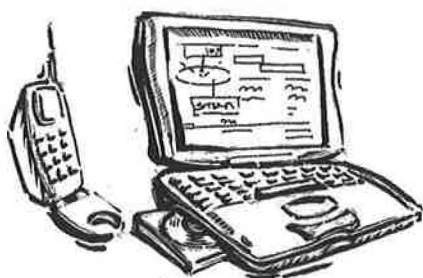




Entrepreneur



You are **self-employed** and **own several businesses**. You work in a fast-paced environment. You **manage employees, negotiate with banks, develop new business ideas and invest in them, and deal with clients and partners**. You work **long, irregular hours**, often from early in the morning to late in the evening.



Gross Monthly Income:

\$ 12,000



You completed **high school**, then went to a **community college for 2 years** to earn an **Associate's Degree in Business Administration**. The student businesses you operated during the summers helped you prepare for your work. Related school subjects: **math, language arts, social studies, science, and technical studies**.



Transferable Skills:

You understand financing and economics. You are energetic and hardworking, and have excellent communication, organization, and leadership skills.



Hours of Work:

65 hours a week



A Day in the Life...

of an

Entrepreneur

Your eyes pop open at 7:00 a.m. You grab the phone, just catching Kazuo before he leaves his Osaka office. A chance meeting and an interesting chat on an airplane two years ago led to you and Kazuo becoming import/export ❶ _____ partners. You arrange ❷ _____ of comics—especially collectibles—as well as movie memorabilia and an occasional antique car for export to Japan. For you, Kazuo locates Oriental art and antiques and a steady supply of a natural crystal that people use as a deodorant.

You don't do all the work of importing and distributing yourself, of course. You find the right people to ❸ _____ these businesses and let them hum along. That decision leaves you to find new ideas and make them work for you. Ideas are your bread and butter. You keep having them and people keep giving them to you. You even get them from casual remarks—when someone says "I wish I could get..." or "Why don't they make a..." your ears perk up and you think, "Hmm, why not?" Convincing banks and ❹ _____ to put money into your ideas is challenging—and really exciting when you succeed.

You spend the morning on the phone, checking in with your local businesses. The woman running the Snow Sports store reports that business is good and that a national youth TV channel wants to interview her and film some kids shopping for snowboards. You already know this—you suggested it last week to a producer that you know. You watch the station often—kids are always ahead of the game, a great source for new ideas.

On your way to lunch, you drop in at your new games arcade for a chat with the manager. Then, it's on to Pop's Soda Shoppe, your favorite business at the moment. With this one, you tapped into people's nostalgia for old ice cream parlors and added a new twist. As well as using old-fashioned furnishings and glassware, you serve real ice cream made of top-quality natural ingredients by a local manufacturer. The fruit toppings are all fresh and the whipped cream is from a cow, not a factory. The place is getting so popular that you're considering building a chain of ❺ _____.

After lunch you do "regular" work: banking and bookkeeping on your computer and more phone calls. When that's done, you check some of your favorite business sites on the Internet. There's one that posts job resumés and business proposals from young entrepreneurs. If someone has included a good idea, you might be able to find financing and forge another profitable new ❻ _____.



investors
trading
franchises
shipments
partnership
manage



Biologist



You are a **self-employed environmental consultant** with a **small home office**. You **work on contract** for government departments, private companies, and environmental groups, **advising them about environmental concerns**. You also **serve on many public environmental committees**. You **work long, irregular hours** and sometimes travel.



Gross Monthly Income:

\$ 5900.00



You completed **high school**, then studied at a **university for 4 years** to earn a **Bachelor's Degree in Biology**. You worked for 3 years in a federal government department before starting your own business. Related school subjects: **science, math, language arts, health, and social studies**.



You are very knowledgeable about the life sciences and have excellent communication and organizational skills.



Hours of Work:

50 hours a week



A Day in the Life...

of a Biologist

It's 9:15 a.m. You've been in the comfortable chair in your home office for half an hour, reading a ① _____ about new technologies for air-scrubbers that will help make industrial development cleaner and safer. A phone call interrupts you—it's the head planner from a nearby town council asking for your advice on two projects the council is evaluating. You tell them your daily rate, explain that you'll need a couple of days to prepare, and set up an appointment for three days' time.

The first project the council is considering is a big new recycling depot for the region—that's exciting! You go through your files and pull out information on the very latest in recycling ② _____ and the best markets for collected materials. A stack of pamphlets, reports from businesses, magazines, and newspaper articles accumulates on your desk. You've used much of this material before, so writing a synopsis for the council won't be difficult. You set it aside for later.

Next is a proposal to build an agricultural fertilizer plant in the new industrial park. ③ _____ fertilizers are a subject with which you're not very familiar, but you do know that this kind of project can cause problems if it's not carefully planned. You go through the files again and pull out relevant information. Then you call some government offices and arrange to pick up some maps and see the geological ④ _____ of the water systems in the area concerned. You also put together an up-to-date information package about the environmental impact assessment process. This project will definitely require an assessment, and the council may not be familiar with the process. You want to make sure they consider all the important questions: will the plant endanger the health of people, animals, the air, water, or soil? What will be the long-term and short-term effects?

You take a short break for lunch, then sit down at your computer. You send a few queries out on the ⑤ _____ about fertilizer manufacturing. Then you start putting the information in presentable order. You want to describe both of these projects so that the council will understand exactly how they work and what their effects might be. You'll follow your usual routine: give your presentation with pictures, maps, and diagrams first and then answer questions.

Just before suppertime, you take a walk in the park. A refreshing break is just what you need to pick you up before an evening's work at the computer. It also reminds you why your job is so important—because you can help protect the natural ⑥ _____ that you love.



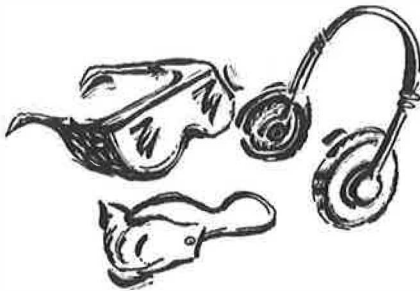
surveys
environment
Internet
report
chemical
technology



Woodworker



You are a **full-time employee** at a **furniture factory**. You **set up and operate saws, planers, sanders,** and other woodworking machinery for making furniture. You **work shifts**, sometimes working evenings or weekends.



Gross Monthly Income:

\$3500.00



You completed **high school** and worked your way up in the furniture factory, first as a warehouse worker and then as a helper on the shop floor. Related school subjects: **technical studies, math, language arts, and science.**

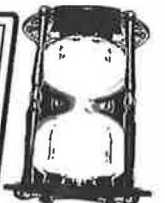


You are physically fit, reliable, and very knowledgeable about wood, machinery, and furniture. You know first aid and good industrial safety practices.



Hours of Work:

40 hours a week



A Day in the Life...

of a Woodworker

You sigh as you punch the time clock—3:00 p.m. You don't like ❶ _____ work, but your company has a big contract for kitchen sets and bedroom suites and the factory is working around the clock. More seniority would have won you the morning shift, but at least you don't sleep all day and start at midnight like the new workers.

You head to the big locker room, put on your overalls, ear protectors and safety ❷ _____. You don't need a face mask today, but you pull on a cap to keep your hair out of the way. A quick sip from the water fountain, then you find your spot on the line. For this production run, you're working the big planer, surfacing tabletops before they're sanded. You stand well back while the worker you're replacing finishes a tabletop, then you tap her shoulder. She gives you a dusty smile and tells you that the blades are newly ❸ _____ and that the planer's settings were adjusted an hour ago.

She hurries off to the women's showers and you start work. You lift a tabletop off the trolley, position it against the guide rail and push it through the planer with the push-stick. You'll do this many, many times before you get your shower. This is a well-run shop with good labor relations and an active ❹ _____ committee (you're on it). The supervisors here know that workers need frequent short breaks to stretch and refocus. The noise and vibration of the machines are fatiguing, and repetitive work induces daydreaming—which can lead to accidents. There is little danger of cutting yourself on the planer if you use the push-stick, but sometimes the blade jams or a poorly glued tabletop comes apart and big ❺ _____ shoot out. When you leave this job, you'd like all your body parts intact, so if you feel spacy, you go for a stretch and a sip of water.

After lunch in a cafeteria that is almost as noisy as the shop floor, your "afternoon" continues like the "morning". Now you're working towards the moment when you get a tap on your shoulder. After it comes, you take your time in the shower, pondering your future. Should you train in a more skilled level of woodworking? Some of the lather ❻ _____ make good money. Or maybe pursue the field of industrial safety? Later, still wondering, you reach your favorite late-night restaurant. You are more than ready for your supper—or would that be a midnight snack?



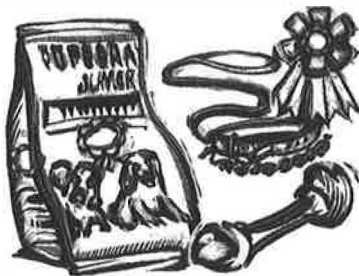
safety
shift
operators
sharpened
splinters
glasses

4

Animal Care Worker

JOB DESCRIPTION:

You are **employed full-time** by a professional dog breeder who operates **breeding and boarding kennels** and teaches obedience classes. You **maintain the kennels, care for the dogs,** and **handle dogs** at shows, obedience classes, and other events. You work **regular hours** during the week and occasional overtime at shows and special events on weekends.



Gross Monthly Income:

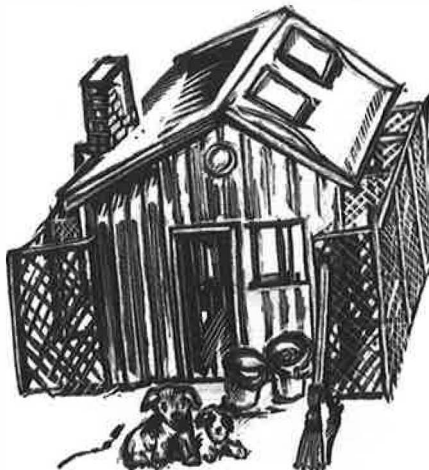
\$2600.00

*education
&
experience*

You completed **high school** and, while in school, earned some income by walking, training, and grooming dogs for friends and neighbors. You volunteered for the ASPCA and worked there as a full-time employee for 1 year. Related school subjects: **science, health, technical studies,** and **language arts.**

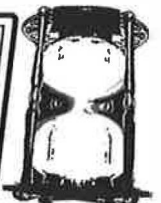
Transferable Skills:

You are reliable, well-organized, and have good communication skills. You understand basic biology and canine psychology.



Hours of Work:

40 hours a week



A Day in the Life...

of an

Animal Care Worker

When you arrive at work at 8 a.m., sixteen barking, wagging dogs greet you enthusiastically. You are one of their favorite people in the whole world and they let you know every morning how extremely happy they are to see you. Some are residents—the ① _____ that has built your employer's national reputation for prize-winning dogs. Others are boarders, staying here while their owners are on vacation. You let the dogs that you know won't fight into the big yard to have a good run together while you clean the ② _____ and refill food and water dishes.

You take extra-special good care of Zephyr and her six pups. You check each puppy carefully while Zephyr eats her breakfast and give the runt of the litter a supplementary feeding of puppy formula. It is also your responsibility to make sure that Zephyr gets extra food and vitamins so that she doesn't lose weight or get run down while she's raising her pups.

Next, you go into the yard and throw balls for the young ones until your arm is tired. Getting them all back in their proper kennels with no fuss requires an understanding of canine ③ _____. You let the most dominant dog help you put all the other dogs in their kennels. When he's the only one left, you show him into his own run. Some dogs have to be exercised in the yard one at a time. You manage this while cleaning up outdoors and carrying over some supplies from the storeroom.

After lunch, you accompany your boss to an ④ _____ class that she teaches at a nearby community center. As a demonstration for the students, you handle the perfectly-trained Tache, who loves to show off her cleverness. Sometimes you hand Tache over to one of the student owners so that they can experience the pleasure of walking with a dog who is courteous and responsive. You enjoy training and handling dogs and your employer has noticed your talent for it. Next week she's sending you along with one of her dogs who has a two-day movie job! It's really more to take care of the dog and make sure that people treat him well than as a ⑤ _____, but you're excited and intrigued. This is a line of work that you want to learn more about.

When you get back to the kennels, you let most of the dogs into the yard again and repeat the morning routine, except that instead of throwing balls you give Maxie a bath. The boarders always get a complimentary ⑥ _____ before they go home. Your workday is over when all the dogs are munching away contentedly at their evening meal—and you are ready for a bath and a good meal yourself.

psychology
grooming
handler
breeding stock
obedience
kennels

5

Film Producer

JOB DESCRIPTION:

You are a **self-employed freelancer**. You **produce films and videos** for businesses, advertising agencies, and television networks. You **coordinate entire projects**, from **hiring crew** to **managing budgets**. You get paid a contract rate depending on the type of shoot. You **work long, irregular hours** and often travel.



Gross Monthly Income:

\$ 6,000.00

You completed **high school** and studied at an **arts college for 4 years** to earn a **Bachelor's Degree in Film and Video Production**. You worked your way up through the business in various behind-the-camera jobs. Related school subjects: **language arts, math, art, technical studies, and a second language**.

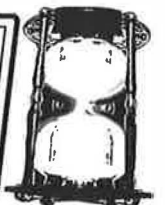


You can manage people and budgets and work under pressure. You understand all aspects of film and video production and have excellent organizational, communication, and leadership skills.



Hours of Work:

60 + hours a week



A Day in the Life...

of a Film Producer

It's only 9:30 a.m., but you've already spent so much time on the phone that your ear is sore. How did you get yourself into this? A few years ago you were behind the camera at the community cable station. Now, for the first time, you're working as a producer! You've already done a dozen new jobs: engaged a director, hired ❶ _____, helped the director find the right cast, purchased film stock, booked the processing lab and editing suite, rented a fleet of ❷ _____, and more. And today is D-Day—shooting starts tonight on a thirty-minute educational film about career planning.

You spend a busy morning on the phone at headquarters, which is a hotel suite with two telephone lines and a computer. The cast and crew pick up call sheets from your assistant. The sheets tell them when they have to be at the shooting ❸ _____. Luckily, your calm, well-organized assistant can handle all of their questions. At 11:00, you greet and introduce the director and the client (an official from the Department of Education). You have to divert the client from telling the director how to do her work. A big part of your job is keeping the VIPs happy and the crew working smoothly. The other big part is signing checks. It's the client's money, but you're ❹ _____ for every penny of it.

At lunch, you hide away in a café with the director and the ❺ _____, making sure that you're all still on the same wavelength. Luckily, your assistant doesn't call you on your pager—but then, you *did* tell him only to use it if the world was ending. Then you start phoning again. You make sure city council will restrict traffic for a couple of hours while you shoot the street scene, and that the helicopter you booked will be where you want it at first light tomorrow morning.

At 3:00 you meet with the locations manager and at 4:00 with the art director. Then you go into a huddle with your assistant, dividing up last-minute jobs. As you drive to your first location, you reflect that being a producer gives great practice at thinking on your feet, keeping things moving, working without sleep, and watching a ❻ _____. The expression "time is money" was probably invented by a film producer. You're earning money, too, though, and gaining good experience. Next year, you hope to make your own film with a writing partner, but you'll definitely want to be behind the camera for that one!



cameraperson
budget
responsible
technical crew
locations
vehicles



Advertising Manager



You are **employed full-time** as an **account manager** with an **advertising agency**. You **coordinate the creation of advertising campaigns** for various clients. You **bid on contracts** and **ensure that standards and budgets are met**. You **work long, irregular hours**, often working overtime and evenings to complete projects.



