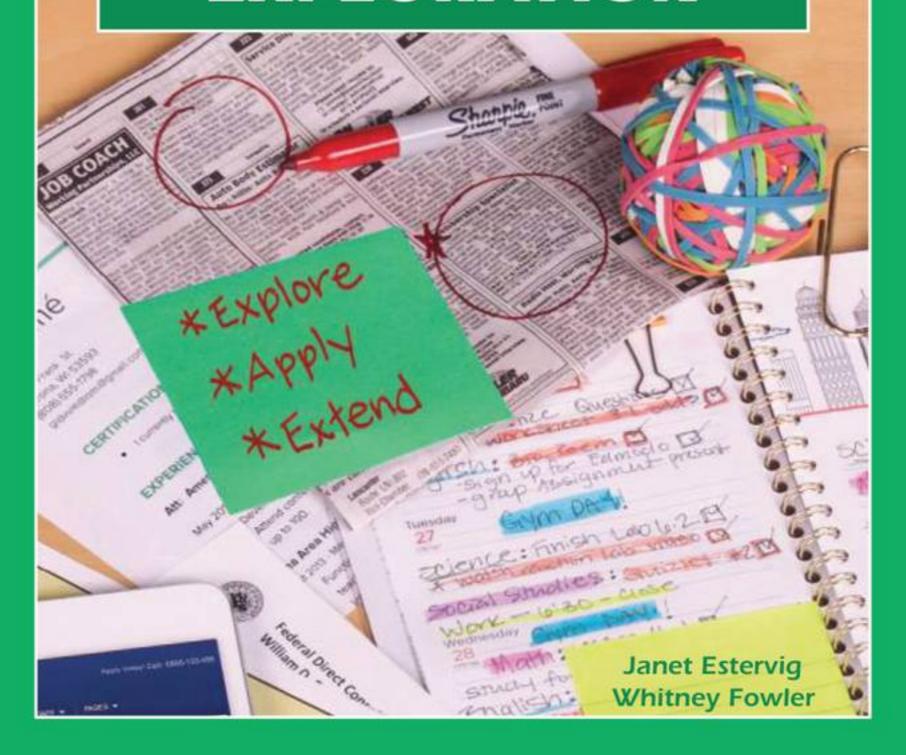
Attainment's



Pre-Employment Transition Solution

1: FOCUS ON JOB AND CAREER EXPLORATION



Pre-ETS 1: Focus on JOB AND CAREER EXPLORATION STUDENT WORKBOOK

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Identifying Jobs that are Well-Matched to Personal Strengths

Directions: Complete the sentences in the boxes in the outer circle. Use each response only once. Then research to find a matching job to write in the center.





One thing I do well because I have had a lot of practice is











Knowing What You Will Do After High School

Directions: Finish each sentence.

HGH PRIORITY	My Plans Af	ter High Sch	ool
For a place to live, I plan			To pay my expenses during the first year, I plan to
About going on fo			ercise, I plan to
	For transportation, I pla	n to	

Student Summary Vocational Interest Inventory

Category		Interests from Category		Write Interests that Match
	1			
	7		7	
			1	
	7		7	
	1		1	

Some interests and skills from each category:

1	2	3	4	5	6
Play sports Care for pets Build things Lawn/Garden Work outdoors Read Plan Fix electrical things Pitch a tent Plant a garden Operate tools and machines	Use computers Read Do math Work alone Research Ask questions Be challenged Explore a variety of ideas Perform lab experiments Curious Inquisitive	Paint Draw Take pictures Sing Play music Arrange flowers Make things Decorate Write stories, poetry, music Take photo- graphs Attend concerts or art exhibits Imaginative	Serve people food Work with children Friendly Work with older people Help people Work on a team Patient, kind Do volunteer work Teach/train others	Talk with people Sell things Plan parties Persuade people Lead a group Run a business Talkative Energetic Adventurous Give talks or speeches	File Sort Cashier Data entry Keep records Follow a plan Polite Structured Thrifty Well-organized Collect or organize things Work with numbers



vrite Category:		
/rite Interests/Skills Tha	at Match:	
ob you found on My Ne	ext Move:	
hat do they do?		
Knowledge One thing I would NEED to know is:	Skill Two skills I would NEED are:	Abilities One ability I SHOULD have is:
	and	
Personality People interested in this work like activities that include:	Is this for me?	Technology Technology you MIGHT use:
Education	Outlook New job opportunities	Explore More If I like this, I might also

	at Match:	
Job you found on My N	lext Move:	
What do they do?		
Knowledge	Skill	Abilities
One thing I would NEED to know is:	Two skills I would NEED are:	One ability I SHOULD have is:
	and	
Personality People interested in this work like activities that include:	Is this for me?	Technology Technology you MIGHT use:
that molde.		

Differentiating Between Relative Traits

Directions: Fill in the blanks with things that relate to each other as described.

#	Name something that is	Name something that is
1	Bright	Brighter
2	Sour	More sour
3	Short	Shorter
4	Silly	Sillier
5	Delicious	Delicious if eaten for breakfast
6	Fun to do	Fun to do if you have a pet
7	Tall	Tall, and makes the tall thing you named look short
8	Heavy	Heavy, but light compared to the heavy thing you named
9	Exciting	Exciting, but not as exciting as the exciting thing you named
10	Unusual	Unusual to some people, but not to you



Counting Using the Skip Method

Directions: Circle the correct numbers.

- 1. Circle the numbers you would use to count by 2s.
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30
- 2. Circle the numbers you would use to count by 3s.
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30
- 3. Circle the numbers you would use to count by 5s.
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30
- Circle the numbers you would use to count by 10s.
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30
- 5. Circle the numbers you would use to count by 12s.
- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
- 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33
- 34 35 36

The Mark of a **Good Date**



Ted and Maria go out on a first date, and one of them has a secret to hide.

ed Wilson cracked his knuckles. Then he looked around the room. He cracked his knuckles again. He cleared his throat. Finally, he stood up and walked over to Maria Cortez. She looked up at him and smiled. Ted cracked his knuckles again. He cleared his throat again. Then he said, "What's up, Maria?"

She said, "Not much. Are you getting a cold?"



"Uh, I don't know," Ted said as he blushed. Then he said, "Would you like to go out on Friday? Maybe we could get some burgers and go to a movie."

Maria smiled again. She said, "Sure, I'd love to. What time will you pick me up?"

Ted let out a big breath. Then he said, "Great. I'll pick you up at 6:00. Where do you live?"

"I live in York, It's about 20 miles from here."

"I know where York is. It is just a few miles from Franklin, right?" Ted asked.

"Yeah, that's right," Maria said. She wrote her e-mail address for Ted. "Send me an e-mail and I'll send you directions." She picked up her gym bag and started out. She looked back at Ted and said. "See you on Friday."

Ted stood still until she was gone. Then he said, "Yes!" and danced a little jig.

After school on Friday, Ted took a shower and dressed. He grabbed a handful of nuts from the freezer. Then he drove to Maria's house. Maria came to the door. She kept her head turned a little away from Ted. Maria asked, "Is this your car?"

"No, it's my dad's car. My car has a flat. See 'CALL DR EAR 5435' on the plates? My crazy dad is always selling!"

"I figured! Have you seen 'SCI PROF' on my dad's plates? It's his job, his title, and his phone number! Guess our dads think alike!" Maria said, holding one hand over the right side of her face.



Ted stood until she was gone . . . then he danced a little jig.

Ted pulled his phone out of his pocket. He said, "My phone doesn't have numbers for all the letters. So, I can't change words into phone numbers."

Maria said, "My phone has 12 buttons. So, I can do it. Let me know if you ever need my help figuring out a phone number."

"You are so kind!" Ted said with a smile.

As Maria was getting into Ted's car, she bumped her hand. She said, "Oh, darn. I broke a nail."

Ted said, "It's just a nail. Not important." Maria had her hands on her cheeks. But, it was the look in her eyes that told Ted it was a big deal to her. He couldn't take back what he had said. So, he just said, "Sorry."

She said, "Oh, well." Ted started driving to Ben's Burgers. On the way, Maria asked, "There are a lot of movies showing tonight. What kind of movies do you like?"



"I like a lot of different kinds of movies. What do you like?"

"I like most movies as long as they are not too violent," Maria said. When they got to Ben's, Ted was on Maria's right. She said, "I want to walk on the other side." She switched sides and Ted just looked at her. They ordered food and went to a tall counter to sit. Ted pulled a chair out for Maria. But, she said, "I want to sit in the other chair." She sat down and pulled a packet of hot sauce out of her purse. She put it on her burger.

Ted's eyes got wide. He said, "What are you doing? You're going to ruin your burger."

Maria said, "I like hot sauce. Do you have a problem with that?"

"Uh, no. I guess not. Eat away." When Maria added hot sauce to her burger, Ted just watched. He did not say a word.

On the way to the movie, they talked about different things. Ted asked Maria what kinds of books she liked to read. Maria asked Ted what he planned to do after high school. Maria watched Ted while they talked. Ted wanted to look at her, but he kept his eyes on the road. Besides, she had wrapped her scarf so that only half her face showed.



