Unit Portfolio Project Preview

Fill Out a Job Application

In this unit, you will explore ways to develop a plan to meet personal and professional goals. In your portfolio project, you will get the information needed to move your plan forward.

My Journal

Organizing Information Write a journal entry about one of the topics below. This will help you prepare for the project at the end of this unit.

- Describe the differences between factual and nonfactual information.
- Cite the information someone would need to know in order to understand who you really are.
- Explain how you would go about creating a time line of important events in your life.
Your first job can set you on the path to future career opportunities. How can you make the most of a job, even if it is not exactly what you want to do in the future?
Chapter 15

Explore Career Paths

Chapter Objectives

Section 15.1 Understanding Careers

• Contrast a job and a career.
• List the different types of businesses and employment.
• Identify three common areas for change in the workplace.
• Summarize eight options for education and training to prepare for a career.

Section 15.2 Evaluate Career Options

• Identify five areas to consider when deciding what career to pursue.
• Explain how career clusters can help your career search.
• Describe how a career ladder is useful in developing a career path.

Explore the Photo

Though there are many reasons for working, it is important for people to enjoy what they do. How can enjoying what you do help you succeed in your career?
Career Planning The skills you develop (or choose not to develop) will affect your career options in the future. Write a cause-and-effect essay that explains how the academic skills you are learning now could positively or negatively affect future career options.

Writing Tips To write a cause-and-effect essay, follow these tips:
- Create an outline to help you organize your thoughts
- Use supporting details to illustrate specific causes and effects of academic skills on career options.
- Focus on one or two interesting careers.
- Use appropriate transitions between paragraphs.
There are jobs available now that did not exist when your parents were your age.

**Before You Read**

**Prior Knowledge** Write down what you already know and what you want to find out about each key concept in this section.

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**Read to Learn**

**Key Concepts**
- **Contrast** a job and a career.
- **List** the different types of businesses and employment.
- **Identify** three common areas for change in the workplace.
- **Summarize** eight options for education and training to prepare for a career.

**Main Idea**
A person’s career can affect his or her lifestyle. There are different types of employers and employment. There are basic skills that will help people in any career.

**Graphic Organizer**
As you read, look for three ways that your career will affect your lifestyle. Use a house graphic like the one shown to help you organize your information.

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**Content Vocabulary**
- career
- career path
- lifestyle
- entrepreneur
- global economy
- downsizing
- outsourcing
- apprenticeship
- internship
- transferable skill

**Academic Vocabulary**
You will find these words in your reading and on your tests. Use the glossary to look up their definitions if necessary.
- **enlist**
- **critical**

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**Graphic Organizer** Go to connectED.mcgraw-hill.com to print this graphic organizer.
Career Decisions

Some people seem to know from an early age what kind of work they want to do. Others take a while to decide what is right for them. Whether you have already made a decision or are still exploring your options, it is helpful to think about the impact that your choice of occupation will have on your life. Deciding what work to do is one of the most significant decisions you will make in life.

A career is more than just a job. A job is a specific position with a particular employer. A career is a series of related jobs or occupations in a particular field. Most people change jobs in order to gain more experience, earn more money, or just to do something different. Many people also have more than one career in their lifetimes. Often, people start new careers in response to economic conditions or because they seek greater satisfaction from their work.

Why People Work

If you were to ask your classmates why they want a job, most would probably answer, “To make money.” Most teens look forward to earning cash for clothes, movie tickets, or gas and car insurance. As you gain independence, you will use your money for things like food and housing. Some day you may need to support a family of your own. Earning a living is important, but it is not the only reason to work. Work can also satisfy certain emotional, intellectual, and social needs. Some additional reasons why people work include

- **Achievement** Supporting yourself helps you feel proud and competent.
- **Fulfillment** Doing well and contributing to society helps you gain a sense of satisfaction.
- **Personal Growth** Working helps you gain knowledge and develop your skills.
- **Sense of Belonging** Being part of a team can be enjoyable.
- **Approval** Doing a job well helps you feel good about yourself and boosts your self-esteem.

