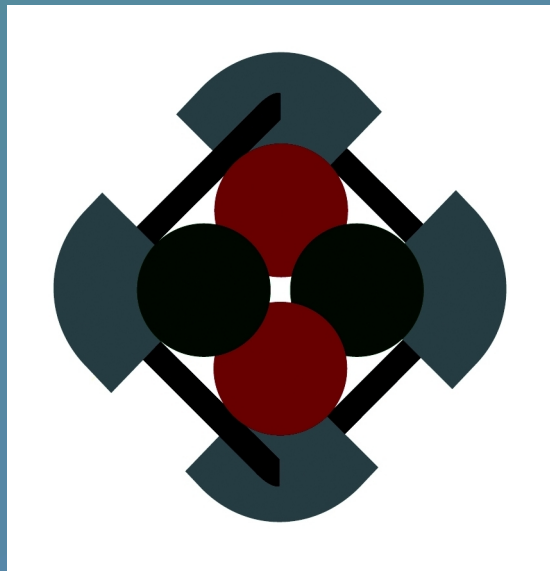


Guidance Related Learning

3rd Year Resources



Career Exploration



Thinking About Your Future

"The future belong to those who believe in the beauty of their dreams."
- Eleanor Roosevelt

Learning your own unique pattern of interests, motivation, satisfaction and meaning is an important first step in career development. Completing the following worksheet to help you focus on what's most important to you.

- What classes fascinate and absorb you?
- If you had three lifetimes, what dream jobs attract you?
- What do you naturally do well?
- If you won the lottery, what might you do (after initial celebration, travel, etc.)?
- What local, societal, or world issues interest you?
- What is the most gratifying thing you ever did? What experiences turned out to be most dissatisfying to you?
- If you knew you couldn't fail, what might you most like to do?"





Directions:

Answer the questions. Use these answers to write a letter to your future self outlining what your life will be like when you are thirty....

In which city or town would you like to live?

What will your lifestyle be like?

How well educated will you be?

What will your memories of education be?

What will your job be like (position title, duties, work conditions, salary, etc.)?

What might your family be like?

What will be your interests (hobbies, leisure activities, etc.)?

What will be the absolute best thing about your life?

ACTIVITY

ABC's

Working together as a group, come up with at least one skill for every letter of the alphabet. Although you are working as a group, each person should fill out their own worksheet.

A-

B-

C-

D-

E-

F-

G-

H-

I-

J-

K-

L-

M-

N-

O-

P-

Q-

R-

S-

T-

U-

V-

W-

X-

Y-

Z-



ACTIVITY

My Skills

Using the list of the skills that your group came up with, pick out four skills you think you have from that list and give an example of how that skill is useful.

Skill 1 _____

Skill 2 _____

Skill 3 _____

Skill 4 _____



ACTIVITY

How Do I Become A...?

Use the Internet to research what kind of education requirements there are for a career you are interested in. Also, try to find out what kind of skills you might need for that career.

Example:

I want to be a(n) _____

Education Requirements:

Skills I Need:

I want to be a(n) _____

Education Requirements:

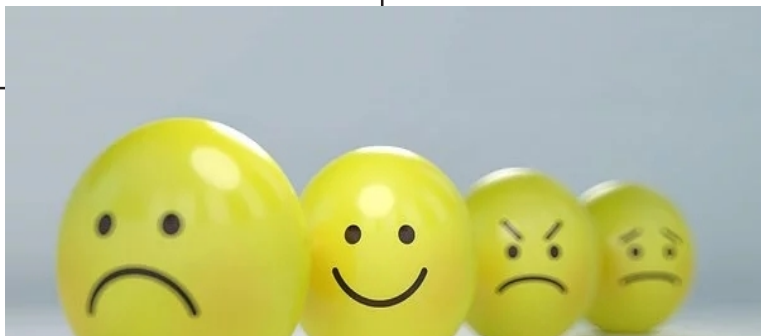
Skills I Need:



Guess My Emotion

Cut out a copy of each emotion for every group so that each student will receive two emotions. Instruct them not to show anyone else their paper.

Happy	Frustrated
Mad	Sleepy
Bored	Impatient
Sad	Nervous
Confidence	Lying



Find My Group

Happy

Frustrated

Mad

Sleepy

Bored

Impatient

Sad

Nervous

Confidence

Lying

Nonverbal Communication

1. What emotions were the easiest for you to communicate through body language? Why?

2. What emotions were the hardest for you to communicate through body language? Why?

3. During the group activities, which types of body language were the easiest for you to understand? Why?

4. During the group activities, which types of body language were the hardest for you to understand? Why?

5. What ways can body language affect a workplace either positively or negatively?

6. What else have you learned about body language in today's lesson?



Self-Survey

Read the following statements and circle whether or not the statement applies to you.

