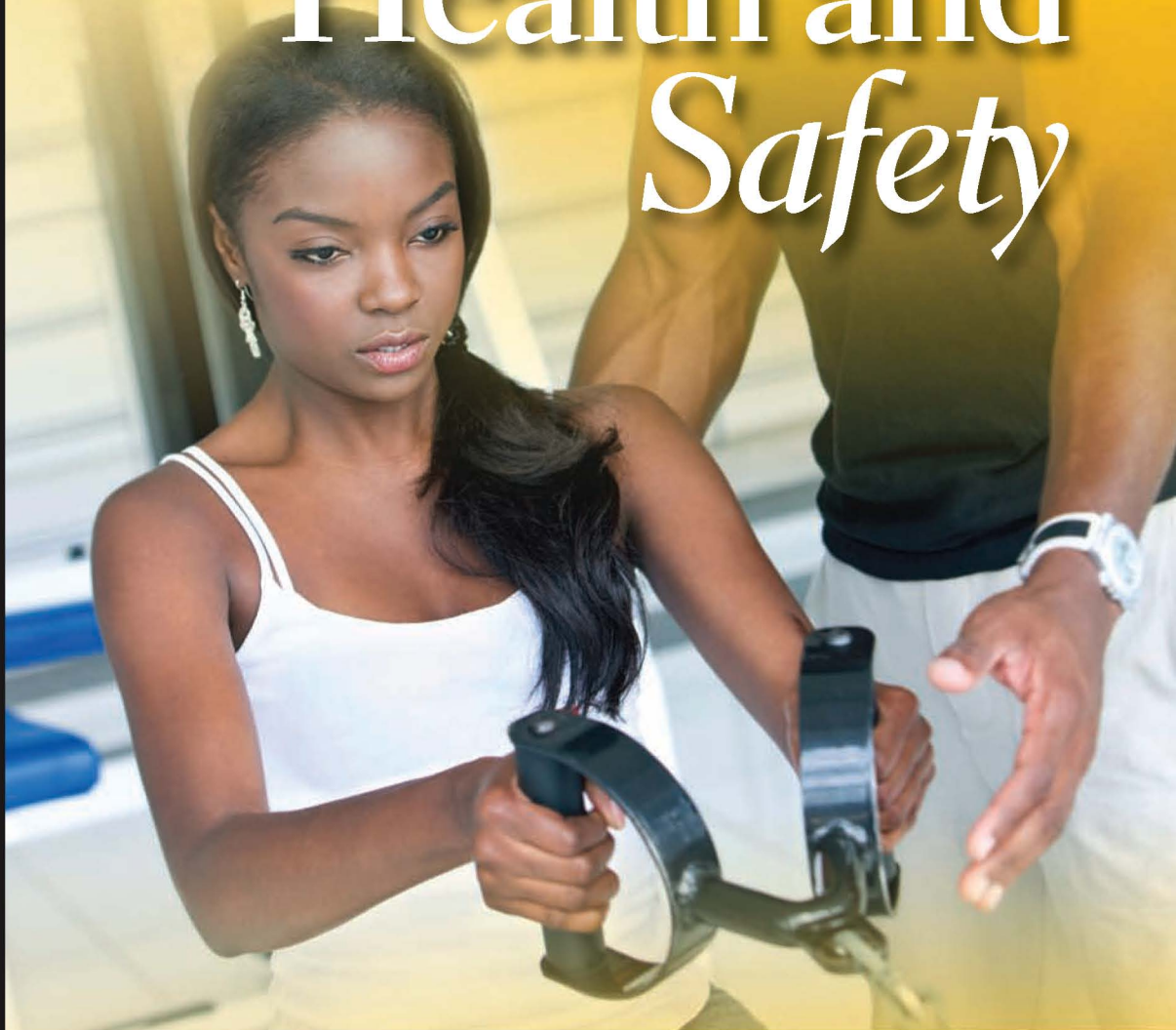


# Health and *Safety*



Prevention: The Best Cure  
Getting Medical Attention  
Handling Health Problems  
Avoiding Health Hazards

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## PREVIEW | Prevention: The Best Cure

- How much do you already know about the material in this unit? Circle letters or words to correctly complete the sentences. Answers are upside down at the bottom of the page.

1. *Hygiene* has to do with habits of ( nutrition / cleanliness ).
2. The *Food Pyramid* is a type of ( supermarket display / dietary guide ).
3. When you're cooking, keep pot handles turned toward the ( front / back ) of the stove.
4. Aerobic exercise increases the body's ability to ( use oxygen / bear heavy weight ).
5. It's best to exercise ( occasionally / regularly ).
6. Bone-building calcium can be found in ( milk / peaches ).
7. Experts recommend exercising
  - a. once a week.
  - b. three to seven times a week.
  - c. two to three times a month.
8. To have healthy hair, you should **not**
  - a. lend or borrow hats.
  - b. use shampoo.
  - c. brush your hair.
9. The largest portion of your daily diet should come from the food group containing
  - a. sweets.
  - b. protein.
  - c. grains.
10. To put out a grease fire in the kitchen, use
  - a. water.
  - b. baking soda.
  - c. coffee.