Career Paths

Once you have set a career goal, you need to map out the path that will get you to your goal. A **career path** is all of the career moves and knowledge that a person gains as he or she works toward a career goal. Often the steps include education, training, and job experience.

For some careers, you can choose from a variety of paths. You might get a job as soon as you graduate from high school, working up to your chosen occupation by changing jobs and getting promotions. Or you might attend college first, and then start out at a higher level. Another option might be to take college courses at night while working during the day. Whatever path you choose, the main thing is to make sure it leads to your goal. Mapping out a career path is wise, but it is important to keep your plan flexible.
Consider Your Lifestyle

The type of work you choose will shape your lifestyle in many ways. Your lifestyle is the way you live, and it reflects your values and attitudes. The career you choose can affect your lifestyle in three important areas:

- **What You Earn** Although pay varies, some career areas and occupations have the potential for higher earnings than others. How much you need and want to earn is something to consider when deciding on a career.

- **Where You Live and Work** Many types of jobs are found everywhere, but others exist only in rural settings or in large cities. Some are more plentiful in specific parts of the country, so it is important to consider location when picking a career.

- **Your Schedule and Free Time** In some jobs, working long hours is expected. Your job might require you to work nights, weekends, and holidays, adjust to a constantly changing schedule, or be on call 24 hours a day. Extensive travel might also limit the amount of time that you can spend at home. Other jobs have shorter and more predictable and regular hours.

Think carefully about your values, and decide what is important to you. Consider these questions: What type of family life do I see in my future? Where do I want to live? What level of material comfort and status will I be happy with? Do I want to take an active role in community life? What kind of balance do I hope to achieve between my work and other areas of my life? With your answers to these questions in mind, you will be able to evaluate career options based on how well their characteristics match your values. Deciding what kind of lifestyle you want will help you narrow down your career choices and eliminate those that are clearly unsuitable.

**Math For Success**

**Yearly Salary**

Hector is deciding between two job offers. One pays $13.00 an hour for 50 hours a week. The other pays $15.50 an hour for 40 hours a week. Hector wants to spend more time with his family, so he will probably choose the second job. If he does, what will be the difference in his yearly salary?

**Math Concept** Multi-Step Problems When solving problems with more than one step, think through each step before you start.

**Starting Hint** Calculate how much Hector will make in each job per year (52 weeks). After you have done that, calculate the difference in pay.

For more math practice, go to the Math Appendix at the back of the book.

**Explain** Why do people change jobs?
The World of Work

Most career fields include various types of employers and employment. Factors such as pay, benefits, and the work environment vary depending upon the career and employer you choose.

Types of Businesses

The world of work is divided into two broad sectors, or parts of society. The public sector is funded by tax dollars. It consists of local and state governments and federal government agencies. Private sector businesses are not controlled by the government. They produce and sell goods and services to make a profit. Every product you use was produced by a business. Businesses also provide services such as haircuts, dry cleaning, and car insurance.

In the U.S. and countries with similar economic systems, there are three main types of private sector business organizations:

- **Proprietorships** A proprietor is one individual who owns and controls a business. He or she takes all of the profits and risks.
- **Partnerships** Partnerships are owned and controlled by two or more people. All partners share the profits and the risks.
- **Corporations** The owners of corporations are called shareholders because they own shares in the company. Shareholders can make or lose money based on the company’s performance.

Is It Better to Work for a Large or Small Company?

Like small towns and big cities, small businesses and large companies have obvious differences that might be seen as either advantages or disadvantages.

**Olivia:** Working in a big company is where the action is. All the resources are there. You’re surrounded by talented people, and bigger companies have more access to the latest technology. You’re assured a steady paycheck, and there is a Human Resources department to help you out with whatever you need. Job descriptions are clearly defined, and you know exactly what you need to do to move up.

