



Contents



TEACHER GUIDE

• Assessment Rubric	4
• How Is Our Resource Organized?	5
• Bloom's Taxonomy for Reading Comprehension	6
• Vocabulary	6



STUDENT HANDOUTS

READING COMPREHENSION

• <i>Preparing a Resume</i>	
• <i>Job Interview Basics</i>	7
• <i>Thriving on the Job</i>	
• <i>Communicating with Peers & Supervisors</i>	
• <i>Volunteering</i>	
• <i>Employee Rights</i>	
• Hands-on Activities	13
• Crossword	17
• Word Search	18
• Comprehension Quiz	19



EASY MARKING™ ANSWER KEY	21
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MINI POSTERS	23
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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



Job Interview Basics

Going to a job interview can make anyone nervous. It is hard for some people to talk to strangers. When you are nervous, you may not come across as a good choice. If you aren't ready, you may not feel confident. There are a few things to think of before you go to an interview.

Interview Tip:

- Be on time. It is best to be a few minutes early.
- Check your appearance. Wear clean, professional clothes.
- Have a positive attitude. Show enthusiasm to be there.

It can help to think about what questions you will be asked. This will help you find the answers. When you think ahead, your replies will be calmer. You will seem knowledgeable. Think about what type of job it is. What skills will you need? What will you do each day? Knowing this will help you think of questions. It is always a good idea to plan.

You can bring a few things to an interview. It is a good idea to bring an extra copy of your resume. You may want to bring a mint. Don't chew gum in an interview. Go to your interview feeling confident and looking good. You will be great!

Diego is going to his first job interview. He has thought of three questions they will ask him.

1. What can you tell me about yourself?
2. What are some of your strengths?
3. Why should I consider hiring you?

What are two more questions you think Diego will be asked in an interview?

1. _____
2. _____



Job Interview Basics

1. Put the five things in order when getting ready for an interview.

- a) _____ Bring a resume.
- b) _____ Dress well.
- c) _____ Smile and offer a handshake.
- d) _____ Prepare questions.
- e) _____ Get there early.



2. Answer the questions with either TRUE or FALSE.

- | | | |
|--|------|-------|
| a) If the boss swears, you should too. | TRUE | FALSE |
| b) Wear your favorite clothes to an interview. | TRUE | FALSE |
| c) Bringing an extra resume is a good idea. | TRUE | FALSE |
| d) It can help to pause before replying. | TRUE | FALSE |
| e) It's okay if you are two minutes late. | TRUE | FALSE |



Job Interview Basics

3. Seo-hyeon doesn't like her current job. She has an interview at a new one. She is tempted to tell everything she dislikes about her current job at the interview. Is this a good idea? What should Seo-hyeon do?

Graphic Organizer

4. Use the graphic organizer on page 12 to be prepared for an interview.

You've scored the interview. Now it's time to impress! Thinking of questions before you go is a good way to prepare. How will you know what will be asked? Often you can get an idea from what kind of job it is. Will you deal with people? You may be asked about how you treat your customers. Will you need to work with money? You may be asked about your math skills.

A mind map is a great way to brainstorm ideas. There is no wrong answer! Don't worry! Start with the big ideas. They will be the biggest circles. Some ideas for questions may be about your skills. They may ask about your past work. Any idea that relates to those will be attached. You can go on and on and on. Add anything you can think of. You never know what you will think of!



What Should I Wear?

Do you like fashion? Are you always on trend? Work may not be the place for this. It is important you dress for the job. Some places have a dress code. All workplaces need you to be clean and tidy. Make sure you know how you must dress. It can make a difference.

You will make a poster showing what to wear for an interview. Choose what kind of job it is. You may dress differently for an office job than a sports job. Your poster should:

- Model an entire outfit.
- Have labels.
- Be suited for most jobs.
- Be easy to read.
- Have color.

