

Chapter 3

Exploring Careers

You Already Know...

- work will be an important part of your life
- there are thousands of occupations
- knowing yourself helps you choose the right career
- you can learn about careers in many ways

You Will Learn...

- what career clusters are and how they can help you make a career choice
- what to find out when you do career research
- how to find career information in books and on the Internet
- what informational interviews and job shadowing are
- how to try the work that interests you

Personal Career Portfolio Preview

For your portfolio, you will profile three occupations that interest you. As you read, think about which occupations appeal to you.





Before You Read

Preview Find the photos in this chapter. Read the caption below each photo. Based on the photos and captions, write three sentences predicting what this chapter will be about.

Section 3.1

Narrowing Your Career Choices

Ready, Set, Read

Key Terms

career cluster
business
management
training
finance
health science
hospitality
and tourism
information
technology
manufacturing
marketing
engineering

Main Idea

You need to narrow your career choices before you can make a career decision. You can narrow your career choices by learning about the 16 career clusters.

Thought Organizer

Make a chart with two columns. As you read, write each career cluster name in the first column. Write two occupations from each cluster in the second column.

Career Cluster	Sample Occupations
Agriculture, Food, and Natural Resources	farmer, food-processing worker
Architecture and Construction	
Arts, Audio/Video Technology, and Communications	

Narrowing Your Career Choices Means Picking Options

There are thousands of occupations. With so many options, how do you choose? By narrowing your choices. Narrowing your choices means picking some options and putting aside the rest. Narrowing your career choices will help you make decisions about your future occupation.

Learning About Careers Helps You Narrow Your Choices

How do you narrow your career choices? By learning about careers.

You cannot choose a career without knowing what careers there are. Can you imagine trying to order food in a new restaurant without a menu? You would not know where to begin. The same is true for choosing a career. You need to know what types of careers there are.

In this section you will learn about many different occupations. As you read, think about which occupations appeal to you. Which seem fun and interesting? Which do you want to know more about?

Career Clusters Are Groups of Occupations

It would be pretty hard to learn about every single occupation. Luckily, you do not have to learn about them all. You can learn about many kinds of work by learning about career clusters. A **career cluster** is a group of related occupations.

Read about the 16 career clusters. Then choose two or three clusters that seem interesting. Right away you will have narrowed your choices.

career cluster ■ A group of related occupations.

Agriculture, Food, and Natural Resources

Agriculture is growing plants and raising animals for people to use. People who work in agriculture are called farmers or agriculturists.

Agriculture is the first step in making food. The second step is food processing. *Food processing* means turning farm products into foods you can eat. As a baker, you would make grain into bread. As a butcher, you would cut and prepare pieces of meat.

Natural resources are useful things found in nature. Coal, metal, soil, trees, and water are natural resources. You could harvest natural resources as a logger or fisher. You could protect natural resources as a conservationist or ecologist.

While You Read

Question What do agriculture and natural resources have in common?

Architecture and Construction

Workers in architecture and construction design and build structures such as houses and bridges.

As an architect or civil engineer, you would design structures. You would make sure they are safe, useful, and attractive.

As a construction worker, you would build structures. There are many specialties in construction. A *specialty* is a focus on one type of work. For example, as a carpenter, you would build and install things made of wood.

Arts, Audio/Video Technology, and Communications

The arts are about sharing thoughts and feelings. As an artist, you could make objects with your hands. You could express yourself with your body, face, or voice.

As a journalist, you would write news stories. As a printing equipment operator, you would operate machines that make books, magazines, or newspapers.

Audio/video technology means knowledge and tools to make sounds and pictures. As a camera operator, you would take pictures with a television or movie camera. As a cable installer, you would hook up cable television systems.

Communications Technology

This worker is holding telephone wires. She works in the arts, audio/video technology, and communications career cluster. **List several ways people use technology to communicate.**



Business, Management, and Administration

Business is selling goods or services. The goal of business is to make a profit. You make a profit when you receive more money than you spend.

Management is a big part of business. **Management** means making decisions and planning. As a manager, you would tell workers what tasks to do. You would check that workers are doing a good job. You could work at a company, a government, a school, or a charity.

Administration means making sure that an organization runs smoothly. Administrative workers take care of the day-to-day work. As a receptionist, you would greet people and answer the phone. As a bookkeeper, you would keep records of money.

business ■ Selling goods or services.

management ■ Making decisions and planning.

