

# **Civics & Economics**

## **(HON SOC STDY 7, SOC STDY 8)**

**Learning in Place, Phase II**

**April 6-10, 20-24**



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

## Civics & Economics Learning in Place, Phase II

**April 6-10**

✓	Task	Text	Write
	Why do countries trade with each other?	Document 1—How Virginia Benefits from International Trade	<p>Answer the following questions:</p> <ol style="list-style-type: none"> <li>1. How do exports play a role in Virginia's economy?</li> <li>2. How do imports play a role in Virginia's economy?</li> <li>3. How does trade help influence or impact the price of goods and services?</li> <li>4. What role does trade play in the employment of Virginians?</li> <li>5. Why do countries trade with each other?</li> </ol>
	How has technology impacted international trade?	Document 2—WTO Trade Report (Excerpts)	<ol style="list-style-type: none"> <li>1. Examine all 4 documents. Look for specific changes that occurred in international trade, and for groups that may have more opportunities to trade than they did in the past. Write a paragraph that explains how technological innovations have influenced international trade. Use an example from each of the four documents.</li> </ol>

**April 20-24**

✓	Task	Text	Write
	Describe how your interests and talents might influence future careers.	Document 3—Career Clusters Interest Survey	<p>Complete the career clusters interest survey. Afterwards, answer the following questions in complete sentences:</p> <ol style="list-style-type: none"> <li>1. How surprised were you by your results? Did your top three categories of interest match what you thought you might be interested in?</li> <li>2. Which job(s) from your top three categories interest you the most right now? What do you already know about those jobs?</li> <li>3. What kind of preparation do you think you already have for some of the job(s) that interest you most? What preparation or training do you think you will still need?</li> </ol>
	What behaviors promote career success?	Passage 4—7 Skills Employers Look for Regardless of the Job	<p><b>Before reading:</b> Make a list of 5-10 things that you think the owner of a company would look for when deciding to hire—or not hire—a potential employee. Why do you think employers would be looking for the things on your list?</p> <p><b>After reading:</b> Compare your list to the list in the article. Which were the same or very similar? Which ones were very different? In a paragraph, analyze your feelings about the skills listed in the article.</p> <p>Which skills do you feel that you already excel in? Are there any that you think you will need to improve? How might you get more practice, experience, or confidence with those skills?</p>



### How Virginia's Economy Benefits from International Trade & Investment



#### Overview

With more than 95 percent of the world's population and 80 percent of the world's purchasing power outside the United States, future economic growth and jobs for Virginia and America increasingly depend on expanding U.S. trade and investment opportunities in the global marketplace.

The following pages feature key facts and figures drawn from new Business Roundtable research, U.S. government data, and other data sources that demonstrate the benefits of international trade and investment to economic growth and jobs in Virginia.

#### Why is International Trade & Investment Important to Virginia?

- **International trade, including exports and imports, supports 1.1 million Virginia jobs – more than 1 in 5.** These trade-related jobs grew 4.2 times faster than total employment from 2004 to 2013 and are at large and small companies, on farms, in factories, and at the headquarters of Virginia's globally engaged firms. *(See Virginia Jobs Depend On Two-Way Trade)*
- **Virginia exported \$16.4 billion in goods and \$16.2 billion in services in 2013,** including resins & synthetic fibers, semiconductors & components, pulp & paperboard products and travel services. Of Virginia's 7,626 exporters, 86 percent are small- and medium-sized companies with less than 500 workers. *(See Virginia Businesses Grow With Exports)*
- **Customers in 210 countries buy Virginia-made goods and services,** including billions of dollars in annual exports to top markets like Canada, China and Mexico. Virginia's goods exports have grown 47 percent faster than state GDP since 2003. *(See Virginia Companies Export Throughout The World)*
- **Imports lower prices and increase choices for Virginia companies and families.** Lower raw material and input costs help Virginia companies stay competitive in global markets, while families can stretch paychecks further as trade agreements reduce the cost of products by eliminating costly barriers to trade. *(See Virginia Companies And Workers Use Imports To Compete)*
- **Free trade agreements (FTAs) have helped fuel rapid export growth from Virginia to partner countries.** In 2013, \$6.3 billion of Virginia's goods exports, or 38 percent, went to FTA partners. This represents a 85 percent increase since 2003. *(See Virginia Needs Trade Agreements To Grow)*
- **Foreign-owned companies invest and build facilities and employ 154,400 workers in Virginia.** *(See Foreign Investment In Virginia Creates Jobs)*

