



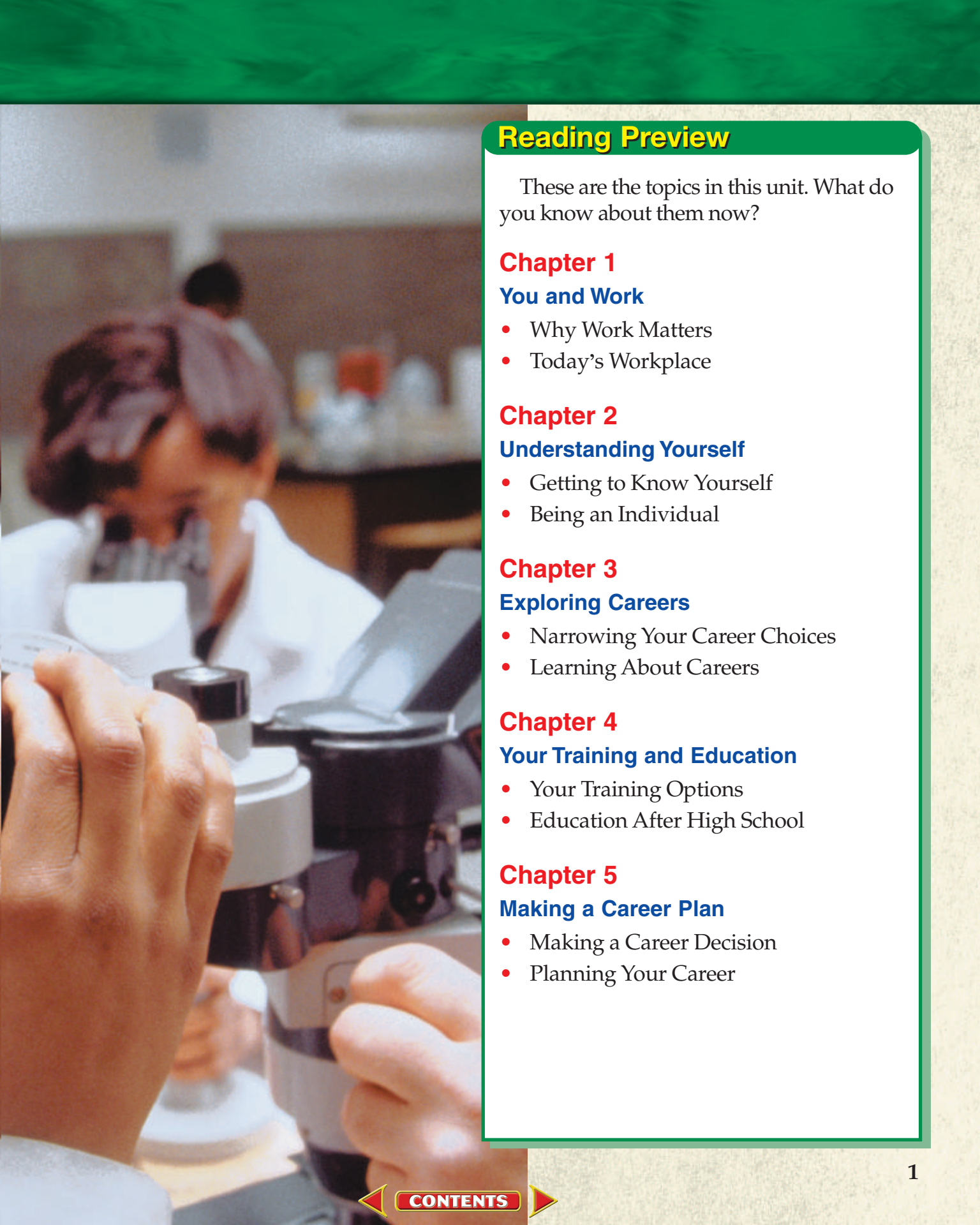
Unit

1

Planning Your Career

Unit Preview

Unit 1 is about planning your career. You will learn about different types of work. You will learn about your values, interests, skills, and talents. You will find out about many different careers. Then you will choose a career that fits you.



Reading Preview

These are the topics in this unit. What do you know about them now?

Chapter 1

You and Work

- Why Work Matters
- Today's Workplace

Chapter 2

Understanding Yourself

- Getting to Know Yourself
- Being an Individual

Chapter 3

Exploring Careers

- Narrowing Your Career Choices
- Learning About Careers

Chapter 4

Your Training and Education

- Your Training Options
- Education After High School

Chapter 5

Making a Career Plan

- Making a Career Decision
- Planning Your Career

Chapter 1

You and Work

You Already Know...