When Maria added hot sauce to her burger, Ted just watched. He did not say a word.

At the theater, they chose the movie The Wavy Line. They both liked it. In the dark of the theater, Maria did not cover her face with anything. Ted said to her, "You have been covering your face all night. We all get pimples. I don't care if you have a pimple. I think you are very pretty no matter what."

Maria said, "I wouldn't care if I had a pimple, either. Last night when I was sleeping, my little sister wrote on my face."

"What did she write?"

"Well, she was very excited about my date. So, she wrote 'Ted' on my cheek."

Ted laughed. "How clever of her! Why didn't you just wash it off?"

"Oh, my little sister doesn't do things halfway. She used a permanent marker!" The rest of the night, Maria let her whole face show. The two of them had a good time laughing about her charming black "tattoo!"



". . . she wrote TED on my cheek . . . and used a permanent marker!" Maria said.

The Mark of a Good Date

Story Quiz



- How did Ted know the way to Maria's house?
 - A. He used his GPS.
 - B. Maria sent him an e-mail.
 - C. He got directions from the Internet.
- What did Ted have for a snack on the way to Maria's house?
 - A. a hamburger
 - B. french fries
 - C. nuts
- Why did Maria's sister write on Maria's face?
 - She was a mean girl.
 - B. She did it in her sleep and didn't know what she was doing.
 - C. She was excited.
- Choose the word that means "finger joints."
 - A. knuckles
 - B. cheek
 - C. throat
- Choose the word that means "marked by rough action or force."
 - A. crazy
 - B. charming
 - C. violent
- Ted's dad is called Dr. Wilson. What does the "Dr." mean?
 - A. David Richard
 - B. Doctor
 - C. Driver
- Who should ask a person on a date?
 - A. only boys
 - B. only girls
 - C. boys or girls
- Being tactful means to be careful with what you say. Why was it important for Ted to be tactful?
 - He wanted Maria to like him.
 - B. He wanted to sound important.
 - C. He wanted to say clever things.
- Which choice will most likely help you get along with others?
 - Make sure they know about things that you are good at.
 - B. Be honest with what you say and accepting of what they say.
 - C. Give them gifts and treats on a regular basis.

Types of Careers

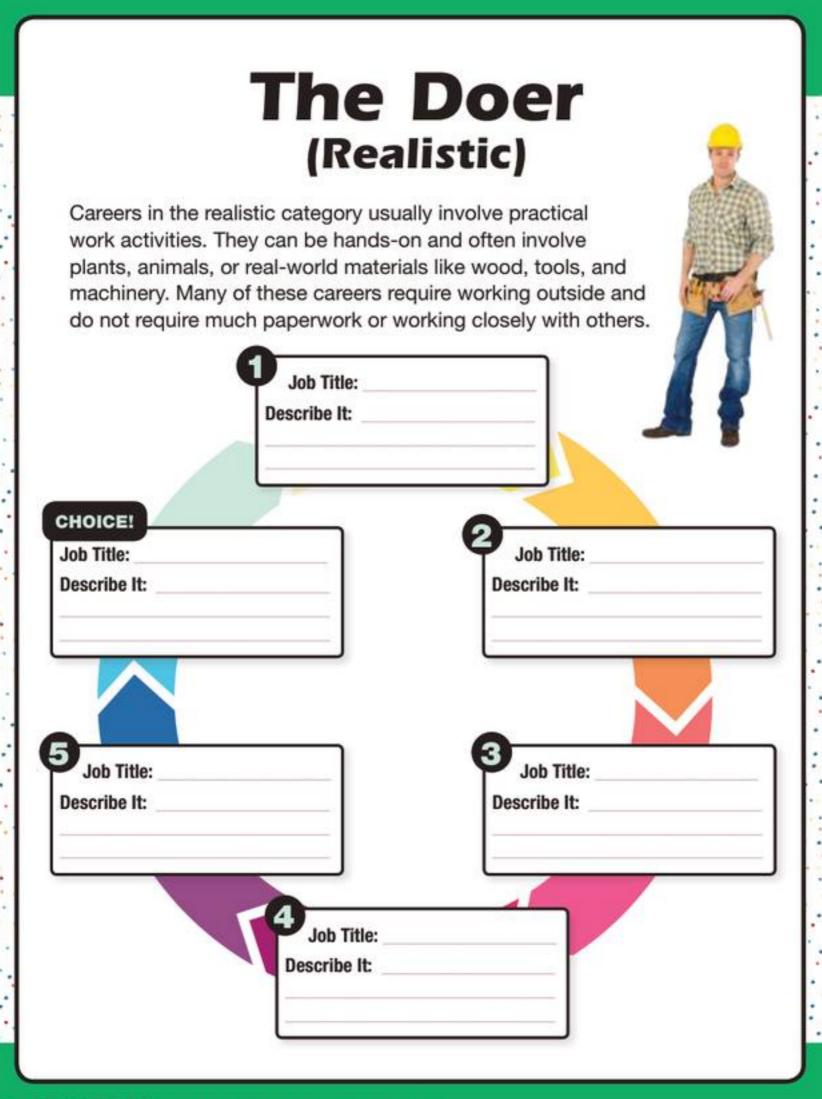
There are thousands of different careers. When you find a career that interests you, there are usually hundreds of jobs associated with your field of interest.

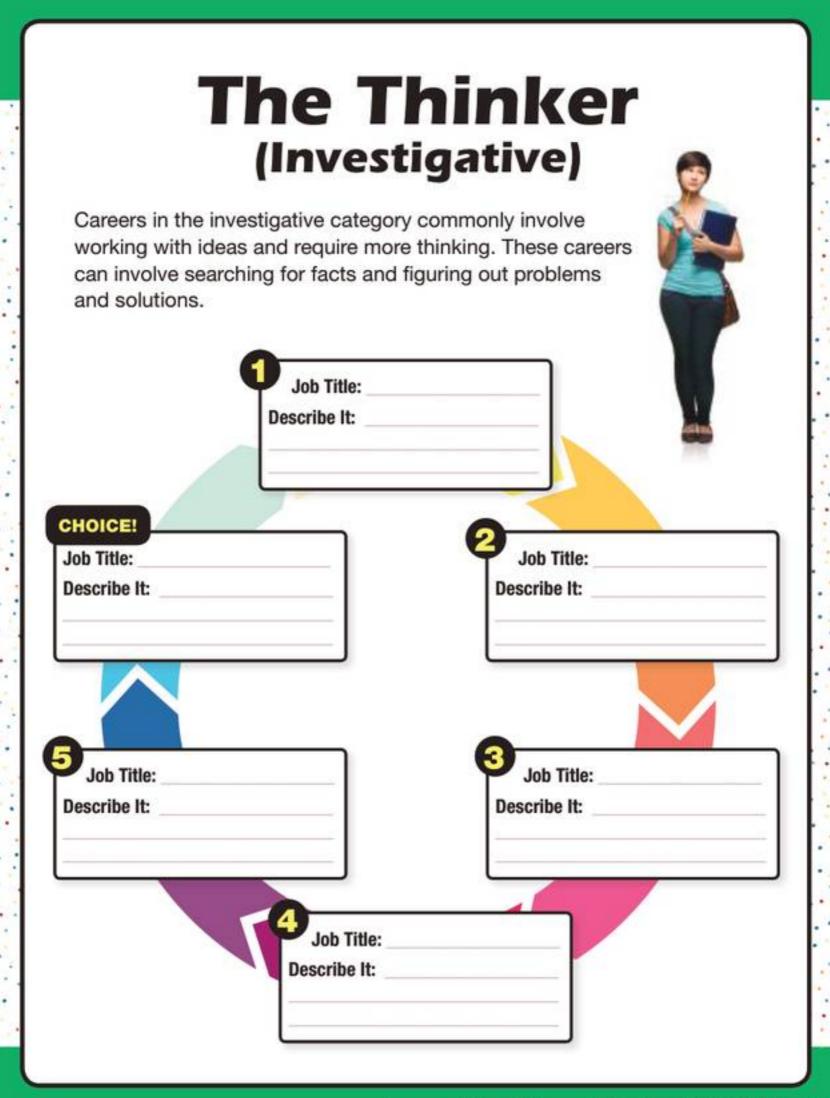
You previously took a career interest inventory where you identified pictures that looked interesting to you. These pictures were based on the Holland Codes' six career interest categories. Today you are going to learn about the six categories and examples of jobs from each category.

