include employment listings, job placement services, scholarships, and network opportunities.



### School Resources

#### Guidance Counselors

Guidance counselors are excellent resources at your school. They can help you choose classes and plan a career path.



### Figure 7.2 FCCLA

**The Ultimate Leadership Experience** Middle and high school students can develop their leadership skills in many ways. *Why is it important to join a professional organization such as FCCLA?*



**Family, Career and Community Leaders of America (FCCLA)** is a national organization of middle and high school students enrolled in family and consumer sciences courses. FCCLA activities provide opportunities for leadership development. Student members benefit from programs that include individual projects which strengthen critical thinking and decision-making skills. Members also participate in team projects to improve cooperative learning.




## The Internet

You can also learn about careers through the Internet. You can go online to get ideas, find out what jobs are available, and research specific job requirements. When you are ready, you can submit your résumé online. You will learn more about résumés in the next chapter.

Ask your parents, librarian, or teacher to help you:

- Search *The Occupational Outlook Handbook* or the *Dictionary of Occupational Titles*.
- Find job postings and job descriptions.
- Post a résumé.
- Locate professional organizations.
- Register with online employment agencies.

 **Find a Mentor** Think about a person you admire and respect who has talents and skills you would like to learn. *How can a mentor help you with your career goals?*

### Section 7.1 After You Read

#### Review What You Have Learned

1. **List** the factors you should consider when you think about career options.
2. **Explain** why it is important to network.

#### Practice Academic Skills

##### English Language Arts

3. Should a person ever choose a career that does not match his or her interests? Why or why not? Explain your answer in a short speech.

**NCTE 5** Use different writing process elements to communicate effectively.

##### Social Studies

4. Locate professional organizations for a career that you are considering. What kinds of benefits do they offer for their members? Write a summary of how the organization could help you prepare for your career.

**NCSS V G** Analyze the extent to which groups and institutions meet individual needs and promote the common good in contemporary and historical settings.

 **Check Your Answers** Check your answers at this book's Online Learning Center at [glencoe.com](http://glencoe.com).

## Reading Guide

## Before You Read

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

## Read to Learn

## Key Concepts

- ✓ **Explain** why people work.
- ✓ **Identify** steps you can take to prepare for work.

## Main Idea

People work for many reasons and prepare for work in different ways.

## Content Vocabulary

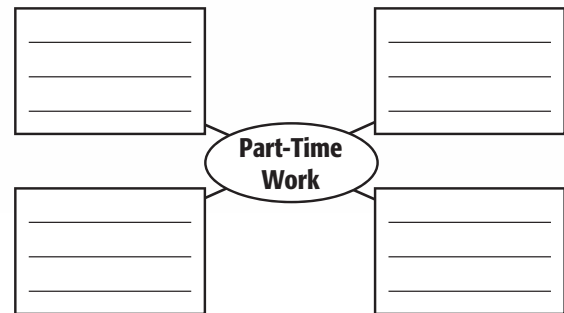
- job satisfaction
- entrepreneur
- franchise

## Academic Vocabulary

- technology
- credit

## Graphic Organizer

As you read, identify four ways that part-time work can prepare you for full-time work. 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](http://glencoe.com) to print this graphic organizer.

## Academic Standards



## English Language Arts

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



## Mathematics

**NCTM Data Analysis and Probability**

Select and use appropriate statistical methods to analyze data.



## Social Studies

**NCSS I E Culture** Demonstrate the value of cultural diversity, as well as cohesion, within and across groups.

**NCSS V D Individuals, Groups, and**

**Institutions** Identify and analyze examples of tensions between expression of individuality and efforts used to promote social conformity by groups and institutions.

**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

**J**ust about everyone works. Jobs provide income for homes, cars, food, and other things, like vacations and recreation. Since you are going to spend most of your adult years working, it is important to consider how you can best plan and prepare for the world of work. Take advantage of the many resources available to help you find ideas and opportunities.



