

Enter the Workplace

Section 8.1

Your Job Search

Main Idea Reading, writing, math, science, speaking, listening, and technology skills contribute to success in the workplace.

Section 8.2

On the Job

Main Idea A successful interview helps you get a job, and being responsible on the job helps you keep your job.





Explore the Photo

Working together with fellow employees can be rewarding and fun. *What else adds to success and satisfaction in the workplace?*

Writing Activity

Write a Cover Letter

Sell Yourself You are applying for a job for which you believe you are well qualified. You have your résumé, but you need to write a cover letter to go with it. A cover letter is a tool you use to “sell” yourself to a potential employer. Write a letter that explains why you are the best candidate, or applicant, for the job.

Writing Tips Follow these steps to write a cover letter:

1. Explain why you are writing. Include how you found out about the job.
2. Highlight personal qualities, skills, and experiences that make you a good candidate.
3. End the letter with a thank-you statement and include how you will follow up with the employer.

Reading Guide

Before You Read

Create an Outline Use the section's heading titles to create an outline. Make the titles into Level 1 main ideas. Add supporting details to create Level 2, 3, and 4 details.

Read to Learn

Key Concepts

- ✓ **Examine** the importance of developing basic employability skills.
- ✓ **Identify** the paperwork you need before you begin a job search.
- ✓ **Describe** what to do to apply for a job.

Main Idea

Reading, writing, math, science, speaking, listening, and technology skills contribute to success in the workplace.

Content Vocabulary

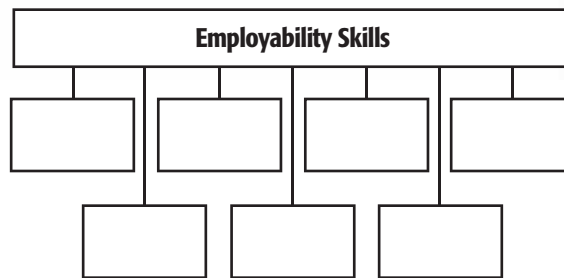
- employability skill
- comprehend
- reference
- résumé
- orientation

Academic Vocabulary

- persuade
- essential

Graphic Organizer

As you read, identify seven employability skills. Use a graphic organizer like the one shown below 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 5 Use different writing process elements to communicate effectively.



Science

NSES B Students should develop an understanding of motions and forces and interactions of energy and matter.



Social Studies

NCSS IV F Individual Development and Identity Analyze the role of perception, attitudes, values and beliefs in the development of personal identity.

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

To prepare for getting a job, you need to practice your skills and gain experience. Preparation starts at home and at school. Getting a job requires reading, writing, math, science, speaking, and listening skills. You use these basic skills when applying for a job, interviewing with employers, and interacting with customers and coworkers.

Develop Your Skills


The most important key to your success is developing basic employability skills. **Employability skills** help you function in life and at work. Reading, writing, math, science, speaking, listening, and technology are some of the most important skills you can have. Each one is necessary for almost every part of your life.

You need reading and writing skills to fill out a job application. You need speaking and listening skills for your job interview. To understand the information on your paycheck and to budget your money, you will need math skills. Science skills will help you understand how technology affects people and their environment. Listening and speaking skills are necessary to communicate with people at home, school, work, and in the community. Technology skills help you do things efficiently. Using basic employability skills every day is the best way to develop them.

Reading Skills

Reading provides a basis for most of the other employability skills. Without reading skills, you could not write, read directions, understand and solve math problems, or use a computer.



 **Employability Skills** You may not realize that you use basic employability skills every day. *How do use employability skills in your daily activities?*

As You Read

Connect What can you do to present your qualifications to a potential employer?

Vocabulary

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



Listening Skills

Pay Attention Give your full attention to your teacher, or to a classmate who is giving a presentation. This helps you focus on what is being said and increases your understanding.



Build your vocabulary to help develop your reading skills. You can use a dictionary to learn to pronounce words correctly and find out what they mean. You must learn how to follow written directions. The main goal of reading is to comprehend information. When you **comprehend** what you are reading, you understand the words and what they mean. With practice, you can improve your comprehension. **Figure 8.1** explains a reading comprehension technique called SQ3R.

Writing Skills

Writing is a way to express your ideas. When you develop your writing skills, you can feel good about yourself and make a positive impression on others. The ability to express yourself clearly in writing can improve your chances of getting and keeping a job.

