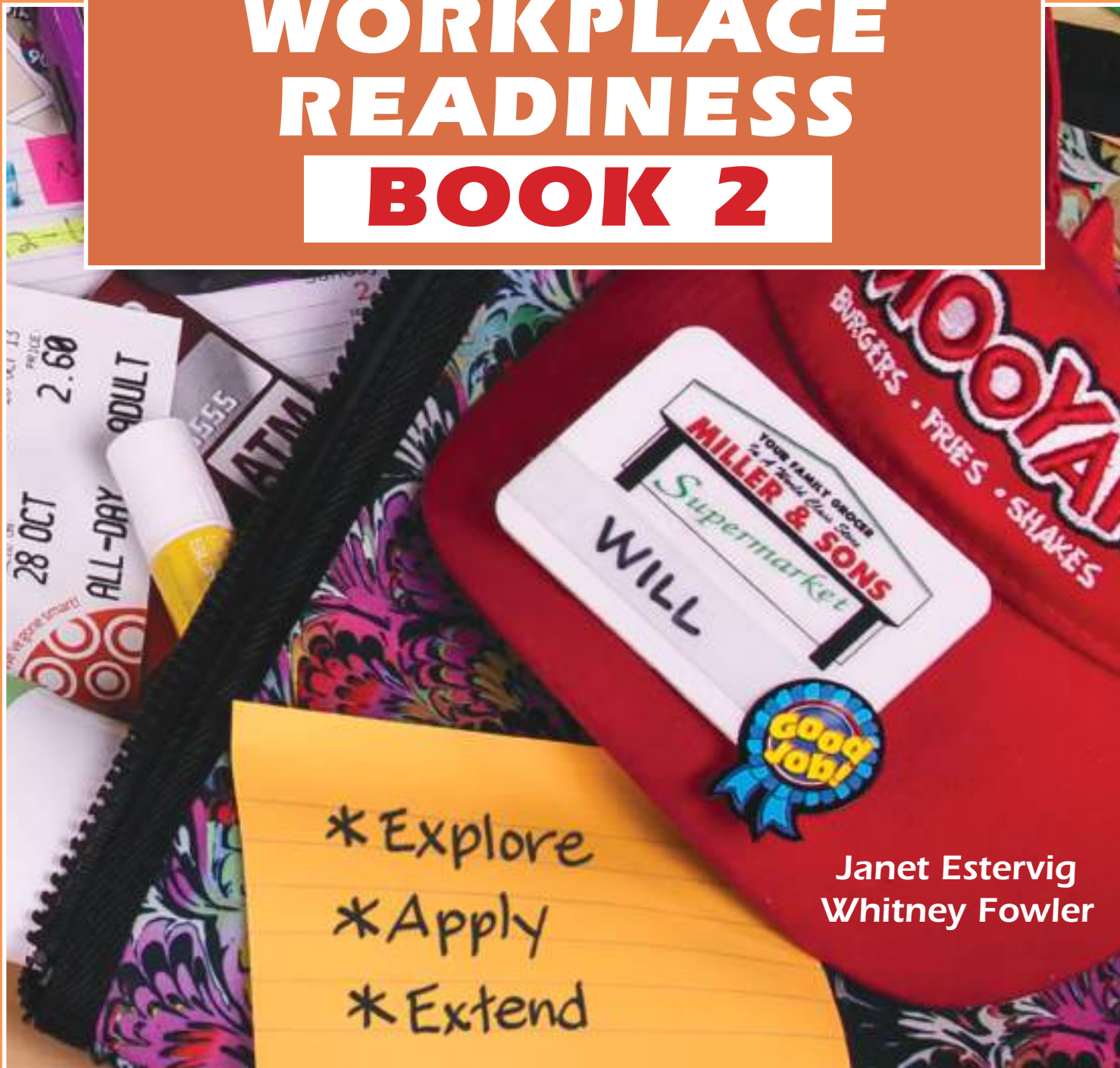


Attainment's

# PreETS

Pre-Employment Transition Solution

## 4: FOCUS ON WORKPLACE READINESS **BOOK 2**



Janet Estervig  
Whitney Fowler

**Pre-ETS 4:  
Focus on  
WORKPLACE READINESS  
STUDENT WORKBOOK, BOOK 2**

By Janet Estervig and Whitney Fowler  
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# Identifying Interests and Abilities

**Directions:** Check (✓) each interest that you have and each ability that is a strength for you.

	Interests
	dancing
	watching TV
	skiing
	skating
	computer games
	going to movies
	taking care of animals
	watching sports
	playing baseball
	playing tennis
	playing basketball
	playing board games
	playing cards
	running
	gardening
	swimming
	going to museums
	reading novels
	cooking

	Abilities
	singing
	convincing people
	cooking
	being mechanically inclined
	drawing
	acting
	organizing
	doing math
	thinking critically
	working with computers
	working with kids
	working with animals
	dancing
	thinking creatively
	persevering
	writing
	working with high energy
	working with plants
	driving large vehicles

# Accepting Criticism

## self-talk story

I feel frustrated and ask my friend to help me understand my feelings. What he says makes me upset, but I know he is trying to help. So I listen to what he says. If I don't understand, I ask him to explain again. When he is finished, I thank him. Although I am angry and upset, I know he told me the truth and is being honest for my sake.

## steps

- 1** I know when I need assistance.
- 2** I know when I'm wrong and can do better.
- 3** I recognize when advice will be helpful.
- 4** I keep calm when criticized.
- 5** I listen and say, "Thank you."





**1**



I know when I  
need assistance.



**2**



I know when I'm  
wrong and can  
do better.



**3**



I recognize when  
advice will be  
helpful.



*Continued on the next page*

**4**

I keep calm when criticized.

**5**

I listen and say, "Thank you."



## self-monitoring checklist

M	Tu	W	Th	F	Accepting Criticism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I know when I need assistance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I know when I'm wrong and can do better.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I recognize when advice will be helpful.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I keep calm when criticized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I listen and say, "Thank you."

**Problem** 1. Your teacher criticizes a project you worked hard on.  
Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Problem** 2. Your friend criticized you and you feel angry.  
Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Professionalism: Putting It All Together**

Employers want to hire someone who has the whole professional package. Here is a list of what employers are looking for:

- **Arrives on time**
- **Manages work successfully**
- **Takes responsibility for their behavior**
- **Works well with others**
- **Shows high quality work**
- **Is honest**
- **Listens and communicates well with customers, coworkers, and boss**
- **Looks clean and neat**
- **Dresses appropriately for the job**

# Professionalism: Putting It All Together

**Directions:** Draw a line to match the **Skill** with the **Employer Expectation**. More than one skill can match an expectation.

<b>SKILL</b>	<b>EMPLOYER EXPECTATION</b>
HYGIENE AND APPEARANCE	Arrives on time
PUNCTUALITY	Manages work successfully
MANNERS	Is honest
TIME MANAGEMENT	Takes responsibility for their behavior
LISTENING SKILL	Works well with others
BEHAVIOR	Shows high quality work
TASK COMPLETION	Listens and communicates well with customers, coworkers, and boss
COMMUNICATION	Uses time wisely
ENTHUSIASM AND ATTITUDE	Dresses appropriately for the job
TEAMWORK	Looks clean and neat
NETWORKING	
PROBLEM SOLVING AND CRITICAL THINKING	



# What to Wear?

**Directions:** Cut out pictures from magazines that show the style you like for the different clothing items.

<b>Tops</b>	<b>Bottoms</b>
<b>Shoes</b>	<b>Hair</b>
<b>Accessories</b>	

# Dressing for the Weather

**Directions:** For each weather report, circle the weather-appropriate clothing or write an example of weather-appropriate clothing.

Weather Report	What to Wear?	Write an Example
 <b>HOT</b>	  	
 <b>WARM</b>	  	
 <b>COOL</b>	  	
 <b>COLD</b>	  	
 <b>RAIN</b>	  	
 <b>STORM</b>	  	
 <b>CHANCE OF RAIN</b>	  	

# Dressing for an Event

**Directions:** Read and answer each question.



- 1** Should you dress up or down when going to a job interview?  
\_\_\_\_\_
- 2** How would you dress if you were swimming at a pool?  
\_\_\_\_\_
- 3** How would you dress if you were meeting friends at a movie?  
\_\_\_\_\_
- 4** How would you dress if entertaining in your home?  
\_\_\_\_\_
- 5** How would you dress if you were attending a formal event?  
\_\_\_\_\_
- 6** Describe a possible uniform for a grocery store.  
\_\_\_\_\_
- 7** What would you wear if you were doing gardening?  
\_\_\_\_\_
- 8** What do you wear for a job in an office?  
\_\_\_\_\_
- 9** When you have a job as a construction worker, what would you wear?  
\_\_\_\_\_
- 10** What do you wear if you work at a fast food restaurant?  
\_\_\_\_\_

# Making Healthy Choices at a Restaurant

**Directions:** Look over your menus. Choose a healthy menu item, and then explain why it is healthy.

	Restaurant	Healthy Choice	Why?
1			
2			
3			
4			
5			



# Eating in a Restaurant

## self-talk story

I like to eat in restaurants with family and friends. I put my napkin on my lap and look at the menu and then order. I talk in a normal voice to those at my table. I eat my food and remember not to talk when there is food in my mouth. I ask for the bill, pay it, and leave a tip for the server.

## ■ ■ ■ steps

- 1** I look at the menu and order my food.
- 2** I talk in a normal voice to the people at my table.
- 3** I put my napkin in my lap.
- 4** I remember not to talk with food in my mouth.
- 5** I ask for the bill and pay it.
- 6** I leave a tip for the server.





**1**

I look at the menu and order my food.



**2**

I talk in a normal voice to the people at my table.



**3**

I put my napkin in my lap.





*Eating in a Restaurant, continued*

**4**

I remember not to talk with food in my mouth.



**5**

I ask for the bill and pay it.



**6**

I leave a tip for the server.





## self-monitoring checklist

M	Tu	W	Th	F	Eating in a Restaurant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I look at the menu and order my food.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I talk in a normal voice to the people at my table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I put my napkin in my lap.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I remember not to talk with food in my mouth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I ask for the bill and pay it.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. I leave a tip for the server.