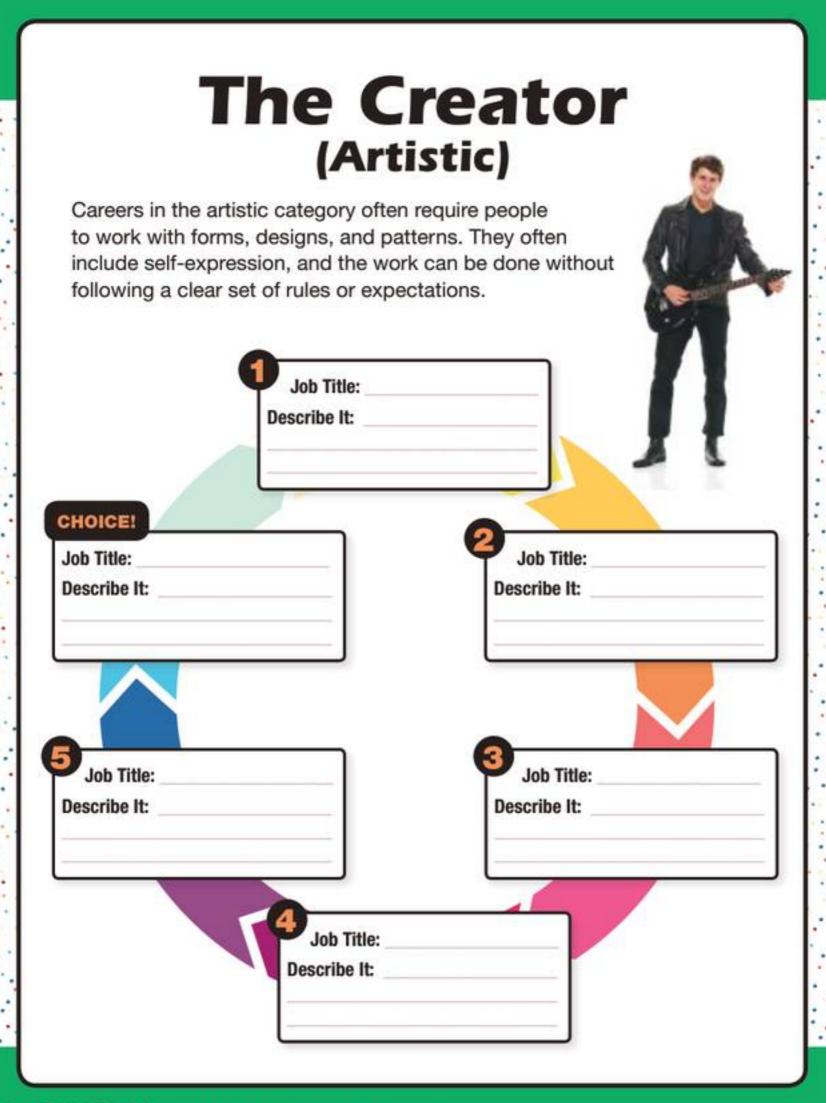


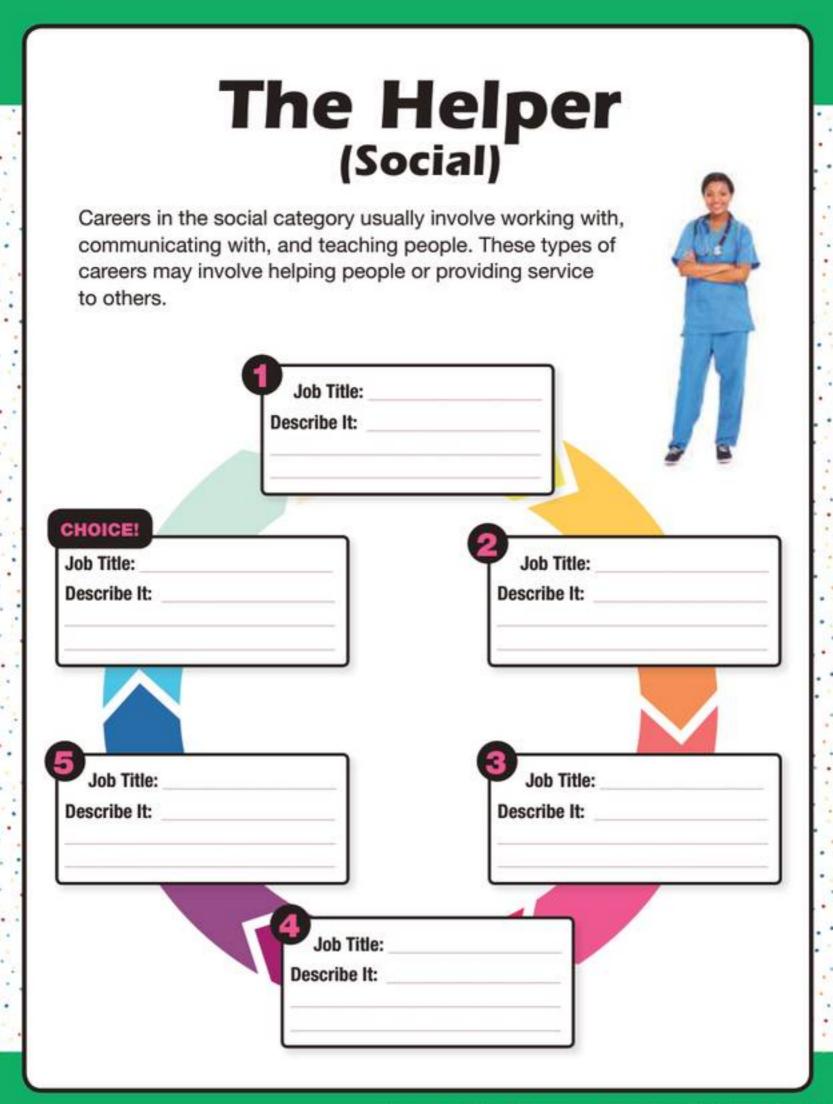
Directions:

On each page, you will use the O*NET website to research jobs in each Career Interest Cluster.

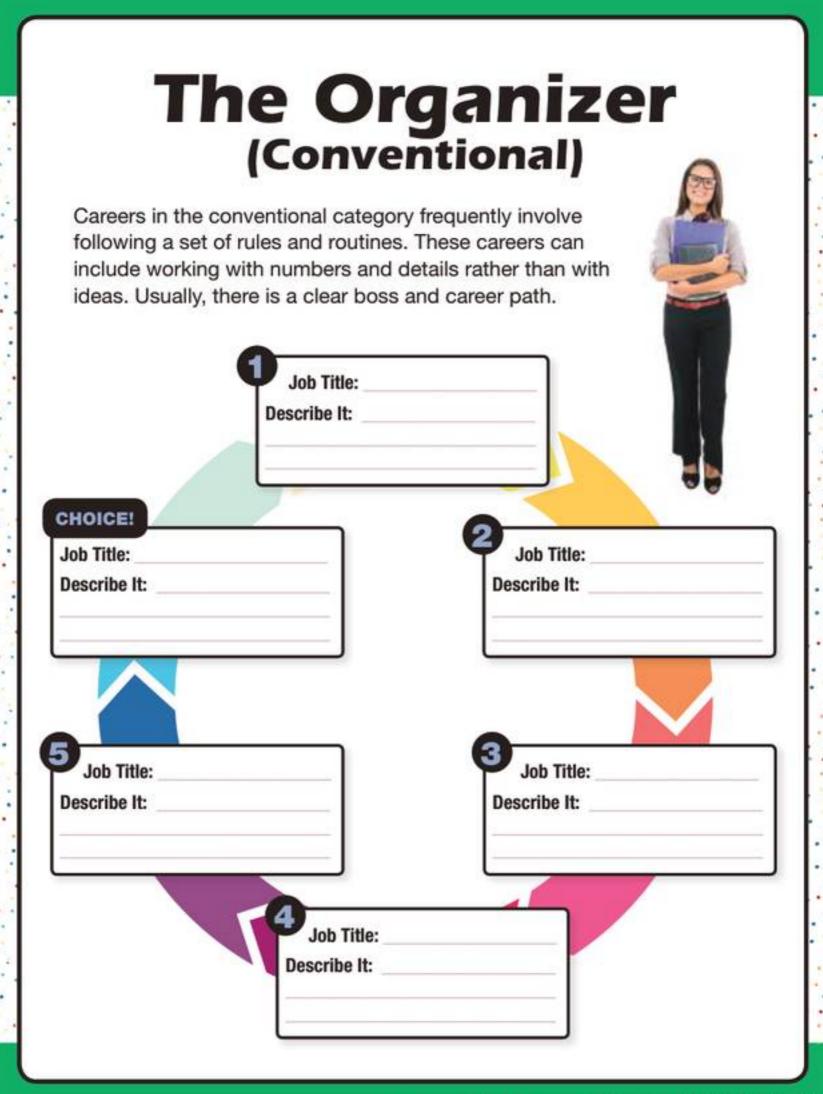








The Persuader (Enterprising) Careers in the enterprising category involve starting up, working on, and completing projects. These careers may involve being in charge, leading people, and making many decisions. Sometimes, these careers require risk taking and often deal with business. Job Title: Describe It: CHOICE! Job Title: Job Title: Describe It: Describe It: Job Title: Job Title: Describe It: Describe It: Job Title: Describe It:



Follow-Up Questions:

Which category had the most interesting careers to you?

Which category had careers that did not interest you? Why?



Lucky Guesses

A local museum asks Lamar to write a blog about the U.S. presidents. In the process, he discovers something sort of eerie.

Ou remind me of Abe Lincoln,"
Lamar Tull said to Dave Bade.

"Really? Because I am so deep thinking and fair?" Dave asked.