You can improve your writing skills by taking time to organize your thoughts. Think about the purpose of what you are going to write. Perhaps you are writing a letter to a potential employer. How can you **persuade**, or convince, the employer to call you in for an interview?



Outline the major points you want to make. Write a rough draft of your letter, and reread it to see if it can be improved. Proofread, or check for errors in your grammar. Use a dictionary to be sure that you use the right words and spell them correctly. Check to be sure that your work is neat and accurate, or correct. You want to make a good first impression with your letter. Ask a parent or guardian to proofread your letter. Having another person look over your work can help you find errors you may have missed. You can avoid making the same errors the next time you write.

Math Skills

You use math and science skills every day in ways you may not realize. For example, you use math and science when you compare prices, prepare a meal, or remove stains from your clothes.


 **Check Your Work** Ask someone to read what you have written. *How can this help you improve your writing?*

Figure 8.1 SQ3R

Reading Comprehension Like any other skill, reading takes practice. *What techniques do you use to help you better understand what you read?*



- **Survey** Skim the headings and summaries to get an idea of what will be covered.
- **Question** Ask yourself questions about what you are reading.
- **Read** Read to answer your questions.
- **Recite** After reading, recite what you read in your own words.
- **Review** Go back over your reading to make sure all your questions were answered. Ask yourself what you learned.

Some of the math skills you must develop are addition, subtraction, multiplication, and division. You also need to master fractions, decimals, and percentages. These math skills will help you figure your weekly earnings. Correct use of a calculator is another necessary math skill. Developing good math skills now can open the door to many opportunities later.

Science Skills

You use science skills every day, too. Knowing how chemical and physical reactions occur is useful in many practical situations. For example, think about what happens when food is cooked or frozen. Science skills can also help you develop an appreciation for your environment. Something as simple as knowing how to select clothing to protect you from the weather is scientific knowledge.

SCIENCE YOU CAN USE



Calculate Speed

Have you ever thought about becoming a pilot and flying faster than the speed of sound? The speed of sound is about 761 miles per hour, or Mach 1. Calculate the speed of a pilot flying at Mach 3.

Procedure Mach is the ratio of an object's speed to the speed of sound. If a jet is going twice the speed of sound then it is moving at Mach 2.

Analysis To figure Mach 3, take the speed of Mach 1 (761 miles per hour) and multiply it by 3.

NSES B Students should develop an understanding of motions and forces and interactions of energy and matter.

Speaking Skills

Speaking is just as important in the workplace as reading and writing. Developing the ability to express your thoughts verbally can help you perform well on the job, no matter what career you choose. There are many ways to improve your speaking skills:

- **Think** before you speak in order to organize your ideas.
- **Speak** in a direct and straightforward manner.
- **Pronounce** words clearly and correctly.
- **Make** sure that the other person understands what you are saying.
- **Find** a different way to express your idea if your listener does not understand you.

Listening Skills

To be an effective listener, you need to hear, think about, and respond to what the speaker is saying. On the job, you will need to make a real effort to understand what others say to you. If you do not understand what your employer wants you to do, you may not be able to do your job correctly. Here are several ways to improve your listening skills:

- **Concentrate** on what the other person is saying.
- **Let** the other person know that you are listening.
- **Allow** the other person to finish speaking without interrupting.
- **Listen** even if you do not agree with everything the other person is saying.



Ask Questions

Do not be afraid to ask questions as you learn about your job duties.

What might happen if you do not ask questions about your job responsibilities?



Computer Skills

Technology helps us do our jobs. *How do you think technology will help you at work?*

Technology Skills

Technology makes life easier. You can stay in touch by using cell phones and e-mail and by accessing the Internet for information and resources. Computers have changed the way we live and work. Knowing how to use a computer is **essential**, or absolutely necessary, in today's work world. If you have not spent much time using a computer, now is a good time to practice your keyboarding, or typing, skills. Most computer software is user-friendly, which means it is created to be easy for beginners to use.



Explain Why is reading such an important skill?

Get Organized

Before you look for a job, you need to get organized. First, decide what kind of job you want. Next, decide when and for how many hours you can work. Now, decide when you should look for a job. If you want a summer job, start looking in the spring.

Labor Laws

The Fair Labor Standards Act (FLSA) sets requirements for wages, hours, and safety for workers under age 18. As a general rule, the FLSA sets 14 as the minimum age for employment, and limits the number of hours that people under 16 can work. Check the U.S. Department of Labor and the laws in your own state for more information.

