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GRADES
9-12+

READING
LEVEL
3

Practical Life Skills Series

Employment and **VOLUNTEERING**

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Aligned to
your
State
Standards

Hands-On
Graphic
Organizers

Based on
Bloom's
Taxonomy



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CLASSROOM COMPLETE  PRESS



EMPLOYMENT & VOLUNTEERING

Practical Life Skills Series



Written by Lisa Renaud

GRADES 9-12+
Reading Level 3



classroomcompletepress.com

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Critical Thinking Skills



Practical Life Skills - Employment & Volunteering

Skills for Critical Thinking		Reading						Hands-on Activities
		Preparing a Resume	Job Interview Basics	Thriving on the Job	Communicating with Peers & Supervisors	Volunteering	Employee Rights	
LEVEL 1 Remembering	<ul style="list-style-type: none"> List Details/Facts Recall Information Match Vocabulary to Definitions Define Vocabulary Sequence 	✓	✓	✓	✓	✓	✓	✓
LEVEL 2 Understanding	<ul style="list-style-type: none"> Demonstrate Understanding Describe Classify 	✓	✓	✓	✓	✓	✓	✓
LEVEL 3 Applying	<ul style="list-style-type: none"> Application to Own Life Organize and Classify Facts Infer Outcomes Utilize Alternative Research Tools 	✓	✓	✓	✓	✓	✓	✓
LEVEL 4 Analysing	<ul style="list-style-type: none"> Distinguish Meanings Make Inferences Draw Conclusions Identify Cause and Effect Identify Supporting Evidence 	✓	✓	✓	✓	✓	✓	✓
LEVEL 5 Evaluating	<ul style="list-style-type: none"> State and Defend an Opinion Make Recommendations Influence Community 	✓	✓	✓	✓	✓	✓	✓
LEVEL 6 Creating	<ul style="list-style-type: none"> Compile Research Information Design and Application Create and Construct Imagine Alternatives 	✓	✓	✓	✓	✓	✓	✓

Based on Bloom's Taxonomy



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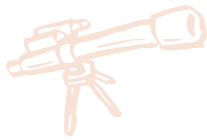
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Assessment Rubric



Employment & Volunteering

Student's Name: _____ Assignment: _____ Level: _____

	Level 1	Level 2	Level 3	Level 4
Understanding Concepts	Demonstrates a limited understanding of the concepts. Requires teacher intervention.	Demonstrates a basic understanding of the concepts. Requires some intervention.	Demonstrates a good understanding of the concepts. Requires no intervention.	Demonstrates an excellent understanding of the concepts. Requires no intervention.
Responses to the text	Expresses responses to the text with limited effectiveness; inconsistently supported by proof from the text.	Expresses responses to the text with some effectiveness; supported by some proof from the text.	Expresses satisfactory responses to the text with some effectiveness; supported by satisfactory proof from the text.	Expresses thorough responses to the text with some effectiveness; thoroughly supported by proof from the text.
Analysis of Concepts	Interprets various concepts from the text with limited, unrelated details and incorrect analysis.	Interprets various concepts from the text with some details but also some incorrect analysis.	Interprets various concepts from the text with satisfactory details and good analysis.	Interprets various concepts from the text with excellent details and thorough analysis.
Application of Concepts	Demonstrates a limited ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a basic ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a satisfactory ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a strong ability to apply various concepts from the text to activities, discussions, and situations.

STRENGTHS:

WEAKNESSES:

NEXT STEPS:



Teacher Guide

Our resource has been created for ease of use by both **TEACHERS** and **STUDENTS** alike.



Introduction

This resource provides ready-to-use information and activities for remedial students in grades 9-12, special needs students, ESL students, and adults who are struggling with the practical skills we outline in this resource. The language and vocabulary used in this resource is designed for a grade 3 reading level. Readers will enjoy learning all the practical life skills required for daily life. This resource centers on workplace conduct, focusing on job hunting and work relationships. Students will learn these skills through real-world scenarios. These scenarios are written with struggling learners in mind, allowing anyone to relate and thus fully comprehend the life skills being presented. Comprised of reading passages, scenarios, student activities, graphic organizers, and mini posters, our resource can be used effectively for whole-class, small group and independent study.



asked to give thoughtful consideration of the reading passage through creative and evaluative short-answer questions, research, and extension activities.

Hands-On Activities are included to further develop students' thinking skills and understanding of the concepts. The **Assessment Rubric** (page 4) is a useful tool for evaluating students' responses to many of the activities in our resource. The **Comprehension Quiz** (page 49) can be used for either a follow-up review or assessment at the completion of the unit.

PICTURE CUES

This resource contains three main types of pages, each with a different purpose and use. A **Picture Cue** at the top of each page shows, at a glance, what the page is for.



Teacher Guide

- Information and tools for the teacher



Student Handouts

- Reproducible worksheets and activities



Easy Marking™ Answer Key

- Answers for student activities

How Is Our Resource Organized?

STUDENT HANDOUTS

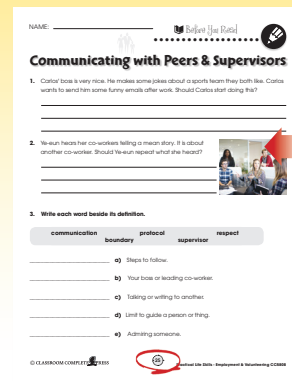
Reading passages and **activities** (in the form of *reproducible worksheets*) make up the majority of our resource. The reading passages present important grade-appropriate information and concepts related to the topic. Embedded in each passage are one or more questions that ensure students understand what they have read.

For each reading passage there are **BEFORE YOU READ** activities and **AFTER YOU READ** activities.

- The **BEFORE YOU READ** activities prepare students for reading by setting a purpose for reading. They stimulate background knowledge and experience, and guide students to make connections between what they know and what they will learn. Important concepts and vocabulary from the chapters are also presented.
- The **AFTER YOU READ** activities check students' comprehension of the concepts presented in the reading passage and extend their learning. Students are

EASY MARKING™ ANSWER KEY

Marking students' worksheets is fast and easy with our **Answer Key**. Answers are listed in columns – just line up the column with its corresponding worksheet, as shown, and see how every question matches up with its answer!



Every question matches up with its answer!



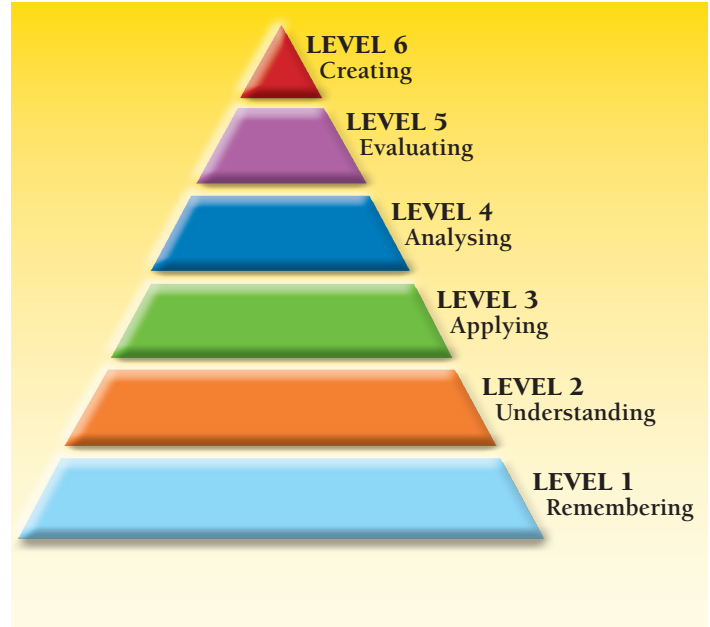
Bloom's Taxonomy

Our resource is an effective tool for any **SOCIAL STUDIES PROGRAM**.

Bloom's Taxonomy* for Reading Comprehension

The activities in this resource engage and build the full range of thinking skills that are essential for students' reading comprehension. Based on the six levels of thinking in Bloom's Taxonomy, assignments are given that challenge students to not only recall what they have read, but move beyond this to understand the text through higher-order thinking. By using higher-order skills of applying, analyzing, evaluating and creating, students become active readers, drawing more meaning from the text, and applying and extending their learning in more sophisticated ways.

Our resource, therefore, is an effective tool for any Social Studies program. Whether it is used in whole or in part, or adapted to meet individual student needs, this resource provides teachers with the important questions to ask, interesting content, which promote creative and meaningful learning.



BLOOM'S TAXONOMY: 6 LEVELS OF THINKING

**Bloom's Taxonomy is a widely used tool by educators for classifying learning objectives, and is based on the work of Benjamin Bloom.*

Vocabulary

appearance
attitude
behavior
boundary
code of conduct
communication
compensation
cover letter
deadline
discrimination
enthusiasm
ethics

experience
goal
greeting
impression
mission statement
non-profit
organization
outreach
preparation
protocol
qualifications
reputation

respect
responsibility
resume
rights
skills
supervisor
traits
union
upgrade
volunteer

NAME: _____



Preparing a Resume

1. Matías wants a part time job. He thinks he should call nearby coffee shops and ask if they are hiring. Is this the best way to find a job?



2. Isabella is writing her resume. She doesn't have much work experience. She thinks she should leave an empty section on her resume. Is this a good idea?

3. Finish each sentence with a word from the list.

resume
cover letter

traits
qualifications

skills
experience

- a) A _____ introduces you to employers.
- b) Be sure to include all of your work _____.
- c) Your personality _____ can be an asset on the job site.
- d) _____ show why you are able to do the job.
- e) Listing the _____ you have can help you get hired.
- f) A _____ is used to apply for a job.



Preparing a Resume

The most important part of finding a job is a resume. Almost every job will want a resume. It is a summary of your skills and experience. It shows employers why you are right for the job. A resume is a professional document that everyone needs. You do too!

There are many ways to write a resume. Every employer is different. Some people will pick a style based on their details. All resumes have:

- Name
- Address
- Contact information.
- Education
- Skills you have for the job.
- Past work/volunteer experience.

When you make a resume, think about details. How do you want it to look? What do you want to highlight? If you don't have any work experience, include volunteering. It is also smart to list all of your skills. Tell everyone why you are the right choice!

You may have had a problem at a past job. You don't want to draw focus to this. You must be careful when writing the resume. It may not be smart to include a job you were fired from. In this case, you will choose a different format. Perhaps your resume will put past jobs in a list. The focus will be on your volunteer work. It could also show new courses you have finished. Use the layout to help look your best! Happy job hunting!

