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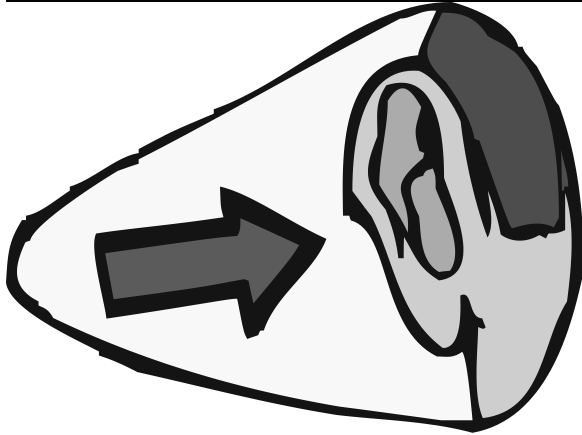
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**READ THESE WORDS  
ALoud THREE TIMES  
WITH YOUR TEACHER!**

### Chapter 1

1. accountant
2. career
3. challenge
4. field
5. occupation
6. popular
7. profession
8. reputation
9. support
10. trade

### Chapter 2

1. employer
2. environment
3. pediatric
4. skill
5. talent

### Chapter 3

1. accounting
2. automotive
3. communication
4. confident
5. construction
6. energetic
7. flexibility
8. manufacturing
9. mechanical
10. motivation
11. patient
12. plumbing
13. word processing
14. work ethic

### Chapter 4

1. accomplishment
2. achievement
3. ambition
4. appreciation
5. citizenship
6. collaboration
7. compassion
8. courtesy
9. industrious
10. law-abiding
11. moderation
12. morals
13. self-control
14. self-discipline

### Chapter 5

1. employability
2. ethics
3. Occupational Safety and Health Administration
4. policy
5. volunteer

### Chapter 6

1. agricultural
2. architecture
3. electrician
4. engineering
5. finance
6. journalist
7. logistics
8. veterinarian

# JOB OR CAREER

A job is work that you are paid to do. A career is your lifework.

A job is what a person does to earn a living. Money from a job pays for basic needs. A job can support you and your family or others.

A career is a way to earn a living too. A career is more than a job. It is a field of work that may require special training. Usually a person stays in the same career for many years. There are ways to grow and learn. Usually a career gives the person a sense of purpose.



A person may have several positions in his or her career.

Ex: Lee has a college degree in art. She was an art teacher in a school.  
Now she paints and sells her art.

Changing careers is not easy. To start a new career means you start at the bottom of the ladder in that new career.

Ex: Lee is an art teacher. She wants to be an engineer. She will need to go back to college and get another degree.

## The Game: Write JOB, CAREER, or BOTH.

1. Work that you are paid to do \_\_\_\_\_
2. What a person does to earn a living \_\_\_\_\_
3. Your lifework \_\_\_\_\_
4. Pays for basic needs \_\_\_\_\_
5. More than a job \_\_\_\_\_
6. A field of work \_\_\_\_\_
7. Usually gives the person a sense of purpose \_\_\_\_\_
8. May require special training \_\_\_\_\_

# CAREER WITH A PURPOSE

Some people know what they want to do as adults. But most people need help finding their career.

One in four teens only care about having fun with friends. Others get involved with what they care about, but they don't follow through. Only one in five teens knows what is important to them. The teens who know what's important to them spend a lot of time doing it.



Think about four teens: Marco, Lin, Pat, and Mara.

- Marco wants to have fun with his friends. He doesn't think about others.
- Lin likes animals. She thinks about the animals at the shelter. She doesn't help them.
- Pat likes animals too. He knows about the animal shelter. He has friends who work there.
- Mara loves animals. She works at the animal shelter on Saturdays. She got her friends to work at the shelter too.

**The Game: Read about Marco, Lin, Pat, and Mara again. Answer the questions.**

1. Which teen only cares about having fun with friends?  
\_\_\_\_\_
2. Which teens know what they like but do not get involved?  
\_\_\_\_\_ and \_\_\_\_\_
3. Which teen spends time doing what is important to her?  
\_\_\_\_\_
4. Who has a passion or love for what she does?  
\_\_\_\_\_
5. Who seems to already have a career path? \_\_\_\_\_
6. Who needs help finding their careers?  
\_\_\_\_\_



Which takes more planning: a career or a job? \_\_\_\_\_ Why?