**Ethan:** Working in a smaller company gives you a better idea of what business is all about. Every employee gets to be involved in the company’s decisions. Smaller companies are more flexible, and you have more responsibility and a greater sense of power and importance. You also feel more connected with your coworkers and your company. At a smaller company, you’ll be a key player instead of just a cog in the wheel.

Seeing Both Sides

Each of these opinions offers advantages for their side of the argument. However, what one person sees as a benefit, another may view as a drawback. Find one point in each of these arguments, and use it to support the other side.
Types of Employment

Just as there are different types of businesses, there are also different types of employment. You need to be aware of the advantages and disadvantages of each type of employment when considering jobs and careers.

- **Full Time** Working full time generally means spending at least seven or eight hours at work each day, five days a week. You may receive benefits such as paid vacations and health insurance. Full-time work is often the best way to move ahead in your career.

- **Part Time** When working part time, you may work a few days each week or a few hours each day. This allows you more time off to do other things. However, part-time workers earn less than full-time workers and usually do not receive benefits.

- **Contract** Contract workers work on a certain project for a specified period of time. When the project ends, they will need to find another project. Contract work offers flexibility, but it can result in periods of unemployment between projects.

- **Temporary** Temporary workers are hired to help out during busy seasons or to fill in for vacationing employees. Temporary work may be attractive to those who do not want to make a long-term commitment, but it offers no security and often does not include benefits.

- **Freelance** Freelancers are self-employed and usually work for a number of clients. Many freelancers work from home and have flexible work hours. They are also usually their own bosses. However, they may have periods of time without work, and they do not receive benefits.

- **Entrepreneurship** An entrepreneur (ən-trə-pər′ə-nər) is someone who sets up and operates a business. Entrepreneurs decide how the business will be run, what hours to work, and who will be hired. This kind of work can be very exciting and rewarding, but entrepreneurs risk losing money if the business fails. More than two-thirds of new businesses fail within their first four years.

**Reading Check**

List  Name three types of businesses in the private sector.
Changes in the Workplace

Today’s workplace is constantly changing. Companies have to adapt in order to stay in business. The workers who are best able to anticipate and prepare for change are most likely to be successful.

Economy

The U.S. is part of the global economy. The global economy is the way national economies around the world are linked by trade. Goods, services, information, and technology are traded in a global market. In many cases, it is cheaper for the U.S. to import goods than to make them, which has led to a decline in manufacturing jobs. When economic times are hard, companies look for ways to save money. Some resort to downsizing, or eliminating jobs to reduce costs. Another cost-saving option is outsourcing, or contracting out certain tasks to other companies to save money. Stay informed to help you make wise career choices. Take advantage of new developments, and steer clear of industries in decline.

Health Insurance

At one time, most employees could assume that they would receive health insurance at little or no cost to themselves as one of their benefits. However, rising costs have caused some companies to drop coverage for employees. Companies that continue to offer insurance often require employees to pay a higher share of the costs. When researching jobs, find out about any coverage you can expect and the costs. Factor this into your decision making.

Technology

Technology enables people to work more quickly and efficiently. To compete and do well in today's marketplace, companies must constantly adapt to changing technology. They must invest in equipment and software that will enable their employees to be more productive. They need employees who are flexible and willing to learn new ways of doing things. It is likely that you will need to keep up with changes in technology throughout your working life. Taking the time to learn current technology can be very beneficial.

Recall What does outsourcing mean?

Career Readiness

Most jobs today require education or training after high school. Depending on the type of work, the education or training period may last from a few weeks to many years. When researching occupations, learn about the time and effort needed to prepare for them. Once you have a clear idea of the requirements, you can explore specific education or training options.
Education and Training

Further education and training is provided in a variety of schools and colleges throughout the country. Some employers also offer training opportunities. Options to explore include:

• **Apprenticeships** An apprenticeship is a training method in which an inexperienced worker learns a trade by working alongside an expert.