**Problem** 1. You're sitting in a restaurant talking to your friends and your cell phone rings. Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Problem** 2. You pay your bill using a debit card and want to leave a tip but don't know how to do it. Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Setting and Clearing the Table



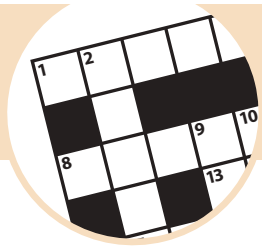
*Silverware setting for dinner*



*Silverware container*



*Table setting*



## Vocabulary

1

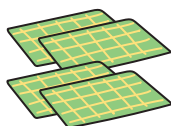
utensils



tools for eating with

2

place mats



mats that are put under place settings

3

condiments



spices like salt and pepper

4

prepare



to be ready for something

5

preserve



save something for later use

6

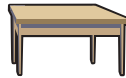
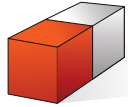
leftovers



food left over from a meal that can be used again



## Facts



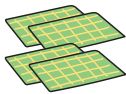
Before setting a table, clear the table. Consider



how many people will be eating so you know how many



**utensils**, plates, and glasses to set. Place **napkins**,



**place mats**, and **condiments** as needed. Clear table when



meal is done and **prepare** for handwashing dishes or use



dishwasher. Then put washed items back in cupboard.



## Step by Step

### *Setting the Table*



1

*Set place mats . . .*



2

*. . . and silverware.*



3

*Set right number of plates . . .*



4

*. . . and glasses.*



5

*Sets condiments . . .*

*Set condiments . . .*



6

*. . . and beverages.*

## Step by Step



### Clearing the Table



1

Scrape leftover food off plate and into wastebasket.



2

Put plates and other items on tray and take to kitchen.



3

Put leftover food worth keeping in containers.



4

Wash dishes in sink or prepare for dishwasher.



5

Stack the dishwasher.



## Helpful Tips



You need to know several things first. Where are



dishes and **utensils** kept? And where are other necessary



items like **condiments** stored? How should you **preserve**



**leftovers**, and where do they go? Which dishes should



you wash first, and how should you **prepare** the sink or



dishwasher for washing?

## Problem Solving

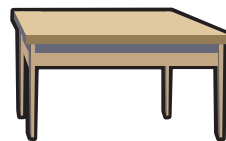


- 1 You can't set it because other items are on the table.  
What should you do?

---

---

---



- 2 You don't know how many people will eat with you.  
What should you do?

---

---

---



- 3 You don't have a dishwasher. What should you do?

---

---

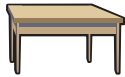
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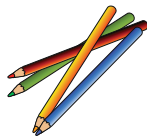


## Quiz

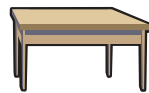
1



Before setting the table, take all items off the \_\_\_\_.



pencil



table



dog

2



Consider how many \_\_\_\_ will be eating.



people

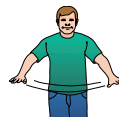
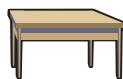


trees



walls

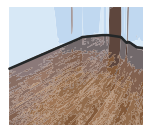
3



Clear the table when the \_\_\_\_ is done.



bird



floor



meal



# Breakfast Burrito



Serves one



2 small bowls



fork



1 tablespoon



oven mitts



flour  
tortilla



salsa



shredded cheese



1. Crack the egg in one of the bowls. Add 1 tablespoon salsa.



2. Beat the egg and salsa with the fork.



3. Put the tortilla down into the **other** bowl.



4. Pour the egg mixture into the tortilla bowl.



5. Sprinkle 1 tablespoon shredded cheese on the egg mixture.



6. Put on the oven mitts. Put the tortilla bowl in the microwave.



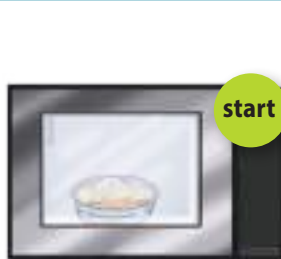
clear



time

1  
0  
0

8. Push **time**. Push **1 0 0**.

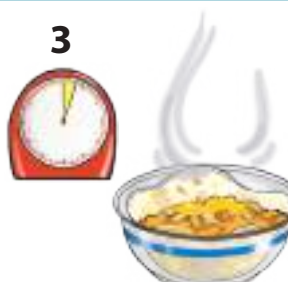


start

9. Push **start**.



10. When the oven beeps, put on the oven mitts. Remove the bowl.



3

11. Let stand **3** minutes.



12. When the bell rings, fold the tortilla. Serve.

# Reading a Paycheck Stub

Heilke is paid once a month. She reads her paycheck stub so she knows how much money she has to budget. Heilke's **paycheck stub** shows how much she earns and what are her deductions. Her gross pay is how much money she earns each month. Deductions include taxes, insurance, Social Security, and Medicare premiums. Her net pay is the money Heilke takes home.



## Ever-Ready Shipment

7250 Oak Avenue  
Anytown, USA 53778

Check Number: 9975

Pay Date: 03/31/13

PAY   \*\*One thousand six hundred twenty-two dollars and 5/100\*\*\*\*\*\$1622.05

*Pay to the order of*   Heilke Summerfield  
1112 Maple Street  
Anytown USA 53778

Heilke Summerfield		Pay Period 3/1/13-3/31/13
Earnings	This Period	YTD Amount
Gross Pay	\$2186.67	\$6556.00
Deductions		
Federal Income Tax	\$328.00	\$934.00
State Income Tax	\$109.33	\$328.05
FICA - Social Security	\$135.57	\$406.72
FICA - Medicare	\$31.71	\$95.12
Health insurance	\$69.34	\$208.02
Net Pay	\$1512.72	\$4584.09

### Answer

1. What is Heilke's gross pay?

a. \$2,186.67

b. \$6,556

c. \$1,512.72

### Answer

1. What is Heilke's net pay?

a. \$2,186.67

b. \$6,556

c. \$1,512.72

2. Heilke needs to create a budget using her:

a. gross pay

b. deductions

c. net pay

3. Write one deduction that Heilke pays.

---

---

# What is a Deduction?

Mr. Sajdak, Heilke's boss, explained to her what the deductions are on her paycheck. He told her everyone pays taxes. Taxes help to pay for things such as roads and public schools. Other deductions pay for medical expenses and money that retired workers get. One deduction Heilke has is medical insurance. This helps to pay for Heilke's visits to her doctor.



**state and federal taxes**

## *Types of Deductions*



**Social Security**



**Medicare**



**health insurance**

*Continued on the next page*

### **Answer**

Heilke's medical insurance deduction helps to pay for what?

- a. visits to her doctor
- b. roads and school
- c. money retired workers can use

### **Answer**

1. Heilke's gross pay is what she earns:

- a. before deductions are made
- b. after deductions are made
- c. by the end of each day

2. What is one deduction Heilke has to pay?

- a. taxes
- b. gross pay
- c. net pay

3. Taxes help to pay for:

- a. Heilke's visits to her doctor
- b. roads and schools
- c. money retired workers get

# Paycheck Breakdown

Clean & Tidy Housecleaning, LLC 8550 N. Rush St. Chicago, IL 60601				EARNINGS STATEMENT		
Ellen K. Jones				#224		
SSN	PAY PERIOD		PAY DATE	EMPLOYEE #		
xxx-xx-8628	10/2/2014 - 10/8/2014		10/9/2014	2		
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	TOTAL	YTD TOTAL
GROSS EARNINGS	14.50	40	580.00	FICA-MEDICARE	8.41	344.81
				FICA-SOCIAL SEC.	35.96	1,474.36
				FEDERAL TAX	72.10	2,956.10
				STATE TAX	27.55	1,129.55
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	TOTAL	DEDUCTIONS	NET PAY	
23,780.00	5,904.82	17,875.18	580.00	144.02	435.98	

## 1 Earnings Statement Breakdown

Item:	Date or Amount?
Pay Period	
Pay Date	
Hourly Pay/Rate	
Gross Earnings	
Net Pay	
Deductions Total	
YTD Gross	
YTD Deductions	
YTD Net Pay	
Taxes:	Amount?
FICA – Medicare	
FICA – Social Security	
Federal Tax	
State Tax	

Continued on the next page



## 2 Employer Deductions

Item	Number of Hours	Pay Rate	Amount
VACATION TIME			
SICK TIME			
Overtime (OT)			

**Directions:** Use the paycheck on page 31 to answer the following questions.






## 3 Questions:

How much money was deducted for Medicare?	
How much money was deducted for Social Security?	
How much money was deducted for federal tax?	
How much was deducted for state tax?	
How much was the Net Pay?	

# The Dog Walker

Benton is a high school student who earns money after school walking dogs. He charges \$10.00 a walk. He walks two dogs in his neighborhood. Benton earns \$100.00 a week. He saves part of his money to go to a technical college when he graduates in two years. The rest of his money he spends on weekly expenses.



Benton's Weekly Budget			Income \$100.00		
Fixed Expenses		Amount	Variable Expenses		Amount
	College fund	\$40.00		Entertainment	\$15.00
				Eating out	\$18.00
				Clothes	\$12.00
				Misc.	\$15.00

Continued on next page

### **Answer**

What is Benton's largest expense?

- a. college fund      b. entertainment      c. clothes

### **Answer**

1. How much money does Benton put aside each week to save for college?

- a. \$100.00      b. \$40.00      c. \$15.00

2. Benton received \$100.00 from a relative for his birthday. Write one way he can budget this money.

---

---

---




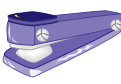

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3. Benton buys a sweatshirt for \$22.00 and has to spend less money on something else. What do you think he can spend less money on this week?

- a. entertainment      b. eating out      c. misc.

# Budgeting

**Directions:** To the first column, add five things you could buy. Fill in the middle columns for all 10 items. Use the last column to rank all ten things in order of importance.

Item	Want or Need?	Where would you get it?	What would it cost?	Rank
cell phone 				
brand name tennis shoes 				
backpack 				
stapler 				
pro football jersey 				

# Heilke's Checking Account

Heilke opened a checking account to keep track of expenses and savings. She deposits a paycheck into her account each month. Heilke pays most expenses online. The bank withdraws money from her account and pays it to whomever the check is written. Heilke subtracts money from her account each time she pays an expense.

## Online Check Register

Account # 2800 800

CHECK NUMBER	DATE	TRANSACTION DESCRIPTION	PAYMENT	DEPOSIT	BALANCE
				\$1512.22	\$1512.22
728	3/1	My Landlord	\$350.00		350.00
					1162.22
729	3/2	Auto Loan Bank	\$224.19		224.19
					938. 03
730	3/5	Anytown Insurance	\$67.00		67.00
					871.03



Anytown Smart Phone Company

Heilke Summerfield  
1112 Maple Street  
Anytown USA 53778

April Billing Statement

Current charges	\$91.20
Taxes	\$4.80
Total amount due	\$96.00

Pay by: 5/27/13

Amount Enclosed

### **Answer**

How much does Heilke have to pay to her smart phone company?

- a. \$91.20                      b. \$4.80                      c. \$96.00

### **Answer**

1. How does Heilke use her check register?
  - a. to keep track of her expenses
  - b. to help her pay online
  - c. both a and b
2. When Heilke pays a bill or spends money she must:
  - a. subtract the amount from her account
  - b. add the amount to her account
  - c. keep track of the expense in her head
3. Heilke has \$871.03 in her checking account. How much money does she have left after she pays \$96 for her cell phone bill? (show work)



# Heilke's Savings Account

At the beginning of each month, the bank takes money out of Heilke's checking account and puts it into a savings account. The bank pays Heilke money to keep a savings account. The money the bank pays is called interest. This means the bank pays Heilke to invest in a savings account where Heilke can earn extra money.

