

Classified Responsibilities

Use: After page 150

Format: Individual

Time: 20 minutes

Materials: Pens; paper; highlighter; ads for job openings from newspapers, the Internet, or other sources

1. Explain to the class that the activity deals with identification of both primary and secondary job responsibilities.
2. Provide each student with two ads for job openings.
3. Tell students to use their highlighters to identify the primary responsibility in the advertisement and to use their pens to circle the secondary responsibilities.
4. Next, have students write a job description for one of the advertised jobs. This job description would be one that an employer would give to a potential employee.
5. Students may read these descriptions aloud and have other students identify the primary and secondary responsibilities from their job descriptions.
6. Then ask students to write a classified advertisement for a job of their choice. The ad must include one primary responsibility and three secondary responsibilities.
7. Post these ads in the classroom.

I Will Survive

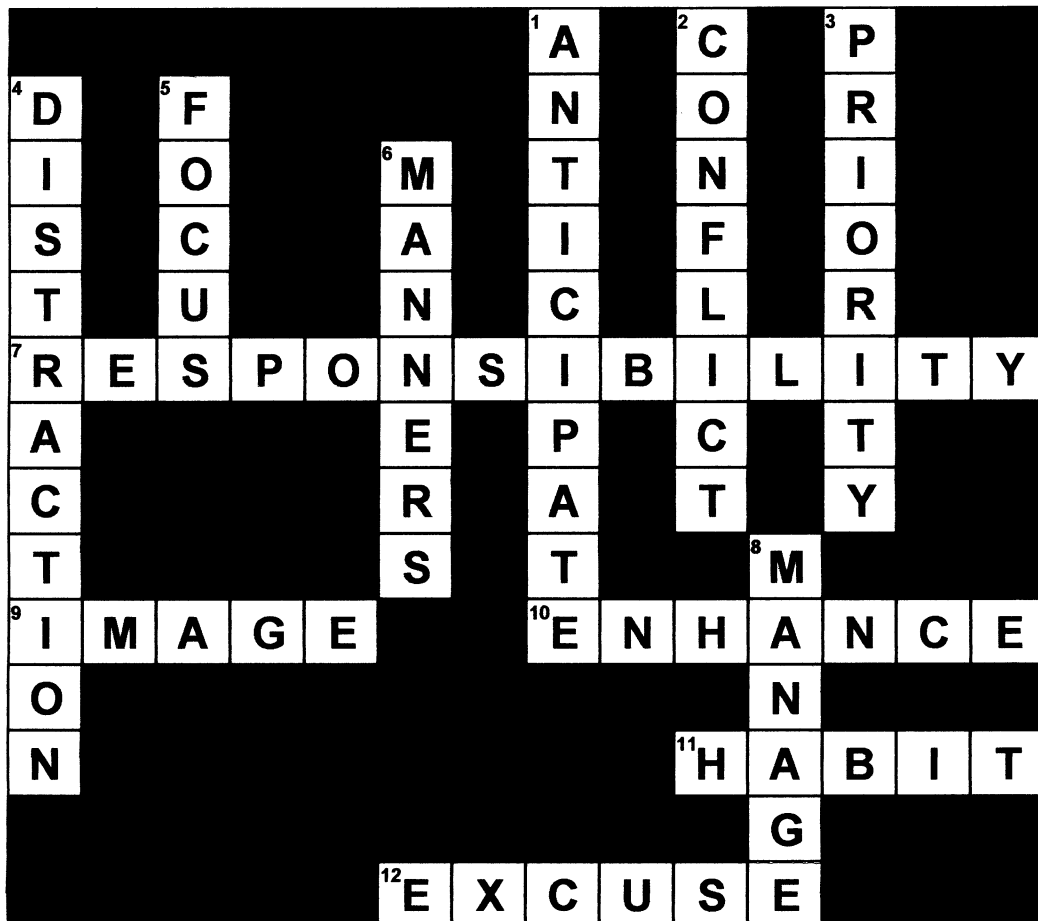
Use: At end of chapter

Format: Individual

Time: 20 minutes

Materials: Pencils, copies of crossword puzzle on next page

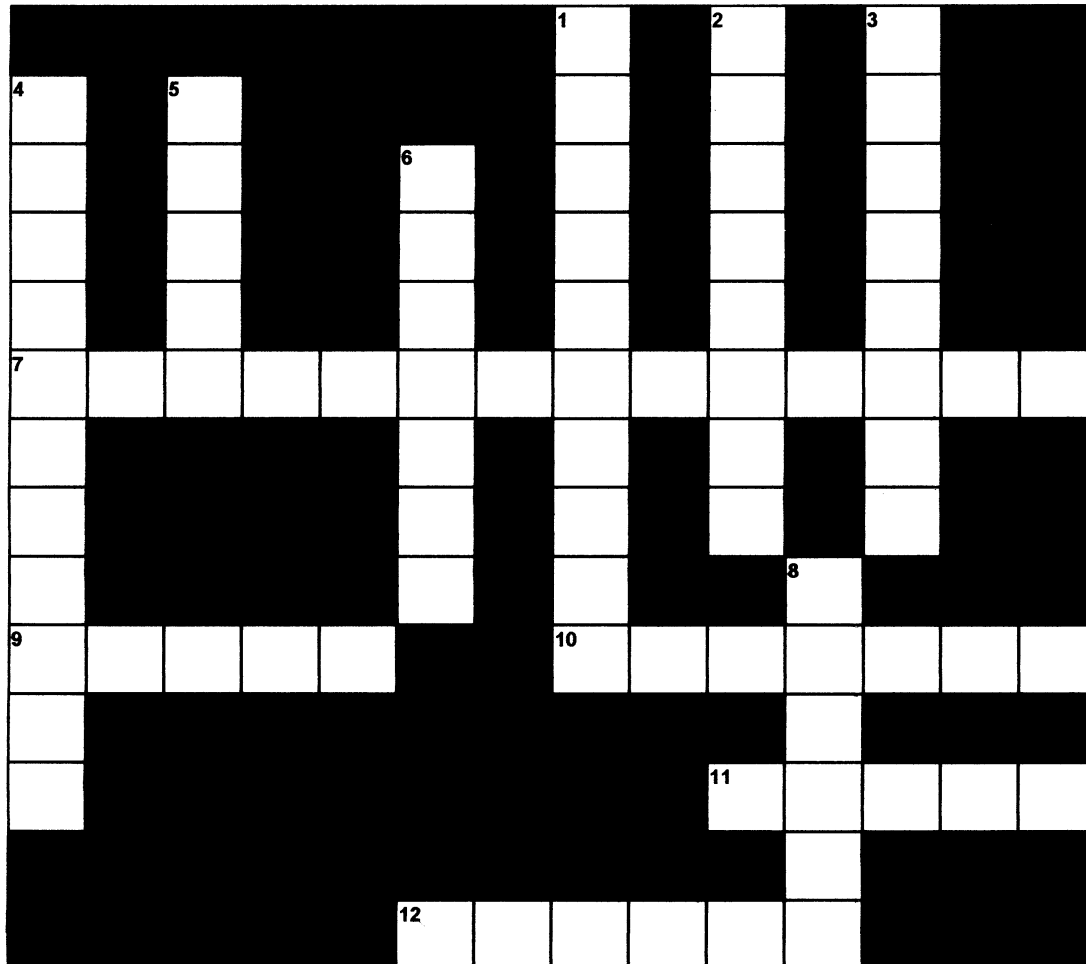
1. Give each student a copy of the puzzle on the next page.
2. Make sure everyone understands the directions.
3. Collect and check the puzzles when everyone is done. Use the answer key below.



I Will Survive

Name: _____

Directions: Complete the crossword puzzle below.



Across

7. Job duty
9. Impression made
10. Make better
11. A constant behavior
12. A defensive explanation of what you did or didn't do

Down

1. To look forward to
2. A disagreement
3. First things first
4. Takes attention away from your work
5. Concentration
6. A way of acting
8. Have control