Gross Monthly Income:

\$ 6300.00



You completed **high school**, then studied at a **university for 4 years** and earned a **Bachelor's Degree in Business and Public Relations**. Related school subjects: **math, social studies, language arts, art**, and a **second language**.

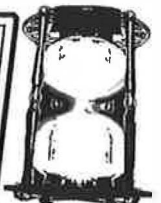


You are very knowledgeable about different media and have excellent communication and leadership skills. You are very good at budgeting money and time.



Hours of Work:

55+ hours a week



A Day in the Life...

of an

Advertising Manager

It's Friday, 8:00 a.m., and you're in early to go through your daily planner and make a fresh "To Do" list. A client has invited you to go sailing for the weekend, but you can only go if you get *everything* done today. You settle down with the art director's folder full of sketches, notes, and a storyboard—the bare bones of an ad ❶ _____ for a new line of sports footwear. At 9:30, you ask your secretary to make some phone calls for you, and head off to a meeting.

The creative team on this campaign works well together so the production meeting goes smoothly. The writers have brought more ideas, and together you discuss the key words and concepts for the campaign. You're pleased the art department doesn't need elephants, pyramids, or icebergs. Keeping the campaign on budget is your responsibility, and, although you like to give the ❷ _____ creative freedom, renting elephants is expensive!

You stop back at your desk to get updated on your phone messages, then rush off to a lunch meeting with your clients. They have questions about the ads and some good ideas, too. You take notes. You also discuss the ❸ _____ for the launch of the campaign and end the meeting with a friendly chat. If problems arise later, your job will be easier if you are all on good terms.

Back at the office, your secretary is waiting with expense claims from last month, checks for suppliers you must approve, and a list of the advertising slots still available on the major TV networks next season. You return calls as you sign the checks, but soon you're interrupted by a call from the ❹ _____ of a TV ad being shot at a restaurant across town. The spokesperson for the ad—the restaurant owner—is not good on camera. The director wants permission to use a waiter, and the angry owner wants to cancel the ad. You suddenly see that sailboat disappearing into the sunset....

Thinking fast, you advise: "Use the owner, I'm on my way!" On location, you'll try to convince the owner to shoot both versions and use the better one. You're irritated, though—the producer should know better than to upset the ❺ _____. As you drive from the scene of the problem, you remember the printing shop where you worked during your university years. The ad ❻ _____ customers were always so picky, always in a hurry. Now you know why!



producer
agency
artists
schedule
campaign
client



Travel Agent



You are a **full-time employee** at a **travel agency**. You **provide information** about travel destinations, prices, and schedules. You **make reservations** and **sell tickets and tour packages**. You **sometimes travel** to expand your knowledge of destinations. You **work regular weekday hours**.



Gross Monthly Income:

\$ 3800.00



You completed **high school**, and worked for 2 summers as an information clerk in a tourist bureau. You attended **college for 1 year** and earned your **certification in Travel and Tourism**. Related school subjects: **social studies, math, language arts**, and a **second language**.

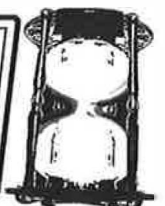


You are well-organized, have good interpersonal skills, good computer skills, and a good understanding of transportation systems.



Hours of Work:

40 hours a week



A Day in the Life...

of a Travel Agent

You arrive at the travel agency at 8:45 a.m., open the safe, and check the balance in the till. Then you sit at your computer workstation surrounded by color posters of exotic travel ❶ _____ and start printing the tickets you'll need today, rush jobs first. Most of these are for business travelers. They're the most demanding and always in a hurry, but you like them—they make up 70 percent of your agency's business. Next, you do the easy ones, mailing some and putting others aside for people who will pick them up, like the young couple who walk in the door as you finish. Sarah and Jamie, staff at an Italian restaurant downtown, have been saving tips for two years for a tour of the great cities of Italy. You have helped them plan all along, but you know that their adventure only becomes real now, the moment the ❷ _____ are in their hands. Their excitement makes you feel happy, too.

After a quick lunch and a stroll to refresh you, you're back at your computer working on more difficult ❸ _____. Your computer is linked to the airlines' systems, so when you reserve a seat from your desk, they know it's sold. You've been trying for days to get 20 seats on the same plane for a school trip. Suddenly you see a ❹ _____ that leaves 21 seats on a suitable flight. You quickly key in 20 reservations, then phone the class teacher to announce your success. You're pleased with yourself, and it's a safe bet that other agents are kicking themselves because they didn't spot the cancelled seats as fast as you did.

Throughout the afternoon you answer questions, quote ❺ _____ over the phone, and serve walk-in customers. You also spend an hour with an adventure tour operator, going over the tours planned for next year. Late in the day, you receive a crisis call. A good customer is stranded in Timbuktu because someone, maybe even you, tore the wrong coupon out of her ticket book. She now has no ❻ _____ ticket and she is really mad! You tell the airline agent to bill a return ticket to your company. Eventually you'll find the missing coupon and get a refund, but you feel bad about it anyway.

Your day ends on the best possible note, though. The head office calls with two familiarization tours to Russia. You all take turns going on these free trips and you're up next. It will be work, but it's also Russia!



prices
destinations
cancellation
return
reservations
tickets

8

Computer Programmer

JOB DESCRIPTION:

You are a **full-time employee** with a **large computer software company** which specializes in computer games. You **develop step-by-step instructions written in computer languages**. Your specialty is coding the movements and actions of game characters. You **work long, irregular hours**, and sometimes overtime or weekends, to meet deadlines.



Gross Monthly Income:

\$ 6100.00

*education
&
experience*

You completed **high school**, then studied at a **technical college for 4 years** and earned a **Bachelor's Degree in Computer Science**. Related school subjects: **math, science, language arts, and technical studies**.

Transferable Skills:

You can write software, identify problems in software, and use computers to perform tasks. You are well-organized and have a logical, analytical mind.



Hours of Work:

50 hours a week



A Day in the Life...

of a Computer Programmer

You came to work at 10:00 a.m. and now it's well into the evening. You and the other programmers will spend the weekend here, if necessary, to meet your Monday morning deadline. No one could have relaxed at home anyway, with the computer game you've spent months working on so close to completion. The excitement is really building. You all love to play computer games and you're dying to try this one, but everyone is a little worried that there will be a tiny error in their ❶ _____ that will foul up the whole works—and take days to find and fix. The five of you work in the same room, but you have separate areas decorated with pictures and personal effects. There's a kitchenette and lounge down the hall—a couple of programmers are napping there now. The other company employees have left for the weekend. They're used to the strange work habits of the programmers, who speak in ❷ _____ terms and computer slang that most people don't understand, and often work at night, undisturbed with their computers.

With a couple of clicks of your mouse, you call up the chess game you're playing with an Internet pal in South Africa. You think for a while, then make your move. That should surprise her. It isn't goofing off when you take short excursions on the 'net. Your work is very tiring because it requires such intense ❸ _____, and the short breaks refresh you.

You've written a long series of codes that tell the computer how to move the creatures of the game. It took weeks of patient work and you always had to think several steps ahead. If you've overlooked even the tiniest logical step, the program will run, but not properly. The thought gives you the jitters. All day, you've been going through your program looking for bugs—not game creatures, but logic ❹ _____. You haven't found any and you sincerely hope that means there aren't any. You finish another run-through and take a break, reviewing the flow chart pinned up on the wall that shows how the programs fit together.

What a long road it's been from the first hilarious ❺ _____ meeting, when the art department, ideas people, programmers, and technicians brainstormed the new game concept. If everything comes together as planned, there will be another party next week. The programmers probably won't chat around the buffet table for very long, though. They'll be happily launched into ❻ _____, playing the new game.



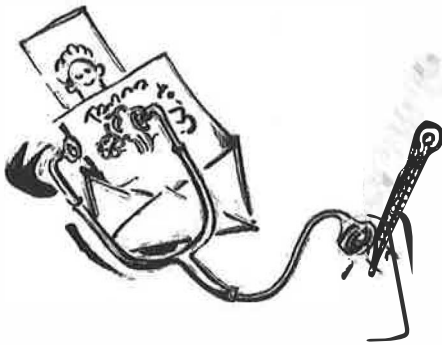
errors
coding
production
technical
cyberspace
concentration



Doctor



You are a **pediatrician** in a **large city hospital** and **specialize in the care of children**. You **examine, diagnose, and treat patients** with illnesses. You also **teach medical students**. You **work long, sometimes irregular hours** and you are **always on call** in case of emergencies.



Gross Monthly Income:

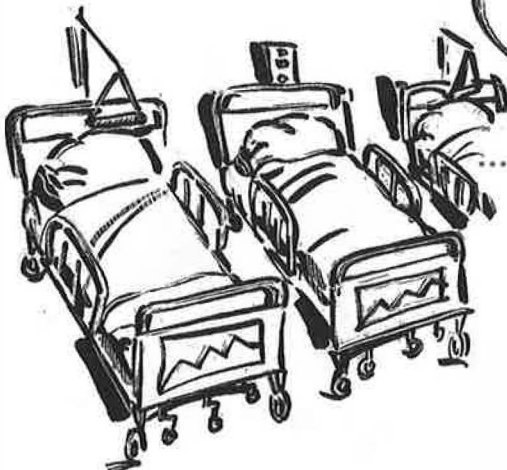
\$14,000.00



You completed **high school**, then studied at a **university for 4 years** to earn a **Bachelor's Degree in Science**. You went to **medical school for 4 years**, then studied as an **intern for 2 years** and as a **resident for another 4 years**. Related school subjects: **science, health & physical education, and language arts**.

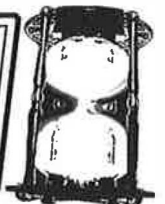


You have excellent communication, organizational, and interpersonal skills. You understand the human body and have teaching and leadership abilities.



Hours of Work:

60 hours a week



A Day in the Life...

of a Doctor

Your day starts at 8:00 a.m. with a tour of your hospital ward. You have ten young patients and you check each of their ❶ _____, reviewing the interns' and nurses' notes about medicines, temperatures, blood pressure readings, and problems during the previous night. You spend some time chatting with each child. The older ones have questions and the little ones just like talking, but all of them are nervous and a little frightened. You take their worries seriously and answer their questions as well as you can, encouraging them to be positive and to look forward to being well again.

The babies can't tell you anything, but you listen carefully to what the nurses have to say. They spend so much time with the infants they notice things you might miss. After you've talked to the ward staff, you go back to your office. Because you're the chief doctor in this section, you have lots of ❷ _____. You also teach interns and medical students and sometimes present papers to government about improving health care for children. You'd like to see kids get healthy, free lunches every day they're in school and a lot more school time spent in active sports and games. Children are almost as unfit as their parents these days. And cigarettes—they should be outlawed!

It's 12:30 already! You eat your lunch at your desk, reading a medical ❸ _____ that you're considering using in next year's program. Then you rush to the lecture hall to talk to a class of third-year students about how good ❹ _____ can help prevent childhood disease. Some of them ask questions no one knows the answers to yet. You hope at least a few of them will work on the research teams that will solve these problems one day. At 3:00 p.m., you end the lecture and take your interns around the ward. This time they ❺ _____ and talk to the patients, and then you give them advice about their performances. They are not always right about their diagnoses, so you have to correct them.

By 6:30 you're home, and since you're ❻ _____ again this evening, you'll be staying put. When you open your mail after supper and find a thank-you card with a photo of a grinning two-year-old, you feel pretty good about your job. Even one healthy, happy little face makes your long hours at the hospital really worthwhile!

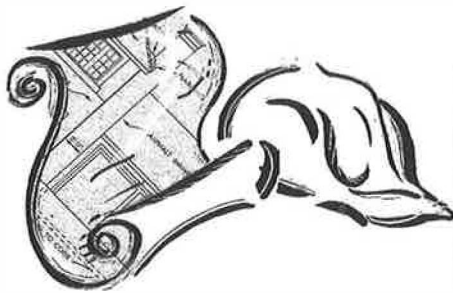
nutrition
on call
charts
examine
textbook
paperwork

10

Construction Contractor

JOB DESCRIPTION:

You are **self-employed**. You own your own **construction company** which employs one other person full-time, a secretary/bookkeeper. You **bid on construction jobs**, **hire and supervise tradespeople**, **estimate materials and labor costs**, and **meet with clients**. You **work long, irregular hours**, especially in summer.



Gross Monthly Income:

\$ 6500.00



You completed **high school** and **apprenticed for 3 years** to a carpenter. You worked as a carpenter for 4 years while taking **courses in bookkeeping and small business management** during the winter months. Related school subjects: **math, science, technical studies**, and **language arts**.



Transferable Skills:

You have supervisory skills and are familiar with the work of all construction tradespeople. You can read plans and blueprints and manage time and money well.



Hours of Work:

60+ hours a week



A Day in the Life...

of a

Construction Contractor

You're on the go at 6:00 a.m. First stop: the custom-designed house where some of your ❶ _____ are finishing up a three-month project. The painters are busy outside, but the finish carpenter is sitting on her sawhorse, eating an apple. She needs to measure ❷ _____ fixtures before starting the finish work in the hot tub room, but the fixtures haven't been delivered yet. It's another example of an ongoing problem with this job. Practically every fixture and fitting is special-ordered or imported, and the owner and the architect are always on-site making changes. This has meant countless holdups and a lot of expensive downtime. You make a note to bring up the issue again at your landscaping meeting with the owner and the architect this afternoon.

Next, you go to the ❸ _____ company and order the lumber and hardware for the public housing contract you've just started, carefully explaining what you want and insisting on timely deliveries. You must manage this job efficiently to make back some of the money you've lost on the big house. Because the order is so large, you wrangle a big discount, too, which will help your bank account.

Then you move on to the public housing site and spend an hour with the site supervisor. He'll oversee pouring the concrete ❹ _____ for two houses this afternoon—a big job that has to be done to exacting standards. Normally you would handle this, but it's time to give this worker more responsibility. Finding good people and giving them the chance to learn new skills is one of the best parts of your job. It pays off, too. The more they can handle, the more ❺ _____ you can accept.

You have lunch in a small restaurant while reviewing the list on your clipboard. Afterwards, you do your banking, then head to the office for an hour to do the payroll and checks for tomorrow and work on the materials estimates for a bid on a community health clinic project. Then it's more errands. You pick up a generator from the rental company, stop by city hall to collect building ❻ _____, and arrange the water hook-up for the new house.

You arrive back at the house after the owner and architect do, parking your pickup behind a BMW and a Cadillac. The new paint job on the house is glowing in the setting sun and looks really great. This job has its ups and downs, but you will always be proud to say you built that beautiful house.



foundations
permits
tradespeople
building supply
contracts
plumbing

Commercial Artist

JOB DESCRIPTION:

You are a **self-employed illustrator**. You own your **own small company** which you operate out of your home. You **design and create graphics, illustrations, and images** for books, magazines, and posters. You **work long, irregular hours**, often to strict deadlines and firm budgets.