Legal Documents

If you were born in the United States, your parents may have applied for you to have a social security card shortly after you were born. If you do not have a social security card, you must get one. You will need a copy of your birth certificate or other proof that you are a United States citizen. You may also need a work permit or employment certificate if you are under the age of 16 or 18. Once you have the necessary papers, you are ready to begin your job search.



Recall How can you find out more information about labor laws?

Apply for Jobs

When you find a job opening that interests you, fill out a job application. The way you fill out a job application will make an impression on your potential employer. Here are some guidelines to follow:

- **Read** the application form carefully. Follow the instructions exactly.
- **Print** as neatly as possible, using blue or black ink.
- **Check** that you answered every question. If a question does not apply, write “NA” (not applicable).
- **Be prepared** to describe your education, skills, past work experience, and references, even if you already provided this information on an application.

On an application form you may be asked to list several references. A **reference** is a responsible adult who can tell an employer about your character and quality of work. You might choose teachers, counselors, coaches, previous employers, or religious leaders. Be sure to ask each person for permission before you use his or her name as a reference.

Many employers also require a résumé. A **résumé** (ˈre-zə-ˈmā) summarizes your qualifications, work experience, education, and interests. **Figure 8.2** shows a sample of a completed résumé. References may be added to a résumé or listed as “available upon request.”

The Job Interview

If the employer who reviews your application or résumé thinks that you might be suitable for the job, you will be invited to an interview. A job interview is a meeting between an employer and a job applicant to discuss qualifications. The interviewer will ask many questions. Be prepared to answer such questions as:

 **First Impression**
Your job application may be the first impression you give to a potential employer. *How can the appearance of a job application affect your chances for consideration for a job?*



Figure 8.2 Your Résumé

All in One Your résumé allows potential employers to view your qualifications, work experience, education, and activities all at once.
What information is included on a résumé?

ROBIN SANDERS
208 Denver Way
Anytown, CA 55555
(555) 555-4996
robin@555email.net

CAREER OBJECTIVE

- A professional sales position in the foods industry.

SKILLS AND ABILITIES

- Stocked groceries
- Tracked incoming deliveries
- Prepared inventory reports for supervisor
- Assisted customers in finding groceries
- Provided assembly service for bicycles
- Created customer feedback program

WORK EXPERIENCE

- Stock person: Super Discounts, May 20-- to present

EDUCATION

- Currently attending Chandler Junior College
- Graduate, Chandler High School, May 20--

ACTIVITIES

- Served as Student Council Vice President
- Coordinated Student Council car wash
- Coordinated charity fundraiser, which resulted in \$21,000 in donations
- Honor Roll student

REFERENCES

- Available upon request.

- “Why do you think you can do this job?”
- “Can you tell me more about your experience?”
- “What do you hope to accomplish in this job?”
- “What are your career goals?”

The interview also gives you a chance to learn more about the job by asking questions of the employer. For example, you might ask what your job duties would be. You should also ask about company benefits, such as vacation, insurance, and pay schedules. You may also want to ask about holidays, overtime, training, and employee assistance programs.

After an interview, you need to follow up. Send a thank-you letter to the employer, even if you decide you are no longer interested in the job. He or she spent time reading your application and speaking to you, so it is professional and courteous to show your appreciation. If you are asked to contact the employer on a specific date, be sure to do so.



Listening Skills

Focus Your Mind

Avoid distractions when you are listening to someone speak. Do not let your mind wander. Concentrate on making eye contact with the speaker to help you focus.



Make the Best of Your Interview

To be considered for a position, a potential employer will want to interview you. This is your opportunity to make the best impression possible and to convince the employer to hire you for the position.



Research the Employer Find out as much as you can about the employer. Ask people who work at the business why they like to work there. Check the company Web site for background information and details about the company. Know directions to the company ahead of time so you do not get lost, or make arrangements for transportation.

Make a Good Impression Choose appropriate clothing for the interview. Make sure it is clean and pressed. Keep jewelry to a minimum. Make sure you are clean, your hair is clean, your breath is fresh, and you have clean fingernails. If you do not appear professional, the employer will not take you seriously.

Prepare for the Interview Arrive at least 10 minutes early for the interview. Have some questions prepared to ask the interviewer about the job. For example, you may want to know what days and hours you would be expected to work, and what kind of training is offered. Bring your résumé and any other materials that were requested, such as your portfolio, or a list of references if you have not already provided them.

Be Professional During the Interview Turn off your cell phone or other electronic devices. Think before you answer each question. Smile, speak clearly, and be friendly and enthusiastic. Make eye contact. Practice good posture and good manners. Do not chew gum.


