

# Vocabulary

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Words to Know

Answer the following questions.

1. What are two possible career **goals** that you have? \_\_\_\_\_  
\_\_\_\_\_
2. What are three of your **interests**? \_\_\_\_\_  
\_\_\_\_\_
3. What is a **fee**? \_\_\_\_\_  
\_\_\_\_\_
4. What does it mean to **edit** the school newspaper? \_\_\_\_\_  
\_\_\_\_\_
5. What does it mean to **network**? \_\_\_\_\_  
\_\_\_\_\_

## B. More Words to Know

The following questions are about words used in Chapter 7.  
Use the index or a dictionary to help you find their meanings.

1. What is an **interview**? \_\_\_\_\_  
\_\_\_\_\_
2. What do the words **economic development** mean to you in  
your job search? \_\_\_\_\_  
\_\_\_\_\_
3. What are the **classifieds**? \_\_\_\_\_  
\_\_\_\_\_

## C. Write All About It

Write a short essay about dressing for job interviews. Include the answers to these questions: What should a man wear? What should a woman wear? What should a person avoid wearing to an interview, and why? Write your essay on the back of this page.

# Comprehension

Name \_\_\_\_\_ Date \_\_\_\_\_

## Find Your Resources

Answer the following questions to learn about job resources in your area.

1. What kinds of transportation could you use to get to work?

(Don't forget about public transportation, such as buses.) \_\_\_\_\_

\_\_\_\_\_

a. Which of the above do you prefer to take to work? Why?

\_\_\_\_\_

b. Of the above, which type of transportation is the most costly?

\_\_\_\_\_

\_\_\_\_\_

2. Look in your phone book. Find the name, address, and phone number for the following agencies. Write them below.

a. government employment agency or training program \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. private employment agency \_\_\_\_\_

\_\_\_\_\_

3. List three people you could include in a network when you're looking for a job. In a sentence, explain why each person is a good resource.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. List three bulletin boards or other resources in your area for finding jobs. \_\_\_\_\_

\_\_\_\_\_

## More Comprehension

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Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Reading the Classified Help-Wanted Ads

Look at these newspaper Help-Wanted ads. Then answer the questions on the next page.

RECEPTIONIST/SECRETARY  
F/T Heavy phones, filing, typing. Computer exp. pref. Happy, family-type office. Call 555-8760

RESTAURANT  
Chef trainee. Apply in person 11-2 pm or 5-10 pm at Henigans, 1989 June Street, Willow Park.

RESTAURANT  
Exp. waitpersons wanted for all shifts. Excl pay. Joe's New Age Diner, 980 Main St., Newtonville.

RETAIL SALES  
Help design kids' rooms. The area's best kids' furniture store needs creative salespersons. You must like working with people and solving problems. If you are creative, we want to talk to you. Work Thurs-Mon. Apply in person. No phone calls. The Kids' Room  
238 Oxnard Street  
Willow Park

SALES  
If you are a good salesperson, you can earn up to \$600 per week. Call Mr. Smith, 555-9125

TREE TRIMMER  
Exp. only need apply. 555-9846  
Lv. mess.

TRUCK DRIVER  
GT Trucking Company is accepting applications for Class 1 license drivers. Starting pay \$11.00 per hour. Apply in person GT Trucking, 5400 Highway 4, Newtonville.

WORD PROCESSOR  
P/T Type 60 wpm, excel. grammar & spelling. Nonsmoker only. Send resume to Denolin Services, P.O. Box 874  
Willow Park, 09876  
Attn: Lucy Scott

## Challenge

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Help in Finding a Job

Some organizations help special groups of people with job hunting. Use the chart and questions below to learn more about them.

Special Group	Organizations
Handicapped	<b>President's Committee on Employment of the Handicapped</b> , 1111 20th Street, N.W., Washington, DC 20036 Job Opportunities for the Blind, Call 1-800-638-7518
Women	<b>U.S. Department of Labor, Women's Bureau</b> , 200 Constitution Ave, N.W., Washington, DC 20024
Older People	<b>National Association of Older Workers Employment Services</b> , c/o National Council on Aging, 600 Maryland Avenue, S.W., Washington, DC 20024
Minorities	<b>League of United Latin American Citizens</b> , National Educational Service Centers, 400 First St., N.W., Suite 716, Washington, DC 20001 <b>National Association for the Advancement of Colored People (NAACP)</b> , 186 Remsen Street, Brooklyn, NY 11201

1. Imagine that you are 47 years old. You've just been laid off from your job of 22 years. You were an auto worker. There seems to be no demand for your skills. What organization might be able to help you?