Gross Monthly Income:

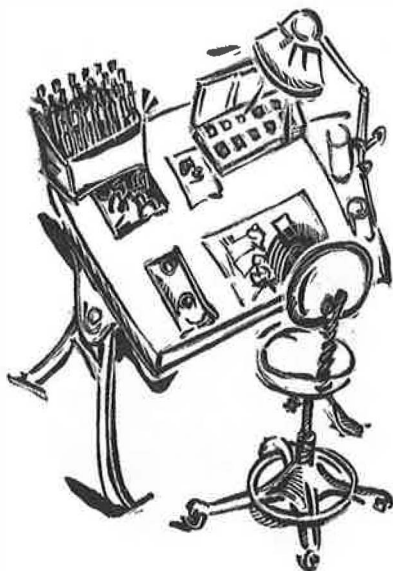
\$ 4800.00

*education
&
experience*

You completed **high school**, then graduated from an **art college with an Associate's Degree, specializing in illustration**. Related school subjects: **art, math, language arts, social studies, and technical studies**.

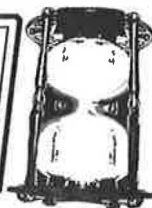
Transferable Skills:

You have a good imagination and work well alone. You understand printing technologies and print media. You are self-motivated and well-organized.



Hours of Work:

50 hours a week



A Day in the Life...

of a

Commercial Artist

You let yourself sleep in until 8:30 a.m., since you were up late last night putting the finishing touches on 20 color ❶ _____ for a series of magazine articles about pet care. It was a rush job for a new client, but you wanted to give them your best work and meet their ❷ _____ so the publisher would be impressed and use you again soon. Magazine work pays well!

At 10:00 a.m., you drop off the package of pet illustrations at the courier service the ❸ _____ asked you to use, then eat your breakfast in a neighborhood café. You're tempted to go back to bed when you get home, but the morning mail brings the newest edition of *Time Masters*. It has to be the best comic out—because the illustrations are yours, of course! Even though you know the story by heart, you love seeing your work in print so you read it from cover to cover. Then you leaf slowly through again, critically this time, to see where you could have improved your work. You're pleased to see how well the new ❹ _____ has treated the color.

Reading the new comic has woken you up, so you settle down at your drawing table, surrounded by paints, pens, pencils, and brushes. You look at the notes and sketches that you and Robin, the writer, have made for the next issue of *Time Masters*. You've spent long, intense hours together planning each panel of the comic. Now Robin is off creating the storyline and writing ❺ _____ for the next issue, and you can start drawing the pictures in the distinctive style your fans have come to love.

Working on this comic—any comic—is a dream job for you, because the pictures are as important as the words. Sometimes they're even more important, as in the panel you start now—a full page of Hongo in a time trance. You've already worked out the proportions and the perspective, and now you work on the background colors. While the inks dry, you take a stroll, stopping by your local comic shop to see if they have the new issue. *Time Masters* still has a small readership, but it's catching on and you and Robin have great hopes.

When you get back you grab a snack, then decide to take that nap. You often work at night, especially on big panels, so your ❻ _____ can fly without interruptions. Closing your eyes, you visualize your next drawing, the scene that Hongo sees in his trance....



deadline
illustrations
dialogue
imagination
printer
art director

12

Broadcaster

JOB DESCRIPTION:

You are a **full-time employee** at a **local television station**. You **prepare the evening sportscast, research and tape news stories** about the world of sports, and sometimes **provide commentary during live broadcasts** of sporting events. You **work long hours**, and sometimes evenings or weekends to get a story.



Gross Monthly Income:

\$ 4900.00



You completed **high school** and were a professional athlete until you were injured. Then you went to **college for 2 years** and earned an **Associate's Degree in Broadcast Journalism**. Related school subjects: **language arts, social studies, health & physical education, and science**.



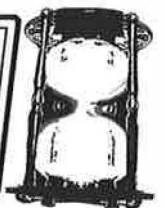
Transferable Skills:

You have good research and communication skills and work well under pressure. You are very knowledgeable about all aspects of popular sports.



Hours of Work:

50 hours a week



A Day in the Life...

of a Broadcaster

You arrive at work at 9:00 a.m., even though you don't go on the air until suppertime. First, you pick up the wire-service pages that show the results of all the **1** _____ sports played last night. You quickly review them, noting the upsets and winning streaks. Then you watch the footage the network sent you of last night's games and events, scanning for highlights and goals and verifying final scores.

At 12:30, you and the other broadcasters who work on the evening news have a lunch/production meeting with the show's **2** _____. You all describe the breaking news in your specialty areas and any good local stories that you've noticed. The producer makes a list of everything, decides what she wants for tonight's lineup, assigns everyone their work for the day, and dismisses the meeting.

Your main afternoon task is to interview a local pitcher who has been invited to try out for a major league team. The producer assigns a mobile **3** _____ to go with you to the pitcher's home. Before you leave, you drop your notes from the morning with the newsroom sports writer. He knows your style and can write them up into broadcast format.

You tape 15 minutes of conversation with the excited baseball player, asking questions you know will interest your audience. You enjoy the **4** _____—talking to the athlete reminds you of your own days as a pro athlete. You'll never forget the thrill of national recognition. At the time, the injury that ended your dreams was difficult to accept, but now your new work is so rewarding it feels like your true calling.

You all rush back to the station, arriving just before 5:00 p.m. The videotape of the interview goes off to be **5** _____, cut to three minutes or less, and you check in with the producer and sports writer. Then you take a quick shower and head for the makeup department. Without some help from them, you would look terribly pale under the bright lights. At 5:55, you're in the studio listening to last-minute instructions the director and producer are feeding you through the tiny **6** _____ taped behind your ear. "Three, two, one—you're on the air!" You smile calmly out at the camera—certain the people watching you on TV can't tell how much work and rushing around you did today!

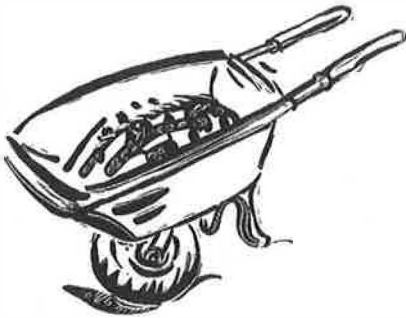
edited
producer
earphone
professional
interview
crew

13

Nursery Worker

JOB DESCRIPTION:

You **work full-time** for a busy **garden center** during the spring and summer months. You **grow and care for young plants** and **prepare them for sale** under the direction of your employer and the greenhouse manager. In the **winter**, your work is **part-time** from January to April, **maintaining the heated greenhouses**, doing repairs, cleaning up, and preparing for spring.



Gross Monthly Income:

\$ 3100.00



You completed **high school**. While in school, you worked as a landscaping laborer during the summers. You worked part-time for your present employer for one season before being hired on full-time. Related school subjects: **science, math, language arts, and physical education**.

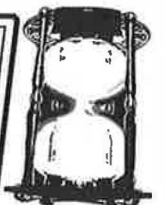


You are reliable, physically fit, and work well on your own. You have a good basic understanding of life sciences.



Hours of Work:

40 hours a week



A Day in the Life...

of a

Nursery Worker

During the summer, you like to arrive at work early. Your boss is there at 6:30 a.m. and, although you're not expected until 8:00, the earlier you come, the earlier you can leave. Your first task is to check the ❶ _____ in the greenhouses and open up the vents if it is a really hot day. Next, you water plots of ornamental shrubs and rows of young trees before the sun gets too strong. The dew is still sparkling in the grass and the birds are singing happily when you head off to the storefront office to see what is on your agenda for today.

There's a large order from a ❷ _____ company waiting for you. You tuck the list into your pocket and fill a wheelbarrow with the tools you need, a bale of burlap, twine, and tags. You carefully choose the healthiest plants and put name tags on them. Then you gently dig them out and carefully wrap the roots in burlap. When you have checked off each variety on your list, you bring the plants to the shipping shed with the ❸ _____. You spray them down with some cool water to refresh them, and let your boss know they are ready as you go for your lunch.

You eat your lunch outdoors at the picnic tables under a shade tree with some of your co-workers. After the break, you and another worker are sent to transplant tree ❹ _____ into a new plot. You load up the trailer with seedlings, a big coil of water hose, shovels, and a portable radio. You and your co-worker take turns digging trenches and planting the seedlings as you listen to music and chat. The afternoon passes pleasantly. Your last task of the day is cleaning and putting away the tools you used, coiling up the hoses, and closing the vents in the greenhouses.

You like working in the greenhouses a lot and are learning as much as you can from the ❺ _____ who manages them in the busy spring and summer months. You know that planning and record keeping are really important in greenhouse nursery work, and you're good at handling the tiny seedlings. It was the horticulturist who recommended to your employers that you should be the one to take care of the greenhouses over the winter when he returns to his teaching job at the community college.

Your work is definitely seasonal and ruled by Mother Nature. You take your holidays in the dead of winter, but you don't mind too much, because you get way more sun than most people anyway! After your winter holiday, you keep the two small heated greenhouses going and feed the cats while your employers go south for a month. By the time they come back, it's warmed up enough for you to completely clean out and sterilize the big greenhouses, ready for the early ❻ _____ plantings—and another cycle of the seasons.



horticulturist
tractor
seedlings
spring
temperature
landscaping

Computer Animator

JOB DESCRIPTION:

You are a **self-employed artist**, working in your own **home office**. You **use computer technology to create lifelike animation for film and video**, specializing in dinosaurs and other prehistoric topics. Your clients include educational and scientific institutions, television, and film companies. You are constantly looking for new contracts. You **work long, irregular hours**, sometimes under heavy deadline pressures.

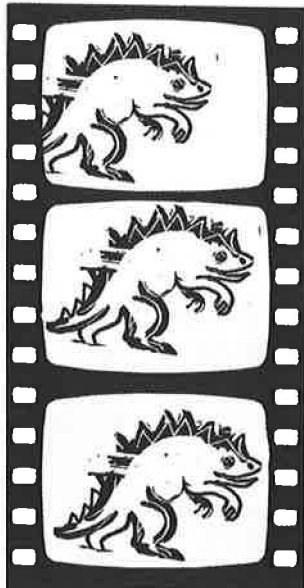


Gross Monthly Income:

\$ 7100.00

*education
&
experience*

You completed **high school** and studied **science and history for 4 years at a university, specializing in paleontology** and earning a **Bachelor's Degree**. You worked part-time as a scientific illustrator at the university for 2 years. You left the university to study **computer animation at an arts college for 2 years**. Related school subjects: **art, science, social studies, technical studies, and language arts**.



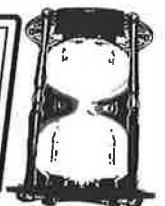
Transferable Skills:

You have excellent computer skills, can sketch and paint, and have a creative imagination. You are very knowledgeable about history and geology.



Hours of Work:

60 hours a week



A Day in the Life...

of a

Computer Animator

You're up late putting the finishing touches on a short animation for your Web site when you hear the blip that means an e-mail has arrived. You check it immediately, hoping it's Yoko in Osaka, Japan. Yes and it's good news! Yoko is a museum curator who has just been allocated ❶ _____ to commission a short animated film from you. Yoko is almost as happy as you are about this, and you reply immediately to thank her for choosing you to do the work.

Some of the best animators in the world live in Japan, but your scientific specialty has landed you this choice project. Your studies in paleontology and your life-long interest in ❷ _____ and their world has given you a special angle in the highly competitive animation business. You kept reptiles as pets for a long time, and your understanding of these creatures has brought a degree of realism to your work that really stands out. Your dinosaurs are always scientifically accurate, and you have earned a good ❸ _____ among professional scientists. You have animated dinosaurs for cereal advertisements, but when it comes to a serious project like an educational piece for a natural history museum, you really love your work.

The initial concepts and ❹ _____ and the first drawings were really fun, and you and Yoko communicated frequently as the project concept was developed. Now comes the hard work which only you can do. A ten-minute piece will mean twenty thousand ❺ _____. It will take a long time even with your powerful computer and all the motion models and landscapes you already have. In fact, you have a new ❻ _____ to install and learn before you can even start this new project. No time like the present!

You unwrap the new software package and read the first few pages of the instruction book. Realizing that you're going to be putting in some long intense hours for the next few weeks, you decide to hit the sack while the computer loads the new program. You lie back listening to music and thinking about your opening sequence. The opening credits will run over long views of that strange, long ago world where volcanoes spouted glowing lava and pterodactyls screeched through the skies. You want to make it so real that when Mr. T. Rex swings his head around and looks right at the viewer, the person will freeze with fear for a split second. This will be your best work yet!

storyboard
funding
frames
reputation
graphics program
dinosaurs

15

Physical Therapist

JOB DESCRIPTION:

You are a **full-time employee** at a **large hospital**. You **treat patients with bone, joint, and muscle problems**. You use machines and massage therapy to **restore free movement in necks, backs, and limbs**. You **work regular weekday hours**.



Gross Monthly Income:

\$ 6100.00



You completed **high school**, then studied at a **university for 6 years** to earn a **Master's Degree in Physical Therapy**. You worked for 2 years in a clinic after earning your license to practice. Related school subjects: **science, health, physical education, and language arts**.

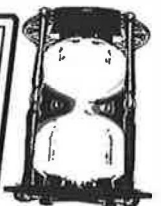
Transferable Skills:

You are very knowledgeable about health and the human body. You have excellent interpersonal skills.



Hours of Work:

50 hours a week



A Day in the Life...

of a Physical Therapist

Your day starts with a brisk walk. You're well dressed for it because you wear the same kind of loose, lightweight clothes and comfortable shoes that nurses prefer. Working with injured kids makes you thankful every morning that you're able to walk down the street.

You arrive at the hospital just before 9:00 a.m., taking a quick look over the appointment book before entering the clinic. The large room is outfitted with stacks of towels, hot packs warming, cold packs chilling, an exercise bike, ❶ _____ of all shapes and sizes, a special table for stretching people with neck and ❷ _____ problems, massage tables, and an assortment of balance boards. Posters showing the bones and sub-structures of the human body adorn the walls and a complete skeleton stands in one corner. Some of the adult patients are startled by it, but kids are fascinated. Everybody likes the whirlpool!

Your first patient is eight-year-old Shari, who broke her ankle six weeks ago. Her cast just came off, yet she still can hardly walk. You know her treatment will include lots of encouragement. You wrap her ankle in a hot pack as you talk to her about keeping at her exercises. After you've ❸ _____ her foot and ankle, you attach two small contact pads to her foot. Tiny electrical currents will stimulate the muscles in her foot so they won't deteriorate while the tendons and ligaments heal.

You leave her with a magazine for 15 minutes while you help Justin, one of your long-term patients, into the ❹ _____. He's had major ❺ _____ on his hips and legs to correct a birth defect, and is so excited about being able to walk by himself one day that he works extra hard at his exercises. When Justin and Shari leave, you attend an acupuncture class, then have your lunch in the cafeteria.

You evaluate three patients after lunch. The first, Kristy, is a six-year-old who was almost killed in a car accident a year ago. She can walk—almost run—again, and her doctor wants a complete ❻ _____ on her progress. You've already looked at the X-rays and read the reports for the next two patients. You meet with them and their parents and then draw up therapy plans. You always look forward to meeting new patients, although they're usually a bit scared of you and are often in pain, too—not at their best! Still, helping young people get back into top condition is what your work is all about.



Tour Operator

JOB DESCRIPTION:

You are **self-employed**. You **plan tours** of wildlife reserves and **take clients to wilderness destinations**. You **work seasonally**, sometimes from your **home office**, and sometimes beside a campfire. During the off-season, you **attend trade shows**, **recruit clients**, and **plan for your busy season**.