Follow Up after the Interview Send a thank-you letter after the interview. Tell the employer that you appreciate his or her consideration. Ask for feedback on how you did during the interview for future growth and development. If you decide that you do not want the job, it is still important to send a thank-you letter to thank the employer for his or her time.

Job Offers

When you receive a job offer, you have three options:

- **Accept the offer.** The employer will usually set up an **orientation** (¹or-ən-¹tā-shən) during which you will be given details about pay, benefits, and job expectations. You may be given a tour as well.
- **Ask for time to consider the offer.** This is the time to bring up any unanswered questions that might affect your decision. With the employer, agree on when you will notify him or her of your decision. Do not put off responding to the employer.
- **Turn down the job offer.** You may decide the job is not right for you. Say, “Thank you for considering me, but I am no longer interested in the job.”



 **The Interview** An interview gives you a chance to convince the employer that you are right for the job. *Why should you send a thank-you letter to the employer after the interview?*

Section 8.1 After You Read

Review What You Have Learned

1. **Name** the steps for the SQ3R reading comprehension technique.
2. **Describe** how you use math and science skills everyday.
3. **Identify** ways to improve your listening skills.

Practice Academic Skills

English Language Arts


4. Think of three questions you expect a job interviewer to ask. Respond to those questions with answers that will persuade the employer to offer you the job.

Social Studies

5. Interview someone you know about how he or she prepared for a job. Ask: How did your family influence your choice? How did your family react to your job? What experience did you have? What is important to you in your job? Summarize their answers, and explain how he or she may influence your ideas about work.

NCTE 5 Use different writing process elements to communicate effectively.

NCSS IV F Analyze the role of perception, attitudes, values and beliefs in the development of personal identity.

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

Reading Guide

Before You Read

Prior Knowledge Look over the Key Concepts at the beginning of the section. Write down what you already know about each concept and what you want to find out by reading the lesson. As you read, find examples for both categories.

Read to Learn

Key Concepts

- ✓ **List** the responsibilities that you have as an employee.
- ✓ **Recognize** the importance of leaving a job on a positive note.

Main Idea

A successful interview helps you get a job, and being responsible on the job helps you keep your job.

Content Vocabulary

- discrimination
- harassment
- flexibility
- work ethic
- promotion
- resign

Academic Vocabulary

- accommodation
- notice

Graphic Organizer

As you read, identify four keys to being a responsible employee. 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 12 Use language to accomplish individual purposes.



Mathematics

NCTM Number and Operations Understand the meanings of operations and how they relate to one another.



Social Studies

NCSS VI A Power, Authority, and Governance Examine persistent issues involving the rights, roles, and status of the individual in relation to the general welfare.

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

How you perform on a job can determine whether you keep or lose the job. It can also affect whether or not you move into a job with more responsibility. Your habits at work determine what you can achieve. Being a responsible and flexible team player can help you succeed on the job. There are several keys to being effective in the workplace.


Be a Responsible Employee

The key to success in any job is to be a responsible employee. Job responsibilities are similar to your responsibilities at school. You need to arrive on time, follow rules, and do your work.

Fulfill Your Responsibilities

Besides general job responsibilities, every job also has specific duties. Your supervisor will explain your specific responsibilities to you. You may be given an employee manual which outlines the rules that employees must follow. In particular, it is important to follow safety rules. These rules help protect employees from workplace hazards and human errors. The key to success is to do your job. This sounds simple, and it is. Arrive on time, ask questions if you do not understand something, and make your job responsibilities your top priority. It is also important to avoid inappropriate conversations at work. For example, Sean ignored customers at the check-out because he was on the phone with his friend. Sean was fired. Conversations at work should be professional and work-related.



 **Show Responsibility** Working as a team shows responsibility. *How else can you demonstrate that you are responsible?*

As You Read

Connect How can your strengths and weaknesses at school affect the way you may perform on a job?

Vocabulary

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



Safety in the Workplace

It is important to know guidelines and procedures for emergencies at your place of work. Whether it is an accident with equipment or a fire, know how to take care of yourself and your co-workers.

- Always use equipment correctly and wear required safety gear.
- Learn the fire escape route and other disaster procedures.
- Follow all safety guidelines for the work that you perform.

