

 **POWER BASICS**[®]

School-to-Career

Teacher's Guide

Table of Contents

<i>To the Teacher</i>	<i>iv</i>
<i>Classroom Management</i>	<i>vi</i>
<i>Application Activity Rubric</i>	<i>vii</i>
<i>Use Chart</i>	<i>viii</i>

Unit 1: Looking to the Future

Unit Overview	1
Suggested Activities	4

Unit 2: Getting a Job

Unit Overview	5
Suggested Activities	7

Unit 3: Doing Your Best Work

Unit Overview	8
Suggested Activities	10

Unit 4: Communicating at Work

Unit Overview	11
Suggested Activities	13

Unit 5: Getting Along with Your Boss and Coworkers

Unit Overview	15
Suggested Activities	16

Unit 6: Meeting Challenges at Work

Unit Overview	17
Suggested Activities	19

Unit 7: Getting Ahead at Work

Unit Overview	20
Suggested Activities	21

<i>Answer Key</i>	<i>22</i>
<i>Graphic Organizers</i>	<i>34</i>
<i>Student Book Appendix</i>	<i>39</i>
<i>Student Book Glossary</i>	<i>51</i>

Unit 3: Doing Your Best Work

This unit discusses how to do your best work once you have been hired for a job. In Lesson 10, students learn ways to start a new job on the right foot. Lesson 11 addresses the importance of good grooming and appropriate dress on the job. In Lesson 12, students learn how to obtain information they need on the job, including using the employee handbook and learning new skills. In Lesson 13, students review the attitudes and work habits that will help them keep their jobs.

Lesson 10—Starting a New Job

Goal: To know how to start a new job right

WORDS TO KNOW

advancement	a promotion to a better job
appropriate	suitable for a particular place or occasion
cooperate	to work with others to achieve a common goal
coworkers	the people with whom you work
employee handbook	a book that states company rules and benefits
entry-level job	a job for a person with little or no experience
unwritten rules	rules that have not been formally written down but that are commonly held to

Lesson 11—Looking Right for the Job

Goal: To know how to look right for a job

WORDS TO KNOW

clothing fads	trendy clothing that will only be in style a short time
deodorant	a product used to cover up body odors
dress code	written rules that state what clothing is to be worn to work
employees	workers
employers	bosses
scent	a perfume or other pleasant smell

uniform	a type of clothing that identifies a group of workers
well-groomed	appearing neat and clean

Lesson 12—Learning Your Job

Goal: To know how to learn more about your job

WORDS TO KNOW

fired	dismissed from a job for cause
on-the-job training	being trained for your job while you work
reprimand	a formal complaint against a worker
scan	to look something over quickly but systematically

Lesson 13—Using Good Work Habits

Goal: To know the work habits valued by employers

WORDS TO KNOW

attitude	a state of mind or point of view
communicate	to exchange ideas or information
correction	the pointing out of a mistake
deadline	a set time by which something must be done
goal	the purpose toward which one is working
gossip	talking about others and their personal business
interruptions	breaking in or stopping of something
orderly	neat, well-arranged
responsible	reliable; dependable
schedule	a list or timetable

Graphic Organizers

Graphic organizers are a versatile teaching and learning tool. They can help students clarify their thinking, integrate new knowledge, reinforce their understanding of a topic, and review material for quizzes and tests. Using graphic organizers, learners can understand content more clearly and can take clear, concise notes.

The graphic organizers provided here can be used in many ways. You can use transparencies of the organizers to introduce or review a topic with the entire class. You can photocopy the organizers and allow students to use them as they work through the student text. Here is a brief description of the organizers in this section and their uses.

Venn Diagram

The purpose of this organizer is to provide students with a visual representation of the comparison between two concepts. Students should put the similarities in the circle intersection area and the differences in the remaining portions of the circles.

Sequencing Chart

The purpose of this graphic organizer is to help students outline a sequence of events in chronological order. Students should write the topic in the top box, then put a sequence of events that pertain to that topic in chronological order in the boxes below following the arrows from one box to the next.

Web

This graphic organizer helps students clarify an idea or concept. Students should put a major topic in the center of the web. Then they should think of all the words they can to describe the topic and write their terms on the spokes of the web.

Fact Organizer

The purpose of this organizer is to help students identify the main idea and supporting details. Have students write a topic in the box at the top of the page. In the boxes that follow, they should write details they know about this topic. Then in the bottom box, students should write the main idea they learned about the topic.

Sequencing Chart

Write the first step or event in the first box. Write the other steps or events in order in the other boxes. Add or delete lines and boxes as needed.

