Career Development Program Grades 9-12

Moltamore-Mallory
7557-274-2346
MATH & INDEPENDENT LIVING
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prego Italian Sauce</td>
<td>$1.89</td>
<td>ea</td>
</tr>
<tr>
<td>Taco Bell Dinner Kits</td>
<td>$2.29</td>
<td>ea</td>
</tr>
<tr>
<td>Maruchan Ramen Noodle</td>
<td>$3.99</td>
<td>ea</td>
</tr>
<tr>
<td>Yoo Hoo Chocolate Drink</td>
<td>$5.99</td>
<td>ea</td>
</tr>
<tr>
<td>Kraft Velveeta Cheese or Deluxe</td>
<td>$2.39</td>
<td>ea</td>
</tr>
<tr>
<td>Nabisco Chips Ahoy</td>
<td>$2.99</td>
<td>ea</td>
</tr>
<tr>
<td>Kraft Cheese or Deluxe</td>
<td>$2.99</td>
<td>ea</td>
</tr>
<tr>
<td>Lay's Family Size Potato Chips</td>
<td>$2.99</td>
<td>ea</td>
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</tbody>
</table>
ADD THE GROCERY STORE ITEMS

Use prices from the Save-A-Lot food ad. Find the total cost.

<p>| | | | |</p>
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<tbody>
<tr>
<td>1.</td>
<td><img src="image1.png" alt="Macaroni &amp; Cheese" /></td>
<td><img src="image2.png" alt="Velveeta" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
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<td></td>
<td><strong>Total Cost:</strong> $__________</td>
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<tr>
<td>2.</td>
<td><img src="image3.png" alt="Dole Frozen Vegetables" /></td>
<td><img src="image4.png" alt="Hot Pockets" /></td>
<td><img src="image5.png" alt="Juice" /></td>
</tr>
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<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost:</strong> $__________</td>
<td></td>
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<tr>
<td>3.</td>
<td><img src="image6.png" alt="Lays" /></td>
<td><img src="image7.png" alt="Campbell's Soup" /></td>
<td><img src="image8.png" alt="Goldfish Crackers" /></td>
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<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
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<td></td>
<td><strong>Total Cost:</strong> $__________</td>
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<td></td>
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<tr>
<td>4.</td>
<td><img src="image9.png" alt="Chicken" /></td>
<td><img src="image10.png" alt="Golden Puffs" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
<td></td>
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<td></td>
<td><strong>Total Cost:</strong> $__________</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td><img src="image11.png" alt="Turkey" /></td>
<td><img src="image12.png" alt="Juice" /></td>
<td></td>
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<td></td>
<td>$__________</td>
<td>$__________</td>
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<td><strong>Total Cost:</strong> $__________</td>
<td></td>
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<tr>
<td>6.</td>
<td><img src="image13.png" alt="Broccoli" /></td>
<td><img src="image14.png" alt="Goldfish Crackers" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$__________</td>
<td>$__________</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Cost:</strong> $__________</td>
<td></td>
<td></td>
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</tbody>
</table>

Name: __________________________  Date: __________________________
ADD THE GROCERY STORE ITEMS

Use prices from the Save-A-Lot food ad. Find the total cost.

Name: ___________________________  Date: ________________

1. Miracle Whip $_________
   $_________
   Total Cost: $_________

2. Goldfish $_________
   $_________
   $_________
   Total Cost: $_________

3. DIGIORNO $_________
   $_________
   $_________
   Total Cost: $_________

4. Onion $_________
   $_________
   Total Cost: $_________

5. Chicken $_________
   $_________
   $_________
   Total Cost: $_________

6. Lays $_________
   $_________
   $_________
   Total Cost: $_________
ADD THE GROCERY STORE ITEMS

Use prices from the Save-A-Lot food ad. Find the total cost.

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</thead>
<tbody>
<tr>
<td>1.</td>
<td>![Image of oranges and chicken]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>2.</td>
<td>![Image of Digiorino pizza and Golden Puffs cereal]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>3.</td>
<td>![Image of Cocoa Puffs and Yoplait]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>4.</td>
<td>![Image of onions and SunnyD]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>5.</td>
<td>![Image of frozen pizza and steak]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>6.</td>
<td>![Image of Medelina pasta and Prego sauce]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>7.</td>
<td>![Image of Chips Ahoy! and Duncan Hines cake mix]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
<tr>
<td>8.</td>
<td>![Image of Velveeta and Miracle Whip]</td>
<td>$</td>
<td>$</td>
<td>Total Cost: $</td>
</tr>
</tbody>
</table>

Name: ______________________

Date: ________________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: ___________________________ Date: ________________

1. 
   ![Michelinas](image1)
   $______________

2. 
   ![Sweet Baby Ray's](image2)
   $______________

3. 
   ![Oranges](image3)
   $______________

4. 
   ![Chicken](image4)
   $______________

5. 
   ![Baked Potato](image5)
   $______________

6. 
   ![Velveeta](image6)
   $______________

7. 
   ![Stouffer's Meatloaf](image7)
   $______________

8. 
   ![Golden Puffs](image8)
   $______________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: ___________________________  Date: _______________________

1.                               5.  Cocoa Puffs

$ ____________  $ ____________

2.                               6.  Dole Classic Coleslaw

$ ____________  $ ____________

3.                               7.  DiGiorno Traditional Crust

$ ____________  $ ____________

4.                               8.  Chips Ahoy!