### As You Read

**Connect** Why is it important to think about your career goals now?

### Vocabulary

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

## The World of Work

You will have several jobs during your lifetime. One of the first steps in finding a job that satisfies you is to consider your skills. Do you have special skills that could be useful in a particular type of work? For example, do you love to read? Are you creative? Do you think science is fascinating? Would you volunteer or work part-time to strengthen those skills?

### Why People Work

People work for many reasons. The main reason is to earn a living, but there are many other benefits. People take pride in their work and enjoy job satisfaction. **Job satisfaction** is a feeling of accomplishment from a job well done. Every job helps another person in some way. This can help people feel good about themselves and feel satisfied about what they do for others. Work is also a way to meet people and make friends.

### Enjoy What You Do

Most people choose jobs based on their interests and skills. Some people enjoy physical tasks, such as installing machinery. Others prefer artistic work, such as digital photography or home design. Still others want jobs in which they can help people, such as responding to medical emergencies, or caring for young children.



**Draw on Your Interests** A person who is interested in the medical field and wants to help others may choose a career as an emergency medical technician. *What kind of education or training do you think this person needed?*




### School Resources

#### Ask Your Teacher

If you are having problems in a particular subject, ask your teacher for additional help. He or she may be able to provide after-school tutoring or other activities to help you tackle specific problems.





 **Future Plans** Education and training continue beyond high school. *What plans do you have after high school graduation?*



Most people spend 40 or more years in the workforce. It is worth the effort to research and learn as much as you can about your work options.



**Examine** How do most people make decisions about what job they want to do?

## Get Ready to Work

Without a high school education, your job opportunities will be limited. Your school counselor will have a lot of information about how you can finish school successfully. There are many ways to continue your education and training after high school. You may choose to:

- **Attend college.** Community colleges, four-year colleges, and universities offer degrees in a wide variety of fields.
- **Enroll at a career and technical center.** A technical training program can train you for specific occupations, such as computer programming, automotive technology, or the culinary arts.
- **Get on-the-job training.** Some companies offer on-the-job training. Others will help you go to school while you are working. Many offer formal apprenticeship programs that require both coursework and work experience.
- **Join a branch of the military.** You can get training in specified fields and save money for college. You may even decide to choose a military career.
- **Volunteer.** Volunteer work is work without pay, but it can provide valuable and rewarding work experience and improve your self-esteem as you help others.



### Calculate Average Pay

José enjoys working with people, and is considering going to nursing school to become a nurse. Curious about how much beginning nurses typically make where he lives, he surveys a few local hospitals and doctors' offices. One pays its starting nurses \$17.65 per hour, another \$18.95 per hour, a third \$18.30 per hour, and fourth \$17.90 per hour. Based on these figures, what is the average hourly pay for beginning nurses in José's area?

**Math Concept Find the Mean** When you have a series of values, calculate the average (also known as mean) by finding the sum of all of the values, and dividing that sum by the number of values.

**Starting Hint** Find the average pay rate by adding up all four hourly amounts discovered by José, then divide by the number of values. In this case, the number of values is 4.

**Math** For more math help, go to the Math Appendix located at the back of this book.

**NCTM Data Analysis and Probability** Select and use appropriate statistical methods to analyze data.

**Work Experience** Part-time jobs provide valuable work experience. *What kind of part-time work would be useful for someone who wants to own a restaurant?*

## Part-Time Work

Before you look for a full-time job, you will probably have part-time jobs. You can get valuable experience by babysitting or delivering newspapers and by working in restaurants, businesses, and stores.

A part-time job can provide you with spending money. However, you might also consider saving a percentage of your money to use toward future education costs. Part-time work plus ongoing education can increase your chances of finding well-paying full-time work in the future. Aside from providing you with an income, part-time employment also helps you:

- **Learn** to get along with your supervisors and coworkers.
- **Find** out if a certain type of work matches you personality.
- **Gain** work experience that will be helpful when you apply for a full-time job.
- **Understand** job requirements and other qualities that you need to have for full-time work.