## Document 2 (All 4 Excerpts & Graphs)

From the World Trade Organization's (WTO) 2018 Report on Impacts of Digital Technology on Trade

## Some key facts and findings

- International trade costs declined by 15 per cent between 1996 and 2014. New technologies will help to further reduce trade costs. Our projections predict that trade could grow yearly by 1.8-2 percentage points more until 2030 as a result of the falling trade costs, amounting to a cumulated growth of 31 to 34 percentage points over 15 years.
- The wide adoption of digital technologies changes the composition of trade in services and goods and redefines intellectual property rights in trade. Trade in information technology products has tripled in the past two decades, reaching US\$ 1.6 trillion in 2016.
- The importance of services in the composition of trade is expected to increase. We predict the share of services trade to grow from 21 per cent to 25 per cent by 2030.
- Digitalization has led to a decline in trade of digitizable goods (e.g. CDs, books and newspapers) from 2.7 per cent of total goods trade in 2000 to 0.8 per cent in 2016. The trend is likely to continue with the advent of 3D printing technology.
- Regulation of intellectual property rights, data flows, and privacy as well as the quality of digital infrastructure are likely to emerge as new sources of comparative advantage.
- The decline in trade costs can be especially beneficial for MSMEs and firms from developing countries, if appropriate complementary policies are put in place, and challenges related to technology diffusion and regulation are addressed. Our estimations foresee that, in such case, developing countries' share in global trade could grow from 46 per cent in 2015 to 57 per cent by 2030.

### Box C.3: How digital technologies empower women

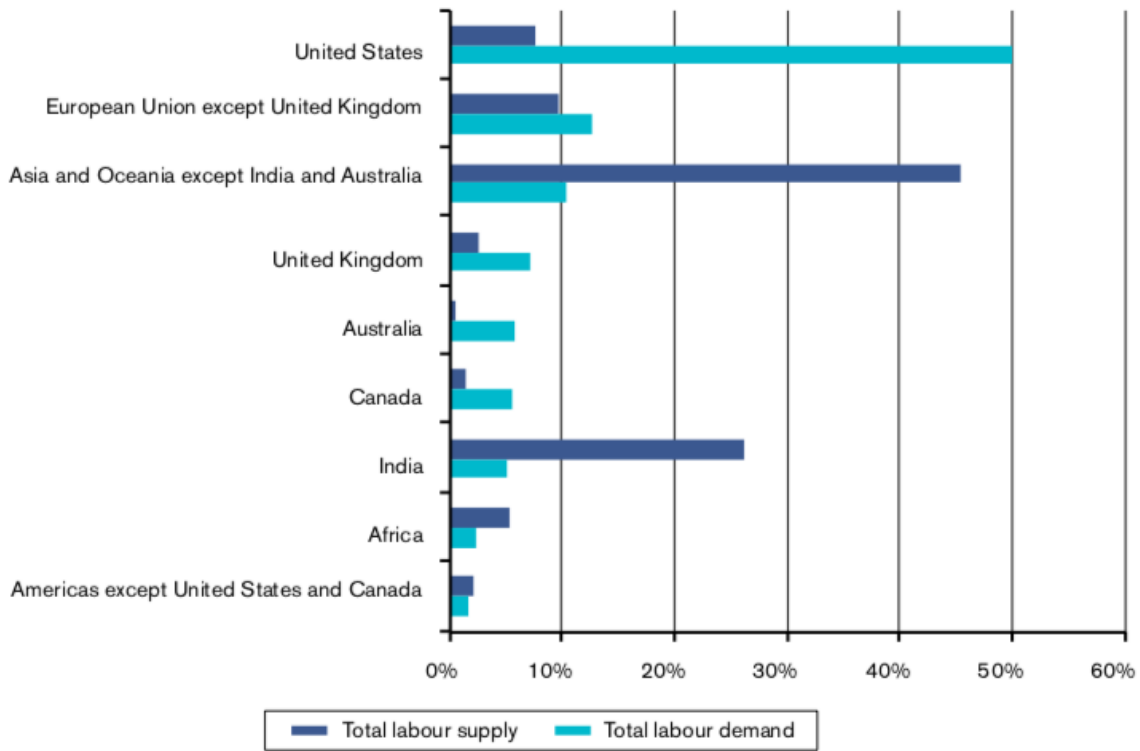
E-commerce platforms, online work platforms and online payments are especially empowering to women's participation in trade. Given that time and mobility constraints are often greater for women, particularly those with children, technological developments like e-commerce can have an important impact on women's work. E-commerce enables women to run their businesses while managing household obligations, and to reach a much vaster market than they could offline.