Yang was fired from her last two jobs. She has finished some classes in hairstyling. Yang chose to leave out the last job she was let go from. She put her education in a bold font on the resume.

1. Ashley had to suddenly quit her last job. She has been volunteering at the local animal shelter. What should she highlight on her resume?

- A Her education.
- B Her past jobs.
- C Her volunteer experience.
- D Her address.

NAME: _____



Preparing a Resume

A resume may be the main part of getting a job, but you still need a cover letter! It is how you introduce yourself to an employer. It adds a personal touch to your application. Most jobs want to see a cover letter. It can be the difference between getting a job or not!

When you write a cover letter, still be formal. Be sure to show which job you are applying for. Some places may be hiring for more than one type of job. You will tell what traits you have that are good for the job. You may want to say which jobs you've had in the past. This will help you stand out.

Writing Tip

Check your spelling. Use professional words. Get right to the point. Don't make it too long.

You should also have a way to be contacted. Since this is an actual letter, your address should be on the top as well as the date. Don't forget to leave space for your signature. Remember to be professional. Although you want to seem friendly, don't get carried away. Don't beg for a job. You should not talk badly about other jobs. Show that you're a great choice for the job! Talk about your qualifications!

Label the parts of a resume and cover letter below using these words.

resume

cover letter

contact information

education

special skills

experience

signature

a)

GENEVIEVE DUMAY
123 Main Street
123-456-7890
genevieve@email.com

July 27

Allan Eichhorn
Midtown Electronics

I am writing in regards to your retail salesperson position at Midtown Electronics. 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 available for an interview at your convenience.

Sincerely,
Genevieve Dumay
Genevieve Dumay

b)

GENEVIEVE DUMAY
123 Main Street
123-456-7890
genevieve@email.com

Objective
To seek the retail salesperson position at Midtown Electronics.

Work Experience

The Book Loft	Jan. - Sept.	d) <input type="text"/>
123 Clean	Oct. - present	

Qualifications

- 3 years of customer service experience
- Good communication and listening skills
- Organizational skills

e)

Education

- Wilton High School

f)

c)

g)



Preparing a Resume

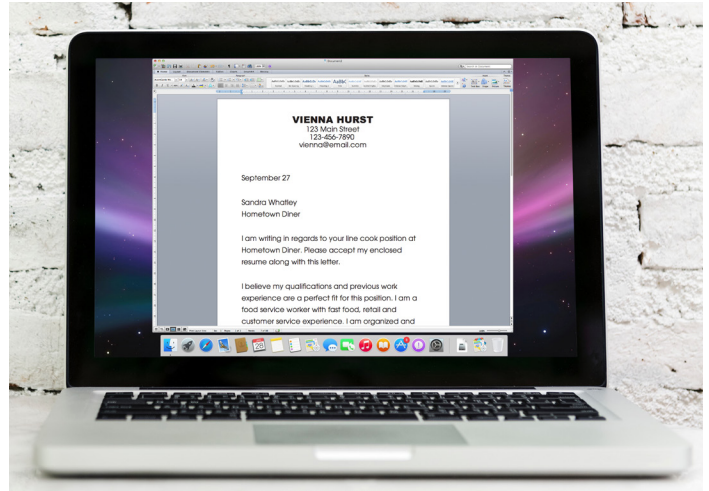
1. Answer the questions about preparing a resume and cover letter.

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 |

NAME: _____



Preparing a Resume

3. Mariana has some gaps in her employment. How can she put this in a better light on her resume?

Graphic Organizer



4. Use the graphic organizer on page 12 to follow a resume template.

A resume is the most important key to finding a job. Don't know where to start? There are many free templates online. Different types of jobs may need a certain type of resume. If you haven't had a job before, don't worry! You can list skills that you have. Don't be shy! Now is a good time to brag. If you have won an award at school, add that.

A good resume is clear and easy to read. It is a good idea to save your resume on your computer. You can apply to jobs online. Every time you get a new job, add it. You should always have an updated copy. You will fill out the resume template on the next page. It is a great start to building your resume. You can change it to best suit your needs. You will do great!



Preparing a Resume



Resume Template

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

OBJECTIVE

EDUCATION

WORK EXPERIENCE

• _____	• _____
• _____	• _____

SKILLS

• _____	• _____
• _____	• _____

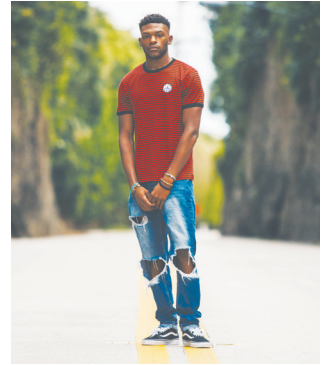
VOLUNTEER EXPERIENCE

NAME: _____



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

You've prepared for the interview. You really want the job. You look good. You've thought of some questions ahead of time. Now what? You must make a great impression! There are a few ways you can make sure your interview is a success.

When you meet the interviewer, greet them well. Shake their hand and make eye contact. Always smile and be friendly. Employers want to know they are hiring someone who will welcome customers.

Every answer is a chance to shine. Listen closely to the question. Don't assume you know what questions will be asked. If you are nervous, take a deep breath. Pause before you answer. A pause will give you time to think.

Even if the job is casual, don't let your answers be! The person interviewing you may be very friendly. They may make jokes or use some slang. Don't be tempted to join. Be on your best behavior! In your first meeting, be polite and professional.

Interview Tip

Try not to say things like "ummm" or "hmmm". Be clear and confident. Don't be afraid to take your time.

When you are polite and confident, you will make a good first impression. Being prepared will help you get the job. Everyone has skills they can offer. You will find the right fit for you.

Joseph is excited for his interview. The interviewer came in and gave him a high five. He swore a few times. Joseph was happy that his boss would be easy going. He remembered to stay professional. He got the job!

Two people going for an interview are shown. Based on how they look, who will get the job? Why?

a) Austin



b) Daniela





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 |

NAME: _____



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 17 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!



Job Interview Basics



What Will They Ask?



NAME: _____



Thriving on the Job

1. Jun-seo has just started a new job. He has been late three times. His boss has asked him to attend a class to learn a new hairstyle technique. He doesn't want to go. What should he do?

2. Valeria wants to go to a spin class. It starts ten minutes before her shift is over. She thinks it would be okay to leave early. Is this a good idea?



3. Finish each sentence with a word from the list.

responsibility
ethics

deadline
reputation

preparation
upgrade

a) It is your _____ to show up for work on time.

b) Look for ways to _____ your skills.

c) Things are easier with _____.

d) _____ are rules you live your life by.

e) You must meet the _____ this week.

f) His _____ is based on good work.





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.





Thriving on the Job

Once you've mastered your job, you may want to find new ways to get ahead. You know how to meet a deadline. You've helped customers. You've even swept the floors! What's next? Look for ways to go above and beyond.

There is always something that needs to be done. You should think about things that you don't always need to do. You may not like all of these things. No one likes cleaning toilets! A good boss will notice you are doing extra tasks. It shows you are a good team player.

Planning Tip

Stick to deadlines. This means doing things on time and doing things quickly. Be prepared for anything.

Improving Tip

It's always a good idea to upgrade your skills. Hairdressing has lots of classes to add to your learning. A new computer class will always help.

When you are thinking to the future, find a mentor. A mentor is someone who has experience. They can teach you new things. You can ask them questions. They will give you tips and tricks. Choose wisely. A good mentor is patient and helpful.

Yuki is bored at work. There are no customers. He cleaned the windows. He hates that! His boss gave him a high five when she saw it though!



1. List three ways you can do a great job at work.

- 1) _____
- 2) _____
- 3) _____



Thriving on the Job

1. Answer the questions about being a good employee.

a) What is a great way to show interest in your job?

- A Ask about upgrading your skills.
- B Taking a quick lunch.
- C Being friends with your co-workers.

b) What is NOT a good trait of a mentor?

- A Patience
- B Hardworking
- C Anger



2. Answer the questions with either TRUE or FALSE.

- | | | |
|--------------------------------------|-------------|--------------|
| a) A mentor will give you a raise. | TRUE | FALSE |
| b) You should always arrive on time. | TRUE | FALSE |
| c) Your co-workers are always right. | TRUE | FALSE |
| d) It's smart to do extra tasks. | TRUE | FALSE |
| e) You should never swear at work. | TRUE | FALSE |

NAME: _____



Thriving on the Job

3. Alyssa's co-worker is always late. They text when there are no customers. They are rude to older staff. They ask Alyssa for advice on how to get a raise. What advice should she give?

Graphic Organizer

4. Use the graphic organizer on page 24 to map out your skills and traits.

What are you good at? What makes you special? Usually this question is hard to answer. People often can describe others better than themselves. Everyone has something to offer. All jobs need different things from their workers. What will your job need you to do?

Before you hunt for a job, think about what you bring to a job. Are you organized? Do you like to help others? How well do you use social media? Everyone has skills and traits. Skills are things you are good at. Traits are what kind of person you are.

You will make a Venn diagram. This will show your skills and traits. In the middle is where you will list things that will be helpful at work.



