

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Educational and Career Interests**

### **Discussion Topic 9: What Qualities Do Workers Need to Perform Well on the Job?**

**DIRECTIONS:** Each sentence tells about a positive quality that a worker should have. Circle the letter of the worker who shows the needed quality. Then write an example of how you have shown that quality at school or at work.

1. A worker should be **responsible**.

**A** needs reminders to do expected tasks

**B** knows what is expected and does it

I was responsible when: \_\_\_\_\_  
\_\_\_\_\_

2. Employers want a worker who shows a **positive attitude**.

**A** an employee who says, "That is too hard for me to do."

**B** an employee who says, "I'll try my best."

I had a positive attitude when: \_\_\_\_\_  
\_\_\_\_\_

3. A successful worker **contributes ideas**.

**A** thinks about how to reach a goal

**B** wants others to come up with answers

I contributed ideas when: \_\_\_\_\_  
\_\_\_\_\_

*(continues on next page)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Educational and Career Interests**  
**Discussion Topic 9: What Qualities Do Workers Need**  
**to Perform Well on the Job? (continued)**

4. A worker must be **trustworthy**.

A breaks the rules now and then

B can be counted on to do the right thing

I showed I was trustworthy when: \_\_\_\_\_

\_\_\_\_\_

5. A worker should be **flexible**.

A makes a new plan when something goes wrong

B gives up when something does not turn out right

I demonstrated I was flexible when: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Government Forms

### Activity 1: Identifying and Protecting Personal Data Personal Data Form

**DIRECTIONS:** Fill out the form below.

1. Name \_\_\_\_\_  
(First) (Middle) (Last)

2. Telephone Number ( \_\_\_\_\_ ) \_\_\_\_\_

3. Mailing Address \_\_\_\_\_  
(Street, Route, Box Number)

\_\_\_\_\_  
(City/Town) (State) (ZIP Code)

4. Age \_\_\_\_\_ 5. Sex \_\_\_\_\_ (male/female)

6. Date of Birth \_\_\_\_\_  
(month, day, year)

7. Place of Birth \_\_\_\_\_  
(City or Town, County)

\_\_\_\_\_  
(State or Province, Country)

8. Last School Attended \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(City or Town, State)

9. Highest Grade of School Completed \_\_\_\_\_

10. Citizen of What Country? \_\_\_\_\_

11. Marital Status \_\_\_\_\_  
(Single, Married, Separated, Divorced, Widowed)

12. Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

13. Student Identification Number \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Employment Applications

### Activity 1: Writing Dates on Forms

**DIRECTIONS:** Write today's date in the correct format on each line. For some, you will use words and numbers. For some, you will use numbers only. Study the examples.

#### Example 1:

September 8, 2015

\_\_\_\_\_  
(date)

#### Example 2:

09	08	2015
----	----	------

(date in form mm/dd/yyyy)

\_\_\_\_\_  
(date)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(date)

\_\_\_\_ , 20 \_\_\_\_  
(date)

--	--	--

(date in form mm/dd/yyyy)

--	--

(date in form mm/yyyy)

--	--	--	--	--	--	--	--

(date in form mm/dd/yyyy)



Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Employment Applications**  
**Activity 4: Following Directions on a Form**

**DIRECTIONS:** Fill out the form below.

1. NAME \_\_\_\_\_  
Last First Middle

2. \_\_\_\_\_  
First Name M.I. Last Name

3. PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Area Code

4. PHONE \_\_\_\_\_ - \_\_\_\_\_

5. Check *each* subject you have studied.

- ☐ Reading
- ☐ Writing
- ☐ Mathematics
- ☐ Science
- ☐ History

6. Check only *one*.

- ☐ I wish to receive emails from you.
- ☐ I do *not* wish to receive emails from you.

7. \_\_\_\_\_  
Signature

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Employment Applications**

### **Activity 6: Filling Out a Simple Employment Application (continued)**

**DIRECTIONS:** Provide the correct information to complete the application. Write neatly and clearly.

#### **APPLICATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_  
Street City State ZIP

Phone \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for \_\_\_\_\_ Date Available \_\_\_\_\_

#### **EDUCATION**

	School Name	Degree or Diploma	Dates
High School	_____	_____	_____
Technical School	_____	_____	_____
College/University	_____	_____	_____

#### **WORK HISTORY**

List your employment history beginning with your most recent position.