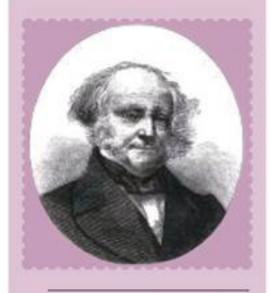
"No," Lamar said, "because you are talk, dark, and un-handsome."

"Well, you remind me of Van Buren," Dave said. "Short but mighty and with crazy hair."

"I can't be Van Buren," Lamar said.
"I'm younger than you. Van Buren was born in 1782 and Lincoln in 1809. Besides, I have a perm. That's what gives my hair the crazy look. Van Buren was born with it."

"How did you learn so much about the U.S. presidents?" Mort Cortez asked.

"I've been reading about them since I was in second grade," Lamar said. "I know all kinds of facts. For example, George W. Bush spoke Spanish and Hoover spoke Chinese. Teddy Roosevelt spoke German. Jefferson spoke Greek along with four



". . . you remind me of President Van Buren," Dave said. "Short but mighty and with crazy hair."

other languages. Van Buren spoke Dutch and George H.W. Bush spoke French."

"Can you name all the presidents?" Mort asked.

"I bet we could do that, Mort," Dave said. The two of them tried and came up with 24. Then, in less than a minute, Lamar named them all. Dave said, "Wow! OK. You beat us!"

"What else do you know about the presidents?" Mort asked.

Lamar said, "Well, John Tyler had 15 children. Grant once got a ticket for speeding with his horse and buggy. Garfield could write in Greek with one hand. At the same time he could write in Latin with the other one. Arthur owned 80 pairs of pants. He changed his pants two or three times each day. Wilson wanted to be an actor. Lyndon Johnson had three

jobs before he went into politics. He spent time as a grape picker, an auto mechanic, and a teacher. Clinton played the saxophone. And, George W. Bush collected over 250 signed baseballs."

"You are like a book!" Dave said. "You could write a blog!"



"You are like a book!" Dave said. "You could write a blog."

The next day, the history teacher talked to Lamar. Mrs. Vench said, "I need someone to write a blog."

Lamar remembered Dave talking about a blog last night. Lamar thought it was odd that she would ask about a blog today. But, Lamar just said, "Sure. What about?"

Mrs. Vench said, "The U.S. presidents. Do you know facts about them?"

Lamar really thought that was odd. But, again he quietly answered, "That's sort of my hobby. How often would you want me

to add to the blog?"

"It's for a museum. I'm on the board. We'd give you a contract and pay you. We'd want you to add to the blog three times a week. We want to keep the blog going for a year. Do you think you could find enough facts about the presidents?"

"Oh, yes! I'm sure I could," Lamar said.

"I thought you could! You would be the youngest person working for the museum. But, I think you'd be good at it," Mrs. Vench said. "We want you to make it fun and interesting. The museum is having a year-long show about the

"It's for a museum . . . we will pay you to add to the blog three times a week," Mrs. Vench said.



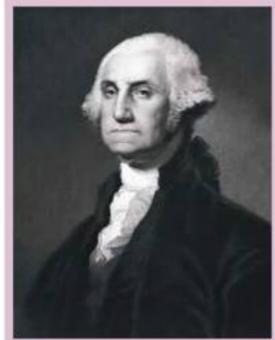
presidents. We hope the blog will get kids coming to the museum."

Lamar met with the museum people on Tuesday. He suggested that he write about each president for one week. He was surprised to see "one week per president" in the contract Mrs. Vench handed to him. On Thursday, Lamar started to write about George Washington. He wrote about his teeth that were not made of wood. He wrote about his hair that was not a wig. He wrote about Washington's 135-word speech at the start of his second term. He told about Washington's temper.

After writing two blog posts, Lamar was talking to Mort and Dave. Mort said, "I think you should write as if you are each president. You know, sort of like you are acting. You could tell about each president through his words."

"That's a great idea!" Lamar said. "I have one more day to write about George Washington. I'll write a few paragraphs as if I am George. Then, tomorrow, I'll see what Mrs. Vench thinks about it."

The next day, Lamar walked into Mrs. Vench's classroom. Before he could say a word, she said, "I've got a great idea, Lamar. How about if you write as if you are each president?"



Lamar wrote about George Washington and his teeth that were not made of wood and his hair that was not a wig.

Lamar felt a little dizzy. He asked, "What's going on here?"

Mrs. Vench looked puzzled. She said, "What do you mean? I was just giving you an idea. You don't have to use it if you don't want to."

"I think it's a fine idea," Lamar said slowly. "Is this what you were thinking?" he asked as he handed her the paragraphs "by" George.

"Yes, exactly! I guess great minds really do think alike!"

Lamar smiled. He felt silly for thinking something odd was going on. Back in the hall, he saw Mort. Mort said, "I bet you could find all the presidents' signatures. They would make the notes look real."

"That's a fun idea. And, I already have all the signatures," Lamar said.

Later that day, Mrs. Vench stopped Lamar in the hall. She said, "I have another idea..."

Lamar said, "I know. You think I should use the presidents' signatures."

She said, "How did you know what I was going to say?"

"Just a lucky guess!"

& Washington

"I think you should use the presidents' signatures," Mrs. Vench said.

Lucky Guesses

Story Quiz



- Look at the numbers below. Choose the one that most likely matches Lamar's age.
 - A. 5
 - B. 15
 - C. 25
- Why did Lamar think it was odd when Mrs. Vench asked him if he knew facts about the U.S. presidents?
 - A. because he had written a book about the presidents
 - B. because he and his friends had just been talking about him knowing facts about the presidents
 - C. because she had taught him all the facts that he knew about the U.S. presidents
- At the end of the story, how did Lamar know what Mrs. Vench was going to say?
 - A. He recognized Mrs. Vench's pattern of suggesting he do things he was already planning to do.
 - B. He heard her talking when she didn't realize he could hear her.
 - C. He was able to read her mind, so he knew exactly what she was thinking.
- Choose the word that means a wagon that is pulled by a horse and has seats for people.
 - A. hobby
 - B. buggy
 - C. perm
- Choose the word that means "an organized group of people that direct an organization."
 - A. board
 - B. temper
 - C. term
- Lincoln was born in 1809. Van Buren was born in 1782. How many years apart were they born?
 - A. 9 years
 - B. 27 years
 - C. 82 years
- Which of these choices is an example of a legal document?
 - A. fishing license
 - B. report card
 - C. e-mail
- Of these people, which one was the most recent U.S. President?
 - A. George W. Bush
 - B. Ronald Reagan
 - C. Barack Obama
- Lamar liked to read about the U.S. presidents. Which of these types of books would he find them in?
 - A. fantasy books
 - B. nonfiction books
 - C. science fiction books

Traditional and Nontraditional Jobs

What is a traditional job?

A traditional	job is_			
				- 4

What is a nontraditional job?

A nontraditional	iob is			
	_			

Realistic "The DOER"

Traditional Jobs	Nontraditional Jobs
1	1
2	2
3	3

- 1. Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - B. Lack of Transportation
 - C. Need for Special Features on the Job

Investigative "The THINKER"

Traditional Jobs	Nontraditional Jobs	
1	1	
2	2	
3	3	

- 1. Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - **B.** Lack of Transportation
 - C. Need for Special Features on the Job

Artistic "The CREATOR"

Traditional Jobs	Nontraditional Jobs
1	1.
2	2
3	3

- 1. Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - **B.** Lack of Transportation
 - C. Need for Special Features on the Job

Social "The HELPER"

Traditional Jobs	Nontraditional Jobs
1	1
2	2
3	3

- Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - **B.** Lack of Transportation
 - C. Need for Special Features on the Job

Enterprising "The PERSUADER"

Traditional Jobs	Nontraditional Jobs
1	1
2	2
3	3

- 1. Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - B. Lack of Transportation
 - C. Need for Special Features on the Job

Conventional	"The	ORGA	NIZER"
--------------	------	------	--------

Traditional Jobs	Nontraditional Jobs
1	1
2	2
3	3

- 1. Circle a nontraditional job that would interest you.
- 2. Circle which of the following you think would be a barrier for you:
 - A. Lack of Education or Training
 - **B.** Lack of Transportation
 - C. Need for Special Features on the Job

Think About It

- 1 What is a barrier for Jennifer?
 - A. Lack of Education or Training
 - **B.** Lack of Transportation
 - C. Need for Special Features on the Job
- 2 What steps would she need to take to overcome this barrier?

Getting Ideas for a Career

	_ Trade associations and unions
	People I know that have careers
	_ State agencies, like the employment office
	Recruiters for military service
	_ Local newspapers
	_ National newspapers
	_ Interest inventories
	_ Career classes
st w	where you will find the trends for various careers:

Teamwork

Three teenage boys discuss professional and high school basketball

re you nuts?" Mitch Milton yelled. "Kobe Bryant is NOT the greatest basketball player ever. There are lots of better players. For example, Michael Jordan, LeBron James, Tim Duncan, and Larry Bird are all better than Kobe. Kobe is a ball hog who shoots well. But those other guys, they are more wellrounded. And, they are all team players. Kobe just plays for his own glory."