I want to go to third level after school.	YES	NO
I want to go to do an apprenticeship.	YES	NO
I want to start working after school.	YES	NO
I have family/ friends encouraging me to go to college.	YES	NO
When I have a job, I want to work with my hands.	YES	NO
I want to work inside or in an office.	YES	NO
I want to work outside.	YES	NO
I want to work with people.	YES	NO

1. Do you have any hobbies or interests that could relate to a career that interests you?

2. Does anyone you know have a career that interests you? If so, what questions could you ask them to learn more about the career?



Career Exploration

In your own words, answer the following questions about the career you chose.

1. What career did you choose to explore? Why did you choose this career?

2. What does a person with this job do?

3. What kind of education would you need to have this job?

4. Approximately how much money would you make with this job?

5. How many of these jobs are there in Ireland?

6. What is the future for this job? Will it become more or less popular? Why?

7. What are jobs that are similar to this one?

What Have you Learned

1. What interested you about the career you chose to explore?

2. What did you learn about the career?

3. After exploring the career, are you more or less interested in the career? Why?



Career Definitions

Look up definitions for each of the following words related to career exploration on the Internet.

Garda clearance:

benefits:

contract:

cover letter:

intern:

interview:

job shadow:

mentor:

references:

C.V:

Appropriate Clothing for the Workplace

Circle 10 items that are not appropriate for the workplace.

Jeans

Skirt

Offensive t-shirt

Slacks

Flip flops

Athletic shoes

Revealing clothing

Ripped jeans

Shirt with company logo

Sweatpants

Sweater

Turtleneck

Short shorts

Suit

Dirty shirt

Uniform provided by employer

Tank top

Hat

Slacks

Kilt



JOBS AND GENDER

Not too long ago you might happen upon an advertisement in the newspaper saying “Help Wanted—Male” or “Help Wanted—Female. Now of course equality legislation requires that people be hired based on their qualifications and expertise, not their gender. There are still jobs held mostly by women or by men but that’s changing.



Do you have any job gender bias. After each of the following jobs listed below, put **M** for male if you think mostly men should be in it, **F** for female, and **B** for both:

Artist		Carpenter	
Architect		Shop Assistant	
Motor Mechanic		Beauty Therapist	
I.T. Specialist		Stone Mason	
Chef		Astronaut	
Driver		Child Care Worker	
Farmer		Doctor	
T.D.		Hair Stylist	
Scientist		Day Labourer	
Singer		Librarian	
Veterinarian		Office Manager	
Biologist		Nurse	
Geologist		Plumber	
Lorry Driver		Taoiseach	
Soldier		Secretary	

Are the careers that you’re considering mostly held by men, women or both? Does that have any influence on your choice? Should it have any influence on your choice?

How to Work With your Boss

Read the brief description about each type of boss and write down two ideas of how you can work better with that boss.

- A. The **over-attentive boss** keeps close watch over all information and resources. The boss wants constant progress updates, wants to make all decisions, and may be unwilling to listen to employees' ideas. This type of boss tends to question employees about their decisions, their work style, and the results.

List two ways you can deal with this type of boss:

1. _____
2. _____

- B. The **mean boss** uses negative criticism to manage employees. It is not unusual for this boss to be feared and disliked by the employees.

List two ways you can deal with this type of boss:

1. _____
2. _____

- C. The **unreasonable boss** is a workaholic and may not have a life outside the office. This boss expects their employees to work just as hard as or harder. The expectations of this boss may be unrealistic because the bar is set high and the employee is expected to succeed.

List two ways you can deal with this type of boss:

1. _____
2. _____

- D. The **missing boss** has little or no interaction with employees. This boss is rarely seen until the project is complete. You may feel frustrated due to lack of direction, feedback, and constructive criticism.

List two ways you can deal with this type of boss:

1. _____
2. _____



Interview Preparation

Answer the following questions as you would in a real job interview.

1. What is your greatest strength?

2. What is your greatest weakness?

3. What motivates you?

4. Do you prefer to work alone or as part of a team? Why?

5. How do you handle stress?

6. What are your hobbies?



Interview Role-Play

Now it's your turn to interview someone. Ask these questions to your assigned partner as if you are interviewing them for a job.

1. What is your greatest strength?

2. What is your greatest weakness?

3. What motivates you?

4. Do you prefer to work alone or as part of a team? Why?

5. How do you handle stress?

6. What are your hobbies?



Legal or Not?

Circle the questions below that you think are not okay for an employer to ask you.

What do you know about our company?

How old are you?

Where were you born?

Do you like to read?