1. Employer Name \_\_\_\_\_ Dates (From/To) \_\_\_\_\_  
Address \_\_\_\_\_  
Title \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

*(continues on next page)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Job Interview Skills

### Activity 5: Preparing Answers to Interview Questions

**DIRECTIONS:** You are being interviewed for a job that interests you. Write your answer to each of these questions from the interviewer.

1. Why do you think you are qualified for this job?

2. What do you see as your three main strengths?

3. What do you see as your weaknesses?

4. What work experience do you have?

5. What is your greatest accomplishment?

6. What question do you have for the employer?

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Job Pay and Benefits

### Activity 2: Reading Paychecks and Pay Statements

**DIRECTIONS:** Answer the questions below about the pay stub.

EMPLOYEE NAME: Shane Beal		Pay Period: 1/28–2/8/13		
EMPLOYEE NO.: 57		Pay Date: 2/15/13		
Earnings	Rate	Hours	This Period	Year to Date
Regular	8.00	80	640.00	1920.00
Overtime	12.00	2	24.00	24.00
GROSS PAY			<b>\$664.00</b>	<b>\$1944.00</b>
Deductions				
Federal Income Tax			–59.76	174.96
Social Security (FICA)			–41.17	120.53
Medicare			–9.63	28.19
State Income Tax			–29.88	87.48
NET PAY			<b>\$523.56</b>	<b>\$1532.84</b>

- What is Shane Beal's net pay for this pay period? \_\_\_\_\_
- How many hours has Shane worked during this pay period? \_\_\_\_\_
- How much has Shane earned so far this year, before deductions?  
\_\_\_\_\_
- How many overtime hours has Shane worked so far this year? \_\_\_\_\_
- What is the biggest deduction for? \_\_\_\_\_
- How much is the difference between Shane's gross pay and net pay for this pay period? \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Job Pay and Benefits**

### **Activity 4: Understanding Terms About Pay and Benefits**

**DIRECTIONS:** Circle the term that completes the sentence.

1. Net pay is less than gross pay because of \_\_\_\_ .  
**deductions**                      **pay periods**
2. Vacation days and sick days are both \_\_\_\_ .  
**salaries**                      **benefits**
3. More than 40 hours of work a week is \_\_\_\_ .  
**overtime**                      **part-time**
4. Amounts deducted from paychecks and given to governments are \_\_\_\_ .  
**income taxes**                      **insurance premiums**
5. The amount on a paycheck you keep is the \_\_\_\_ .  
**gross pay**                      **net pay**
6. A worker's hourly rate must be at least \_\_\_\_ .  
**minimum wage**                      **year to date (YTD)**
7. The U.S. government deducts payments for \_\_\_\_ .  
**state income tax**                      **Medicare**
8. A pay stub might show a deduction for a benefit, such as \_\_\_\_ .  
**health insurance**                      **YTD earnings**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **On-the-Job Skills** **Activity 3: Understanding Action Words**

**DIRECTIONS:** On the line next to the number, write the name of the worker who does the actions listed. Then add two more words that describe what the worker might do.

painter   carpenter   gardener   cook   mechanic   tailor

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 3. _____ | 5. _____  |
| dig      | repair   | scrape    |
| hoe      | tighten  | brush     |
| plant    | weld     | mix       |
| water    | assemble | roll      |
| _____    | _____    | _____     |
| _____    | _____    | _____     |
| 2. _____ | 4. _____ | 6. _____  |
| fry      | stitch   | hammer    |
| chop     | mend     | measure   |
| broil    | measure  | construct |
| season   | iron     | saw       |
| _____    | _____    | _____     |
| _____    | _____    | _____     |

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**On-the-Job Skills**  
**Activity 6: Filing Alphabetically**

**DIRECTIONS:** Read each group of names. Write 1, 2, and 3 to show alphabetical order.

- |                                |                                  |
|--------------------------------|----------------------------------|
| 1.    _____ Sanchez            | 6.    _____ The Chicken Coop     |
| _____ Levine                   | _____ Carlson Heating            |
| _____ Wilson                   | _____ Clang's Lumber             |
| <br>2.    _____ Jones, Eliza   | <br>7.    _____ Alvin Langley    |
| _____ Smith, Sarah             | _____ Allen Lundeen              |
| _____ Green, Byron             | _____ Alden Landon               |
| <br>3.    _____ Stanley, S.    | <br>8.    _____ Zill, Elma       |
| _____ Silver, P.               | _____ Ziprich, Elmer             |
| _____ Soto, V.                 | _____ Zinger, Thomas             |
| <br>4.    _____ Chang, Sheying | <br>9.    _____ Kramer, Mary K.  |
| _____ Cheng, Pamela            | _____ Kramer, Mary D.            |
| _____ Chua, Tony               | _____ Kramer, Mary L.            |
| <br>5.    _____ McCarthy       | <br>10.    _____ Meyers, Todd K. |
| _____ Macdonald                | _____ Myers, Todd J.             |
| _____ McDonald                 | _____ Myers, Todd H.             |