Answers: 1. cleanliness 2. dietary guide 3. back 4. use oxygen 5. regularly 6. milk 7. b 8. a 9. c 10. b

## LESSON

# 1 Physical Fitness

Think about the challenges your body faced today. Did you run to the bus stop? Did you carry a heavy backpack? Did you play a sport? Your body's ability to meet daily demands is called *physical fitness*. Regular exercise is a key to physical fitness. It helps you stay healthy and look and feel your best.

*Aerobic* exercises strengthen your heart. During aerobic exercise, you breathe in more oxygen (air) and your body uses it in an effective way. Swimming, biking, and running are some examples of aerobic exercises. Although lifting weights builds muscle strength, it is not an aerobic activity. Aerobic exercise makes your heart beat faster. It pumps more blood to your muscles and provides them with more oxygen. Aerobic power helps you do hard, physical work. How much aerobic exercise is enough? Mayo Clinic says at least 30 minutes of daily aerobic activity can help you live a longer and healthier life.

Exercise is a *must* for good health—but be sure to exercise safely. Warm up first to loosen up your muscles

before you put them to work. Stretch before exercising to reduce chances of injury. After your activity, make sure to give your muscles time to cool down and relax.



Most people who exercise regularly say they couldn't get along without it! Scientists have found that the body releases special chemicals during exercise. These chemicals, called *endorphins*, create a sense of well-being and reduce feelings of stress.

Exercise helps you maintain proper weight by burning calories (units of food energy). The chart below shows how many calories are burned by different exercises. The numbers on the chart relate to someone who weighs 150 pounds. Calories are used at different rates, depending on a person's weight. If you weigh 75 pounds, you will use up half as many calories as a 150-pound person doing the same exercise for the same amount of time.

FOOD	CALORIES	MINUTES WALKING (4 MPH)	MINUTES OF HIGH-IMPACT AEROBICS	MINUTES JOGGING (5.2 MPH)
Chocolate chip muffin	364	67	44	34
1/4-lb. cheeseburger w/ bun	552	103	66	51
Pizza, meat & veggie, thick crust, one slice	233	43	28	22

The above calorie counts are from <http://www.myfoodapedia.gov>. Calorie burn times calculated at [http://www.healthdiscovery.net/links/calculators/calorie\\_calculator.htm](http://www.healthdiscovery.net/links/calculators/calorie_calculator.htm).

■ **Thinking It Over**

1. Physical fitness is your
  - a. body’s ability to perform daily activities.
  - b. skill level at a certain sport.
  - c. appearance in stylish clothing.
2. One key to physical fitness is
  - a. studying very hard.
  - b. exercising regularly.
  - c. eating a lot of calories.
3. Aerobic exercise builds
  - a. good study skills.
  - b. a healthy heart.
  - c. layers of fat.
4. Aerobic exercise provides muscles with more
  - a. calories.
  - b. flexibility.
  - c. oxygen.

■ **Key Vocabulary**

1. Exercise that causes you to breathe in more air and use it better is called \_\_\_\_\_.
2. *Endorphins* are chemicals that can reduce feelings of \_\_\_\_\_.
3. Food energy is measured in units called \_\_\_\_\_.

■ **Everyday Math**

Hector runs to school 5 days a week. It takes him 15 minutes to

get there. (He rides the bus home.) He also swims laps in the community pool for 30 minutes every Saturday. According to Mayo Clinic’s recommendation, does Hector get enough aerobic activity each week?

---

■ **Comparing**

1. Which activity provides aerobic exercise—weight-lifting or running?  
\_\_\_\_\_
2. Which type of exercise is more vigorous—riding a bike less than 10 mile per hour or swimming?  
\_\_\_\_\_
3. Which activity could be called aerobic—lying down for a nap or taking a walk?  
\_\_\_\_\_

■ **On Your Own**

Most people walk somewhere during a usual day’s activities. How could you make walking more aerobic?

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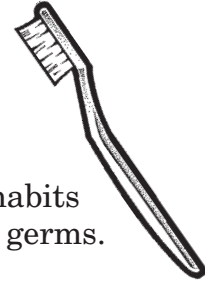
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**LESSON**

# 2 Hygiene



People look and feel better when they are clean. Good hygiene habits can put you on the road to good health and help protect you from germs. Evaluate your own hygiene by answering the questions below.