With whom do you live?

Where did you go to school?

Why are you in a wheelchair?

What are your hobbies?

Are you married?

What are your favourite TV shows?

Do you go to church?

Do you live with your parents?

How far would your drive to work be?



Finding My Learning Style

Circle the answer that best fits you.

1. I do best on tests that include:
 - a. Short definitions, fill in the blank, or multiple choice
 - b. Diagramming, reading maps, or showing a process
 - c. Writing responses to class teaching or oral exams
2. I do worst on tests that include:
 - a. Long or essay questions
 - b. Listen and respond
 - c. Reading passages and writing answers
3. I study best by:
 - a. Taking lots of breaks and studying while listening to music
 - b. Using flashcards and highlighters to review notes
 - c. Studying with a group of friends
4. In class, I:
 - a. Have a hard time sitting still
 - b. Copy what is on the board in your notes
 - c. Like to read out loud and speak in class
5. To find out how something worked, I would:
 - a. Watch a video or demonstration about it
 - b. Read about it or listen to someone explain it
 - c. Figure it out on my own by taking it apart

Add up your answers for each letter and write them next to the letters below.

A ____

B ____

C ____

If you answered mostly As, you scored the highest for tactile learning. If you answered mostly Bs, you scored the highest for visual learning. If you answered mostly Cs, you scored the highest for auditory learning. It is possible to have more than one type of learning style.

How Do I Prefer To Learn

This ACTIVITY reviews the three types of learning styles. Read the Visual Learner sheet and circle all traits that apply to you. Then read the Auditory Learner sheet and circle all that apply to you. Finally, read the Tactile Learner sheet and circle all that apply to you. Count the circles on each sheet and write the number of the bottom of each page. Which learning style has the highest number on the bottom of the page? Does it match the result of the previous learning style ACTIVITY?

The Visual Learner

The Visual Learner learns through seeing...

These learners can either process information randomly or absorb what unfolds in sequence before their eyes. They need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads).

DO YOU...

- Have a strong sense of colour
- Follow written directions well
- Process what you hear slowly
- "Translate" word messages into pictures or images
- Closely watch a speaker's body language and facial expressions
- Get very distracted by noise or people talking in the background
- Use mental pictures to remember things
- Know something by seeing it
- Conjure up the image of a form by seeing it in your "mind's eye"
- Have a vivid imagination
- Often stare and need something to watch
- Not talk at length
- Become impatient or lose focus when extensive listening is required
- Prefer the visual arts and media
- Often prefer to take notes or draw pictures to absorb information
- Like to write on the blackboard
- Remember quickly and easily what is read
- Learn better after seeing or writing something
- Get called a "bookworm"
- Love to read books, journals, magazines
- Perform hands-on tasks well

How many did you circle? _____

The Auditory Learner

The Auditory Learner learns through listening...

The auditory learner needs to be able to focus on what is being said, and may find taking in information through the other senses at the same time distracting. The auditory learner processes new information in the order in which it is presented, but also benefits from verbal discussion following the presentation.

They learn best through verbal lectures, discussions, talking things through, and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed, and other nuances. Written information may have little meaning until it is heard.

DO YOU...

- Tend to remember and repeat ideas that are verbally presented
- Learn well through lectures
- Listen well
- Reproduce symbols, letters, or words by hearing them
- Like to talk
- Enjoy plays, dialogues, dramas
- Learn concepts by listening to tapes
- Enjoy music
- Repeat or fulfill verbal instructions
- Learn best through verbalization
- Hum or talk to yourself or others
- Usually not remain quiet for great lengths of time
- Talk at length, just to hear yourself talk!
- Like to use other people as a sounding board
- Enjoy question/answer sessions
- Find small group discussions stimulating and informative
- Prefer to discuss things with others
- Like to participate in class discussions/debates
- Like to make speeches and presentations
- Do well in tasks requiring phonetic analysis
- Have difficulty copying from the blackboard

How many did you circle? ____

The Tactile Learner

Tactile Learners learn through moving, doing, and touching...

These students like a “hands-on” approach to learning. They learn best by doing, being directly involved in their learning. They process information as their body moves. Because the entire body is involved, this type of student takes longer to process new information.

DO YOU...

- Involve the sense of touch in learning
- Like to do artwork
- Like to piece things together
- Enjoy doodling
- Like to trace words and pictures
- Enjoy tasks requiring manipulation
- Often like to chew gum while studying
- Often fidget or find reasons to move
- Have problems paying attention to visual or auditory presentations
- Want to be “doing” something
- Try things out
- Like to manipulate objects (eg. mold a piece of clay to learn a new concept)
- Gesture when speaking
- Have trouble listening
- Respond to music by physical movement
- Learn better when able to move during learning
- Like to move hands (doodling, tapping) while learning
- Like to take frequent study breaks
- Use bright colors to highlight reading material
- Like to listen to music while studying
- Like to skim through reading material to get a rough idea what it is about before settling down to read it in detail

How many did you circle? _____

Right or Wrong?