In addition, digital solutions reduce searching costs between buyers and sellers and remove the need for face-to-face interactions, thus allowing more women to overcome the traditionally male-dominant trade network. Thus, digital platforms help women to work and build companies in cultures where they are expected to stay at home and where they lack men's professional networks and resources (World Bank, 2016).

There is some empirical evidence to suggest that women benefit more from digital trade than men. For example, a 2015 survey of Pacific Island exporters showed that firms that are active online have a greater concentration of female executives under 45 years of age (DiCaprio and Suominen, 2015). A survey by Etsy, an online platform for creative commerce, indicates that 86 per cent of Etsy sellers in the United Kingdom are women (Etsy UK, 2017). A survey by the International Trade Centre (ITC) also shows that the share of firms owned by women doubles when moving from traditional offline trade to cross-border e-commerce. In Africa, three out of four firms trading exclusively through e-commerce are identified as being owned by women (ITC, 2017).

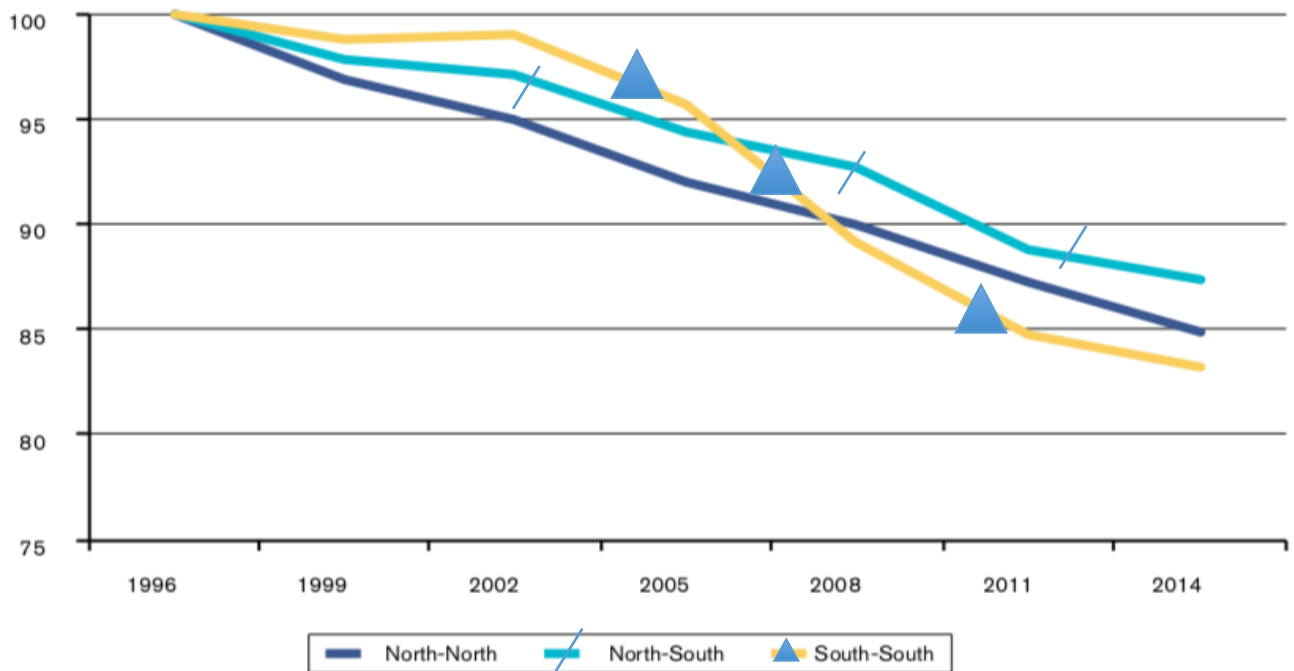
In addition to e-commerce, digital payment technology has the potential to address women's preferences in new and different ways compared to traditional financial services. In Niger, evidence from the social cash transfer programme demonstrates that the greater privacy and control of mobile transfers compared to manual cash transfers shifts intra-household decision-making in favour of women (Aker et al., 2016). Technology-enabled crowdfunding platforms allow women to access trade finance. In China, the top funded industry sectors through peer-to-peer (P2P) consumer lending are in the retail and wholesale trade sectors, and 35 per cent of the fundraisers on the P2P consumer lending platforms are female (Cambridge Centre for Alternative Finance and The Australian Centre for Financial Studies, 2017).