## Heilke's Savings Account



**monthly deposit**



## Anytown Bank & Trust

601 1st Ave. ■ Anytown, USA 53778

### SAVINGS ACCOUNT

Heilke Summerfield  
1112 Maple Street  
Anytown USA 53778

Account No. 101010

SAVINGS	MONTHLY DEPOSIT	INTEREST RATE	INTEREST PAID	TOTAL SAVINGS
\$360	\$30.00	1%	\$3.60	\$363.60

**Answer**

How much money did Heilke save in one year?

- a. \$360.00                      b. \$3.60                      c. \$363.60

**Answer**

1. How much money did Heilke save each month?

- a. \$3.00                      b. \$30.00                      c. \$300.00

2. How much extra money or interest did Heilke earn in one year?

- a. \$36.00                      b. \$3.60                      c. \$360.00

3. Write one reason why Heilke has a savings account.

---

---

# Debit Cards



Heilke has a debit card that acts like a check. Her card lets her withdraw money from her checking account to buy things. Heilke keeps the receipts for things she buys. She subtracts the amount she spends in her check register. Her debit card has a PIN number. The PIN number is a secret number that only Heilke can use.

## Anytown Salon

315 First St., Anytown, USA 53778

STYLIST KERRY

### Receipt

ITEM	PRICE
HAIRCUT	\$30.00
TAX	\$1.50
TOTAL	\$31.50
TIP	\$6.00
TOTAL	\$37.50

PAYMENT DEBIT CARD

x *Heilke Summerfield*

HEILKE SUMMERFIELD

### Answer

How much money does Heilke have to subtract from her account?

- a. \$30.00                      b. \$31.50                      c. \$37.50

### Answer

1. A debit card acts like a:  
a. savings account              b. check                      c. credit card
2. What does Heilke have to keep in order to subtract her purchase in her check register?  
a. receipt                      b. PIN number                      c. debit card
3. What is a PIN number?  
a. a credit card number  
b. a secret number  
c. a house number

# Setting Goals

Category	Long Term Goal	Short Term Goal	NOW!
Independent Living Skill			
Housing			
Finances			
Transportation			
Employment			
Post-Secondary Training			

# Best Day Ever!

What does the **Best Day Ever** look like to you? Take some time and think about all the things that would make a great day. Then write your ideas below.

On the **Best Day Ever**, I would wake up to...

---

---

---

On the **Best Day Ever**, I would spend time...

---

---

---

On the **Best Day Ever**, I would go...

---

---

---

On the **Best Day Ever**, the last thing I would do is...

---

---

---



# Have a Good Laugh

Laughing can make you feel good. Take some time to laugh and relax by answering the questions below.



Who is the funniest person that you know?

---

---

Write down a time when this person made you laugh. What did they say or do?

---

---

What is the funniest thing that has happened to you?

---

---

Write down what happened and explain why it was funny.

---

---

Write down your favorite comedy, movie, or TV show.

---

---

Why is this your favorite? What about it makes you laugh?

---

---

Has anything funny happened to you this week? Write it down.

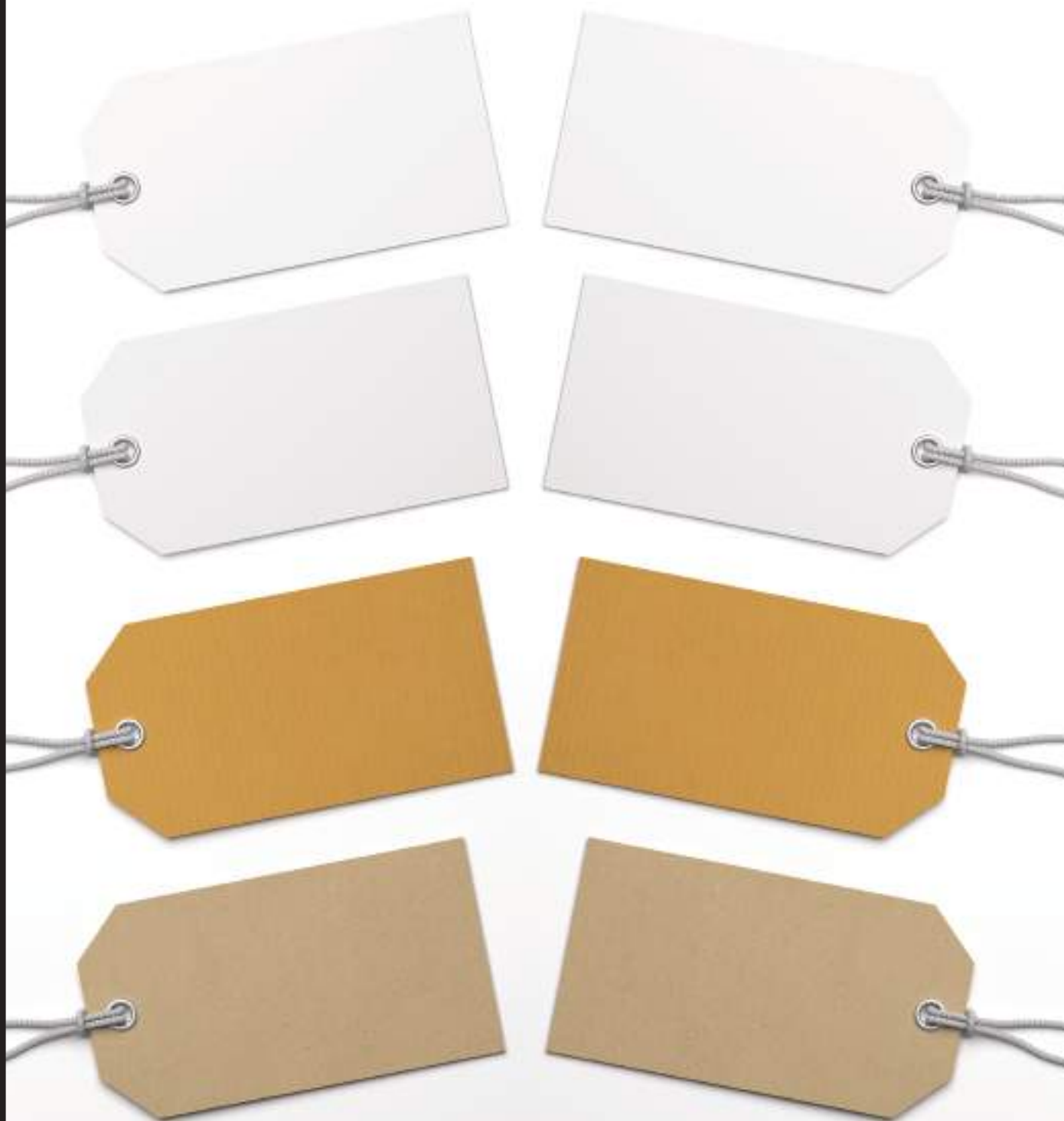
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Draw a funny picture.

# If I Had a Million Dollars!

If you had a million dollars, how would you make other people smile? On each gift tag below write the name of a person and what you would give them if you had a million dollars!



## Read All About It!

Rarely do people give themselves enough credit. A positive attitude is about seeing the good in yourself. On the newspaper below, write an article about yourself, include your accomplishments, things that you enjoy doing, and people in your life.

***Don't forget to include a self-portrait!***

# DAILY NEWS

World - Business - Finance - Lifestyle - Travel - Sport - Weather

Issue: 240104

THE WORLD'S BEST SELLING NATIONAL NEWSPAPER

Est - 1955

First Edition

Monday

# Dealing with Conflict

## self-talk story

I don't want to argue with my friends. I try to avoid it but sometimes that doesn't work. Now I have a plan to resolve conflicts with my friends. I try to hear what they say and find a way to stop the argument.

### steps

- 1** I know what the conflict is.
- 2** I listen to my friend's side.
- 3** I talk about my side in a calm voice.
- 4** My friend and I brainstorm solutions to the conflict.
- 5** My friend and I pick a solution.
- 6** I try to follow the plan.

1

I know what  
the conflict is.



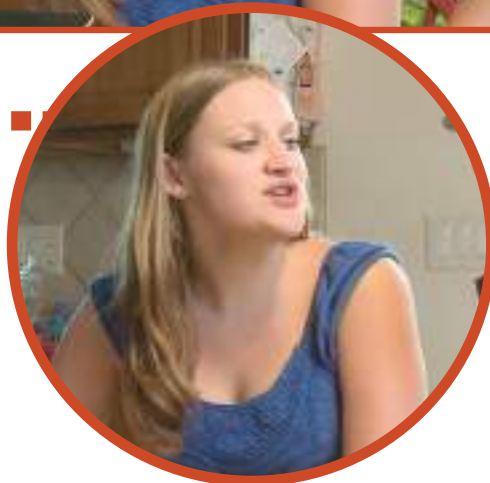
2

I listen to my  
friend's side.



3

I talk about my  
side in a calm  
voice.



**4**

My friend and I brainstorm solutions to the conflict.

**5**

My friend and I pick a solution.

**6**

I try to follow the plan.



## self-monitoring checklist

M	Tu	W	Th	F	Dealing with Conflict
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I know what the conflict is.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I listen to my friend's side.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I talk about my side in a calm voice.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. My friend and I brainstorm solutions to the conflict.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. My friend and I pick a solution.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. I try to follow the plan.

**Problem** 1. You have a conflict with a friend who blames you for a disagreement. Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Problem** 2. You have a conflict with a friend and she refuses to talk about it. Tell one thing you can do.

**Comment** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Getting Along with Others

**Directions:** Write **Yes** or **No** in each box to show the result you think each situation will cause.

	Could help people get along	Will probably make sense when I think about it later	Is the way you would want someone to react to you
1. Janda doesn't feel well, so she just ignores Kelly's "Hi Janda" as she walks by Kelly's locker.			
2. Collin sees Ping drop her book because her hands are so full. Collin picks up Ping's book, gives it to her, and smiles as he walks by.			
3. Gary wants to start on the basketball team tonight, so he hides Keith's uniform.			
4. Dante is hurrying down the hall when he bumps into Sierra and knocks her down. So he won't be late, Dante says nothing and keeps on going.			
5. Ashton has a bag of candy. He sees Ward looking at it and offers Ward a piece.			
6. Tory accidentally spills soda on Magalee's book. Magalee is upset, so she pours some soda on Tory's book.			