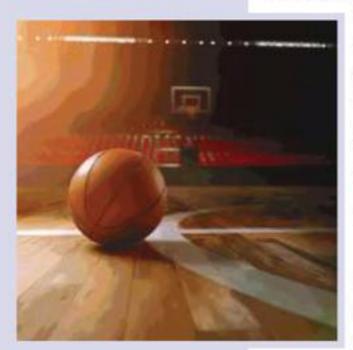
"That is quite a mouth full," Todd Bome replied. "I didn't know you disliked Kobe so much. But, you are wrong. In his younger days, Kobe might have been a ball hog. But, he changed. After a while, he knew he couldn't win if he didn't become a team guy. That's when he really became great."

"You are both right and both wrong," Kyle Cortez said. "Kobe is a great shot, and he is a ball hog. And he did realize he couldn't win on his own.



Todd thought Kobe Bryant changed and became a great player after he became a team player.

36



Mitch knew that he wasn't a great basketball player, but he still wanted to play in the NBA.

So, he did start being more of a team guy. But, he only worked as part of a team for his own glory. That part never changed.

It has always been about Kobe, not about the team. And, Because of that, Michael, Lebron, Duncan, and Bird will always be the better players." Mitch, Todd, and Kyle had been friends since first grade. They all liked sports and often had talks like this one.

"How can I have two friends who are Kobe haters?" Todd asked. "And, besides, this magazine backs me up. See, it says right here that Kobe Bryant

is simply the best. And, he didn't even go to college to improve his skills. He came straight from high school."

"That's what I want to do," Mitch said.
"I want to go straight from high school to
the NBA. That would be sweet."

"Do you think that you could really do that, Mitch?" Kyle asked. "I know you are good, but no one from Madison High School has ever made it to the NBA. And, we have had some very good players."

"There has to be a first person," Mitch said. "Maybe that could be me."

"Well...," Kyle started.

Mitch laughed. "I'm just joking. I mean, yeah, I'd love to play in the NBA. But, I'm not a great player. Heck, I only have one more year left to play high school ball. And, I haven't even had one scout come to see me. Great players go to the NBA because great players draw attention."

Kyle said, "I'm glad you are just joking. I was thinking that you were going to be really disappointed. But, speaking of really good players, you did have a wild game last night. Did you see the stats? I still have them on my computer." Kyle kept track of the stats for the high school basketball team. He had been in a wheelchair for years. When the boys were in grade school, he dove into a swimming pool and hit the bottom. He could not move his legs after that. Luckily, he could use his hands and he was really good with computers.

Kyle opened his computer. "Here's last night's game. You had a doubledouble, Mitch."

Todd said, "I don't have my contacts in. Can you read his stats to me?" Kyle read across the first row. Then Todd said, "Your stats are good, Mitch. But, I'm more impressed with how you are pushing off of my shoulder." Todd showed Kyle a picture in the newspaper. Under the photo it said, "The great Mitch Milton rises again!"

Mitch looked at the picture. "You do make a good stepping stone, my friend!



Kyle opened his computer. "Here's last night's game. You had a double-double, Mitch."



That's what I call teamwork! You could teach Kobe a thing or two!"

The boys laughed and went back to looking at Kyle's stats table.

Player	Min	FG M-A	FT M-A	Reb O-T	Α	F	Pts
Mitch	44:53	8-20	7-11	3-10	7	4	25
Todd	32:53	7-12	0-1	1-8	0	5	14
Jake	21:55	1-5	0-2	1-7	0	4	2
Ishy	38:51	6-12	2-2	0-3	5	4	17
Royce	46:21	9-19	2-4	2-4	3	0	22
Mel	14:06	2-3	0-2	3-3	1	0	4
Dago	20:38	1-3	0-0	0-1	1	2	3
Malik	13:57	1-5	0-0	0-1	0	1	3
Pete	5:24	0-0	0-0	0-0	0	1	0
Jeff	1:02	0-0	0-0	0-0	0	0	0
Totals	240:00	35-79	11-22	10-37	17	21	90

Teamwork

Story Quiz

- 1 Which of the three boys are right about who the best NBA players are?
 - A. None of them. Since it is an opinion, there is no right or wrong answer.

HIGH PRIORIT

- B. Todd is right because he has a magazine to back him up.
- C. Kyle is right because he can see both the good and bad in the players?
- What does Mitch think about his own chances of being an NBA player.
 - He thinks it could happen.
 - B. He thinks it will most likely happen.
 - C. He thinks he has no chance.
- 3 Mitch uses a wheelchair. How is he part of the regular high school basketball team?
 - A. He is a coach.
 - B. He keeps the stats.
 - C. He plays in his chair.
- Choose the word that means "players' numbers from a sporting event."
 - A. stats
 - B. scout
 - C. attention
- 5 Choose the word that means "being good in more than one way."
 - A. impressed
 - B. sweet
 - C. well-rounded
- 6 Choose the job that at least one out of every 100 high school students might MOST LIKELY have as an adult.
 - A. NBA player
 - B. movie star
 - C. nurse
- Under the "Min" column, explain what the numbers 44:53 mean.
 - A. 44 of the 53 total minutes
 - B. 44 minutes and 53 seconds
 - C. 44 hours and 53 minutes
- 8 Which choice best represents a situation where you might tell the person he or she is nuts?
 - You are talking to your school principal.
 - B. You are talking to your best friend.
 - C. You are talking to your boss.
- Which choice is the best example of a good amount of sleep?
 - A. 4 hours per night
 - B. 8 hours per night
 - C. 12 hours per night

Asking Questions

When you are listening to your teacher, friends, or a guest speaker, you may need to ask questions. When you have a question that you want to ask, you should think about what you want to say, raise your hand, and wait patiently to be called on. When it is your turn, speak clearly so that your questions can be heard, then listen respectfully to the answer.

Steps...

- Think about what you want to say.
- Raise your hand.
- Wait to be called on.
- Speak clearly.
- Listen respectfully.

Think about what you want to say.



Raise your hand.







Speak clearly.



Listen respectfully.



When you have a guest speaker, it is a good idea to prepare questions ahead of time so that you are well prepared and get as much information as you can from the guest speaker.

Guest Speaker



Directions: Add specific questions to each box. Fill in the answers during the speaker's presentation.

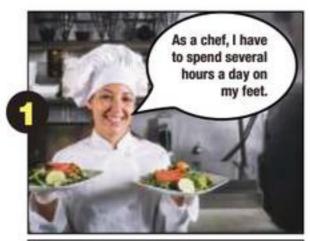
Guest Speaker's Name:	Company or Organization:	Title:	Role at the Company:
Job Specification: Duties:	Soft Skills: What soft skills are needed for	Essential Foundation Academic: Thir	al Skills: nking: Values:
	this job (reliability, hygiene or dress code, positive attitude, team player, communication skills, work ethic, etc.)?		
		Essential Competenc	ies:
		Resources:	
Salary/Wage: (if appropriate)		People Skills:	
Hours:		Informational Skills:	
Working Conditions:		Systems Understandin	g:
		Technology Skills:	
Career Path:	Preparation:		Outlook:
What Career Cluster is their job?	What type of training and educa	tion do you need?	Is this an in-demand job?



Asking Questions for Clarification

When you have a guest speaker, it is important to make the most of their time by asking good questions.

Directions: Read each speaker's statement. Choose and write down two questions you could ask to clarify their statement.







Clarifying Questions:

Did I hear you correctly when you said . . . ? I am not quite sure I understand . . . ? What is another way you might . . . ?

When you said . . . did you mean . . . ? Can you explain that more . . . ? How did you decide . . . ?









Clarifying Questions:

What do you think would happen if . . .?
How does that work when . . .?
What is the connection between . . . and . . .?
Did I hear you correctly when you said . . .?
I am not quite sure I understand . . .?
What is another way you might . . .?

What does that mean . . . ?
Did I hear you say . . . ?
Why did you say . . . ?
When you said . . . did you mean . . . ?
Can you explain that more . . . ?
How did you decide . . . ?





Vocational Skills Needed for In-Demand Industries

What is the Vocational Skills Profil	er r
What can I do with the results fron	n the Ability Profiler?
Arithmetic Reasoning:	
Jobs related to this skill area	In-demand jobs for this skill area
Verbal Ability:	
Jobs related to this skill area	In-demand jobs for this skill area
Spatial Ability:	<u>v</u>
Jobs related to this skill area	In-demand jobs for this skill area
-	

Jobs related to this skill area	In-demand jobs for this skill area
	=======================================
lerical Perception:	
Jobs related to this skill area	In-demand jobs for this skill area
orm Perception:	
Jobs related to this skill area	In-demand jobs for this skill area
	- V
1987-1988-1988-1988-1988-1988-1988-1988-	bs or in-demand jobs that interest you.
46.57.7.7.3.3.83.37.37.24.10	bs or in-demand jobs that interest you.
1987-1988-1988-1988-1988-1988-1988-1988-	bs or in-demand jobs that interest you.
46.57.7.7.3.3.83.37.37.24.10	bs or in-demand jobs that interest you.
1987-1987-1987-1987-1987-1987-1987-1987-	bs or in-demand jobs that interest you.
Think About It! ook over the list and circle any joint	bs or in-demand jobs that interest you.
[1] [1] [1] [2] [3] [4] [4] [4] [4] [4] [4] [4] [4] [4] [4	bs or in-demand jobs that interest you.