**Figure C.12: Supply and demand for services on online labour platforms**



Note: Top bar is always the Total Labor Supply; Bottom bar for each country is always Total Labor Demand.

**Figure C.1: Overall trade costs, 1996-2014**



Note: North and South are terms that are sometimes used to refer to “developed” and “developing” countries. North usually is associated with “developed” countries, and South refers to “developing” countries. This graph shows the cost of trade between countries that fit these definitions.





## Career Clusters Interest Survey

Name \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

**Directions:** Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

<b>BOX 1</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Learn how things grow and stay alive.</li> <li>2. Make the best use of the earth's natural resources.</li> <li>3. Hunt and/or fish.</li> <li>4. Protect the environment.</li> <li>5. Be outdoors in all kinds of weather.</li> <li>6. Plan, budget, and keep records.</li> <li>7. Operate machines and keep them in good repair.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Self-reliant</li> <li>2. Nature lover</li> <li>3. Physically active</li> <li>4. Planner</li> <li>5. Creative problem solver</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Life Sciences</li> <li>3. Earth Sciences</li> <li>4. Chemistry</li> <li>5. Agriculture</li> </ol>	<p><b>Total number circled in Box 1</b></p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
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<b>BOX 2</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Read and follow blueprints and/or instructions.</li> <li>2. Picture in my mind what a finished product looks like.</li> <li>3. Work with my hands.</li> <li>4. Perform work that requires precise results.</li> <li>5. Solve technical problems.</li> <li>6. Visit and learn from beautiful, historic, or interesting buildings.</li> <li>7. Follow logical, step-by-step procedures.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Curious</li> <li>2. Good at following directions</li> <li>3. Pay attention to detail</li> <li>4. Good at visualizing possibilities</li> <li>5. Patient and persistent</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Drafting</li> <li>3. Physical Sciences</li> <li>4. Construction Trades</li> <li>5. Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education</li> </ol>	<p><b>Total number circled in Box 2</b></p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
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<b>BOX 3</b>	<p><b>Activities that describe what I like to do:</b></p> <ol style="list-style-type: none"> <li>1. Use my imagination to communicate new information to others.</li> <li>2. Perform in front of others.</li> <li>3. Read and write.</li> <li>4. Play a musical instrument.</li> <li>5. Perform creative, artistic activities.</li> <li>6. Use video and recording technology.</li> <li>7. Design brochures and posters.</li> </ol>	<p><b>Personal qualities that describe me:</b></p> <ol style="list-style-type: none"> <li>1. Creative and imaginative</li> <li>2. Good communicator/good vocabulary</li> <li>3. Curious about new technology</li> <li>4. Relate well to feelings and thoughts of others</li> <li>5. Determined/tenacious</li> </ol>	<p><b>School subjects that I like:</b></p> <ol style="list-style-type: none"> <li>1. Art/Graphic design</li> <li>2. Music</li> <li>3. Speech and Drama</li> <li>4. Journalism/Literature</li> <li>5. Audiovisual Technologies</li> </ol>	<p><b>Total number circled in Box 3</b></p> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
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Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