Accept Diversity

Each workplace is made up of people from diverse cultures and with varying abilities. The Equal Employment Opportunities Act requires businesses to keep discrimination from occurring. **Discrimination** (dis-'kri-mə-'nā-shən) is the unfair treatment of people based on age, gender, race, or religion. The Americans with Disabilities Act (ADA) ensures that all employees are treated equally, regardless of any disability they may have. The law requires reasonable **accommodations**, or adjustments, be made for people with disabilities, whether they are employees or customers. Working with people who are culturally diverse and who have different abilities makes the workplace more interesting. Together, people can help each other get the job done.

Avoid Harassment

Teasing, intimidation, and threats are all forms of **harassment**. Workplace harassment is offensive and violates people's rights. Any kind of harassment in the workplace is unacceptable. Sexual harassment involves unwelcome behavior of a sexual nature, whether physical or verbal. If you experience or observe any type of harassment, tell the harasser to stop. Report the situation to your supervisor.

Evaluate Yourself

At the end of each workday, you should evaluate your performance on the job. Did you fulfill your responsibilities? How could you have done your job better? Conditions on the job often change, so most work situations require flexibility.

Flexibility is the ability to adjust to new conditions. For example, technology is constantly changing. Workers must adapt their skills to accomplish tasks.

Teamwork

Relationships are an important part of every job. You have to learn to get along with your employer, supervisor, and coworkers, and perhaps customers or clients. The better your relationships are with the people around you, the more you will enjoy work and experience success.



Teamwork

Sam is a member of a team at work. They are doing a research project together. He has a good idea about how he thinks the project should be done. There are several meetings planned for the team to make decisions before they begin. Sam thinks that his time could be used for more important things, but his supervisor has directed him and the rest of the team to work together.

You Make the Call

How can Sam be a successful part of the team? Write a paragraph to explain what Sam should do and why.

Teamwork

In this activity, you will work in a team to complete a project of your choice. 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

- ✓ White board, chalk board, or newspaper print
- ✓ Paper or pen

Develop Your Plan

- Make a timeline for what needs to be accomplished by the team.
- Write down the topics you will talk about at your meetings.
- Decide how decisions will be made, such as by majority vote, or when everyone agrees.
- Decide who will lead the group.
- Pick one person to remind other group members of meeting times and places, and to take notes when you meet.


Implement Your Plan

- As a team, choose a project to complete during class.
- Set goals for your team meeting and a time limit for the meeting. Make sure all team members understand the goals.

- Make everyone comfortable by giving each team member a chance to share his or her ideas. When a team member is silent, the leader should ask for his or her input.
- Write down what each person is responsible for along with any special instructions.
- Set a deadline for the project, and work as a team to complete it.

Evaluate Your Results

What did you accomplish at your team meeting? What would you change if you could do it over again? How did team members interact while working on the project? Write one or more paragraphs to explain your answer.

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



Listening Skills

Ask Questions If you do not understand something you have been told, ask the person to explain again. Say it back to him or her and ask if what you heard is correct.




At work, you become part of a team. A team can be any group of two or more people who work toward a common goal. As a team member, you work with and listen to others and have a helpful attitude. You build teamwork while working together to reach a goal. When coworkers cooperate with one another and share feelings of pride in their work, they get along better and can reach their goals more effectively.

Work Ethic

A positive work ethic can lead to job success. **Work ethic** is a personal commitment to doing your very best. You can develop a positive work ethic by being responsible, flexible, and a team player. Avoid such poor habits such as being tardy, uncooperative, or unreliable. These traits do not contribute to a positive work ethic. In fact, they could cause you to lose a job.

If you apply for a job with a different company, that employer will probably check with your former employer to see how you worked. Work hard and fulfill your responsibilities. This will help you keep a job, and it can help you when it is time to move on to other jobs.



Financial Literacy

Spending Your Salary

Monica works 12 hours a week, 3 weeks a month, at a part-time job after school, where she makes \$8 an hour. Each month she has expenses of \$75 for gas and \$100 for food, and she has also set aside \$50 a month for clothes and \$25 a month toward paying off a new set of skis. How much money does she have left to spend on entertainment?

Math Concept **Net Cash Flow** Your net cash flow, which equals income minus expenses for a given period of time, is one part of your financial health.

Starting Hint Determine Monica's total income for the month (12 hours per week x \$8 per hour x 3 weeks), and then subtract her total monthly expenses.

NCTM Number and Operations Understand the meanings of operations and how they relate to one another.

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



Reading Check

Describe

How can you develop a positive work ethic that leads to job success?