# Drugs, Alcohol, and Your Health



**Directions:** Watch the video and read the facts. Use what you learn to answer the questions below.

<p><b>Who can become addicted to drugs?</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Why are drugs hard to quit?</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><b>What are some negative health effects drugs can have on your body?</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p><b>Write down one thing you learned about drug or alcohol abuse.</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>






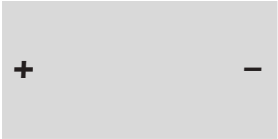


# Home Safety

Fire Safety	Bathroom Safety	Kitchen Safety
<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 22 <b>Choosing the Correct Battery Size</b>	<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 34 <b>Dealing with Garbage and Recycling</b>	<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 59 <b>Handling Electricity Safely</b>
		

Electrical Safety	Household Safety	Cleaning Safety
<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 15 <b>Checking Fuses and Breakers</b>	<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 104 <b>Preventing Household Problems</b>	<input type="checkbox"/> Listen to the Story <input type="checkbox"/> Take the Quiz <input type="checkbox"/> Aligning Life Skills to Academics: Sc 152 <b>Using Appropriate Cleaning Solutions</b>
		

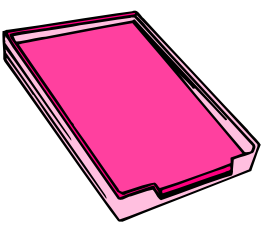

# Choosing the Correct Battery Size

**Directions:** Match the battery pictures and battery slots to the battery sizes.

Answers	Batteries and Battery Slots	Battery Sizes
	1. 	A. Size C
	2. 	B. Size AA
	3. 	C. Size D
	4. 	D. Size 9 volt
Answers	Batteries and Battery Slots	Battery Sizes
	5. 	E. Size D
	6. 	F. Size AAA
	7. 	G. Size 9 volt
	8. 	H. Size AA






# Dealing with Garbage and Recycling

**Directions:** Circle each item that should be recycled rather than thrown in the garbage.

 <p>(spoiled apple)</p>	 <p>(advertisement)</p>	 <p>(file folder)</p>
 <p>(metal in-out tray)</p>	 <p>(tennis shoe)</p>	 <p>(plastic soda bottle)</p>
 <p>(soda can)</p>	 <p>(sweatshirt)</p>	 <p>(bottle)</p>
 <p>(egg shells)</p>	 <p>(cardboard box)</p>	 <p>(frying pan)</p>

# Handling Electricity Safely

**Directions:** Answer each question.

	<p>1. Why shouldn't a person pull an electric plug out of a socket by the cord?</p> <hr/> <hr/>
	<p>2. Why shouldn't a person touch the plug prongs when putting a plug into a wall socket?</p> <hr/> <hr/>
	<p>3. Why shouldn't a person plug several plugs into one outlet?</p> <hr/> <hr/>
	<p>4. What is wrong with running an electric cord across a room?</p> <hr/> <hr/>
	<p>5. Why shouldn't a person plug in a frayed cord?</p> <hr/> <hr/>

# Checking Fuses and Breakers

**Directions:** Match the fuse and breaker descriptions to the terms.

Answers	Fuse Descriptions	Fuse Terms
	1. What happens to a fuse when your toaster shorts out?	A. melt
	2. What could happen to wires in your walls if your toaster did not have a fuse?	B. current
	3. Which part of a fuse melts when it overloads?	C. trips
	4. What prevents fuses from getting to unsafe levels?	D. filament
Answers	Breaker Descriptions	Breaker Terms
	5. Which part of a breaker heats up and bends when a refrigerator shorts out?	E. trips
	6. Which part of a breaker protects electrical wires?	F. reset
	7. What happens to a breaker when a refrigerator shorts out?	G. metal strip
	8. What has to be done to a breaker before the non-working appliance will work again?	H. surge





# Preventing Household Problems

**Directions:** Complete the chart to explain how to prevent some household problems.

Household Problems	What could be causing the problem?	How could you prevent such a problem?
1. Your water bill is twice as high as usual.		
2. You can feel cold air coming in around the window in your bedroom.		
3. You have fallen twice because you slipped on the wet floor in front of the refrigerator.		
4. When you open the refrigerator door, a bad smell comes out.		
5. The hanging rod in your closet is so bent that you think it might break.		
6. You have two plants and they both often look droopy.		



# Using Appropriate Cleaning Solutions

**Directions:** Match the cleaning jobs to the cleaning solutions.

Answers	Cleaning Jobs	Cleaning Solutions
	1. Clean a toilet	A. a little dishwashing liquid in water
	2. Clean shower tiles	B. bowl cleaner
	3. Wash a tile floor that is not supposed to have any soap or chemicals	C. lime remover
	4. Wash the kitchen counters	D. water
Answers	Cleaning Jobs	Cleaning Solutions
	5. Get a spot out of a tablecloth	E. window cleaner
	6. Get a spot out of an area rug	F. liquid hand soap
	7. Clean a mirror	G. laundry stain remover
	8. When at a restaurant, try to get a spot off of a shirt	H. carpet spot remover



# What Will It Cost Me?

## Moving Costs

First Month Rent	\$
Last Month Rent	\$
Security Deposit	\$
Utilities Hookup and Deposit	\$
Cable, Internet, Landline Phone	\$
<b>Total Cost of Moving</b>	<b>\$</b>

## Furnishings

Bed	\$
Pillows	\$
Sheets/Comforter	\$
Dresser	\$

Bedroom total = \$

Couch	\$
Coffee Table	\$
TV Stand	\$
TV	\$
Lamp	\$

Living Room total = \$

Table	\$
Chairs	\$
Plates	\$
Cups	\$
Silverware	\$
Pots/Pans	\$
Microwave	\$

Kitchen = \$

<b>Total Cost of Furnishing New Apartment</b>	<b>\$</b>
---	-----------

Now add your move-in costs and your furnishing costs.

What will your total move-in expenses be?

\$ .00

# Sample Lease

This agreement made this 11th day of December 2017 by and between Sheila J., herein called the “Landlord” and Jacob L., herein called “Tenant.” Landlord hereby agrees to rent the dwelling located at 509 S. Birch Street Apt. 105 under the following conditions:

1. The term of this Lease shall be for one year beginning on January 1st, 2018, and ending December 30th, 2018.
2. Tenant agrees to pay the Landlord the base sum of \$850 per month, due and payable monthly in advance of the 1st day of each month. Rent shall be payable without notice or demand at the address of 509 S. Birch Street rental office. In the event that rent is not received by the 4th of the month, Tenant agrees to pay a \$25 late fee, plus an additional \$5 per day for every day thereafter until rent is paid. No excuses will be accepted for late payment.
3. Tenant agrees to pay their rent in the form of a personal check, cashier’s check, or money order made out to Birch Street Rental LLC. In the event that the tenant check is returned for any reason, Tenant agrees to pay a \$25 returned check fee AND accept whatever consequences are involved with making a late payment.
4. Tenant shall make arrangements to pay for the following utilities and services: gas, electricity, water, trash, and telephone services supplied to the premises and for all connection charges.
5. Tenant hereby agrees to pay a security deposit of \$900 to be refunded upon vacating and returning the keys to the Landlord. This deposit will be held to cover any possible damage to the property. The deposit will be held intact by the Landlord until at least 30 days after Tenant has vacated the property. At that time, Landlord will inspect the premises thoroughly and assess any damages or needed cleaning or repairs. The deposit, minus the monies used for any necessary charges, will be returned to the Tenant within 40 days.
6. The Tenant is required to have valid renter’s insurance for the duration of their lease.
7. When repairs to the building are needed, the Tenant should contact the Landlord and fill out a maintenance request form. In the case of an emergency, the Tenant should call the maintenance emergency line at 1-800-566-5442.

# Lease Questions

1. When does this lease begin?

---

2. How long is the lease for?

---

3. Who is the Landlord?

---

4. Who is the Tenant?

---

5. What is the monthly rent?

---

6. Who pays the utilities?

---

7. What is the fee for late rent?

---

8. When does the Tenant get the security deposit back?

---

9. The Tenant is responsible for which utilities?

---

10. Why does the Tenant need renter's insurance?

---

# Create a Cleaning Schedule

## What should you clean **Daily**?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## What should you clean **Weekly**?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

## What should you clean **Monthly**?

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# Keeping It Clean!

## Living Room

Chore	Instruction	Independent Practice
Vacuum wood floors	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Hand-held vacuum furniture and vacuum carpet	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Sweep and mop floor	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Dust furniture and TV	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.

## Kitchen

Chore	Instruction	Independent Practice
Wash dishes	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Clean kitchen after meals	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Wipe appliances and inside of microwave	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
Sweep and mop floor	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.

*continued on the next page*



## Bedroom

Chore	Instruction	Independent Practice
<b>Straighten bedroom and put clothes away</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
<b>Make and change bed linens</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.