$ ____________  $ ____________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: ___________________________  Date: _______________________

1. [Image of Taco Bell Crunchy Taco Kit] $__________

5. [Image of onions] $__________

2. [Image of Prego Traditional] $__________

6. [Image of barbecue sauce] $__________

3. [Image of Michelina's Lasagna] $__________

7. [Image of Golden Puffs] $__________

4. [Image of Fairgrounds Hot Dogs] $__________

8. [Image of Lays Classic] $__________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: ___________________________  Date: _______________________

1. Miracle Whip $__________

2. DiGiorno Traditional Crust $__________

3. Totino's Pizza Rolls $__________

4. Folgers Country Roast $__________

5. Stuff's White Meat Turkey $__________

6. Taco Bell Crunchy Taco $__________

7. Borden Fat Free Pepper Jack $__________

8. Fully Cooked Chicken $__________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: __________________________ Date: ___________________

1. Borden Natural Cheese & Mozzarella Jack Cheese
   $__________

2. Sunkist Sweet Home Bakes Orange Juice
   $__________

3. Sunny D Orange Thirst Quencher
   $__________

4. Michelle's Mac & Cheese
   $__________

5. Turkey
   $__________

6. Oranges
   $__________

7. Chicken Nuggets
   $__________

8. Hot Pockets
   $__________
LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

Name: ___________________________  Date: _______________________

1. Keebler Town House Crackers
   $___________

2. Oranges 3lb bag
   $___________

3. Totino’s Pizza Rolls
   $___________

4. Fresh Lettuce
   $___________

5. Amour LunchMakers
   $___________

6. Westcott Vegetable Oil
   $___________

7. Ham Steaks
   $___________

8. Luster Ultra Soft Bath Tissue
   $___________
## LOCATE GROCERY STORE ITEMS

Use the Save-A-Lot Food Ad to find the price of each item.

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Date: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>5.</td>
</tr>
<tr>
<td>Yoo-Hoo Chocolate Drink</td>
<td>Frisby’s Crinkle Cut Fries</td>
</tr>
<tr>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>2.</td>
<td>6.</td>
</tr>
<tr>
<td>Malt-O-Meal Cereal</td>
<td>Fairgrounds Hot Dogs</td>
</tr>
<tr>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>3.</td>
<td>7.</td>
</tr>
<tr>
<td>DiGiorno Rising Crust Pizza</td>
<td>Klondike Rose Potatoes</td>
</tr>
<tr>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>4.</td>
<td>8.</td>
</tr>
<tr>
<td>General Mill Cereal</td>
<td>Red Grapes</td>
</tr>
<tr>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>
# ADD THE GROCERY STORE ITEMS

Use prices from the Save-A-Lot food ad. Find the total cost.

Name: ___________________________  Date: ________________

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image1.jpg" alt="DiGiorno Pizza" /></td>
<td><img src="image2.jpg" alt="SunnyD" /></td>
<td><strong>Total Cost:</strong> $__________</td>
<td>4.</td>
</tr>
<tr>
<td>2.</td>
<td><img src="image7.jpg" alt="Fairgrounds Hot Dogs" /></td>
<td><img src="image8.jpg" alt="Heinz" /></td>
<td><strong>Total Cost:</strong> $__________</td>
<td>5.</td>
</tr>
<tr>
<td>3.</td>
<td><img src="image11.jpg" alt="Hormel" /></td>
<td><img src="image12.jpg" alt="Cox's Corned Beef" /></td>
<td><strong>Total Cost:</strong> $__________</td>
<td>6.</td>
</tr>
</tbody>
</table>
SOCIAL SKILLS
Social Skills Worksheets

These worksheets can be used to assist with determining needs or identifying concerns. Use none, all or just a few depending on your student.

Prepared by Julie MacRae and Sara Noble, Minneapolis Public Schools 2007-Updated 2017
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This sheet should be used by the teacher or professional to record observation

Student _________________________ Date ______

Social Skill Concern:

Intervention (continues to observe, talk with student, complete worksheet or write goal and objective etc.)

Goal/Activity:

Objectives:
Social Skill Worksheet
Skill: Consequences

Student: ____________________  Grade: ______  Date: __________

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am late for class.</td>
<td></td>
</tr>
<tr>
<td>I don’t want to share.</td>
<td></td>
</tr>
<tr>
<td>I apologized when I hurt</td>
<td></td>
</tr>
<tr>
<td>my friend’s feelings.</td>
<td></td>
</tr>
<tr>
<td>I blamed my sister for spilling.</td>
<td></td>
</tr>
<tr>
<td>I forgot to do my homework.</td>
<td></td>
</tr>
<tr>
<td>I asked the new girl to play</td>
<td></td>
</tr>
<tr>
<td>during recess.</td>
<td></td>
</tr>
<tr>
<td>I borrowed my friend’s radio</td>
<td></td>
</tr>
<tr>
<td>and I broke it.</td>
<td></td>
</tr>
<tr>
<td>I was running in the hall.</td>
<td></td>
</tr>
<tr>
<td>I complimented my friend’s</td>
<td></td>
</tr>
<tr>
<td>handwriting.</td>
<td></td>
</tr>
<tr>
<td>I walked away when someone</td>
<td></td>
</tr>
<tr>
<td>hit me.</td>
<td></td>
</tr>
</tbody>
</table>
Social Skill Worksheet
Skill: Friendship

Student: ______________________ Grade: ______ Date: __________

Qualities I admire in friends are:

Some things I like to do with my friends are:

I like my friend because:

Feelings I have when I am with my friends:

Activities I like to do with my friends:

I feel I am a good friend because...
Social Skill Worksheet
Skill: Feelings

Student: ____________________ Grade: _____ Date: ____________

<table>
<thead>
<tr>
<th>Sad</th>
<th>Happy</th>
<th>Excited</th>
<th>Scared</th>
<th>Worried</th>
<th>Angry</th>
</tr>
</thead>
</table>

1. My brother got hurt during a basketball game.

2. My dad won’t let me play until I do my chores.

3. My birthday party is tomorrow!

4. I missed the school bus.

5. I have a spelling test tomorrow.

6. My bike has a flat tire.

7. My grandma got sick and went to the hospital.

8. I am having a friend over to play.
Social Skill Worksheet
Skill: Self-esteem

Student: ____________________ Grade: _____ Date: __________

List the three characteristics of each:

Positive Self-esteem
________________________________________
________________________________________
________________________________________

Negative self-esteem
________________________________________
________________________________________
________________________________________

Finish the following sentences:

I am__________________________

I am good at _____________________________

I like learning about _____________________________

My favorite thing about myself is__________________________

When I look in the mirror, I think__________________________

I feel positive about _____________________________

I am not__________________________

I would like to try__________________________

I am someone who__________________________

The best thing about me is__________________________

I care about__________________________
Social Skill Worksheet
Skill: Self-Concept

Student: ___________________ Grade: _______ Date: _______

Three words I can use to describe myself:

__________________________

__________________________

__________________________

Three things I am proud of:

__________________________

__________________________

__________________________

Autobiography
Write a short paragraph about yourself

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________
Social Skill Worksheet
BINGO