<b>GERM-GUARDS:</b> Do you . . .		YES	NO		YES	NO
• regularly shower or bathe?		<input type="checkbox"/>	<input type="checkbox"/>	• brush both the outside and inside surfaces of your teeth?	<input type="checkbox"/>	<input type="checkbox"/>
• wash your hands often with soap and water?		<input type="checkbox"/>	<input type="checkbox"/>	• brush your tongue to remove germs that can cause bad breath?	<input type="checkbox"/>	<input type="checkbox"/>
• wash the front and backs of your hands and between your fingers and thumbs?		<input type="checkbox"/>	<input type="checkbox"/>	• rinse your mouth well with water or mouthwash after brushing?	<input type="checkbox"/>	<input type="checkbox"/>
• wash your hands long enough (to sing the Happy Birthday song twice)?		<input type="checkbox"/>	<input type="checkbox"/>	• use dental floss at least once a day?	<input type="checkbox"/>	<input type="checkbox"/>
• dry your hands with a clean towel after washing?		<input type="checkbox"/>	<input type="checkbox"/>	• have regular dental check-ups?	<input type="checkbox"/>	<input type="checkbox"/>
• cover your nose with a tissue whenever you sneeze, or sneeze into your upper sleeve?		<input type="checkbox"/>	<input type="checkbox"/>	• eat a well-balanced diet?	<input type="checkbox"/>	<input type="checkbox"/>
• cover your cough with a tissue or the back of your hand?		<input type="checkbox"/>	<input type="checkbox"/>	• avoid sugary food?	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEALTHY HAIR:</b> Do you . . .				<b>ACNE ANNIHILATORS:</b> Do you . . .		
• wash your hair regularly?		<input type="checkbox"/>	<input type="checkbox"/>	• drink plenty of water (at least eight glasses a day)?	<input type="checkbox"/>	<input type="checkbox"/>
• use an antidandruff shampoo if you have a flaky scalp?		<input type="checkbox"/>	<input type="checkbox"/>	• wash your face at least twice a day (morning and night)?	<input type="checkbox"/>	<input type="checkbox"/>
• follow the directions on your shampoo bottle?		<input type="checkbox"/>	<input type="checkbox"/>	• wash your face after physical workouts?	<input type="checkbox"/>	<input type="checkbox"/>
• regularly clean your combs, brushes, and pillowcases?		<input type="checkbox"/>	<input type="checkbox"/>	• know your own skin type (dry, oily, or combination) and use skin products that are right for you?	<input type="checkbox"/>	<input type="checkbox"/>
• wear only your own hats and use only your own combs and brushes?		<input type="checkbox"/>	<input type="checkbox"/>	• keep your hair clean and off your face?	<input type="checkbox"/>	<input type="checkbox"/>
<b>DENTAL DEFENSE:</b> Do you . . .				• avoid squeezing pimples?	<input type="checkbox"/>	<input type="checkbox"/>
• clean your teeth after eating?		<input type="checkbox"/>	<input type="checkbox"/>	• consult a dermatologist about severe skin problems?	<input type="checkbox"/>	<input type="checkbox"/>

How many questions did you answer with a *yes*? Your *yes* answers point to good hygiene habits.



■ **Thinking It Over:** Write **T** for *true* or **F** for *false*.

1. \_\_\_\_ Good hair hygiene means using only your own combs and brushes.
  2. \_\_\_\_ Trading hats with friends may seem fun but it is not a healthful practice.
  3. \_\_\_\_ The only time to see a dentist is when you have a toothache.
  4. \_\_\_\_ The best way to get rid of a pimple is to squeeze it.
  5. \_\_\_\_ Drinking lots of water may help cure your acne.
4. To *annihilate* something means to
    - a. purchase it.
    - b. get rid of it.
    - c. wear it often.
  5. A *dermatologist* is a
    - a. hair stylist.
    - b. dental surgeon.
    - c. skin specialist.

■ **Key Vocabulary**

1. *Hygiene* has to do with your
  - a. habits of cleanliness.
  - b. eating habits.
  - c. exercise routines.
2. If you have a flaky scalp, you have
  - a. acne.
  - b. dandruff.
  - c. hair loss.
3. If you have acne, you have
  - a. pimples.
  - b. dimples.
  - c. dandruff.

■ **Cause and Effect**

1. If you don't use a tissue when you sneeze, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
2. Tooth decay can result from \_\_\_\_\_  
\_\_\_\_\_.
3. Forgetting to brush your tongue can cause you to have \_\_\_\_\_  
\_\_\_\_\_.

■ **On Your Own**

What one hygiene practice do you think you should change? How might you improve your habits?