Read the following scenarios and circle the ones you think are examples of proper office etiquette.

1. Interrupting someone who is on their mobile.
2. Calling your boss when you are going to be late.
3. Calling your friends during the day.
4. Listening to music through your speakers during the day.
5. Complaining to everyone else in the office.
6. Telling the office about how you spent your weekend.
7. Walking into your boss's office without being invited.
8. Wearing too much perfume.
9. Making fun of a coworker.
10. Talking on your speakerphone.



Is It Good Etiquette?

Read the following statements and check yes if it is good office etiquette or no if it is not.

	YES	NO
Your coworkers were talking about how much they enjoy music. To give everyone a special treat, you turn your computer speakers up loud enough for everyone to hear your music.	—	—
Yesterday was your birthday and one of your gifts was new cologne. To make sure everyone will notice it, you wear a little extra to work the next day.	—	—
You went to the gym before work and played basketball too long. Unfortunately, this meant you didn't have time for a shower.	—	—
You started a new diet that requires you to eat some foods with very strong odors. Is it appropriate to eat this food at your desk?	—	—
You overheard your coworker in the next cubicle talking on the phone. She mentioned "getting a divorce," but you are not sure if she is getting a divorce or someone else. The urge to gossip about the phone conversation wins.	—	—
One of your coworkers does not allow anyone in the office to finish a personal story. She constantly interrupts the story to make the conversation about her personal life.	—	—
The air conditioning in the office is broken again and you are frustrated. You want to buy a bottle of water but you need one more euro. You see one on a coworker's desk in the cubicle next to yours so you decide to "borrow it."	—	—
Tomorrow is the first day of your holidays and you are counting the minutes! You catch yourself talking and laughing louder than usual.	—	—
You overslept this morning, so you wore wrinkled clothing to work.	—	—
It doesn't matter how early you get up, you can't get to work on time.	—	—

ACTIVITY

Improving Organization

You often feel rushed while on the job. What can you do to avoid this feeling?

You frequently forget to take care of something important. How can this be fixed?

It takes forever to find the document you want on your computer. How can you speed up the search?

Whenever your boss asks you for a client's phone number or address, you have to spend several minutes searching while your boss watches. What can you do to be ready the next time your boss needs someone's contact information?

Your boss has put you in charge of an important project, but every few days you have to ask your boss to repeat the directions. What can you do to remember the directions so you don't have to keep asking your boss?



ACTIVITY

Organization Survey

On a scale of 1 to 10, how organized do you think you are? Why did you give yourself this rating?

Before this lesson, did you think you needed to become more organized? Why or why not? Did this lesson change your opinion?

Has being disorganized ever caused you to miss an event or not complete an assignment? What could you have done to be more organized in that situation?

What specific ideas for organization do you plan to start using in your daily life?

How can being organized benefit you right now, outside of school?

How can becoming organized now benefit you when you begin your career?

ACTIVITY

Strengthening Weaknesses

Read the following weaknesses and use the space provided to write what you could do to turn those weaknesses into strengths.

Weakness	Strength
I am always running late.	
I wait until the last minute to do my homework.	
I failed an assignment instead of asking for help.	
My feelings are hurt when someone criticizes me.	
I sometimes lose my homework.	
I don't work well on group projects with my classmates.	
I sometimes have a bad attitude with my teachers and classmates.	
I often lose my temper.	
I have to do things my way.	
I give up when an assignment becomes too difficult.	
I am usually not open to doing things differently than what I normally do.	



ACTIVITY

Analysing My Weaknesses

My first weakness is

The weakness could be a problem in the workplace, because

I can work to improve this weakness by

My second weakness is

The weakness could be a problem in the workplace, because

I can work to improve this weakness by

My third weakness is

The weakness could be a problem in the workplace because

I can work to improve this weakness by

ACTIVITY 1

Personal vs. Professional

Looking at the email addresses below, circle whether each is a personal or professional email address.

iloveanimals@	Personal	Professional
john.doe@	Personal	Professional
mickey1994@	Personal	Professional
imafootballstar@	Personal	Professional
doe_john@	Personal	Professional
ishopuntildrop@	Personal	Professional
janekdoe@	Personal	Professional
blueeyes@	Personal	Professional
iluvkells@	Personal	Professional
john76262@	Personal	Professional



ACTIVITY 1

Getting to Know Myself

Part 1

My Personal Strengths and Interests

Given the following list of statements, respond by indicating whether each statement is “like me” or “unlike me.” Place an “X” in the appropriate column.