• **Internships** Short-term work for little or no pay in exchange for an opportunity to work and learn is called an internship.

• **Vocational-Technical Centers** These schools and colleges offer training for skilled occupations in fields such as health care, computer technology, and automotive technology.

• **Trade Schools** Trade schools offer training for specific professions ranging from welding and plumbing to interior design and computer programming.

• **City or Community Colleges** These colleges offer two-year associate’s degree programs in a range of occupational areas.

• **Colleges and Universities** These institutions offer four-year courses of academic study leading to a bachelor’s degree.

• **Military** The military offers training in more than 1,500 different fields. To receive training, you must enlist, or agree to serve, for a specific number of years.

• **Distance Learning** These programs use the Internet, videos, and other forms of communication technology to teach students in their homes or other off-campus locations.

Employability Skills

A transferable skill is a general skill that can be used in many situations. Transferable skills, such as honesty, time management, and writing, help you in all aspects of life, including work. Employability skills include both job-specific and transferable skills.

• **Basic Academic Skills** Reading and writing are critical, or extremely important, at work. Letters, manuals, reports, schedules, e-mail, and memos require strong reading and writing skills. Math skills are needed for counting change, tallying sales figures, and understanding graphs and charts.

• **Thinking Skills** You will use critical thinking skills to judge the reliability of information. Reasoning skills help you draw conclusions and apply what you learn to new situations. Creative thinking skills help you solve problems and offer ideas.
• **Interpersonal Skills**  You need to know how to work well with others and as part of a team. Teamwork involves working toward a common goal and a willingness to compromise.

• **Technology Skills**  You are more likely to get ahead if you know how to use word processing, spreadsheet, database, and scheduling programs, as well as e-mail and the Internet.

• **Management Skills**  All workers can use management skills such as planning, prioritizing, organizing, and handling resources to do their work more effectively.

• **Communication Skills**  It is important that you know how to actively listen, express yourself clearly, and provide helpful and constructive feedback.

### Preparation

The more you prepare for the workplace, the more comfortable you will be when you start your first job. Education, training, and skill development will be a continual part of your career growth in the changing world of work. There is a lot you can do while still in school to build your career readiness. Ask a teacher which transferable skills you can improve, and work on them. Learn the latest technology in your field of interest. Practice your communication skills. Get experience by volunteering or taking a part-time job.

### Section 15.1  After You Read

#### Review Key Concepts

1. **Clarify** the reasons why people work.
2. **Define** public sector and private sector jobs.
3. **Describe** two ways that companies may cut costs.
4. **Classify** the three basic areas of thinking skills.

#### Practice Academic Skills

**English Language Arts**

5. Conduct research and talk to your counselor to find out what kind of financial aid you might receive if you decide to go to college. Contact your state’s education department to find out if you might qualify for state funding. Prepare a chart to record and compare your findings.

**Social Studies**

6. Some services are offered through both the private and public sectors, such as mail delivery. Conduct research to compare the services offered by a private delivery company and by the U.S. Postal Service. Select a specific shape, size, and weight for a package, and compare costs and delivery times, as well as other services offered, such as insurance or tracking. Create a graphic organizer to share your findings.
Evaluate Career Options

Many factors will affect the career you choose.

Before You Read
Prepare with a Partner Before you read, work with a partner. Read the titles of the heads, and ask each other questions about the topics that will be discussed. Write down the questions you both have about each section. As you read, write the answers to your questions.

Read to Learn
Key Concepts
• Identify five areas to consider when deciding what career to pursue.
• Explain how career clusters can help your career search.
• Describe how a career ladder is useful in developing a career path.

Main Idea
Before choosing a career, assess your skills, interests, personality, and values, and gather information about possible careers.

Content Vocabulary
◆ aptitude
◆ career cluster
◆ job shadowing
◆ career ladder

Academic Vocabulary
You will find these words in your reading and on your tests. Use the glossary to look up their definitions if necessary.
■ suit
■ prospects

Graphic Organizer
As you read, look for six ways to gain hands-on experience in a career. Use a wheel graphic like the one shown to help you organize your information.

