

Welcome to *Entering the World of Work!*

What do you enjoy? What do you do well? What do you want to do with your life? This book will help you answer these questions.

Getting to Know You

You will learn more about yourself. You will learn to make smart decisions and choose the right career for you.

Finding the Right Job

You will learn how to find and get the job you want. You will learn how to be a valuable employee. You will improve skills that will move you ahead in your career.

Developing Skills for Everyday Living

You will learn everyday skills related to working. You will learn what you need to live on your own.

Getting Ready for the Future

The world of work offers you many opportunities. Use your abilities to their fullest. Your entry into the world of work will be easier and more successful.



Previewing Your Textbook

Understanding the Text Structure

Your textbook has been organized to help you learn about the skills you will need to enter the world of work. Before you start reading, follow this road map to help you understand what you will encounter in the pages of this textbook.

Units help you focus on big ideas.

Unit Preview presents the main ideas.

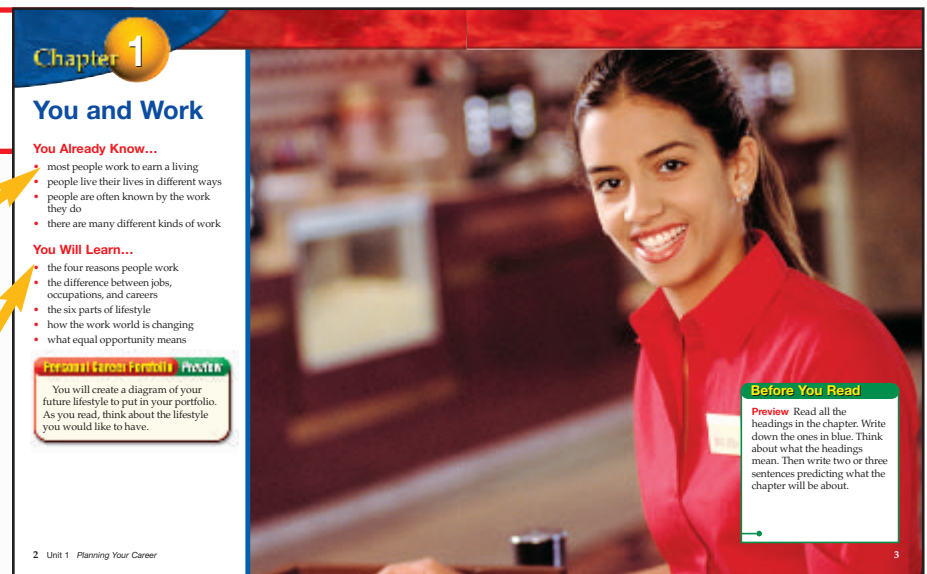
Reading Preview lists the chapter titles along with section headings to guide your learning.



Chapters help you focus on particular areas of learning.

You Already Know helps you recall knowledge you have about the chapter topics.

You Will Learn lists the knowledge you will master after you study the chapter.



Previewing Your Textbook

The Section Opener

Each chapter is divided into two sections. The section opener helps you understand concepts.

Sections introduce specific skills and knowledge.

Key Terms is a list of important vocabulary terms. The Key Terms are also in boldface type as they are introduced with the text and are accompanied by clear definitions.

Section 1.1

Why Work Matters

Ready, Set, Read

Key Terms

work
job
occupation
career
identity
lifestyle
leisure

Main Idea

Your lifestyle has six parts. Work will probably be the most important part of your lifestyle.

Thought Organizer

Copy the chart below. As you read, write one part of lifestyle in each blank oval.

Work Is Any Useful Activity

All your life you have heard about work. But what is work exactly? **Work** is any useful activity. Raking leaves is work. Delivering newspapers is work. Taking care of children is work. Can you think of more examples of work?

While You Read

Question Why do people work?

People Work for Four Reasons

Why do people work? There are four main reasons to work:

- to earn money
- to be around other people
- to help others
- to feel good about yourself

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Main Idea briefly states the section's meaning and purpose.

Thought Organizer is a tool to help you organize what you learn.

Using Reading Strategies

Entering the World of Work contains reading strategies that help you learn the information in each chapter.

The **Before You Read** feature helps prepare you to learn by previewing information, setting a purpose for your learning, or by drawing from your own background knowledge.

Before You Read

Preview Read all the headings in the chapter. Write down the ones in blue. Think about what the headings mean. Then write two or three sentences predicting what the chapter will be about.

The **While You Read** feature appears throughout the chapter and is designed to help you question, connect, or visualize information.

While You Read

Connect Do you prefer to be alone or around others?

Focus on the Features

The features in each chapter provide special insights into career topics and challenge your creativity and imagination.

Point of View



Learning Customer Service

Stacy Mignon just started her first full-time job. “I’m a customer service trainee at Kiddy Toys in Memphis. I’m learning to handle calls from customers.”

Stacy likes to work with people. She thought doing customer service would be easy. “But there’s nothing easy about customer service!” she says. “Dealing with customers’ complaints is very hard work.”

Stacy has learned a lot about customer service at her job. “I’ve learned that you have to be flexible too and have great people skills to give good customer service,” she says. “Once a customer was missing a part for a model train. We were out of that part, but I found a similar part in the supply room. We sent it to him. That solved the problem and made everybody happy.”

It's Your Turn Getting along with others is an important skill. Think of a situation in the past where you showed skill at getting along with others. What was the situation? How did you show your skill?

For help completing this activity, visit ewow.glencoe.com/tips and the Chapter 1 Point of View feature.