**Note:** This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.



<b>BOX 4</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Perform routine, organized activities but can be flexible.</li> <li>2. Work with numbers and detailed information.</li> <li>3. Be the leader in a group.</li> <li>4. Make business contact with people.</li> <li>5. Work with computer programs.</li> <li>6. Create reports and communicate ideas.</li> <li>7. Plan my work and follow instructions without close supervision.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Organized</li> <li>2. Practical and logical</li> <li>3. Patient</li> <li>4. Tactful</li> <li>5. Responsible</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Computer Applications/Business and Information Technology</li> <li>2. Accounting</li> <li>3. Math</li> <li>4. English</li> <li>5. Economics</li> </ol>	<b>Total number circled in Box 4</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 5</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Communicate with different types of people.</li> <li>2. Help others with their homework or to learn new things.</li> <li>3. Go to school.</li> <li>4. Direct and plan activities for others.</li> <li>5. Handle several responsibilities at once.</li> <li>6. Acquire new information.</li> <li>7. Help people overcome their challenges.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Friendly</li> <li>2. Decision maker</li> <li>3. Helpful</li> <li>4. Innovative/Inquisitive</li> <li>5. Good listener</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Social Studies</li> <li>3. Math</li> <li>4. Science</li> <li>5. Psychology</li> </ol>	<b>Total number circled in Box 5</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 6</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work with numbers.</li> <li>2. Work to meet a deadline.</li> <li>3. Make predictions based on existing facts.</li> <li>4. Have a framework of rules by which to operate.</li> <li>5. Analyze financial information and interpret it to others.</li> <li>6. Handle money with accuracy and reliability.</li> <li>7. Take pride in the way I dress and look.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Trustworthy</li> <li>2. Orderly</li> <li>3. Self-confident</li> <li>4. Logical</li> <li>5. Methodical or efficient</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Accounting</li> <li>2. Math</li> <li>3. Economics</li> <li>4. Banking/Financial Services</li> <li>5. Business Law</li> </ol>	<b>Total number circled in Box 6</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 7</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Be involved in politics.</li> <li>2. Negotiate, defend, and debate ideas and topics.</li> <li>3. Plan activities and work cooperatively with others.</li> <li>4. Work with details.</li> <li>5. Perform a variety of duties that may change often.</li> <li>6. Analyze information and interpret it to others.</li> <li>7. Travel and see things that are new to me.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Good communicator</li> <li>2. Competitive</li> <li>3. Service minded</li> <li>4. Well organized</li> <li>5. Problem solver</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Government</li> <li>2. Language Arts</li> <li>3. History</li> <li>4. Math</li> <li>5. Foreign Language</li> </ol>	<b>Total number circled in Box 7</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 8</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work under pressure.</li> <li>2. Help sick people and animals.</li> <li>3. Make decisions based on logic and information.</li> <li>4. Participate in health and science classes.</li> <li>5. Respond quickly and calmly in emergencies.</li> <li>6. Work as a member of a team.</li> <li>7. Follow guidelines precisely and meet strict standards of accuracy.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Compassionate and caring</li> <li>2. Good at following directions</li> <li>3. Conscientious and careful</li> <li>4. Patient</li> <li>5. Good listener</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Biological Sciences</li> <li>2. Chemistry</li> <li>3. Math</li> <li>4. Occupational Health classes</li> <li>5. Language Arts</li> </ol>	<b>Total number circled in Box 8</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 9</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Investigate new places and activities.</li> <li>2. Work with all ages and types of people.</li> <li>3. Organize activities in which other people enjoy themselves.</li> <li>4. Have a flexible schedule.</li> <li>5. Help people make up their minds.</li> <li>6. Communicate easily, tactfully, and courteously.</li> <li>7. Learn about other cultures.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Tactful</li> <li>2. Self-motivated</li> <li>3. Works well with others</li> <li>4. Outgoing</li> <li>5. Slow to anger</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts/Speech</li> <li>2. Foreign Language</li> <li>3. Social Sciences</li> <li>4. Marketing</li> <li>5. Food Services</li> </ol>	<b>Total number circled in Box 9</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 10</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Care about people, their needs, and their problems.</li> <li>2. Participate in community services and/or volunteering.</li> <li>3. Listen to other people's viewpoints.</li> <li>4. Help people be at their best.</li> <li>5. Work with people from preschool age to old age.</li> <li>6. Think of new ways to do things.</li> <li>7. Make friends with different kinds of people.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Good communicator/good listener</li> <li>2. Caring</li> <li>3. Non-materialistic</li> <li>4. Uses intuition and logic</li> <li>5. Non-judgmental</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology/Sociology</li> <li>3. Family and Consumer Sciences</li> <li>4. Finance</li> <li>5. Foreign Language</li> </ol>	<b>Total number circled in Box 10</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 11</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work with computers.