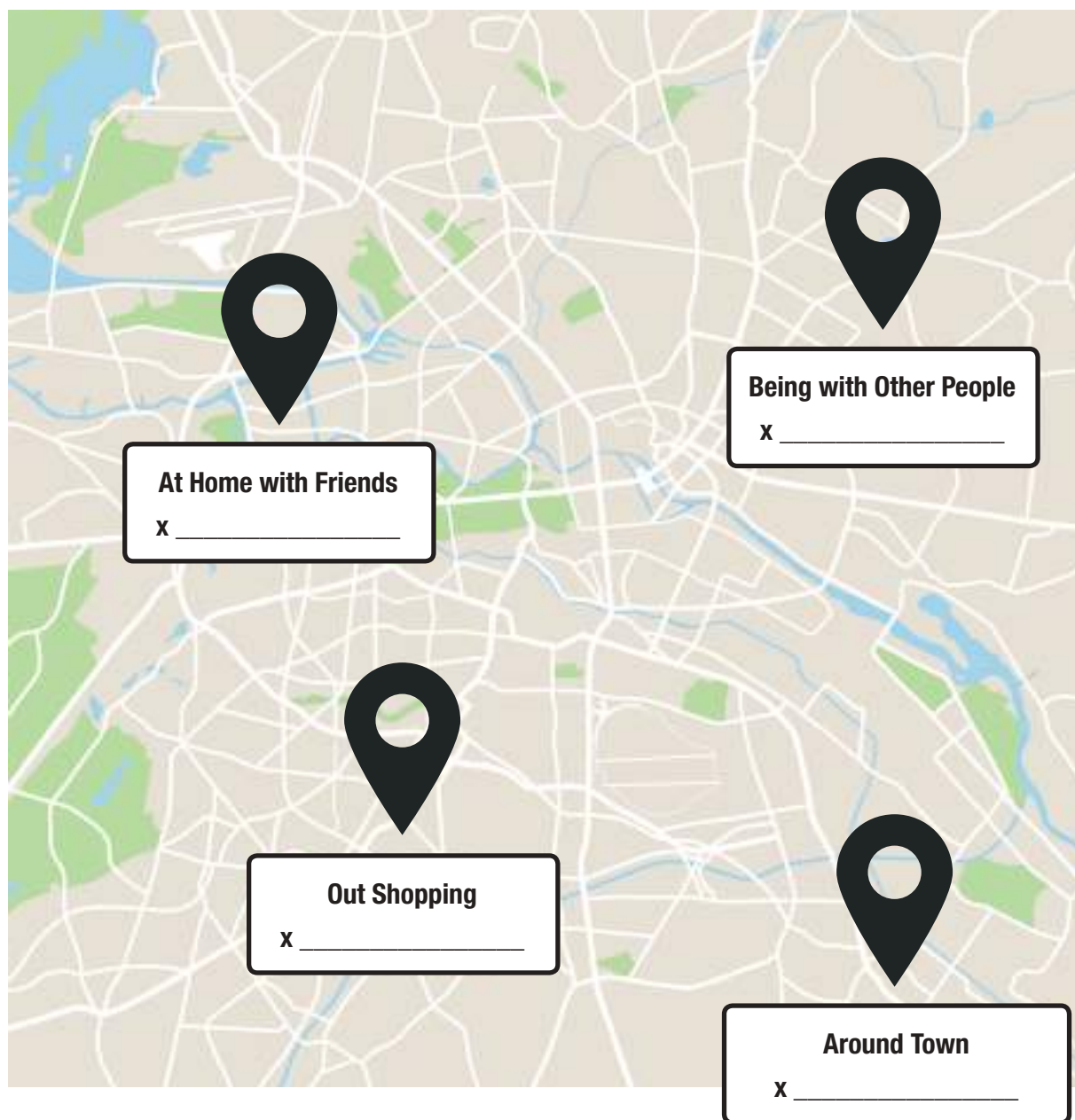
## Bathroom

Chore	Instruction	Independent Practice
<b>Straighten out bathroom, put away items, fold towels, put dirty clothes in wash</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
<b>Clean sink, vanity, and mirror</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
<b>Clean shower and bathtub</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
<b>Clean toilet inside and outside</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.
<b>Sweep and mop bathroom floor</b>	<input type="radio"/> Reading or <input type="radio"/> Video	<input type="radio"/> Completes steps of chore at school. or <input type="radio"/> Completes steps of chore at home.

# Community Explorer Passport

## Directions:

- Choose one activity from each category.
- Watch the video and write down the step.
- Practice the activity at school, home, or in the community.
- Ask an adult to sign your passport once you have put your skills to practice.



## At Home with Friends

Answering the Door	Ordering Pizza	Being a Dinner Guest
<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:

Write down the steps you will practice:

---



---

## Being with Other People

In a Waiting Room	In Line
<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:

Write down the steps you will practice:

---



---

## Out Shopping

Grocery Store	Clothing Store
<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:

Write down the steps you will practice:

---



---

## Around Town

Hairdresser	Movie Theater	Fast Food Restaurant	Laundromat
<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:	<input type="radio"/> Video <input type="radio"/> Steps <input type="radio"/> Practice:

Write down the steps you will practice:

---



---

# Matching Ability with Jobs

**Directions:** Use the information you collected from the Ability Profiler to match your skills with possible jobs.

*Example: Ability: Physical stamina = Job possibility: Roofer*

Vocational Ability	Job Possibility from Job #1	Job Possibility from Job #2
<b>Cognitive:</b>		
1.	1.	1.
2.	2.	2.
<b>Physical:</b>		
1.	1.	1.
2.	2.	2.
<b>Psychomotor:</b>		
1.	1.	1.
2.	2.	2.
<b>Sensory:</b>		
1.	1.	1.
2.	2.	2.

# In-Depth Look at Job Possibilities

**Directions:** Insert a Job Title from the list and fill in the boxes from the Ability Profiler.

**JOB TITLE:** \_\_\_\_\_

Knowledge	Skill	Ability
Personality		Technology
Education	Job Outlook	Explore More

# Reflection

1. Does this job match your knowledge?

YES

NO

Example:

---

---

2. Does this job match your skills?

YES

NO

Example:

---

---

3. Does this job match your abilities?

YES

NO

Example:

---

---

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. If this job is not a good fit, what are other possibilities from Explore More?

---

---

---

Example:

---

---

---

# Creating a Computer Password You Can Remember

**Directions:** Use the chart to create computer passwords you can remember and that match the given requirements. Then, answer the typical password reminder questions.

<b>Create a password with six or more characters.</b> (Always use all lowercase letters.)	<b>Explain why the password will be easy for you to remember.</b>
<b>Sample:</b> checkers	It is my favorite game.
<b>Create a password with six or more characters; include letters and numbers.</b> (Always use all lowercase letters.)	<b>Explain why the password will be easy for you to remember.</b>
<b>Sample:</b> collies2	Collies are my favorite dogs, and I have two of them.
<b>Password Reminder Questions</b> (These are questions that you might be asked when you are signing up for an online site and have to make up a password. If you forget your password and can answer the question(s) correctly, you will receive your password by e-mail.)	<b>Your Answers</b>
What is your mother's maiden name?	
What was the name of your favorite teacher?	
What is your favorite movie?	
What was your childhood pet's name?	

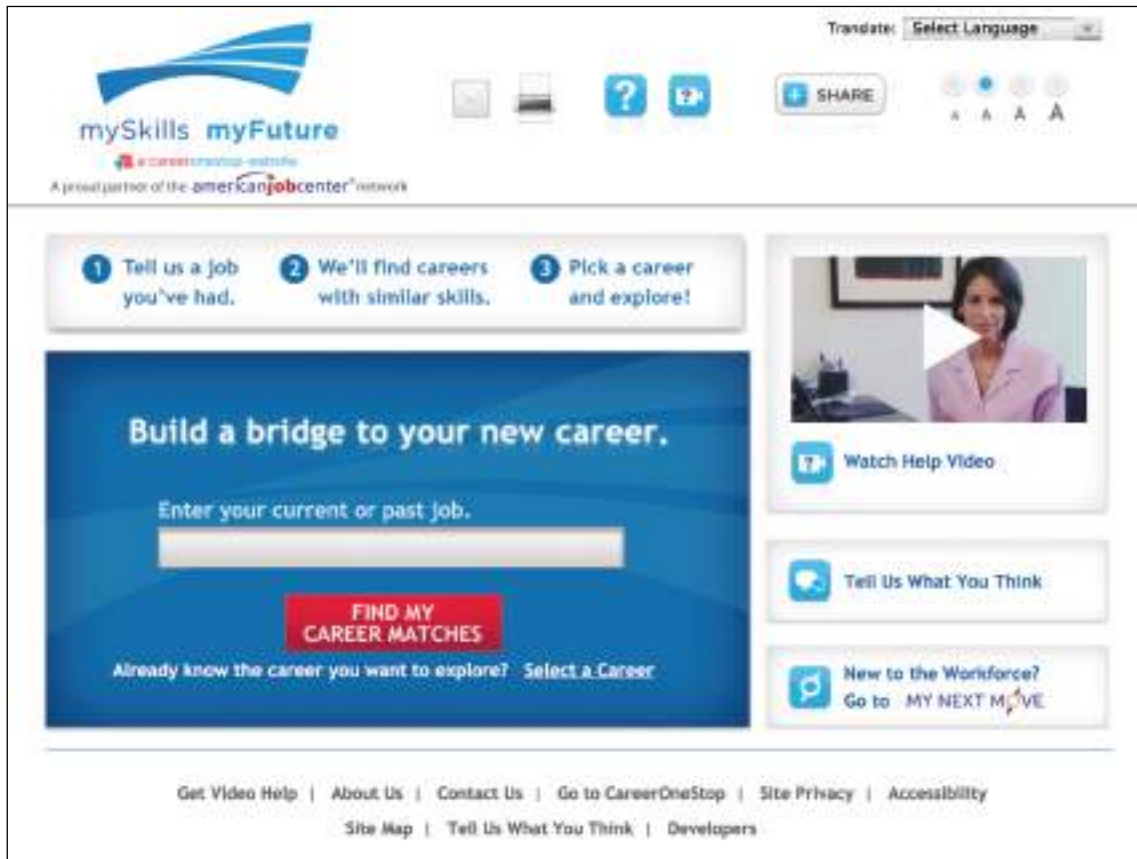


# Creating and Applying for Jobs Online

**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

## Directions:

1. Go to Career One Stop : <https://www.myskillsmyfuture.org/>



The screenshot shows the homepage of the mySkills myFuture website. At the top, there is a logo for mySkills myFuture and a navigation bar with links for Translate, Select Language, and a SHARE button. Below the logo, there is a three-step process: 1. Tell us a job you've had, 2. We'll find careers with similar skills, and 3. Pick a career and explore! The main content area features a large blue box with the text "Build a bridge to your new career." and a search box labeled "Enter your current or past job." Below the search box is a red button that says "FIND MY CAREER MATCHES". To the right of the search box, there is a video player showing a woman, with a "Watch Help Video" button below it. Below the video player, there are two more buttons: "Tell Us What You Think" and "New to the Workforce? Go to MY NEXT MOVE". At the bottom of the page, there is a footer with links for Get Video Help, About Us, Contact Us, Go to CareerOneStop, Site Privacy, Accessibility, Site Map, Tell Us What You Think, and Developers.

2. In the search box, type the name of a job and click on **Find My Career**.



The screenshot shows the search results page on the mySkills myFuture website. At the top, there is a "Start" button and a "Career Matches" button. Below these buttons, there is a search box with the text "The careers below may be a good match for" and a dropdown menu showing "Laundry and Dry-Cleaning Workers". Below the search box, there is a "United States" label. To the right of the search box, there is a "Narrow Your Results" button. Below the search box, there is a "Choose a Location" section with a text input field for "City, State or State or ZIP code", a "Within" dropdown menu, a "Distance" dropdown menu, and a "GO" button. Below the "Choose a Location" section, there is a table with four columns: "Best Match", "# Job Listings", "Typical Wage", and "Typical Education". The first row of the table shows "Machine Feeders and Offbearers" with 838 job listings, a typical wage of \$10.84 - \$17.88, and no formal educational requirements.

3. In **Choose a Location**, type your zip code.
4. Next, choose a distance, suggested within 10 miles.
5. Click on **Go**.

Choose a Location  Within

6. When you see a job you would be interested in applying for, click on **See Job Listings**.
7. This will bring up many available jobs in your area!

Best Match # Job Listings Typical Wage Typical Education

**Machine Feeders and Offbearers**  
Feed materials into or remove materials from machines or equipment that is automatic or tended by

**838**  
[See Job Listings](#)  
Find Salaries

HOURLY ANNUAL  
\$10.84 - \$17.88

No formal educational credential  
[Find Training](#)

[Compare Skills](#)

8. Make sure you have all your materials, and click on **Apply for Job**.
9. Follow the steps to apply for each job.

Start Career Matches Selected Career Job Go To Employers Go To Training Go To Compare Skills

69 jobs by **USJobs** found for **Food Preparation Workers**  
Within 25 miles of ZIP Code 53593

Change the job posting source  
  
More job posting sources are coming soon.