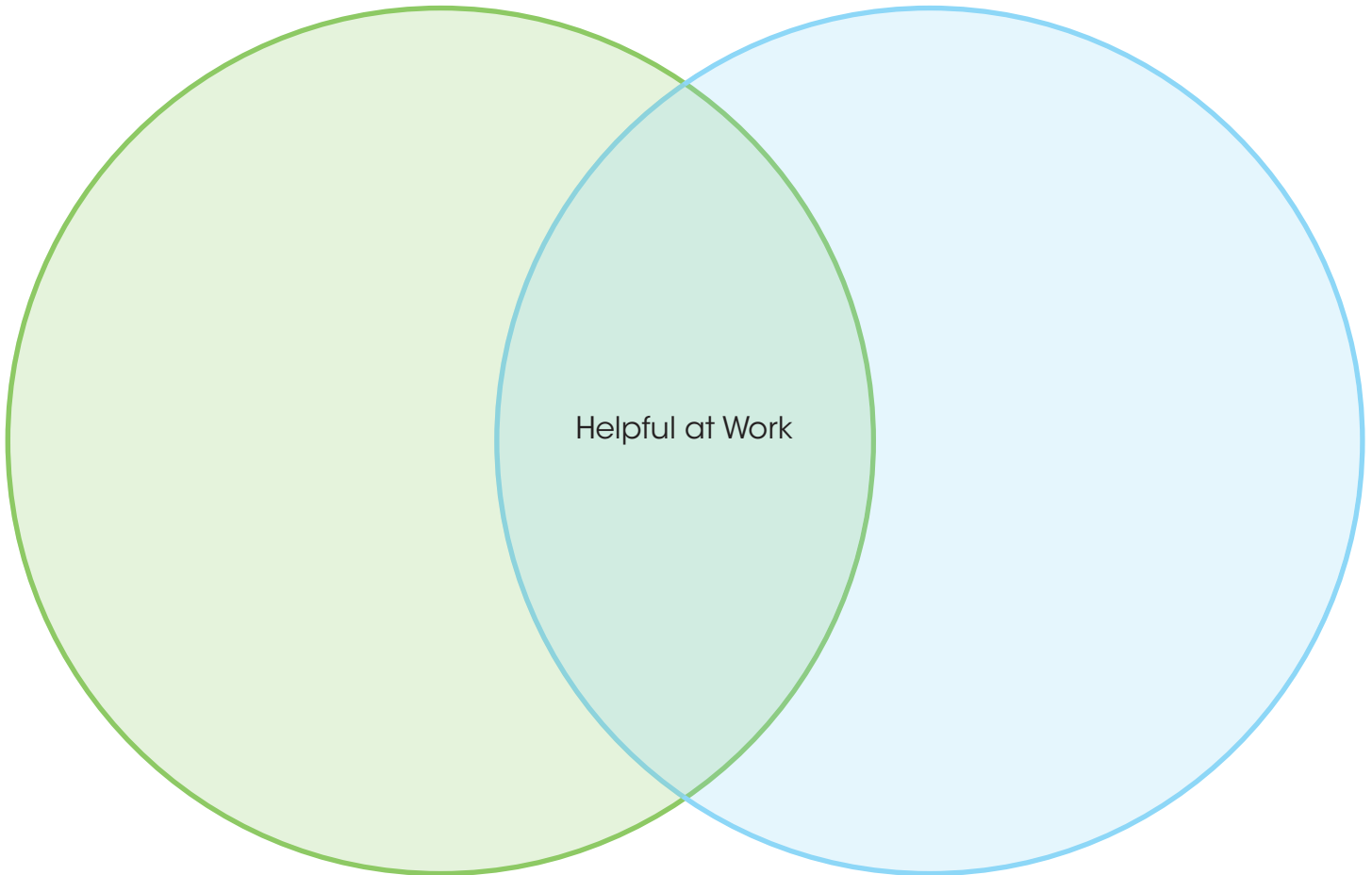
Thriving on the Job



What Makes You Great?

Skills

Traits



NAME: _____



Communicating with Peers & Supervisors

1. Carlos' boss is very nice. He makes some jokes about a sports team they both like. Carlos wants to send him some funny emails after work. Should Carlos start doing this?

2. Ye-eun hears her co-workers telling a mean story. It is about another co-worker. Should Ye-eun repeat what she heard?



3. Write each word beside its definition.

communication

boundary

protocol

supervisor

respect

_____ a) Steps to follow.

_____ b) Your boss or leading co-worker.

_____ c) Talking or writing to another.

_____ d) Limit to guide a person or thing.

_____ e) Admiring someone.



Communicating with Peers & Supervisors

You can meet some great friends at work. You may meet people you don't like. It is important to be professional. It may be tempting to joke around. Try to be friendly while getting your work done. Stay on task!

Social Tip

Be sure to help your customers and remain professional. Don't joke around too much in front of clients. Avoid talking too much. Check if others are uncomfortable. Some people may not like your jokes or slang.

Work can be a lot of fun. When you work with people you like, time can go by quickly. Co-workers can make a boring job more fun. You can rely on them. They will help you out. Angry customer? A friendly co-worker can make you feel better. No matter how well you get along, remember you are at work.

You may not get along with everyone. It can be hard to be nice when you disagree. When you are at work, you must be neutral. There is a protocol to follow. Try to deal with problems yourself. Only tell your supervisor about a problem if you can't solve it. If someone is doing something against the rules, tell your supervisor. Things like theft should be reported.

Keep a healthy boundary between yourself and others. Avoid gossiping about others. If you wouldn't want to say it to the person, don't say it at all. If two people aren't getting along, don't get involved. It is best to stay neutral. This means you shouldn't take sides. Don't add to the problem. It is best to be friendly to everyone.

Owen can't stand his new co-worker. They laugh too loud and put gum on the counter. Owen stays quiet and doesn't sit with him at lunch. He is polite to everyone.

1. Answer the following questions.

a) If you don't get along with your co-worker you should:

- A Tell your boss.
- B Be polite.
- C Get in an argument.

b) What should you tell your co-workers about?

- A Your pets.
- B Your last medical test.
- C Your credit card debt.



Communicating with Peers & Supervisors

Communication is the key to getting along with others.

Knowing how to act in a situation will help you do well at work. Getting to know your boss is a big part of being successful at work. Your boss oversees your tasks. They can promote or fire you. They want you to do the best job possible.

It may be easy to get to know your boss. They may tell funny stories and make jokes. They may swear or complain about work. Some bosses may not mind if you do it too. It is best to avoid this. Work should be professional. Try your best to not swear or share too many personal things.

Professional Tip

It is never a good idea to get angry at work. It can make things much worse. It will make you seem like an unreliable person.

Social Tip

Keep your personal life private. Your boss doesn't need to know everything. Things like illness, family problems or money are private. Think before you speak!

What happens if you don't get along with your boss? They are still in charge. You will need to keep your cool. If you are angry, stay calm. The right supervisor can make a job great. You may want to share things about your life. Some things should not be talked about at work. Your boss can be a great part of the job. Be respectful to them. They will treat you well if you work hard.



Mia's boss makes a lot of jokes. She swears at lunch and is always texting. Mia thought about using her phone during her shift. She decided not to. Two months later, she got a raise!

2. Answer the questions with either TRUE or FALSE.

- | | | |
|---|-------------|--------------|
| a) You should be best friends with your boss. | TRUE | FALSE |
| b) If your boss swears, you should too. | TRUE | FALSE |
| c) A good boss can make the job great! | TRUE | FALSE |
| d) Always tell your boss your problems. | TRUE | FALSE |



Communicating with Peers & Supervisors

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

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.



NAME: _____



Communicating with Peers & Supervisors

3. You and a co-worker are in a fight. You get so angry you almost lose your cool. The other person won't let it go. They keep teasing you. What are some things you can do? What should you do first?

Graphic Organizer

4. Use the graphic organizer on page 30 to understand proper workplace behavior.

You know it's important to be professional at work. You must make this choice. It can be hard to do this when you have friends at work. How do you know how to act? You may love your boss, but they don't love you texting at work. Does your co-worker always share memes? How do you react?

Knowing how to treat people is a key to being successful. Everyone likes to have respect. That is easy. How do you know what to talk about? What should you share? Your boss doesn't want to hear complaints.

You will create a chart. You will think about how you will act with others. There is a place for your boss and for your co-workers. Think of things that are safe to talk about. You can add things you shouldn't do. Use it to remind yourself of what reputation you want.



Communicating with Peers & Supervisors



Co-workers Vs. Boss

Co-workers

- Share funny stories about your pets.
- Don't talk about personal problems you have with your partner.

Boss

- Take part in small talk about current events.
- Try to avoid controversial topics, like religion and politics.

NAME: _____



Volunteering

1. Shota loves animals. Where are some places he could volunteer?

2. Taylor has been told volunteering will give her experience for her resume. She thinks it's a waste of time. Is she right?



3. Finish each sentence with a word from the list.

volunteer
mission statement

organization
goal

non-profit
outreach

a) She is very good at client _____.

b) The charity is a _____.

c) He was excited to _____ at the animal shelter.

d) An _____ must believe in their cause.

e) The school was able to meet their fundraising _____.

f) The _____ is the belief of the charity.





Volunteering

There are many reasons why you should volunteer. Volunteering can give you great skills for future jobs. You will meet new people. You can help make a difference. What do you care about? How will you change the world? Most causes have ways you can volunteer.

Are you missing work experience? You can put volunteer work on a resume. Most places will love for you to help. Think about what kind of job you want. Decide how much time you want to spend there. It's helpful to commit to the same time every week. Be reliable!

Planning Tip

- How to find a place to volunteer.**
- Posted volunteer ads online.
 - Job boards.
 - A guidance counselor.
 - Posters on bulletin boards.

If you know where you want to help, just go ask! It is a good idea to send a letter about why you want to volunteer there. A phone call asking for open spots is a good idea. Find out what their mission statement is. Do you agree with it? If yes, then call! Most places want as much help as possible!

Volunteer Tip

Do you want to be a teacher? You can volunteer with camps for kids or mentor programs. Do you like animals? A shelter may be a good choice. Other places may be a soup kitchen, clothing drive, or senior's home.

You are going to do a lot of good things. What are you good at? Are there certain things you can help with? Do you like social media? Maybe you can have online outreach. Are you good at sports? A sports camp would love to have you! Are you organized? You may make a good event planner. Even something as simple as washing dishes will be appreciated. Anyone can help!

Read the following volunteer ad. What skills will be earned? What type of job will the experience earned help with?





Volunteering

The goal of every charity is to help. A volunteer is someone who can make sure people get the help they need. Most charities are non-profit and need volunteers to run. This means they don't make any money. They really need people to donate their time and skills. Even if you are a volunteer, there are some things you should remember.

Everyone should be safe on the job. This is still true if you work for free. Don't do anything you don't feel comfortable doing. If a place seems unsafe, don't be afraid to stop working. Things like broken equipment or no safety gear can be dangerous. Be sure that you are protected even if you are volunteering.

Safety Tip

If someone is making you feel uncomfortable, talk to a supervisor. If a supervisor is making you feel strange, you can quit. Don't do jobs that you don't feel capable of. If you have questions, ask!

When you are a volunteer, you are a member of the charity. When you are helping, the public sees you as a part of the cause. Be sure you are representing it well! Act how you would at work. Be polite and professional. If you are helping in places such as a shelter, remember to be kind. People who need support may be shy or nervous. A kind act can go a long way!

Su-bin is working at an animal shelter. She loves cats. There is one dog that is angry and growls at her. Su-bin was asked to clean that dog's cage. She was scared. She talked to the supervisor. They let her work with different animals.

1. How did Su-bin protect herself while volunteering?

Su-bin protected herself by letting her supervisor know she was uncomfortable with a specific task. They were able to give her a different task.

Cole is really great at playing the piano. He decided to play for seniors at a nursing home. He goes once a month and they love him! It gave him a chance to perform more. He aced his audition to a college music program!