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2. What organizations might a young, black woman write to for help in career planning?

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3. What organization might help a Mexican immigrant find work?

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4. What number might a blind person call for help finding a job?

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## B. Write a Letter

Imagine that you have to help a friend write a letter to one of the above organizations. Practice writing the letter on the back of this paper.

# More Comprehension

Name \_\_\_\_\_ Date \_\_\_\_\_

1. If you are looking for part-time work, which want ad in Part A of this exercise would you look at seriously? \_\_\_\_\_
2. What do you think these abbreviations stand for? (Hint: Read the sentences around the words for clues.)  
 SECTY: \_\_\_\_\_ 60 wpm: \_\_\_\_\_  
 Lv. mess: \_\_\_\_\_
3. What do you think a Class 1 license is? \_\_\_\_\_
4. For which jobs must you have experience? \_\_\_\_\_
5. Which jobs do not ask for experienced workers? \_\_\_\_\_

## B. If You Had To

Suppose you had to apply for one of the above jobs. Write a paragraph to explain which job best suits your goals, interest, and experience.

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# Critical Thinking

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Take an Interest Test

Sometimes interest tests can help you pinpoint your interests. Take the interest test below. Circle the best answer for you in each case.

1. You have a three-day weekend coming up. Which would you rather do?  
a. go hiking    b. relax at home
2. Your club is putting on a play. Which would you rather do?  
a. help make the scenery    b. be one of the actors
3. You have been invited to two parties. Which party would you rather attend?  
a. a small party with close friends    b. a big party with many new people
4. Your neighbor is having a birthday party for her son. Which would you rather do?  
a. watch the children    b. help with the cooking
5. You buy a shirt. It falls apart. Which would you rather do?  
a. go to the store and complain    b. write a complaint letter to the store

## B. Analyze the Information

Look at the two choices for each item above. Write what each of the choices might show about a person's interests. Example: *A person who chooses 1-a probably likes the out-of-doors, exercise, and being active.*

1-b. \_\_\_\_\_

2-a. \_\_\_\_\_

2-b. \_\_\_\_\_

3-a. \_\_\_\_\_

3-b. \_\_\_\_\_

4-a. \_\_\_\_\_

4-b. \_\_\_\_\_

5-a. \_\_\_\_\_

# Writing Practice

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Interview Guides to Help You Decide

Imagine that you are going to interview a person who holds one of these jobs. Write at least six questions you would ask that person about the job.

firefighter    police officer    secretary    auto mechanic    hair stylist

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## B. On Your Own

Interview a working person about his or her job. On the back of this page, write your interview questions and answers.

## C. Analyze the Information

Write a paragraph about what you found in Part B. Does the person's job appeal to you? If so, why? If not, why not?

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# Writing Practice

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Writing Want Ads

- Suppose you are opening your own restaurant. Make a list of the positions that need to be filled. \_\_\_\_\_  
\_\_\_\_\_

- Choose two of the positions. For each, list the skills the person would need, whether the position is part- or full-time, and how people should apply.

Position 1: \_\_\_\_\_  
\_\_\_\_\_

Position 2: \_\_\_\_\_  
\_\_\_\_\_

- Write Help-Wanted ads for the two positions. Use abbreviations that you might find in the real want ads.

AD 1

AD 2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B. Get Ready for the Future

Do the following.

- List three jobs you might like to be doing ten years from now. \_\_\_\_\_  
\_\_\_\_\_

- The United States Department of Labor can tell you what jobs are in demand now. They can also tell you what jobs will be in demand in ten years. On the back of this paper, practice writing a letter to the Department of Labor. List the jobs that interest you. Ask what the demand will be for those jobs in the future. The address is:

U.S. Department of Labor  
200 Constitution Ave, N.W.  
Washington, DC 20210



**Skills Focus****63**

Name \_\_\_\_\_ Date \_\_\_\_\_

**A. What Is Missing?**

**Work-Wanted ads should contain information about these items:**

- The kind of job wanted
- Skills and experience if any
- Where the person can be reached
- Whether part-time or full-time work is wanted
- Any other important or helpful information

**Read the Work-Wanted ads below. For each ad, write what else could be included to make the ad better.**

1. High school senior needs part-time work. Can work after school or on weekends. Will do anything. Jim. 555-9087

\_\_\_\_\_

2. Will care for your baby in my home. I have a one-year-old.

Call 555-9876. \_\_\_\_\_

3. Will clean up your garden. \$7.00 per hour. 555-9034. Leave

message. \_\_\_\_\_

4. Office work wanted. Have typing and computer skills.

Prefer full-time, but will take part-time. Call Lisa. \_\_\_\_\_

\_\_\_\_\_

5. Summer job wanted by part-time college student. Jillian.

555-0128 \_\_\_\_\_

**B. Edit the Ad**

**Do the following.**

1. Rewrite one of the above ads so that it contains all the information you think is important. Write your first draft on the back of this page.
2. Edit your first draft. Use abbreviations when you can. Get the ad down to 15 words or less. Look back in Chapter 7 of your text for guidelines.

