



School-to-Career

Workbook

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NAME: _____



UNIT 3 • ACTIVITY 30

School and Career Similarities and Differences

Answer each question briefly on the lines provided.

1. Name two ways a career and school are alike.

2. Name two ways a career and school are different.

3. Why is it your responsibility to learn to do your job well?

4. Why is it your responsibility to learn to get along with your boss and coworkers on a job, even if some of them are not very likable?

5. What do you think are the most important things you can do to succeed on a new job?

6. What do you think will happen if a new worker does not do his or her job or fit in with the other workers? Why?



NAME: _____



UNIT 3 • ACTIVITY 31

Comparing a Job to School

Write what you think might happen in each situation below.

1. You put off your schoolwork until the last minute.

2. You put off a job your boss asks you to do until the last minute.

3. You make mistakes on a school assignment.

4. You make mistakes with a job your boss assigns you.

5. You are late to school.

6. You are late to work.

7. You and your teacher do not get along well.

8. You and your boss do not get along well.

9. You do your best on your schoolwork.

10. You do your best on any assignment you are given at work.



**UNIT 3 • ACTIVITY 32****Dress Right for the Job**

Write *yes* on the line in front of each statement that describes an appropriate way to dress for work. Write *no* on the line in front of each statement that describes a poor way to dress for work. If you answer *no*, tell what the person should have done.

- _____ 1. Latoya's clothes were clean and pressed, but her shoes were dirty and scuffed.

- _____ 2. Sharon noticed that all the other nurse's aides wore uniforms to work. She wanted to stand out, so she wore dressy clothes.

- _____ 3. Martin was hired to work in a men's fine clothing store. He wanted to look "cool" so he wore old jeans and a baggy shirt.

- _____ 4. Jill's blouse was dirty, but she did not have time to iron another one. So, she just hoped no one would notice.

- _____ 5. Greg hated to iron. So, he just washed everything in hot water and hoped for the best. Sometimes, his clothes were pretty wrinkled.

- _____ 6. Bill worked as an office assistant. He did not work directly with any customers, so he did not worry about how he looked. Usually, he wore whatever jeans and T-shirt were on top of his dresser.

- _____ 7. Raj worked in a drugstore. He delivered prescriptions and medicine to customers' homes. Since his boss rarely saw him, Raj felt free to wear his oldest, most comfortable clothes.

NAME: _____



UNIT 3 • ACTIVITY 33

Interviewing People Who Work

Interview three people who work in a career that interests you. Write what kind of clothes they wear on the job. Tell what kinds of clothing they avoid.

Person 1

Job: _____

Types of clothing worn: _____

Types of clothing avoided: _____

Person 2

Job: _____

Types of clothing worn: _____

Types of clothing avoided: _____

Person 3

Job: _____

Types of clothing worn: _____

Types of clothing avoided: _____



**UNIT 3 • ACTIVITY 34****Learning Your Job**

Sam had to learn safety rules at work, so he made a plan. Tell why each part of Sam's plan would be a good way to learn new information.

Sam had been hired as a carpenter's assistant. Before he could begin work, the company required that he pass a safety test. Sam's boss gave him some information to study. The packet was twenty pages long. Sam was worried that he would not be able to pass the test. He did not want to lose his job.

1. Sam made a list of the words he did not know. He looked up the meaning of each word in a dictionary and wrote it down in his own words.

2. Sam made flashcards with some of the rules he was having trouble remembering. Then he reviewed the cards each time he had a few minutes of free time.

3. Sam asked a friend to quiz him on the rules.

4. There were a few rules that did not make sense to Sam. He asked his boss to explain those to him at a convenient time.

5. Sam got a good night's sleep the night before the test. Then he got up in time to eat breakfast the morning of the test.

**UNIT 3 • ACTIVITY 35**
The Employee Handbook

Scan this index from an employee handbook. Write the number of the page that has the answer to each question below.

campus police, 5	holidays, 12	overtime, 25
conduct, 5	hours of work, 13	parking, 26
death in family, 6	ID badges, 14	pay and raises, 26
educational leave, 7	inclement weather policy, 15	personal leave, 7
exit interview, 27	lost and found, 17	resignation, 27
family leave, 7	lunch break, 13	sick leave, 8
firearms policy, 9	medical leave, 8	smoking policy, 9
harassment policy, 11	military leave, 8	voting, 22

On which page would you find

- _____ 1. what to do in case of bad weather?
- _____ 2. what to do if you are sick?
- _____ 3. where to park?
- _____ 4. whether you can take college classes during work hours?
- _____ 5. whether you can take leave if your uncle dies?
- _____ 6. where to report a theft?
- _____ 7. how long you can take for lunch?
- _____ 8. what would happen if you bring a gun to work?
- _____ 9. whether you get Veteran's Day off?
- _____ 10. whether it is all right to smoke on the job?
- _____ 11. whether you can take time off work to vote?
- _____ 12. whether you get paid extra for overtime?