2. How did Cole use his skills to achieve success?



Volunteering

1. Answer the questions with either TRUE or FALSE.

a) You must do everything you're asked because you work for free.

TRUE FALSE

b) Charities have a lot of money to spend.

TRUE FALSE

c) You can help no matter what skills you have.

TRUE FALSE

d) Volunteering is a great way to get work experience.

TRUE FALSE

e) Charities never want new people to help.

TRUE FALSE

f) Volunteers must be safe on the job.

TRUE FALSE

2. Read the sentences below. Are they a good idea? Answer with either Yes or No.

a) Being late for your volunteer shift.

YES NO

b) Telling your friends private information about the job.

YES NO

c) Asking your friends to join you.

YES NO

d) Asking to be paid for your time.

YES NO

e) Calling a charity to see if they need help.

YES NO

f) Complaining about the job you're given to do if you don't like it.

YES NO

NAME: _____



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?

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.

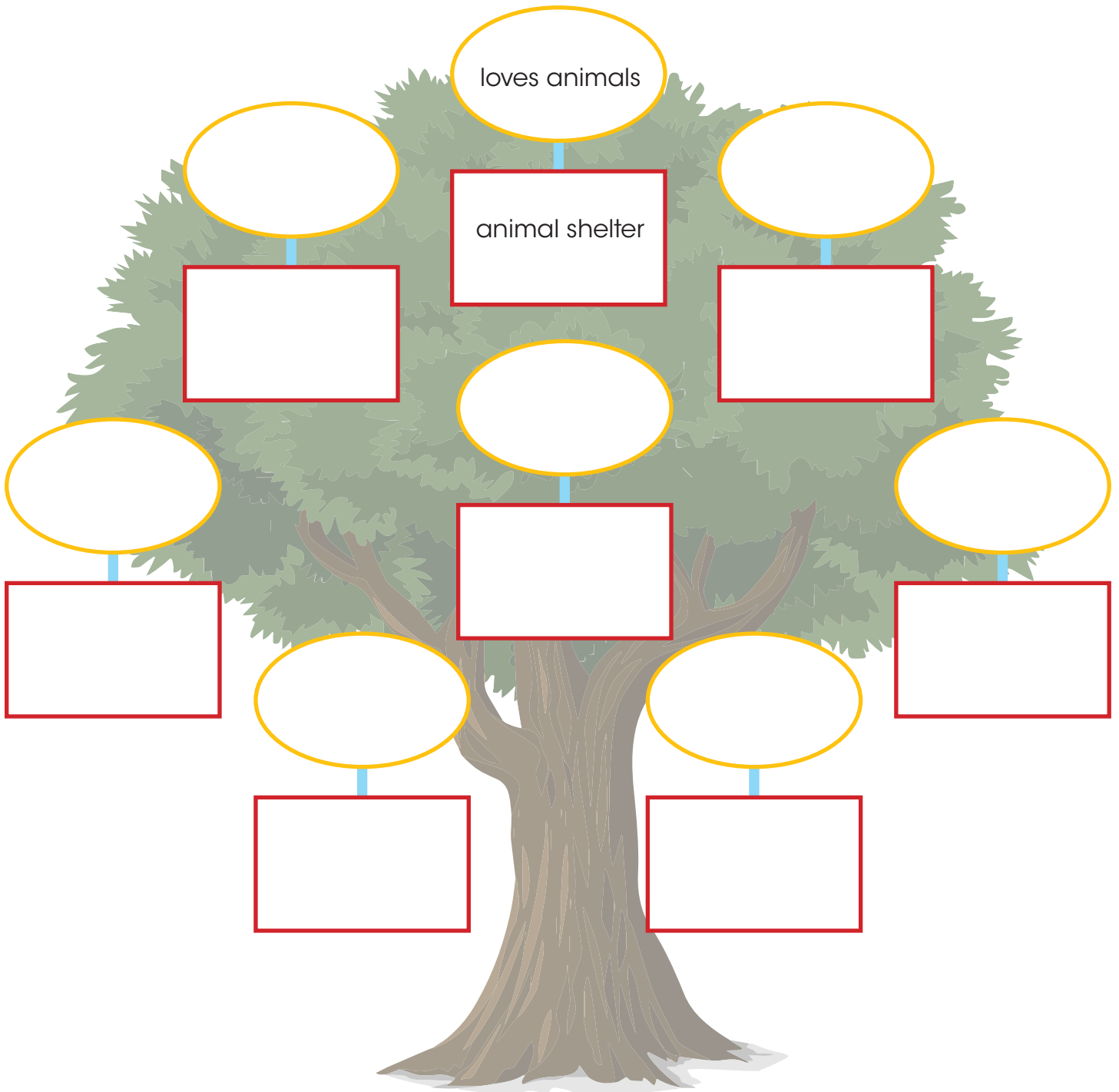
When you have a visual organizer, your choice will be clear. In the tree diagram, you will think about your choices. What are you passionate about? These will be at the top level. Examples may be animals, playing music, or sports. From each of these, draw a line. Think of some charities around you. Where 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



NAME: _____



Employee Rights

1. Ximena feels like she is getting less shifts than she used to get. Her boss commented that she can't handle more shifts because she uses a cane. Is this right?

2. Cameron doesn't have a hard hat. He is doing construction. His boss said he has to keep working. Should Cameron keep working?



3. Match the word to its definition.

discrimination

rights

code of conduct

compensation

union

a) Treating people differently based on how they look.

b) A group that helps workers have good conditions.

c) How someone should act in a certain place.

d) What you are given automatically as a human.

e) Being given something to make up for a loss.



Employee Rights

What is discrimination? Have you seen it? It is when you are treated differently. It could be for how you look or speak. It could be for what you believe. It should never happen at work. Everyone has the right to respect. You have options if you feel like you are being discriminated against. You have rights! Stick up for others too.

The Human Resources department

hires and fires workers. They deal with complaints. They make sure work is fair. They will help if you have an issue with your boss. They keep your privacy. They will help you follow the code of conduct. They are there to help.

VS

Unions

help workers by making sure they are treated fairly. They work with the company to decide what workers must do. They want workers to have a say. They can also call a strike. This is when workers refuse to do their work until their conditions are met. See them if you think your rights are being taken away.

Haruka hears others talking about her. They are annoyed she leaves to attend a support group. She has permission from her boss. She explains this to her co-workers. Haruka no longer hears her co-workers complaining about her.

1. Identify each scenario as an example of human resources or a union.

- _____ a) Negotiates for a pay raise.
- _____ b) Makes sure of safe work conditions.
- _____ c) Puts into effect current laws in the workplace.
- _____ d) Takes complaints from co-workers.
- _____ e) Promotes an employee to a new position.



Employee Rights

It is exciting when you start a new job. You want to do a good job. It is fun to meet new people. You may even be excited to earn some money! No matter how much you want a job, no job is worth losing your rights for. Never be unsafe at work. Ask for help. Ask questions!

KNOW YOUR RIGHTS	
Minimum Wage	This is the least amount you will be paid per hour. If you quit or are fired, you will still be paid for hours you worked. Employers can't keep your earnings from you.
Disability	Each workplace must help you get what you need to do a good job. You should be able to move around your workplace safely. You must get the tools you need.
Workplace Safety	You must be trained to do your job safely. You must be given gear that keeps you safe. If you see something unsafe, tell a boss. If they don't make a change, you have options. You can make a complaint to the Department of Labor.
Workplace Injury	If you are injured at work, you have rights. Be sure to tell someone if you get hurt at work. You could get compensation. This is when you are paid for any wages you have lost when hurt. Make sure your boss fills out the paperwork if this happens to you.

Lauren has a wheelchair. There is one door that is too small. She has to take the long way around. She is often slow to help customers. She tells her boss. The door is fixed. Her customers get helped much faster!

1. Which Employee Rights is Lauren taking advantage of?

minimum wage disability workplace safety workplace injury

2. Which of these can help you stay safe at work? Check all that apply.

- A Using protective gear.
- B Asking for better instructions.
- C Not listening to your boss.
- D Going online for instructions.



Employee Rights



1. Answer the questions about employee rights.

a) Which of these are worker rights? Check all that apply.

- A Earn minimum wage.
- B Have training.
- C Lunch provided.
- D A parking space.



b) What is the job of Human Resources? Check all that apply.

- A To hire.
- B To cater.
- C To help solve problems.
- D To fire.



2. Read the sentences below. Are these things allowed? Answer with either Yes or No.

- | | | |
|---|------------|-----------|
| a) Your boss says you are too old. | YES | NO |
| b) You're given an extra break time. | YES | NO |
| c) A co-worker makes a racial insult. | YES | NO |
| d) You are told to not wear a hard hat. | YES | NO |
| e) You can earn tips. | YES | NO |

NAME: _____



Employee Rights

3. Tomás hears racial comments at work. They are about his heritage. He wants it to stop. What are some steps he can take?

Graphic Organizer

4. Use the graphic organizer on page 42 to create a help pyramid.



Do you know where to get help? Who can you turn to at work? You must know this when you have a problem. Different issues will be solved at different places. Some problems are big. Some problems are small. You don't need to go to the top boss for something small. It is best when you can fix things yourself.