Student: ___________________  Grade: _____  Date: __________

<p>| | | |</p>
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</tbody>
</table>

BINGO
Social Skill Worksheet
Skill: Friendship

Student: ____________________  Grade: _____  Date: __________

Number from one to five in order of importance:

Qualities you would like to have in a friend:

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________

Qualities I bring to a friendship:

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________
Social Skill Worksheet
Skill: Negotiating/Compromising

Student: ____________________ Grade: _____ Date: __________

1. Decide if you and the other person/people are in a disagreement.

2. What is the issue or problem you are disagreeing about?

3. Tell about your opinion/feelings about the issue.

4. Ask the other person/people how they are feeling about the issue.

5. Listen and restate what you heard them say.

6. Determine if you can agree on an alternative that you're both satisfied with.
Social Skill Worksheet
Skill: Peer Pressure

Student: ______________ Grade: ______ Date: __________

1. Listen to what the others are asking you to do.

2. Decide if you think this is a good/bad idea and state why.

3. What might happen if you decide to go with the group?

4. What might happen if you don’t go with the group?

5. If you decide not to go along with the group, state your reason.
   I don’t want to ____________________________,
   or I can’t ____________________________,
   because ____________________________.

6. Suggest an alternative idea or plan you are comfortable with.
Social Skill Worksheet
Skill: Feeling Left Out

Student:_________________________ Grade:______ Date:________

Decide what has happened that has made you feel left out.

Think about the choices you may have...

1. Use words/phrases to join in the activity or game.

2. Ask someone different or choose another activity or game.

3. Think of an activity you can do on your own.
Social Skill Worksheet
Skill: Expressing Feelings

Student: ___________________  Grade: _____  Date: ________

I feel excited when ____________________________

I sometimes worry about _______________________

What makes me really angry is when _______________________

I feel scared when ____________________________

I feel frustrated when __________________________

I felt sad when _______________________________
Social Skill Worksheet
Skill: Self-Esteem

Student:______________________  Grade:_____  Date:________

Make a list of your accomplishments:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Make a list of things you are good at:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Make a list of goals/dreams you want to try to accomplish:

__________________________________________________________________
__________________________________________________________________
Social Skill Worksheet
Skill: Conflict Resolution

Student: ______________________ Grade: ______ Date: __________

**Circle** the behaviors that are positive for solving a conflict.

**Cross out** the behaviors that are negative and you want to avoid when solving conflict.

- Use good eye contact
- Shout
- Blame
- Take turns when speaking
- Interrupt
- Control your emotions
- Listen
- Dominate the conversation
- Look away during conversation
- Roll your eyes
- Call names

- Run away
- Stay calm
- Criticize
- Lie
- Be defensive
- Share feelings
- Understand other viewpoint
- Be respectful
- Ignore
- Speak clearly
- Ask questions to clarify
Social Skill Worksheet
Skill: Controlling Anger

Student: ___________________ Grade: ______ Date: ___________

Below are some possible choices for behaviors when feeling angry. Choose if the behavior is okay or not okay.

O = okay          X = not okay

___ Yell and scream          ___ Calm down
___ Destroy property
___ Call names
___ Say you are angry
___ Hurt others
___ Count to ten
___ Talk about why you are angry
___ Take some deep breaths
___ Ask someone for help
___ Apologize
___ Write about your feelings
___ Walk away
___ Hit someone
___ Throw things
___ Take some time by myself
Social Skill Worksheet
Skill: Self-Control

Student:___________________   Grade:_____   Date:_________

1. Stop and count to ten.

2. Take a deep breath.

3. Think about how you are feeling (hurt, afraid, angry, frustrated).

4. Think about the choices you have before you decide to react.
   - Take time out by yourself.
   - Do some breathing or relaxation exercises.
   - Write in a journal about your feelings.
   - Talk to someone about how you are feeling.
Social Skill Worksheet
Skill: Self-Concept

Student: ___________________  Grade: _____  Date: __________

Draw a self-portrait

What I like about ME.......
Social Skill Worksheet
Skill: Teasing

Student: ______________________ Grade: _____ Date: _____
Social Skill Worksheet
Skill: Self-Esteem (Values)

Student: _______________  Grade: _____  Date: __________

Values are...

Family
Friends
Helping others
Honesty
Responsibility
Education
Health
Achievement
Social Skill Worksheet
Skill: Telling vs. Tattling

Student: ________________  Grade: _____  Date: __________
Teachers Resources to use with the Social Skills Checklist

Books:

“The Bully Free Classroom: Over 100 Tips and Strategies for Teachers K-8.” Beane, Allen


“Talkability.” Sussman, Fern


“The Social Success Workbook for Teens.” Cooper, Barbara & Widdows, Nancy

“Social Skills Activities for Secondary Students with Special Needs.” Mannix, Darlene

“Social Skills Activities for Special Children.” Mannix, Darlene

“Let’s Be Friends: A Workbook to Help Kids Learn Social Skills and Make Great Friends.” Shapiro, Lawrence E.

Websites:

The Ophelia Project (www.opheliaproject.org)

Responsive Classroom (www.responsiveclassroom.org)

Understood (www.understood.org)

The 411 on Disability Disclosure: A Workbook for Youth with Disabilities (http://www.ncwd-youth.info/411-on-disability-disclosure)

Supporting Success for Children with Hearing Loss (http://successforkidswithhearingloss.com/?s=pragmatics+assessments)

Social Communication – Pragmatics (http://successforkidswithhearingloss.com/pragmatics/)

Free Spirit Publishing (freespirit.com)
Article:


Social Skills Checklist IEP Goals/Objectives Examples

The following are examples for writing goals and objectives and need to be revised to meet the individual needs of each student, consider the needs of the whole child, as well as meet the IEP criteria for writing IEP goals and objectives.

**Self-Concept/Self-Esteem**

- The student will state three things they are good at.
- The student will state three physical attributes they like about themselves.
- The student will identify strengths of a friend.
- The student will give a friend a compliment regarding a strength a friend has (ex., I like how you are a good listener).
- The student will identify three attributes or qualities that make a good friend/friendship and explain why they are important.
- The student will identify three qualities or examples of someone who would not be a good friend (untrustworthy, lies).
- The student will list three short-term/long-term goals they would like to achieve.
- The student will identify the need to use self-control strategies (deep breathing, counting, taking a time out, stating feelings).