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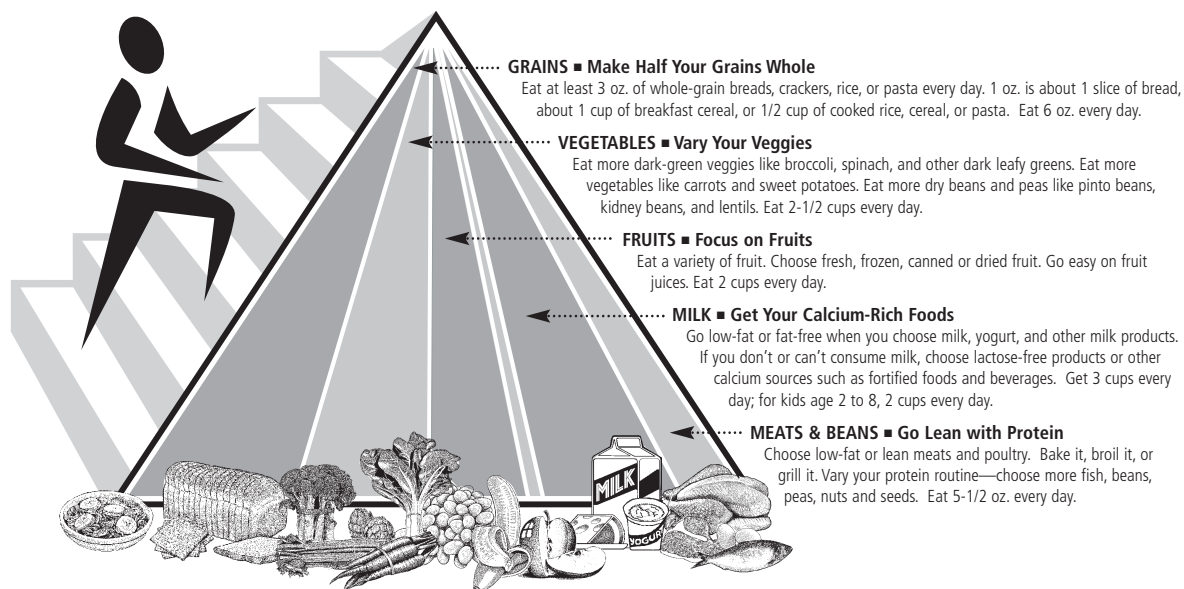
## LESSON

# 3 Nutrition

Eating nutritious, or healthful, foods is one important step you can take toward well-being. A balanced diet can help you feel fit and look good.

What is a “balanced” diet? To answer that question, the U.S. Department of Agriculture (USDA) developed the Food Pyramid. It recommends that people choose foods from the six major food groups. Notice that you should eat a greater daily amount from the groups in the *widest* sections of the pyramid. The foods in the *narrowest* sections should be eaten in the smallest amounts.

*Discretionary Calories* such as those from sweets, are not included in the pyramid because they are not considered *essentials*.



The U.S. Food and Drug Administration (FDA) requires that food companies live up to their claims. You can be sure of what you're getting when you see these words on product labels.

**free** (as in *sugar-free*): Product contains none, or almost none, of the ingredient.

**fresh** (as in *fresh* grapefruit juice): Product is raw and has not been heated or frozen.

**high** (as in *high* in fiber): Product provides 20 percent or more of the Daily Value (DV) of the nutrient per serving.

**light or lite** (as in *lite* cream cheese): Product must signal how it is improved relative to the traditional food. For example, it may contain one-third fewer calories, or one-half the fat or sodium in the regular product.

**good source of** (as in *good source of* calcium): A serving of the product provides 10 to 19 percent of the Daily Value of the nutrient named.



■ **Thinking It Over**

1. The Food Pyramid advises you to eat a *greater* daily amount from the
  - a. meats and beans group.
  - b. fruits group.
  - c. grains group.
2. The Food Pyramid recommends that you eat the *lesser* daily amount from the
  - a. milk group.
  - b. oils group.
  - c. vegetables group.
3. If you're looking for calcium, you'll find it in foods within the
  - a. grains group.
  - b. oils group.
  - c. milk group.
4. A *vegetarian* (person who chooses not to eat meat) can get necessary protein from
  - a. rice.
  - b. beans.
  - c. candy.

■ **Everyday Math**

For lunch, Diego ate a peanut butter sandwich (2 slices of bread, 2 tablespoons or 1 ounce of peanut butter).

1. How many ounces/ounce equivalents from the grains group did Diego's lunch provide?  
\_\_\_\_\_

2. How many ounces/ounce equivalents from the meats and beans group does Diego have left to consume for the day?  
\_\_\_\_\_

■ **Key Vocabulary:** Abbreviations

1. The abbreviation *USDA* stands for the \_\_\_\_\_.
2. In a recipe, the abbreviation *tbsp.* stands for \_\_\_\_\_.
3. The *FDA* is the \_\_\_\_\_.
4. The abbreviation for *Daily Value* is \_\_\_\_\_.