Go to connectED.mcgraw-hill.com to print this graphic organizer.
Personal Assessment

How do you know which career field to enter? If you want a satisfying career, you need to examine your options, make the best choice for you, and create a plan to follow your chosen path.

The average person in your generation can expect to work beyond age 67. With all those working years ahead of you, you will want work that is challenging and enjoyable. Start by examining who you are and what is important to you. That means looking at your aptitudes, skills, interests, personality traits, and values.

Your Aptitudes and Skills

An aptitude (‘ap-tə-,tūd) is a natural talent or potential for learning a skill. You were born with certain aptitudes. You also have skills that you have developed through training and practice. For example, being good with numbers is an aptitude, but knowing how to solve a trigonometry problem is a skill. Together, your aptitudes and skills form a valuable package that you can build on and that you can offer an employer.

To identify your aptitudes and skills, consider what school subjects are easiest for you and which skills seemed easiest for you to learn. Think about what you do well and what you could probably learn to do well. Ask teachers, family, and friends what aptitudes and skills they believe you have.

Your Interests

Interests that you enjoy in your free time might suggest a satisfying career direction. Get involved in after-school activities to help you develop current interests and discover new ones. Your school and community probably offer opportunities in sports, music, art, drama, science, and debate. An interest that starts out as a hobby might lead to a fulfilling career.

Your Personality

Consider the kind of person you are when exploring your career options. You will be far happier in a career for which your attitudes, characteristics, and other personality traits are well matched. To learn more about your personality traits, think about such things as whether you like to work alone or with others or if you prefer to lead or to follow. Other things to consider include your level of attention to detail, your ability to work under pressure, and whether you prefer a quiet or a high-energy environment.

Awareness of your personality traits and preferences will be valuable as you research career fields. It will help you focus on the right ones for you and avoid those which do not suit, or match, you.

As You Read

Connect If you could choose any job, what would it be? Why?

Vocabulary

You can find definitions in the glossary at the back of this book.

Natural Talents

Everyone has a unique set of aptitudes and skills. Do you have any skills you worked to achieve despite lacking the aptitude?
Your Values

Your values are your beliefs, feelings, and ideas about what is important. They will guide you in your career choices. For example, if you care deeply about the environment, look into occupations that focus on protecting natural resources. Other values will also have a bearing on your career choices. For example, is it important that your work hours allow you to spend more time with family? Following a career path that reflects your values will help ensure that you enjoy your work and find it worthwhile.

Self-Assessment Tools

Self-assessment tools include questionnaires, tests, and surveys that help you discover more about your strengths and weaknesses and what is important to you. Books and Web sites also can be helpful. School guidance counselors can tell you more about these tools.

Define What are values?

Research Career Fields

Once you have a clearer understanding of yourself, you can start to identify career fields and occupations that might be a good fit for you. To do that, you will need to do some research.

Career Clusters

When you go to a bookstore, you do not have to look at every book to find the one you want. Instead, you look at signs that direct you to the right section. Similarly, you do not have to research 20,000 occupations to find the best one for you. You can narrow down your search by using career clusters. A career cluster is a large grouping of occupations that have certain characteristics in common. Often these occupations require many of the same types of skills. If you have the skills to be successful in one occupation, there are likely to be other occupations in the same career cluster that you might like.

Sources of Information

Many school libraries have a careers section where you can find reference books, magazines, videos, and other information sources, as well as Internet access. Check the publication date of any source you use. Out-of-date sources could give outdated or misleading information.

Science in Careers

Many careers are rooted in some form of science. In a cooking career, for example, you need to know about how heat changes food on a molecular level and at what temperatures bacteria are killed.

Procedure Choose a career that is related to science in some way, and research that career. Explain how this career is related to science, and find out how this career benefits people.