	Like Me	Unlike Me
I am shy.	_____	_____
I am dependable.	_____	_____
I am easy to like.	_____	_____
I often worry.	_____	_____
I make up my mind easily.	_____	_____
I like to talk in front of the class.	_____	_____
I get upset easily.	_____	_____
I often get discouraged at school.	_____	_____
I am proud of my schoolwork.	_____	_____
I am popular with my peers.	_____	_____
My parents usually consider my feelings.	_____	_____
I usually succeed in most things.	_____	_____
My peers often pick on me.	_____	_____
My parents expect too much of me.	_____	_____
I am often proud of myself.	_____	_____
I like to be alone.	_____	_____
I would like to do better in school.	_____	_____
At home, people often ignore me.	_____	_____
I like to be called on in school.	_____	_____
I am easy to persuade.	_____	_____
I like to lead the group.	_____	_____

Part II
My Areas of Interests and Strengths in School

Given the following list of statements, respond by indicating whether each statement is “like me” or “unlike me.” Place an “X” in the appropriate column.

	Like Me	Unlike Me
I like reading.	_____	_____
I do well in reading.	_____	_____
I like math.	_____	_____
I do well in math.	_____	_____
I like P.E..	_____	_____
I do well in P.E..	_____	_____
I like science.	_____	_____
I do well in science.	_____	_____
I like English and languages.	_____	_____
I do well in English and languages.	_____	_____
I like social studies (history and geography).	_____	_____
I do well in social studies (history and geography).	_____	_____
I like I.T..	_____	_____
I work well on computers.	_____	_____
I like woodwork.	_____	_____
I do well in woodwork.	_____	_____
I like art.	_____	_____
I do well in art	_____	_____
I like music.	_____	_____
I do well in music.	_____	_____

Summary:

1. My personal interests and strengths are:

2. My interests and strengths in school are:

3. Something I am proud of myself for being able to do well is:

4. Something I wish I could do better is:

5. Something I want to accomplish in the next year is:

6. Something I want to accomplish before I leave secondary school is:

ACTIVITY

Personal Survey

Answer the following questions about yourself. This information will help you write your first C.V..

1. What is your name?

2. What is your address?

3. What is your phone number?

4. What is your email address?

5. Write two sentences describing yourself and the kind of job that interests you.

6. Describe your skills and abilities.

7. List your extracurricular activities at school, such as clubs and sports.

8. List any activities or organizations you participate in outside of school.

9. List any previous work or volunteer experience you may have.

10. List any awards or honors you have received in or out of school.



On the basis of your self-assessment completed above, identify the skills and abilities that you noted as your strengths. These would be areas for which you rated yourself with a "3" rating.

Skill/Ability _____

Skill/Ability _____

Skill/Ability _____

Which career choices or jobs do you believe that you might be most suited for? Career or job choice no. 1:

Write a statement about why you made this career or job choice.

Career or job choice no. 2:

Write a statement about why you made this career or job choice.

Career or job choice no. 3:

Write a statement about why you made this career or job choice.