# Hands-On LAB

## Be an Entrepreneur

In this activity you will imagine that you are an entrepreneur starting a new business. 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

- ✓ Calculator
- ✓ Computer with Internet access (optional)
- ✓ Paper and colored pens

### Develop Your Plan

- Choose a business such as babysitting, dog walking, or lawn mowing.
- Find out what other teens would charge for the same jobs, or what clients would be willing to pay.
- Gather supplies to create flyers, posters, and business cards to advertise your business.
- If possible, access a computer graphics program to plan an imaginary Web page.

### Implement Your Plan


- Use graphics to create a fun and colorful flyer.
- Create business cards with your name, contact information, and a brief list of your services.
- Design an imaginary Web page to advertise your business.



- Figure out how many hours you can spend on your business and what you will charge for your services.
- Calculate the costs of maintaining your business, such as additional flyers and business cards, transportation, and Web site maintenance.
- Multiply the hours you can work by your hourly rate. Subtract the costs to find your profit.

### Evaluate Your Results

What did you learn about starting a business? Is there anything you would change if you could do it again? Do you think you would enjoy being your own boss? Write one or more paragraphs to explain your answer.

 **Projects and Activities** Go to this book's Online Learning Center through [glencoe.com](http://glencoe.com) for more projects and activities.



## Jobs



### Summer Abroad

International summer expedition programs for teens are becoming popular. Australia, Costa Rica, Ecuador, France, Peru, South Africa, Spain, Thailand, the United Kingdom, Hawaii,

and Vietnam are just a few of the places offering wilderness and nature programs. Tour companies are looking for responsible, enthusiastic leaders to guide tours and teach about the host country. Most wilderness programs require certification in First Aid, CPR, and Wilderness First Responder. Programs involving marine expeditions often require SCUBA or sailing experience. Most programs also require language skills and knowledge of the culture in the host country. Successful applicants usually have prior outdoor leadership experience. Some programs require special training before leaving for the expedition.

**expedition** |,ek-spə-'di-shən|  
a trip made by a group of people for a specific purpose, such as exploring unknown territory, or to do scientific study.

**NCSS I E Culture** Demonstrate the value of cultural diversity, as well as cohesion, within and across groups.

## Effective Use of Technology

At work, you can use **technology** as effectively as you use any other resource. Depending on your job, this may mean knowing how to operate anything from a copy machine to an electronic ordering system to an aerospace production line. No matter what your job, here are some tips to keep in mind:


- **Do not expect technology to do your job.** Technology can assist you a great deal, but it cannot think or solve problems. Learn the technology that applies to your job, but remember that you are the one who makes decisions about how to use it.
- **Apply your computer skills.** If you know how to work standard computer software, you can adapt your knowledge and skills to a variety of uses. Many software applications offer free online tutorials to help you improve your skills and learn new ones.
- **Use your computer responsibly.** When you are at school or on the job, remember to use technology only for school or work purposes. Personal e-mail, Web surfing, online chatting, and computer games are inappropriate uses of your school's or employer's resources.

## Entrepreneurship

For some people, the way to begin a career or to advance is to strike out on their own. An **entrepreneur** (ä'n-trə-p(r)ə-'nər) is a person who starts and runs his or her own business. Running your own business has many advantages. You are your own boss. You get **credit**, or praise and recognition, for all of your successes. Of course, when you are an entrepreneur you are also responsible for every part of the business. If the business does not do well, you could lose a lot of money. This type of work requires a lot of planning and preparation beyond just finding something you enjoy.

Entrepreneurs generally run independent businesses. There are many other types of businesses. A **franchise** ('fran-'chīz) is an agreement or license to sell a company's products to operate a business that carries that company's name. It is a common form of ownership used by many chain stores and restaurants.



 **Be Your Own Boss** Some people get a great deal of job satisfaction from owning their own business. *What kind of personality traits and skills would an entrepreneur need to have?*

### Section 7.2 After You Read

#### Review What You Have Learned

1. **Name** the benefits of working part-time.
2. **Explain** the advantages of running your own business.