Choose a Location  Within

Job Title	Company	Location	Date Posted
Assistant Food Service Leader Kwik Trip - Madison Area	Kwik Trip/Kwik Star	Madison, Wisconsin	03/30/2018
<a href="#">Apply for Job</a>			
Assistant Food Service Leader Kwik Trip #1223	Kwik Trip/Kwik Star	Verona, Wisconsin	05/25/2018
<a href="#">Apply for Job</a>			
Assistant Food Service Leader Kwik Trip #1373	Kwik Trip/Kwik Star	Oregon, Wisconsin	03/28/2018
<a href="#">Apply for Job</a>			

# Collecting Applications and Applying for Jobs Online

Name of Business	Username/Password	Did You Finish the Application? Yes/No	Follow-Up Information: Telephone # or email
		Yes    No	
		Yes    No	
		Yes    No	
		Yes    No	

Notes:

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# Networking for a Job Worksheet

1. Write the names of three people you can ask for assistance and information concerning work.

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2. Check the ways you think these people can help you.

- \_\_\_\_\_ Refer you to a company that may need new people.  
\_\_\_\_\_ Give you the name of a person that you may talk with.  
\_\_\_\_\_ Tell you about a job opening.  
\_\_\_\_\_ Ask others what they know about opportunities for you.

3. You could contact the people in your network by:

- \_\_\_\_\_ telephone  
\_\_\_\_\_ in person  
\_\_\_\_\_ mail  
\_\_\_\_\_ email

## Role Play

# Networking for a Job

**Scene:** Three people are standing by a car.

Archie: Hi, Jean. What have you been doing?

Jean: I've been looking for a job.

Archie: Ugh! That is awfully hard.

Jean: Yes. It is much harder than I would have guessed it would be.

Archie: I hear that McKenzie took a class on finding jobs and has some good ideas.

Jean: I should talk with her. Oh, here she comes now.

Archie: Hey, McKenzie. Jean and I were just talking about you.

McKenze: Oh yeah? What were you saying?

Jean: We were talking about how to find a job. Archie said that you took a class and got some good ideas.

McKenze: Well, yes. It was very useful for me.

Archie: What did you find the most useful, McKenzie?

McKenze: One of the ways to find a job I should have known, but had never thought of, was called networking.

Jean: What is networking?

McKenze: Basically, it's just talking with people you know to get information about jobs and employers.

Archie: How does that help?

McKenze: How many people do you two know? Twenty or thirty people each, I'd guess.

Jean: How does that help me get a job?

*Role Play, continued*

McKenze: Some of those people are employed, know employers, or have friends that hire people to work.

Archie: But, they don't hire anyone themselves.

McKenze: True. But, they know people that do hire, and they can introduce you or get you an interview.

Jean: So if I were to make a list of people I know that may know of jobs or people who hire workers, then . . .

Archie: Right. You tell them you need a job and ask if they can help you!

McKenze: You got it. My uncle told my father that he needed a job. My father then called the personnel manager at Ourtown Industries that he knows through church.

Jean: Then the personnel manager called your uncle?

McKenze: Not quite. He told my father that there was an opening and that my uncle should call him and say that he had talked with my dad.

Archie: So it didn't get him a job.

Jean: No, but it got him to the person that could hire him.

McKenze: Right. It opened the door to the opportunity.

Jean: It sure would help me. I can't seem to get past the applications.

McKenze: My uncle got the job, and he had never thought of applying at Ourtown.

Archie: So I could use networking to find and locate companies that may be hiring.

Jean: Wow! I can think of five people to call right now.

McKenze: Good luck!

# Interview Survival Kit

My interview is scheduled for \_\_\_\_\_ at \_\_\_\_\_.  
(date) (time)

The location of my interview is \_\_\_\_\_ and I will  
get there by \_\_\_\_\_.

Before my interview I need to:

**#1 Research the business.**

**#2 Prepare answers to commonly asked interview questions.**

**#3 Prepare my appearance.**

## Preparing for an Interview:

### #1 Researching the Business

What is the name of the business?

What is the address of the business?

What is a description of the job you will be interviewing for?

What is the dress code?

How big is the business?

What does it do/sell?

Write down any recent news about the business.



## #2 Preparing Your Answers

Questions	Answers
Tell me about yourself. <i>Share 3 or 4 personal interests or hobbies.</i>	A few interesting things about me are... _____ _____
What are your weaknesses? <i>Describe something that you are working on and want to improve.</i>	One area that I am working on is _____ and I have done _____ to improve.
Why should we hire you? <i>Show the interviewer that you stand out. Use words like problem solver, motivated, etc.</i>	I will be a great worker because . . . _____ _____
What are your goals?	_____ _____
What are 3 positive things someone would say about you?	1. _____ 2. _____ 3. _____
Where do you see yourself in 5 years? <i>Answer this question by talking about what you want to be doing at the business in 5 years.</i>	In 5 years from now, I will be _____ _____ _____
How are you different from the other people who have applied?	_____ _____
Do you have any questions for me? <i>Make sure that you have at least 3 questions based on what you have learned about the business.</i>	1. _____ 2. _____ 3. _____

## #3 Check Your Appearance

Pick out clothes that are clean and professional.	✓
Take a bath or shower.	
Wash hair and clean hands/nails.	
Style hair.	
Use deodorant.	
Brush Teeth.	
Bring necessary paperwork.	
Arrive 10 minutes early.	

## Post Interview Questionnaire

**Directions:** Write your answers to each question.

1. Did the interview go as you expected? Why or why not?

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2. What do you think your best interview question was?

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3. If you could do the interview again, is there something you would change?

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4. Is there something you did to prepare that you think was very important?

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5. Is there something you did to prepare that you do not think was important?

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6. What was the most memorable thing about your interview?

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7. How did they say they would follow up?

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# Interview Follow-Up Thank You Note

(your name)  
(your address)  
(city, state, zip)

(date)

(person with whom you interviewed)  
(name of company)  
(company address)

Dear \_\_\_\_\_:

I would like to thank you for the opportunity to interview for the position of \_\_\_\_\_  
\_\_\_\_\_ at the (name of company). It was a pleasure meeting with  
you and discussing the \_\_\_\_\_ job position you have available. I  
am looking forward to hearing from you soon.

Sincerely yours,

(your name)

# Voice Volume

## self-talk story

When other students are working quietly I ask my friend to borrow a pencil. I whisper so I do not bother other students. I raise my hand when I need the teacher's help. I talk to the teacher quietly so I do not distract others. I use a normal voice when I am in the hallway so I do not distract students in other classrooms.



## steps

- 1 I know when to talk soft.
- 2 I whisper if I need to borrow something while in class.
- 3 I use a normal voice when talking to the teacher.
- 4 I use a normal voice in the hallways.
- 5 I know when it is okay to be loud.

## self-monitoring checklist

M	Tu	W	Th	F	Voice Volume
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I know when to talk soft.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I whisper if I need to borrow something while in class.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I use a normal voice when talking to the teacher.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I use a normal voice in the hallways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I know when it is okay to be loud.

**Problem** 1. You are working with a group of students, but they will not listen to what you say. Tell one thing you can do.

**Comment** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Problem** 2. The class is working quietly on an assignment and you need to ask the teacher for help. Tell one thing you can do.

**Comment** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Paying Taxes

**1** What are taxes?

---

**2** Who is required to file income taxes on April 15th?

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**3** What type of taxes do we pay?

---

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**4** Why do we pay sales tax?

---

**5** Why do we pay income tax?

---

**6** How can you file your income tax?

---

**7** Why do we pay property tax?

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**8** Do you need to pay property tax if you are a renter?

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# Understanding Ratios

**Directions:** Match the ratios and situations by writing answers A, B, or C in the answer blanks.

Answers	Situations	Ratios
	Three of Angie's friends have blonde hair and two have black hair.	<b>A.</b> 3 : 2
	Bethany ate three of the five apples.	<b>B.</b> 3/5
	Dago scored two of the team's five goals.	<b>C.</b> 2/5

**Directions:** Write ratios for these situations.

Situations	Ratios
There are seven kids in LeRoy's family, and five of them are boys.	
Emily has four green pencils and seven pink ones.	
Jonah got six new shirts, and four of them are blue.	

**Directions:** Write situations for these ratios.

Situations	Ratios
	7 : 10
	5/6
	4 : 1



# Register to Vote and How to Vote

Write down one reason to vote.

---

## Think About It!

Think about some issues that are important to you such as the environment, animals, disability rights, healthcare, and more. Write down a few areas of interest and why they are important. This might help you get started when researching local issues.

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

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

3. \_\_\_\_\_

## Getting Started

Make a checklist of what you need to vote. To complete your checklist, research the information for your state. Write the answers that you find in the space provided below.

What are the voting laws in your state? \_\_\_\_\_

When are the voter registration deadlines, and other deadlines in your state? \_\_\_\_\_

What are the alternative voting options in your state? \_\_\_\_\_

What is the accessibility of the polling place? \_\_\_\_\_

How do you use the ballot? \_\_\_\_\_

Who are the candidates? \_\_\_\_\_

What are the ballot propositions? \_\_\_\_\_





# Anger Management Strategies

## Step 1 — Are you angry?

I know I am angry when \_\_\_\_\_

## Step 2 — Calm Thinking

When I am angry, I calm down by \_\_\_\_\_

### Example:

You are sitting at your desk, and the student next to you leans over and calls you a name. You are the only one who hears it, so you ignore this person. They lean over again and say it again, only this time the student is even meaner. You know if you continue to ignore them, they will just keep teasing and calling you names.

## Step 3 — Why am I angry?

Identify what is making you angry. Is it something someone said or did?

Why is the student from the example angry?

\_\_\_\_\_

## Step 4 — What will solve this problem?

Once you know what is making you angry, then you can think of ways to help the angry feelings go away.

What could the student from the example do? List several ways to solve the problem.

\_\_\_\_\_

## Step 5 — Put it to Practice

Once you have a few solutions, choose one that will not get you in trouble.

Which solution should the student from the example put to practice?

\_\_\_\_\_

*continued on next page*

**Scenario #1**

Your teacher asks you to deliver a book to the library during class. You pass the principal in the hallway, and she asks in a mean voice, "Why are you out of class? Come with me to the office immediately!"

**Step #1**

What are you feeling? \_\_\_\_\_

**Step #2**

How can you calm your thinking down? \_\_\_\_\_

**Step #3**

Why are you angry? \_\_\_\_\_

**Step #4**

What will solve the problem? \_\_\_\_\_

**Step #5**

What will you put into practice? \_\_\_\_\_

**Scenario #2**

Christian and Dwayne are playing basketball during their P.E. class. Another student, Roman, comes over to their game and starts goofing around, grabbing the ball, not giving it back, and just acting rude.