What to Look for in Your Career

Directions: Circle the items that are important for you in your career.

job security

location	training
promotions	pay



benefits full-time

travel

Vhat else would you like from your career?				



Are Perfect Jobs Found or Made?

A high school girl starts a summer job and gets a good lesson in how **not** to talk to the boss.

or once in her life, Nan Rhun did not have a hearing problem. She liked that! Everyone at Miller Foods wore earplugs. She felt lucky to find this summer job. It was perfect! But the hearing issue was just a lucky extra. She had looked for a job that paid well and helped keep her in shape. This job was almost like being paid to lift weights. She'd be ready for basketball in the fall!

She saw the ad online on Tuesday and called about it on Wednesday. She interviewed on Friday at noon and got a phone call at 2:00. She had a job! She started on Monday. It all happened so fast! On Sunday, she found a back way to Miller Foods. It only took about 15 minutes.

Nan started her job by going to the "Closet" to get uniforms. Lynn, the Closet manager, gave her a form. Nan listed clothing sizes, shoe sizes, height, and weight. Lynn took the form and disappeared. In the back room, she



She interviewed on Friday at noon and got a phone call at 2:00. She had a job!



chose three uniforms. To herself, she said, "That skinny little teeny bopper thinks she's something. We'll see about that!" She cut two stitches in the crotch of each pair of pants. Then, she took the clothes, shoes, a hairnet, and goggles to Nan. She also gave Nan special earplugs



that fit over her hearing aides. Nan smiled and said, "Thanks!" She went into the dressing room and changed. Then she went to her boss's office. Her boss, Mr. Zee, was talking to a man. Mr. Zee waved to Nan to come in and sit down.

Nan quietly sat. The man said to Mr. Zee, "You're an idiot if you think I'm working on Saturday." Nan was shocked! He went on, "Try to make me work, and I'll do a crappy job. So, don't even mess with me." Nan bit the insides of her cheeks to keep from laughing. She wondered if this guy was nuts!

Mr. Zee very quietly said, "Well, Harry, you don't have to work on Saturday. But, if you don't, we won't need you on any other day. You know Saturdays are part of the job. So, you can decide what you want to do." Nan's eyes grew wide. She felt like



laughing and gasping all at once. But, she didn't make a noise.

Then Harry stood up. He said, "Yeah, I'll see you on Saturday, Boss. Nice talking to you." Then he walked out of the office.

Mr. Zee acted like nothing odd had happened. He said to her, "Are you ready

to start, Nan?"
She smiled and nodded. Then he said, "Put your hairnet on and take off your jewelry." Nan did as he told her. Mr. Zee showed her where to work and then he left. She was surprised to see Harry working right beside her.



She said, "Hi, Harry! I'm glad you decided to work on Saturday. What were you thinking talking to Mr. Zee like that?"

Harry said, "Well, I thought he would let me have the day off. I won't try that again!"

"I think I'd try being softer with Mr. Zee.
I don't think the rough talk worked very
well. And, I'd let him talk a little."

"Yeah, next time, I'll let him talk. Then I'll just go along." Harry got his chance sooner than he thought he would. He





Harry said, "Thanks for letting me know, Boss!"

turned around and Mr. Zee was standing there. Harry said, "Hi, Boss."

Mr. Zee said, "You can put in bids for time off, you know."

Harry asked, "How far ahead do the bids have to be in?"

"At least eight hours. It's first come, first served. And, if we are too busy, no one gets off."

Harry said, "Thanks for letting me know, Boss!"

After Mr. Zee left, Nan said, "That went a lot better!" Then, she bent over, and her pants split out. She changed into another pair. A half hour later, she split those pants out, too. She changed into the third pair and went to the Closet.

Lynn was on break, so she talked to Paul. He said, "You got on Lynn's bad side, so she broke some stitches in your pants."

Nan felt like crying. She was careful not to bend over for the rest of the day. When she got home, she fixed all three pairs of pants. The next day, she saw Lynn walking in from her car. Nan decided to try "killing her with kindness." Nan walked up to Lynn and said, "Hi! You are Lynn from the Closet, aren't you? I'm Nan. Yesterday was my first day. How long have you worked here?"



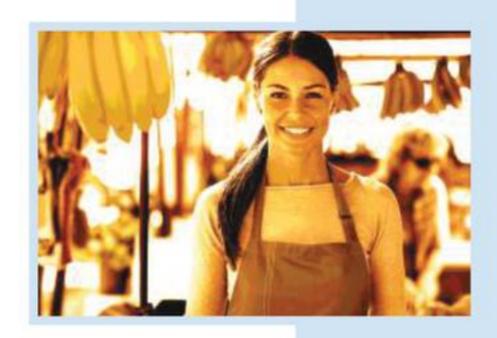
Lynn looked straight ahead. She muttered, "Five years."

Nan said, "You sure do a good job of running that Closet. I couldn't believe how fast you found uniforms that fit me!"

Lynn looked at her, "Welcome to Miller Foods, Nan. Let me know if your uniforms work out. I mend them if they rip."

Nan said, "Gee, thanks! I can sew. I know you are busy, so I'll fix little things at home."

Lynn said, "I wish we had more people like you working here!"





Are Perfect Jobs Found or Made?

Story Quiz



- During what time of year did Nan start her job?
 - A. September
 - B. February
 - C. June
- What is kept in the Miller Foods Closet?
 - A. spices
 - B. office furniture
 - C. uniforms
- Why is Harry going to work on Saturday?
 - A. He needs the extra money.
 - B. He doesn't want to lose his job.
 - C. He only works on Saturday.
- Choose the slang words that mean being extra nice to a person.
 - A. being a teeny bopper
 - B. using first come, first served
 - C. killing her with kindness
- Choose the word that means "a request."
 - A. bid
 - B. form
 - C. shape
- 6 Read these comments that Harry made. Which one would be OK to say to the boss?
 - A. You're an idiot if you think I'm working on Saturday.
 - B. Try to make me work, and I'll do a crappy job.
 - C. How far ahead do the bids have to be in?
- Why is it important to sometimes join in conversations even if you do not know much about the topic?
 - A. so you do not appear rude or uninterested
 - B. so you can show what you know
 - C. so you can feel good about yourself
- Which of these sizes is most likely a shoe size?
 - A. W34 L30
 - B. S
 - C. 7
- Which of these choices is the correct way to write how much a person weighs?
 - A. 135
 - B. 135 weight
 - C. 135 lbs.

Vocational Skill Development Passport



Directions: Visit each skill area and earn one stamp for each activity.

My Activity	Passport Stamps
Verbal Ability My Activity	Passport Stamps
<u> </u>	
Spatial Ability	D 101
My Activity	Passport Stamps

Vocational Skill Development Passport



Directions: Visit each skill area and earn one stamp for each activity.

My Activity	Passport Stamps
Clerical Perception	
My Activity	Passport Stamps
orm Perception	
My Activity	Passport Stamps

Career Student Organization Notes What are career student organizations (CSO)? Who oversees the CSOs? Why get involved? 4 How does this affect me? 6 What are the nine CSOs?

OF AMERICA http://www.bpa.org/	Why join BPA ?	
What does BPA do?		



// EDUCATORS	Why join Educator	's RISING?
V RISING		
http://www. educatorsrising.org/		
Vhat does Educate	ors RISING do?	
Would you be intere		Is Educators RISING offered at your school?
-ducators monto	•	
	Why join FBLA ?	
FBLA		
http://www.fbla-pbl.org/	,	
What does FBLA d	4	
		I a 1220 to 100 to 100
Would you be interes	sted in joining FBLA?	Is FBLA offered at your school?

	Why join FCCLA?	
The Utimate Landership Experience http://www.fcclainc.org/		
What does FCCLA of	do?	



Why join HOSA? Why join HOSA?	
What does HOSA do?	
Would you be interested in joining HOSA?	Is HOSA offered at your school?
SkillsUSA .	A ?
http://www.skillsusa.org/ What does SkillsUSA do?	
Would you be interested in joining SkillsUSA?	Is SkillsUSA offered at your school?

	Why join TSA ?		
TSA			
http://www.tsaweb.org/			
What does TSA do?			
Would you be interested	d in joining TSA?	Is TSA offered at your school?	





Using an Index

Directions: Use this index to answer the questions.

Au	thor Index
Ace, Goodman	615
Adams, Henry	
	732,838, 901, 955
Adler, Mortimer	
	823
	174 , 232, 834
Austen, Jane	18, 552
Barrymore, John	96 , 343
	561
Bernstein, Henri	
Blake, William	xi, 279, 320, 331, 346, 422, 522, 581, 828
	684
Capote, Truman	330, 649, 774
	201, 225 , 307, 523

1.	Which three authors in this section of the index are referenced in this book more than	
	three times?	

- 2. Which four authors in this section of the index were referenced before the main page on which they are featured?
- 3. Which author was referenced in the introductory pages of the book?
- 4. Describe the sequences used to present the names and the page numbers.