Changing Jobs


Employees who use their employability skills to do a good job are likely to be promoted. A **promotion** is a move into a job with more responsibility. For example, you might be promoted from stock clerk to assistant manager. A promotion usually includes a raise in salary. Another way to advance, or move ahead, is to accept a job with more responsibilities and higher pay with another company.

Leaving Your Job

The decision to **resign** from a job should be made very carefully. When you decide to leave a job, try to leave on good terms with the employer. Show courtesy, respect, and appreciation to your employer. The following tips can help you leave on a positive note:

- **Give Notice.** **Notice**, or an announcement, should be given soon enough for the employer to find a replacement by the time you leave the job. A two-week notice is what most workplaces consider appropriate.
- **Submit a Letter of Resignation.** The letter should be given to your direct supervisor. The letter should state the exact date you expect to be your last day of employment. It should also thank the employer for his or her help during your time with the company. Be sure to give a brief explanation of why you are leaving.



 **Job Resignation** The decision to leave a job should not be made lightly. *What are two things you should do when you leave a job?*

Section 8.2 After You Read

Review What You Have Learned

1. **Explain** what to do if you experience or observe harassment.
2. **Summarize** what a letter of resignation should include.

Practice Academic Skills

English Language Arts


3. Imagine that you have decided to quit your job. Write a letter of resignation that includes the information recommended in the chapter.

NCTE 12 Use language to accomplish individual purposes.

Social Studies

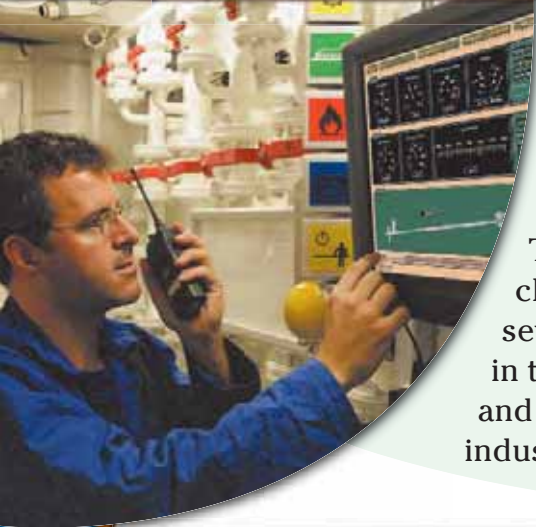
4. Research current guidelines for giving references to former employees. What can a supervisor legally say about a former employee? What are your rights as an employee regarding your personal work record? Share your findings with the class.

NCSS VI A Examine persistent issues involving the rights, roles, and status of the individual in relation to the general welfare.

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

Discovering Careers

Focus on Careers in Research and Development



Do you like to work behind the scenes? Can you support the work of other fields? If you answered yes to either of those questions, you might want to consider a future career in research and development.

The following chart explores several careers in the research and development industry.

Job Title	Job Description
Press-Service Reader	Reads newspapers, magazines, and other articles on specific subjects. Marks items to be clipped for each customer.
Mathematician	Conducts research for science, management, and other fields. Tests hypotheses. Develops ideas for use in a variety of fields.
Scientific Linguist	Studies structure and relationships of languages. Helps develop methods of translation. Prepares teaching materials and handbooks.
Computer Software Engineer	Installs and tests computer software and hardware. Writes computer programs to meet company or client needs.
Quality Assurance Tester	Designs methods, tests, and procedures for use by the development team to ensure company standards are met.

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 Virtually every product in your home required work from a team of research and development experts. Choose a product in your home, such as shampoo, a frozen dinner, or a kitchen appliance, and write a paragraph about what kind of research was needed to develop the product.

At Work

3 On a sheet of paper, create one column for each of the seven employability skills discussed in this chapter. Under each heading, list of all the ways you can think of to use these skills in the workplace.

In the Community

4 Contact and interview someone in your community who works in the research and development 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.



Chapter Summary

Section 8.1 Your Job Search

The key to your success is developing basic employability skills in reading, writing, math, science, speaking, listening, and technology. When you find a job that interests you, fill out a job application with information about your education, skills, activities, work experience, and references. If the employer thinks that you are suitable, you will be asked for an interview.

Section 8.2 On the Job

An important part of any job is to be a responsible employee. You have to learn to get along with your employer, supervisor, and coworkers, and perhaps customers or clients. At work, you become part of a team working toward a common goal. A positive work ethic can lead to job success. Employees who use their employability skills to do a good job are likely to be promoted.