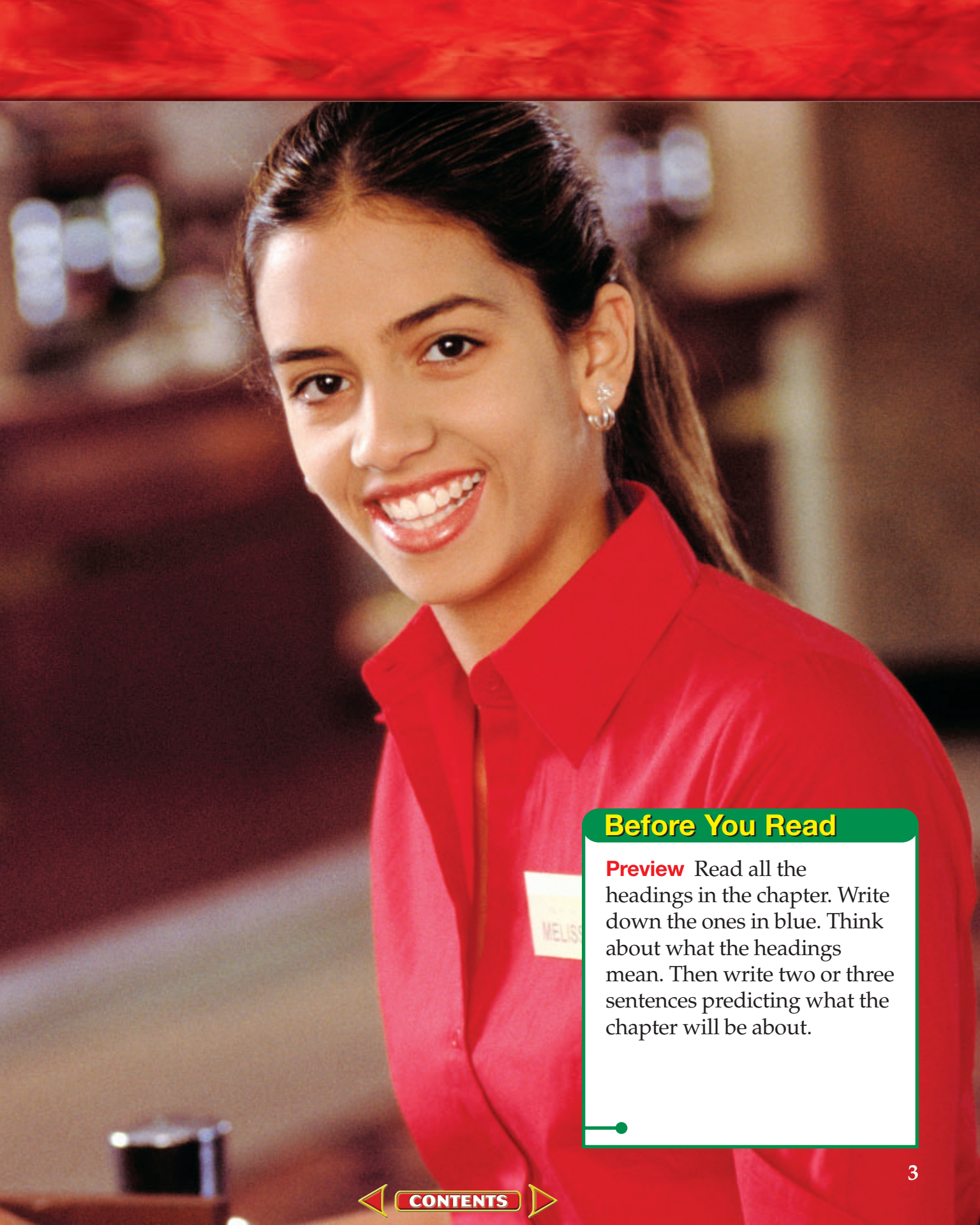
- most people work to earn a living
- people live their lives in different ways
- people are often known by the work they do
- there are many different kinds of work

You Will Learn...

- the four reasons people work
- the difference between jobs, occupations, and careers
- the six parts of lifestyle
- how the work world is changing
- what equal opportunity means

Personal Career Portfolio Preview

You will create a diagram of your future lifestyle to put in your portfolio. As you read, think about the lifestyle you would like to have.



Before You Read

Preview Read all the headings in the chapter. Write down the ones in blue. Think about what the headings mean. Then write two or three sentences predicting what the chapter will be about.