Education and Training

Over ten million people work in education and training. *Education* means teaching and learning.

Training is education in a specific skill, such as computer programming.

The biggest career in education and training is teaching. There are nearly four million teachers for kindergarten through 12th grade.

Schools also need workers besides teachers. For example, they need counselors and librarians. As a counselor, you would answer students' career and personal questions. As a librarian, you would run a library and help people find information.

While You Read

Connect Think of five jobs that people do at your school.

training ■ Education in a specific skill.

Finance

We all use money to pay for goods and services such as food, housing, and transportation. Because money is so important, finance is a very important field. **Finance** means managing money.

Finance workers help people and businesses use their money wisely. As a bank teller, you would help customers at a bank. As a financial planner, you would help people handle their money. As a tax preparer, you could help people fill out their tax forms.

finance ■ Managing money.

Government and Public Administration

The government keeps order and provides services. What do government workers do? As a legislator, you would vote on laws. As a soldier, you would protect the country.

In public administration, you would do tasks that keep the government running. As a mail carrier, you would deliver mail. As a census clerk, you would collect information about the population.

Public administration also includes nonprofit organizations. Unlike businesses, *nonprofit organizations* do not try to make a profit. The Red Cross and the Salvation Army are large nonprofit organizations.

Making Good Choices

Reporting Illegal Behavior

José has a summer job as a receptionist at a small financial company. He answers the phone and greets visitors. The company helps people handle their money wisely. As part of their job, the workers at the company give money advice.

José overhears two workers talking about the president of the company. They say that she has a lot of money invested in a certain stock. She wants this stock to rise in value so she can earn money from it. The president pressures the workers to tell their clients to buy that stock. The workers know it is illegal to do this, but they do it anyway. They want to protect their jobs.

You Make the Call What should José do with the information he heard? What would you do?

For help in answering this question, visit ewow.glencoe.com/tips and select the *Smart Tip* for the Chapter 3 *Making Good Choices*.



Health Science

Health science is about helping people stay healthy and recover from sickness. There are many specialties in health science.

Some health science workers work in hospitals. As a surgeon, for example, you would perform operations in a hospital operating room. Some health science workers work in labs. As a laboratory technician, you would use lab equipment to test blood and other samples. Some health science workers work in offices. As a medical records technician, you would work in an office organizing medical files.

health science ■ Helping people stay healthy and recover from sickness.

Hospitality and Tourism

Hospitality and tourism includes services for people who are traveling. What do people do when they travel? They stay at hotels and eat at restaurants. They rent cars. They relax and go to special events. There are jobs in all these areas.

As a travel agent, you would help people plan their vacations. As a front desk clerk, you could check guests into and out of hotels. As a chef or waiter, you would cook or serve food in a restaurant. As a guide, you would show visitors through a museum, a city, or even a whole country.

While You Read

Visualize Recall a time when you went to a hotel or restaurant. What jobs did you see workers doing?

hospitality and tourism ■ Services for people who are traveling.



Hospitality and Tourism Is Growing

Hospitality and tourism is a growing career field. **List three activities people like to do when they are on vacation. Then list two jobs that relate to each activity.**

Study Tip

Skimming means going through a text and reading only the most important parts. Skim chapters in your textbook before you read them. Read the chapter objectives, the headings, and the key terms. This will help you prepare for reading.

information technology ■

Designing and using computer systems.

Human Services

Human services are services that improve people's lives. Human service workers help people in all kinds of ways. As a social worker, you would help people live better at home, school, and work. As a consumer credit counselor, you would help people who have money problems. As a child care worker, you would look after children. As a hairstylist, you would help people look their best. You could even work as an event planner, a soup kitchen manager, or a spa attendant.

Information Technology

Information technology means designing and using computer systems. Why are computer systems called information technology, or IT? Because computers are information machines. They store, sort, and use information.

Some IT workers work with computer *hardware*, or parts. As a network manager, for example, you would set up and run office computers.

Other IT workers work with *software*, or programs. As a programmer, for example, you would write computer programs. As a web designer, you would create Web sites.

While You Read

Question Besides police officers, who protects public safety?

Law, Public Safety, and Security

Workers in law, public safety, and security protect people and property. They prevent crimes and help during emergencies.