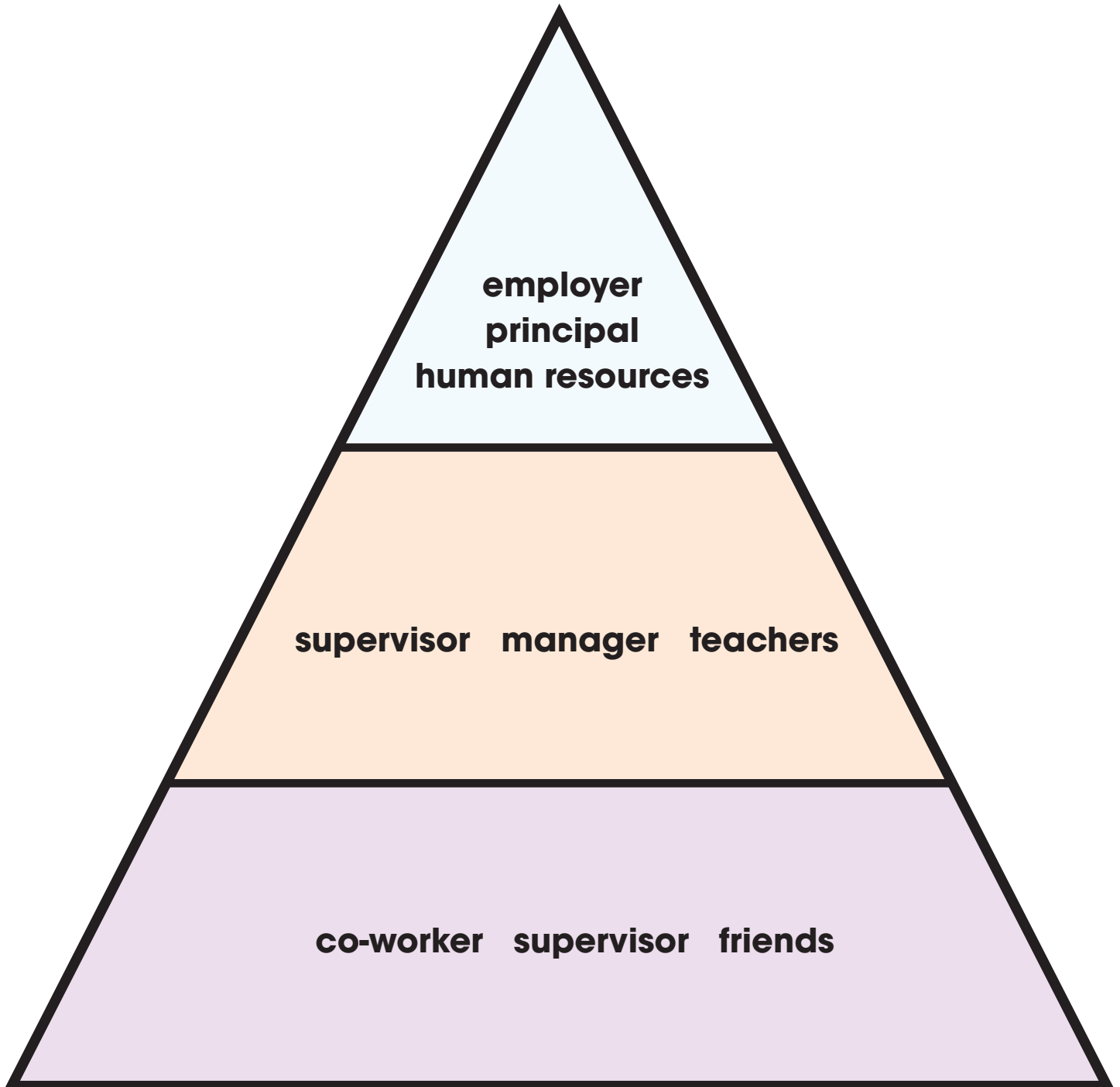
Think about where you can seek help before you need it. Think ahead! On the chart, there are different levels. The base of the pyramid is the first place you can go. This may be your boss. It could be your co-worker. As you move up, it will be more serious. If you don't work, think about school. The principal would be at the top. Your teachers may be in the middle. Your friends would be at the bottom. Think of some other examples. Add them to your pyramid.



Employee Rights



Help Pyramid





Will You Hire Me?

It can be hard to find a job. You need a great resume. You must convince others why you are a good choice. Knowing what you're good at can be hard. It can be easier to find good things in others. This is true with someone you really like! Who do you admire?

Your task is to think of a fictional character. They can be from a movie. You can pick someone from a book. You can pick any character you like. They can even be an animal! Winnie the Pooh would be a great bee keeper! You will make a resume for them. Help them make some money!

Here are some things to think about:

- Where do they live?
- What are they good at?
- What kind of job would they like?
- What skills do they have?
- Where might they have worked before?



Use a resume template you know well. Feel free to make up information you don't know for sure. Use the right spelling. Keep a proper format and style. If you want to add to your work, make a cover letter. You can write it from the point of view of the character. Use your imagination!

GENEVIEVE DUMAY
123 Main Street
123-456-7890
genevieve@email.com

July 27

Allan Eichhorn
Midtown Electronics

I am writing in regards to your retail salesperson position at Midtown Electronics. 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 available for an interview at your convenience.

Sincerely,
Genevieve Dumay
Genevieve Dumay

GENEVIEVE DUMAY
123 Main Street
123-456-7890
genevieve@email.com

Objective
To seek the retail salesperson position at Midtown Electronics.

Work Experience

The Book Loft 123 Clean	Jan. - Sept. Oct. - present
----------------------------	--------------------------------

Qualifications

- 3 years of customer service experience
- Good communication and listening skills
- Organizational skills

Education

- Wilton High School



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!





Follow the Code!

How do you act at work? Do you always do your best job? What do you always do? What do you need to be reminded about? What do you need to get done? These are all things on a code of conduct.

A code of conduct can be a list. It tells others what is expected of them. They can be used in different places. Some schools have them. Sports teams may use them. Lots of workplaces post them for all to see.

You will write a code of conduct. You can choose which place it will be used for. If you don't work, you can think of a job. What would you like to see? Does your job already have one? What changes would you make? It's up to you!

Your code of conduct should:

- Be in list form.
- Be in clear language.
- Be fair.
- Be realistic.
- Be suited for the job.

Maybe you can post it where you work. Inspire others! Thinking about what you want to do at work can make you work better. Will you be employee of the month? Follow the code! The sky's the limit!





A Hard Day's Work

Every job can be tough at times. People can be discouraged. They may not like their job. They may feel unnoticed. Do you see this at your work? In your school? It is easy to get discouraged if you aren't getting credit. Everyone likes a pat on the back!

You will write a letter to a co-worker. Your boss may also be a good choice. It will be a letter of appreciation. If you don't work, you can choose a friend. You can also choose someone in your class. You don't have to be best friends. Choose someone who always works hard. Show your kindness!

Your letter should be dated. Make sure it is addressed to the right person. Find out how they spell their name. Is there something they really like to talk about? You can add it in the letter. Pick something specific to mention. Did they do something nice for someone? When were they kind to a customer? Do they do a job no one else wants to do? The more detail you add, the better.

You may want to sign your name on the letter. You could leave out your name. You don't want to embarrass the person. They should be pleased! Use kind words. Spread happiness at work!



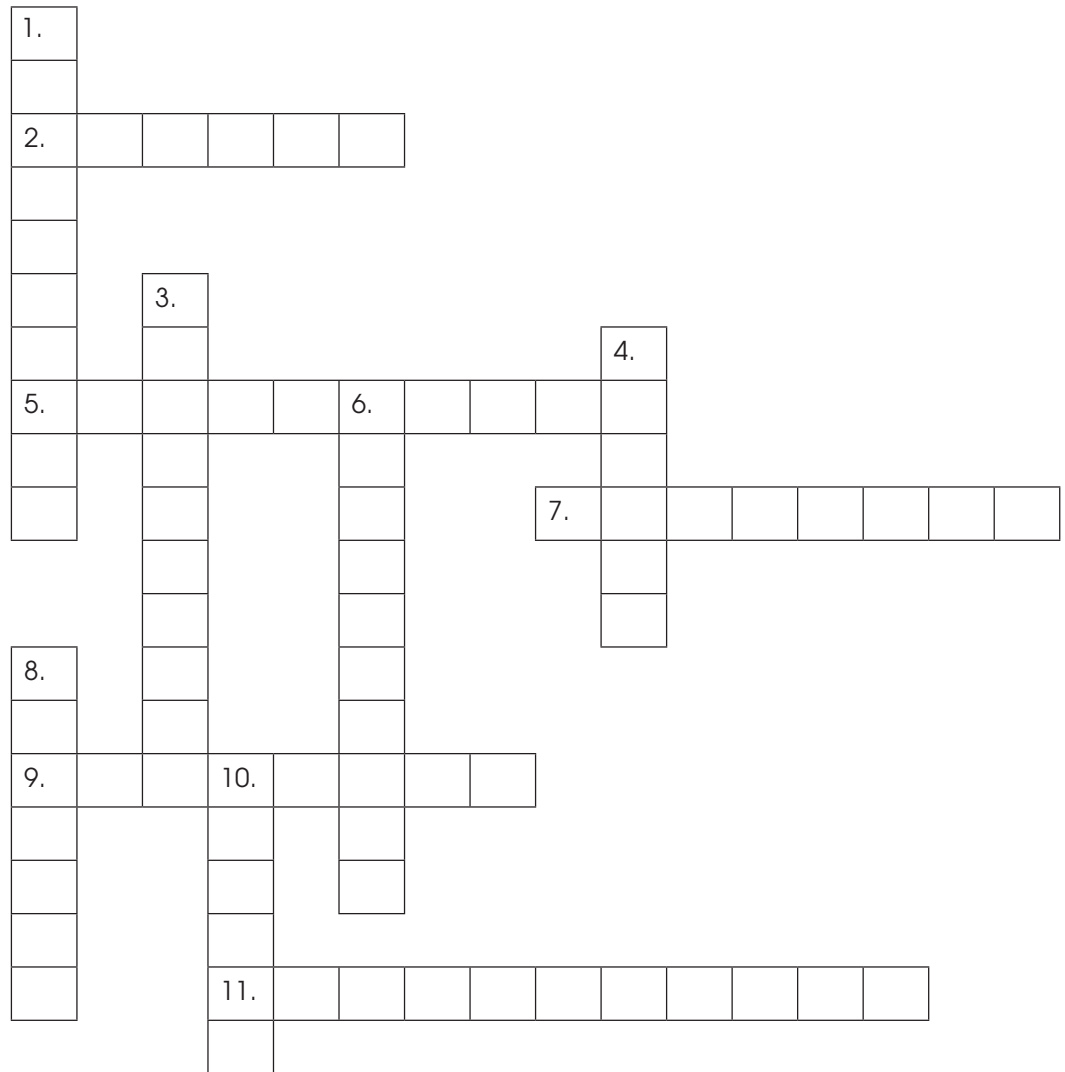
NAME: _____



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.



