

# Student Activities



## Lesson One

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# Making Money



## assess your personal interests, abilities and career goals.

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**based on your personal situation, answer the following questions:**

**1:** What topics of study do or did you enjoy most at school?

**2:** What skills do you do well? What do you feel to be your most distinguishing skill or area of specialty?

**3:** What are your interests away from school or work?

**4:** Describe a situation in which you helped organise the work of others.

**5:** Describe a situation in which you worked with a team to achieve a goal.

**6:** Describe the kind of job you might like.

**based on your answers to the above items, describe two or three jobs that meet your criteria:**

**A.**

**B.**

**C.**



# evaluating the current employment market

Select two career areas that interest you. Using library information, the internet, and interviews with others, obtain answers to the following questions:

**career 1**

**career 2**

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**1.** What are the general activities and duties of this job?

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**2.** What are the physical surroundings, work hours, and mental and physical demands of this type of work?

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**3.** What training and educational background is needed for this area of employment?

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**4.** Will these career areas be in demand in the future?

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**5.** What are the starting and advanced salaries for this industry?

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**6.** What makes these careers attractive to you?



## creating a resumé

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A resumé is a personal data sheet commonly used to apply for a job. It lists your skills and experience so that future employers can see what you have already done and whether your experience meets the job's requirements. Fill out the following categories to assist you in preparing your resume.

### **education**

degree/courses completed, school, location, areas of study, dates

### **work experience**

title, organisation, dates, responsibilities

### **other experience** (*volunteer work, school, and community activities*)

title, organisation, dates, responsibilities

### **honours/awards**

title, organisation, dates



## lesson one quiz: making money

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### true-false

1. \_\_\_\_ The career planning process starts with assessing your personal interests, abilities, and goals.
2. \_\_\_\_ Interviewing is the final phase of the career planning process.
3. \_\_\_\_ Travel costs to work are considered to be “hidden” job costs.
4. \_\_\_\_ Worker’s compensation is a common employee benefit received by most workers.
5. \_\_\_\_ Gross pay results from deducting various deductions from your earnings.

### multiple choice

6. \_\_\_\_ The first phase of the career planning process is to:
  - A. identify specific job opportunities.
  - B. interview for available positions.
  - C. assess personal interests and abilities.
  - D. apply for employment positions.
7. \_\_\_\_ After applying for an available position, the next step usually involves:
  - A. interviewing.
  - B. obtaining training for necessary skills.
  - C. comparing employee benefits.
  - D. preparing a personal data sheet (resumé).
8. \_\_\_\_ A hidden cost of a job might involve:
  - A. gross pay.
  - B. uniform fees.
  - C. employee discounts.
  - D. retirement benefits.
9. \_\_\_\_ Which of the following employee benefits would a working parent find most useful?
  - A. employee share options
  - B. superannuation
  - C. social security benefits
  - D. parental leave

### case application

Sue Smith has worked for nine years in retail sales. She is considering going back to study to change career fields. What factors should be considered before making this decision?