Important occupations in this career cluster include lawyer, police officer, firefighter, and security guard. As a lawyer, you would answer people's questions about the law. You would help them write legal papers. You would stand up for them in court. As a police officer, you would see that people obey the law. You would catch and arrest people who break the law. As a firefighter, you would put out fires and help during medical emergencies. As a security guard, you would protect people and property.

Manufacturing

Manufacturing means making products by hand or machine. Many manufacturing jobs are in factories. Factories make things. Each factory makes just a few kinds of things, but it makes many of them.

Most manufacturing workers use tools and machines. As a welder, you would use a torch to bond metal pieces together. As a material mover, you would use a forklift to move heavy objects.

Today, many manufacturing workers work with computers. For example, some workers use computers to control robots.

manufacturing ■ Making products by hand or machine.

Point of View



Designing Cities on Mars

One year ago, Patrick Wong had no interest in science. Then he learned about the International Space Settlement Design Competition.

Building a city in outer space isn't easy. "It is 100 degrees below zero on Mars, so we had to keep 10,000 people from freezing," says Patrick. "We had to pump in oxygen and grow enough plants to feed everybody. It all had to be based on science."

Patrick's team didn't make it to the finals in the competition. However, Patrick gained a lot. Today Patrick is planning to study engineering after high school. "In engineering you can do practically anything. It's a good job, and you learn a lot."

It's Your Turn Patrick built his science and math skills by joining a school team. What activities could you join at your school? What skills could they help you build?

For help completing this activity, visit ewow.glencoe.com/tips and go to the *Smart Tip* for the Chapter 3 *Point of View*.



marketing ■ Deciding which goods and services people will want to buy.

Marketing, Sales, and Service

Marketing is about deciding which goods and services people will want to buy. As a marketer, you would decide what your company should sell. You would decide how and where you should sell it and what the price should be.

Sales, or selling, is helping people decide to buy. As a salesperson, you would tell customers what is good about what you sell. As a store manager or assistant manager, you would make sure your store is a success.

Science, Technology, Engineering, and Mathematics

Science is the study of our world. As a scientist or science technician, you could study animals, plants, atoms, oceans, or even the stars.

engineering ■ Using science and mathematics to make things that help people.

Engineering is using science and mathematics to make things that help people. *Mathematics* is the study of numbers, shapes, and patterns. As an engineer or engineering technician, you would look for better, faster, and cheaper ways to do things.

While You Read

Connect What kinds of vehicles have you seen on land, in the air, and on the water?

Transportation, Distribution, and Logistics

Transportation involves moving people and things. As a pilot, you would fly planes.

Distribution involves getting goods to customers. As a warehouse worker, you would organize goods and send them to customers.

Logistics is planning the movement of people, objects, information, and money. As a logistics manager, you would make sure that the right things get to the right places at the right time.

Choose Two or Three Career Clusters

You now have a general idea of the 16 career clusters. Which ones are most interesting to you? Make a list.

Read more about the career clusters that interest you. The more you know, the better your career choice will be.

Section 3.1

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 3.1 Review.

After You Read

Retell

1. Explain why learning about careers helps you make a career choice.
2. Using your own words, explain what workers in information technology (IT) do.

Think Critically

3. List three career clusters that interest you. Explain what interests you about them.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Paying for Advertising

You want to print an advertisement in your local newspaper. Your budget is \$100.00. Advertisements cost \$23.00 per inch on weekdays and \$32.50 per inch on weekends. The newspaper sells space in whole inches only. What size advertisement could you afford on a weekday? What size could you afford on a weekend?

Step 1

Divide your budget by the price per inch on weekdays.

$$23 \div 100 = 4.3 = 4$$

Step 2

Divide your budget by the price per inch on weekends.

$$32 \div 100 = 3.1 = 3$$

Result

You can afford a 4-inch advertisement on weekdays.
You can afford a 3-inch advertisement on weekends.

Figure It Out

In a neighborhood newsletter, advertisements cost \$13.00 per inch during the school year and \$18.00 per inch during the summer. What size advertisement could you afford during the school year? What size could you afford during the summer?



Section 3.2

Learning About Careers

Ready, Set, Read

Key Terms

research
Internet
informational
interview
job shadowing
part-time job
cooperative
education
service
learning

Main Idea

You can learn about careers by reading, by talking to people, and by working.

Thought Organizer

Draw the chart below. As you read, give an example of each method of research.