Word Search

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

attitude
 behavior
 cover letter
 deadline
 discrimination

ethics
 experience
 goal
 greeting
 organization

preparation
 protocol
 resume
 rights
 skills

supervisor
 traits
 union
 upgrade
 volunteer

C	O	V	E	R	L	E	T	T	E	R	S	T	I	L	O	C	B
E	X	D	T	M	D	S	U	Y	T	P	U	X	S	E	L	V	R
B	V	A	I	N	M	Z	F	R	I	D	P	B	G	F	T	M	S
D	G	R	E	E	T	I	N	G	J	F	E	M	A	C	E	E	F
A	Q	T	O	H	Y	X	T	X	L	B	R	L	T	X	D	T	N
C	U	P	P	T	E	G	B	T	V	G	V	K	T	L	V	H	B
N	H	O	D	N	O	I	N	U	C	Y	I	Y	I	K	H	I	X
O	G	L	F	A	D	E	Y	F	P	U	S	H	T	J	U	C	S
I	I	E	L	D	E	H	L	M	E	G	O	R	U	B	Y	S	Z
T	O	Y	R	E	S	U	M	E	U	T	R	E	D	G	I	E	O
A	T	M	Y	A	O	D	E	K	F	K	L	A	E	Y	W	A	P
N	G	J	G	D	A	A	F	T	D	P	O	C	D	B	F	K	R
I	D	R	R	L	F	E	T	B	R	Q	E	K	T	E	G	V	E
M	V	E	E	I	T	D	Y	O	Y	A	R	B	H	H	H	C	P
I	S	A	E	N	D	X	T	D	U	G	I	V	L	A	K	R	A
R	L	R	T	E	B	O	W	R	I	G	H	T	S	V	E	P	R
C	L	M	N	R	C	S	I	V	R	E	P	U	S	I	S	S	A
S	I	B	U	O	S	K	L	C	E	R	L	K	E	O	C	T	T
I	K	V	L	T	E	B	P	V	D	T	P	L	C	R	N	L	I
D	S	C	O	R	G	A	N	I	Z	A	T	I	O	N	V	T	O
F	A	D	V	E	R	E	D	L	I	D	B	B	P	Y	M	D	N
Y	M	H	K	S	T	V	A	H	F	M	N	V	O	L	K	U	A
L	M	E	B	B	K	E	X	P	E	R	I	E	N	C	E	J	M

NAME: _____



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



Comprehension Quiz

Part C

Answer each question in full sentences.

1. What should you know about a charity before volunteering?

3

2. What is discrimination at work?

2

3. Why should you volunteer?

4

4. What makes a good employee?

4

SUBTOTAL: /13

1.

Answers will vary, but may include: Matias should look online and at job boards. He should give the coffee shop his resume.

a) C

1.

a) A

1.

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

2.

No, this is not a good idea. Isabella should not leave an empty section in her resume. Instead, she should elaborate on some of her skills.

3.

a) cover letter

b) experience

c) traits

d) Qualifications

e) skills

f) resume

7

8

- a) contact information**
- b) signature**
- c) cover letter**
- d) experience**
- e) special skills**
- f) education**
- g) resume**

9

3.

Answers will vary, but may include: Mariana can choose a different layout. She should highlight volunteer skills and her strengths.

11

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

a) 3

b) 2

c) 5

d) 1

e) 4

14

b) Daniella

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

15

3.

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.

1 C

2 A

3 D

4 E

5 F

6 B

13

a) TRUE

b) TRUE

c) FALSE

d) FALSE

e) TRUE

f) FALSE

10

a) FALSE

b) FALSE

c) TRUE

d) TRUE

e) FALSE

16

17





1.

Answers will vary, but may include:
Jun-seo should go to the class to get more skills. If he doesn't, he risks losing his job to someone more experienced.

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

20

2.

Answers will vary, but may include:
No, this is not a good idea. Valeria should never leave early. She is being paid for the time she is at her job. If she leaves, she shows that she is unreliable.

3.

a) responsibility

b) upgrade

c) preparation

d) Ethics

e) deadline

f) reputation

19

1.

Answers will vary, but may include:
No, Carlos should not send his boss funny emails after work. Carlos should keep boundaries.

a) A

2.

Answers will vary, but may include:
No, Ye-eun should not repeat what she heard. It's not a good idea to gossip.

3.

a) protocol

b) supervisor

c) communication

d) boundary

e) respect

25

1.

a) B

b) A

26

2.

a) FALSE

b) FALSE

c) TRUE

d) FALSE

27

3.

Answers will vary, but may include:
You should ignore the person as best you can. Stay calm. Tell your boss if you can't solve it.

a) C

2.

b) A

28

29

1.
Answers will vary, but may include: Shota could volunteer at an animal shelter, a vet clinic, or a pet shop.

2.
Answers will vary, but may include: No, Taylor is not right. She can use the experience on her resume. She will meet new people. She will help others.

- 3.**
- a) outreach
 - b) non-profit
 - c) volunteer
 - d) organization
 - e) goal
 - f) mission statement

31

Volunteering at a soup kitchen will gain the following skills: experience working with the public, experience working with others as a team, experience working in the food handling business. Potential jobs include kitchen staff, prep cook, head chef.

32

2.
Cole used his skills as a piano player to bring joy to others while he volunteered at the nursing home. He goes regularly, showing commitment and reliability. He was able to practice performing in front of an audience, which led to him doing well in his audition.

33

3.
Answers will vary, but may include: Hailey could tell her supervisor about the patient. She could say why she is uncomfortable. She could ask for a different task.

35

1.
Answers will vary, but may include: No, this is not right. It isn't right for an employer to give someone less shifts because they use a cane. This is called discrimination.

38

2.
Answers will vary, but may include: No, Cameron should not keep working. It isn't safe to work construction without a hard hat. His boss can be fined if he forces Cameron to work without a hard hat.

39

- 3.**
Answers will vary, but may include: Tomás can talk to his co-workers, he can tell his supervisor, he can go to Human Resources.
- a) discrimination
 - b) union
 - c) code of conduct
 - d) rights
 - e) compensation

37

- 1.**
- a) union
 - b) union
 - c) human resources
 - d) human resources
 - e) human resources

38

1.
disability

39

- 2.**
- A
 - B

39

3.
Answers will vary, but may include: Tomás can talk to his co-workers, he can tell his supervisor, he can go to Human Resources.

41

- 1.**
- a) A
 - b) B

- b) A
- c) C
 - d) D

2.

a) NO

b) YES

c) NO

d) NO

e) YES



40

Across

- 2. traits
- 5. appearance
- 7. outreach
- 9. greeting
- 11. cover letter

Down

- 1. enthusiasm
- 3. experience
- 4. resume
- 6. reputation
- 8. upgrade
- 10. ethics

Word Search Answers

C	O	V	E	R	L	E	T	T	E	R	S	T	I	L	O	C	B
E	X	D	S	U	D	S	U	T	E	T	U	X	S	E	L	V	R
B	V	A	I	N	M	Z	F	R	I	D	P	B	G	F	T	M	S
D	G	R	E	H	T	I	N	G	J	F	E	M	A	C	E	F	
A	Q	T	O	P	Y	X	T	X	L	B	R	L	T	X	D	N	
C	U	P	O	P	E	G	B	T	V	G	V	K	T	L	V	B	
N	H	O	I	N	O	I	N	U	C	Y	I	Y	I	K	H	X	
O	G	L	F	A	D	E	Y	F	P	U	S	H	T	J	U	S	
I	I	E	L	D	E	H	L	M	E	G	O	R	U	B	Y	Z	
T	O	Y	R	E	S	U	M	E	U	T	R	E	D	G	I	O	
A	T	M	Y	A	O	D	E	K	F	K	L	A	E	Y	W	A	
N	G	J	G	D	A	A	F	T	D	P	O	C	D	B	F	R	
I	D	R	E	L	F	E	T	B	R	Q	E	K	T	E	G	V	
M	V	E	I	T	D	X	Y	O	Y	A	R	B	H	H	C	P	
I	S	A	E	N	D	X	T	D	U	G	I	V	L	A	K	R	
R	L	R	E	N	E	B	O	W	R	I	G	H	T	S	V	E	
C	L	M	N	R	C	S	I	V	R	E	P	U	S	I	S	A	
S	I	B	U	O	S	K	L	C	E	R	L	K	E	O	C	T	
I	K	V	L	T	E	B	P	V	D	T	P	L	C	R	N	L	
D	S	C	O	R	G	A	N	I	Z	A	T	I	O	N	V	T	
F	A	D	V	E	R	E	D	L	I	D	B	B	P	Y	M	D	
Y	M	H	K	S	T	V	A	H	F	M	N	V	O	L	K	U	
L	M	E	B	K	E	X	P	E	R	I	E	N	C	E	J	M	

Part A

1.

a) B

Part C

1. Answers will vary, but may include: Before volunteering, you should know a charity's mission statement, cause, and where they are.

2. Discrimination at work is being treated differently for who you are and what you believe.

3. You should volunteer to meet new people, help a cause, change the world, get work experience.

4. Answers will vary, but may include: A good employee works hard, is polite, gets along with others, and does extra jobs.

Part B

2.

a) **TRUE**

b) **FALSE**

c) **FALSE**

d) **TRUE**

e) **TRUE**

Resume



VIENNA HURST

123 MAIN STREET
123-456-7890
VIENNA@EMAIL.COM

OBJECTIVE

To seek the line cook position at Hometown Diner.

OVERVIEW

Food service worker with fast food, retail and customer service experience. Organized and hardworking with training in food safety and handling.

EDUCATION

Florida State High School

Graduated with honors

Food Service Worker 2 year course

The Culinary Institute

Food Safety & Handling Course

February

WORK EXPERIENCE

Belaire Burgers Jan. - Aug.

Miles Pizza Palace Sept. - June

SKILLS

- Proficient cook
- Customer service
- Detailed and organized
- Hardworking and reliable
- Communication and people skills
- Comfortable standing for long periods of time
- Friendly and outgoing
- Neat, clean and professional appearance

VOLUNTEER EXPERIENCE

Florida Soup Kitchen March - May

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

Vienna Hurst

Job Application

APPLICATION FOR EMPLOYMENT

Employer Name:

Job Number:

Position:

Date:

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	E-mail Address
City/State/Zip (Province/Postal Code)	Dates Available

EDUCATION

High School	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
College/University	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>
Other	Address	From To	Did you Graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT HISTORY - begin with most recent employment

Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number
Dates From To	Company Name	City, State (Province)
Titles and Duties		
Reason for Leaving	Supervisor Name	Telephone Number

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

Pay Stub Sample

EARNINGS STATEMENT

Bayside Cleaners
123 Main Street

EMPLOYEE NAME	SSN	EMPLOYEE ID	PAY PERIOD	PAY DATE
Josh O'Brien	XXX-XX-01234	123	12/22-12/28	12/29

INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
REGULAR	17.00	40	\$680.00	FICA MED TAX	9.86	98.60
OVERTIME	0.00	0	0.00	FICA SS TAX	42.16	421.60
HOLIDAY	0.00	0	0.00	FED TAX	64.60	646.00
VACATION	0.00	0	0.00	STATE TAX	39.10	391.00
BONUS	0.00	0	0.00			
FLOAT	0.00	0	0.00			
YTD GROSS			YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY
6,800.00		1,557.20	5,242.80	680.00	155.72	524.28

Contract Sample

EMPLOYMENT CONTRACT

This Employment contract is executed and entered into by and between:

Employer _____

Address _____

P.O. Box No. _____ Tel. Number _____

Employee _____

Address _____

Tel. Number _____

Dear _____,

We are pleased to offer you the _____ position with _____ . The terms and conditions of your employment are outlined below.