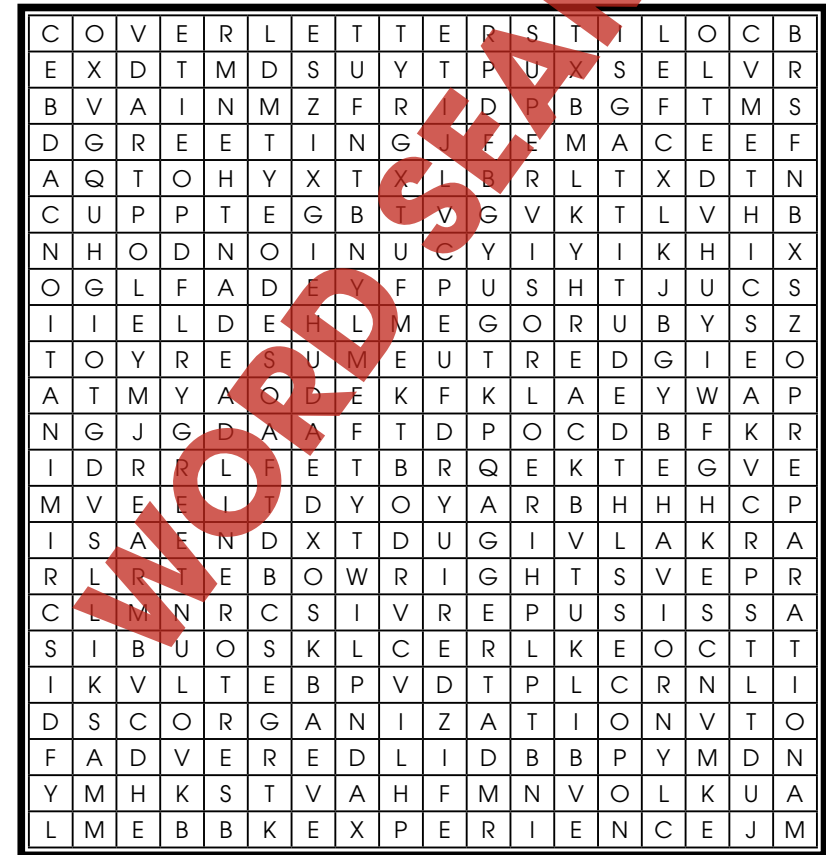
Be creative! How you show the right attire is up to you. Maybe you will show an example of what NOT to wear. You could show different choices. It's up to you! Help everyone look their best! When you look good, you feel good!



Word Search

Find all of the words in the Word Search. Words are written horizontally, vertically, diagonally, and some are even written backwards.

- | | | | |
|----------------|--------------|-------------|------------|
| attitude | ethics | preparation | supervisor |
| behavior | experience | protocol | traits |
| cover letter | goal | resume | union |
| deadline | greeting | rights | upgrade |
| discrimination | organization | skills | volunteer |



Comprehension Quiz

Part C

Answer each question in full sentences.

- What should you know about a charity before volunteering? 3

- What is discrimination at work? 2

- Why should you volunteer? 4

- What makes a good employee? 4

Cover Letter

VIENNA HURST

123 Main Street
123-456-7890
vienna@email.com

September 27

Sandra Whatley
Hometown Diner

I am writing in regards to your line cook position at Hometown Diner. Please accept my enclosed resume along with this letter.

I believe my qualifications and previous work experience are a perfect fit for this position. I am a food service worker with fast food, retail and customer service experience. I am organized and hardworking with training in food safety and handling.

I am available for an interview at your convenience.

Sincerely,

Vienna Hurst

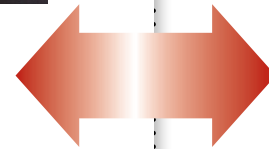
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- e) _____ Get there early.



1.

- a) 3
- b) 2
- c) 5
- d) 1
- e) 4

2.

- a) FALSE
- b) FALSE
- c) TRUE
- d) TRUE
- e) FALSE

EASY MARKING ANSWER KEY

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