The **Point of View** feature presents the experiences of young people beginning their careers along with their tips for success.

Real-World Connection

Handling Criticism

Everyone receives some criticism at work. *Criticism* is a comment about something you could do better. Criticism might hurt your feelings. But it is helpful. If your boss gives you criticism, listen well. You may get criticism from coworkers and customers. It is important to listen to this criticism, too. If you do not understand what they are saying, ask. Ask for suggestions on how you could do your job better.

People sometimes give criticism in an angry way. Do not take this personally. It does not mean you are a bad worker.

Take the Next Step Helpful criticism is called *constructive criticism*. Less helpful criticism is called *destructive criticism*. Research the two types of criticism on the Internet. Explain the differences between them. Describe how to give criticism.

Doing this activity, go to ewow.glencoe.com/tips and find the Smart Tip for the Chapter 1 Real-World Connection feature.

Making Good Choices

Using E-Mail at Work

You work in the billing department of a large insurance company. Every day you read and write many business e-mails. You also write a few messages to friends and family. Your company allows workers to spend a little time using e-mail for personal reasons. Your coworker Farad, however, spends two hours a day e-mailing friends. Farad sometimes talks behind at work and asks you for help. If you do not help, your boss will find out that he is not working hard. You do not want to keep helping Farad, but you do not want him to be fired.

You Make the Call What options do you have in this situation? Which one would you choose?

For help in answering this question, visit ewow.glencoe.com/tips and select the Smart Tip for the Chapter 1 Making Good Choices feature.

The **Making Good Choices** feature lets you look at the ethical challenges and choices workers face.

The **Real-World Connection** feature helps build the communication skills needed on the job.

Reviewing What You've Learned

Entering the World of Work guides you to review and reinforce your learning at each step.

Chapter 1 Review and Activities

Glencoe Online
Test your knowledge with the online games and activities at www.glencoe.com.

Key Term Review

work (p. 4)	team (p. 16)
job (p. 6)	diverse (p. 16)
occupation (p. 7)	flexibility (p. 18)
career (p. 7)	technology (p. 18)
identity (p. 7)	equal opportunity (p. 19)
lifestyle (p. 8)	disability (p. 20)
leisure (p. 9)	job accommodations (p. 21)
service industry (p. 15)	

Check Your Understanding

1. Explain why people work.
2. Describe the difference between a job, an occupation, and a career.
3. List the six parts of lifestyle.
4. Explain how the work world is changing.
5. Define equal opportunity. Give an example.

Write About It

6. **Work and Identity** Work will be a large part of your identity. Do you like the idea of being identified by the work you do? Would you like people to think of your occupation when they think of you? Why or why not?

Role Play

7. **Talk About Why You Work** Imagine yourself in the future. You have a job that you like. A reporter from a local television station is interviewing you. The reporter wants to know, "why do you work?" Why do you do your job? Why do you like it? Give as many reasons as you can.

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Each **Chapter Review** is designed to help you recall, use, and expand on the concepts presented in the chapter.

The **Unit Review** provides a summary of the ideas presented in each chapter along with questions to help you recall what you learned in each chapter.

Unit 1 Review

Chapter Summaries

Chapter 1 You and Work
People work to earn money, feel good about themselves, help others, and be around other people. Work will probably be the most important part of your lifestyle. Teamwork, technology, and diversity are important in the world of work.

Chapter 2 Understanding Yourself
You need to understand yourself before you can choose a career. You need to know your values, interests, skills, talents, personality, and learning styles. Your work should give you a positive self-image and high self-esteem.

Chapter 3 Exploring Careers
There are thousands of careers in the 16 career clusters. You can read about careers in books and on the Internet. You can talk to people about their jobs. You can gain experience through volunteer work and part-time jobs.

Chapter 4 Your Training and Education
Different jobs require different amounts of preparation. Some jobs have on-the-job training. On-the-job training can last from a week to several years. Some jobs require postsecondary education at a college or technical school.

Chapter 5 Making a Career Plan
You use the career decision-making process to make a career decision. Then you make a career plan. First you set a career goal. Then you set long-term goals, medium-term goals, and short-term goals.

Career

The **Section Review** helps you to recall and retell the most important ideas in the section and then helps you to think critically about one of these ideas.

Section 1.2 Review

Check your answers online by visiting www.glencoe.com/review and selecting the Section 1.2 Review.

After You Read

Recall

1. Using your own words, define goods and services. Give two examples of each.
2. Reread the paragraphs on job accommodations on page 21. Give an example of how an employer could accommodate a job applicant with a vision impairment.

Think Critically

3. Reread the paragraphs on teamwork on page 16. List four skills that good team workers have. Explain whether you have these skills.

Math Practice

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

Pricing Services

You want to hire a painter to paint your living room. The painter gives you two options. She can do the entire job for a flat rate of \$350.00, or she can charge you \$35.00 per hour, plus \$20.00 for each gallon of paint. The work will take at least eight hours and will use four gallons of paint. Which option is cheaper?

Step 1 Calculate the cost of labor for Option 2.
 $\$35 \times 8 = \280

Step 2 Calculate the cost of paint for Option 2. Add the two numbers.
 $\$20 \times 4 = \$80 + \$280 = \360

Result Option 1 will save you at least \$10.00.

Figure It Out

A carpet cleaner gives you two options. He can clean all your carpet for \$199.00, or he can charge you \$0.50 per square foot of carpet. Your home has 320 square feet of carpet. Which option is cheaper?

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Math Practice shows you the steps to solve a math problem about work or life skills and then asks you to figure out a problem on your own.