TERMS OF EMPLOYMENT

1. Start Date _____

2. Site of employment _____

3. Employee's position _____

4. Salary of \$ _____ per hour

5. Regular Working Hours; Maximum 8 per day, 6 days a week

6. Overtime pay:

a) For work over regular working hours: _____

b) For work on rest days and holidays: _____

7. You will receive the Company's standard employee benefits package.

The employee agrees to the above terms.

Signature: _____



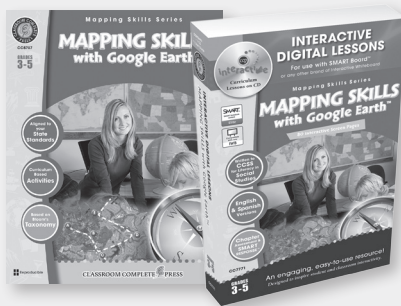
Publication Listing

Click a title to learn more.

SOCIAL STUDIES - Books	
ITEM #	TITLE
DAILY LIFE SKILLS SERIES	
CC5790	Daily Marketplace Skills Gr. 6-12
CC5791	Daily Social & Workplace Skills Gr. 6-12
CC5792	Daily Health & Hygiene Skills Gr. 6-12
CC5793	Daily Life Skills Big Book Gr. 6-12
PRACTICAL LIFE SKILLS SERIES	
CC5806	Practical Life Skills - Independent Living Gr. 9+
CC5807	Practical Life Skills - Managing Money Gr. 9+
CC5808	Practical Life Skills - Employment & Volunteering Gr. 9+
CC5809	Practical Life Skills Big Book Gr. 9+
21ST CENTURY SKILLS SERIES	
CC5794	Learning Problem Solving Gr. 3-8
CC5795	Learning Communication & Teamwork Gr. 3-8
CC5796	Learning Skills for Global Competency Gr. 3-8
CC5797	Learning to Learn Big Book Gr. 3-8
MAPPING SKILLS SERIES	
CC5786	Gr. PK-2 Mapping Skills with Google Earth
CC5787	Gr. 3-5 Mapping Skills with Google Earth
CC5788	Gr. 6-8 Mapping Skills with Google Earth
CC5789	Gr. PK-8 Mapping Skills with Google Earth Big Book
NORTH AMERICAN GOVERNMENTS SERIES	
CC5757	American Government Gr. 5-8
CC5758	Canadian Government Gr. 5-8
CC5759	Mexican Government Gr. 5-8
CC5760	Governments of North America Big Book Gr. 5-8
WORLD GOVERNMENTS SERIES	
CC5761	World Political Leaders Gr. 5-8
CC5762	World Electoral Processes Gr. 5-8
CC5763	Capitalism vs. Communism Gr. 5-8
CC5777	World Politics Big Book Gr. 5-8
WORLD CONFLICT SERIES	
CC5511	American Revolutionary War Gr. 5-8
CC5500	American Civil War Gr. 5-8
CC5512	American Wars Big Book Gr. 5-8
CC5501	World War I Gr. 5-8
CC5502	World War II Gr. 5-8
CC5503	World Wars I & II Big Book Gr. 5-8
CC5505	Korean War Gr. 5-8
CC5506	Vietnam War Gr. 5-8
CC5507	Korean & Vietnam Wars Big Book Gr. 5-8
CC5508	Persian Gulf War (1990-1991) Gr. 5-8
CC5509	Iraq War (2003-2010) Gr. 5-8
CC5510	Gulf Wars Big Book Gr. 5-8
WORLD CONTINENTS SERIES	
CC5750	North America Gr. 5-8
CC5751	South America Gr. 5-8
CC5756	The Americas Big Book Gr. 5-8
CC5752	Europe Gr. 5-8
CC5753	Africa Gr. 5-8
CC5754	Asia Gr. 5-8
CC5755	Australia Gr. 5-8
CC5756	Antarctica Gr. 5-8
WORLD CONNECTIONS SERIES	
CC5782	Culture, Society & Globalization Gr. 5-8
CC5783	Economy & Globalization Gr. 5-8
CC5784	Technology & Globalization Gr. 5-8
CC5785	Globalization Big Book Gr. 5-8

SOCIAL STUDIES - Software	
ITEM #	TITLE
MAPPING SKILLS SERIES	
CC7770	Gr. PK-2 Mapping Skills with Google Earth
CC7771	Gr. 3-5 Mapping Skills with Google Earth
CC7772	Gr. 6-8 Mapping Skills with Google Earth
CC7773	Gr. PK-8 Mapping Skills with Google Earth Big Box
SCIENCE - Software	
SPACE AND BEYOND SERIES	
CC7557	Solar System Gr. 5-8
CC7558	Galaxies & the Universe Gr. 5-8
CC7559	Space Travel & Technology Gr. 5-8
CC7560	Space Big Box Gr. 5-8
HUMAN BODY SERIES	
CC7549	Cells, Skeletal & Muscular Systems Gr. 5-8
CC7550	Senses, Nervous & Respiratory Systems Gr. 5-8
CC7551	Circulatory, Digestive & Reproductive Systems Gr. 5-8
CC7552	Human Body Big Box Gr. 5-8
FORCE, MOTION & SIMPLE MACHINES SERIES	
CC7553	Force Gr. 3-8
CC7554	Motion Gr. 3-8
CC7555	Simple Machines Gr. 3-8
CC7556	Force, Motion & Simple Machines Big Box Gr. 3-8
ENVIRONMENTAL STUDIES - Software	
CLIMATE CHANGE SERIES	
CC7747	Global Warming: Causes Gr. 3-8
CC7748	Global Warming: Effects Gr. 3-8
CC7749	Global Warming: Reduction Gr. 3-8
CC7750	Global Warming Big Box Gr. 3-8
LANGUAGE ARTS - Software	
CC7112	Word Families - Short Vowels Gr. PK-2
CC7113	Word Families - Long Vowels Gr. PK-2
CC7114	Word Families - Vowels Big Box Gr. PK-2
CC7100	High Frequency Sight Words Gr. PK-2
CC7101	High Frequency Picture Words Gr. PK-2
CC7102	Sight & Picture Words Big Box Gr. PK-2
CC7104	How to Write a Paragraph Gr. 3-8
CC7105	How to Write a Book Report Gr. 3-8
CC7106	How to Write an Essay Gr. 3-8
CC7107	Master Writing Big Box Gr. 3-8
CC7108	Reading Comprehension Gr. 5-8
CC7109	Literary Devices Gr. 5-8
CC7110	Critical Thinking Gr. 5-8
CC7111	Master Reading Big Box Gr. 5-8

MATHEMATICS - Software	
ITEM #	TITLE
PRINCIPLES & STANDARDS OF MATH SERIES	
CC7315	Gr. PK-2 Five Strands of Math Big Box
CC7316	Gr. 3-5 Five Strands of Math Big Box
CC7317	Gr. 6-8 Five Strands of Math Big Box
SCIENCE - Books	
HANDS-ON STEAM SCIENCE SERIES	
CC4100	Physical Science Gr. 1-5
CC4101	Life Science Gr. 1-5
CC4102	Earth & Space Science Gr. 1-5
CC4103	Hands-On Science Big Book Gr. 1-5
ECOLOGY & THE ENVIRONMENT SERIES	
CC4500	Ecosystems Gr. 5-8
CC4501	Classification & Adaptation Gr. 5-8
CC4502	Cells Gr. 5-8
CC4503	Ecology & The Environment Big Book Gr. 5-8
MATTER & ENERGY SERIES	
CC4504	Properties of Matter Gr. 5-8
CC4505	Atoms, Molecules & Elements Gr. 5-8
CC4506	Energy Gr. 5-8
CC4507	The Nature of Matter Big Book Gr. 5-8
FORCE & MOTION SERIES	
CC4508	Force Gr. 5-8
CC4509	Motion Gr. 5-8
CC4510	Simple Machines Gr. 5-8
CC4511	Force, Motion & Simple Machines Big Book Gr. 5-8
SPACE & BEYOND SERIES	
CC4512	Solar System Gr. 5-8
CC4513	Galaxies & The Universe Gr. 5-8
CC4514	Travel & Technology Gr. 5-8
CC4515	Space Big Book Gr. 5-8
HUMAN BODY SERIES	
CC4516	Cells, Skeletal & Muscular Systems Gr. 5-8
CC4517	Senses, Nervous & Respiratory Systems Gr. 5-8
CC4518	Circulatory, Digestive & Reproductive Systems Gr. 5-8
CC4519	Human Body Big Book Gr. 5-8
ENVIRONMENTAL STUDIES - Books	
MANAGING OUR WASTE SERIES	
CC5764	Waste: At the Source Gr. 5-8
CC5765	Prevention, Recycling & Conservation Gr. 5-8
CC5766	Waste: The Global View Gr. 5-8
CC5767	Waste Management Big Book Gr. 5-8
CLIMATE CHANGE SERIES	
CC5769	Global Warming: Causes Gr. 5-8
CC5770	Global Warming: Effects Gr. 5-8
CC5771	Global Warming: Reduction Gr. 5-8
CC5772	Global Warming Big Book Gr. 5-8
GLOBAL WATER SERIES	
CC5773	Conservation: Fresh Water Resources Gr. 5-8
CC5774	Conservation: Ocean Water Resources Gr. 5-8
CC5775	Conservation: Waterway Habitat Resources Gr. 5-8
CC5776	Water Conservation Big Book Gr. 5-8
CARBON FOOTPRINT SERIES	
CC5778	Reducing Your Own Carbon Footprint Gr. 5-8
CC5779	Reducing Your School's Carbon Footprint Gr. 5-8
CC5780	Reducing Your Community's Carbon Footprint Gr. 5-8
CC5781	Carbon Footprint Big Book Gr. 5-8