Names:_____

Page numbers:

- 5. On which page(s) would you look for a reference to John Barrymore?
- 6. On which page(s) would you look for a reference to Aristotle? _____

Guest Speaker Worksheet 🔍



Directions: Add specific questions to each box. Fill in the answers during the speaker's presentation.

Guest Speaker's Name	Company/Organization	Title:	Role in th	ne Company
Job Specifications	Soft Skills	Essential Foun	dational Skills	
Duties:	What soft skills are needed for the job (reliability, hygiene/ dress code, positive attitude, team player, communication skills, work ethic, etc.)?	Academic	Thinking	Values
Salary/Wage: (if appropriate)				
Hours:				
Working Conditions:				

(Continued on the next page)

Guest Speaker Worksheet, continued from page 67

Essential Competencie	S	
Resources:		
People Skills:		
Informational Skills:		
Systems Understanding:		
Technology Skills:		
Career Path	Preparation	Outlook
What Career Cluster is their job?	What type of training and education do you need?	Is this an in-demand job?

Careers, NOT Jobs

 A career cluster has many jobs within the career. A job is a specific job within a career cluster. Circle all of the jobs in the list below.

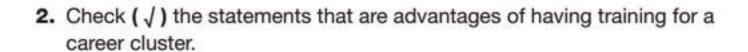
grocery clerk retail clerk

machine operator dill press operator

shoe salesperson retail salesperson

bus driver commercial vehicle driver

house framer carpenter



_____ You are qualified for many jobs.

_____ If you lose a particular job you can apply for many specific jobs depending on what is available.

_____ If you have training in a career cluster and you move to a new area, your chances of getting a job are better than if you just trained for a job.

_____ Your employer can use you in more ways.

_____ Training for a new job, in the same career cluster, is easy.

_____ If you want to change your job it will be easier for you.





Vocational Self-Assessment

Directions: Read and answer the questions about your current job. Refer to the PowerPoint for definitions of the list of skills below.

My current job is:	Write	Circle	
Something I like about my job is:		Tasks People Environment Money	
Something that is a challenge at my job is:		Tasks People Environment Money	
The skills that I am using at my job are:		Arithmetic Reasoning Verbal Ability Spatial Ability Computation Clerical Perception Form Perception	
Skills I would like to be able to use more at my job are:		Arithmetic Reasoning Verbal Ability Spatial Ability Computation Clerical Perception Form Perception	

My current job is:	Write	Circle
Something I like about the work environment is:		Location Sounds Size of work area People I work with
Something I would like to change about the work environment is:		Location Sounds Size of work area People I work with
The people I enjoy working with at my job are:	List their first names	
Right now I feel:		I CAN do this I'm getting there I need help
In the future, I would like to:		Continue Advance Find a new job



Asking for Reading Help If Needed

Directions: For each question, choose the correct answer from the answer box.

Answer Box

- A Ask for help right away.
- B Try to figure out the word(s) before asking for help.
- C Try to figure out the words on own. If you can't, you should just go on without asking for help.

Answers	Letter-Clarification Spellings	
	If Carol is reading a story and comes to a word she doesn't know, she should	
	2. Carlos is trying to read a label on a tube in a First Aid kit so he can help a hurt child. If Carlos is not sure what the label says, he should	
	3. If Ollie is reading about a TV show and isn't su what the words say, he should	
	4. If Malik is reading the words of a song in church and doesn't know all the words, he should	
	5. If Becca is having trouble reading a menu in a restaurant, she should	



Blocking Out Distracting Background Noise



Directions: Put a check next to each situation that is likely to cause background noise that a person would want to block out.

	Situations
	1. a television when you are watching a movie
	2. a television when you are talking to someone
	3. a group talking when you are talking to someone else
	4. a group walking when you are trying to sleep nearby
3	5. a group talking when you are part of the group

	Situations
	6. an airplane engine when you are waiting to get on
	7. an airplane engine when it's flying low overhead and you are talking in the yard
	8. an airplane engine when you are in a building, the plane is too far away to see, and you are reading
23	9. two dogs barking while you play frisbees with them
	10. two dogs barking while you are trying to do homework

Directions: Put a check next to each action that would probably help a person block out background noise.

Situations	
11. wear earphones while listening to music	
12. make noise that is louder than the background	
13. wait for the noise to stop before trying to talk	
14. wear sunglasses	
15. use ear plugs	

	Situations
	16. watch the mouth of the person to whom you are talking
	17. whisper since a whisper is always easy to hear
	18. focus your eyes on what you are trying to hear
_	19. hold hands over your ears
	20. keep your eyes shut



Following Written Directions

Directions: Follow the directions below.

Directions	Use this space
Draw a small circle between each two small circles.	
2. Draw a face on the large circle.	
3. Add ears to the large circle.	
4. Add hair to the large circle.	
5. Add a thought balloon above and to the right of the last small circle.	
6. Below the face, connect the three dots to draw a triangle that is about 2 inches wide at the base.	
7. About one fourth inch in from the base of the triangle, draw a wavy line from side to side.	
8. On the triangle, draw four small circles that are spread out and are not between the wavy line and the base.	
9. Fill in the small circles.	•
10. In the thought balloon, write "That pizza sure looks good!"	

Matching Skills with Jobs

Directions: Fill in your skills from your Ability Profiler student summary sheet.

Arithmetic Reasoning, Verbal Ability, Spatial Ability, Computation, Clerical Perception, Form Perception

Job Possibilities		

Directions: Fill in your Vocational Interests.

Realistic, Investigative, Artistic, Social, Enterprising, Conventional

Interests Job Possibilities		
		_

Directions: 1. Chose one Job Possibility from the list you made.

2. Search the job on My Next Move website.

Use the information from My Next Move website to fill in the chart below.

Job Possibility:		
------------------	--	--

Skills	Abilities
What do I need?	What do I need?
Тес	chnology
What do I need to know?	
Outlook	Explore More
	What are other jobs?
	What is this Career Cluster?
	What do I need? What do I need to kn

Reflection

1. Does this job match your knowledge?	Example:
YES NO	
2. Does this job match your skills? YES NO	Example:
3. Does this job match your abilities?	Example:
YES NO	
4. Does this job match your personality? YES NO	Example:
5. Does this job match what you know about technology? YES NO	Example:
6. Does this job match the level of education you are planning to pursue? YES NO	Example:
7. Is this Job Possibility a good fit for you	u? Why or why not?



Setting Priorities

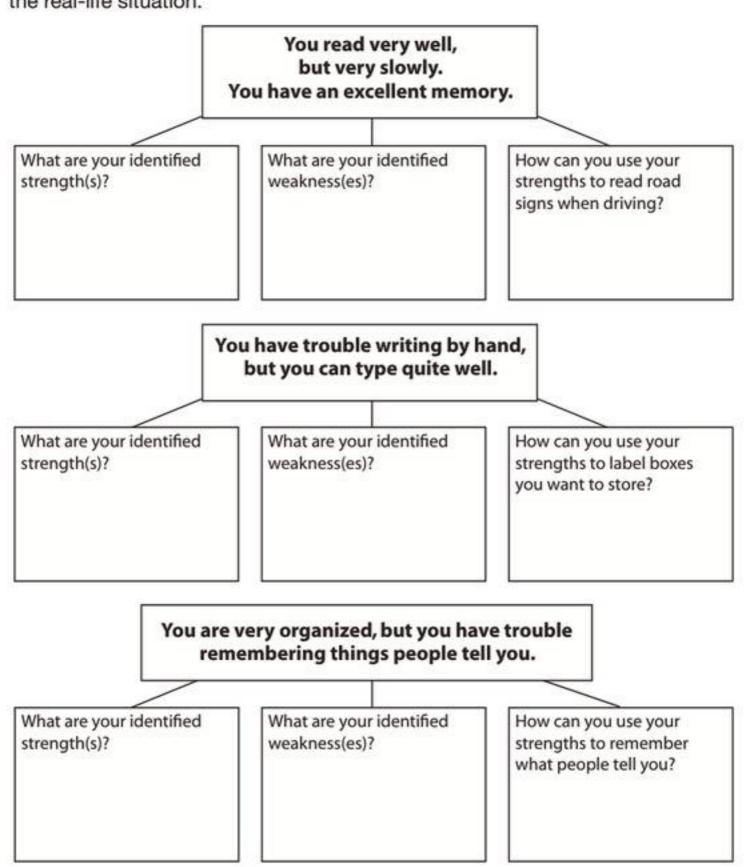
Directions: Use the numbers from 1–8 to put the issues in each list in order of importance to you.

Rank from 1–8 (1 being most important to you)	List #1 Issues
	Seeing your favorite TV show
	Getting at least 9 hours of sleep
	Seeing all the popular movies
	Going to nice restaurants
	Doing outside activities
	Having stylish clothes
	Dancing with friends
	Listening to music

Rank from 1–8 (1 being most important to you)	List #2 Issues
	Having lots of friends
	Having a job so you have your own money
	Doing fun things with your family
	Doing well in school
	Going to school sporting events
	Having deep conversations
	Being part of family decisions
	Feeling that you are needed

Responding to Strengths and Weaknesses

Directions: Identify the strengths and weaknesses in each situation. Then, explain how you could use your strengths to overcome your weaknesses in the real-life situation.