Section 1.1

Why Work Matters

Ready, Set, Read

Key Terms

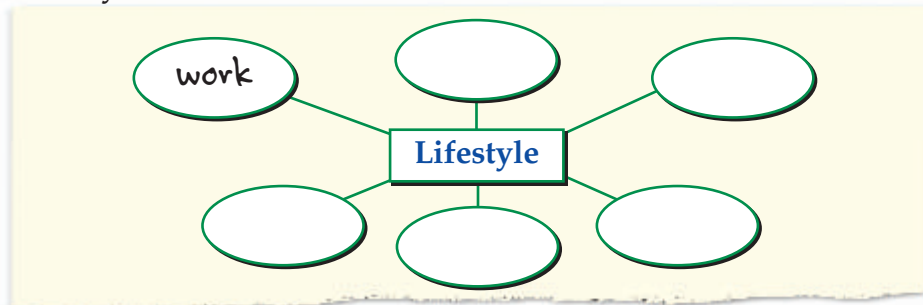
work
job
occupation
career
identity
lifestyle
leisure

Main Idea

Your lifestyle has six parts. Work will probably be the most important part of your lifestyle.

Thought Organizer

Copy the chart below. As you read, write one part of lifestyle in each blank oval.



Work Is Any Useful Activity

work ■ Any useful activity.

All your life you have heard about work. But what is work exactly? **Work** is any useful activity. Raking leaves is work. Delivering newspapers is work. Taking care of children is work. Can you think of more examples of work?

While You Read

Question Why do people work?

People Work for Four Reasons

Why do people work? There are four main reasons to work:

- to earn money
- to be around other people
- to help others
- to feel good about yourself

People Work to Earn Money One reason to work is to earn money. You must earn money to pay for the things you need and want. You need food and housing. You need transportation, medical care, and education. Most people want other things, too. You may want a car, a DVD player, and other things you could live without. These extra things are called *luxuries*. Luxuries help make life fun, but they cost money.

People Work to Be Around Others The second reason to work is to be around other people. You can meet people who share your interests. You can make new friends. You can learn about other people's ideas and feelings. You can have experiences that you would not have by yourself.

People Work to Help Others The third reason to work is to help other people. You can help people in many ways. You might help a customer buy an item. You might help a coworker do a project. You might help a child learn something new.

There are over 150 million jobs in the United States. Each job is important. Each job helps other people in some way.

People Work to Feel Good About Themselves The fourth reason to work is to feel good about yourself. You feel good about yourself when you do a job well. You feel proud of yourself when you learn something new. You feel important and valued when other people count on you.

Work helps you take pride in what you do and who you are. It gives you confidence. *Confidence* is the belief that you can do well. When you are confident, you feel satisfied with your life. You feel happy. This is worth more than money.

Work Includes Jobs, Occupations, and Careers

Work includes jobs, occupations, and careers. These are three parts of the same idea.

While You Read

Connect Do you prefer to be alone or around others?

Study Tip

The more you learn, the more you will earn. Most of the high-paying careers of the future require some education after high school. So the more you know, the higher your pay will be.

job ■ Work you do for pay.

Jobs Are Paid Work A **job** is work you do for pay. Take the example of Zahra. Zahra gardens at a city park. She gets paid for doing it. Gardening is her job.

People do many different tasks at their jobs. *Tasks* are activities you are assigned. Zahra has many daily and weekly tasks. Her daily tasks include watering and trimming shrubs. Her weekly tasks include mowing grass and planting seeds. Zahra is responsible for completing all these tasks on time.

Jobs Are Paid

Work Gardening is Zahra's job. She feels proud of herself because she does her job well.

Describe a time when you felt proud of yourself. Explain why you felt this way.



Occupations Are Activities An occupation is a little different from a job. An **occupation** is the type of work you do to earn a living.

People can change jobs and still have the same occupation. For example, imagine that Zahra decides to leave her job at the city park. She starts her own gardening service. She gardens at people's homes instead of at the park. She has a different job, but she is still a gardener. Her occupation is the same. Her occupation is gardener.

Careers Are Related Jobs A **career** is all the related jobs you do during your life. Zahra, the gardener, will have several jobs during her life. All her gardening jobs are part of one career.

You will probably work at many different jobs during your life. You may change jobs to make more money. You may find a job you like better than the one you have. You may want a change of pace. You may want to learn new skills. When you become good at one type of work, you will probably stay with it. Then it will become your career.

occupation ■ The type of work you do to earn a living.

career ■ All the related jobs you do during your life.

Work Will Be a Large Part of Your Identity

School is probably a big part of your life right now. Being a student is a part of your identity. If you play a sport, then being an athlete is part of your identity, too. Your **identity** is the way other people know you.

Later, work will be a large part of your identity. You will often be identified by the work you do. For example, you will be known as a mechanic if you repair cars. You will be known as a writer or journalist if you write for the newspaper. Your job, your occupation, and your career will help identify you to others.

Work Gives You Dignity Work also gives you dignity. Having *dignity* means being proud of yourself and what you do. It means respecting your own worth. When you respect yourself, others will respect you, too.

While You Read

Connect Is school a large part of your identity?

identity ■ The way other people know you.

Real-World Connection



Handling Criticism

Everyone receives some criticism at work. *Criticism* is a comment about something you could do better. Criticism might hurt your feelings. But it is helpful. If your boss gives you criticism, listen well. You may get criticism from coworkers and customers. It is important to listen to this criticism, too. If you do not understand what they are saying, ask. Ask for suggestions on how you could do your job better.