Words You Learned

Write your own definition for each of these content and academic vocabulary words.

Content Vocabulary

- employability skill (p. 159)
- comprehend (p. 160)
- reference (p. 164)
- résumé (p. 165)
- orientation (p. 167)
- discrimination (p. 169)
- harassment (p. 170)
- flexibility (p. 170)
- work ethic (p. 172)
- promotion (p. 172)
- resign (p. 172)

Academic Vocabulary

- persuade (p. 160)
- essential (p. 163)
- accommodation (p. 170)
- notice (p. 173)

Review Key Concepts

2. **Examine** the importance of developing basic employability skills.
3. **Identify** the paperwork you need before you begin a job search.
4. **Describe** what to do to apply for a job.
5. **List** the responsibilities that you have as an employee.
6. **Recognize** the importance of leaving a job on a positive note.

Critical Thinking

7. **Predict** how your positive work ethic will affect coworkers and supervisors.
8. **Explain** why you should send a thank-you letter when you decide not to accept a job.
9. **Analyze** how you can play up your strengths and abilities in a job interview without sounding like you are bragging.

Real-World Skills and Applications


Problem-Solving

10. Organize Information Use the résumé on page 165 as a model for writing a résumé. Gather your own employment history, skills, and information so that you can create your résumé. If you do not have any work history or job experience yet, ask a parent or family member for help. Together, come up with a fictional background to help you create a résumé. Organize the information for reference.

Interpersonal and Collaborative

11. Teen Jobs Follow your teacher's directions to form teams. Research jobs available in your area that would be suitable for teens. Consider the hours, type of work, skills required, and other factors to present a list of jobs you would recommend for teens. As a team, rank the jobs in order of preference based on your research.

Financial Literacy



12. Overtime Pay Casey, a senior in high school, is planning to go to junior college next year before transferring to a 4-year university. He plans to major in veterinary medicine, so he just accepted a summer job as a tour guide at the zoo. He makes \$8.50 per hour at the zoo job, and he hopes to get as much overtime as he can to save for college expenses. His employer pays time-and-a-half overtime for any hours worked over 8 per day. Casey's first week on the job was a busy one, and as a result, he was able to get some overtime hours right away. During that first week, he worked 9 hours on Monday, 10 hours on Wednesday, and 8 hours on Friday. How much money did he make during his first week?



13. Teamwork Poster Conduct research to find information about how to successfully work in teams. Come up with at least five tips. Create a poster with photos, illustrations, or computer graphics to communicate this information. Display the poster in your classroom.

14. Research Job Changes Jobs have changed throughout history based on economic and technological changes. Fifty years ago, there were few jobs in genetic engineering or environmental engineering. Research a job that is growing in demand that did not exist fifty years ago. Include information about the job and its requirements. What happened to create a need for this job? Share what you learned with the class.



15. Job Search With permission from your parents or teachers, go online to search for three jobs that you would be interested in. For each position, research the company's background, and note the qualifications, salaries, benefits, and job requirements. Use this information to create a spreadsheet. Then, using what you learned in the chapter, include information about how you would prepare for each job. Include this information in your Life Skills Binder.

Academic Skills



English Language Arts

16. **Speak Up** You can use several basic employability skills by preparing a speech. Write a one-minute speech on the importance of employability skills. Make note cards for reference during your speech. Practice your speech in front of the mirror. Present the speech to your classmates. Ask them what they learned from it and how you could make it better.

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



Social Studies

17. **The ADA** The Americans with Disabilities Act is law that ensures that all employees are treated equally, regardless of any disability they may have. The law requires reasonable accommodations be made for people with disabilities. Imagine that you visit a place of business and observe that a person in a wheelchair is having difficulty accessing certain areas. Write a letter to the owner or manager of the business. Express your concern, and offer suggestions to help.

NCSS I A Culture Analyze and explain the ways groups, societies, and cultures address human needs and concerns.



Mathematics

18. **Prepare a Résumé** Tanya would like to send her résumé out to local employers with the hope of finding a summer job. Tanya wants to make a good impression on potential employers so she thinks it would be a good idea to have her résumé printed on high-quality paper. After printing a copy of the résumé, she heads to her local copy shop. Tanya has budgeted \$6 for making copies of her résumé. If she selects a paper stock that costs 5 cents a copy, how many can she make? What if she selects one that costs 6 cents per copy?

Math Concept Dividing Decimals

When dividing a number by a decimal, multiply the decimal by a power of ten to make it a whole number. Multiply the other number by the same power of ten.