Way to Research Careers	Examples
reading	researching careers online
talking to people	
working	

Your Next Step Is to Research Careers

Do you have a list of occupations that you think you might like? Good! Now it is time to find out more about these occupations. It is time to do research.

Research means collecting information. Collect as much information as you can about each occupation on your list.

There are many things to look for in a career. There are many ways to find out career information. Before you begin your research, write down what you want to find out. What is important to you in your work? What is not so important?

research ■ Collecting information.

There Are Many Important Questions to Ask

There is a lot to learn about every job. There are many different questions you can ask. Here are some basic questions to ask about the occupations that interest you.

You may have other questions, too. For example, you may want to know what kinds of job accommodations you will need to do a certain job. You may want to know what kinds of technology you will need to do a certain job. As you do your research, you may think of more questions. Write them down as you think of them.

Duties What do people in this occupation do? What are the tasks? What will be expected of you?

Working Conditions Where will you work? Will you work by yourself or with others? Is the workplace noisy or quiet? Is it dangerous? How will you need to dress and act in this workplace?

Work Hours When will you work? Are the hours long or short? Will you work during the day or during the night? Will you work the same hours every week?

Skills and Talents What skills and talents do you need for this job?

Education and Training What education do you need to do this job? Can you learn to do this job after you are hired? Will you need special training? College?

Pay What pay can you expect to earn? Will you be able to have the lifestyle you want?

Career Path If you have this job, can you expect to work up to a better job in the future?

Job Outlook Will this type of job be available in the future? Is this a growing field?

While You Read

Connect Which of these eight things is most important to you in a job?

There Are Three Ways to Research Careers

There is a lot of information about careers. How do you find it? Three ways to research careers are to:

- read
- talk with people
- try jobs yourself

While You Read

Connect Is there a library close to your home? Where is it?

You Can Read About Careers in Books

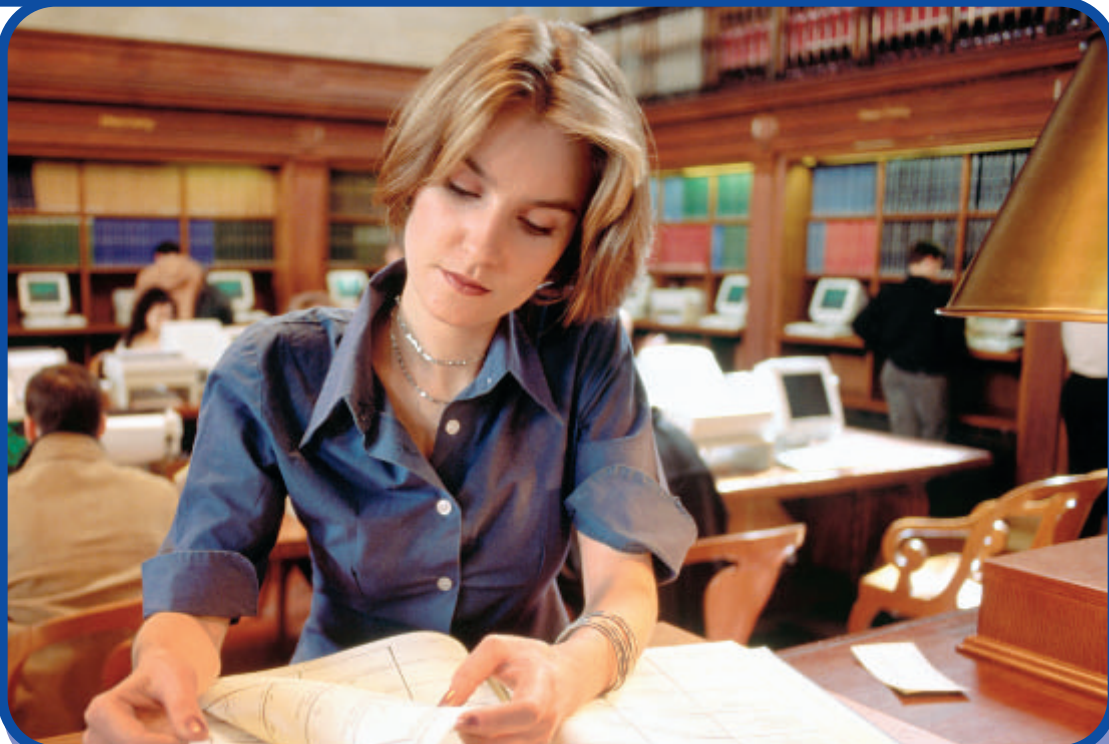
Books are good sources of career information. Visit your school library or public library. Look up the occupation or career cluster that interests you. A librarian can show you how to look up books in the library's catalog.