People sometimes give criticism in an angry way. Do not take this personally. It does not mean you are a bad worker.

Take the Next Step Helpful criticism is called *constructive criticism*. Less helpful criticism is called *destructive criticism*. Research the two types of criticism on the Internet. Explain the differences between them. Describe how to give constructive criticism.

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 1 *Real-World Connection* feature.

Your Lifestyle Is How You Spend Your Time, Energy, and Money

lifestyle ■ The way you spend your time, energy, and money.

Everyone wants to be happy. Each person looks for happiness in a different way. Each person chooses his or her lifestyle. Your **lifestyle** is the way you spend your time, energy, and money. Your lifestyle reflects what is important to you.

As you think about your future, picture the way you would like to live. This will help you decide what kind of lifestyle you want.



Your Lifestyle Has Six Parts

All the parts of a person's life combine to form a lifestyle. For most people, lifestyle includes six parts:

- family
- friends
- leisure
- health
- spirituality
- work

Family Is Part of Lifestyle Families can be all types and sizes. Families can be large or small. We can be born into a family, and we can also create a family. Family members may live together in one household, or they may live many miles apart.

Is family an important part of your life? What size and type of family would you like? Do you want to live with your family, or would you rather live alone? Would you like to build a family around a committed relationship, such as marriage? Would you like to raise a child? These are important lifestyle questions.

Friends Are Part of Lifestyle Friends are important, too. *Friends* are people to talk with and do things with. Good friends help you and care about your thoughts and feelings. They encourage you during good times and bad times. Do you see friends every day? How important are friends to you?

Leisure Is Part of Lifestyle Free time is known as **leisure**. Everyone needs leisure time to rest. Many people like to spend leisure time doing recreational activities, such as playing sports or pursuing hobbies. A *hobby* is an activity that you do for your own pleasure.

Some people like to have a lot of leisure time. Others are content with only a little. Are hobbies important to you? Do you like to travel? Do you like to read books? Do you want time to help in your community? Think about these questions as you plan your career.

While You Read

Connect What does the word *friend* mean to you?

leisure ■ Free time.

Health Is Part of Lifestyle We all have to take care of our health. This means eating a healthful diet. It means exercising. It means not taking illegal drugs. It also means dealing with stress. *Stress* is the reaction of our body and mind to life's challenges.

Some people spend a lot of time, energy, and money to stay healthy. Others do not take very good care of their health. What is your attitude toward health?

Family Is a Part of Lifestyle Most people enjoy spending time with their family members. **How important is family time to you? Explain.**



Spirituality Is Part of Lifestyle *Spirituality* is the search for a meaning or purpose to life. Spirituality comes in many forms. It can be meditation or quiet time. It can be prayer or religious worship.

Some people spend a lot of time, money, and energy on spiritual activities. For example, some people meditate every day. Some volunteer for faith-based groups. Some go to religious services. Do you want spirituality to be a big part of your lifestyle?

Work Is Part of Lifestyle As an adult, you will spend a lot of time at work. In fact, you may spend more hours on work than on any other part of your lifestyle. Most full-time workers work eight hours a day and 40 hours a week. Some people work during the evenings and weekends also. The average worker has two weeks of vacation a year. That means that you will probably work for 50 weeks a year.

Think about how you would like to spend your work time. What kind of activities would you enjoy? Would you like to work with others or by yourself? Where would you like to work? Outdoors? In an office? In a school? Would you like your work environment to be quiet, or would you like it to be busy?

Your Lifestyle Is Based on Personal Choices

For most people, some parts of life are more important than other parts. For example, some people think that a happy family life is the most important part of their lifestyle. For other people, spirituality is the most important. For many, work is the most important part of lifestyle.

Your lifestyle is based on personal choices. *Personal choices* are decisions about the way you want to live. You need to decide which parts of your lifestyle are most important.

Think ahead five or ten years. Picture yourself happy. What does your lifestyle look like?

While You Read

Connect Which part of your lifestyle do you think will take up the most time?

Study Tip

Are you close to friends or family? Try “teaching” a friend or family member about what you are learning in school. When you explain something to another person, it helps you remember it.