**Step #1**

What are you feeling? \_\_\_\_\_

**Step #2**

How can you calm your thinking down? \_\_\_\_\_

**Step #3**

Why are you angry? \_\_\_\_\_

**Step #4**

What will solve the problem? \_\_\_\_\_

**Step #5**

What will you put into practice? \_\_\_\_\_

**Scenario #3**

Elana, Tammy, and Kari are having lunch in the quad. They are talking about their current crush when Tammy blurts out that Kari is in love with another student, Carlos. This was a secret that Kari told Tammy!

**Step #1**

What are you feeling? \_\_\_\_\_

**Step #2**

How can you calm your thinking down? \_\_\_\_\_

**Step #3**

Why are you angry? \_\_\_\_\_

**Step #4**

What will solve the problem? \_\_\_\_\_

**Step #5**

What will you put into practice? \_\_\_\_\_



# Know When You Need Medical Attention and Where to Get It

**Directions:** Read each sentence. Then circle Emergency, Make an appointment, or Take care of it at home with first aid supplies.

1. You are making dinner and cut your finger.	Emergency	Make an appointment	Take care of it at home with first aid supplies
2. You are petting your neighbor's cat and it scratches you.	Emergency	Make an appointment	Take care of it at home with first aid supplies
3. You've had a cough and stuffy nose for two weeks.	Emergency	Make an appointment	Take care of it at home with first aid supplies
4. When you are walking, you fall. Now you can't walk.	Emergency	Make an appointment	Take care of it at home with first aid supplies
5. You are outside and a bee stings you. You are not allergic.	Emergency	Make an appointment	Take care of it at home with first aid supplies
6. Your boss tells you that you need to get a vaccine for hepatitis.	Emergency	Make an appointment	Take care of it at home with first aid supplies
7. You are in a car accident. You are not bleeding anywhere, but your neck and back hurt.	Emergency	Make an appointment	Take care of it at home with first aid supplies
8. You go on a hike with friends and get poison ivy on your legs.	Emergency	Make an appointment	Take care of it at home with first aid supplies
9. You've had a fever and vomiting for three days.	Emergency	Make an appointment	Take care of it at home with first aid supplies
10. You are almost out of your medication and do not have any refills left.	Emergency	Make an appointment	Take care of it at home with first aid supplies

# Health Services Card

<b>Poison Control:</b> Phone: _____	<b>Police:</b> Phone: _____	<b>Fire:</b> Phone: _____	<b>Doctor:</b> Phone: _____	<b>Hospital:</b> Phone: _____
<b>Insurance Information:</b> Company: _____ Phone: _____				
<b>Doctor Information:</b> Name: _____ Phone: _____ Address: _____ _____		<b>Doctor Information:</b> Name: _____ Phone: _____ Address: _____ _____		
<b>Dentist Information:</b> Name: _____ Phone: _____ Address: _____ _____ _____				
<b>Specialist Information:</b> Name: _____ Phone: _____ Address: _____ _____		<b>Specialist Information:</b> Name: _____ Phone: _____ Address: _____ _____		
<b>Medication:</b> I take _____ (name of medication) _____ (how often)		<b>Medication:</b> I take _____ (name of medication) _____ (how often)		
<b>Medication:</b> I take _____ (name of medication) _____ (how often)		<b>Medication:</b> I take _____ (name of medication) _____ (how often)		
<b>Allergies:</b> _____ _____ _____		<b>Allergies:</b> _____ _____ _____		



# Weekly Menu Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
Meal					
Ingredients					

My Budget is: \$\_\_\_\_\_

## Shopping List:

Fruits	Vegetables	Protein	Grain	Dairy	Other

# Searching for the Best Buy

Diandre likes clothes but is careful how he spends his money. He can only budget \$25.00 a week for clothes. Diandre watches for sales. He buys a lot of T-shirts because he wears them to work, at home, or when he goes out with friends. When the weather is colder he layers T-shirts under sweaters to keep warm.



**Which is the best buy?**

Item	Regular Price	Sale Price
Grey T-shirt	\$20.00	\$10.00
Brown T-shirt	\$10.00	\$10.00

### Answer

How much money does Diandre have to spend on clothes?

- a. \$20.00                      b. \$15.00                      c. \$25.00

### Answer

1. If Diandre bought 2 T-shirts at 50% off how much would they cost?

- a. \$10.00                      b. \$20.00                      c. \$15.00

2. If Diandre bought 2 T-shirts using the buy-one-get-one free sale how much would they cost?

- a. \$10.00                      b. \$20.00                      c. \$15.00

3. Which is the better buy?

- a. Sale 50% Off                      b. Buy 1 Get 1 Free

# Getting a Credit Card



Patrice has a roommate to help with her expenses, but she doesn't always have enough money for emergencies and other expenses. So Patrice got a credit card. A **credit card** lets Patrice borrow money from a bank. The bank pays the bill and charges Patrice extra money for using the card. She now must budget \$5.00 a week to pay this bill.



Patrice's Weekly Budget

Weekly Income \$315.14				
Fixed Expenses	Amount	Variable Expenses	Old Amount	New Amount
rent	\$110.00	groceries	\$60.00	
cell phone	\$17.50	entertainment	\$25.00	
heat	\$14.00	clothes	\$25.00	
water	\$4.50	misc.	\$19.14	
Internet	\$6.00	credit card	\$5.00	
savings	\$15.00			
metro bus card	\$19.00			

### **Answer**

How much a week must Patrice budget for her credit card bill?

- a. \$5.00                      b. \$15.00                      c. \$20.00

### **Answer**

1. Why did Patrice get a credit card?
  - a. she lives with a roommate
  - b. to have money for emergencies
  - c. to pay for her variable expenses
2. If Patrice budgets \$5.00 a week to pay her credit card bill, how much does she budget each month?
  - a. \$5.00                      b. \$10.00                      c. \$20.00
3. Create a new budget using Patrice's variable expenses so that she can save \$5.00 a week to pay her credit card bill. Share your budget.

# What to Know About Loans

There are many kinds of loans. People who have loans usually get them from banks. When a person gets a loan, the bank charges extra money called interest. That means the loan costs more than the amount borrowed. The loan must be paid on time, or the bank charges a fine or extra money for late payments.



## Kinds of Loans



## A Sample Loan

Jessica wants to buy a new car. It will take her five years to pay off the loan.

Price of the car	\$12,500
Interest paid	\$2,707
Total cost of loan	\$15,207



### **Answer**

What was the price of the car?

- a. \$12,500                      b. \$2,707                      c. \$15,207

### **Answer**

1. The extra money a bank charges for a loan is called:  
a. interest                      b. principal                      c. borrower
2. How much interest will Jessica pay on her car?  
a. \$12,500                      b. \$2,707                      c. \$15,207
3. What happens if Jessica pays her loan off in less than 5 years?  
a. she pays a fine  
b. she pays a discount  
c. she pays less interest



# Heilke's Loan

Heilke bought a car. She applied for a loan from her bank.

A loan means the bank lent her money to buy her car. Heilke has to pay the bank back for the loan with interest.

Interest is the money Heilke's bank charged her for loaning her the money to buy her car.



## Anytown Bank & Trust Auto Loans

113 S. Main ■ Anytown, USA 53778

Heilke Summerfield  
1112 Maple Street  
Anytown USA 53778

### Account Summary:

NUMBER OF PAYMENTS	INTEREST RATE	AMOUNT BORROWED	MONTHLY PAYMENTS	TOTAL PAID	INTEREST PAID
60	9%	\$10,800	\$224.19	\$13,451.40	\$2,651.40

### Answer

How many payments must Heilke make to pay her car loan?

- a. 6                      b. 90                      c. 60



### Answer

1. How much is Heilke's monthly payment?

- a. \$224.19                      b. \$26.51                      c. \$22.41

2. What is the total amount Heilke will pay for her car?

- a. \$10,800                      b. \$224.19                      c. \$13,451.40

3. Will Heilke pay less interest if she pays off her loan in less than 60 payments?

- a. yes                      b. no

# Daily Budget Summary

Maria made a budget to keep track of how much she spends each day. It is called a daily budget.

A daily budget includes transportation and food costs for each day.

A budget helps keep Maria from spending too much money. When she follows her budget, she has money to pay for other things.

Maria's Budget	
	
driving to work	parking
	
buying coffee	eating lunch

Daily Budget		
		
round trip fare \$3.00	latte \$3.35	doughnut \$.80
		
tacos \$3.00	non soda \$1.75	smoothie \$2.35
		
sandwich \$4.00	comic \$3.99	sale! \$6.49

### Answer

Your daily budget is \$12.00. You must have enough money to ride the bus to and from your house. Using the Daily Budget chart on Page 102, CIRCLE the items you can buy after you purchase your ticket.

### Answer

1. Add all the things you bought to find the total. (show work)

2. Did you stay within your budget?

a. yes

b. no

3. Share how you spent your money.

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# Money Management

## Shopping for a Deal

When you are shopping for a deal, you will find many different prices. One way to find out if you are getting the best deal is to calculate the cost per item.

To find the price per item use a calculator to divide the number of items by the total cost. See the examples below to practice.

$$\begin{array}{rclcl} \text{total cost} & = & \$8.99 & & \\ \hline & & & = & \$1.49 \text{ per roll} \\ \text{number of items} & = & 6 & & \end{array}$$

You see an advertisement at a different store for the same brand of toilet paper. The sale is for an 8 pack for \$9.50.

$$\begin{array}{rclcl} \text{total cost} & = & \$9.50 & & \\ \hline & & & = & \$ 1.18 \text{ per roll} \\ \text{number of items} & = & 8 & & \end{array}$$

Even though the 8-pack of toilet paper costs more, it is actually the better deal because the price per item is lower.

**Directions:** Use newspaper ads or the Internet to compare the items below.



## 1. Brand Name Soda

	Cost	Cost per unit
Vending Machine		
Grocery Store		
Other Store:		

Which is the best deal? \_\_\_\_\_



## 2. Name Brand Socks

	Cost	Cost per unit
The Internet		
Grocery Store		
Other Store:		

Which is the best deal? \_\_\_\_\_



## 3. Name Brand Paper Towels

	Cost	Cost per unit
The Internet		
Grocery Store		
Other Store:		

Which is the best deal? \_\_\_\_\_

# Credit Cards

There are many different types of credit cards, and each credit card offers a different percentage of interest they charge for giving you money to borrow. If you are interested in using a credit card, it is important to shop around for the best deal.

**Directions:** Use the Internet to research several different brand name credit cards. Use the information that you find to fill in the chart below.