#### Practice Academic Skills

##### English Language Arts


3. Gather information about education and training in your area. What colleges and universities are near your home? Are there trade and technical schools nearby? Can you find apprenticeships offered in your area? What are the costs and requirements of each? Write a summary of your findings.

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

##### Social Studies

4. Research a successful entrepreneur who went against the norm to find new a new way to do something, or to create a new product. Prepare a short presentation about how this entrepreneur's success affected his or her society.

**NCSS V D** Identify and analyze examples of tensions between expression of individuality and efforts used to promote social conformity by groups and institutions.

-  **Check Your Answers** Check your answers at this book's Online Learning Center at [glencoe.com](http://glencoe.com).

# Discovering Careers

## Focus on Careers in Employment Services ▼



Would you like to help other people find what they do best? Do you have an eye for spotting the talents and skills of other people? If you answered yes to either of those questions, you might want to consider a future career in employment services. The following chart explores several careers in the employment services industry.

### 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 Write a job description for the job that one of your family members does at home.

#### At Work

3 Look through the local classified ads and make a list of jobs that match your career interests.

#### In the Community

4 Contact and interview someone in your community who works in the employment services industry. 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.

Job Title	Job Description
<b>Recruiter</b>	Informs individuals of opportunities, incentives, benefits, and advantages of different careers. Interviews people to determine their suitability for positions.
<b>Human Resources Generalist</b>	Within a specific company, works to fill a variety of positions following hiring guidelines. Interviews candidates and recommends possible hires.
<b>Career Counselor</b>	Supports career exploration. Helps individuals sort out appropriate careers for interests and skill set.
<b>Résumé Writer</b>	Create résumés that present an individual's strengths, skills, and experience in the best possible manner.
<b>Creative Agency Executive</b>	Works with a variety of individuals to place them in appropriate projects based on talents, skills, and experience.
<b>Talent Manager</b>	Represents an individual in the music, movie, or television industries. Locates possible roles or opportunities for performance.



### Chapter Summary

#### Section 7.1 Plan Your Career

When you think about your career options, consider your strengths, interests, abilities, values, and goals. Begin thinking about the specific skills and the education and training you will need for the career you choose. As you study and gain work experience, put together a portfolio of your skills, experiences, and qualifications. Talk about career possibilities with your parents, family members, school counselors, and teachers.

#### Section 7.2 Prepare for Work

One of the first steps in finding a job is to consider your interests. Most people choose jobs based on their interests and skills. Without a high school education, your job opportunities will be limited. There are many options for education after high school. Part-time employment is part of your preparation for full-time employment. Some people go out on their own as an entrepreneur, starting and running his or her own business.

### Words You Learned

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

#### Content Vocabulary

- aptitude (p. 140)
- portfolio (p. 140)
- job shadowing (p. 141)
- apprentice (p. 142)
- networking (p. 142)
- mentor (p. 143)
- job satisfaction (p. 146)
- entrepreneur (p. 151)
- franchise (p. 151)

#### Academic Vocabulary

- modify (p. 139)
- reveal (p. 140)
- technology (p. 150)
- credit (p. 151)

### Review Key Concepts

2. **Describe** how to create a career plan.
3. **Recognize** the importance of researching careers.
4. **Explain** why people work.
5. **Identify** steps you can take to prepare for work.

### Critical Thinking

6. **Compare and contrast** careers and jobs. Give examples.
7. **Analyze** which is more important: working in a job you love, or working in a job that earns you a lot of money? Why?
8. **Predict** how you will use the Internet to research and find your career.
9. **Assess** the values and interests you might need for a career in middle school counseling. Share your lists with your classmates.

## Real-World Skills and Applications


### Problem-Solving

**10. Take an Aptitude Test** Go to your school counselor and ask about aptitude tests that may be available for you to take. Your teacher may direct you to the school counselor, or there may be tests available online. Take at least one test. What were the results? What did you learn about yourself that you did not know before? How can you use the information to plan your career path? Write a summary of your discoveries.