**Social Interaction Friendship**

- When in a conflict situation, the student will discuss and brainstorm ways they could potentially resolve the conflict.
- When there is a conflict situation, the student will identify and state their feeling using an “I feel _____” statement.
- The student will initiate varied appropriate topics for discussion and communication with peers.
- The student will initiate interactions/discussion with peers by asking appropriate questions.
- The student will ask for clarification/repetition to repair a communication breakdown.
- When working cooperatively in a group situation, the student will ask for/use accommodations to provide an effective listening environment.
- The student will state difficulties with hearing in social situations and explain how communication partners can accommodate their listening needs.
- The student will display and role-model appropriate attention-getting strategies with teachers and peers.
- The student uses turn taking (attends to peer’s turn and waits for own turn) in communication exchanges with peers/friends.
• When presented with an opportunity/situation (ex., lunch, recess) for social interaction with peers, the student will initiate and maintain a conversation with a peer.
• When presented with an opportunity to join in a group social situation (playing a game at recess), the student will use a learned strategy or phrase to join in the activity.

Pragmatics

• After viewing a short video clip, the student will pay attention to various non-verbal communication cues (body language, tone of voice, and facial expressions) to identify or determine the feeling(s) of the individual.
• After giving a scenario which elicits a feeling, the student is able to identify events that elicit specific feelings, “I would feel____ because____.” (Ex., You’ve been looking forward to going to a friend’s birthday party for weeks, and you now have the flu and are not able to go).
• After given a particular scenario/situation that elicits an emotion, the student will: 1) state an emotion they may be feeling, 2) describe why the individual may be feeling that emotion.
• When given an emotion (surprised, disappointed, frustrated), the student will describe a potential situation that might elicit the emotion.
• The student will be able to list repair strategies they can use during a communication breakdown.
Workplace Social Skills Fill-in-the-Blank Activity

Because most jobs require that workers interact with people, employers hire and promote those who have strong social skills. Read the 12 sentences related to workplace social skills and use the terms from the word bank to fill in the blank lines. Use each term exactly one time.

**Word Bank**

- cooperate
- inclusive
- interpersonal
- listen
- manage
- nonverbal
- polite
- positive
- self-aware
- soft
- understand
- verbal

1. Social skills are ____________ skills
   (i.e., abilities that are less quantifiable than technical skills).

2. Workers should be ____________
   (i.e., knowledgeable of their own emotions, motives, and personality).

3. Good social skills help build strong ____________ work relationships.

4. Workers should be ____________ to all people, regardless of their age, position, or rank.

5. Workers must carefully choose their words, tone, and volume when using ____________ communication.

6. Workers must carefully choose their gestures and body language when using ____________ communication.

7. It is important to recognize, acknowledge, and ____________ the feelings, views, and ideas of other people.

8. Employers hire and promote workers who have ____________, “can-do” attitudes.

9. To be an effective team member, a worker must ____________ and collaborate with other people.

10. Social skills include the ability to recognize and ____________ conflicts effectively.

11. Having good social skills includes knowing when to speak and when to ____________.

12. A worker with good social skills is genuine, respectful, likable, and ____________ of others.
Workplace Social Skills Categorization Activity

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   c. thanks the organizers of the party.
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8. Lamar’s boss brings in a cake to celebrate Anika’s birthday. Because Lamar has good social skills, he
   a. thanks his boss for the cake.
   b. wishes Anika a happy birthday.
   c. volunteers to help pass out the plates.
   d. does all of the above.
Workplace Social Skills Free Response Questions

Use complete sentences to answer the following questions.

1. Imagine you are a service technician for the A to Z Repair Company. How would you verbally introduce yourself to a new customer?

What types of nonverbal communication would you use?

2. What distance (in feet) do you think is ideal when talking to someone at work? Explain.

How does this differ from the distance you use when interacting with friends and family?

3. Imagine you are eating lunch with co-workers in the company’s break room. Why should you participate in the group’s conversation?

Why should you balance speaking and listening (i.e., not talking too much or too little)?

4. What should you say or do if a workplace situation upsets or stresses you?

What should you not say or do if a workplace situation upsets or stresses you?
Workplace Social Skills Word Search

Directions: Find the workplace social skills within the box. The words may be vertical, horizontal, diagonal, or backwards.

Workplace Social Skills

- adaptable
- appropriate
- aware
- caring
- collaborative
- composed
- confident
- cooperative
- empathetic
- engaged
- friendly
- genuine
- humble
- inclusive
- interacting
- likable
- perceptive
- polite
- positive
- respectful
- sensitive
- sincere
- supportive
- tolerant
- welcoming

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Job Skills Activities: Workplace Social Skills Activities
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8. Lamar’s boss brings in a cake to celebrate Anika’s birthday. Because Lamar has good social skills, he
   a. thanks his boss for the cake.
   b. wishes Anika a happy birthday.
   c. volunteers to help pass out the plates.
   d. does all of the above.
Use complete sentences to answer the following questions.

1. Imagine you are a service technician for the A to Z Repair Company. How would you verbally introduce yourself to a new customer?

________________________________________________________________________
________________________________________________________________________

What types of nonverbal communication would you use?

________________________________________________________________________
________________________________________________________________________

2. What distance (in feet) do you think is ideal when talking to someone at work? Explain.

________________________________________________________________________
________________________________________________________________________

How does this differ from the distance you use when interacting with friends and family?

________________________________________________________________________
________________________________________________________________________

3. Imagine you are eating lunch with co-workers in the company’s break room. Why should you participate in the group’s conversation?

________________________________________________________________________
________________________________________________________________________

Why should you balance speaking and listening (i.e., not talking too much or too little)?

________________________________________________________________________
________________________________________________________________________

4. What should you say or do if a workplace situation upsets or stresses you?

________________________________________________________________________
________________________________________________________________________

What should you not say or do if a workplace situation upsets or stresses you?

________________________________________________________________________
________________________________________________________________________
Workplace Social Skills Word Search

**Directions:** Find the workplace social skills within the box. The words may be vertical, horizontal, diagonal, or backwards.