	Card One	Card Two	Card Three
Name of Credit Card Company			
Website			
Places that you can use the credit card			
Annual Fee			
Annual Percentage Rate (APR)			
Finance Charge			
Credit Limit			
Minimum Monthly Payment			
Late Fee			
Special Offers			

# Budgeting

Budgeting for several months at a time allows you to plan ahead for something special, or save money. To budget for several months, you will need to think about all of the fixed and variable expenses an independent adult might have.

**Directions:** Make a list of the fixed and variable expenses. Then fill in the estimated amount you might spend for each month.

Expense	Month One	Month Two	Month Three
<i>Example: Electric Bill</i>	<i>\$32.00</i>	<i>\$32.00</i>	<i>\$32.00</i>



# What Type of Relationship is This?

## Important Words

- ➔ **Stranger:** Someone you do not know.
- ➔ **Acquaintance:** Someone who you kind of know.
- ➔ **Friend:** Someone who you know and have known for a while, and is close to your age.
- ➔ **Family:** Someone who is related to you like a mom, dad, aunt, or uncle.
- ➔ **Boyfriend/Girlfriend:** Someone with whom you are in a romantic relationship.

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**Directions:** Write down the name of someone for each relationship.

- 1** \_\_\_\_\_ is a part of my family. This person is my  
(name)  
\_\_\_\_\_.  
(title)
- 2** \_\_\_\_\_ is an acquaintance because \_\_\_\_\_.  
(name) (why)
- 3** When I go to the mall, there are many people I don't know. These people  
are \_\_\_\_\_.  
(important word)
- 4** \_\_\_\_\_ is my friend; we have been friends  
(name)  
since \_\_\_\_\_.  
(when)
- 5** \_\_\_\_\_ has a boyfriend / girlfriend.  
(name)

# Am I Mature and Ready for a Romantic Relationship?



Just because you reach a certain age, it doesn't mean you are ready for dating or relationships. There are many different behaviors that are part of a mature, romantic relationship. As you read the questions, really think about what the questions mean, and is it something you are ready for.

**Directions:** Read each question and then mark an X in the column that is the closest to what you think.

Questions	Ready	Not Ready	Not Sure	Need More Information
I am comfortable holding hands with another person.				
I am comfortable kissing another person.				
I am comfortable sharing personal, private information with another person.				
I am comfortable talking to another person about sex or sexual behaviors.				
I am comfortable undressing to a certain level with another person.				
I am comfortable telling another person no, stop, or I am not ready.				
I have talked with parents/care provider about when I am allowed to date.				
I have discussed sex and sexual boundaries with a trusted adult.				
I am comfortable with another person saying to me that they are not interested in a romantic relationship with me.				

If you answered not ready, not sure, or need more information to answer any of these questions, you may want to get a better understanding of yourself and what you are ready for in a romantic relationship. It is important to be confident in your choices, and it is an important part of a romantic relationship.

# Planning for a Date

**Directions:** Read each prompt. Then write an answer.

<p>Do you know who you want to ask?</p> <p><b>Yes</b></p> <p><b>No</b></p>	<p>How will you contact this person?</p> <p><input type="checkbox"/> In person</p> <p><input type="checkbox"/> Phone Call</p> <p><input type="checkbox"/> Other: _____</p>	<p>When do you want to go out?</p> <p><input type="checkbox"/> Week night</p> <p><input type="checkbox"/> Weekend</p>
<p>What do you want to do when you go out?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>How will you get around when you go out?</p> <p><input type="checkbox"/> Drive</p> <p><input type="checkbox"/> Ride</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Other: _____</p>	<p>Who will pay when you go out?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>How much do you think you should spend when you go out?</p> <p><b>\$</b> _____</p>	<p>What should you wear when you go out?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What type of personal hygiene routine will you practice before going out?</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>What time do you need to be home by?</p> <p>_____</p> <p>_____</p>	<p>What are some manners you should use when you are out?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What are you comfortable with regarding romantic behavior?</p> <p><input type="checkbox"/> Hand holding</p> <p><input type="checkbox"/> Hugging</p> <p><input type="checkbox"/> Kissing</p>

# Relationship Behaviors

**Directions:** Below are statements about activities we do with the people in our lives. Some statements are true and some are false. Circle the correct answer for each statement.

	TRUE	FALSE
1. It is okay to wave to a policeman.		
2. You can wave to your neighbor.		
3. It is okay to kiss a stranger.		
4. Romantic friends can hug and kiss.		
5. You can go to a party with a friend or family member.		
6. It is okay to kiss the mailman.		
7. You can talk to your friends about your feelings.		
8. You should not give a family member a hug.		
9. It is okay to shake hands with your doctor.		
10. You should not smile at your teacher.		

# Relationship Safety



You will have romantic relationships. They are exciting but can expose you to dangers. Relationship abuse can be physical, sexual, emotional, or verbal. There are ways to avoid these forms of abuse.



Beware of jealous and controlling behavior. When someone acts jealous and tries to control you, it is a sign of future problems.



Some people are quick to anger. When a partner gets angry a lot, that can be a sign of future abuse.

**Physical Abuse:**



Signs of physical abuse are bruises, sadness, depression, and fear. If you are being physically abused, tell an adult you trust.

**Sexual Abuse:**



Signs of sexual abuse are genital bruising, trouble sleeping, and fearfulness. If you are being abused, tell an adult you trust.



**Emotional Abuse:**



When a partner says mean things or yells, that is emotional abuse. Swearing and name calling are abuse too.



If you experience any of these, tell someone you trust. Do not put up with abusive behavior.



# Relationship Safety— Study Questions

**romance** — a relationship based on deep mutual affection

**expose** — leave you open and vulnerable

**fearfulness** — being afraid all the time

**Directions: Circle the answer.**

1. If your romantic friend acts jealous:
  - a. it proves that person cares for you
  - b. it can be a sign of future problems
  - c. act jealous with that person too
2. Signs of physical abuse are:
  - a. bruises, sadness, depression
  - b. happiness and joy
  - c. not having fearful behavior
3. Signs of sexual abuse are:
  - a. not being fearful
  - b. no problems sleeping
  - c. genital bruising, trouble sleeping, fearfulness



# There's so Much to Do!

**Directions:** Use the information, pamphlets, or Internet to write down where it is located and what you can do there.



## POOL

Where? \_\_\_\_\_

What? \_\_\_\_\_

## YMCA/ GYM

Where? \_\_\_\_\_

What? \_\_\_\_\_

## LIBRARY

Where? \_\_\_\_\_

What? \_\_\_\_\_

## SPECIAL OLYMPICS

Where? \_\_\_\_\_

What? \_\_\_\_\_

## CLASSES

Where? \_\_\_\_\_

What? \_\_\_\_\_

## PARKS & REC

Where? \_\_\_\_\_

What? \_\_\_\_\_

# Becoming Familiar with a New Community

**Directions:** Use the Internet to research a new community. Find the information to fill in the chart.

Community (Choose a city or town in a different state):		
How many public high schools?	Name(s) of major park(s) in or near the city or town	How many movie theaters?
Names of 3 grocery stores 1.  2.  3.	Names of 3 restaurants 1.  2.  3.	Names of 3 banks 1.  2.  3.
Names of 3 places to get your hair cut 1.  2.  3.	Names of 3 computer stores 1.  2.  3.	Names of 3 car repair shops 1.  2.  3.

## **What Rights Do People with Disabilities Have?**

People with disabilities have the same rights as all Americans. People with disabilities do not give up their rights because they have a disability. The Americans with Disabilities Act (ADA) talks about those rights and gives people with disabilities protection from discrimination. Discrimination means that people treat you unfairly. The ADA says that people with disabilities must have a chance to do the same things that people without disabilities have — to get a good education, find and keep a job, and do things they want to do.

Discrimination happens when others let their stereotypes and beliefs judge what a person can do, instead of letting that person show them what they can do.

## **Where Should People with Disabilities Live?**

People with disabilities can live anywhere they want to!! Having a disability does not mean a person has to live in a certain kind of place. People with disabilities are gaining more opportunities to live in places like people without disabilities.

Having a disability can mean that a person uses assistance or support to live where they want. This can mean that a person uses supports to write checks for bills or uses a personal care attendant to help with many life activities. The type of support needed will be different for each person.

## **Should People with Disabilities Be Able to Work?**

Yes!!! People with disabilities should also be able to work where they want. Having a disability does not mean a person can only do one kind of work. People with disabilities work in all types of jobs.

Too many people with disabilities have to work in low-paying, dead-end jobs, or are not working at all because of job discrimination and a lack of support. The ADA requires that employers provide supports.

But people with disabilities have to first know about supports that will let them do the same job as other workers. This is one more reason it is important to think about how having a disability changes how you learn and work.

## **Should a Person with a Disability Get Married?**

A person with a disability can get married if they want to! Getting married is something that a lot of adults do. There are some adults who choose to stay single. This choice should be up to each person.

## **Should People with Disabilities Have Children?**

People with disabilities can have children if they want to! Having children is something that a lot of adults do. There are some adults

This choice should be up to the person.

Stereotypes can limit people more than a disability does. Someday you won't have to think about questions like these because people will know that having a disability is not a dead-end street.

People will learn to judge others on what they can do, not what someone thinks they can't do. Until then, we all have to work to overcome these stereotypes.

Has anyone talked to you about having a disability? Now that we have talked about it, it's probably a good time for you talk with others about your disability.

Talk with your parents, a teacher, or your school counselor. They may be as uncomfortable about this as you are! Tell them you want to know more about the best way for you to learn.

Here are some questions to ask:

- What is the disability I receive support for?
- How was it decided that I have a disability?
- What does having that disability mean for my learning?

If you are still uncomfortable with this, think up the questions yourself.

Remember a couple of things:

- You are not a disability. You are a person with abilities and interests.
- Having a disability just means that you need to find the supports that let you learn your best.
- You do not have to tell others who are not on your IEP team about your disabilities unless you want or need to do so. For example, telling people in your classes is not necessary, but maybe you need to remind your general education teacher about your disability so they can remember to help you. You, your family, and teachers you trust can help you decide if you need to tell others about an invisible disability (learning need). In other cases, if you are in a wheelchair or use assistive technology, people will already know something about your disability.

# Adult Rights and Responsibilities

**Directions:** Use Focus on Workplace Readiness pgs. 119–122 to answer the questions below.

1. What rights do people with disabilities have?

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2. Where should people with disabilities live?

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3. Should people with disabilities be able to work?

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4. Should a person with a disability get married?

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5. Should people with disabilities have children?

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# Video Clip Questions

**Directions:** Watch the video clips from **When I Walk**. Use the clips to answer the questions.

1. Do you think other people with disabilities have a hard time finding transportation?

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2. When you are out walking around, what challenges do you have?

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3. What would you do in your community to make it disability-accessible?

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4. Think of a place that you like to go. What makes it accessible?

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5. Can people with disabilities date?

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6. Think of someone who takes care of you. Do they take time for themselves?

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