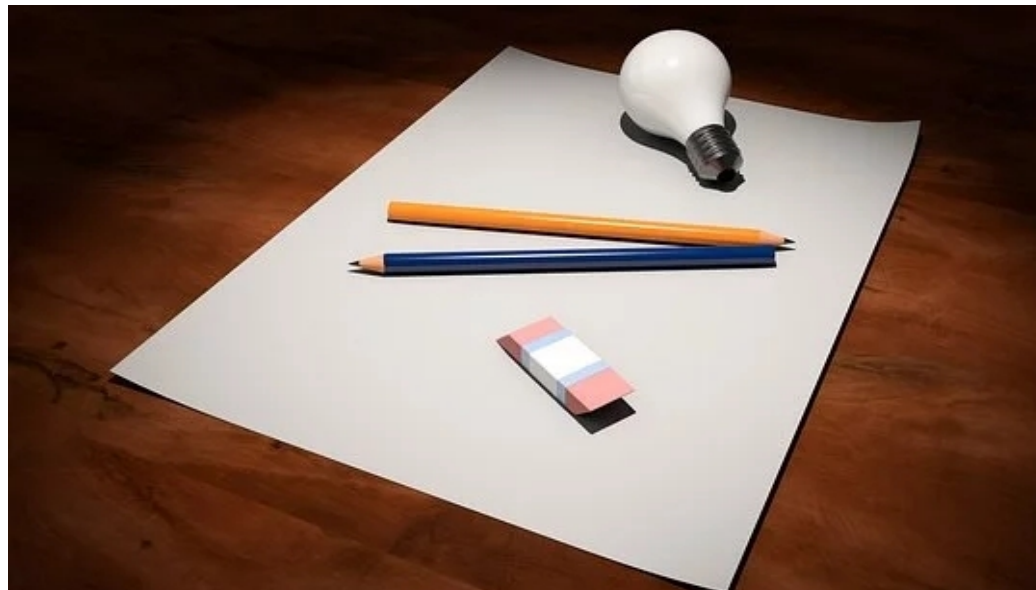
ACTIVITY

Skills and Career Matching

Match the Skills and Abilities category from the first ACTIVITY to the career it best matches. You can only use each Skills and Abilities category once.

1. _____ Notices details in things or pictures. Notices differences in shapes and color.
2. _____ Moves the fingers to work with small things quickly and correctly.
3. _____ Notices details and finds mistakes in numbers, words (spelling), and punctuation in written materials, charts, and tables. Avoids mistakes when copying things.
4. _____ Can look at flat drawings and pictures and see them in three dimension (high, wide, deep).
5. _____ Moves the hands with ease and skill. Uses the hands in placing and turning motions.
6. _____ Understands instructions (orders, facts, and the reasons for them). Able to reason. Closely related to school grades.
7. _____ Moves eyes, hands, and fingers together to do a job quickly and accurately.
8. _____ Understands the meaning of words and ideas. Uses them to communicate information and ideas clearly.
9. _____ Does math quickly and correctly.

- a. accountant
- b. architect
- c. art critic
- d. computer technician
- e. editor
- f. lawyer
- g. mechanic
- h. surgeon
- i. teacher



ACTIVITY

Right or Wrong

Read the following phrases and circle the ones you think are examples of proper telephone etiquette in the workplace.

Slamming the phone on the receiver when you hang up

Answering the phone before it rings more than three times

Spitting out your gum before you answer the phone

Waiting a couple of days before returning a missed call

Using slang

Identifying yourself and your company

Arguing with a caller

Answering the phone with a pleasant voice even if you're in a bad mood

Leaving someone on hold too long

Waiting until your lunch break to make a personal call

Calling someone very early in the morning or late at night

Rushing the caller to get off the phone

Helping the caller even if it isn't your job



ACTIVITY

Log of Three Days of Daily Activities

Day 1

Time	ACTIVITY	Hours	Minutes	Notes
	Get dressed in the morning			
	Travel to school			
	Class activities			
	Lunch			
	Break at school			
	Travel home from school			
	Rest and relaxation			
	Study and complete homework			
	Complete home chores			
	Family time			
	Dinner			
	Rest and relaxation			
	Sleep/bedtime			
Total amount of time				

Day 2

Time	ACTIVITY	Hours	Minutes	Notes
	Get dressed in the morning			
	Travel to school			
	Class activities			
	Lunch			
	Break at school			
	Travel home from school			
	Rest and relaxation			
	Study and complete homework			
	Complete home chores			
	Family time			
	Dinner			
	Rest and relaxation			
	Sleep/bedtime			
Total amount of time				

Day 3

Time	ACTIVITY	Hours	Minutes	Notes
	Get dressed in the morning			
	Travel to school			
	Class activities			
	Lunch			
	Break at school			
	Travel home from school			
	Rest and relaxation			
	Study and complete homework			
	Complete home chores			
	Family time			
	Dinner			
	Rest and relaxation			
	Sleep/bedtime			
Total amount of time				

Summary: Determine your response to each of the following questions.

Total time

1. How many total hours are there in one full day? _____
2. How many total hours are there in three full days? _____
3. How many minutes are there in one full hour? _____
4. How many minutes are there in one full day? _____
5. How many total minutes are there in three full days? _____

In-school time

1. How much time was spent during day one for class activities?

2. How much time was spent during all three days for class activities?

3. How much time was spent for student and homework during the day?

Home study and chores

1. How much time was spent during day one for home study?

2. How much time was spent during day two for home chores?

3. How much time was spent on studying and homework for your three days of record keeping?

4. What percent of your three days was spent on studying and homework?

Leisure time

1. How much time was spent for leisure during day one? _____

2. What percent of your three days was spent in leisure time? _____

Sleep time

1. How much time was spent for sleep on day two? _____

2. What percent of your three days was spent sleeping? _____

Evaluate your use of time

1. Over the three-day period, did you spend more time involved with in-school class activities or leisure time? _____

Explain _____

2. Over the three-day period, would you describe your amount of leisure time as "too much," "just about right," or "too little" for you? _____

Explain _____

3. Over the three-day period, did you spend more time involved with home study or leisure time activities? _____

Explain _____

4. Describe the kind of home chores that you completed.

5. How might your home chores prepare you for work in a future career?

6. After analyzing your time log, are there any activities that you think you spent too much or not enough time on?

7. Did you make any changes to your routine during the three days?
If so, explain.

8. What have you learned about your routine and how you spend your time?
Were you surprised by the results of your time log?



