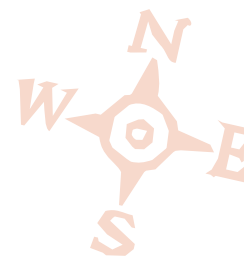


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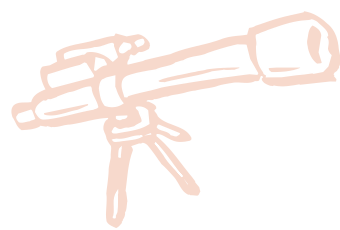
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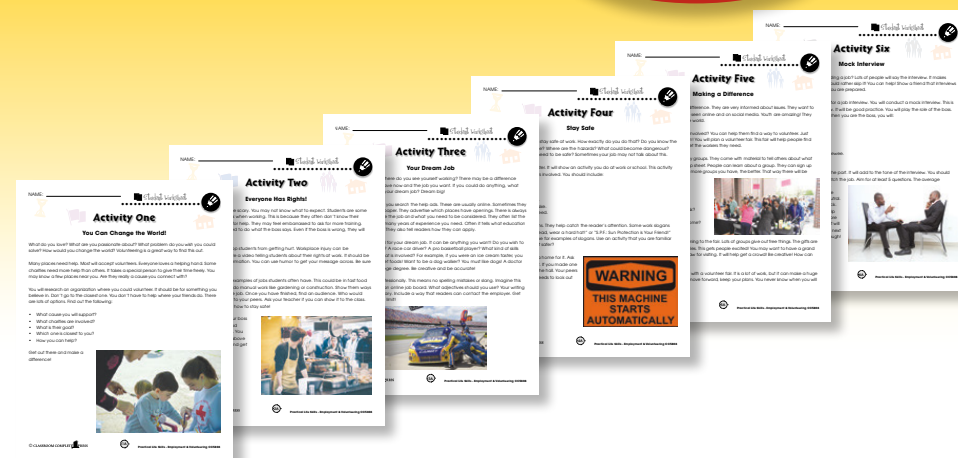
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## Job Interview Basics

1. Joshua has an interview on Monday. It is for a job in a car dealership. He wants to wear some ripped jeans and his favorite T-shirt. Is this what he should wear?



2. Yui thinks shaking hands is old fashioned. Her mother says she should shake hands at an interview. Who is right?

3. Match each word on the left with its meaning on the right.

1	appearance	How someone acts.	A
2	behavior	Being excited; happy.	B
3	attitude	How one looks.	C
4	impression	One's personality; outlook.	D
5	greeting	A feeling about someone.	E
6	enthusiasm	What is said when first meeting someone.	F



## Thriving on the Job

You've got a job! Great work! The hard part may be coming. You need to be a good employee. There are many things you can do that will help you get noticed. Your boss will like your hard work. These tips will help your day go more smoothly. Your co-workers will appreciate you more and so will your customers!

### BE ON TIME:

The best way to start a day at work is to be on time. Some people say that you're late if you are there right on time. They feel that five minutes early is the right time!

### BE PREPARED:

What exactly is your job? You need to find out what has to be done. What is your responsibility? Ask your boss if you're not sure. Once you know your role, you won't have to ask. This will get you a reputation of being reliable.

### BE SOCIABLE:

It's important to get along with your co-workers. You should always be friendly. Be sure that you aren't too casual. You don't want to ignore your duties. Your work ethics will be rewarded.

Logan works at a coffee shop. There are no customers. He has cleaned the sink. Instead of doing nothing, he wiped tables. His boss gave him an extra break for good work!

1. Order the events for a work day.

- \_\_\_ a) Clean the floors.  
 \_\_\_ b) Get to work five minutes early.  
 \_\_\_ c) Say hello to your co-workers.  
 \_\_\_ d) Serve customers.  
 \_\_\_ e) Clock out.



## Communicating with Peers & Supervisors

1. List three ways a co-worker can make a job better.

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2. Answer the questions about good co-worker protocol.

- a) Two co-workers are in an argument. You should:

- A Pick a side.  
 B Tell them they are both silly.  
 C Say you're not getting involved.  
 D Tell your boss.

- b) You see your co-worker taking money from the cash register. You should:

- A Tell your boss.  
 B Loan them money.  
 C Ignore it.  
 D Yell at your co-worker.



## Volunteering

3. Hailey is volunteering at a doctor's office. She was asked to work with a patient who made her uncomfortable. What can she do?

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### Graphic Organizer

4. Use the graphic organizer on page 36 to match skills with charities.

What are you good at? How can you best help others? These are all things to think about before you volunteer. Is there a place you've always wanted to learn more about? Did a friend tell you about a great experience they had? It can be hard to decide where you want to donate your time. A good way to organize your thoughts is with a diagram.