Gross Monthly Income:

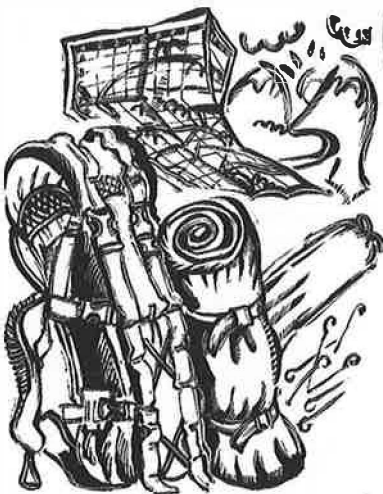
\$ 2,900.00



You completed **high school**, then developed your wilderness skills while working for 4 years as a tour guide with a local eco-tourism company. You went to **college for 2 years** to earn an **Associate's Degree in Adventure Tourism Management**. Related school subjects: **physical education, language arts, social studies, math, and science**.

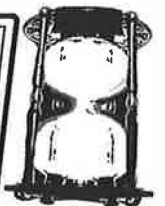


You are resourceful and have good interpersonal, small business, and wilderness skills. You know first aid and are very knowledgeable about local geography.



Hours of Work:

50 hours a week



A Day in the Life...

of a Tour Operator


You're on the job at 9:00 a.m. at your desk in the kitchen corner with your laptop computer, phone, answering machine, and fax. Your busy summer and fall seasons are still two months away, but you can hardly wait for your first ❶ _____ to start. You've been really busy recently with arrangements, bookings, and phone calls. Your business is growing fast. You hope to hire a manager to do this part of the work next year, which will leave you free to concentrate on adventures in the wild while you are still fit and strong enough to be your company's best ❷ _____.

You review the personal kit list you are mailing to the dozen people you will be leading on your first summer trip, up the Chilkoot Trail, following the path of the gold rush. You've already phoned each of them, making sure they understand what they've signed up for and that they all share a certain level of fitness and outdoor skill. You know from sad experience how one exhausted, sunburned ❸ _____ can ruin a wilderness tour for everyone. If any of their answers to your questions had suggested they were too inexperienced or unfit to go, you would have steered them towards an easier tour. You try to offer something to suit everyone so that people will fall in love with wilderness touring and come year after year for more.

Next, you review your own equipment and supplies lists: ❹ _____, backpacks, food, camp fuel, maps, tents, and matches. Each person will help carry some of this stuff; the rest you and the ❺ _____ will drop off along the trail ahead of time. Then you confirm the hotel reservations in Dawson City, where this adventure ends with well-earned showers and a night on the town.

You eat your lunch while reading through an advertising brochure from a tour operator who once was your rock-climbing partner. Her company specializes in mountain-climbing adventures. How does she ever afford the insurance bills?!

You spend the afternoon in the warehouse/plane hangar that you share with your bush pilot buddy, inspecting your camping, canoeing, and rafting equipment, making lists of repairs and replacement parts needed. After supper, you finalize plans for next winter's tours so you can book advertising space. With these details out of the way before summer, you can concentrate on doing what you love best—giving people a ❻ _____ experience they'll remember for the rest of their lives!

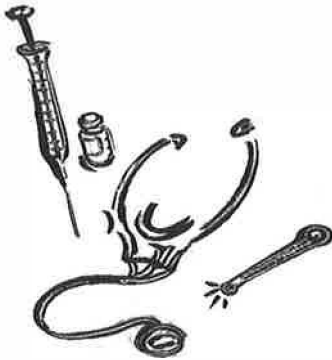


canoes
wilderness
tour
tenderfoot
bush pilot
guide

Veterinarian

JOB DESCRIPTION:

You are **self-employed**. You own **your own clinic** which employs two people: a receptionist and an animal care technician. You **diagnose animal diseases, perform surgery, and mend broken bones**. You often **work evenings and weekends** and you are **always on call** for emergencies.

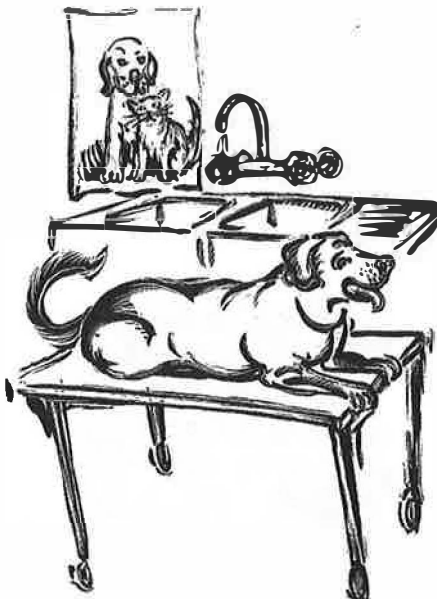


Gross Monthly Income:

\$ 11,000.00



You completed **high school**, then studied at a **university for 4 years** to earn a **Bachelor's Degree in Science**. You attended a **veterinary college for 4 years** and earned a **Doctorate in Veterinary Medicine**. Related school subjects: **science, language arts, health, physical education, and math**.



Transferable Skills:

You are very knowledgeable about science and animal health and behavior. You also have business management and supervisory skills.



Hours of Work:

60 hours a week



A Day in the Life...

of a Veterinarian

You start work at 8:00 a.m., doing ❶ _____ on the computer at the front desk and writing checks for suppliers while your clinic's animal care technician, Sandy, cleans the kennels and feeds the boarding animals. Your receptionist comes in at 9:00, and you move into the clinic.

You've known your first patient, Bruno, a Great Dane, since he was a pup. You give him his checkup, update his ❷ _____, then pet him and chat with his owner. Next up is a young cat. You wrap her in a towel so she can't scratch you, then quickly pull a rotten tooth. She glowers at you while you give her owner a ❸ _____ and some tips on how to administer it without losing a hand. You take a phone call while you prepare a batch of ❹ _____ for a litter of puppies. Hmm—a sick boa constrictor. Your experience with reptiles is limited, but Sandy keeps snakes, so you make an appointment for early tomorrow.

You eat lunch in the office, looking over your surgery appointments while the receptionist takes an hour off. Your sandwich is only half-eaten when the phone rings. Emergency! A horse has been injured in a traffic accident and is bleeding by the side of the road. You scrawl "CANCEL" through the list of afternoon ❺ _____, flick on the answering machine, and run to fetch Sandy and your emergency kit.

As soon as you arrive, you know the horse will be all right. She's on her feet and her ❻ _____ are not life-threatening. You clean her up, check her over, and tell her owner to watch her carefully for the next few days. Then you race back to the clinic, phoning the receptionist en route so he can re-book your afternoon.

By the time you get back, the first patient has come and gone, but you still fill the afternoon with surgery. You finish with the young tomcat that has moved into the clinic porch because Sandy leaves food for him. You own two cats so you're not going to take him home, but you will make sure he doesn't father hundreds of homeless kittens. Then you notice what an exceptionally attractive tabby he is...maybe you will take him home after all!



appointments
prescription
file
bookkeeping
vaccinations
wounds

Truck Driver

JOB DESCRIPTION:

You are **self-employed**. You own your own **18-wheel truck** and **work long hours** with lots of travel.

You have **seasonal contracts** with farmers to deliver produce during the growing season. You take on **long-haul contracts** with national distributors **during the off-season**.

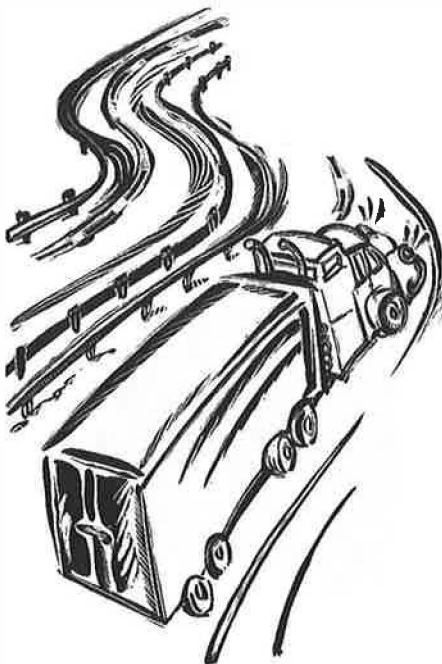


Gross Monthly Income:

\$ 6200.00



You completed **high school** and took a series of **certification courses in driving trucks and tractor-trailers**. You drove a taxi part-time to pay for your courses. Related school subjects: **math, social studies, language arts, and technical studies**.

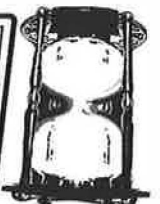


You are well-organized, reliable, and self-motivated. You have a good driving record and are very knowledgeable about geography and transportation systems.



Hours of Work:

60 hours a week



A Day in the Life...

of a Truck Driver

The first rays of sunlight are tinting the eastern sky when you look out the window of your motel room at 5:30 a.m. You hauled in at 10:00 last night, your second day on the road, and you are still two days away from your ❶ _____.

You start the diesel before you go for breakfast in the motel diner. Over your last cup of coffee, you fill in your ❷ _____ with yesterday's miles traveled, fuel bought, time schedules, and weather conditions. Then you give your rig the routine ❸ _____, checking tire pressure, oil, fuel, engine, and cargo. Everything is fine, so you climb in and head out.

Once you're safely on the highway and up to speed, you wonder what your friends at home are doing. Most of them are probably still asleep. At lunchtime, you will pull in at a big truckstop and check your phone messages and e-mail. It's definitely a drawback of this job—missing friends and family—but there are also a lot of pluses: being your own boss, working on your own, traveling, and meeting new people.

Suddenly your subconscious tells you to stop daydreaming and listen to the weather forecast on the radio—a storm warning for later this afternoon. You glance at the ❹ _____—500 miles to go before you stop for the night. If you're lucky, you'll be close to the coast so when the weather hits, it will be rain instead of snow. You concentrate on the road and make good time for a couple of hours on dry, clear pavement.

Oh-oh—something in the distance ahead. Cars continue to pass you, but you ❺ _____ down to slow the truck. From your greater height you can see what the car drivers can't: the flashing lights of a highway ❻ _____. You're glad the highway's being maintained but a delay is the last thing you want. You take a deep breath, reminding yourself that unpredictability is one of the things you love about this job. You may be late tonight, but at least you're not stuck indoors at a desk.

You pop in a CD. When it's half over, it's finally your turn to squeeze by the construction crew. You check your watch as you gear up, hoping that the slowdown doesn't land you right in the messiest part of the coming storm. Traveling for a living certainly provides lots of entertainment—if only hairy weather wasn't part of the show!



odometer
destination
gear
logbook
repair crew
inspection

Actor

JOB DESCRIPTION:

You are a **freelance actor** and work **part-time** in a **theatre bar** to make ends meet. You **audition for stage plays, movies, and commercials**, and write **screenplays**, none of which pays money until you're hired or a screenplay sells. You **work long, irregular hours**.



Gross Monthly Income:

\$ 5000.00



You completed **high school**, then attended a **performing arts college** and earned an **Associate's Degree** in **Theatre Arts**. The **voice and dance classes** you took have increased the range of characters that you can play. Related school subjects: **language arts, social studies, physical education, art, and a second language**.



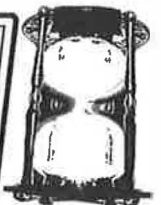
Transferable Skills:

You have excellent communication skills and are physically graceful and well coordinated. You work well on a team.



Hours of Work:

50 hours a week



A Day in the Life...

of an Actor

You wake up at 10:30 a.m. After a shower, you count your tips from last night's work tending bar in the theatre lounge. There's enough for a newspaper and breakfast at your neighborhood café, and you can add a little to the stash you've put away to pay the rent at the end of next week. You've got five more days to earn the rest. The last time you were late, your landlord wasn't the most understanding person in the world. If necessary, you can do some ❶ _____ this weekend. It's a hard way to earn money, but you know it's a great workout for your performance skills. Kids always make their parents stop when you juggle with your "dead chicken" juggling pins.

When you get back after breakfast, there's a call on your message machine. The director of a local theatre group wants you to read for a part in their new play. Great! If you ❷ _____ well and get the part, you'll have five weeks steady work—not to mention the lift you get from doing the work you love.

You phone her back to confirm, then head downtown to pick up a copy of the ❸ _____. You spend a few hours at home reading it, trying to get a feel for the ❹ _____. The audition is not until next week, but you like to get to know a play over time, so you can be really comfortable when you have to perform.

You put some music on and spend a few hours at the kitchen table, writing notes for a grant proposal for a project you are trying to produce yourself. An arts funding agency has some money to allocate, and you think the play you've written and are dying to ❺ _____ would suit their guidelines perfectly. If you go in to work early tonight, the theatre manager will probably let you use the office computer to turn your notes into a legible and professional format.

By the time you're happy with your proposal, there are only a couple of hours left before you have to leave for the theatre. You should spend the time on the ❻ _____ you're writing. The opening scene needs editing—but it's a beautiful sunny day and you've been inside for most of it. What the heck—they don't call it artistic freedom for nothing! You pack your notes and your work clothes carefully in your backpack and head out to enjoy some simple pleasures while you can!

character
street performing
screenplay
script
perform
audition

20

Politician

JOB DESCRIPTION:

You are a **full-time employee** of the **federal government**. You were elected to **represent the views of the people who voted for you** as laws are passed and decisions are made. You **meet with people** and **attend functions**. You **work long, irregular hours** and are always busy with meetings and appearances.



Gross Monthly Income:

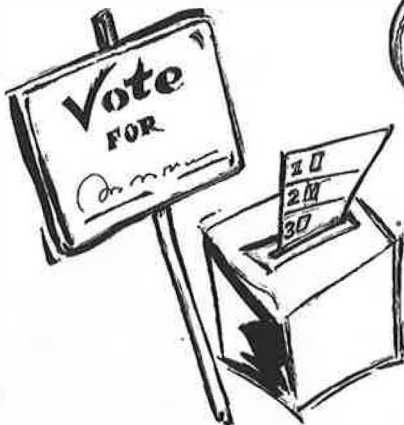
\$ 9,500.00



You graduated from **high school** and attended **college for 4 years** to earn a **Bachelor's Degree in Accounting and Business Management**. You worked at a car dealership for 8 years, first as a salesperson, and then as a sales manager. You have always been an active volunteer in community service clubs and in your local political party association. Related school subjects: **language arts, social studies, and math**.

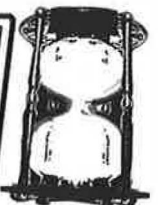


You have excellent interpersonal and communication skills—especially in public speaking and leadership. You are energetic, hardworking, and can think on your feet.



Hours of Work:

70 hours a week



A Day in the Life...

of a Politician

You arrive at work this morning with a new haircut and an armful of clothes from the dry cleaners. You have a photo shoot first thing and, while you're no movie star, it is important to look sharp. When the photographer is finished, your ❶ _____ assistant pockets the film. You won't see the pictures until the publicist shows you the final version of the newsletter you send out to the people who elected you. Congress isn't in session right now, but there's a full day's work on the day's ❷ _____ your assistant has drawn up.