Everyone Has a Different Lifestyle Pattern

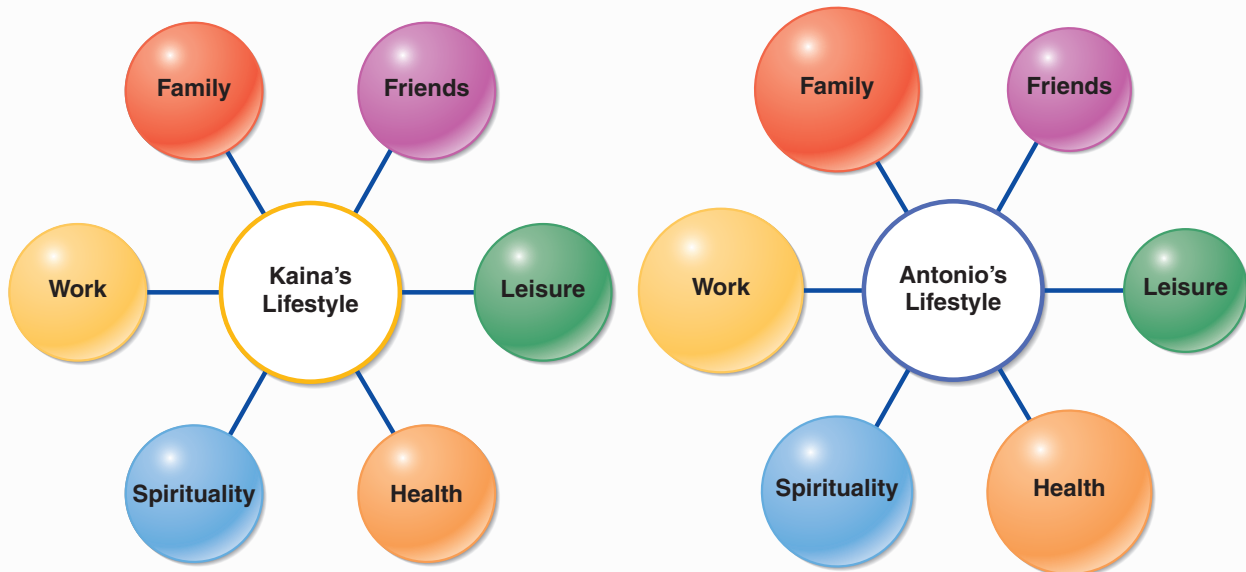
Everyone values different things. So everyone's lifestyle pattern is different. A *lifestyle pattern* shows the importance of each part of your lifestyle.

Look at **Figure 1.1**. It shows two different lifestyle patterns. Each circle represents a different part of a person's lifestyle. The lifestyle pattern on the left belongs to Kaina. All six parts of lifestyle are equally important to her. So all six circles are the same size.

The lifestyle pattern on the right belongs to Antonio. Work, health, and family are the most important parts of Antonio's lifestyle. They are the largest. Spirituality is a little less important. Leisure and friends are the least important.

Figure 1.1

Lifestyle Patterns



Different People Have Different Lifestyles Kaina and Antonio have different lifestyles. That means they spend their time, energy, and money in different ways. *What does your lifestyle pattern look like? What do you want it to look like in the future?*

Your Work Affects Your Lifestyle

For most of us, work has a bigger effect on lifestyle than any other part. Let's look at how work affects your time and your money.

Work Affects Your Time Most people plan their daily lives around their work. For example, they may need to get up early to be at work on time. They may eat dinner early or late, depending on when they get home from work. They may spend a lot of time *commuting*, or going to work and coming home. How you spend your free time may also depend on where and when you work. You may find new things to do near work. New friends from work may get you involved in new activities. Some workplaces even have social clubs or fitness centers.

Work Affects Your Money Your work will determine how much money you earn. You need to earn enough to pay your bills and to save money for the future. Housing, food, and transportation cost thousands of dollars each year. If you earn enough money, you can buy luxuries. Luxuries are things that you do not need but would like to have. For example, you might be able to buy an expensive car or a bigger house. You might be able to take a vacation.

Plan Your Work to Fit Your Lifestyle

Work can control your lifestyle. For example, a night job can keep you from being able to spend time with your family or friends. A job on weekends can keep you from attending some religious services. If you work long hours, you may not have time for a movie. You may not have much time for leisure.

Think about how different careers would affect your lifestyle. Pick a career that will let you have the lifestyle you want. Do you sometimes daydream about the future? If so, you are trying out ideas for an adult lifestyle. This is good. It is the first step in planning your future. It gives you a starting point.

While You Read

Connect How does work affect your money?

Section 1.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 1.1 Review.

After You Read

Retell

1. Reread the section titled, “Careers are Related Jobs.” Using your own words, define the term *career*. Give an example of a career.
2. Explain how work affects a person’s time. Use your own words.

Think Critically

3. List the four reasons for working. Explain which of the four reasons is the most important to you.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Figuring Hours Worked

Today you arrived at work at 9:00 a.m. You took lunch from 12:30 p.m. to 1:15 p.m. Then you worked from 1:15 p.m. to 5:45 p.m. How many hours and minutes did you work today?

Step 1

Calculate how long you worked before lunch.
 $12:30 - 9:00 = 3:30$

Step 2

Calculate the time you worked after lunch.
 $5:45 - 1:15 = 4:30$

Step 3

Add the two times together.
 $3:30 + 4:30 = 8:00$

Result

You worked 8 hours today.

