

# E. Unit 5-Workplace Readiness

Content Area: **21st Century Life and Careers**  
Course(s):  
Time Period: **Trimester 3**  
Length: **6-8 weeks**  
Status: **Published**

## Unit Overview

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Reading, writing, math, science, speaking, listening, and technology skills contribute to success in the workplace.

## Essential Questions

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- What helps you get a job?
- How do you find out about a new job?
- What can you do to present your qualification to a potential employer?
- How do you think technology will help you at work?
- What might happen if you do ask questions about your job responsibilities?
- How can the appearance of a job application affect your chances for consideration for a job?
- Why should you send a thank-you letter to the employer after the interview?

## Content

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- Practice your skills for your job search
- Develop your skills with reading, writing, math, science, speaking, listening and technology
- Get organized and figure out what type of job you really want
- Understand Labor Laws, Legal Documents
- The Job Interview
- Your Resume
- Job Offers
- Be a Responsible Employee
- Accept Diversity
- Good Work Ethic
- Discover different careers

## Skills

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- Reading

- Writing
- Math
- Science
- Speaking
- Listening
- Technology
- Understanding Diversity

## **Assessments**

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Chapter Test

Teacher Observation

Student Participation

## **Lessons/Learning Scenarios**

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Enter the Workplace

Your Job Search

1. Create an Outline
2. Develop your skills
3. Get Organized
4. Apply for Jobs

How to Make the Best of Your Interview

- Research the Employer
- Make a Good Impression
- Prepare for the interview
- Be Professional During the Interview
- Follow up after the interview

Job Offers

- Name the steps for the SQ3R reading comprehension technique
- Describe how you use math and science skills everyday
- Identify ways to improve your listening skills

On the Job

- Read to learn
- Main Idea

- Content Vocabulary
- Academic Vocabulary
- Use a Graphic Organizer

### Be A Responsible Employee

- Fulfill your responsibilities
- Accept Diversity
- Avoid Harassment
- Evaluate Yourself
- Teamwork
- Work Ethic
- Changing Jobs
- Leaving your job

## Standards

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WORK.5-8.9.1.8.1	The ability to recognize a problem and apply critical thinking and problem-solving skills to solve the problem is a lifelong skill that develops over time.
WORK.5-8.9.1.8.1	The nature of the 21st-century workplace has shifted, demanding greater individual accountability, productivity, and collaboration.
WORK.5-8.9.1.8.A.1	Develop strategies to reinforce positive attitudes and productive behaviors that impact critical thinking and problem-solving skills.
WORK.5-8.9.1.8.C.1	Determine an individual's responsibility for personal actions and contributions to group activities.
WORK.5-8.9.1.8.F.2	Explain how rules, laws, and safety practices protect individual rights in the global workplace.
WORK.5-8.9.1.8.F.3	Relate the use of new technologies at home, in the workplace, and in other settings to incidences of ethical and/or unethical behavior.

## Resources

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Teacher Created Material

Chapter Tests