The first stop is a local radio station where you are the featured guest on a talk show. These sessions can be tricky—you never know what the callers will ask. Some people expect you to have all the answers, and some are angry with the ❸ _____ and blame everything on you. You try to understand their points of view, remain calm and be extra polite. It's not easy. What's best for a city business owner may not suit a farmer, a fisher, or a student at all. It's your job to keep the big picture in mind, with a special consideration for your constituents—the people in your ❹ _____.

You lunch with an assistant whose main concern is helping you stay in touch with your constituency. Afterwards, you meet with the key people—organizers and volunteers—who helped you get ❺ _____ the last time you ran for office. You're hoping they will also help you rally support for the government's new legislation to increase taxes on tobacco and further restrict cigarette advertising. It's a controversial issue and the meeting is difficult. You use every fact and figure your assistant gives you, as well as charm, to convince them to support you. You really need them on your side.

Afterwards, you make a quick stop at a ❻ _____ fundraiser to drop off a contribution. Your appearance also helps them attract media interest. It's fun and easy and a relaxing change from the tobacco taxes meeting. Your assistant is a genius at planning your days so that you get a lift when you need it.

A quick bite, then you answer letters and phone calls, and read the background notes you'll need for tomorrow, when the committee working on the wording of new legislation meets. At the end of your agenda your assistant has written: "*Call your mom. It's her birthday. Flowers sent.*" You sigh, shaking your head. Watching the big picture, you miss important details sometimes. Last year, you forgot your own birthday!

district
charity
administrative
elected
agenda
government

Real Estate Agent

JOB DESCRIPTION:

You are **self-employed, working at home**, and **affiliated with a large real estate company**. You **help clients buy or sell** their houses, commercial buildings, or businesses. You **earn a percentage** of the price of everything you sell and you **work irregular hours**, often weekends and evenings.



Gross Monthly Income:

\$ 6700.00



You completed **high school**, took a **1-year business program at a community college**, and worked for 3 years as a secretary in a large real estate firm. You took a **6-month course** to prepare for your **Real Estate Agent's exam** and then set up your own business. Related school subjects: **math, social studies, and language arts**.

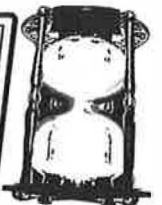


You have excellent communication and interpersonal skills and are good at selling and persuading. You are self-motivated and well-organized.



Hours of Work:

45 hours a week



A Day in the Life...

of a

Real Estate Agent

You arrive at your hottest **1** _____, a suburban, split-level house, at 9:30 a.m. You let yourself in, open the curtains, and check that the place is clean. The owners have followed your advice: repairs are made, the house is tidy, and the lawn is mowed.

Some agents use air fresheners and other cosmetic effects to impress buyers, but that's not your approach. You know that most buyers want facts and figures, so you have them all in your folder: the age of the furnace, repairs made since the house was built, locations of banks, schools and grocery stores, property **2** _____, and more. You even know which flowers will bloom where next spring.

A car pulls in, so you turn down the beeper on your pager and greet the first set of prospective buyers. She's a psychiatrist at the local hospital and he's a computer software designer who works at home. You take them through the house, pointing out its features, answering questions and helping them visualize his office in the room overlooking the backyard. He loves gardens, so you also give a full tour of the property.

They inquire about the lowest price the sellers might accept. You know what it is, but don't reveal it—your **3** _____ is based on the final selling price, so, of course, you want it to be as high as possible. Instead, you tell them about offers already refused and what the appraiser's **4** _____ of the value of the house is. You also mention you'll be showing the house to three other couples this morning.

After your last appointment, you stop home for lunch. Then you tour a newly built **5** _____ with other real estate agents. The tour ends at an open house hosted by the **6** _____. They hope you and the other agents will help them pre-sell the new houses. Afterwards, you drop in on a client with a historic house downtown. You've had it listed for a year, but there hasn't been much interest. You encourage the owner to do more decorating and repair work—just enough so that prospective buyers can see the building's charm. Then you head home and spend two hours answering phone messages and reviewing the city-wide listings on your computer to see what sold today. As a treat at the end of the day, you work on the plans for the most beautiful dream home of all—yours!

estimate
subdivision
taxes
developers
listing
commission

22

Mechanic



You are a **full-time employee** at an **automobile dealership**. You **repair and service mechanical, electrical, and electronic parts** on cars, light trucks, and sport utility vehicles. You **work regular hours** and occasionally on weekends, when necessary.

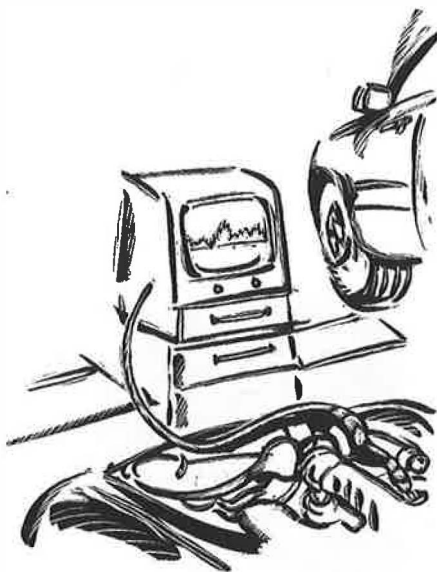


Gross Monthly Income:

\$ 4500.00



You completed **high school**, then studied at a **technical college for 2 years** to earn a **Certificate in Automotive Technology**. Then you **worked for 2 years** before taking the **certification exam**. Related school subjects: **technical studies, math, science, and language arts**.



You can repair almost anything and work well on your own.



Hours of Work:

40 hours a week



A Day in the Life...

of a Mechanic

You arrive at work at 8:00 a.m. and pull on your overalls before reporting to your supervisor. On your job list for the day are a tune-up, a brake job, and a "funny noise" to identify. Then you check your tool kit. It's taken years to build up your personal ❶ _____ and socket sets. You take good care of them, and also your employer's specialty wrenches and ❷ _____ testing equipment.

The car needing a tune-up arrives. You set the computer to analyze its exhaust, using another tester to check the circuitry in the electronic fuel injector. Then you listen to the car run and take it for a short drive. You change the spark plugs, the air and oil filters—as the computer suggested—and ❸ _____ the timing. You raise the car on the lift to drain the old oil from the engine, then lower it and pour in fresh oil, check the transmission fluid and the water in the radiator, clean the battery terminals, and start it up. Perfect—the engine purrs like a well-fed cat.

You take a break while your boss unpacks a new computerized tester and its thick user's ❹ _____. Your boss advises you and the other mechanics—who have all gathered around the new machine—to take the manual home for a night or two to familiarize yourselves with it. Mike, the oldest mechanic, catches your eye. He's a gifted mechanic, but he doesn't read well and he's having trouble keeping up with the new ❺ _____. You wink to tell him you'll do your best to bring him up-to-date after you've had a look at the manual.

You do the brake job, then eat a sandwich in the back room. As you finish, the boss brings over a customer who tells you his car has started going "ka-chunk, ka-chunk" all the time. You smile and nod. Sometimes the sick-car imitations customers do are hilarious, but not very informative. Your first guess in this case is a clutch problem.

You drive the car around the block, verifying your diagnosis, then hoist it on the lift and remove the ❻ _____ securing the clutch to the engine. Four hours later you're only half-way through the job, but the workday is finished. You put away your tools, hang up your overalls, and plunge your greasy hands into the tub of cleaner. You will have to wait until tomorrow to hear that car go "hmmmmthunk" instead of "ka-chunk"!



technology
wrench
bolts
manual
adjust
electronic



Photographer



You are **self-employed**. You **shoot and print photographs** for advertising agencies, magazines, private companies, and government departments. Your photographs appear in articles, business reports, brochures, and on posters. You work **long, irregular hours** and sometimes travel.

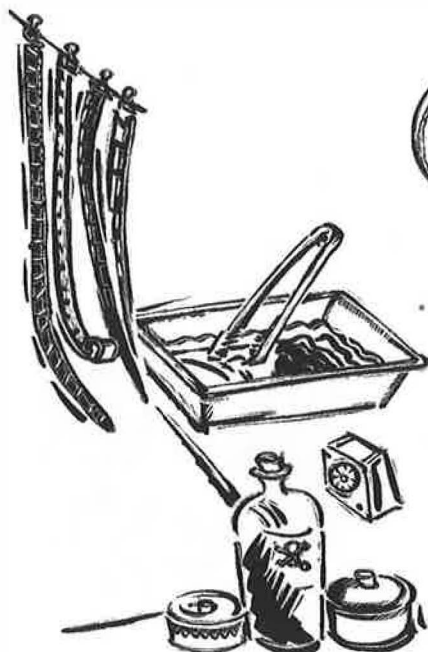


Gross Monthly Income:

\$ 3700.00



You completed **high school** and then attended an **arts college for 2 years** to study **photography** and earned an **Associate's Degree**. You worked at a newspaper for **1 year as an apprentice** and for 4 more years as a staff photographer. Related school subjects: **science, art, math, language arts, and technical studies**.



You are creative, work well under pressure, and have good interpersonal skills. You have an excellent understanding of light and lighting equipment, and all photographic processes.



Hours of Work:

50 hours a week



A Day in the Life...

of a

Photographer

It's 8:30 a.m. and you're in the darkroom, putting exposed film into the developing tank. You can hear your answering machine take a phone call in the office outside your door. It's the ❶ _____ of a trade magazine offering you a job. You really want the work, but you can't open the door and grab the phone—that would ruin the film!

When the film is safe, you go out and call her back. She wants photos of the interior design trade show that is opening at the convention center tomorrow. You were going to go anyway, to take pictures for your files and try to make some contacts for new business, but having an ❷ _____ is even better—you can still do what you intended and earn some money at the same time.

You finish in the ❸ _____, then pack your camera bag with the equipment for tomorrow's shoot: two camera bodies with different kinds of film, five lenses, the light meter, spare batteries and a few different filters. You like to keep it light and simple, but you also have to be prepared. The only thing worse than taking a bad picture is forgetting something!

You call the convention center and the trade show office to get the information that you need to make your day go efficiently tomorrow—the hours of the show, where you pick up press ❹ _____, any photography restrictions. By the time you switch on your answering machine again and head out, it's noon.

Downtown, you grab a bite to eat, then visit the camera shop to stock up on ❺ _____. They have the kinds you need—but they don't have the photographic paper you ordered last week. You walk to the conference center and check out the site for tomorrow—angles, exterior shots, what the light is like in the early afternoon, where everything is located. Then you decide to walk home. You've done all you can to prepare, but tomorrow you'll still have to think on your feet. You can't anticipate what the displays will look like, what effects or ❻ _____ you'll have to use to make them interesting, or how much of a hindrance the crowd will be. That's part of the challenge and the art of photography: responding to what's around you and using whatever you find to your advantage.

You have a light supper when you get home. Then, since you can't do the printing you had planned because the paper didn't arrive, you grab the bag by the door and head out for a little recreational activity: photography with your favorite and prized classic camera!



passes
editor
film
assignment
lighting
darkroom

Meteorologist

JOB DESCRIPTION:

You are **employed full-time** by the **federal Department of Environmental Protection**. You **study and analyze weather information** and **produce weather forecasts**. You also **study atmospheric pollution** (acid rain, for example). You **work rotating shifts**: days or nights, weekdays and weekends.



Gross Monthly Income:

\$ 8100.00

*education
&
experience*

You completed **high school**, then studied at a **university for 5 years** to earn a **Master's Degree in Science**, specializing in **Meteorology**. Related school subjects: **science, math, social studies, and language arts**.

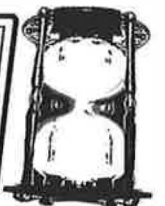
Transferable Skills:

You have good science and analytical skills and are very knowledgeable about geography. You work well on your own.



Hours of Work:

40 hours a week



A Day in the Life...

of a

Meteorologist

It's midnight, and you yawn as you get to work. You can adapt your personal schedule pretty well, but it's still hard for your body to adjust to the first few days on the late shift. But there are some advantages, too. Sometimes, like tonight, you can meet your friends on your way to work. The office's quiet late at night, too, which you like. It helps you concentrate.

One of the technicians brings in an armful of weather maps, satellite photos, and computer ❶ _____, and you spread them on the big table. The computers in your office are fed information from weather stations all over the world and from satellites ❷ _____ the earth 470 miles up. Now you must review all this information and predict the weather for your region for the next three days.

You start with the ❸ _____ pictures. Talk about a bird's-eye view! You still find these images beautiful, even after seeing thousands of them. You make notes about the big weather systems and the ice cover on the northwest Atlantic. Then you review the maps showing weather on the earth's surface and at intervals up through the ❹ _____ and the radar measurements. As you study them, a 3-D image forms in your mind—there's definitely a storm brewing. Your concentration is finally disturbed when the technician calls out and points at the clock. 4:00 a.m.—lunch time! Where did the “morning” go?

After the break, you work at your computer terminal. Considering the array of facts, figures and images in the computer and using your training and experience of this region, you write the ❺ _____. When you get stumped, the computer shows you how similar weather ❻ _____ have developed in the past. You write up the major developments. Your forecast will go through a few more hands before the day is over, becoming more local and more detailed with each version.

You leave at 8:00 a.m. for breakfast at your favorite café. When you look at the sky on your way out the door, you recall the rhyme your grandmother taught you: “Red sky at morning, sailors take warning.” The brilliant sky today suggests that you—and your grandmother—got it right about the storm!



satellite
forecast
patterns
printouts
atmosphere
orbiting

Restaurant Manager

JOB DESCRIPTION:

You are a **full-time employee** with a gourmet restaurant. You **supervise the kitchen and serving staff, deal with suppliers, plan menus, and organize advertising.** You **work long hours**, including evenings and weekends.



Gross Monthly Income:

\$ 5,280.00



You completed **high school**, then studied at a **community college for 1 year** to earn a **Diploma in Food Service Management**. You have worked your way up to this job by waiting on tables and working as an assistant manager. Related school subjects: **math, language arts, health, and home economics.**



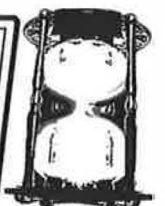
Transferable Skills:

You have excellent communication and interpersonal skills. You manage time and money well, and are very knowledgeable about all aspects of food service.



Hours of Work:

50 hours a week



A Day in the Life...

of a

Restaurant Manager

You're at your computer at 9:00 a.m., Monday morning, although the restaurant doesn't open until noon. Your small office is well organized and has a window looking into the corridor between the dining room and kitchen. First, you make up the staff ❶ _____ and tack it to the bulletin board outside your door, which should save you from being interrupted by staff members who want to plan for the coming weekend. Hopefully, it will also ensure that you'll hear about any changes now instead of on Friday afternoon.

The staff arrive at 10:00 and start preparing for the lunch crowd. One of them brings you a cappuccino, as well as lists of supplies needed for the dining room and wines and liquor that are running low. You scrutinize them, using your computer to check the amounts with Friday's ❷ _____ and the weekend's sales. You trust your staff, but if someone is stealing, it's your job to stop it. Everything is fine though, so you add the list to your clipboard.

A flurry of people order light lunches between noon and 2:00, but other than that, this Monday is like most—slow. Before you eat, you go through the grocery list the chefs left you, separating it into four orders for the different ❸ _____ and making changes as you go. Forty pounds of asparagus is expensive, so you'll find a compromise. You have to consider the ❹ _____. If it were left to the cooks and staff, the place would be bankrupt in a month. After lunch, you head out to your major suppliers to pay your accounts and place the orders for the week. Visiting them occasionally is the best way to get reliable service and the best produce. In the hall, you pass one of the waitresses and make a mental note to take a moment with her to discuss her hair. It's beautiful, but it's everywhere—the ❺ _____ inspector would not be pleased.