Analysis Prepare a written report indicating how scientific knowledge is used in this career. Include how this scientific career benefits people.
Print Sources and Online Sources

The Career Guide to Industries describes more than 40 industries, explaining the nature of each industry, working conditions, occupations included, and the outlook for that industry. It also gives information on training, advancement prospects, and earnings. The Occupational Outlook Handbook gives detailed information on thousands of occupations, including the nature of the work, the working conditions, average earnings, and job outlook. Both are updated every two years and are available in print and online. Also available is the Occupational Outlook Quarterly, an online periodical updated every three months. It covers topics such as new and emerging occupations, training opportunities, and salary trends.

The Department of Labor’s Occupational Information Network, or O*NET, is an online database that offers information on hundreds of occupations. Use it to research careers and to find out which occupations match your skills and interests.

Interview People

If possible, talk to people who work in careers that interest you. This may not always be possible, but such interviews are worthwhile if you can arrange them. Before meeting with the person, prepare a list of questions. Most people are happy to tell you about their work, and an insider’s view will tell you far more than just reading about a job or career.

Get Hands-On Experience

Hands-on work experience is valuable because it helps you learn more about career areas, the drawbacks and rewards of particular jobs, and how businesses operate. On-the-job experience allows you to develop skills and positive work habits, which can help you when you apply for jobs in the future.

Here are some options to consider when looking to gain hands-on experience:

- **Part-Time** Part-time work allows you to work evenings, weekends, or during the summer while you are still in school.
- **Volunteer** Helping out in your community benefits you and others. Although the work is unpaid, the experience is valuable.
- **Youth Employment Programs** Some communities create work opportunities for teens, especially during the summer.
- **Job Shadowing** Spending time in the workplace with someone during a regular workday is called **job shadowing**. You can learn about the work by observing and listening.
- **Work-Study Programs** Schools and businesses work together to provide on-the-job training for teens. Students spend part of their week in school and part at work.
- **Internships** Companies hire interns to work and learn at the same time. Interns are assigned specific tasks and are usually unpaid or receive minimum wage.

Seeking Information

Libraries are a good resource for finding information on careers. **Other than books, what resources can you find in your library?**

Succeed in School and Life

**Practice Public Speaking**

Public speaking is an important workplace skill. It can help you with presentations, meetings, and in conversations with supervisors. Practice public speaking whenever you can. This could involve making a toast at a family dinner, making a speech at a wedding, or simply preparing a speech to give in front of friends or family members.
Information to Gather

Once you have decided to look into career fields or occupations that interest you, what do you need to find out? Here are some topics and questions for you to jump start your research:

- **Nature of the Work** What are the main tasks and responsibilities, and what skills and equipment experience are needed?
- **Working Conditions** What are the number of hours expected? Where is the job located? What is the work environment?
- **Qualifications** What education and training are needed?
- **Employment Patterns** How many people are employed in this line of work? What types of companies employ them?
- **Earnings** What are the average earnings? What accounts for differences in earnings? What kinds of benefits are offered?
- **Outlook** What is the outlook for this occupation or career field? Is it growing fast, slowly, or not at all? What impact might technology have on future prospects, or possibilities?

Looking at Trends

Given the rapid pace of change in today’s world, it is important to look at issues and trends that may have an impact on your career plans. For example, technology will continue to have a huge impact on career trends. Population patterns, such as the growing number of older Americans, affect the demand for services they need. By anticipating employment and social trends, you can focus on career areas that have a more promising future.

**Identify** Name four sources of information about careers.

Life On Your Own

**Plan for Your Career**

Some teens know exactly what career they want. Most teens, however, have not yet decided on their career plans. Although you may not be ready to commit yourself to a career yet, it does not hurt to start thinking about and preparing for career options now.

**How it Works** Gain a variety of work experience so you can learn which types of work suit your aptitudes and interests. Develop transferable skills, such as time management and communication skills. These skills are useful for all types of jobs. Watch economic trends to see which job markets are growing and which are not.