LITERATURE KITS™ - Novel Study Guides

ITEM #	TITLE
GRADES 1-2	
CC2100	Curious George (H. A. Rey)
CC2101	Paper Bag Princess (Robert N. Munsch)
CC2102	Stone Soup (Marcia Brown)
CC2103	The Very Hungry Caterpillar (Eric Carle)
CC2104	Where the Wild Things Are (Maurice Sendak)
CC2105	The One in the Middle is the Green Kangaroo (Judy Bloom)
GRADES 3-4	
CC2300	Babe: The Gallant Pig (Dick King-Smith)
CC2301	Because of Winn-Dixie (Kate DiCamillo)
CC2302	The Tale of Despereaux (Kate DiCamillo)
CC2303	James and the Giant Peach (Roald Dahl)
CC2304	Ramona Quimby, Age 8 (Beverly Cleary)
CC2305	The Mouse and the Motorcycle (Beverly Cleary)
CC2306	Charlotte's Web (E.B. White)
CC2307	Owls in the Family (Farley Mowat)
CC2308	Sarah, Plain and Tall (Patricia MacLachlan)
CC2309	Mattilda (Roald Dahl)
CC2310	Charlie & The Chocolate Factory (Roald Dahl)
CC2311	Frindle (Andrew Clements)
CC2312	M.C. Higgins, the Great (Virginia Hamilton)
CC2313	The Family Under The Bridge (N.S. Carlson)
CC2314	The Hundred Penny Box (Sharon Mathis)
CC2315	Cricket in Times Square (George Selden)
CC2316	Fantastic Mr Fox (Roald Dahl)
CC2317	The Hundred Dresses (Eleanor Estes)
CC2318	The War with Grandpa (Robert Kimmel Smith)
CC2319	Chocolate Fever (Robert Kimmel Smith)
CC2320	The Chocolate Touch (Patrick Skene Catling)
CC2321	The BFG (Roald Dahl)
CC2322	Little House on the Prairie (Laura Ingalls Wilder)
GRADES 5-6	
CC2500	Black Beauty (Anna Sewell)
CC2501	Bridge to Terabithia (Katherine Paterson)
CC2502	Bud, Not Buddy (Christopher Paul Curtis)
CC2503	The Egypt Game (Zilpha Keatley Snyder)
CC2504	The Great Gilly Hopkins (Katherine Paterson)
CC2505	Holes (Louis Sachar)
CC2506	Number the Stars (Lois Lowry)
CC2507	The Sign of the Beaver (E.G. Speare)
CC2508	The Whipping Boy (Sid Fleischman)
CC2509	Island of the Blue Dolphins (Scott O'Dell)
CC2510	Underground to Canada (Barbara Smucker)
CC2511	Loser (Jerry Spinelli)
CC2512	The Higher Power of Lucky (Susan Patron)
CC2513	Kira-Kira (Cynthia Kadohata)
CC2514	Dear Mr. Henshaw (Beverly Cleary)
CC2515	The Summer of the Swans (Betsy Byars)
CC2516	Shiloh (Phyllis Reynolds Naylor)
CC2517	A Single Shard (Linda Sue Park)
CC2518	Hoot (Carl Hiaasen)
CC2519	Hatchet (Gary Paulsen)
CC2520	The Giver (Lois Lowry)
CC2521	The Graveyard Book (Neil Gaiman)
CC2522	The View From Saturday (E.L. Konigsburg)
CC2523	Hattie Big Sky (Kirby Larson)
CC2524	When You Reach Me (Rebecca Stead)
CC2525	Criss Cross (Lynne Rae Perkins)
CC2526	A Year Down Yonder (Richard Peck)
CC2527	Maniac Magee (Jerry Spinelli)
CC2528	From the Mixed-Up Files of Mrs. Basil E. Frankweiler (E.L. Konigsburg)
CC2529	Sing Down the Moon (Scott O'Dell)

LITERATURE KITS™ - Novel Study Guides

ITEM #	TITLE
CC2530	The Phantom Tollbooth (Norton Juster)
CC2531	Gregor the Overlander (Suzanne Collins)
CC2532	Through the Looking-Glass (Lewis Carroll)
CC2533	Wonder (R.J. Palacio)
CC2534	Freak the Mighty (Rodman Philbrick)
CC2535	Tuck Everlasting (Natalie Babbitt)
CC2536	My Side of the Mountain (Jean Craighead George)
CC2537	Esperanza Rising (Pam Muñoz Ryan)
CC2538	The Lion, the Witch and the Wardrobe (C.S. Lewis)
CC2540	The Secret Garden (Frances Hodgson Burnett)
CC2541	A Wrinkle in Time (Madeleine L'Engle)
GRADES 7-8	
CC2700	Cheaper by the Dozen (Frank B. Gilbreth)
CC2701	The Miracle Worker (William Gibson)
CC2702	The Red Pony (John Steinbeck)
CC2703	Treasure Island (Robert Louis Stevenson)
CC2704	Romeo & Juliet (William Shakespeare)
CC2705	Crispin: The Cross of Lead (Avi)
CC2706	Call It Courage (Armstrong Sperry)
CC2707	The Boy in the Striped Pajamas (John Boyne)
CC2708	The Westing Game (Ellen Raskin)
CC2709	The Cay (Theodore Taylor)
CC2710	The Hunger Games (Suzanne Collins)
CC2711	Catching Fire (Suzanne Collins)
CC2712	The Pearl (John Steinbeck)
GRADES 9-12	
CC2001	To Kill A Mockingbird (Harper Lee)
CC2002	Angela's Ashes (Frank McCourt)
CC2003	The Grapes of Wrath (John Steinbeck)
CC2004	The Good Earth (Pearl S. Buck)
CC2005	The Road (Cormac McCarthy)
CC2006	The Old Man and the Sea (Ernest Hemingway)
CC2007	Lord of the Flies (William Golding)
CC2008	The Color Purple (Alice Walker)
CC2009	The Outsiders (S.E. Hinton)
CC2010	Hamlet (William Shakespeare)
CC2011	The Great Gatsby (F. Scott Fitzgerald)
CC2012	The Adventures of Huckleberry Finn (Mark Twain)
CC2013	Macbeth (William Shakespeare)
CC2014	Fahrenheit 451 (Ray Bradbury)
CC2015	The Crucible (Arthur Miller)
CC2016	Of Mice and Men (John Steinbeck)
CC2017	Divergent (Veronica Roth)

LANGUAGE ARTS - Books

CC1110	Word Families - Short Vowels Gr. K-1
CC1111	Word Families - Long Vowels Gr. K-1
CC1112	Word Families - Vowels Big Book Gr. K-1
CC1113	High Frequency Sight Words Gr. K-1
CC1114	High Frequency Picture Words Gr. K-1
CC1115	Sight & Picture Words Big Book Gr. K-1
CC1100	How to Write a Paragraph Gr. 5-8
CC1101	How to Write a Book Report Gr. 5-8
CC1102	How to Write an Essay Gr. 5-8
CC1103	Master Writing Big Book Gr. 5-8
CC1116	Reading Comprehension Gr. 5-8
CC1117	Literary Devices Gr. 5-8
CC1118	Critical Thinking Gr. 5-8
CC1119	Master Reading Big Book Gr. 5-8
CC1106	Reading Response Forms: Gr. 1-2
CC1107	Reading Response Forms: Gr. 3-4
CC1108	Reading Response Forms: Gr. 5-6
CC1109	Reading Response Forms Big Book: Gr. 1-6

MATHEMATICS - Books

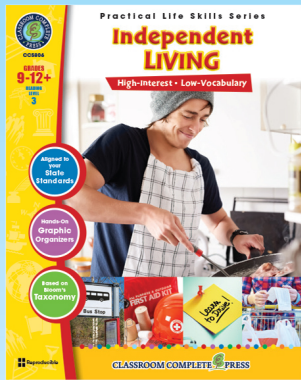
ITEM #	TITLE
TASK & DRILL SHEETS	
CC3300	Gr. PK-2 Number & Operations Task & Drill Sheets
CC3301	Gr. PK-2 Algebra Task & Drill Sheets
CC3302	Gr. PK-2 Geometry Task & Drill Sheets
CC3303	Gr. PK-2 Measurement Task & Drill Sheets
CC3304	Gr. PK-2 Data Analysis & Probability Task & Drills
CC3306	Gr. 3-5 Number & Operations Task & Drill Sheets
CC3307	Gr. 3-5 Algebra Task & Drill Sheets
CC3308	Gr. 3-5 Geometry Task & Drill Sheets
CC3309	Gr. 3-5 Measurement Task & Drill Sheets
CC3310	Gr. 3-5 Data Analysis & Probability Task & Drills
CC3312	Gr. 6-8 Algebra Task & Drill Sheets
CC3313	Gr. 6-8 Algebra Task & Drill Sheets
CC3314	Gr. 6-8 Geometry Task & Drill Sheets
CC3315	Gr. 6-8 Measurement Task & Drill Sheets
CC3316	Gr. 6-8 Data Analysis & Probability Task & Drills

SPANISH - Books

LITERATURE KITS™ - NOVEL STUDY GUIDES	
CC2800	Fríndel (Andrew Clements)
CC2801	El Ratoncito de la Moto (Beverly Cleary)
CC2802	La Telaraña de Carlota (E.B. White)
CC2803	Ramona Empieza el Curso (Beverly Cleary)
CC2804	La Lección de August (R.J. Palacio)
CC2805	Esperanza Renace (Pam Muñoz Ryan)
DAILY LIFE SKILLS SERIES	
CC5900	Daily Marketplace Skills Gr. 6-12
CC5901	Daily Social & Workplace Skills Gr. 6-12
CC5902	Daily Health & Hygiene Skills Gr. 6-12
CC5903	Daily Life Skills Big Book Gr. 6-12



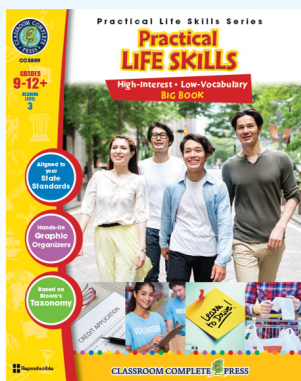
Other Books In This Series...



CC5806



CC5807



CC5809

About This Book



Employment and VOLUNTEERING

Give students the tools they need to get a job. Prepare students with tips on filling out a job application and writing a resume. Get to know what kind of questions to expect at an interview and how to prepare for them. Gain the skills needed to thrive on the job and properly communicate with peers and supervisors. Find out the benefits of volunteering and know what your rights are as employees. Comprised of reading passages, graphic organizers, real-world activities, crossword, word search and comprehension quiz, our resource combines high interest concepts with low vocabulary to ensure all learners comprehend the essential skills required in life.

Inside You'll Find



Teacher Guide

- Information and tools for the teacher



Student Handout

- Reproducible worksheets and activities



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- Answers for student activities



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