Larger libraries usually have a career section. Career sections include books related to work, occupations, careers, and jobs. Your library may also have career information on CDs, DVDs, or CD-ROMs. Ask your librarian to show you.

Finding Information

Books, magazines, newspapers, and the Internet are all good sources of career information.

Why is up-to-date career information more helpful to you than career information from the past?



Reference Books Make Information Easy to Find

Look at the reference books on careers. *Reference books* are books that you use to look up information in the library. They are usually kept in a section near the librarian's desk. Ask for these books:

- *Occupational Outlook Handbook*. This handbook describes hundreds of occupations. It is printed by the U.S. government and has very accurate information. A new version of this book comes out every two years.
- *Encyclopedia of Careers and Vocational Information*. This encyclopedia tells you about over 650 different occupations. It also gives you information on industries and career areas.

You Can Read About Careers on the Internet

The **Internet** is a worldwide network of computers. A *network* is two or more computers linked together. It lets people all over the world share information.

You need the Internet to get to the World Wide Web. The *World Wide Web* (the Web) is a collection of words, images, and sounds. The Web has billions of pages. A *Web page* is a document on the World Wide Web. A *Web site* is a group of Web pages.

The World Wide Web is easy to use. It is fast. You can find the answer to almost any question.

Ask whether you can use the Internet on a computer at your school. Your public library may have computers that allow you to use the Internet.

Type in a Web Address to Find a Web Site There are several ways to find information on the Internet. One way is to type in the address of the Web site you want. Web site addresses usually begin with the letters *www*. You can find Web site addresses in books and magazines. You can also ask a counselor or librarian. Type in the address of the Web site. The computer finds the Web site for you.

There are many good career Web sites. Monster.com is a useful career Web site.

While You Read

Question What is the World Wide Web?

Internet ■ A worldwide network of computers.

Study Tip

Do you know how to read a reference book? Do not start reading from the beginning. Instead, skim the table of contents. Skim the index. Then go directly to the pages that have the information you want.

Use a Search Engine to Search by Keywords Another way to find information on the Internet is to do a search. You do searches with a search engine. A *search engine* is a tool that finds Web sites for you. Type in keywords, and the search engine finds Web pages that have these words on them.

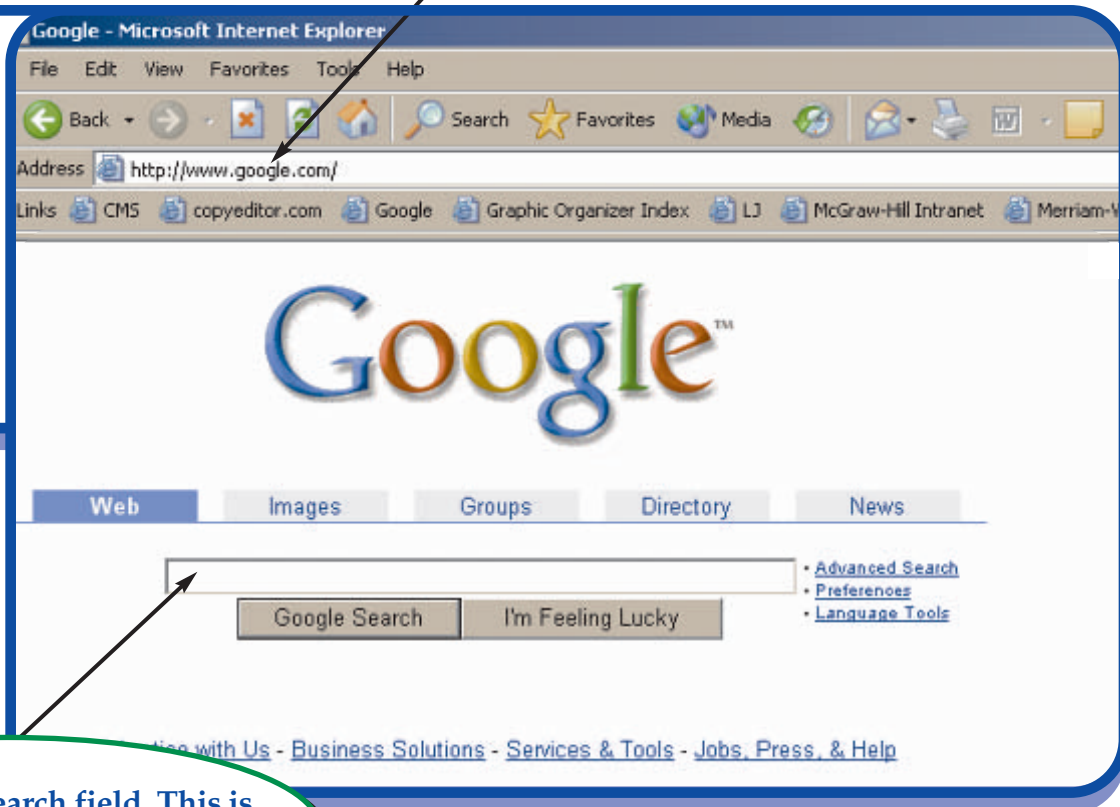
Let's say you are interested in careers in advertising. You type in *advertising careers*. Now the search engine finds Web sites about advertising and careers. Look at the list of sites. Click on ones that look helpful.