**Try It Out** Brainstorm your career options. Jot down some ideas you have about what you might want to do and what you might be good at. Then schedule a meeting with a career expert, such as your school counselor or a job recruiter, to discuss your skills and interests. Also discuss which skills are always in demand and what the market looks like for careers that interest you. With the job expert, pick one career option to focus on.

**Your Turn** Research this career to find out information such as starting salary, education and training requirements, necessary skills, job outlook, and the typical career path. Summarize your findings in a written description.
Developing a Career Ladder

At this stage in your life, it is important to get started on the road to success. A good first step is to gather ideas of what you might like to do and learn as much as you can about your options. Focus on one or two career areas that seem to be the best match for you. Use your decision-making skills to evaluate the pros and cons of each option and narrow down your choices. Consider both what you know about yourself and the information you have gathered about career areas and occupations.

When you have an idea about the direction for your career, you can start developing a career ladder, sometimes known as a career plan. A career ladder is a visualization of your chosen career path. This helps you see where you currently are in your career path. It also helps you decide what your next career step might be. Each step on the ladder represents another job in your career to get you to your long-term goal.

As you follow your career path, you may discover that your interests or priorities change. Keep an open mind, and be prepared to change course. People tend to change careers more often now than in the past, and that trend is likely to continue.
What Does an Architect Do?

Architects design all types of buildings, including schools, skyscrapers, hospitals, museums, hotels, train stations, and houses. Architects are involved in designing, planning, managing, building, and maintaining the structures they craft. They create the overall look of these buildings and ensure that they are functional, safe, and economical. Architects must also work with their clients to make sure their buildings suit the needs of the people who use them.

Career Readiness Skills  Architects need to be able communicate their ideas visually to their clients, so artistic and drawing skills are essential. Potential architects must have good visual orientation and the ability to understand spatial relationships. Other important qualities include creativity, the ability to work independently and as part of a team, and computer skills.

Education and Training  The three main steps to becoming an architect are to get a professional degree in architecture, gain work experience through an internship, and pass the Architect Registration Exam.

Job Outlook  Employment of architects is expected to grow faster than the average for all occupations. Intense competition is expected for positions at top firms. Opportunities will be best for those architects who are able to distinguish themselves.

Critical Thinking  Think about how technological changes can influence housing decisions. How is a typical house of today different from a typical house from 100 years ago? Do you think all of the differences are improvements? Why or why not?
CHAPTER SUMMARY

Section 15.1  
Understanding Careers

While most people work to make money, a career can also help satisfy physical, emotional, intellectual, and social needs. Your career will affect your lifestyle. There are different sectors and different types of employment. Jobs are constantly changing due to political, economic, and social events. Many jobs require specific education or training. Employability skills can be both job-specific and transferable.

Section 15.2  
Evaluate Career Options

A personal assessment can help you choose a career area that is right for you, based on your skills, aptitudes, personality traits, and values. Career clusters make it easier to explore career options. There are a variety of sources with information about careers. There are many ways to gain hands-on work experience. Once you have narrowed down your career options, you should develop a career ladder.

Vocabulary Review

1. Write each of the vocabulary words below on an index card and the definitions on separate index cards. Work in pairs or small groups to match each word to its definition.

Content Vocabulary
- career (p. 291)
- career path (p. 291)
- lifestyle (p. 292)
- entrepreneur (p. 294)
- global economy (p. 295)
- downsizing (p. 295)
- outsourcing (p. 295)

Academic Vocabulary
- apprenticeship (p. 296)
- internship (p. 296)
- transferable skill (p. 296)
- aptitude (p. 299)
- career cluster (p. 300)
- job shadowing (p. 301)
- career ladder (p. 303)

Review Key Concepts

2. Contrast a job and a career.
3. List the different types of businesses and employment.
4. Identify three common areas for change in the workplace.
5. Summarize eight options for education and training to prepare for a career.
6. Identify five areas to consider when deciding what career to pursue.
7. Explain how career clusters can help your career search.
8. Describe how a career ladder is useful in developing a career path.