**Workplace Social Skills**

- adaptable
- composed
- friendly
- likable
- sensitive
- appropriate
- confident
- genuine
- perceptive
- sincere
- aware
- cooperative
- humble
- polite
- supportive
- caring
- empathetic
- inclusive
- positive
- tolerant
- collaborative
- engaged
- interactive
- respectful
- welcoming
READING & WORK EXPLORATION
Be Alert, Be Aware!

CAREERS ARE EVERYWHERE!

Activity Workbook
About the Careers Are Everywhere Activities Workbook

Careers are everywhere. More than just the title of this career-related elementary level activities workbook, the fact is that children start the process of exploring the world of work as early as the elementary grades. With each class they take, with each life experience, they gain a greater awareness of the nature of work and begin to form ideas about their future career roles.

The activities in this workbook are intended to be fun and challenging. They have been designed around the building blocks of the elementary National Career Development Guidelines with the goal of raising career awareness. Specific objectives of the workbook include the concept of self-knowledge, the development of a basic understanding of interests, likes and dislikes and how to interact with others. The various activities are also designed to raise awareness of the relationship between work and learning, the awareness of how work relates to the needs and functions of society and the interrelationship of life roles. The elementary grades are also a good time to introduce the importance of personal responsibility and good work habits and the benefits of educational achievement.

This is the first edition of the Career Activities workbook from the Labor Market and Career Information (LMCI) department of the Texas Workforce Commission. We encourage counselors and teachers to use this workbook with students and share with us any unique teaching methods or lesson plans you develop so that we might share them with your colleagues in the state. If students would like to know more about a particular occupation they see in this workbook, they can view short video clips on their computer from the Career Clusters Digital Video Show product also available from LMCI. The Video Show provides roughly two-minute clips on the duties, interactions and workplace environments of over 350 occupations, 180 of which also have Spanish language narration.

Special recognition is due to Jane Herrmann, LMCI Finance Manager, as the driving force in conceptualizing and designing this Workbook. Additional recognition is owed to Roger Gonzales for his creative drawings and to Gary Tucker for the sterling layout design. Each of these contributors has shown extraordinary talents and dedication in turning this idea into reality. Thanks also to the National Association of State Directors of Career & Technical Education Consortium, State’s Career Cluster Initiative for use of the 16 career cluster icons.

Mark Hughes, Director
Labor Market and Career Information
Texas Workforce Commission
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Introduction

Awareness is the first process for students to begin exploring career possibilities. This activity book tries to help them develop Self-knowledge, Educational and Occupational Exploration, and Career Planning awareness while exploring sixteen career clusters. Career Clusters are groupings of jobs that share common characteristics. By looking at clusters of jobs, a student may find a variety of careers with similar characteristics in which they may be interested. The Career Clusters shown in this activity book were developed by the US Department of Education. These clusters and associated careers and pathways can be viewed online at www.careerclusters.org.

The activities in this book were prepared with the National Career Development Guidelines (NCDG) in mind to help students achieve the following twelve goals for elementary grades.

Self-Knowledge:
1. Knowledge of the importance of self concept
   (Self-Knowledge, pg.5; My First Resume, pg.9; Work Environment, pg.23)
2. Skills to interact with others
   (Assembly Line, pg. 29)
3. Awareness of the importance of growth and change
   (The Future, pg.7)

Educational and Occupational Exploration:
4. Awareness of the benefits of educational achievement
   (Interview, pg.35)
5. Awareness of the relationship between work and learning
   (Doghouse, pg.11; Choose an Occupation, pg.17; Interview, pg.35)
6. Skills to understand and use career information
   (Matching, pg.13; Choose an Occupation, pg.17; Maze, pg.25)
7. Awareness of the importance of personal responsibility and good work habits
   (Assembly Line, pg.29; Work Habits, pg.33)
8. Awareness of how work relates to the needs and functions of society
   (Definitions, pg.21)

Career Planning:
9. Understand how to make decisions
   (Interview, pg.35; True/False Quiz, pg.38)
10. Awareness of the interrelationship of life roles
    (Multiple Roles, pg.27)
11. Awareness of different occupations and changing male/female roles
    (The Future, pg.7; Definitions, pg.21)
12. Awareness of the career planning process
    (Interview, pg.35; True/False Quiz, pg.38)

The activities can stand alone or be incorporated into a career curriculum. Self-knowledge, exploration and planning are life-long activities that begin at an early age.

Be Alert, Be Aware.....Careers are EVERYWHERE! Get started now!
Careers in the Agriculture, Food & Natural Resources cluster help us to wisely utilize what Mother Nature gave us. People in these kinds of occupations can work with plants, trees and animals. They work on farms, in veterinary offices, forests or even out at sea. They mow lawns, catch fish, grow food and raise animals. You can be an engineer, pest control worker, farmer, tree pruner or forest worker and be in this career cluster.
SELF-KNOWLEDGE

1. Things that interest me at home:

2. Things that interest me at school:

3. Things that I am good at doing:

4. Subjects I have to work hard at:

5. Subjects that are easy for me:

6. I like to solve number problems  yes  no

7. I like to write about my ideas  yes  no

8. I am very organized  yes  no

9. What careers might use some of these interests and abilities?
Sample Careers

1. Radio Announcer
2. Photographer
3. Jeweler
4. Writer
5. 

Can you think of another?

Careers in the Arts, Audio/Visual Technology & Communications cluster usually utilize a person's creativity. People in these occupations can work with cameras, musical instruments or small tools. They may work in TV studios, jewelry stores and theaters or be self-employed. You can be an illustrator, writer, musician, radio announcer, reporter or film editor and be in this career cluster.
THE FUTURE

Maintaining a home is a career almost all adults have. Think about what kind of home and family life you want in the future as an adult.

Where will you live? The city? The country? The suburbs? What state? Will you have any pets? What kind? Will you have children?

Write a story about how you see yourself in the future, perhaps 15 years from now. Talk about the things that will have changed. What will your life be like? Talk about what responsibilities you will have.
Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent or manager and be in this career cluster.

Sample Careers
1. Mail Clerk
2. Receptionist
3. Accountant
4. Human Resources Administrator
5. 

Can you think of another?
MY FIRST RESUME

Your Name

Address

City State Zip

Telephone

Position Sought: ____________________________

(A job you might want to have)

Abilities and Talents: (list positive character traits and things you are good at. For example: good listener, reliable, computer skills, good in math, great speller)

★

★

★

★

★

★

Achievements and Awards: (list awards you have received and when. For example: Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

★

★

★

★

Work Experience: (list jobs you had or currently have. For example: dog walker, babysitter, plant waterer, salesperson at school store. These do not have to be jobs you receive pay for.)