This line is the address bar.
This is where you type the address of
the Web site you want to visit.

Search Engines Help You Find Information

This is the Web site of a popular search engine. **Where do you type in the words you want the search engine to find?**

This box is the search field. This is
where you type the keywords for
your search.



You Can Research Careers by Talking to People

Talking to people is another excellent way to learn about careers. Do you know someone who works at a job you like? Ask if he or she will talk about the work.

Talk to friends or family members. Talk to neighbors. Talk to anyone you can. Ask them what tasks they do in their jobs. Find out what they like about their jobs. Find out what they do not like.

Informational Interviewing Is Talking to a Worker on the Job

The best way to learn about a specific occupation is to do an informational interview. An **informational interview** is a discussion with a person who has a job that interests you.

Informational interviews are very useful. You learn what it is like to have a certain occupation. This helps you see whether the occupation would be a good fit for you.

informational interview ■

A discussion with a person who has a job that interests you.

Job Shadowing Is Spending Time on the Job

Job shadowing is another good way to learn about careers. **Job shadowing** is spending time with a worker on the job. It can last a few hours, a day, or a few days. Job shadowing is more in-depth than informational interviewing. You learn what a job is really like.

job shadowing ■ Spending time with a worker on the job.

You Can Set Up a Meeting by Phone or Letter How do you find people to interview? Ask your family members, friends, neighbors, teachers, and advisers. Ask people you see in your daily life, such as your doctor or your mail carrier. You can even look in the phone book. Look for a worker who has several years of experience.

If you know the person, telephone him or her. If you do not know the person, send a letter. Introduce yourself. Say why you would like to meet. Explain that you want to learn more about a career. Ask to set up an informational interview or a job shadow. Use the letter in **Figure 3.1** on the next page as a guide.

While You Read

Question How can you find a worker to job shadow?

Figure 3.1

Informational Interview Letter

John Singh
1236 Orlando Terrace, Apt. 8
Austin, TX 78757-3596
johnsingh@school41.org

October 13, 20--

Zeenat Walker
Loan Officer
People's Bank
100 Landmark Plaza
Austin, TX 78750

Dear Ms. Walker:

I am a senior at LaClare Technical High School and am completing a career preparation program. I am interested in learning about careers in banking. Your client Michelle Kim visited our school last week and mentioned that you were very knowledgeable about banking.

Would you be willing to meet with me for an informational interview of about 20 minutes? I would like to find out about your job and what it is like to work at a bank. I would also like to learn about the skills necessary to succeed as a loan officer.

I will telephone you next Wednesday, October 19, to schedule a time that is convenient for you.

Sincerely yours,



John Singh

Show Your Writing Skills Introduce yourself in writing to a worker you would like to interview. Make sure your letter is polite and well written. **Why does a well-written letter make a better impression than a sloppily written letter?**

Be Prepared for Your Interview Do research before an informational interview or before you spend time job shadowing. Read about the job. Read about the industry. Learn the basics. This will give you ideas for good questions. Here are some useful questions to ask in an informational interview or during job shadowing:

- What is a typical day like for you?
- What do you like most about your job?
- What do you like least about your job?
- What kind of person would enjoy this job?
- How did you get started in this field?
- What kind of training did you have for this job?
- What advice would you give to a person starting a career?