Critical Thinking

9. Exemplify Why is it important to consider the lifestyle you would like when planning your career? What are some specific elements of your lifestyle that you plan to consider?
10. Draw Conclusions What actions can you take now that will give you a more competitive edge when you start interviewing for jobs?
11. Compare and Contrast How might making career choices be different for you from how it was for your parents or grandparents?
12. **Education and Training**  Follow your teacher’s instructions to form into small groups. Work with your group to identify five careers that interest you. Using print or online resources, find out how much education or training is required for each career. Categorize each career under one of four headings: high school, post-high school, college degree, or advanced degree. Write the results on the board. As a class, discuss the jobs listed in each category. How are they similar or different?

13. **Why People Work**  Think of three people you know who appear to be happy in their jobs. Arrange a time to interview each of them. If they do not live in your community, you can schedule time for a telephone interview. Prepare your interview questions ahead of time. Ask each person to describe what he or she finds satisfying and rewarding about his or her work. Also ask the people what it was about their career that interested them, and why they chose to pursue it. Take notes during your interview and write a brief report to share your findings. How can you use what you learned in the interviews to help yourself find a job in which you can be happy?

**21st Century Skills**

**Research Skills**

14. **Economic Systems**  The United States follows the free enterprise system. People are free to start a company, risking their money in return for the right to keep any profits they earn. Conduct research to learn about a system used in another country, such as the command system or the mixed system. Prepare a chart to compare and contrast the two types of economic systems.

**Technology Skills**

15. **Multimedia Presentation**  Choose one of the career clusters. Suppose that you have been hired to recruit people into this field. Create a five-minute multimedia presentation that emphasizes the challenges and rewards of this career area. Share your presentation with the class.

**FCCLA Connections**

**Self-Direction Skills**

16. **Impact of Career Decisions**  As part of its mission, FCCLA encourages students to discover their strengths and career goals and initiate a plan for achieving the lifestyle they desire. Complete the Career Scan worksheet in the Career Connection program to assess how much of a connection you have already made with choosing a career path. Create an outline of the steps you can take in the next year to continue to work toward a career path.
Academic Skills

English Language Arts

17. Local Job Market Knowing about changes in the job market can help you make good decisions about your career. Sometimes these changes are ongoing trends, and other times they are one-time events. Write a newspaper column about a change in your community that might affect the local job market.

Science

18. The Scientific Method The scientific method is a way to answer questions. You must collect information, form a hypothesis, study the results, and draw conclusions that others can evaluate.

Procedure Create a hypothesis about the world of work. Then brainstorm ways to find data to prove your hypothesis.

Analysis Based on your brainstorming results, write a two-paragraph summary of a proposed research project that could prove or disprove your hypothesis.

Mathematics

19. Calculate Work Hours Suppose you work for a company that offers flexible work hours. This company will allow you to work four days a week instead of five, as long as your total hours remain the same. In the five-day work week, employees work nine hours a day, including an hour for lunch. If the total hours must remain the same, how many hours will employees work daily in the four-day schedule, including the lunch break?

Multi-Step Problem

When solving problems with more than one step, think through each of the steps before you start.

Starting Hint Begin by calculating the number of hours worked in a week. To do this, subtract the lunch hour from the total number of hours in a work day. Then multiply that number by five.

For more math practice, go to the Math Appendix at the back of the book.

Test-Taking Tip Plan out your essay before you begin writing. Jot down the main points or details you want to focus on in the margins of your test. Refer to these points frequently as you write. This can help you stay focused.

20. High school students are faced with many choices upon graduation. Some choose to go to college, while others choose technical schools or apprenticeships. Write an essay explaining what you might do after high school and how it will affect your finances. Be sure to explain how you made your choice, the events or people who influenced your choice, and the impact your choice will have on your finances.