</li> <li>2. Reason clearly and logically to solve complex problems.</li> <li>3. Use machines, techniques, and processes.</li> <li>4. Read technical materials and diagrams and solve technical problems.</li> <li>5. Adapt to change.</li> <li>6. Play video games and figure out how they work.</li> <li>7. Concentrate for long periods without being distracted.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Logic/analytical thinker</li> <li>2. See details in the big picture</li> <li>3. Persistent</li> <li>4. Good concentration skills</li> <li>5. Precise and accurate</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Computer Tech/Applications</li> <li>4. Communications</li> <li>5. Graphic Design</li> </ol>	<b>Total number circled in Box 11</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 12</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work under pressure or in the face of danger.</li> <li>2. Make decisions based on my own observations.</li> <li>3. Interact with other people.</li> <li>4. Be in positions of authority.</li> <li>5. Respect rules and regulations.</li> <li>6. Debate and win arguments.</li> <li>7. Observe and analyze people's behavior.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Adventurous</li> <li>2. Dependable</li> <li>3. Community-minded</li> <li>4. Decisive</li> <li>5. Optimistic</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology/Sociology</li> <li>3. Government/History</li> <li>4. Law Enforcement</li> <li>5. First Aid/First Responder</li> </ol>	<b>Total number circled in Box 12</b> <input style="width: 50px; height: 30px; margin-top: 10px;" type="text"/>
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<b>BOX 13</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Work with my hands and learn that way.</li> <li>2. Put things together.</li> <li>3. Do routine, organized and accurate work.</li> <li>4. Perform activities that produce tangible results.</li> <li>5. Apply math to work out solutions.</li> <li>6. Use hand and power tools and operate equipment/machinery.</li> <li>7. Visualize objects in three dimensions from flat drawings.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Practical</li> <li>2. Observant</li> <li>3. Physically active</li> <li>4. Step-by-step thinker</li> <li>5. Coordinated</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math-Geometry</li> <li>2. Chemistry</li> <li>3. Trade and Industry courses</li> <li>4. Physics</li> <li>5. Language Arts</li> </ol>	<b>Total number circled in Box 13</b> <input style="width: 50px; height: 40px; border: 1px solid black;" type="text"/>
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<b>BOX 14</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Shop and go to the mall.</li> <li>2. Be in charge.</li> <li>3. Make displays and promote ideas.</li> <li>4. Give presentations and enjoy public speaking.</li> <li>5. Persuade people to buy products or to participate in activities.</li> <li>6. Communicate my ideas to other people.</li> <li>7. Take advantage of opportunities to make extra money.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Enthusiastic</li> <li>2. Competitive</li> <li>3. Creative</li> <li>4. Self-motivated</li> <li>5. Persuasive</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Math</li> <li>3. Business Education/Marketing</li> <li>4. Economics</li> <li>5. Computer Applications</li> </ol>	<b>Total number circled in Box 14</b> <input style="width: 50px; height: 40px; border: 1px solid black;" type="text"/>
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<b>BOX 15</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Interpret formulas.</li> <li>2. Find the answers to questions.</li> <li>3. Work in a laboratory.</li> <li>4. Figure out how things work and investigate new things.</li> <li>5. Explore new technology.</li> <li>6. Experiment to find the best way to do something.</li> <li>7. Pay attention to details and help things be precise.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Detail oriented</li> <li>2. Inquisitive</li> <li>3. Objective</li> <li>4. Methodical</li> <li>5. Mechanically inclined</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Drafting/Computer-Aided Drafting</li> <li>4. Electronics/Computer Networking</li> <li>5. Technical Classes/Technology Education</li> </ol>	<b>Total number circled in Box 15</b> <input style="width: 50px; height: 40px; border: 1px solid black;" type="text"/>
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<b>BOX 16</b>	<b>Activities that describe what I like to do:</b> <ol style="list-style-type: none"> <li>1. Travel.</li> <li>2. See well and have quick reflexes.</li> <li>3. Solve mechanical problems.</li> <li>4. Design efficient processes.</li> <li>5. Anticipate needs and prepare to meet them.</li> <li>6. Drive or ride.</li> <li>7. Move things from one place to another.</li> </ol>	<b>Personal qualities that describe me:</b> <ol style="list-style-type: none"> <li>1. Realistic</li> <li>2. Mechanical</li> <li>3. Coordinated</li> <li>4. Obervant</li> <li>5. Planner</li> </ol>	<b>School subjects that I like:</b> <ol style="list-style-type: none"> <li>1. Math</li> <li>2. Trade and Industry courses</li> <li>3. Physical Sciences</li> <li>4. Economics</li> <li>5. Foreign Language</li> </ol>	<b>Total number circled in Box 16</b> <input style="width: 50px; height: 40px; border: 1px solid black;" type="text"/>
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**Disclaimer:** Your interests may change over time. These survey results are intended to assist you with informal career exploration. Consider more formal assessments and other resources or services to help you plan your career. This survey does not make any claims of statistical reliability.