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Going Grocery Shopping

### Activity 2: Understanding Nutritional Categories

**DIRECTIONS:** Use the pictures to write the names of the foods that belong in each food group. Then write other food that belongs in each of the food groups.

GRAINS	FRUITS AND VEGETABLES	PROTEIN	DAIRY



Orange



Spinach



Banana



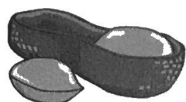
Tuna



Tomato



Yogurt



Peanuts



Carrot



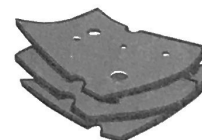
Pineapple



Cereal



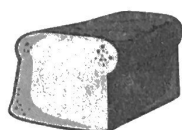
Chicken



Cheese



Hamburger



Bread



Beets



Rice



Spaghetti



Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Securing Housing

### Activity 2: Reading Housing Ads

**DIRECTIONS:** Compare two rental ads, A and B. Write the answer to each question below them.

**A. Great Views!** Pictures

Apt with mountain views. 2BR, 1BA. Unfurnished, patio, laundry room, parking lot, util incl. \$700/mo. Available September 15. Call 555-111-8064.

**B. Shopping So Close** Pictures

Apt. 2 BR 1 ½ Ba. Across the street from Trans. Furnished. Lndry room. Outdoor pool. \$800/mo. Available September 1. Call 555-111-5481.

1. Which rental costs less? \_\_\_\_\_
2. Which rental includes furniture? \_\_\_\_\_
3. What are two features in Apartment A that are not listed for Apartment B?  
\_\_\_\_\_
4. What are two features in Apartment B that are not listed for Apartment A?  
\_\_\_\_\_
5. Which apartment would be better for someone who needs to be close to a train line? \_\_\_\_\_
6. Two roommates live in each apartment.  
How much does each roommate pay for rent in Apartment A, if they split the rent evenly? \_\_\_\_\_  
  
How much does each roommate pay for rent in Apartment B, if they split the rent evenly? \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Securing Housing**  
**Activity 6: Reading Rental Agreements**

**DIRECTIONS:** Match each numbered item with its meaning. Write the letter of the meaning on the line before the number.

**Words Found in  
Rental Agreements**

**Meanings**

- |                             |   |
|-----------------------------|---|
| _____ 1. term of lease      | A. a person who rents an apartment  |
| _____ 2. tenant             | B. pay rent for the month to come   |
| _____ 3. sublet             | C. money from the renter that a landlord returns after the renter moves out |
| _____ 4. the premises       | D. changes to an apartment that happen through normal use                   |
| _____ 5. payable in advance | E. one year or other period of time that someone agrees to pay rent         |
| _____ 6. security deposit   | F. electricity, gas, oil, and water used in a house or apartment            |
| _____ 7. utilities          | G. the owner of the apartment   |
| _____ 8. maintenance        | H. rent the apartment from a renter who moved out                           |
| _____ 9. wear and tear      | I. care of the apartment, building, and grounds                             |
| _____ 10. landlord          | J. the apartment  |

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Maintaining Housing

### Activity 9: Reading a Utility Bill

**DIRECTIONS:** Read this electric bill. Then follow the directions to answer each question.

#### Electric Bill

<b>Kansas Power</b> <b>2 Plant Road</b> <b>Power, KS 00000</b>	
<b>For Service to:</b> Jose Garcia 111 Main Street Towncenter, KS 00000	<b>Billing Period:</b> Aug 1, 2012 to Sept 4, 2012
<b>Account Number:</b> 98-8988888	<b>Amount Due:</b> <b>\$65.42</b>
<b>Previous Balance:</b> \$66.53	Please pay by September 30, 2012
<b>Account Activity</b>	
New Reading	2475
Old Reading	-1842
<b>Electricity Used (KWH)</b>	633
633 KWH at \$.079	\$50.00
Customer Charge	\$8.00
Public Charge	\$7.42
Total Electric Charge	\$65.42
<b>Usage Comparison</b>	<b>Customer Service</b>  1-800-111-8181
Current Month: 633	
Last Month: 647	
One Year Ago: 642	

