

# Finding a Career at School

Directions: Use notebook paper as an answer sheet and write your name at the top. Number the answer sheet from #1 to #24. After each number, write down —  
A) One (1) "Work World Success Skill" learned and practiced by the "School Activity," and  
B) Your opinion of one (1) career in which the worker uses this "Work World Success

## Your School Activity

1. Remember a student's name
2. Explain to other students how to do a task
3. Listen to a lecture and ask questions
4. Earn a certificate for completing a skills course
5. Help organize and complete a group project on time
6. Give a speech using visual aides such as PowerPoint
7. Take careful notes on directions given
8. Remain calm and help others during a crisis
9. Keep a calendar of things to do and deadlines
10. Produce quality work when given an assignment
11. Get to class each day before the tardy bell rings
12. Decide that you will get an "A" in math class, and then earn an "A"
13. Serve as an officer in a club or community volunteer.
14. Budget correctly so that your weekly allowance last the entire week
15. Complete a task on time without someone telling you what to do and when to do it
16. Talk with two people who disagree and reach a solution that enables both people to feel good about the solution (a "win-win" solution).
17. List several solutions to a problem; then select the best solution for the situation
18. Introduce one person to another
19. Read the newspaper to understand current events and the business world
20. Keep a neat and clean study area
21. Control angry thoughts and words to prevent conflict
22. Write an essay with correct spelling and punctuation
23. Receive criticism and learn something from it
24. Get along peacefully with everyone at school



## Work World

## Success Skills

- a) Communication skills
- b) Decision-making skills
- c) Goal-setting skills
- d) Human relation skills
- e) Learning skills
- f) Personal success skills
- g) Problem-solving skills
- h) Supervisory skills
- i) Teamwork skills
- j) Technical skills

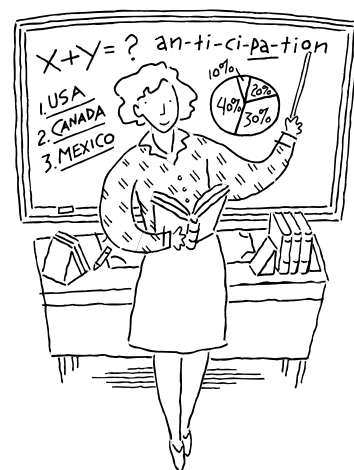


# Investigating the Local Scene

## Investigation #1

Select a school subject that you enjoy (such as history, English, math, business, automotive technology, science, or other). Interview one teacher who teaches this subject. Use a piece of notebook paper as an answer sheet. Write your name at the top of the answer sheet and write down the answers to the following questions:

1. Teacher's name.
2. Subject taught.
3. What do you enjoy about teaching (name of subject)?
4. How long have you been teaching this subject?
5. What changes have you seen in the teaching of this subject during past years?
6. Besides teaching, what other jobs are related to this area?
7. What do you find stressful about teaching this subject?
8. What do you find rewarding about teaching this subject?
9. What education, training, and experience is required for your job?
10. In your opinion, how will the teaching of this subject change in future years?
11. "Thank you for taking the time to answer these questions!"



## Investigation #2

Select a person who works at your school, has an interesting job, and is not a teacher (such as a secretary, teacher aide, library aide, custodian, groundsworker, counselor, or other). Interview this person. Using a notebook paper as an answer sheet, write the answers to the following questions:

1. What is your name?
2. What is your job title?
3. How long have you been working in this job?
4. What do you enjoy about your job?
5. What do you find stressful about your job?
6. What changes have you seen in this job during past years?
7. What education, training, and experience is required for this job?
8. What personal traits are required in order to succeed in this job?
9. "Thank you for taking the time to answer these questions!"