■ **Comparing**

1. Foods from the wider sections on the pyramid should be eaten ( more / less ) often than foods in the narrower sections.
2. You should eat ( more / less ) meat than vegetables.
3. Milk contains ( more / less ) calcium than bread.

■ **On Your Own**

Choose one group from the pyramid. List foods from that group that you ate or will eat today.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LESSON

## 4 Staying Safe at Home

What is the first thing you should buy to make your home safe? First take a guess, and then read on.

The answer is a rubber bath mat! More people are injured in the bathtub than in any other part of the house. A bath mat can prevent slips and falls. Home safety hint number one: Use a rubber bath mat!

This lesson will take you through Jake and Jen's house. These two really need some home safety hints! Most home accidents take place in the bathroom, in the kitchen, or on the stairs.

*Jake is tired and wants to take a bath. He'll listen to some tunes at the same time. He plugs in his radio next to the tub and hops in the water. Hey, Jake can't hear the music! He reaches out to turn up the sound. . . .*

Did you spot the trouble? Jake needs some safety hints:

- Never use hairdryers, radios (except shower radios), TVs, or any electrical appliances near water. Don't touch them when you're wet. Electricity and water don't mix. Together, they can kill!
- Check the water before you hop into the tub. You can get burned if the water is too hot.

Here are some more bathroom safety hints:

- Keep cleaning supplies and pills in a cupboard out of children's reach.
- Use childproof caps on pill bottles.

- Throw away pills that are old or are no longer used.

Now . . . on to the kitchen. See if you can spot danger there.

*Jen is busy cooking. A pot is on the stove with its handle facing her. Now Jen spills a cup of milk onto the floor. She leaves it for the cat to lap up later. Next Jen takes raw meat off the cutting board and puts it in a pan. Then she slices a pear on the same board.*

Jen's kitchen is full of safety hazards! She could use a few hints:

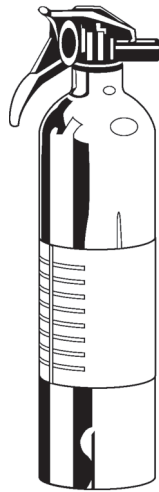
- First, turn all pot handles toward the back of the stove and away from other burners.

Never point them to the front. It is too easy to knock them off the stovetop. Other burners can make pot handles too hot to touch, too.

- Don't wait to wipe up spills. Someone might slip on them.
- Raw meat can carry germs. Thoroughly clean anything that raw meat touches before putting it away or using it for something else.

Here are some more kitchen hints:

- To unplug equipment, always pull on the plug, not on the cord.
- Don't use water on a grease fire. Instead, put the fire out with baking soda. To be extra safe, keep a fire extinguisher nearby.
- Childproof all cupboards. The kitchen is full of utensils and cleaners that are dangerous to children and pets.



# Job Search



Workplace Readiness  
Occupational Training  
Applying for a Job  
The Job Interview

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**PREVIEW | Workplace Readiness**

- How much do you already know about the material in this unit? Circle letters or words to correctly complete the sentences. Answers are upside down at the bottom of the page.

1. There are ( hundreds / thousands ) of different job possibilities for people in this country.
2. ( A history / An aptitude ) test can help you set an appropriate job goal.
3. Retail ( merchandise / services ) includes clothing, television, furniture, and other things sold in stores.
4. If you're interested in a job, find out what kind of education or ( preparation / category ) it requires.
5. Sometimes, ( uniforms / benefits ) can make up for a lower salary.
6. A ( flight attendant / firefighter ) works for the government.
7. You could train to be a police officer at
  - a. a union hall.
  - b. a police academy.
  - c. city hall.
8. A retail salesperson might sell
  - a. ideas.
  - b. shoes.
  - c. buildings.
9. A real estate salesperson sells
  - a. houses and land.
  - b. farm equipment.
  - c. social services.
10. The most education is required for
  - a. factory work.
  - b. professional jobs.
  - c. sales work.

Answers: 1. thousands 2. An aptitude 3. merchandise 4. preparation 5. benefits 6. firefighter 7. b 8. b 9. a 10. b

## LESSON

# 1 Aptitudes/Interests Inventory

In the world of work, there are *many* different job choices. What kind of work would suit you best? Which trade or profession will give you the most satisfaction? Which occupation best matches your skills and interests?

An aptitude test can help you figure that out. *Aptitude* means what you're good at, what your talents are. This test is not like a math or history exam. It's often given on a computer, with special software or on a special Web site. The questions are designed to discover your natural abilities and what kinds of activities most appeal to you.