1. Circle the account number.
2. Underline the date when the bill is due.
3. Put a star next to the address where the bill must be sent.
4. What is the amount of this bill?  
\_\_\_\_\_
5. How much was the last bill?  
\_\_\_\_\_
6. What number would you call if you had any questions?  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Understanding the Value of Money**  
**Activity 4: Recognizing Dollars and Cents**

**DIRECTIONS:** Read the amounts in each row of boxes. Cross out the one that is not the same value as the others.

1. 

15¢
-----

\$1.50
--------

\$.15
-------

15 cents
----------

2. 

3 dollars
-----------

\$3
-----

\$30.00
---------

\$3.00
--------

3. 

\$97
------

\$.97
-------

97¢
-----

ninety-seven cents
--------------------

4. 

\$1
-----

\$1.00
--------

100 cents
-----------

1000¢
-------

**DIRECTIONS:** Write each amount using the dollar symbol and decimal point. (\$0.00)

5. one dollar and ten cents \_\_\_\_\_

6. 53¢ \_\_\_\_\_

7. 75 dollars and 55 cents \_\_\_\_\_

8. \$14 and 8¢ \_\_\_\_\_

9. 16 dollars and 12 cents \_\_\_\_\_

10. one dollar and nine cents \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Managing a Budget

### Activity 5: Reading a Pay Stub

**DIRECTIONS:** Answer the questions about the paycheck stub.

Hilltop Motels, Inc.

NAME  
Velma Lynd  
  
Employee No. J65

PAY PERIOD  
5/15/13 to 5/30/13

CHECK NO. 1265  
  
Amount \$643.78

EARNINGS			TAXES WITHHELD		
Description	Hours	Amount	Tax	This Period	YTD
Regular	80	800	Fed Inc. Tax	90.64	891.00
Overtime	02	30	Soc. Sec.	51.08	502.20
			Medicare	11.54	113.40
This period		830	State Inc. Tax	32.96	324.00
YTD		8100			

1. How many regular hours did Velma Lynd work from May 15 through the end of the month?  
\_\_\_\_\_
2. The letters YTD mean "Year to Date." What are Velma's earnings so far this year?  
\_\_\_\_\_
3. During this pay period, Velma's gross earnings are \$830.00. What are her net earnings?  
\_\_\_\_\_
4. How much money has been taken out of Velma's paycheck for taxes during this period?  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Managing a Budget

### Activity 7: Developing a Personal Budget

**DIRECTIONS:** Use the following chart to create your own monthly budget. Then compare the amount you budget to the amount you actually spend.

<b>BUDGET PLANNER</b>			
<b>CATEGORY</b>	<b>MONTHLY BUDGET AMOUNT</b>	<b>MONTHLY ACTUAL AMOUNT</b>	<b>DIFFERENCE</b>
<b>1. Monthly Take-Home (Net) Income</b>			
<b>2. Necessary Expenses</b>			
Housing (Rent or Mortgage)			
Utilities (Electric, Gas, Water)			
Food			
Transportation			
Clothing			
Medical/Dental Insurance and Costs			
Loan Payments			
Savings			
<i>Total Necessary Expenses</i>			
<b>3. Miscellaneous Expenses</b>			
TV/Internet			
Cell phone			
Entertainment (including eating out)			
Personal Care			
<i>Total Miscellaneous Expenses</i>			
<b>4. Calculate Money Remaining</b>			
Total Expenses: Add the Necessary and Miscellaneous Expenses			
Money Remaining: Subtract the Expenses from Your Income			

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Driving a Car

### Activity 5: Identifying Parts of a Car

**DIRECTIONS:** Read the names of the numbered car parts. Write the number to label that part in the picture.

1. Brake pedal
2. Gas pedal
3. Ignition switch
4. Gearshift
5. Parking brake
6. Seatbelt
7. Odometer
8. Fuel gauge
9. Speedometer
10. Rearview mirror
11. Side mirror controls
12. Horn
13. Headlight and turn signal controls
14. Windshield wiper controls
15. Temperature controls

### PARTS OF A CAR