# The Sixteen Career Clusters

<p><b>1</b></p> <p><i>Agriculture, Food &amp; Natural Resources</i></p>	<p>The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.</p>
<p><b>2</b></p> <p><i>Architecture &amp; Construction</i></p>	<p>Careers in designing, planning, managing, building, and maintaining the built environment.</p>
<p><b>3</b></p> <p><i>Arts, A/V Technology &amp; Communications</i></p>	<p>Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.</p>
<p><b>4</b></p> <p><i>Business, Management &amp; Administration</i></p>	<p>Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.</p>
<p><b>5</b></p> <p><i>Education &amp; Training</i></p>	<p>Planning, managing, and providing education and training services, and related learning support services.</p>
<p><b>6</b></p> <p><i>Finance</i></p>	<p>Planning, services for financial and investment planning, banking, insurance, and business financial management.</p>
<p><b>7</b></p> <p><i>Government &amp; Public Administration</i></p>	<p>Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.</p>
<p><b>8</b></p> <p><i>Health Science</i></p>	<p>Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.</p>
<p><b>9</b></p> <p><i>Hospitality &amp; Tourism</i></p>	<p>Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions, and recreation events and travel-related services.</p>





## Career Clusters cont.

<p><b>10</b></p>  <p><i>Human Services</i></p>	<p>Preparing individuals for employment in career pathways that relate to families and human needs.</p>
<p><b>11</b></p>  <p><i>Information Technology</i></p>	<p>Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.</p>
<p><b>12</b></p>  <p><i>Law, Public Safety, Corrections &amp; Security</i></p>	<p>Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.</p>
<p><b>13</b></p>  <p><i>Manufacturing</i></p>	<p>Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.</p>
<p><b>14</b></p>  <p><i>Marketing, Sales &amp; Service</i></p>	<p>Planning, managing, and performing marketing activities to reach organizational objectives.</p>
<p><b>15</b></p>  <p><i>Science, Technology, Engineering &amp; Mathematics</i></p>	<p>Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services.</p>
<p><b>16</b></p>  <p><i>Transportation, Distribution &amp; Logistics</i></p>	<p>Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.</p>

My top three Career Clusters of interest are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

For more information, check with a career counselor at your high school, career technical center, higher education institution, or one-stop career center.

## Passage 4- 7 Skills Employers Look For Regardless of the Job

By [Ashley Brooks](#) on 09/23/2019

After months of studying, you'll be excited to embark on your new career path with a degree in hand. But there's still one more hurdle to clear before you can proudly say you love your work: landing a job. You're confident your education will give you the technical skills you'll need, but the interview process still concerns you. Positions at the best companies can be competitive, even in growing industries—so what can you do to make yourself stand out as a qualified job candidate?

When you've got the technical skills covered, you can make a good impression by showing that you also have the broad, "soft" skills employers look for when hiring a new team member. We spoke with hiring managers across a variety of fields to discover the high-value broad skills you can highlight in order to stand out.

When it comes to what employers look for when trying to fill a vacancy, it's about more than just the technical skills. Those abilities are expected in order to fulfill the job duties. But it's often the soft skills that separate an average employee from a great employee.

Soft skills are traits like teamwork, listening and communication, which may not seem as important as technical skills, but they make a big impact in the workplace. "Companies can train employees in technical skills, but soft skills are much harder to teach," says Sophie Miles, cofounder of [elMejorTrato](#). You can grab an employer's attention right off the bat if you walk in the door with in-demand soft skills that can't be easily taught. Take a look at these high-value soft skills so you're prepared when you embark on the job hunt. You might even discover you already have many of these top skills employers look for when hiring.

