

### 13.1.5 Career Awareness and Preparation

- \_\_\_\_\_ I can describe how my interests and skills will help me to choose a career. **(A)**
- \_\_\_\_\_ I can explain the difference between traditional and non-traditional careers. **(A, B)**
- \_\_\_\_\_ I have interviewed a person in a non-traditional career. **(C)**
- \_\_\_\_\_ I can list five (5) different types of career training programs. **(D)**
- \_\_\_\_\_ I have made a list of what is important to me in a career—working conditions, work schedule, salary, benefits, location etc. **(E)**
- \_\_\_\_\_ I have interviewed three (3) adults to find out why they chose their careers and then reported their career stories. **(F)**
- \_\_\_\_\_ I have started to collect items for my career portfolio. **(G)**
- \_\_\_\_\_ I have made a list of my skills and interests and have begun to match them to careers. **(H)**

### 13.2.5 Career Acquisition

- \_\_\_\_\_ I am polite when talking with others and use proper English speaking skills. **(A)**
- \_\_\_\_\_ I have read an ad for a job both on the Internet and in a newspaper. **(B)**
- \_\_\_\_\_ I can state the difference between a personal and a business letter. **(C)**
- \_\_\_\_\_ I have written a letter to a business person. **(C)**
- \_\_\_\_\_ I have updated my career portfolio, including awards, special projects, and school work. **(D)**
- \_\_\_\_\_ I can give five (5) examples of good work habits that I demonstrate (Examples of good work habits are dependability, communication, initiative, time management, teamwork, and technical literacy). **(E)**

### 13.3.5 Career Retention and Advancement

- \_\_\_\_\_ I can describe five (5) attitudes and work habits that are important both at school and at home. **(A)**
- \_\_\_\_\_ I can describe a team and how the team members work together to achieve a goal. **(B)**
- \_\_\_\_\_ I have learned to accept others’ opinions even when I don’t agree with them. **(C)**
- \_\_\_\_\_ I can describe a budget and why it is necessary. **(D)**
- \_\_\_\_\_ I can define the following terms: gross pay, taxes, net pay, savings, expenses, contributions. **(D)**
- \_\_\_\_\_ I can describe my schedule both at school and at home. **(E)**
- \_\_\_\_\_ I can give an example of how a person’s career changes (promotions, transfers, etc.) and why it’s important to keep learning. **(F, G)**

### 13.4.5 Entrepreneurship

- \_\_\_\_\_ I can explain the term entrepreneurship. **(A)**
- \_\_\_\_\_ I have interviewed an entrepreneur to learn the good and bad aspects of his/her business. **(B)**
- \_\_\_\_\_ I have interviewed or researched an entrepreneur to learn about his/her work skills. **(B)**
- \_\_\_\_\_ I have interviewed or researched a business to find out how their goods or services are sold. **(C)**