Figure It Out

Tomorrow you arrive at work at 8:30 a.m. You take lunch from 12:30 p.m. to 1:00 p.m. Then you work from 1:00 p.m. to 5:30 p.m. How many hours and minutes have you worked?



Section 1.2

Today's Workplace

Ready, Set, Read

Key Terms

service
industry
team
diverse
flexibility
technology
equal
opportunity
disability
job
accommodations

Main Idea

Today's workers need skills in teamwork, technology, and getting along with others. Today's employers must give workers and job applicants equal opportunity.

Thought Organizer

Make a list like the one below. As you read, write down at least three different skills you will need to succeed.

Skill	Why I Need This Skill
teamwork	to work well in teams
flexibility	
technology	

The World of Work Is Changing

The world is always changing. Changes affect the kinds of jobs you can choose. Changes also affect the way you will do your job.

The Service Industry Is Growing

Businesses sell goods and services. *Goods* are objects such as groceries, cars, and clothing. Goods workers have jobs such as miner, manufacturing worker, and carpenter. These jobs are becoming harder to find.

Services are activities. Services include transportation, education, and health care. The **service industry** is all the businesses that provide activities for a fee. Jobs in the service industry include waiter, police officer, and health care technician. These jobs are becoming easier to find.

service industry ■ All the businesses that provide activities for a fee.

Teamwork Is Becoming More Important

team ■ A group of people who have a common goal.

Today, many workers work in teams. A **team** is a group of people who have a common goal. Team members share skills and ideas with one another. This helps everyone do a better job.

Employers want workers who know how to work in teams. Good team members do their fair share of the work. They communicate well and share ideas. They have a positive attitude. They treat other people as they would like to be treated.

While You Read

Question What is the workforce?

diverse ■ Varied and different.

The Workforce Is Becoming More Diverse

The *workforce* is all the people who have jobs or are looking for jobs. The workforce is growing. It is also becoming more diverse. **Diverse** means varied and different.

The workforce is becoming more ethnically diverse. This means that there are more workers of different *ethnicities*, or races and cultures.

At work you will meet people who come from cultures different from yours. You will meet people who speak languages different from yours. You will meet people who act differently from you. You will need to respect all these differences.

Common Goals

Each member of a team brings important skills. This helps the team reach its goal. **What is the goal of this team?**



Workers Need New Skills to Succeed

Employers want workers with excellent skills. *Skills* are abilities to do specific tasks. Employers want workers who can do many tasks well.

In the past, many employers hired unskilled workers and trained them. Today, most employers look for workers who already have solid skills.

Point of View



Learning Customer Service

Stacy Mignon just started her first full-time job. “I’m a customer service trainee at Kiddy Toys in Memphis. I’m learning to handle calls from customers.”

Stacy likes to work with people. She thought doing customer service would be easy. “But there’s nothing easy about customer service!” she says. “Dealing with customers’ complaints is very hard work.”

Stacy has learned a lot about customer service at her job. “I’ve learned that you have to be flexible too and have great people skills to give good customer service,” she says. “Once a customer was missing a part for a model train. We were out of that part, but I found a similar part in the supply room. We sent it to him. That solved the problem and made everybody happy.”

It’s Your Turn Getting along with others is an important skill. Think of a situation in the past where you showed skill at getting along with others. What was the situation? How did you show your skill?

For help completing this activity, visit ewow.glencoe.com/tips and go to the *Smart Tip* for the Chapter 1 *Point of View*.



flexibility ■ The ability to change when the world around you changes.

Workers Need to Be Flexible

Workers need to have flexibility. **Flexibility** is the ability to change when the world around you changes.

Let's say there is a big change at your workplace. Perhaps you get a new boss. Perhaps your company offers a new service. What do you do? You cannot do things the same way. You need to be flexible.

While You Read

Question Why do employers want workers with technology skills?

technology ■ Knowledge and tools that make it possible to do new things.

Workers Need Technology Skills

Today, technology is part of every job. **Technology** is knowledge and tools that make it possible to do new things.

Computers are the most common form of technology. Millions of workers use computers. Even *entry-level* (beginning) workers need skill with computers.

Making Good Choices

Using E-Mail at Work

You work in the billing department of a large insurance company. Every day you read and write many business e-mails. You also write a few messages to friends and family. Your company allows workers to spend a little time using e-mail for personal reasons. Your coworker Farad, however, spends two hours a day e-mailing friends. Farad sometimes falls behind at work and asks you for help. If you do not help, your boss will find out that he is not working hard. You do not want to keep helping Farad, but you do not want him to be fired.

You Make the Call What options do you have in this situation? Which one would you choose?

For help in answering this question, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 1 *Making Good Choices*.



