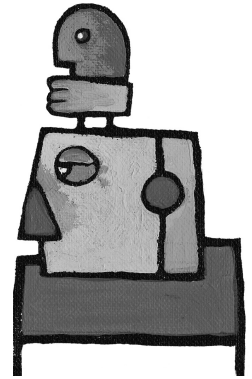


| <u>Activities</u> | <u>Type of Skills Used in the Activities</u> | | | | | <u>Page</u> |
|------------------------------------|---|----------------|-------------|----------------|-------------------------|--------------------|
| | Job Skills | Reading | Math | Writing | Design Reasoning | |
| Group 1: You And Your Boss | | | | | | |
| Create A Good Relationship | x | x | | x | x | 1 |
| Bosses Are People Too | x | x | | x | x | 2 |
| The Boss Isn't Always Right | x | x | | x | x | 3 |
| Asking For A Raise | x | x | | x | x | 4 |
| Lights, Camera, Action..... | x | x | | x | x | 5-9 |
| Group 2: What Would You Do? | | | | | | |
| New On the Job | x | x | | x | x | 10 |
| Unhappy Boss | x | x | | x | x | 11 |
| Overworked..... | x | x | | x | x | 12 |
| You Need To Improve..... | x | x | | x | x | 13 |
| I Want The Project..... | x | x | | x | x | 14 |
| I Don't Know What To Do | x | x | | x | x | 15 |
| Up The Ladder..... | x | x | | x | x | 16 |
| I'm Intimidated..... | x | x | | x | x | 17 |
| He Stole My Work | x | x | | x | x | 18 |
| I Deserve A Raise..... | x | x | | x | x | 19 |
| Group 3: You're The Boss | | | | | | |
| Radio Stations WXYZ..... | | | | | | 20-25 |
| Karl Clevenger | x | x | | x | x | 20 |
| Randa Heflin | x | x | | x | x | 21 |
| Travis Reamer | x | x | | x | x | 22 |
| Kayla Lansing | x | x | | x | x | 23 |
| Danny Ditmar | x | x | | x | x | 24 |
| Dina Vicks..... | x | x | | x | x | 25 |
| Group 4: Ethics | | | | | | |
| Workplace Ethics | x | x | | x | x | 26 |
| Harassment..... | x | x | | x | x | 27 |
| In My Opinion..... | x | x | | x | x | 28 |
| It's A No No | x | x | | x | x | 29 |
| Lights, Camera, Action..... | x | x | | x | x | 30-34 |

You're new on the job and want to create a good relationship with your boss. Which of the following would help you do that?



1. Communicate as often as possible to keep your boss informed about what you're doing: Yes No Why?

2. Keep your opinions to yourself. You're there to work, not to express your opinion: Yes No Why?

3. Let your boss have the final say in what is done even if you think it is wrong: Yes No Why?

4. Be accountable for your actions. When you succeed, take credit. When you fail, take the blame: Yes No Why?

5. If you think your boss is wrong, keep it to yourself: Yes No Why?

6. Be open to criticism from our boss: Yes No Why?

7. It's important to create a social relationship with your boss: Yes No Why?

8. Be sure others see your accomplishment as your own. Do your job, but also toot your own horn: Yes No Why?

SAMPLE
DO NOT
REPRODUCE



You believe you have worked hard and deserve a raise. How would you go about getting it?

1. Do nothing. If your work is good, your employer will recognize it and see that you get the raise you deserve: Yes No

Why? _____

2. Ask, don't demand: Yes No

Why? _____

3. Make an appointment and let your employer know that you want to discuss a pay raise: Yes No

Why? _____

4. Make an appointment, but don't let your employer know that you want to discuss a pay raise until you meet: Yes No

Why? _____

5. If you ask for a raise and don't get it, threaten to leave: Yes No

Why? _____

6. Before you ask for a raise, be sure you've been a good employee: Yes No

Why? _____

7. Be ready to explain why you think you should get a raise: Yes No

Why? _____

8. A good tactic is to tell your employer that you have other places to work that pay more: Yes No

Why? _____

9. Ask. If you're turned down, then demand: Yes No

Why? _____

10. Improve your skills and show them to your employer: Yes No

Why? _____

Name: _____ Class: _____ Period: _____

SAMPLE
DO NOT
REPRODUCE

Career World magazine has a regular feature called In My Opinion. In each issue, the editor poses a problem at work and readers send in their opinions of what to do.

Last month's problem was:
My Boss Took Credit For My Work!



This month the magazine is printing letters from four readers who each had a different opinion about what to do. You write the four letters to the editor.

Julie Estrada, a video editor, writes: _____

Ben Kibble, a machinist, writes: _____

Diane Gialdini, a biologist, writes: _____

Don Pitney, a computer programmer, writes: _____