ACTIVITY

Monthly Budget

Budget Expenses	
Expense	Amount
Books, magazines, newspapers	
Cable/satellite television	
Car insurance	
Car payment	
Mobile phone	
Charitable donations	
Childcare	
Clothing	
Credit card payments	
Dental care	
Dining out	
Electricity and gas	
Rubbish and recycling	
Petrol / Diesel	
Gifts	
Groceries	
Health club	
Health insurance	
House insurance	
Household furnishings	
Life insurance	
Membership fees	
Miscellaneous	
Spotify and Netflix	
Music downloads	
Online/internet services	
Other entertainment and leisure	

Expense	Amount
Other utilities/bills	
Taxes on wages	
Pet supplies and medical care	
Public transportation	
Rent or house payment	
Sporting events	
DVDs and MP3s	
Telephone	
Toys and games	
Travel	
Water	
Total Expenses	

Take your yearly salary and divide by 12. This is your monthly income before any taxes or expenses are taken out. List your monthly income below.

Monthly income _____

Monthly expenses (use the total from chart) _____

Balance (subtract expenses from income) _____

If your balance is a negative number, then you spent more money than you earned!



ACTIVITY

Benefits and you

Use the space provided to write how important each benefit is to you.
Consider how having/not having this benefit could affect your decision to accept a job offer.

Holiday Time

Personal Days

Paid Sick Days

Paid Holidays

Health Insurance

Are there any other benefits that are important to you that have not been discussed already?

ACTIVITY

Where Do I Want to Be In Five years

Think about where you want to be in five years. You will probably have already graduated from secondary school. Where will you go from there? Will you attend college or get a job? What career or major will you be pursuing? What changes will you have made? How will you be the same?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ACTIVITY

Where Do I Want to Be In 20 years

Think about where you want to be in 20 years. What kind of a career do you want to have? Will you still live where you do now or do you want to move somewhere else? Do you want to get married? Do you want to have a family? What will be different about you in 20 years? What will have stayed the same about you?

[illegible]

ACTIVITY

Editing Email

Read the following email written by a student to his lecturer in college. Use the space below to rewrite the email to make it sound professional.

To: Dr. Jane Jones (jane.jones@college.edu)

From: bballsuperstar@email.com

Subject: hey

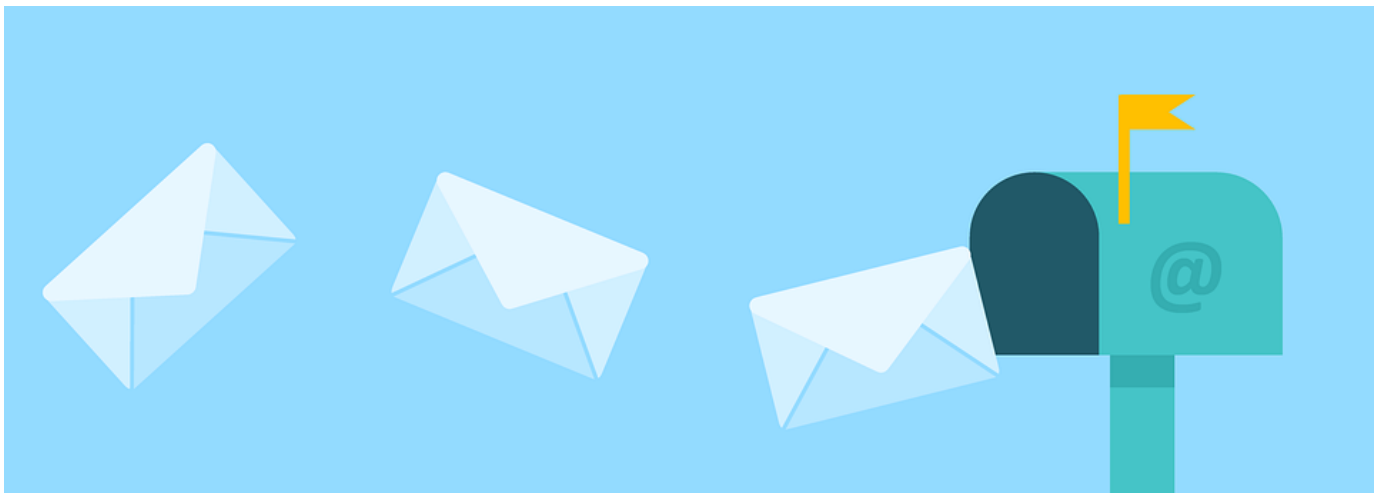
can u tell me what im supposed to do on number 7 on tha assignment???? i no how to do the first 6 but i cant figgure out 7. i paid attention in class on fri but i had a LONG weekend and forgot how to do it lol. pleeeeeease help !!!