After your errands are done, you call the weekly staff meeting and discuss issues that concern everyone, including the anonymous complaints from the suggestion box under the bulletin board. Tomorrow, you'll deal with the rest of the bills, the ❻ _____, advertising, and try to schedule yourself a day off before Friday. You almost always work weekends because that's when the unexpected can happen. And usually does!



suppliers
schedule
budget
health
payroll
inventory

Parole Officer

JOB DESCRIPTION:

You are **employed full-time** by the **Department of Justice**. You **give guidance to inmates** about their parole options and **counsel** them about their return to community life. You **work regular hours** and often must travel to different correctional facilities to see your clients.



Gross Monthly Income:

\$ 5,400.00



You completed **high school**, then studied at a **university for 5 years** to earn a **Master's Degree in Social Work**. You **interned for 1 year** with the Justice Department to gain experience. Related school subjects: **social studies, language arts, and math**.



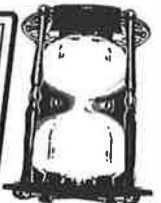
Transferable Skills:

You have excellent interpersonal and communication skills and a knowledge of the law.



Hours of Work:

45 hours a week



A Day in the Life...

of a Parole Officer

The alarm goes off: it's 6:30 a.m. You eat on the run, trying to make it to the office early enough to plan your day and finish one or two of your reports-in-progress. Then you realize that there will be no time to do that this morning—first on the agenda is preparing for a parole board hearing this afternoon. You pull out the file on Frank, a young man serving two years for theft, and review his case again.

Frank is at the one-year mark in his sentence now, and eligible for parole. You quickly review the police reports of his crime, the records of his arrest, conviction, and ① _____ served. The file also contains your report for the parole board. You'll add your final comments after you talk to Frank this morning. This is probably the toughest part of your job, trying to predict someone's behavior. But all those ② _____ courses have helped you to understand people and their behavior. You take the file and drive out to the correctional center, where there is a small office that you use for your appointments with inmates.

At 10:00 Frank arrives, neat and clean in his prison clothes, but he's nervous and looks like he hasn't slept much. You get him a cup of coffee and try to put him at ease. You ask him why he thinks he deserves parole. He makes a common mistake, and tells you why he wants parole, not why he deserves it. You stop him halfway through his response and advise him to concentrate on what he's done in ③ _____ that's positive: improving his reading skills, taking small-engine repair courses, and staying out of trouble. The ④ _____ will also want to know what he plans to do if he's released. You remind Frank that he has to be honest with these people. You advise him to tell the board about his plans to continue improving his job skills and about his goal of becoming a mechanic and finding a job to support himself.

You send Frank back to his cell looking serious, but optimistic, and settle in to finish your report. This is one of the most critical parts of your job because the board will seriously consider your ⑤ _____ about Frank. You don't want to make a mistake here. Any time you recommend release and the person gets into trouble again, it goes on your professional record. You think Frank is ready to be ⑥ _____ and is a good candidate for parole. It's a tough decision for you, but it could mean a new beginning for Frank.

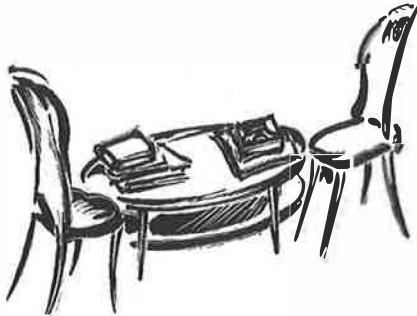
prison
recommendations
time
parole board
psychology
responsible

27

Guidance Counselor

JOB DESCRIPTION:

You are **employed full-time** in a high school, helping **students decide which courses to select** and **discussing possible career directions**. You also help students deal with personal or family problems. You **work regular hours** from September to June.



Gross Monthly Income:

\$ 4,900.00



You completed **high school**, then went to a **university** for **4 years** to earn a **Bachelor's Degree in Psychology**, then **another 2 years** to earn a **Master's Degree in Guidance**. Related school subjects: **social studies, language arts, health, math, and science**.



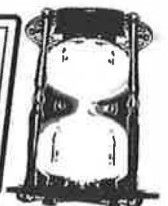
Transferable Skills:

You have excellent interpersonal and communication skills. You listen well, understand teenagers, and have a good knowledge of the labor market and educational systems.



Hours of Work:

45 hours a week



A Day in the Life...

of a

Guidance Counselor

You start work at 8:30 a.m. and spend the morning adding final notes to your files. Exams begin this week and the summer vacation starts soon. You have a file on each student in the school, complete with scholastic records, personality profiles, and ❶ _____ tests, as well as comments from teachers and other counselors. Some files also contain essays entitled "My Dream Job"—a language arts assignment the graduating class wrote last September. The essays were very useful throughout the year, when you met with final-year students to discuss their plans for the future. Still, you wish that more of them had taken advantage of your ❷ _____ bank—information on colleges, universities, scholarships, apprenticeship and exchange programs.

At noon, you eat lunch outside at a picnic table. Students sit around you on the grass studying—an unusual sight! But there are also groups walking and chatting, couples laughing, a crowd watching daredevil skateboarders, and a few kids lying in the shade, eyes closed, lost in the music from their headphones. You wonder if they really appreciate how lucky they are to be young, with so many ❸ _____ still ahead of them. Most of them haven't had time to make any serious mistakes yet. Not like you, who quit high school to take an unskilled job so you could leave home. It was a long, hard road to get your high school diploma, then your degrees. Now you ❹ _____ students to make the most of the years meant for full-time learning and personal growth.

After lunch you have appointments. First, a young man who is "totally bummed out" because he'll fail math no matter how well he does on the exam. You try to convince him to attend summer school, but he doesn't seem to like the idea. Next, three students arrive who want help making a career choices display for a final project. You show them how to ❺ _____ the information in your computer, and give them posters and pamphlets. Your last appointment is the most serious: a grade 10 student who is emotionally exhausted by her parents' bitter separation. Her grades are falling and she's depressed. Together you work out how she might attend a special science camp—it's her favorite ❻ _____ and it will get her out of the battle zone at home for a month. You also encourage her to hang in and take care of herself during exams. Then you take her to the school cafeteria and treat her to an ice cream bar, which coaxes her best smile yet.



access
choices
aptitude
subject
resource
advise

Dentist

JOB DESCRIPTION:

You are **self-employed**. You own a **small dental practice** that employs two people: a receptionist and a dental hygienist. You **diagnose and treat diseases, injuries, and disorders of the teeth and gums**.

You sometimes **perform emergency surgery** when on call. You **work regular hours** and share emergency duties with other dentists in your area.



Gross Monthly Income:

\$ 12,000.00



You completed **high school**, then went to a **university for 4 years** to earn a **Bachelor's Degree in Science** and then spent **another 4 years** earning your **Doctorate of Dental Surgery**. After graduation, you took **exams to obtain your license**. Related school subjects: **science, health, language arts, math, and technical studies**.



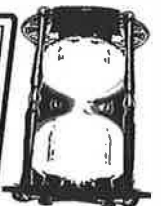
Transferable Skills:

You have good interpersonal skills and an excellent knowledge of science and health. You have very good eye-hand coordination and can do fine work with small tools.



Hours of Work:

55 hours a week



A Day in the Life...

of a Dentist

You and the dental hygienist arrive at 7:30 a.m. to oblige a newscaster who can't take time off work later in the day. She wants the partial plate she's been wearing for years replaced with a false ❶ _____ planted right in her jaw. On previous visits, you made molds of her mouth and took X-rays of her jaw. The lab designed the new tooth and made it from the best materials available. You've already done the difficult work of setting the anchor in her jawbone.


This morning she's nervous. You tell her exactly what you're going to do, that the "freezing" injection will only hurt a little, and that she'll be a bit sore later. You do your best to put her at ease and show her the new tooth. The hygienist holds her hand while you quickly do the ❷ _____. You hate hurting people, but sometimes it's unavoidable, especially when you work on front teeth.

When the needle takes effect, you expose the anchor in her jawbone, set the new tooth in, sew a couple of tiny stitches in her ❸ _____, clean her mouth, and hand her a mirror. She loves it! You write a prescription for painkillers, and tell her to look forward to speaking more clearly and eating and drinking without a plastic plate in her mouth.

The receptionist came in at 8:30 while you were working and now there's a steady stream of patients for you and the hygienist. You do fillings and ❹ _____ all morning, moving back and forth between the two treatment rooms. Meanwhile, the hygienist cleans peoples' teeth, assists you, and prepares and cleans up after each patient. Each time, he carefully sterilizes the drills and grinders for cleaning ❺ _____ and shaping new fillings.

You eat a quick lunch, do a few more checkups, then meet a new patient—a two-year-old boy who hops up in the chair after you replace his father's old filling. You have seen babies with teeth rotted from too much candy, but his tiny teeth look like they're still perfect. You check them for cavities, give him a new

❻ _____, and show him how to use it. You want him to have a good feeling about his teeth and about dentists. With good nutrition and proper care, he might never have a cavity in his life. You have several patients in their twenties whose teeth are as perfect as this little boy's. Which reminds you—it's time to take your own not-so-perfect teeth to your dentist!



cavities
tooth
checkups
injection
toothbrush
gum

Jeweler

JOB DESCRIPTION:

You are **self-employed** and own your own **small business**. You **repair, design, and make custom jewelry** for individual clients and get occasional contracts from companies to do large orders. You **set your own hours** and sometimes work evenings and weekends.



Gross Monthly Income:

\$ 4250.00

education & experience

You completed **high school**, then attended an **arts college for 4 years** to earn a **Bachelor's Degree in Jewelry Design**. You worked for a jewelry store chain before starting your own business. Related school subjects: **art, math, science, technical studies, and social studies**.



Transferable Skills:

You are creative, self-motivated, and well-organized. You are very knowledgeable about fine metals, can draw, and have excellent eye-hand coordination.



Hours of Work:

50 hours a week



A Day in the Life...

of a Jeweler

You're up at 8:00 a.m., earlier than usual, because you're starting a special project this morning: a pair of wedding rings. This is your favorite kind of job—not only can the clients afford to use the finest gold, they also gave you total ❶ _____ freedom. You breakfast on coffee and toast while you review the drawings you made last night, making a few improvements. Then you head downstairs to your storefront workshop.

Your shop is compact and contains a small kiln, machine tools, some display cases, and a jeweler's ❷ _____. Almost everything you need is within reach: small pliers and files, drills and grinders of every size and shape, a small rolling mill for rolling metal into varied thicknesses, a mini oxypropane torch, and a tiny lathe.

Lately you've been opening the shop to the public only after lunch, using the mornings for ❸ _____ and original pieces, like the rings. You settle into your swivel chair with your sketches and pick up the small pieces of gold you left on the bench. You draw the shapes on the metal, then take deep, slow breaths to steady your hands, and start cutting them with a miniature saw. The morning passes as you file the tiny pieces closer to the flowing shapes you want. One phone call interrupts you; the break reminds you to stretch and to look around to rest your eyes.

Shortly after noon, you put the pieces of ❹ _____ aside, clean your hands, and go for a brief stroll, picking up lunch from the deli. You eat, polish the storefront window, and open the curtains. Now passersby can see your display cases and they can also watch you work. You do some small jobs and repairs, work you can interrupt to chat with people. And there are plenty! Besides customers and friends who drop in to say hello and artists who pop by to talk shop, strangers who notice you working also visit. They ask you to make them something, ❺ _____ their glasses, or do small jobs that require miniature tools and steady hands. Your afternoon goes by pleasantly—you even manage to finish several jobs for the big jewelry shop in the mall that sends you all their repair work.

As you head upstairs after a good day's work, you grab your mail. On top is a new jewelry magazine with gorgeous photos of work by the world's best designers, and good articles about fine metals and ❻ _____ stones. You'd love to see your work in there one day. For now you know that, besides your check, you'll get the rewarding gasps of pleasure from the engaged couple when they see their finished rings.



contract work
precious
bench
design
repair
gold

30

Hotel Desk Clerk



You are employed full-time in a large hotel. Working the **day shift** at the front desk, you **greet guests**, **check their reservations**, and **register them**. You **provide information**, **deal with inquiries and complaints**, and **receive payments** when guests leave. You **work regular hours** with occasional overtime on weekends.



Gross Monthly Income:

\$2,500.00



You graduated from **high school** and attended a **community college for 1 year** to earn a **Diploma in Tourism and Hospitality Service**. You worked at the hotel as a cleaner, a bellhop, and a night clerk before earning the day shift at the front desk. Related school subjects: **math**, **social studies**, and **language arts**.

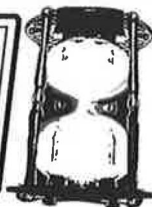


You have excellent interpersonal skills, are very well-organized, and communicate well.



Hours of Work:

40 hours a week



A Day in the Life...

of a Hotel Desk Clerk

You arrive at work at 7:45 a.m., giving yourself fifteen minutes to be sure that you look totally sharp in your hotel uniform. Then you take over your post at the front desk, checking the ❶ _____ on your computer to see who will be arriving today. You can already see a problem coming your way this afternoon. The first wave of a large business convention is arriving on an early flight right after lunch. Twenty-seven of them will be here trying to check in before their rooms are available. Oh well, first things first: you check the balance in the cash drawer, fill the candy dish, make sure that you have slips for all the major credit cards neatly stacked in their slots, and straighten up the rack of information brochures.

You answer the phone constantly, responding to ❷ _____ from the hotel guests. They need to know what time the spa opens, how to call the laundry service, where they can find a baby-sitter, if there is a vegetarian restaurant in town, what time the airport shuttle leaves, and so on, every few minutes, all day long. Your first guests of the day arrive and you greet them warmly, ❸ _____ them, and chat for a couple of minutes. Answering questions is one of your main functions. Taking ❹ _____ is another small, but important, service that you perform. You let Zoe's parents know that she is in the pool and tell Mr. Forbes that his party is waiting for him in the coffee shop.

Next, you do what you can to minimize your problem with the convention reservations. First you call guests who are leaving today to ask what time they will be checking out. You are so calm and pleasant that they never realize that you are reminding them that check-out time is 1:00 p.m. You also let the housekeeping manager know that the cleaning staff will have to be ready to move fast and give her the numbers of the rooms you need first. Your own manager says he'll work on the desk with you to help deal with the traffic jam, so you relax. It's not a real ❺ _____ after all, like last week when a kid set off a fire alarm and an elderly gentleman sprained his ankle running down the stairs.

You work at the computer until lunch time doing the bills for the guests that are leaving. If there are any further charges for meals, services or phone calls, you'll have to do them over again, but if you're lucky this will save you valuable time when everybody is lined up and waiting for you. Then you take an early lunch. On your way back to your desk, you find the ❻ _____ captain and let him know what is coming his way. He has a word with his staff, showing them where to stack the incoming luggage neatly in the lobby while the guests wait for rooms to become available. Then you straighten your collar, line up your pens and registration cards, and smile as the first convention delegates come through the main doors. By the time you have them all straightened away with their room keys, your day is done.