### Interpersonal and Collaborative

**11. Career Goals Checklist** Follow your teacher's directions to form groups. As a group, choose two different careers to research. Create a checklist for each career to show the steps involved in achieving the career goal. Include education, certification, apprenticeships, and special training. Compare the two checklists. Which career would be the most challenging to obtain? Discuss your results with the class.

### Financial Literacy



**12. Employee Benefits** When comparing jobs, it is important to look at the total compensation you will receive for working. Compensation is the salary plus the value of any benefits offered, such as paid vacation, holidays, and sick time. Many positions come with health insurance, while some jobs include additional insurance, and other benefits such as tuition. Determine total compensation by adding the value of each of these benefits to the salary. Gustavo has received a job offer. In addition to his \$26,000 per year salary, he will receive a health insurance plan worth \$5,000, two weeks of paid vacation, five paid personal days, and five sick days. Assuming that there are 52 weeks in a year, and 5 work days in a week, how much is Gustavo's employment package worth if he accepts this job?



**13. Job Application** Obtain a job application from a place where you might consider working. Fill out the application. If you do not have experience or job skills yet, fill out the form with what you think would be required for the job. Follow your teacher's instructions to form pairs. Read each other's applications and offer feedback. Use this exercise to help you learn what you need to work on before applying for a job.

**14. Military Training** Conduct research to find out what the military can offer in terms of job training. Select a branch of the U.S. Armed Forces and create a list of jobs you can pursue with training in the military. How can you use this job training outside of the military?



**15. Start Your Portfolio** With permission from your parents or teacher, go online to gather information about a career that interests you. Find out the education required for jobs in that field, responsibilities for duties to be expected, working conditions, and the employment outlook. Create a computer-generated career portfolio to include in your Life Skills Binder.

## Academic Skills



### English Language Arts

16. **Conduct an Interview** Follow your teacher's instructions to form pairs. With your partner, create a list of interview questions that you might expect during a job interview. Take turns interviewing one another about your aptitudes, abilities, interests, and values. Take notes on your partner's responses. Write a one-paragraph summary describing what you learned about your partner.

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



### Science

17. **Describe a Biome** Biologists study the features of different areas around the earth called biomes. A biome is an area of the earth that has related geographic features, temperatures, moisture, plants, and animals. **Procedure** Research what kind of plants and animals live in a desert biome. **Analysis** Is it similar to or different from the biome where you live? In which kind of biome would you like to live and work? Explain your answer in a one-page report.

**NSES G** Students should develop understanding of science as a human endeavor, nature of scientific knowledge, historical perspective.



### Mathematics

18. **Compare Numbers** Volunteer work is important to Sheila. Of the 2,400 hours she works each year, she spends 400 hours doing volunteer work at the animal shelter and at the assisted living facility where her grandmother lives. The rest of her work time is spent doing paid work in a legal office. What is the ratio of Sheila's volunteer work time to her paid work time? What is the ratio of her volunteer time to her total work time?

#### Math Concept

**Ratios** A ratio is a comparison of two numbers, typically written as a fraction (with one number over the other number). Make sure that you write the ratio in the order suggested by the question, and always simplify it to lowest terms.

**Starting Hint** If Sheila spends 400 hours doing volunteer work, then she spends  $2,400 - 400 = 2,000$  hours doing paid work. The first ratio will include the numbers 400 and 2,000. Write it as a fraction, and reduce it to the lowest terms.

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

## Standardized Test Practice

### Multiple-Choice

Choose the phrase that best completes the statement.

**Test-Taking Tip** In a multiple-choice test, the answers should be specific and precise. Read the questions first, then read all the answer choices. Eliminate answers that you know are incorrect.

19. An employer looks for an employee who has initiative. Initiative means
- to follow someone else's example.
  - to do what needs to be done without being told.
  - to get going.
  - to prohibit from doing something.