While you ask questions, pay attention to what your host says. Show that you are interested in what he or she is saying. If you do not understand something, ask questions. Take notes so you will remember what you learn.

You Can Research Careers by Trying the Work Yourself

The best way to find out if a job is right for you is to try it. Of course, you do not have time to try every job. Start your research by reading and talking to people. Make a list of the jobs that interest you the most. Then try the work yourself.

Why try a job yourself? You can find out if you like a certain type of work. You can see if your personality is a good match. You can find out whether you want to continue.

You may not have enough training for the jobs that interest you. In that case, look for work that is in the same career cluster. Look for work where you can meet people who have the occupation that interests you. If you are interested in being a doctor, for example, look for a job at a hospital.

While You Read

Question What could you learn at a job that you could not learn by reading or by talking to people?

part-time job ■ A job where you work up to 30 hours per week.

cooperative education ■ A program that combines school with a part-time job.

service learning ■ A program that combines school with volunteer work.

Part-Time Jobs Give You Work Experience One way to get work experience is to look for a part-time job. A **part-time job** is a job where you work up to 30 hours per week. Part-time jobs are usually entry-level jobs. An *entry-level job* is a job that requires little training. Many retail stores hire part-time workers. Many restaurants also hire part-time workers.

Cooperative Education Gives You Work Experience A cooperative education program can also give you work experience. A **cooperative education** program is a program that combines school with a part-time job. Cooperative education programs are sometimes called co-op programs or work study programs. In these programs, you can work at a job while you are going to school. You learn skills at school and then apply them on the job.

Volunteering and Service Learning Give You Work Experience Volunteer (unpaid) work is another kind of work experience. Many organizations use volunteer workers. You could volunteer at a library, a hospital, or a nursing home. You could volunteer at a nonprofit organization, such as Big Brothers Big Sisters™.

Look for service learning programs at your school. **Service learning** is a program that combines school with volunteer work. Service learning helps the community. It also helps you build your skills.

While You Read

Question What does “keeping an open mind” mean?

Keep an Open Mind as You Do Career Research

Keep an open mind as you do your research. Look at all the facts. You may find that a certain occupation is not right for you. Let’s say that you are interested in being a veterinarian. You learn about the work and see that you need many years of science courses. This does not appeal to you. That is okay. Use this information to find a job that you like better. Maybe you would rather work as an animal trainer. Research can show you different options.

Real-World Connection



Communicating With Adults at Work

You are probably used to talking to people your own age. When you start to look for a job, you will also have to communicate with adults a lot of the time. You will have to communicate with adults when you are at work, on an interview, or just talking to someone about their job. It is important to show respect for anyone who might be your boss, your customer, or your co-worker. This will show them that you are mature.

Some ways you can communicate with respect in our culture include:

- Face the person to whom you are speaking.
- Listen carefully to what the other person is saying.
- Do not interrupt.
- Address adults as “Ms.” or “Mr.,” plus their last name, unless they ask you to use their first name.

The world of work is a great place to learn how to talk with different kinds of people. It will help you become confident in your communication with adults.

Take the Next Step Set up a short informational interview with an adult you know. During the interview, pay attention to how you are speaking to the adult. Pay attention to how the adult is speaking to you. Do you feel you are being treated like an adult? Why or why not?

For help doing this activity, go to ewow.glencoe.com/tips and find the *Smart Tip* for the Chapter 3 *Real-World Connection*.

Study Tip

Taking notes helps you pay attention. It also helps you remember information. Make your notes brief. Focus on key words and topics. Circle questions you want to ask and words you need to look up.



Section 3.2

Review

Check your answers online by visiting ewow.glencoe.com/review and selecting the Section 3.2 Review.

After You Read

Retell

1. Reread the section titled, “A Search Engine Helps You Find Information on the Internet.” Explain what a search engine is and what it does.
2. Write five specific questions you would ask during an informational interview.

Think Critically

3. Which do you think would teach you the most about an occupation? 1) Reading about it. 2) Talking to people about it. 3) Doing a job similar to it. Explain your answer.

Math Practice

Answer the multiple-choice math questions at ewow.glencoe.com/math.

Paying for Internet Access

You need Internet service from an Internet Service Provider (ISP). GreatNet charges \$199.95 for a year of service. Internet Options charges \$15.95 for a month of service, plus a \$49.95 connection fee. Which company offers the better deal?