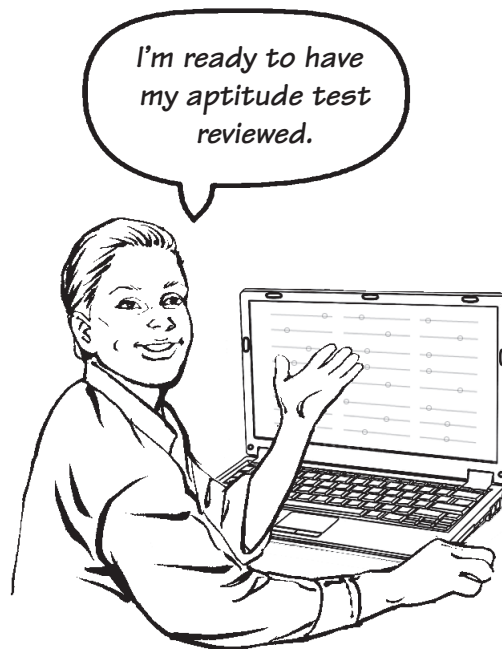
Here are some questions similar to those you might find on an aptitude test:

- DeShawn is shorter than Dan. Devon is shorter than DeShawn.

Who is tallest? \_\_\_\_\_

Who is shortest? \_\_\_\_\_

- What number comes next in this series: 1 1 2 3 5 ?  
a. 7    b. 10    c. 8    d. 9
- Lake* is to *puddle* as *wide* is to  
a. river            b. short  
c. narrow        d. tiny
- Which word is first alphabetically?  
a. bland    b. blame    c. bran
- Which would you prefer?  
a. working with people  
b. working with machines  
c. working outdoors
- Which would you most enjoy?  
a. talking on the phone



- making up riddles
- riding a horse

School guidance counselors give various kinds of aptitude tests too. Your counselor can interpret your answers to help you decide which choices you might make when preparing for employment.

At the library, there are also books of aptitude tests and explanations of how they work. If you want to, you can test yourself. Then you can match your test results with different job types and career categories.

Employment agencies can also help you evaluate your skills and work preferences.

No matter how you go about it, exploring your aptitudes is an important step in a job search.



■ **Thinking It Over**

1. Aptitude tests identify your
  - a. height, weight, and age.
  - b. abilities and talents.
  - c. altitude and attitude.
2. Aptitude tests are sometimes given on a
  - a. computer.
  - b. radio.
  - c. microphone.
3. School guidance counselors can
  - a. take the test for you.
  - b. help you understand your test results.
  - c. tell what your aptitudes are without talking to you or testing you.
4. Activities that *appeal* to you are
  - a. activities you like.
  - b. activities you don't like.
  - c. activities you know nothing about.

■ **Key Vocabulary:** Write a letter to match each **boldface** word with its meaning.

1. \_\_\_\_ **aptitudes**
2. \_\_\_\_ **interpret**
3. \_\_\_\_ **employment agency**
4. \_\_\_\_ **evaluate**
  - a. explain
  - b. natural talents
  - c. determine the worth of something
  - d. business that assists people in finding jobs

■ **Recalling Details:** Write **T** for *true* or **F** for *false*.

1. \_\_\_\_ Aptitude tests can be found in the library or on special Web sites.
2. \_\_\_\_ You can match results of a test to career categories.
3. \_\_\_\_ A math test is no different from an aptitude test.
4. \_\_\_\_ The number of professions and trades gets smaller every day.

■ **Everyday Math/Critical Thinking**

Students in a career class wanted to find out how many available jobs there are in their city. John read the classified section of the local newspaper and counted 218 different jobs listed. Lynn used the Internet and found 5,683 jobs in their area.

1. How many more did Lynn find than John? \_\_\_\_\_
2. Do you think Lynn had found all the possible jobs in their area? \_\_\_\_\_

■ **On Your Own**

Think about the activities that *interest* you most. Now think about things you're especially *good* at doing. How many of them are the same? (For example, you might be interested in being a lifeguard, but you're not a good swimmer. Or you might be interested in studying foreign languages and also be very good at speaking Spanish.) List the ones that you both *like* to do and *can* do well.

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## LESSON

## 2 Career Categories and Preparation

What type of career looks good to you? Knowing your aptitudes can be very helpful. What interests you most? What are you good at doing?

Listed below are some popular career categories.

