

The Working World

Directions: Each numbered description is a clue to the word to be filled in below it. The numbers below the answer blanks correspond with the numbers on the file drawers. Determine which of the letters on the file drawer you need to identify each term correctly. Write the letters in the appropriate spaces. If you think you know the term from the clue alone, use the file drawer numbers to check your accuracy. Then follow the directions in *Your Dream Job*.

1. Pressure felt as a result of ability or inability to meet expectations of others and yourself

6 6 5 2 6 6

2. A collection of work samples demonstrating your skills

5 5 5 6 2 5 4 3 5

3. Work arrangement in which part-time workers share one full-time job and split hours and pay

3 5 1 6 3 1 5 3 4 3

4. Document telling an employer that you are applying for a position in the company

1 5 6 2 5 4 2 6 6 2 5

5. Workplace policy that lets employees adjust their work schedules to meet family needs

2 4 2 7 6 3 4 2

6. A brief history of your work experience and education

5 2 6 6 4 2

7. Rewards for employment, other than salary

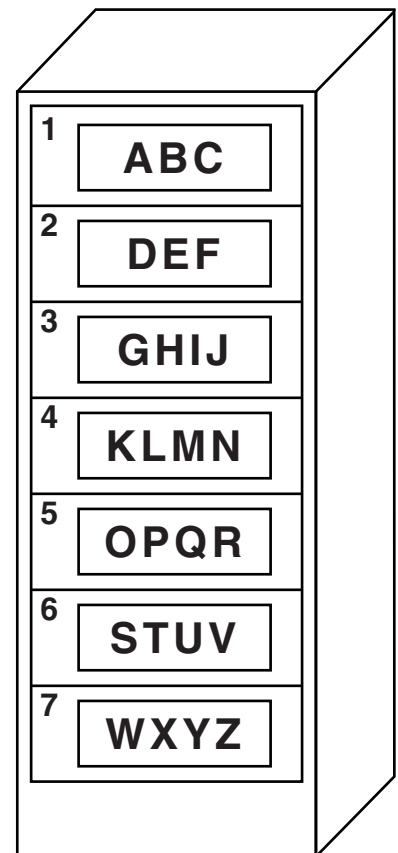
1 2 4 2 2 3 6 6

8. To work at home and communicate by phone, fax, and computer

6 2 4 2 1 5 4 4 6 6 2

9. Meeting between a job applicant and an employer

3 4 6 2 5 6 3 2 7



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Your Dream Job

Think about the job you would love to have someday—your dream job. What would you be doing? Where would you work, and with what kind of people or materials? When would you work? How much would you like to make? On separate paper, describe your dream job by answering these questions. Add any other information you would like.

Job-Hunting Tips

Directions: For each term below, write two tips for that part of the job-hunting process. On separate paper, list at least five ways that job hunting might differ for a teen still in school and a college graduate with a bachelor’s degree.

Job-Hunting Terms	Tips
Portfolio	1.
	2.
Résumé	3.
	4.
Cover letter	5.
	6.
Job application	7.
	8.
Interview	9.
	10.
Follow-up	11.
	12.

Success in Work and Life

Directions: Circle the letters of all the answers that correctly complete each statement. Then discuss with classmates what makes workers happy and successful.

1. When dressing for work, ?.	
A. Choose clean, neat clothing	D. Avoid trendy clothing
B. Wear flashy colors	E. Follow your employer's dress code
C. Pick appropriate accessories	F. Always dress up
2. To keep employees safe, employers must ?.	
A. Inform employees of unsafe conditions	D. Allow excessive noise levels
B. Teach employees how to use equipment	E. Keep records of injuries on the job
C. Keep an eye on employees at all times	F. Make employees provide their own materials
3. To ensure your safety at work, you should ?.	
A. Operate equipment before you are trained	D. Understand safety regulations
B. Disregard OSHA safety rules	E. Report unsafe conditions to your supervisor
C. Maintain tools and equipment	F. Use tools that have not been maintained
4. Stress can ?.	
A. Be positive or negative	D. Help you meet challenges if stress is at low level
B. Cause physical symptoms	E. Be caused by positive events
C. Be prevented with medication	F. Decrease performance if too high
5. To balance family and work commitments, ?.	
A. Set aside time for hobbies and social activities	D. Fill your schedule with too many activities
B. Choose activities you enjoy	E. Do what everyone else needs you to do
C. Budget time for chores, homework, and job	F. Choose healthful activities
6. To help employees deal with the challenges of work and family, employers might ?.	
A. Let workers telecommute	F. Offer flextime
B. Give time off for good behavior	G. Provide paid vacation
C. Offer an employee assistance program	H. Let workers bring their children to work each day
D. Allow employees to job share	
E. Allow workers to sleep on the job	
7. The most successful workers ?.	
A. Earn wages below what they are worth	D. Engage in personal development and learning
B. Are satisfied with what they do	E. Receive benefits appropriate for their skills
C. Feel unsafe in their work environment	F. Have what they need to do the job