Equal Opportunity Means Fair Treatment for Everyone

Equal opportunity is an important part of today's workplace. **Equal opportunity** is fair treatment for everyone. Workers are chosen for jobs for their skills and not for how they look or who they are.

Equal opportunity is the opposite of discrimination. *Discrimination* is unfair treatment. For example, people may be treated unfairly because they have a certain skin color, or because they were born in a certain place. This is discrimination. It is against the law.

equal opportunity ■ Fair treatment for everyone.

Equal Opportunity Is the Law

Employers must give all workers equal opportunity. This is the law. It does not matter what a worker's gender, religion, or ethnicity is. It only matters whether a worker can do the job. Employers cannot turn down a job applicant just because she is a woman. They cannot turn down a job applicant just because he or she has a disability. Because of these laws, people can choose any career they wish.

Women and Men Have Equal Opportunities

In the past, women had fewer career choices than men. In the past some jobs were called "men's work." Other jobs were called "women's work."

Today women and men can choose any career they wish. Women work as engineers and construction workers. They work as firefighters and police officers. These are jobs that were once only for men. Men work as child care workers and flight attendants. They work as nurses and secretaries. These are all jobs that were once thought proper only for women.

Today more women also work outside the home. In 1950, one third of all American women had a job outside the home. Today, more than half of all women have a job outside the home. **Figure 1.2** on the next page shows how the percentage of women in the workplace has grown.

While You Read

Question Why do you think most police officers always were men in the past?

People With Disabilities Have Equal Opportunities

disability ■ A long-lasting impairment that limits a major life activity.

People with disabilities have more career choices than ever before. A **disability** is a long-lasting impairment that limits a major life activity. Major life activities include caring for yourself, walking, reading, learning, and working.

While You Read

Question How common are disabilities?

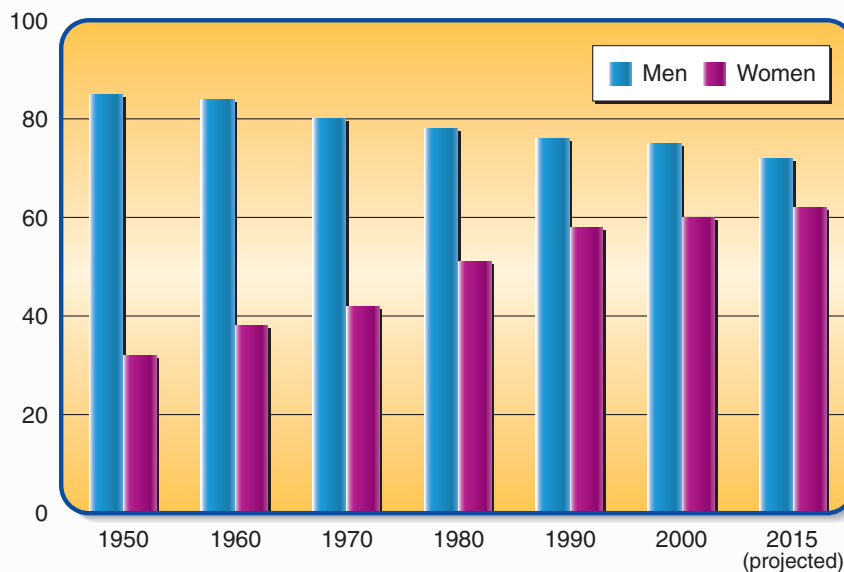
Disabilities Can Affect the Body and the Mind Some disabilities affect parts of the body. For example, some disabilities limit vision or hearing. Some disabilities limit movement.

Some disabilities affect parts of the mind. For example, some disabilities cause behavior difficulties. Some disabilities affect the ability to learn.

How common are disabilities? About 20 percent of Americans have a disability. That means that one out of every five people has a disability.

Figure 1.2

Men and Women at Work



SOURCE: U.S. Department of Labor.

More Women Are Working In 1950, about a third of American women had jobs outside the home. In 2000, more than half of American women had jobs outside the home. **Why do you think there are more women working at jobs today than in the past?**

Careers Are Open to All This woman has a physical disability. She chose a career as an accountant. **What other careers could she have chosen?**

Employers Must Provide Accommodations to

Workers **Job accommodations** are things that help workers with disabilities to do their jobs.

Employers must give you job accommodations if you need help doing your job. However, you must have the skills to do most of the job tasks.

Most job accommodations are simple. For example, a person who uses a wheelchair might need a desk that adjusts in height. A person with a breathing difficulty might need an office where perfumes are not allowed. Most people with disabilities do not need any job accommodations.

job accommodations ■ Things that help workers with disabilities to do their jobs.

Employers Must Provide Accommodations to Job

Applicants Employers must also provide accommodations to job applicants with disabilities. A *job applicant* is a person who is applying for a job.