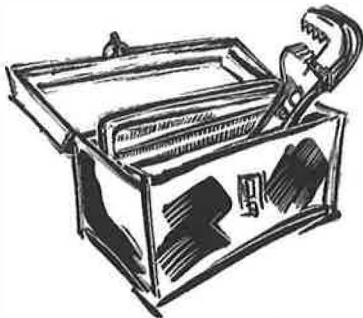
messages
bellhop
reservations
register
emergency
inquiries

31

Plumber

JOB DESCRIPTION:

You are **self-employed**. You **own a small company** that employs four plumbers. You **bid on contracts**, **supervise your employees**, and **carry out plumbing projects** in homes and commercial buildings. You **work long hours**, often evenings and weekends, and you're **always on call**.



Gross Monthly Income:

\$ 5200.00

*education
&
experience*

You completed **high school**, then **apprenticed for 5 years** to learn the trade. You passed the **license exam** and were employed by a large plumbing company. You took **business courses** before starting your own company. Related school subjects: **technical studies**, **math**, **science**, and **language arts**.



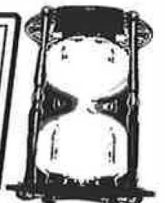
Transferable Skills:

You have supervisory skills and are familiar with the work of all construction tradespeople. You can read plans and blueprints and manage time and money well.



Hours of Work:

60+ hours a week



A Day in the Life...

of a Plumber

It's 7:30 a.m., and you've just had your first cup of coffee. You already have six items on your "To Do" list for the day, and a bid to submit. First, you check the shed at the back of your house to see if you're getting low on basic supplies. It's important that you always have some copper and plastic ^① _____ in several sizes. You also have fittings to join the pipes, as well as solder and propane tanks. You never know when the phone will ring and you'll need supplies. Next you check your tool kit—^② _____, hacksaws, pipe cutters, propane torch, tape measure, and a variety of fittings and clamps in the bottom of the toolbox—everything you'll need for the day—and load it into your van.

At 8:30 your apprentice arrives and joins you at the kitchen table for a cup of coffee. You promised her you would prepare the bid with her, since she wants to learn how to ^③ _____ the labor and material costs that go into a bid. It'll take a little longer, but you don't mind. This kind of one-on-one instruction is part of her "pay".

This bid is for a big ^④ _____ with a construction company that's building twelve new houses. If you're awarded the contract, you'll be installing all the plumbing in the houses. You check the house plans and explain the list you're making to your apprentice. You'll need to order faucets, sinks, shower heads, flushes, and pressure regulators from the ^⑤ _____. You figure out how much the materials will cost and how much time it will take you and your four plumbers to do the work. It's a big contract, and you wonder if you'll need to hire extra help. You come up with a price for the job, fill in the form, and seal your bid. If you get the work, it will mean a good summer for your company.

The morning's passed quickly—it's already 1:00. After lunch, you make some house calls in the small company van. You like doing these yourself—it helps build customer loyalty, but it can be dreadful when someone's pipes freeze in the middle of the night. You drive to Mrs. Arwalah's house to fix a clogged ^⑥ _____. She's been a customer since you started your business. You tell her to stop washing her furry dog so much—it's hard on the drains! You whip out the aluminum "snake" from your tool kit and work it into the sink trap. In less than a minute, the water is spiralling down the drain and the sink is unclogged. You like being able to solve people's problems—it's what makes your job worthwhile. Now, if you could just get around to repairing that leaky faucet in your own bathroom!

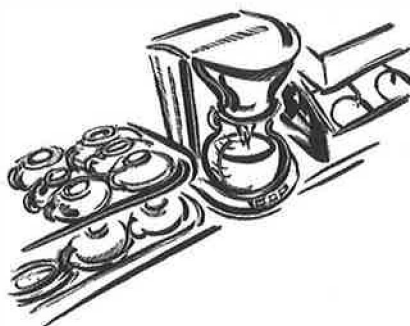


estimate
drain
pipes
wholesaler
wrenches
contract

Waiter / Waitress



You are a **full-time employee** in a **family restaurant** and also a **part-time employee** in a **gourmet restaurant**. You take **orders from customers**, **serve them food and beverages**, **clean the tables**, **keep track of supplies**, and **help in the kitchen**. You **work shifts**, often working evenings and weekends.

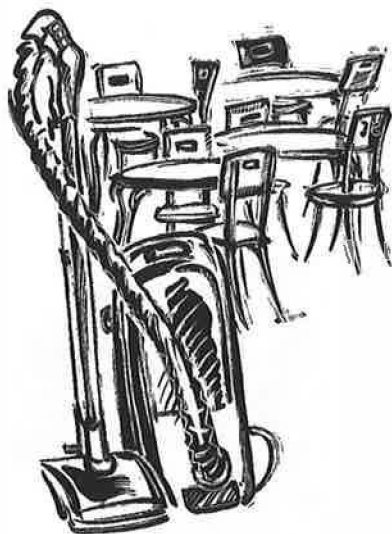


Gross Monthly Income:

\$ 1,600.00



You completed **high school** and took **courses in food service** at the local community college. Related school subjects: **home economics**, **health**, **math**, **language arts**, and **social studies**.



Transferable Skills:

You have good communication skills, are graceful and well coordinated, and work well with the public.



Hours of Work:

55 hours a week



A Day in the Life...

of a Waiter/Waitress

It's 6:30 a.m., and the second you're in the restaurant door, you start a pot of coffee. While the aroma fills the air, you upturn the chairs on the tables, drag out the vacuum cleaner, and work your way through the dining area to the coffee machine, where you stop for your first and best cup of the day. There's no time to linger, though. You put away the vacuum, right the chairs, and give every surface in the place a good polishing. Then you check the supplies: milk, cream, sugar and sugar substitute, tea bags, coffee and filters, butter and margarine, ketchup and ❶ _____, sauces and jams, salt and pepper, and napkins and placemats. You also go through the cold drinks in the cooler.

Everything is tidy and you have list of what you need. You pour coffee for the cook and dishwasher, give the cook your list, and hurry out of the kitchen before they think of something else for you to do. Then you set the tables, change into your fresh shirt and good shoes, scrub your hands and nails, and tidy your hair. You check the ❷ _____ in the cash register and, when the cook announces the day's ❸ _____, you write them on the board. At 7:30 you unlock the door.

Besides your job here—four day shifts a week—you also work three nights at The Blue Door, a chic restaurant downtown. It can be rough working the ❹ _____ here after the late nights there. Still, you like this job. It's a friendly place, you're on a first-name basis with most customers, and the boss gives you ❺ _____ and treats you as an equal. At The Blue Door, the maitre d' checks your fingernails as if you were a child, and the kitchen is like a war zone. But the food is better, the tips are great, and you can practice your French when the chef isn't too busy.

You toss back your second cup of coffee before the ❻ _____ arrive. The bakery guy stops on his way to the kitchen and you pluck the bag of rolls from his box. Right on his heels, as usual, is the travel agent from next door. Black coffee, soft-boiled egg, whole wheat toast—coming right up! So much for a quiet moment. It will be at least three hours before you sit down again for fifteen minutes before the lunch rush. But at least you have tonight off. You definitely plan to spend it sitting down, with your feet up, looking through the community college calendar. You've been thinking lately about adding a few business courses to your busy schedule. You can see yourself running a restaurant some day. Why not?

early shift
specials
deliveries
balance
responsibility
condiments

33

Pilot



You are a **self-employed charter pilot**. You **own your own plane** and **transport passengers and freight**. You **maintain, repair, navigate, and operate your aircraft**. You **work long, irregular hours** during your busy season. Out of season, you work **part-time as a flying instructor**.

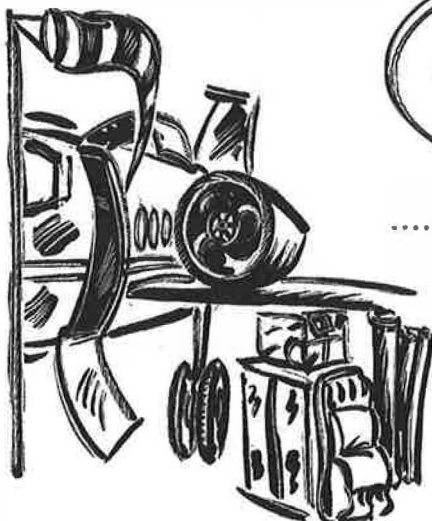


Gross Monthly Income:

\$ 5,000.00



You completed **high school**, then attended a **private FAA-approved air academy** where you learned how to fly small aircraft and obtained your **Pilot's License** by passing the written test. You worked for 5 years as a copilot to build up enough flying time to be allowed to carry passengers. Related school subjects: **math, science, technical studies, language arts, and social studies**.



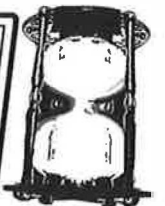
Transferable Skills:

You have good interpersonal and communication skills, are well-organized, and self-motivated. You also have some mechanical skills and are very knowledgeable about meteorology and geography.



Hours of Work:

50 hours a week



A Day in the Life...

of a Pilot

You're at work by 7:00 a.m., safety-checking and fueling your eight-seater, filing a flight plan with the ❶ _____ control tower, and checking with the meteorologist again. Your clients arrive at 8:30 with a mountain of baggage and equipment. They're going to a remote fishing camp and they've brought everything from cast iron pots to computers. You tell them you've already budgeted for two trips—because this over-packing almost always happens—but they will still have to leave a few things behind. They decide they can't do it, and ❷ _____ you for another run. Excellent!

You send them off to have coffee while you load the plane, taking their personal gear first and stowing it in the baggage compartments. This has to be done carefully so the plane is trimmed and doesn't fly lopsided, but it doesn't take you long. You know your aircraft as well as other people know their cars—better, probably, since you do most of your own ❸ _____.

You collect your passengers from the coffee shop, load them into the plane, give them the safety lecture, and check their seat belts. Then it's down the ❹ _____ and off into the wild blue yonder. The day is clear so you fly by sight, not instruments, but you keep your radio on in case air-traffic control calls you. You often point out beautiful vistas or animals on the ground.

You have lunch, a beautiful big trout caught this morning, at the camp, then fly back for the next load of gear. While you're in town, you check your answering machine and make some calls to ❺ _____ bookings (weather permitting, of course). You're flying movie people around next week. They pay well, and it's fun watching them take ❻ _____ shots. This is your hectic season—summer—but it's interesting. Winters you teach at the flight school, catch up on paperwork, and completely overhaul the little plane between occasional charters.

By the time you're flying back to the camp with the last load, there's a beautiful sunset in the making. You decide to spend the night at the camp—the operator is a friend. As the sky darkens, you sit around the fire telling hair-raising stories of bears, forest fires, and babies who were almost born 2,000 feet up. Tourists love these tales, and they also help them remember you the next time they want a pilot!

runway
confirm
charter
aerial
air traffic
maintenance

34

Bank Teller

JOB DESCRIPTION:

You are a **full-time employee of a national bank**. You **serve customers**, helping them **cash checks**, **make deposits**, **change foreign currency**, and **pay their bills**. You work **regular weekday hours**.



Gross Monthly Income:

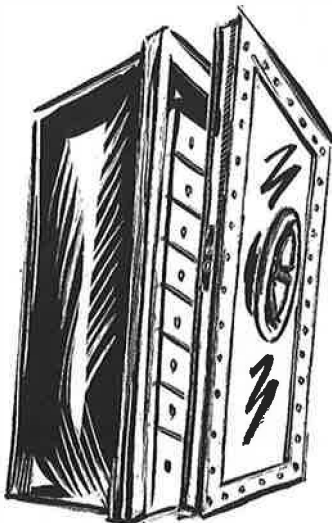
\$2,300.00



You completed **high school**, then attended **college for 2 years** where you studied **basic bookkeeping and business software programs** and earned an **Associate's Degree**. Related school subjects: **math**, **language arts**, and **social studies**.

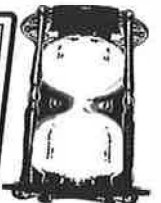


You have excellent **math**, **interpersonal**, and **communication skills**. You understand **bookkeeping and accounting**.



Hours of Work:

40 hours a week



A Day in the Life...

of a Bank Teller

As head teller, you start work at 8:15 a.m. with plenty to do! First, you and the assistant manager open the main ❶ _____. She has the first part of the combination and you have the second part. You withdraw your working cash to put in the vault at your station to re-supply the cash for the other tellers. You know some people would envy you handling this much money, but it isn't yours, so it's not exactly exciting. You do have to be careful, though, since you're ❷ _____ for every penny. You carefully lock the cash in your vault and turn on your computer.

At 9:00 a.m. sharp, the doors open to the public. As well as helping business and personal account customers, you make change for local businesses, sell traveler's checks, exchange foreign ❸ _____, help customers with their safe deposit boxes, make referrals to the sales staff for new ❹ _____ and certificates of deposit, and cash money orders and checks. All of the ❺ _____ are posted on the computer and immediately debited or credited to the customers' accounts. Sometimes you work the drive-up window while another teller is on break. It's a nice change from the main floor, and you love giving lollipops to the kids and dog biscuits to the customers' dogs.

After a short lunch break, you serve more customers. You know many of them well, and often enjoy friendly conversation. Frequently, though, you are meeting newcomers or visitors who don't have accounts with your bank. When they want to cash a check, you ask them for photo identification and a thumbprint signature. This is something new your bank's security people have put into practice to guard against stolen identities and stolen checks.

The bank closes at 4:00 p.m., but your day isn't over yet. You have to ❻ _____ your cash drawer with the computer entries that you've been making all day. The computer certainly makes this part of the job easier, but all the cash and checks must add up and balance with the computer printout. You run off a proof sheet to be filed, and take your drawer and the working cash back to the vault. You and the assistant manager close up the vault, setting the timers and alarms. You never forget to lock up!



responsible
vault
accounts
currency
reconcile
transactions

35

Sound Engineering Technician



You work full-time for a radio station on the afternoon shift (3:00 to 11:00 p.m.). You record radio programs, arts events, sports, and news. You sometimes have to work overtime on weekends to cover special events.



Gross Monthly Income:

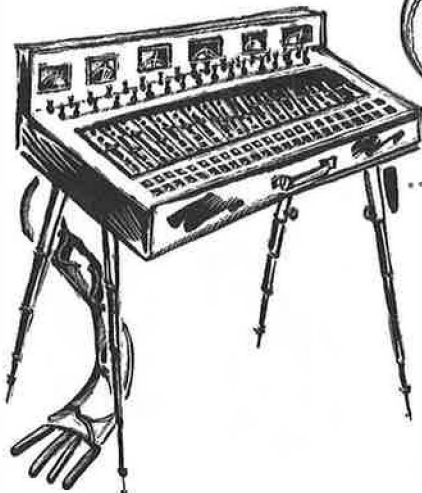
\$ 5,000.00



You completed **high school**, then studied at a **technical college for 2 years** to earn an **Associate's Degree in Broadcast Technology**. You played in a band until you got your first break at the radio station. Related school subjects: **math, science, music, language arts, and social studies**.

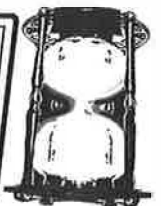


You have an excellent understanding of electronics and sound equipment.



Hours of Work:

45 hours a week



A Day in the Life...

of a

Sound Engineering Technician

It's special work "day" today. Instead of going into the studio in the afternoon, you're booked on the mobile unit to record a rock concert for ❶ _____ this weekend. So you arrive at the concert hall a few hours before the evening show.