★

★

★

Education: ★____________________________

Grade Name of School

References: (list people who will say good things about you)

★

★
Careers in the Architecture & Construction cluster design and build things. People in these occupations can work with many different tools to help them do their special jobs. They may build or design houses and buildings out of wood, steel or stone. They build highways and bridges too. You can be an engineer, electrician, carpenter or drafter and be in this career cluster.
DOGHOUSE

What you learn today will help you tomorrow!

Reading and math are important skills to have. Architects and construction workers need to be able to plan, read and follow directions. They also need to know how to make estimates on how much material they will need and how much it will cost.

<table>
<thead>
<tr>
<th>Materials Needed</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 sheets plywood</td>
<td>$9.95 each</td>
<td></td>
</tr>
<tr>
<td>1 box roofing shingles</td>
<td>$12.45</td>
<td></td>
</tr>
<tr>
<td>1 box roofing nails</td>
<td>$1.89</td>
<td></td>
</tr>
<tr>
<td>1 box small nails</td>
<td>$1.49</td>
<td></td>
</tr>
<tr>
<td>2 8 foot boards</td>
<td>$.89 each</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. What is the total cost of materials to build the doghouse?

2. Rounding to the nearest 50 cents, what is the estimated cost of materials to build the doghouse?

3. What school subjects would help you build a doghouse? Why?

4. If there was a 15% increase in prices, how much would each material cost? What would the new total be?

Adapted from Elementary Career Awareness Guide by North Carolina SOICC
Sample Careers

1. School Teacher
2. School Principal
3. Coach
4. Librarian
5. Can you think of another?

Careers in the Education & Training cluster help people learn new knowledge and get new skills. People in these occupations may work in libraries, schools or recreation centers. They may help plan or manage activities in a learning environment. You can be a teacher, counselor, librarian or a coach and be in this career cluster.
MATCHING

1. Draw a line connecting the name of a career with a tool that person might use.

<table>
<thead>
<tr>
<th>CAREER</th>
<th>TOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>Measuring Cup</td>
</tr>
<tr>
<td>Nurse</td>
<td>Axe</td>
</tr>
<tr>
<td>Firefighter</td>
<td>Calculator</td>
</tr>
<tr>
<td>Chef</td>
<td>Telescope</td>
</tr>
<tr>
<td>Electrician</td>
<td>Insulated Gloves</td>
</tr>
<tr>
<td>Astronomer</td>
<td>Stethoscope</td>
</tr>
</tbody>
</table>

2. What tools might be used in these careers? Draw a picture of the tools.

<table>
<thead>
<tr>
<th>REPORTER</th>
<th>CARPENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELEMENTARY SCHOOL TEACHER</th>
<th>DOCTOR</th>
</tr>
</thead>
</table>
Careers in the Finance cluster work with money. They help people and businesses account for money they spend or invest. People in these occupations use lots of math when they work. They may work in banks, insurance and tax offices or in most any business. You can be a budget analyst, cashier, insurance agent or loan officer and be in this career cluster.

Sample Careers

1. Credit Analyst
2. Accountant
3. Bank Teller
4. Insurance Adjuster
5. [Blank]

Can you think of another?
SECRET MESSAGE

Write the answer to each word puzzle in the spaces below. When all the blanks have been filled in, use the circled letters to complete the secret message at the bottom of the page.

1. Occupations are sometimes called this.  

2. After high school you can go here to learn more in school.  

3. This career cluster has teachers and librarians in it.  

4. Workers who do not get paid are called this.  

5. You need this to make good decisions.  

6. When you pick one thing instead of something else.  

7. Computers, cell phones and the Internet are examples of modern  

8. This career cluster has bookkeepers and tax collectors in it.  

Use this list to find the correct words to fit in the blanks.

TRANSPORTATION COLLEGE FINANCE
EDUCATION VOLUNTEERS CHOICE
TECHNOLOGY TRAINING SCIENCE
MANUFACTURING CAREERS INFORMATION

SECRET MESSAGE

_ _ _ _ the _ _ _ _ _ _ _ _ _ _ _ _

_ _ _ _ _ _ _ _ to receive free information about careers and colleges.

1-800-822-PLAN
Sample Careers

1. Nurse
2. Pharmacist
3. Surgeon
4. Dentist
5. 
   Can you think of another?

Careers in the Health Science cluster help people stay healthy or take care of people who are sick. People in these occupations might specialize on different parts of your body like your teeth, feet, eyes, back or even your brain. They may work in hospitals, laboratories, pharmacies, dentist offices or schools. You can be a psychiatrist, optician, pharmacist, nurse or chiropractor and be in this career cluster.
CHOOSE AN OCCUPATION

1. Choose an occupation and write it down here:

2. What kind of skills do you think a person would need for this occupation?

3. What kind of tools do you think this person would use?

4. What do you think a typical day on the job might be like for this person?

5. How is their day on the job similar to your day at school?

6. What kind of education do you think a person would need for this occupation?
Sample Careers

1. Hotel Manager
2. Chef
3. Amusement Park Operator
4. Recreation Worker
5.

Can you think of another?

Careers in the Hospitality & Tourism cluster help people have a safe and good time when they are traveling or visiting new places. People in these occupations can work with food, sports, or amusement rides. They may work in restaurants, hotels or amusement parks. You can be a baker, flight attendant, travel agent or hotel manager and be in this career cluster.
Unscramble the list of people's names to find out their profession. The first one is done for you.

Anna C. Coutt
Ray Creets
Tim Niser
Roy Tenat
Art Rein
Chet Incani
Leon Roucs
Nat Joir
Sami C. Thin
Regie Nen
Lela A. Prag
Vic E. Teedt
Bee W. Smart

Words To Choose From:
Minister  Engineer  Janitor  Trainer
Teacher  Detective  Secretary  Webmaster
Machinist  Technician  Counselor  Paralegal
Attorney

Adapted from the Iowa Workforce Development's Building Career Awareness In The Elementary Classroom.
Careers in the Human Services cluster prepare people to help families and communities. People in these occupations work closely with others helping them with childcare, family counseling or investigations. They may work in funeral homes, preschools or counseling offices. You can be a minister, counselor, nursing aide or massage therapist and be in this career cluster.
DEFINITIONS

Occupation: the name for a unique set of tasks, skills and abilities that a worker performs. Many workers can be in the same occupation.