# Skills Focus

Name \_\_\_\_\_ Date \_\_\_\_\_

## A. Use the Yellow Pages

Think of two kinds of jobs you would like to apply for. Look in the yellow pages for businesses that might hire you. Make sure the businesses are places you can get to. Write their names, addresses, and phone numbers below.

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

## B. Introduce Yourself

Now imagine you are going to call one of those businesses. On the back of this page, write an introduction for yourself. In it, include your name and the purpose of your call. You should also ask for the best person to talk to. Once you get to that person, explain what you are looking for. Ask for an appointment to talk more about possible jobs.

## C. One Step Further

Now imagine that you get to that key person who hires employees. That person asks you the following questions:

1. What's your experience?
2. What hours do you want to work?
3. When can you come in for an interview?

Write down how you will answer each of these questions on the back of this page.

## D. On Your Own

Practice your phone skills with a partner. Introduce yourself, and then have your partner ask you the questions in Part C. Practice your answers until you feel comfortable.

## Test Practice

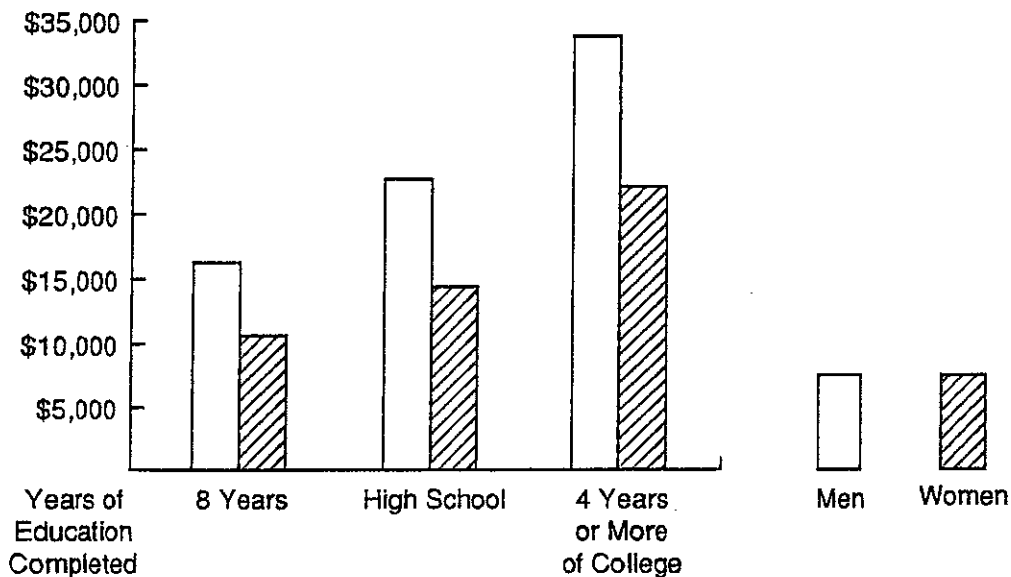
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Name \_\_\_\_\_ Date \_\_\_\_\_

Choose the one best answer to each item. Items 1 to 3 refer to the following graph.

**INCOME FOR YEAR-ROUND WORKERS (1984)**  
According to Years of Education Completed and Sex

\*Median Income



\*Median: one-half workers earn less, one-half earn more  
Source: Bureau of the Census

- The bar graph compares
  - median income for men and women.
  - average income for men and women.
  - median income for educational levels.
  - 1 and 3.
  - all of the above
- According to the graph,
  - women generally earn more than men.
  - women who have completed college make as much or more than men.
  - men and women earn about the same, no matter what their educational levels.
  - men generally earn more than women.
  - education does not affect income.
- Based on information from the graph, you could support all of these statements except:
  - Men usually get better-paying jobs than women.
  - Education is an important factor in how much a person earns.
  - The more education a person has, the more money he or she is likely to earn.
  - Women tend to earn less than men.
  - All high school graduates earn about the same amount of money.