Identifying Realistic Job Possibilities

Directions: Explain why you **could** or **could not** do each of the jobs below.

babysit	
nursing assistant	
mow lawns	
drive a school bus	
make telephone sales calls	
waitress	
paint houses	

I Want to Be A Doctor



I have always wanted to be a doctor. I want to be a doctor because I like helping people, especially when they are sick.



Being a doctor means that I will need to go to college for more than six years and earn an MD or PhD.



I want to be a doctor, but I'm not ready for that much college right now. There are many other jobs in the healthcare field that might be a good fit for me.



Read about two other jobs in the healthcare field and see if any are interesting to you.

Healthcare Aide



A healthcare aid is someone who will interact with patients, will do some light cleaning and organizing.

Most jobs in this field require a high school diploma, no previous experience, and offer on-the-job training.

You could be a health aide at a doctor's office, dentist's office, therapist's office, or in a senior living center.

To learn more about healthcare aides or other jobs in the healthcare field, check out the My Next Move website and browse the Health & Counseling industry.

Caregiver or Personal Care Aide







A personal care aide is someone who assists the elderly, convalescents, or a person with a disability with daily living activities at the person's home. A personal care aide may also advise on nutrition, cleanliness, and household activities.

Most jobs in this field require a high school diploma, no previous experience, and will offer on-the-job training.

To learn more about personal cares aide or other jobs in the healthcare field, check out the My Next Move website and browse the Health & Counseling industry.

I Want to Be a Police Officer



I have always wanted to be a police officer because I like helping people and solving problems.



Being a police officer means that I will need to get an associate degree and special certification.



If I want to be a police officer, but I am not ready for that much college. There are many other service jobs that I could do.



Read about the other jobs in the service field and see if any are interesting to you.

Crossing Guard



A crossing guard is someone who will guide or control pedestrian traffic on streets, at schools, at railroad crossings, or construction sites.

Most jobs in this field require a high school diploma and a good ability to communicate with people.

To learn more about crossing guards or other jobs in the service industry, check out the **My Next Move** website and browse the **Service** industry.

Parking Enforcement Worker







A parking enforcement worker is someone who will patrol assigned areas, such as public parking lots or city streets, to issue tickets to parking violators or illegally parked vehicles.

Most jobs in this field require a high school diploma, little or no previous experience, and have on-the-job training.

To learn more about parking enforcement workers, check out the My Next Move website and browse the Government industry.



Making Assumptions

Directions: Assumptions are guesses based on facts. Make an assumption about each of the following situations.

	Jordy walked into school crying with mud all over her coat and hair. What do you think happened?		
6	When Hank did not show up for soccer practice this morning, Coach Vinna called him. The coach could hardly understand Shawn because Shawn was talking very quietly and saying only a few nonsense words. Why do you think Shawn was not at practice?		
	Lavita was in class getting her math homework out when she stopped and said, "Oh, no!" Why do you think she said that?		
•	Malik sat down to dinner and said to his mother, "Did you really make that lasagna?" What do you think Malik was thinking about lasagna?		
•	Justin quietly sat and listened to the student council candidates talk. As Marcie talked, Justin started nodding his head gently up and down. What do you think Justin was thinking?		



A Boss with No Name

A first-year college student comes home for the summer and gets a summer job in an IT department.

assie Beezo! How nice to see you!" Kelly Orth said. "How is college going?"

"Hi, Mrs. Orth," Cassie said. "I just love it. I even like summer school. I'm taking a computer class online. We have a new project each week, and it's really fun." Cassie Beezo had just finished her first year of college. Kelly Orth was her high school computer teacher. She was the teacher Cassie had liked best.

"What about a job after college? Do you plan to use your computer skills?" Mrs. Orth asked.

"Yes! I want to be an IT
person for a company. And, I'm
hoping to get my first chance
this summer. I was on the
Internet today. I learned that Dorn Foods
is hiring 20 summer IT workers. I'm going
to update my résumé tonight. I was also



Cassie was taking a computer class online.



going to call you later. Would you please be one of my references?"

"I would be happy to do that for you, Cassie. I know how good you are with computers."

"Great! I sure hope they call you soon!"
Three days later, Mrs. Orth got a call from
Dorn Foods. And, a week later, Cassie
started her summer job. She sent Mrs.
Orth a thank you note.

At the end of Cassie's first week, her boss left for a new job. Cassie called Mrs. Orth and said, "My boss quit. I think you would be perfect for this job. You should apply."

Mrs. Orth said, "I have been thinking about doing something besides teaching. Maybe I will look into the job. How do you like working there for the summer?"

"It's hard work, but I am learning so much. It's a great thing for me! And, I think you would like Dorn Foods. People here are happy and work hard," Cassie said. Cassie hung up and spent some time on her class. Her task this week was to find a computer repair place to visit. She searched online. She found four places within five miles. She called the closest one. Ten minutes later, she was on her visit. She spent a couple of hours talking to the employees. Cassie came away thinking she might like to work at such a place. Two



Her task this week was to find a computer repair place to visit.



weeks later, Cassie got an e-mail from Mrs. Orth. It read:

I applied for the job at Dorn Foods. Today, I was offered the job and took it. I'm going to finish summer school since I started it. So, I am going to come to work at Dorn Foods at 1:00 for a month. Once summer school is over, I'll start full time at Dorn. I'm also going to help the new teacher get started in the fall. I don't want the school to have problems because I left.

I've attached a file I thought you might like to see. It lists all kinds of computer jobs. And, there's a show on TV tonight about the great future for IT jobs. You should check it out!

I'll see you tomorrow at 1:00!

Kelly Orth

P.S. I think you will have to learn to call me "Kelly." Everyone at Dorn Foods uses first names.

Cassie squealed. She thought,
"I actually helped someone get a job."
Cassie was excited for 1:00 to come
the next day. Mrs. Orth was sitting in
the boss's office. Cassie was surprised
how odd it seemed. She walked in to
say, "Welcome."

Kelly sneezed into her elbow. Then she said, "I'm not sneezing because of you. I know I will miss teaching. But, I won't miss all the colds I get from the kids!" She smiled. Then she said, "Oh, look! The clock on my wall is stopped." She took it down and saw that the battery was gone.



"We have some in my area. I'll bring you one."

Cassie came back and Kelly got the clock running. Then Kelly said, "Time has started and I have too! Let time flow smoothly from here on!" And, things did go smoothly. Kelly liked the job. She and Cassie enjoyed working together.

Soon it was time for Cassie to go back to school for the fall. She went into Kelly's office and said, "Mrs. Orth, I mean Kelly..."



Soon it was time for Cassie to go back to school for the fall. Kelly cut her off, "I think that is the first time you have called me 'Kelly.'
That wasn't so hard, was it? It's easier than catching my eye so you don't have to use my name. It's hard talking to a boss who has no name!"

Cassie laughed. "It just seems so odd! Anyhow, Kelly, I like this job. I want to plan to come back next summer. Do you think that would be OK?"

"Sure. You do good work. And, we will need extra help every summer. Call me in April. Let me know for sure you are coming back and when. And, do you want to work over winter break? If so, call me in early December. I think I'll have some work for you then, too."

"Thanks, Mrs. Or... Thanks, Kelly! Talk to you in December."



A Boss with No Name

Story Quiz



- 1 What do you think IT stands for?
 - A. Information Technology
 - B. Iced Tea
 - C. Ireland Team
- 2 Why is it hard for Cassie to call Kelly Orth by her first name?
 - A. because Cassie was younger than Kelly
 - B. because Cassie has always known Kelly as Mrs. Orth
 - C. because Cassie has trouble remembering Kelly's first name
- 3 How did Cassie help Kelly get a new job?
 - A. Cassie helped Kelly update her résumé.
 - B. Cassie asked the people at Dorn Foods to hire Kelly.
 - C. Cassie told Kelly about the job opening.
- Choose the word that means "an assignment."
 - A. task
 - B. college
 - C. battery
- 5 Choose the word that means "time off from school."
 - A. project
 - B. future
 - C. break
- 6 Why is an IT job a good match for Cassie's skills?
 - Cassie is very good at using computers.
 - B. Cassie was always really talented in gym class.
 - C. Cassie enjoys cooking.
- Which of these searches would have worked best for Cassie when she was looking for a summer job in Colorado Springs?
 - A. summer jobs
 - B. Colorado Springs jobs
 - C. Colorado Springs summer IT jobs
- In the story, Cassie asked Mrs. Orth for a reference. Was Mrs. Orth a good choice?
 - A. Yes, because she lives close to Cassie.
 - B. Yes, because she knows Cassie is skilled.
 - C. No, because Cassie doesn't want to be a teacher.
- On a digital clock, how do you know that the electricity has been off and you have to reset the time?
 - A. The numbers window will be completely blank and dark.
 - B. The time will be exactly two hours and thirty minutes off.
 - C. The time numbers will most likely be wrong and will be blinking.