Job: the set of tasks done for a specific employer

Industry: a business or group of businesses making similar types of goods or services

Employer: the person or company who pays a worker for doing a job

1. What occupations do your family members have?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What are some employers in your community?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. What kind of jobs can be done in a hospital?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Sample Careers

1. Help Desk Technician
2. Webmaster
3. Cable TV Installer
4. Computer Programmer
5. [Blank]

Can you think of another?

Careers in the Information Technology cluster are usually very technical. People in these occupations work with computers and lots of information. They may work in almost any business where computers are used. They may develop or design computer programs and hardware. You can be a web master, programmer or database administrator and be in this career cluster.
WORK ENVIRONMENT

Think about the environment you may want to work in. On each line, circle the environment you like better.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work indoors</td>
<td>Work outdoors</td>
</tr>
<tr>
<td>Work with people</td>
<td>Work with information</td>
</tr>
<tr>
<td>Travel</td>
<td>Work in office</td>
</tr>
<tr>
<td>Work with hands</td>
<td>Work with mind</td>
</tr>
<tr>
<td>Work by myself</td>
<td>Work in groups</td>
</tr>
<tr>
<td>Work during the day</td>
<td>Work at night</td>
</tr>
<tr>
<td>Work in busy places</td>
<td>Work in quiet places</td>
</tr>
<tr>
<td>Wear a uniform</td>
<td>Wear street clothing</td>
</tr>
<tr>
<td>Make things</td>
<td>Sell things</td>
</tr>
<tr>
<td>Communicate with words</td>
<td>Utilize math skills</td>
</tr>
<tr>
<td>Work 12 months a year</td>
<td>Work seasonally</td>
</tr>
<tr>
<td>Work the same schedule each day</td>
<td>Work a variable schedule</td>
</tr>
<tr>
<td>Give directions to others</td>
<td>Take directions from others</td>
</tr>
<tr>
<td>Work with humans</td>
<td>Work with animals</td>
</tr>
<tr>
<td>Work under pressure</td>
<td>Work without deadlines</td>
</tr>
</tbody>
</table>

Can you think of any career or careers that have most of your favored environments?
Careers in the Law, Public Safety & Security cluster help protect the people living in the community. They may work in law offices, police stations, fire stations or jails. You can be a sheriff, judge, emergency medical technician (EMT) or warden and be in this career cluster.

Sample Careers

1. Lawyer
2. Security Officer
3. Firefighter
4. Police Officer
5.

Can you think of another?
Every occupation uses a unique set of tools. Find your way through the maze by taking the route with a firefighter’s tools.
Transportation, Distribution & Logistics

Sample Careers
1. Ship Captain
2. Automotive Mechanic
3. School Bus Driver
4. Airplane Pilot
5. 

Can you think of another?

Careers in the Transportation, Distribution & Logistics cluster move people, material and goods safely. People in these occupations can work with cars, busses, trucks, trains, boats and airplanes. They may work in the air, on the ocean or on highways moving things from one place to another. You can be a taxi driver, engineer, air traffic controller or mechanic and be in this career cluster.
MULTIPLE ROLES

Every person plays more than one role in life. Can you identify some of your roles?

I am the child of ____________________________.
I am the student of ____________________________.
I live in the community of ____________________________.
I am a member of ____________________________.
I am a player of ____________________________.
I am an owner of ____________________________.
I am a relative of ____________________________.

_____________________________ is a teacher at my school.
_____________________________ is a person in my neighborhood.
_____________________________ is a member of my family.
_____________________________ is a member of my team.
_____________________________ is a member of my class.
Careers in the Manufacturing cluster involve turning raw materials into final consumer products. People in these occupations can work with big machines, precision tools and computers to assemble parts or build products. They may work in large buildings, outdoors or in warehouses. You can be many types of engineer, machine operator, electrician or quality control technician and be in this career cluster.
ASSEMBLY LINE

Assembly lines are where factories make products and each person is responsible for making a different part of it or putting pieces together. At the end, someone inspects it for accuracy.

What would it be like to work on an assembly line making 20 greeting cards?

Get in a group with 8 people. Each person will be in charge of one task.

TASKS

1. Fold construction paper in half.
2. Color 4 daisy flowers yellow.
3. Color 4 stems green
4. Cut out flowers and stems.
5. Glue flowers on inside of card.
6. Write 'Have A Great Day!' inside card.
7. Write on back of card 'Made in USA'.
8. Inspect card for accuracy. Ones with errors go back to be corrected.

What are the pros and cons of working on an assembly line?

What things around you do you think were made on an assembly line?

Adapted from Elementary Career Awareness Guide by North Carolina SOICC
Careers in the Government & Public Administration cluster work in our local, state and federal government. They help people get government services such as driver’s licenses and building permits. They enforce regulations so that roads and bridges are built safely and air and water remain clean. People in these occupations work with the public and are sometimes elected into their jobs. They may work in offices or even in the outdoors. You can be an elected official like the President or mayor, or be a tax collector, highway maintenance worker or mail carrier and be in this career cluster.
WRITE IT DOWN

How many occupations can you write down that begin with the letter...

P


S


B


C


Sample Careers
1. Biological Scientist
2. Chemical Engineer
3. Drafter
4. Robotics Technician
5.
Can you think of another?

Careers in the Science, Technology, Engineering & Mathematics cluster are usually very technical and employ people who are good at problem solving and measuring things. People in these occupations may do lots of research. They may work in laboratories or in offices. You can be an engineer, archeologist, astronomer or meteorologist and be in this career cluster.
**WORK HABITS**

Good work habits are important in any job you have. Right now your job is going to school. Look at your work habits at school and at home and see where you could work to improve these habits for the future.