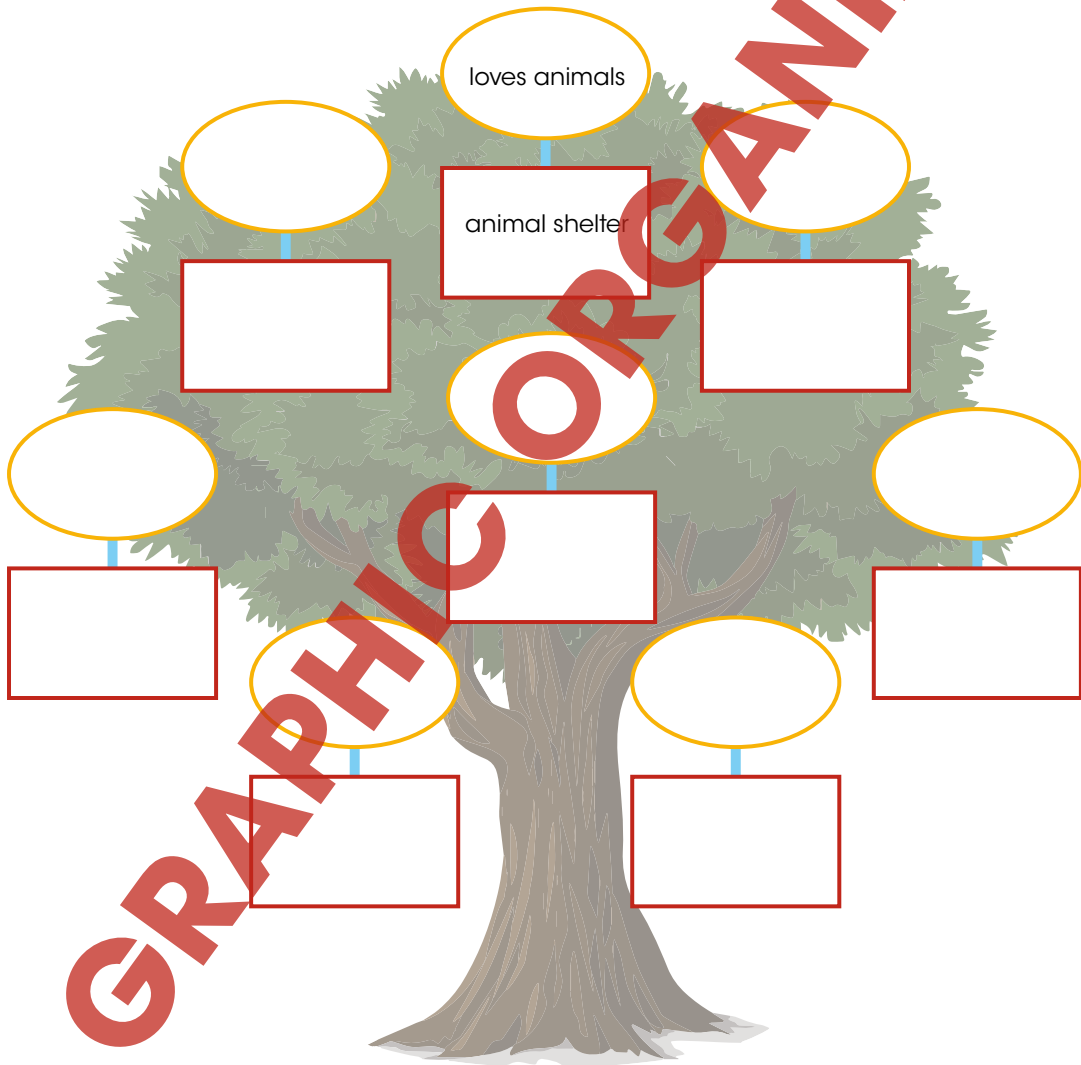
When you have a visual organizer, your choice will be clear. In the tree diagram, you will think about your choices. What are you passionate about? These will be at the top level. Examples may be animals, playing music, or sports. From each of these, draw a line. Think of some charities around you. Where can you use that skill? Who helps that group of people? Who else loves animals? You will write those underneath your skills. You should have lots of ideas of where to help when you're done. Get out there! Have fun!