Johnny

To _____

From _____

Subject _____



ACTIVITY

Writing Professionally

Use the information provided to write a professional email from a student to his lecturer.

Robert Smith is a college student. He missed a math test last Friday because he overslept after working late the night before. He needs to email his teacher, Dr. Jane Jones, to find out if he can make up his test.

Robert has two email addresses—r.smith@college.edu, which was assigned to him by the college, and no1yankeesfan@email.com, which he has used since school.

To: jane.jones@college.edu _____

From _____

Subject _____



ACTIVITY

Exploring your Interests

I would like to volunteer at

Because

An animal shelter

I love animals and want to be a vet

A nursing home

I like caring for the elderly and want to be a nurse

[illegible][illegible]

ACTIVITY

Self-Survey

1. What kind of careers are you interested in exploring? Have you changed your mind since you began learning about career exploration?

2. Why do these careers interest you?

3. What did you learn about these careers during these lessons?

4. What is the most important lesson you have learned about careers?



ACTIVITY

My Plan

1. How do you plan to continue exploring careers on your own?

2. What goals have you set for yourself regarding your future career plans?

3. Are there any questions that you still have about careers that were not answered? How will you find the answers?



Trades

MNE KAKAI I Z MC P Y NRUWJ MQJ E RY QWT Z O
 C AAC F MXI NGP P P ODE S T T C VOA E F L XDDW
 F HNI VP F MJ BC RI T VI GRDVZ NARI F P P KI
 WY AAC QY J OE GT WF URRUWL S S F E WMT P KB
 KDI I GI MXKJ AABQNRF W XKUT T T E QWOUK
 NBURRE NI BT P WRWC AT Z F OI T QS L AWP BS
 KWBKODRHNJ E KI RVF RRP E QXS ADL F MQE
 S AMURKRE C C T J C WJ J P F L WC WHL E E RS GF
 GJ NE BE ME AE AMKGN I T NUOC C AP RC OY OU
 DKOOC UL RS S T I L HDY DRT VJ MJ NHAUDZ P
 MF KORHT L GS E WAE J C WNVP VKBAI MAQJ G
 ML Y T XI AOI XE MY S E QZ HKHJ KJ I NJ NBML
 S NS GS C Z NBRT RE RI AP E RMQDT RY Z BC HH
 HNJ T F WBUI WDDRKJ NNUAHF Y WC Y T ODOT
 I E MUL C VKP C P QMHKDOROU L BRC DDUAL
 UF UGGHNQRE L E C T RI C I ANQY Y AHN Y KRU
 BDXL J P MY MOWF S WAOGUUAZ NBF BOZ RNQ
 UI NROVF OI RJ C T OL AS US KGHDT OOGP HH
 UL VQT MBHF E F S XUI E MNGI KUHQHUS RQS
 F OZ VRBF I AKP BRORC Z HMT AT XMY UOP UY
 DXXUF WRT Z AY C OXL DKGWUZ F HT OHP P GA
 AL GXE UY XGBANBVC J OL Z XS Z RQC C QT C X
 XC HAI NQT HRDJ T RRXNMP WI E MT L T HC RW
 VE HI C L E DZ S BE E E F XY F E HKJ J P P P OE AE
 HNL KDL L KP DL HL J F Y HF QAAJ L S L UWUF I
 VKWL QS Z I WQC I L J OGY E MI P AVUNDZ QUC
 T E C HNI C AL T T DMP P UC L J WP HMT BHF C DQ
 L S T BBQQI UMMVVZ L GODT KQBARE T NI RP
 GUI VBP QBDWE Y BKNOHKXBE NC DKMY E P A
 F Z OME KWBC AE AY NT QWBMRT Y P F GJ J UDH

ACCOUNTANT
19/03/2020

BRICKLAYER
 CGI
 DRILLER
 GEO
 MANAGER
 PLUMBER
 SUPPLY
 TILER

ACCOUNTING

BUTCHER
 CHAIN
 ELECTRICIAN
 HAIRDRESSER
 MECHANIC
 PRINTER
 TECHNICAL
 TOOL MAKER

AIRCRAFT

BODY
 CAR
 CHEF
 FARRIER
 INSTRUMENTATION
 PLASTERER
 REPAIR
 TECHNICIAN
 VEHICLE