\_\_\_\_\_  
\_\_\_\_\_

# PURPOSE

Sense of Purpose is a human need. It's like food, water, and shelter. People need to have a purpose in life. Most people need help finding their purpose.

Say this to yourself:

I am here for a reason. I am important. My life has value.

Sense of Purpose answers the questions:

Why am I here? Why is my life valuable?

The first step to finding your purpose in life:

- Think about what you like to do.
- Think about what you are good at.



## The Game: Read about Dana and Ben. Answer the questions.

Dana likes to fix hair. She reads about hair styles in magazines. She braids her friends' hair. She loves brushing and styling her grandmother's hair. People always tell her that she does a good job.

1. What is her interest?

2. What is she good at?

Ben likes racing his bike. He made changes so it goes faster. Other racers ask him to help them fix their bikes too. Ben likes the challenge. He loves being outdoors. He also likes the time he spends inside working on bikes.

1. What is his interest?

2. What is he good at?



Would you like to be a hair stylist or a barber? \_\_\_\_\_ Why or why not?

# EMPLOYABILITY AND COMMUNICATION

Employability → having the skills to get and keep a job.

Employability = employ + ability

Employability is having a set of skills, basic knowledge, and personal characteristics necessary for a career.

Sometimes they are called foundation or basic job skills.



Communication skills are important.

Employers want people who:

- listen carefully
- understand what others say
- understand nonverbal communication (body language)
- speak and write clearly
- understand written language, numbers, charts, and graphs

Career development is figuring out what career you want and making a plan to reach your goals.

You can add to your skills by doing these activities:

- paid work
- volunteer work
- sports and other hobbies
- other group activities

## The Game: Check the Employability or Foundational Skills that you have.

- |   |  |
|---|--|
| <input type="checkbox"/> I'm clean.                             | <input type="checkbox"/> I get to places and events on time.       |
| <input type="checkbox"/> I try my best.                         | <input type="checkbox"/> I listen and follow directions.           |
| <input type="checkbox"/> I speak clearly.                       | <input type="checkbox"/> I finish tasks on time.                   |
| <input type="checkbox"/> My work is done right.                 | <input type="checkbox"/> I find ways to improve my skills.         |
| <input type="checkbox"/> I follow dress codes.                  | <input type="checkbox"/> I do what I say I will do.                |
| <input type="checkbox"/> I'm neat.                              | <input type="checkbox"/> I finish my work, even jobs I don't like. |
| <input type="checkbox"/> I have a positive attitude about work. |  |

# CAREER FIELDS

Finding the right career is important. Your career can last your whole working life. Take time to really think about the career you want. Take time to plan how to get the career you want.



Career fields are a good place to start to figure out the career that is right for you.

There are six main career fields:

1. Environmental and Agriculture Systems
  - work with animals and plants
2. Communications and Information Systems
  - work with computers and software
  - be a performer or artist or work producing films, magazines, books, or newspapers
3. Industrial, Manufacturing, and Engineering Systems
  - plan and construct buildings or products
  - manufacture products
  - research or develop new products or systems
  - drive the vehicles that deliver the products
4. Health Sciences
  - preventing and treating injuries or illnesses
5. Human Services and Resources
  - help people learn
  - work for the government
  - care for people or help people solve problems
  - keep people safe; enforce the law
6. Business, Marketing, and Management
  - run a business
  - deal with money
  - help people have fun
  - sell things and services

Many careers have laws that must be followed. It makes sense that professionals may not steal or falsify records. It makes sense that licenses must be renewed at certain times. There are all kinds of laws. Laws are different for each career. Laws are different in different states.

**The Game: Look at the Career Fields. What two Career Fields interest you?**



A healthcare worker prevents and treats illnesses. Would you like to be a nurse or a healthcare worker? \_\_\_\_\_ Why?