# Volunteering

## Volunteering Tree Diagram



# Crossword Puzzle!

**Word List**

appearance  
cover letter  
enthusiasm  
ethics  
experience  
greeting  
outreach  
reputation  
resume  
traits  
upgrade

**Across**

2. Your personality \_\_\_\_\_ can help you on the job.

5. Keep a clean \_\_\_\_\_ at work.

7. The charity had a great \_\_\_\_\_ program.

9. Use a pleasant \_\_\_\_\_ in an interview.

11. A \_\_\_\_\_ is put before a resume.

**Down**

1. Your \_\_\_\_\_ will spread.

3. Work \_\_\_\_\_ is put on a resume.

4. Always have an updated \_\_\_\_\_.

6. Build a good \_\_\_\_\_ by working hard.

8. A course is a smart way to \_\_\_\_\_.

10. Your \_\_\_\_\_ are how you live your life.

# Comprehension Quiz

## Part A

1. Choose the correct answer.

a) What is the most important thing to have when looking for a job?

- A A good handshake.
- B A resume.
- C A cover letter.
- D Volunteer experience.

b) What is the purpose of a cover letter?

- A To brag.
- B To introduce yourself.
- C To sell a product.
- D Get sponsors for your charity.

## Part B

2. Answer the questions with either TRUE or FALSE.

- |   |      |       |
|---|------|-------|
| a) Always dress your best for an interview. | TRUE | FALSE |
| b) You can be a bit late for an interview.  | TRUE | FALSE |
| c) You should argue at work.                | TRUE | FALSE |
| d) Keep your personal life private at work. | TRUE | FALSE |
| e) Be respectful of all your co-workers.    | TRUE | FALSE |

SUBTOTAL: /7

# Safety Bulletin

## IN CASE OF INJURY AT WORK

1. Get first aid if needed.

Worker  
Tell your employer about the injury.

Employer  
Arrange and pay for transportation to get medical care, if needed.

Employer  
Pay worker's wages for day of injury.

Employer  
Report injury within 3 days if it involves:

- health care treatment
- time away from work
- lost wages



# Preparing a Resume

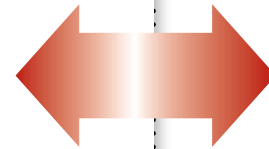
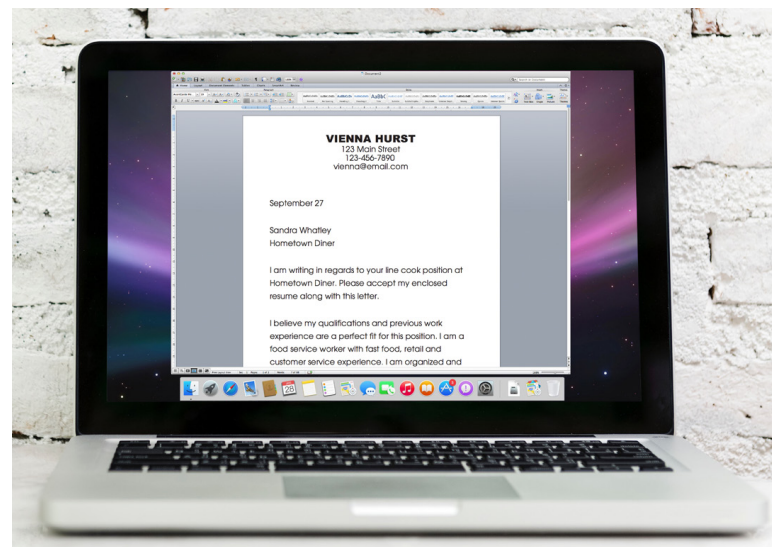
## 1. Answer the questions about preparing a resume and cover letter.

### a) What is NOT included on a resume?

- A How many pets you have.
- B Your education.
- C Your past jobs.
- D Your address.

### b) What is important to remember for a cover letter?

- A Write as much as possible.
- B Be professional.
- C Use a fancy font.
- D Include pictures.



## 2. Answer the questions with either TRUE or FALSE.

- |  |      |       |
|--|------|-------|
| a) The layout of your resume can help hide problems.   | TRUE | FALSE |
| b) You need to sign your cover letter.                 | TRUE | FALSE |
| c) Your grades are listed on a resume.                 | TRUE | FALSE |
| d) Write the hours you want to work on a cover letter. | TRUE | FALSE |
| e) Your address is on both a resume and cover letter.  | TRUE | FALSE |
| f) Spelling isn't important on a resume.               | TRUE | FALSE |

1.

a)  A

1.

No, this is not what Joshua should wear. He should wear professional clothes.

b)  B

2.

Yui's mother is right. She should shake hands at the interview because it shows respect and professionalism.

3.

1 C

a) TRUE

2 A

b) TRUE

3 D

c) FALSE

4 E

d) FALSE

5 F

e) TRUE

6 B

f) FALSE

10

Answers will vary, but may include: What are some of your weaknesses? Why do you want to work here?

1.

a) 3

b) 2

c) 5

d) 1

e) 4

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b) Daniella

She is smiling, wearing professional clothes, and an open and friendly body position.