**Sales** (computer industry salespeople sell hardware or software; real estate agents sell buildings or land; store clerks sell retail merchandise such as clothing or auto parts)

**Professional service** (teacher, nurse, social worker, lawyer)

**Construction work** (carpenter, sheet metal worker, electrician, mason, plumber)

**Factory work** (auto assembly, clothing manufacturing)

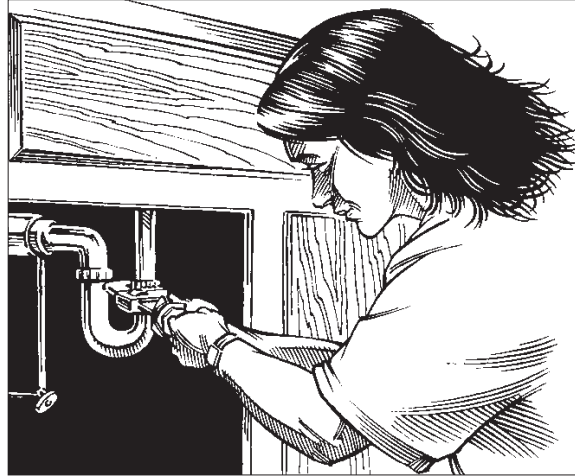
**Clerical work** (office or administrative assistant, court reporter, customer service representative)

**Government jobs** (firefighter, police officer, postal worker, urban planner)

**“Green” jobs** (sustainable farmer, solar power installer)

Of course, there are *many* more job categories and jobs than are listed here. Check out Web sites, like this one from the Bureau of Labor Statistics, that can help you match your interests with job ideas.

Suppose you’ve picked a job that matches your talents and interests. Now you need to find out what kind of education or preparation you need for



the job. For example, for certain sales jobs, you may not need anything more than a high school diploma.

But what if you want to be an electrician? You need to attend trade school or train as a union apprentice. (An *apprentice* is someone who learns from a person who is skilled and experienced in a certain job.)

Postal workers must earn a GED or high school diploma and pass an exam. Police officers must graduate from high school, take criminal justice classes at a community college, and then go to the police academy.

If you want to be a biologist or an air-traffic controller, you’ll need to go to college and earn a degree.

Sometimes the first career idea you have is not the right one for you. So you’ll want to explore several possibilities. But you’re off to a very good start if you stay in school and build your skills. Soon you’ll be looking forward to your first day on the job!

■ **Thinking It Over**

1. How many career choices are there?
  - a. ten
  - b. one hundred
  - c. thousands
2. *Retail merchandise* is
  - a. products sold in stores.
  - b. items sold to dealers.
  - c. schools and vacant lots for sale.
3. Real estate agents sell
  - a. clothing.
  - b. buildings and land.
  - c. computer services.
4. To be a police officer, you'd need to
  - a. enroll in a police academy.
  - b. get a master's degree.
  - c. attend a trade school.
5. A professional service career might be
  - a. painting houses.
  - b. selling lumber and building materials.
  - c. teaching or nursing.

■ **Recalling Main Ideas:** Write **T** for *true* or **F** for *false*.

1. \_\_\_\_ If you prepare for something, you get ready for it.
2. \_\_\_\_ Many jobs require special education or training.
3. \_\_\_\_ Once you choose a career, you cannot change your mind.
4. \_\_\_\_ It's best if you have an aptitude for the career you select.

■ **Key Vocabulary**

1. An *apprentice* is someone who works with and learns from \_\_\_\_\_  
\_\_\_\_\_.
2. *Merchandise* means \_\_\_\_\_  
\_\_\_\_\_.
3. *Clerical work* is usually done in \_\_\_\_\_  
\_\_\_\_\_.

■ **Categories**

1. Name three career categories:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. List four kinds of workers needed to build a home.  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

■ **Everyday Math**

Alejandro needs a car to drive to the police training academy. The used car he wants sells for \$6,700. Alejandro's Uncle Theo will loan him the money. He said that Alejandro could pay him back after he starts working as a police officer. Suppose Alejandro pays Uncle Theo an equal amount every month for two years. How much will each monthly payment be? \$\_\_\_\_\_

■ **On Your Own**

Name two jobs you like that are *not* mentioned in this lesson.  
\_\_\_\_\_

## LESSON

### 3 Salaries and Job Benefits

What should you think about when you're considering a job? Two things are extremely important: the salary and the job benefits. Your *salary* is the money your employer pays you for your work. *Job benefits* are another form of payment. They include things such as paid vacations, sick leave, and health insurance. Others might be the use of a company car, company stock, or discounts on the company's products. After working many years, you may receive a pension from your employer. This is an income to live on after you retire.

Health insurance is very expensive to purchase on your own. Many people can't afford it at all. What happens if they have an accident or illness? They must pay for all of their doctor's visits, lab tests, hospital stays, and medications. That's why health insurance is such an important job benefit. You might accept a lower salary rather than take a job where health care insurance is *not* provided. This benefit could well save you thousands of dollars.

Remember to take a look at the *whole* job package. First, figure out how much money you will need each month for your housing, food, transportation, insurance, and other basic expenses. This amount is your *cost of living*. Then, look at how much income you'll have from your job *and* what benefits are included.