Starting Hint You will need to divide \$6.00 by \$0.05, and also divide \$6.00 by \$0.06. To remove the decimals, multiply all numbers by 100, which you can do by moving each decimal point two places to the right.

NCTM Number and Operations Understand meanings of operations and how they relate to one another.

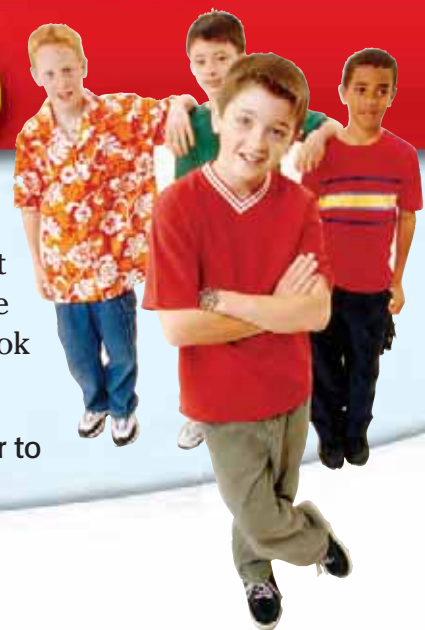
Standardized Test Practice

Multiple-Choice

Read the sentence. Then read the question below the sentence. Read the answer choices and choose the best answer to fill in the blank.

Test-Taking Tip With multiple choice questions that rely on information given, read the paragraph very carefully to make sure you understand what it is about. Read the answer choices. Then read the paragraph again before choosing the answer.

19. Mark and Grace started their new jobs at the restaurant on the same day. Their supervisor took them on a tour of the kitchen and the dining area during a 1-hour *orientation*, which also included a review of the New Hire Handbook. In this sentence, the word *orientation* means _____.
- a. direction b. arrangement
c. introduction d. position



You in Ten Years

What you choose to do for a living is important. Investigating jobs that parents and other adults are doing can help you decide what would be suitable for you. Classified Ads show different skills that employers look for. This project can help you explore your job opportunities.



My Journal Complete the journal entry from page 135, and refer to it to complete your list of skills and talents.

Project Assignment ▼

In this project, you will:

- Write an outline of your skills and talents.
- Research jobs that are interesting to you.
- Create a PowerPoint presentation about your chosen career.
- Interview someone with a profession you want to learn more about.
- Present your findings to your class.
- Include this project in the third section of your personal Life Skills binder.

Step 1

List Your Skills, Talents, and Abilities

What you do for a living will be more satisfying if it is something you are good at. List your qualifications, and then open the classified section of the newspaper. Circle job listings that match your skills, and make a list of the skills you still need to learn.

Step 2

Choose a Job or Career to Investigate

Choose a job you can imagine doing in ten years. Write down your ideas for a PowerPoint presentation that outlines the education, training, and experience you will need to be qualified for that job. Answer these questions in your PowerPoint:

- ✓ Does this job require some talents that you already have?
- ✓ How many years of education or training will you need?
- ✓ What will you need to wear to work each day?
- ✓ What rewards do you imagine this job will bring you?

Step 3

Interview Someone with an Appealing Job

Interview someone in your community with the job that you have chosen. Ask these questions:

- ✓ Why did you choose to do this for a living?
- ✓ What is the most important skill for this job?
- ✓ Where did you get your training and education?

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 PowerPoint Presentation

Use the Life Skills Project Checklist on the right to plan and complete your PowerPoint presentation and give an oral report on it. Present your information as if it were ten years in the future. Imagine you are already working in this job and describing it to students on Career Day.

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 of your outline of skills and talents.
- ✓ Your PowerPoint presentation of the steps to qualify for your job.
- ✓ The presentation as if you are doing the job in ten years.
- ✓ 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 Job Skills and Training

- ✓ List your skills and talents.
- ✓ Circle classified ads of jobs that might suit you.
- ✓ Create a PowerPoint presentation of the steps to qualify for your job.
- ✓ Interview someone who currently holds that job.

Writing Skills

- ✓ Write about skills you need to achieve.
- ✓ Write the presentation as if you are doing the job you chose in ten years.
- ✓ Write a summary from your interview with a person who does that job.

Present Your Findings

- ✓ Prepare a short presentation about what you will be doing in ten years. Wear a uniform or appropriate clothing of your job.
- ✓ Invite the students of the class 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.

NCTE 4 Use written language to communicate effectively.

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