15

2.

a) FALSE

b) FALSE

c) TRUE

d) TRUE

e) FALSE

Answers will vary, but may include: No, this is not a good idea. Seohyeon should not be negative in her interview. Instead, she should smile and show positivity.

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# Thriving on the Job

You've got a job! Great work! The hard part may be coming. You need to be a good employee. There are many things you can do that will help you get noticed. Your boss will like your hard work. These tips will help your day go more smoothly. Your co-workers will appreciate you more and so will your customers!

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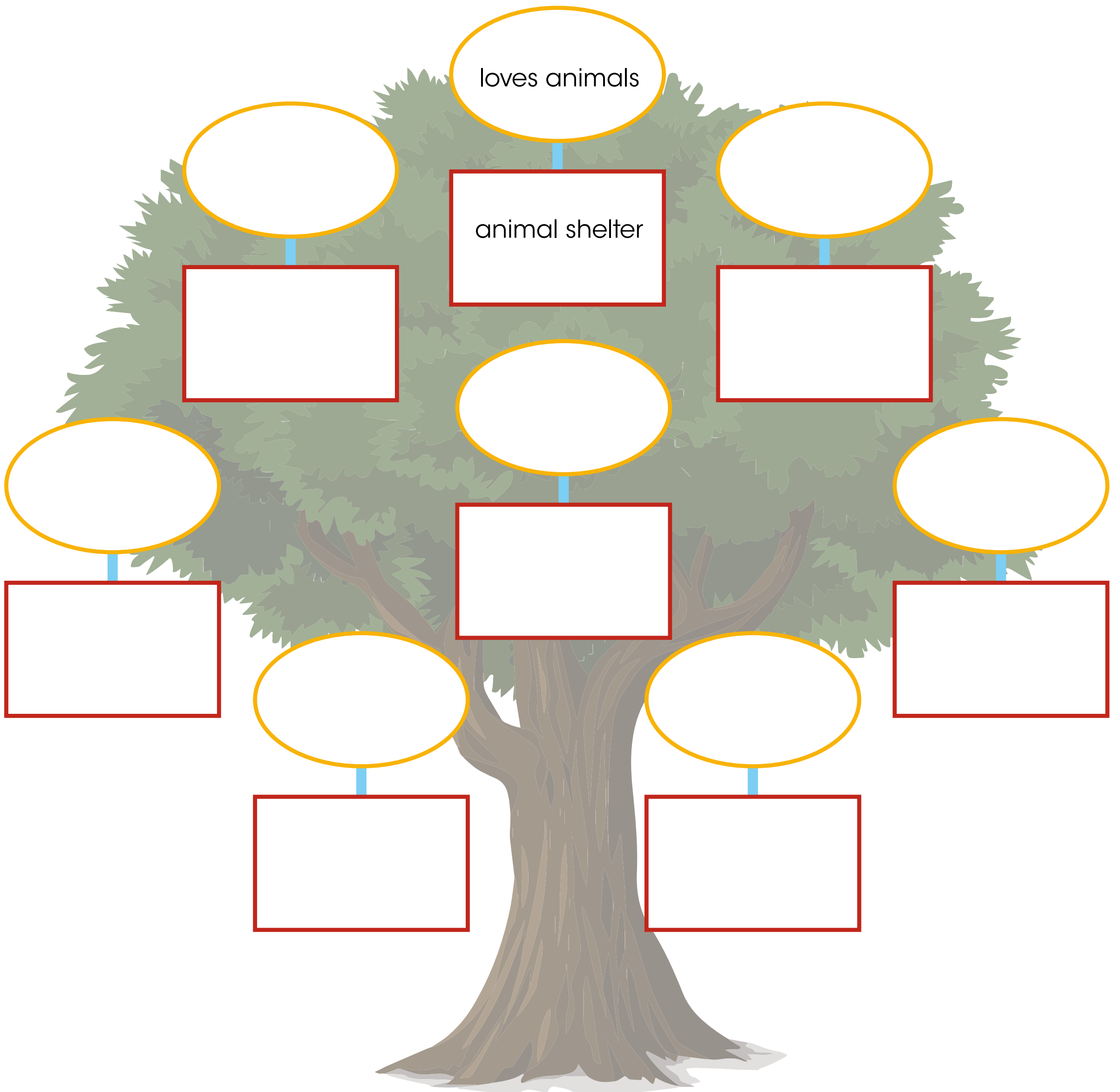




# Volunteering



## Volunteering Tree Diagram



# Safety Bulletin

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**Employer**  
**Pay worker's wages  
for day of injury.**

**Worker**  
**Tell your employer  
about the injury.**

**Employer**  
**Arrange and pay for  
transportation to get  
medical care, if  
needed.**

**Employer**  
**Report injury within  
3 days if it involves:**

- **health care treatment**
- **time away from work**
  - **lost wages**