Step 1

Calculate the yearly price of the service offered by Internet Options.

$$\$15.95 \times 12 = \$191.40$$

Step 2

Add the connection fee to the yearly total.

$$\$191.40 + 49.95 = \$241.35$$

Result

The yearly GreatNet service (\$199.95) is a better deal than the monthly Internet Options service (\$241.35).

Figure It Out

Digital Two Cable Company charges \$349.99 for a year of cable television service. CableWorld charges \$16.99 for a month of service, plus a \$99.95 connection fee. Which is the better deal?



Career Talk

Artist

Robert Toth
North Carolina



**Career Cluster: Arts,
Audio/Video Technology, and Communications**

What does an artist do?

“An artist creates things. I make paintings and sculptures. I also teach art classes.”

Why did you choose a career in art?

“I have always had an interest in art. I am a visual learner. I also enjoy doing things with my hands, like sculpting. When I was a child, my parents gave me art materials. That helped me discover my talent for art.”

What obstacles have you overcome?

“I have dyslexia and attention deficit disorder, so I struggled at school. I couldn’t read until I was 12 years old. School got easier for me when I realized that I learned best by seeing and by working with objects.”

What advice do you have for students?

“Let your interests and talents guide you. If you do what you like most, you will be successful. If you believe in yourself, you will find your talents. Even if you have no one to encourage you, you can encourage yourself.” **Artist**



Career Facts

Artist

Training

An artist must develop skill at an art form such as painting or sculpture. This takes years of study and practice.

Skills and Talents

Artists should have the ability to think of new ideas. They need talent for working with their hands.

Career Outlook

Jobs in the arts will grow at an average rate through 2012. Illustrators and animators will be in high demand.

Learn More About It

With a partner, select one of the career pathways in this career cluster. Find an adult who works in that career pathway. With your partner, write down several interview questions you would like to ask that person. Together, interview the person. Make sure that you and your partner each ask some questions. Write up your interview for a class presentation.

For help with this activity, visit ewow.glencoe.com/tips.



ewow.glencoe.com/tips

Chapter 3 Review and Activities



Go to ewow.glencoe.com to find online games and activities for Chapter 3.

Key Term Review

career cluster (p. 55)	marketing (p. 62)
business (p. 57)	engineering (p. 62)
management (p. 57)	research (p. 64)
training (p. 57)	Internet (p. 67)
finance (p. 57)	informational interview (p. 69)
health science (p. 59)	job shadowing (p. 69)
hospitality and tourism (p. 59)	part-time job (p. 72)
information technology (p. 60)	cooperative education (p. 72)
manufacturing (p. 61)	service learning (p. 72)

Check Your Understanding

1. Define *career cluster*. Explain why learning about career clusters can help you make a career decision.
2. List the eight categories of questions that you should ask when you do career research.
3. Describe how to find career information in books and on the Internet.
4. In your own words, define *informational interview* and *job shadowing*.
5. Name three ways to gain work experience.

Write About It

6. **Write a Job-Shadowing Letter** Choose a job that interests you. Look in your local yellow pages for a company that hires workers in that job. Write a letter asking to set up a half day of job shadowing. Address your letter to the human resources department of the company. Use the letter in **Figure 3.1** as a guide.



Role Play

- 7. Practice an Informational Interview** Practice doing an informational interview with a partner. Pick an occupation you would like to research. Make a list of ten questions to ask a worker in that occupation. Then interview a partner, who should play the role of the worker. Switch roles.

Teamwork Challenge

- 8. Visit a Workplace** Find a local company or nonprofit organization in a career cluster that interests you. Arrange a visit with the help of a teacher. Find out what the company or organization does. Create a presentation for the class.

Computer Lab



Use a Search Engine Visit the Web site of a search engine such as Google. In the search field, type in the word *careers* plus a word that describes one of your interests. For example, you could type in *careers sports* or *careers marketing*. Click on several search results. Make a list of ten careers related to your interest.

Personal Career Portfolio

Do a Career Critique Write profiles for two occupations that interest you. Make a chart for each occupation. List the eight categories of questions that you should ask when you do career research. Under the name of each category, write one or two sentences that summarize the information in that category. For example, under *Work Hours* one answer might be, “Work hours are usually eight hours a day, 9:00 a.m. to 5:00 p.m.”

Go to ewow.glencoe.com/portfolio for help.