Working outside the studio can be problematic, but tonight's producer is a good organizer so you're not worried. The technicians have worked all day, laying cables and setting up sound gear. Now cords from every amplifier and ❷ _____ on stage run into the "snakes" that lead to your mixing board. The board is almost as big as a dinner table, and is covered with dials and sliders.

This morning, the performers came in for ❸ _____ with another engineer. She left you notes on the board's setup, and on what to expect. You settle into your chair between the mixing board and the recorder, and go over the entire board, making sure it's still set up as the diagram shows it. You feel the buzz of excitement close to show time as the audience comes into the hall. Your concert experience will be more focused than theirs. It all comes through your ❹ _____ in rich detail.

Once the performers begin, you use the dials and sliders on your mixing board to control the sound levels and balance of the instruments and vocalists, before they're fed to the digital audio-tape recorder. You work almost without looking, you know the mixing board so well. Your ❺ _____ is worth many thousands of dollars, so you're happier when it's safe in the studio, but recording live concerts is much more exciting than studio work. There can be problems that make the work a real challenge. Sometimes performers can mess up, and their mistakes go on tape. There's nothing you can do about that. Also, in a concert setting, you can't isolate the drummer to keep the drum sounds from leaking into the ❻ _____ microphones like you can in a sound studio.

But tonight the performers do a great job, and you capture it forever on tape. You hope the performers decide to make a CD. It sounds so good, it might give you a chance to win an award!



headset
broadcast
vocalists'
sound checks
microphone
equipment

36

Lawyer



You are employed **full-time** by an agency that provides **free legal advice** to people who cannot afford private lawyers. You specialize in **representing immigrants and refugees** entering the country. You **work long hours** and spend **weekends on call**.



Gross Monthly Income:

\$ 9,500.00



You completed **high school**, then studied at a **university for 4 years** to earn a **Bachelor's Degree in Liberal Arts**. You went to **law school for 3 years**, **earned your degree**, **passed the state Bar exam**, and **clerked for 1 year**. Related school subjects: **language arts, social studies, math, and a second language**.



You have excellent research and communication skills and a complete understanding of the law.



Hours of Work:

50+ hours a week



A Day in the Life...

of a Lawyer

When you arrive at the Legal Aid office at 9:00 a.m., the waiting room is already full. Full of trouble mostly, except for your ❶ _____, Niko and Veselina from Eastern Europe. Their faces are full of hope. You tell them you'll see them in a few minutes.

You clear your desk and get out their file to refresh your memory. Your notes tell you how difficult and dangerous life was for them before they fled their homeland two years ago. You had no trouble convincing the refugee board they were genuine refugees, running for their lives. Now they're applying for permanent ❷ _____ status. They want to stay and build a new life here.

You call them into your office, greeting them in their native language. You only know a few words, but it puts them at ease, especially since your terrible accent makes them laugh. They will appear before the immigration board tomorrow, so you ask them practice questions, trying to trip them up so they'll know what to expect if the examiner is hard on them. Then you reassure them. You're all well-prepared, and they've learned English and created jobs for themselves, which is all in their favor.

You spend the rest of the morning with your law books preparing for a court ❸ _____ this afternoon. One of your clients has been charged with indecent exposure—for swimming nude in a national park! The park officer's account is amusing. Apparently your client was very indignant that anyone should find his nakedness offensive when magazines and movies are full of nudity. Customs are different in his old country, and he knows now that he'll have to find private locations to swim in the future, or get a swimsuit. You're fairly certain the judge will drop the ❹ _____, so there will be no public record of his innocent mistake.

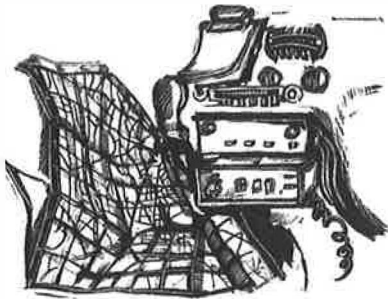
You enjoy a pub lunch with a few other lawyers and then head for the courthouse. The case is over quickly, and the ❺ _____ is as understanding as you had hoped. You have no more appointments today, but you go back to the office to help another lawyer with some difficult ❻ _____ in the law library. Not every day goes so agreeably for you and when one doesn't, you'll no doubt need her help, probably for a case more serious than skinny-dipping!

charge
clients
appearance
judge
research
resident

Taxi Driver

JOB DESCRIPTION:

You are a **full-time employee and member of a taxi drivers' coop**. You drive another member's car, **setting your own hours** when his car is available to you, and **paying him a percentage** of your earnings to cover your share of the expenses. You **work long, irregular hours**.



Gross Monthly Income:

\$ 2,200.00

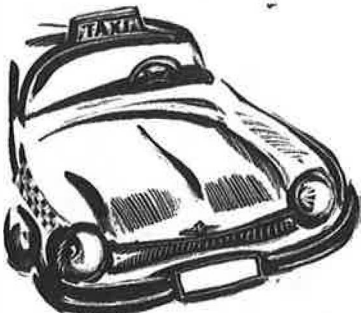


You graduated from **high school** and **took a 6-month training program** before joining the driver's coop. You had to pass an **advanced driving test** and a **city licensing exam** to earn your **Taxi Driver's License**. Related school subjects: **math, social studies, language arts, and technical studies**.



Transferable Skills:

You are self-motivated, reliable, and an excellent driver. You can diagnose and repair many automotive problems.



Hours of Work:

50 hours a week



A Day in the Life...

of a Taxi Driver

Your buddy picks you up at suppertime and drives himself home while he tells you all the news—how many drivers are on the road, any accidents or breakdowns, and a few funny stories about customers and drivers. You slide into place when he gets out, and adjust the seat and the ❶ _____. This car belongs to your friend, who usually drives day shifts. You drive evenings, weekends, holidays—whenever the car is free—and pay him a percentage of what you earn for the use and maintenance of his vehicle. Even if you could put your own car on the road, you couldn't get a city ❷ _____. They aren't issuing anymore this year. Besides, keeping a taxi on the road costs a fortune in insurance and maintenance. That's why your buddy lets you drive his car, to try and recover some of his expenses.

You drive by the company's stand to see how many cars are waiting in the ranks. You call in on your radio to let the ❸ _____ know that you're driving car #32 now, and that you're going to cruise downtown. Sometimes you can do better business by driving slowly through the shopping and entertainment districts hoping to get flagged by customers on foot. You have to be careful, though. It's easy to spend more on gas than you can earn on a slow night.

Aha! your first ❹ _____ of the evening! Oh no—not that guy! You speed up again and bypass a man who is trying to flag you from the sidewalk. He shakes his fist at you and you shake your head as you pass by. All the drivers know this character and he's just not worth the trouble after he's had too many drinks. Fortunately, people like him are rare, but safety is a concern for taxi drivers. There aren't as many crazies to deal with on the day shift, but the traffic is much worse. Besides, now that you're used to this crazy routine, you like sleeping in and having your afternoons free. You really like the independence of driving for a living. Lately, you've been thinking that you could even be a part-time student without missing any work.

Ah, finally, two couples coming out of a restaurant. You flip on the ❺ _____ as they tell you where they want go. Excellent—a nice run out to the suburbs. They are in a good mood. It's a birthday party, so you turn up the music a little and joke with them as you drive, making sure their ride home is a nice finishing touch to their evening out. They give you a decent tip, and you feel a bit more hopeful about the night's work. You pick up coffee and look at your ❻ _____ for the week. Hmm.... they're starting to add up, so you decide to park at the stand and take your turn with the rest of the drivers. The radio crackles as the dispatcher sends you out again. It looks like this could be a good night for you, after all.

meter
fare
rearview mirror
gas receipts
dispatcher
permit

Teacher

JOB DESCRIPTION:

You are a **full-time employee** of the **school board**, **teaching high school French**. You teach from 9:00 a.m. to 3:00 p.m. and spend afternoons and evenings **planning lessons** and **grading assignments**. You also **help with after-school activities** and **meet with parents**. You **work regular hours** from September to June.



Gross Monthly Income:

\$ 4,200.00



You completed **high school**, studied at a **university** for **4 years** to earn a **Bachelor's Degree in French**, then took **1 extra year** to earn your **Bachelor's Degree in Education**. Related school subjects: **French, social studies, and language arts**.

Transferable Skills:

You have excellent communication and interpersonal skills. You are well-organized, bilingual, and have a good understanding of teenagers.



Hours of Work:

45+ hours a week



A Day in the Life...

of a
Teacher

It's Friday, 8:00 a.m., and you're reviewing your morning's lesson plans over a cup of coffee in the quiet ❶ _____ room. It's a tranquil contrast to the classroom. Everyone there, as usual, is chattering loudly when you arrive at 9:00. You tell them: "Talk as much as you like, mais en français, s'il vous plaît!" Then you launch them into 20 minutes of French ❷ _____. It's harder to settle them for the pen-and-paper part of the lesson: writing a paragraph, ❸ _____ each other's work, and reviewing new vocabulary. The next class is just as excited. How can they help it? Their big exchange trip starts tomorrow.

You spend your lunch hour on the phone, making sure everything is in place for tomorrow's departure for Québec. You and the two classes will spend Easter vacation visiting two francophone English classes you've been corresponding with all year. When school is over, the Québécois students will visit you for a couple of weeks and your students will host the guests in their homes. This is the best way for students to learn French, you believe, but it's a huge ❹ _____ and a worry. It's taken weeks to plan and you're a little nervous about those students leaving home for the first time. You always knew you wanted to be a teacher, but you didn't know it would be such a big commitment!

After lunch, you supervise two consecutive classes studying in the library. They behave themselves, so you use the time to check into a teleconferencing plan offered by the phone company. It might give your students a way to talk to their francophone counterparts in small French communities, in Newfoundland, or in Saskatchewan perhaps, where ❺ _____ are unique.

When the students go home, you stay to correct ❻ _____ and quizzes, attend a teachers' meeting, and make up lesson plans for the day after the trip. You'd love to drop into your favorite blues bar this evening, but you still have to pack and you have your own advanced conversational French class at university tonight. Oh well, "C'est la vie!"



accents
translating
homework
conversation
responsibility
staff

39

Mail Carrier

JOB DESCRIPTION:

You are a **full-time employee** of the **U.S. Postal Service**. You **sort, organize, and deliver mail** to houses, apartments, and offices on your route. You spend most of your time **outdoors walking around your town**. You **work regular hours**, but during the Christmas season you often work overtime.



Gross Monthly Income:

\$ 4,200.00

education
&
experience

You completed **high school**, then delivered packages for a **courier company for 2 years**. You **took the written exam** and were **hired at the Post Office**. Related school subjects: **language arts, social studies, physical education, and a second language**.



Transferable Skills:

You are physically fit, well-organized, and reliable.



Hours of Work:

40 hours a week



A Day in the Life...

of a Mail Carrier

You wake with a start at 6:00 a.m., and look out the window at cold wind and driving rain. Yikes! The worst weather and you're late. You dress on the run, grabbing extra socks and plastic bags before you dash out, skipping breakfast to get to work on time. But traffic is slow, so you punch the time clock at 7:04, under the disapproving eye of the ❶ _____ supervisor.

Worse news—there's loads of mail. Letters are piled on your table; magazines and flyers are stacked on the floor. You sort the letters into a bookcase with 450 slots for the addresses on your route. You can sort much quicker now than when you started. You recognize the names and streets and house numbers. You even know who "Grandma" on Elm Street is. You take the small flyers, sign receipts for registered and certified mail, then fill your satchel with the mail—wrapped in the plastic bags you brought with you for the first part of your ❷ _____. The rest you bundle into canvas bags for delivery to ❸ _____.

After a quick cafeteria breakfast, you pull on your waterproof gear, giving careful attention to snaps, drawstrings and velcro cuffs. Experience has taught you that getting wet and cold will only land you sick in bed. Then you're off into the gale and your favorite part of the day. After a few blocks you hit your ❹ _____: fast enough to keep warm, slow enough not to slip.

Walking your route daily keeps you in good shape and gives you time to think. Lately, you've begun to suspect you'll have to leave this job before it leaves you. Technology and communication systems could make your job obsolete. You've considered many options. Your newest idea is to start an errands service for seniors: walking dogs, shopping, and banking. Your post office record shows you're honest and ❺ _____, but you'll need some training in business bookkeeping and marketing, and you want to boost your computer skills.

Before you know it, your ❻ _____ is empty and you've arrived at your first relay box. You unlock it with your special key and find... nothing! But there's enough room to sit in the box, satchel on your knees, out of the rain while you wait for the truck. You snack on an apple, realizing that although this job has treated you well, the idea of change is exciting.



reliable
depot
satchel
route
stride
relay boxes

Bookstore Owner

JOB DESCRIPTION:

You are **self-employed**. You **own a small specialty bookstore** that sells books about gardens, food, and cooking. You employ three part-time clerks. You **order new books, pay the bills, serve customers**, and decide what books to put on sale. You **work long hours**, including evenings and weekends.



Gross Monthly Income:

\$ 3,500.00



You completed **high school**, then worked for 5 years with a national bookstore chain, working your way up to assistant manager. While working in the bookstore, you took **business courses part-time** to prepare you to run your own business. Related school subjects: **language arts, social studies, math, and home economics**.



Transferable Skills:

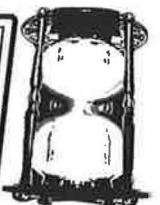
You have excellent interpersonal and communication skills.

You can manage people, finances, and inventory and are also very knowledgeable about gardening and home economics.



Hours of Work:

60 hours a week



A Day in the Life...

of a

Bookstore Owner

You unlock the shop door at 9:00 a.m., an hour before opening, scooping up the oversized envelopes the mail carrier couldn't fit through the slot. Publishers are starting to send their ❶ _____ of new autumn releases. You can't wait to see what this stack will have to offer.

First, though, you quickly vacuum and tidy the store, straightening books and ❷ _____ the shelves from the extras in the back room. Then you make a pot of coffee, count the cash in the money drawer, turn on the computer, and check the answering machine.

Sipping your coffee, you scan the catalogs. Running a ❸ _____ store is sometimes much easier than when you managed a general bookstore. Now you only need to review the catalogs for books that relate to gardening, food or cooking. Next, you have the computer search for current stock that needs re-ordering. It gives you a list in one minute, and divides it by publisher—a task that used to take all day. You review the titles, then fax off a half-dozen orders, only ones where your needs meet the publisher's minimum order requirement.

From 11:30 till 1:30, you madly serve customers. Your shop is downtown, so most of your weekday sales occur when people are on their lunch breaks. When the rush is over, you eat your own sandwich in the back room, scanning the computer ❹ _____ records for titles that are overdue. As you finish, Kelly, one of your part-time clerks, arrives. Together you unpack the boxes that arrived during the morning, checking each book against the ❺ _____, entering each arrival in the computer. You put the brand new titles on the "New Arrivals" shelf at the front of the store.

While Kelly deals with customers, you answer phone calls: it's time to ❻ _____ your monthly city-magazine ad, a remainder house has a bestselling cookbook in bulk, and a frantic woman is looking for an unusual book for a special birthday gift. Yes, you have it in stock. You smile as she tells you "Hang onto it, I'll be right there!" Nothing beats the feeling when your hours of tracking down rare titles and publishers give a customer such relief and pleasure.



packing slip
catalogs
renew
inventory
restocking
specialty