

# Three-Part Harmony (Three-Part Activity)

**Use:** See below

**Format:** Individual

**Time:** Three 10-minute segments

**Materials:** 4-by-8 index cards (3 per student); 3-by-5 cards (18 per student); pens; board or overhead; large rubber bands; books that list many job titles and brief job descriptions, such as the *Occupational Outlook Handbook*, the *O\*NET Dictionary of Occupational Titles*, and *Best Jobs for the 21st Century*

## Part I (Use after page 58)

1. Give each student three 4-by-8 cards.
2. Instruct students to write the three types of skills and their definitions—one per card.
3. Explain that they will be building a card file throughout the chapter.
4. When all students have completed their cards, give each student a rubber band. Have students place their rubber-banded cards in their yellow folders. These are their title cards.

## Part II (Use after page 60)

1. Ask students to take out their 4-by-8 title cards.
2. Give each student 12 3-by-5 index cards.
3. Have students copy their top six performance and interpersonal skills, one per card, and place them behind the title cards.
4. Instruct students to replace the rubber bands and put the cards back in their folders.

## Part III (Use after page 61)

1. Ask students to take out their card file.
2. Focus attention on the transferable skill card. Invite a student to reread the definition of transferable skill aloud to the class.
3. Ask students to look at their six previously written skill cards and briefly write a description of a job that would use most of these skills.
4. Have students mark a star at the top of the four most appealing skill cards.

5. Tell students to move or “transfer” those starred cards behind the transferable skill title card.
6. Give students six more 3-by-5 cards.
7. On these cards, guide students to write as many job titles as they can think of that go with each transferred skill. Direct their attention to the reference books for help.
8. Students will then be able to use this to help in future job searching.
9. Have students replace the rubber band around the card file and put it away in their yellow folders.

# Job Frame-Up

**Use:** After page 74

**Format:** Individual/small group to whole group

**Time:** 20–25 minutes

**Materials:** Sunday newspaper classified ads, pens, paper, chart paper, copy of frame diagram on the next page (one copy per student)

1. Bring in a Sunday newspaper classified ad section. Give each student a page or two of the ad section.
2. Ask students to break into small groups.
3. Ask each group to look through the ad sections to find a job description that is of interest to each individual group member. Each member chooses one job that interests him or her.
4. Each group member should write the job title on the sheet of chart paper and leave room between the job titles for more writing later.
5. Next, each group member should read aloud his or her ad. As each student reads aloud, another member should write the specific skills asked for in the ad underneath the corresponding title on the chart paper.
6. Post the finished charts in the room and discuss them as a whole group.
7. Pass out a copy of the frame diagram on the next page to each student.
8. Review the directions on the diagram with the class.
9. Allow time for students to complete the diagram and ask a few to share theirs orally.
10. Have students place the finished diagrams in their yellow folders.

# Frame Diagram

1. Write in the center box a job that you would like to have. Be realistic.
2. In the inner frame, write anything you are willing and able to do to reach the center.
3. In the outer frame, write what things you will do when you reach the center.

## Frame Diagram

The Job You Want

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