**SCHOOL WORK HABITS**

<table>
<thead>
<tr>
<th></th>
<th>NEVER</th>
<th>ALWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>arrive at school on time</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>listen to directions</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>hand in homework on time</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>cooperate with other students</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>check my work</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>work neatly</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>use time wisely</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>keep desk neat and clean</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>try to improve grades</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>I can follow rules</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>

**HOME WORK HABITS**

<table>
<thead>
<tr>
<th></th>
<th>NEVER</th>
<th>ALWAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>wake up on time</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>listen to directions</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>do chores when I am supposed to</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>cooperate with brothers/sisters</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>check chores are done completely</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>put my stuff away</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>use time wisely</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>keep room neat and clean</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>help without being asked</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
<tr>
<td>I can follow rules</td>
<td>0 1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>

Two habits I will try to improve on are:

1. 

2. 

33
Sample Careers

1. Purchasing Manager
2. Cashier
3. Real Estate Agent
4. Hairdresser
5. [Blank]

Can you think of another?

Careers in the Marketing, Sales & Service cluster sell products or services. People in these occupations may work in an office or spend time traveling as they sell the products made by the company for which they work. They will sometimes have to do research and figure out what people want to buy or how much they would be willing to pay for a product. You can be a sales executive, store manager, advertising manager or customer service representative and be in this career cluster.
INTERVIEW

Interview a person who works in a career in which you are interested. Some questions you might want to ask are:

1. Where do you work?
2. What is your job title?
3. What is your favorite part of your job?
4. What is the least favorite part of your job?
5. Have you ever made a mistake in your job?
6. What is the easiest part of your job?
7. What is the hardest part of your job?
8. Do you use any special tools on your job?
9. Did you need special training for your job?
10. How did you figure out what career you wanted?
11. What was your favorite subject in school?
12. What school subject helps you the most in your job?
13. What career did you think about when you were young?
14. What do you like to do in your free time?
15. How did you choose your career?
WORD SEARCH

Find the hidden words listed. Remember, the words can run up, down, backward, forward, or diagonally.

WORD LIST

<table>
<thead>
<tr>
<th>Career</th>
<th>Labor Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation</td>
<td>Employment</td>
</tr>
<tr>
<td>Job</td>
<td>Salary</td>
</tr>
<tr>
<td>Tools</td>
<td>Profession</td>
</tr>
<tr>
<td>Uniform</td>
<td>Work</td>
</tr>
<tr>
<td>Industry</td>
<td>Skill</td>
</tr>
<tr>
<td>Employer</td>
<td>Interests</td>
</tr>
<tr>
<td>Wage</td>
<td>Explore</td>
</tr>
<tr>
<td>Information</td>
<td>Business</td>
</tr>
<tr>
<td>Training</td>
<td>Goal</td>
</tr>
</tbody>
</table>
TRUE / FALSE QUIZ

Write why the statement is true or false.

<table>
<thead>
<tr>
<th>TRUE</th>
<th>FALSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

1. I need to know exactly what I want to be when I grow up.

2. Once I decide on a career I have to stay in that career forever.

3. My job right now is being a student in school.

4. Lots of good work habits begin when I am a student.

5. Kids my age don't have jobs.

6. We only learn things in school.

7. Working in a group is easy because everyone always agrees with each other.

8. People get hired for jobs just because they want them.

9. I need information to make good choices.

10. Positive thinking helps you take action; negative thinking causes you to stop.

11. I can learn from my mistakes.

12. It is important to have a plan of action when I decide on a career.
Can You Haiku?

Haiku poems are unrhymed traditional Japanese poetry. They are very short, just 3 lines, with 17 syllables total. The first and third lines have 5 syllables and the second line has 7 syllables. Most Haiku poems describe some detail of everyday life with a personal reaction. The poems have two sections. The poet moves from description to reflection. Try to create an image of yourself or a career with just a few words following the Haiku format. Here are 3 samples to help you get started:

Susan
A large broad smile
Her wide open brown eyes blink;
Happy in her skin

The Accountant
Adding, subtracting
Calculator on the desk;
Numbers never stop

The Vet
The animals come
Each day the doors open wide--
Owners look like them

5

7

5
# ANSWERS

## DOGHOUSE PAGE 11

### Materials Needed

<table>
<thead>
<tr>
<th>Materials</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 sheets plywood</td>
<td>$9.95 each</td>
<td>$19.90</td>
</tr>
<tr>
<td>1 box roofing shingles</td>
<td>$12.45</td>
<td>$12.45</td>
</tr>
<tr>
<td>1 box roofing nails</td>
<td>$1.89</td>
<td>$1.89</td>
</tr>
<tr>
<td>1 box small nails</td>
<td>$1.49</td>
<td>$1.49</td>
</tr>
<tr>
<td>2 8 foot boards</td>
<td>$.89 each</td>
<td>$1.78</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$37.51</strong></td>
</tr>
</tbody>
</table>

1. 

2. 20.00  
   12.50  
   2.00  
   1.50  
   2.00  
   **TOTAL $38.00**

4. **$43.14**

## MATCHING PAGE 13

### CAREER

- Accountant  
- Nurse  
- Firefighter  
- Cook  
- Electrician  
- Astronomer

### TOOL

- Measuring Cup  
- Axe  
- Calculator  
- Telescope  
- Insulated Gloves  
- Stethoscope
ANSWERS (CONTINUED)

SECRET MESSAGE  PAGE 15

1. CAREERS
2. COLLEGE
3. EDUCATION & TRAINING
4. VOLUNTEERS
5. INFORMATION
6. CHOICE
7. TECHNOLOGY
8. FINANCE

CALL the CAREER INFORMATION HOTLINE to receive information about careers and colleges.

1-800-822-PLAN

UNSCRAMBLE  PAGE 19

Anna C. Coutt  Accountant
Ray Creets  Secretary
Tim Niser  Minister
Roy Tenat  Attorney
Art Rein  Trainer
Chet Incani  Technician
Leon Roucs  Counselor
Nat Joir  Janitor
Sami C. Thin  Machinist
Regie Nen  Engineer
Lela A. Prag  Paralegal
Vic E. Teedt  Detective
Bee W. Smart  Webmaster
WORD SEARCH  

ANSWERS  

_TRUE_  FALSE  

1. I need to know exactly what I want to be when I grow up.  
2. Once I decide on a career I have to stay in that career forever.  
3. My job right now is being a student in school.  
4. Lots of good work habits begin when I am a student.  
5. Kids my age don’t have jobs.  
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TRUE / FALSE QUIZ  PAGE 38