When Jessica graduated from high school, she was offered a job in the office of a large automobile repair shop. She knew she would learn a lot there. There would be a variety of job duties, and she liked the people she met at her interview.

But Jessica had also taken the required test to get a job at the post office. She was surprised when she compared the two salaries and job benefits. The salaries would be nearly the same, but the post office offered much better benefits.

Jessica's older brother is a car salesman. He earns a commission, or percentage of each sale he makes. Since Jessica's brother is a good salesman, his commissions are usually high. But he doesn't have paid vacations, sick leave, or company-paid health insurance.

Security is important to Jessica. She'd rather have good benefits and a fixed income she can count on to cover her cost of living. After thinking it over, she decides that the post office job would be the best choice for her.

■ **Thinking It Over:** Write **T** for *true* or **F** for *false*.

1. \_\_\_\_ A job benefit is something a company offers its employees besides a salary.
2. \_\_\_\_ A sales commission is always the same, month after month.
3. \_\_\_\_ Some companies pay for employees' health insurance.
4. \_\_\_\_ It's always better to take the job with the highest salary.

■ **Key Vocabulary**

1. A *salary* is money an employer pays you for your
  - a. benefits.
  - b. work.
  - c. insurance.
2. A *pension* is
  - a. income to use when you retire.
  - b. a place for criminals.
  - c. a small commission.
3. An *hourly wage* is
  - a. always 8 dollars.
  - b. a certain rate of pay for each hour worked.
  - c. equal to health insurance.
4. A *commission* is
  - a. a percentage paid for sales or services.
  - b. an old church.
  - c. the same thing as a pension.

■ **Cause and Effect**

1. Suppose you take a job with no health insurance. If you get in an accident or become ill, you will have to \_\_\_\_\_.
2. Suppose you are working on a sales commission and you don't sell anything. Your commission will be \_\_\_\_\_.
3. If your company has a pension plan, you will have \_\_\_\_\_.

■ **Everyday Math**

1. Janelle works for Gary's Gutters. She earns \$12 an hour for an 8-hour shift. There are no job benefits. Janelle's friend works at Ace Roofing. He earns \$10.50 an hour for an 8-hour shift, and the company pays for benefits worth about \$300 a month. What is Janelle's salary for working a 5-day week?      \$\_\_\_\_\_
2. What is her friend's salary for working a 5-day week?      \$\_\_\_\_\_
3. Which employer offers the best job package?  
\_\_\_\_\_

■ **On Your Own**

List three expenses that make up your cost of living (example: gas for car).  
\_\_\_\_\_  
\_\_\_\_\_

## LESSON

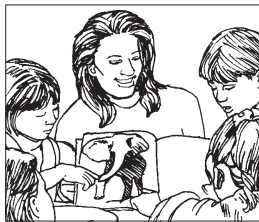
## 4 Short-Term and Long-Term Goals

Some jobs don't really lead anywhere. They pay your bills, but they aren't the first step on a *career path*. Other jobs are much more challenging. They offer lots of opportunity to learn so you can move up in the world.



Shane has a job that he enjoys most of the time. He's a cab driver. He knows his job will never change much—no matter how many years he does it. In ten years, he'll still be driving people home from the bus station and taking tourists to restaurants. He'll still be driving senior citizens to the market. But he doesn't mind. He likes driving and meeting people.

Shane's goal is simply to make a living. He isn't eager to learn new things or develop new skills. He earns a salary and tips, but he won't be able to advance. He isn't moving toward a higher paid position that has more interesting responsibilities.



Erin just loves working with young children. She gets a job working as an assistant at a big preschool. For four hours a day, she helps the teacher. In the afternoons, she goes to college. One night a week, she also takes a night class. Her long-term goal is to be a kindergarten teacher. Erin knows that it will take a lot of time and patience to achieve her goal. But she is steadily gaining both education and

experience. For now, she enjoys planning for the future. One day, she may even teach other people how to work with children. So Erin's current job is an important step toward her long-term goal. She looks forward to working her way up in the world.



Even as a child, P.J. was fascinated by the restaurant business. Whenever he got a chance, he liked to taste different dishes and see what was going on in the kitchen.

When he graduated from high school, his short-term goal was to earn enough money to move out on his own. So he got a job as a waiter in a small, medium-priced restaurant. After six months, he became a waiter in a nicer restaurant. He also started to attend cooking school at the nearby community college. Now his long-term goal is to become a master chef. (A master chef creates the restaurant's menu and supervises everything that has to do with cooking and presenting the food. He or she has strong skills and can create wonderful dishes of many kinds.) P.J. is enjoying the whole restaurant scene. For now, he watches, listens, and learns while he earns.