### **1. Communication**

You won't get far in the workplace if you don't have the ability to communicate well with those around you. "Most problems that have occurred in the past probably could have been resolved with the proper communication," says Cornelius Charles, co-owner of [Dream Home Property Solutions, LLC](#). Charles adds that employers value this skill because it allows them to mitigate risk and avoid problems before they arise. Having strong communication skills in the digital age means solid writing and speaking skills, both in person and over the web with tools like video conferencing and email. You can demonstrate your communication prowess in an interview by practicing active listening, asking questions, remembering the interviewer's name and sending a thank-you note.

### **2. Time management**

Meeting deadlines and staying efficient are important to companies in every industry. That makes time management a valuable skill for employees who are often juggling multiple projects at a time. Employers want to know they have employees who can manage their time well so managers don't have to look over their shoulders to ensure they're staying on track.

"The ability to manage time successfully is often demonstrated during the interview process," Miles says. You can start your interview on the right foot simply by being on time. Beyond that, try talking about times in your life where you clearly had competing priorities and explain what you did to stay on top of deadlines.

### **3. Critical thinking and problem solving**

Critical thinking is a skill that allows you to objectively examine information to determine the best way to move forward, and it's a key component of problem solving. "In any job and any company, employees are bound to run into unexpected challenges and setbacks. Companies rely on employees who take action and find creative solutions to problems the company is facing," says Eleonora Israele, hiring manager at [Clutch.co](#).

You can [brush up on your critical-thinking skills](#) by practicing on problems you encounter in your daily life. Why did your cat stop using the litter box? How can you save enough money to take a vacation next year? What does your community baseball team need to work on in order to win their next game? Ask smart questions, conduct research and make an educated guess to solve the problem.

### **4. Teamwork**

No career path is exempt when it comes to the ability to work well on a team. Even positions with a lot of independent work will still require you to collaborate with others. "Every role in a company is connected to other roles and teams," Israele says. "Employees that are able to work well with others and understand their points of view often come up with creative solutions efficiently and effectively."

The [importance of teamwork](#) can't be overstated, so it's a skill you'll want to communicate to employers during your interview. Be sure to mention specific instances where you worked well with a team, either in school or in a past job, and share the positive outcomes that resulted from your group's effort.

### **5. Emotional intelligence**

Emotional intelligence is the ability to understand both your own emotions and the emotions of those around you. This is especially helpful in the workplace, where teams work together to keep companies functioning successfully. If teamwork is a vital component of a successful company, then emotional intelligence is the glue that makes all that collaboration possible.

There are many [signs you may have high emotional intelligence](#), but one of the biggest is empathy. "To become a valuable employee, it's important to sense facts from a peer's perspective," says Ketan Kapoor, CEO and co-founder of [Mettl](#). "This single shift of perspective helps build a thriving, positive company culture."

### **6. Digital literacy**

We live in a technology-driven age that demands digital literacy in nearly every profession. Being comfortable with computers, online research and apps—not to mention industry-specific software—is expected in the workplace today.

There are plenty of [ways to develop your digital literacy](#) if mastering technology doesn't come easily to you. If this soft skill seems out of your reach, make sure to convey your willingness to go the extra mile to learn new skills and follow your natural curiosity. "People who are curious make a conscious effort to explore, investigate and learn without needing an external person to persuade them. Such people are always a part of the solution," Kapoor says.

### **7. Initiative**

Employers are always on the lookout for hard-working employees who take initiative and are proactive about finding new ways to help the company do its work. Employees with initiative don't just wait around for their boss to assign them tasks. They're self-motivated and driven to do whatever they can to improve their company from their current position.

As you might guess, employees with this kind of inner drive can add huge value to a company. "A strong work ethic is an indispensable factor for any employee as they take ownership for their work and are self-driven to

aim for results,” Kapoor says. “They become a well of motivation for others at workplace.” Share with your interviewer an instance where you brought initiative to the workplace to demonstrate that you have experience with this soft skill.

Do you have what employers are looking for?

Now that you have an idea of which skills employers look for regardless of the job, you can walk into your post-college interviews feeling confident in both your education *and* your soft skills.