Imagine that you have a disability and want to apply for a certain job. You can do most of the tasks for that job. The employer must help you work around the disability. For example, the employer could give you forms in large type if you have a limited vision.

While You Read

Question What job accommodations might help you?

Section 1.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 1.2 Review.

After You Read

Recall

1. Using your own words, define goods and services. Give two examples of each.
2. Reread the paragraphs on job accommodations on page 21. Give an example of how an employer could accommodate a job applicant with a vision impairment.

Think Critically

3. Reread the paragraphs on teamwork on page 16. List four skills that good team workers have. Explain whether you have these skills.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Pricing Services

You want to hire a painter to paint your living room. The painter gives you two options. She can do the entire job for a flat rate of \$350.00, or she can charge you \$35.00 per hour, plus \$20.00 for each gallon of paint. The work will take at least eight hours and will use four gallons of paint. Which option is cheaper?

Step 1

Calculate the cost of labor for Option 2.

$$\$35 \times 8 = \$280$$

Step 2

Calculate the cost of paint for Option 2. Add the two numbers.

$$\$20 \times 4 = \$80 + \$280 = \$360$$

Result

Option 1 will save you at least \$10.00.

Figure It Out

A carpet cleaner gives you two options. He can clean all your carpet for \$199.00, or he can charge you \$0.50 per square foot of carpet. Your home has 320 square feet of carpet. Which option is cheaper?



Farming Consultant

Ron Thomas

Indiana



Career Cluster: Agriculture, Food, and Natural Resources

What does a farming consultant do?

“I talk to farmers about how they can farm even if they have a disability. I go to farm machinery shows, county fairs, and to farms of disabled farmers.”

Why did you choose a career as a farming consultant?

“I was a farmer before I had an accident in 1991. The accident left me a paraplegic. My wife, Helen, contacted Breaking New Ground at Purdue University. Breaking New Ground provides information on rehabilitation technology relating to agricultural work sites. They redesigned our farm equipment so I could ride the tractor and still farm. Now I help other disabled farmers.”

What obstacles have you overcome?

“I had to learn that I’m still a whole person, even though I can’t walk.”

What advice do you have for students?

“Make the best life you can. Do not sit around waiting for things to happen. Make things happen!”

Farming Consultant

Training

Modern farming requires college training in agriculture and hands-on work experience on a farm.

Skills and Talents

Farming consultants need to be able to relate well to other people. They need to know about farming. They also need to know about *vocational rehabilitation*, or helping people with injuries go back to work.

Career Outlook

There will be fewer jobs for farmers and farm managers in 2012 than there are today.

Learn More About It

Work with a partner. Choose two occupations in this career cluster. Research these occupations. Then write a role play pretending to be people in these two occupations working together. Present your scene to the class.

For help with this activity, visit ewow.glencoe.com/tips.



Chapter 1 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 1.

Key Term Review

work (p. 4)

job (p. 6)

occupation (p. 7)

career (p. 7)

identity (p. 7)

lifestyle (p. 8)

leisure (p. 9)

service industry (p. 15)

team (p. 16)

diverse (p. 16)

flexibility (p. 18)

technology (p. 18)

equal opportunity (p. 19)

disability (p. 20)

job accommodations (p. 21)

Check Your Understanding

1. Explain why people work.
2. Describe the difference between a job, an occupation, and a career.
3. List the six parts of lifestyle.
4. Explain how the work world is changing.
5. Define equal opportunity. Give an example.

Write About It



6. **Work and Identity** Work will be a large part of your identity. Do you like the idea of being identified by the work you do? Would you like people to think of your occupation when they think of you? Why or why not?

Role Play

7. **Talk About Why You Work** Imagine yourself in the future. You have a job that you like. A reporter from a local television station is interviewing you. The reporter wants to know, “why do you work?” Why do you do your job? Why do you like it? Give as many reasons as you can.



Teamwork Challenge

- 8. Do a Lifestyle Interview** Team up with a partner. Choose five workers you would like to interview. Ask each worker, “How does work affect your time?” Ask each worker to explain how many hours he or she spends on work each day. Include time spent working and getting ready for work. Also include time spent commuting and caring for work tools or clothing. Create a chart showing how many hours the workers spend on work each day.

Computer Lab



Do a Diversity Survey Diverse means varied and different. How diverse are people? In how many ways are they different from one another? Using a computer, make a list of all the ways people differ from one another. Think of how people look, how they think, and how they act. Make your list as long as you can. Format your list using bullets or numbers.

Personal Career Portfolio

Draw Your Lifestyle Pattern Sketch the lifestyle pattern you would like to have in the future. Think about how large to make each of the six circles. Below the pattern, add a paragraph explaining why you would like to have this lifestyle pattern. Write the title “My Future Lifestyle” at the top of the page. If possible, use a computer to do this portfolio project.

Go to ewow.glencoe.com/portfolio for help.

