

# CAREER STEP 7

Find the careers in the puzzle below. Look at the first two lines of the puzzle and read the letters that are not used. Place those letters in the blanks below to find a hidden message.



C H E C K O U T M O R E C R E T N E P R A C D L A T R E E R S A L T S  
W W W V A V I E W V T E D U W Q U I G R B R M A A E S R S N D I N U W  
Z F Z X Z E P W X Y P W E U F G M V C F A E I F J W E I B Y B I R C I  
M B G E J L H Q H Y T E B D O E P D C F K C N K G G Y E G R K V O T T  
T N Z V G E X N P C C C Z E U D O A T S P N S C F Q T E A O E C Z W L  
A H C R R Q K A Y V E U J W V S B E X P U W K P R X O R R Y L J U M D  
B T U Z L J R C A W T L T O Y N R Z P V A L R J K K I Q O E Z O V B A  
P C J Q O A D I E T I C I A N I M Q S R K O K N H A T R J H H B E X M  
E B C R L S S R W P H U E N S I W Q Z A U A N M N E X F R D C O U G O  
Z Z U E W J A E J L C Z L O M G T S F O O G A V M A N M J H T B X H P  
A X G Y E Y E P A D R Q S Y F J X L V K I N V X Q Q H T E N P K N L S  
Y A M O C A J A Y S A N J U T Q L V K V N R X X D M F F R E B M U L P  
L Y H M E I U C X R H G X Q B M W A E O N A Y P F E Z V S K H X W F L  
C P H M J W M S G F B C D Q V S U Q U E U Y L Q O Y F J O O S Z O G A  
J T W T R N Z D O E T H O I V K L N G D N P P Z D F G Q K A L I T Z T  
L U B I J E Q N O R E M T L W Q C A I R L F J Q V N J X J G S V B A V  
K Z S V L Q K A W B E Z F J C E J O R E L E W E J T Y F Y I X H G U Z  
R E F O O R C L D M C T J R R W L R E T P N B L Q S C W D A B U Z R O  
W K X V R P U X F P C I S O E O J U O L Q A I R N M R S S J P X S V X  
A I K K Y I E V T D K M E E G H B L G T K A U V D P A T D L H H X H L  
G G P P R M P T E P W I J I R J C Q C D I E I Z S Y R F M N O T U P B  
P N A I C I R T C E L E S R Y O G A U W G D W P M Q U X N U T Z T Y T  
F Q U A I U W J X M A T E E N X F K E Q R P E Z O J D P F X O D V E L  
N A I R A N I R E T E V C P N Y I X T T Q I I U R J T A U V G F H M X  
Z H S P S R A O M V N L O O Z D I X D L H O T U T T K U D S R L F Y J  
G U K O I X C S K J B C N R U V Y A N F L S C E O B Z E A A A M V A M  
B O W Z K H Q D Y T X P O T R C B F H J L O U H R M E D F H P K Q I F  
D G R G N H W N Q M C O M E H E D H V J S O D J G K H V D J H E L Z W  
O S E D Q T U A Y F M Y I R L I D R C B P W W E C X I F A H E Z Q G V  
R K M N O C J A D F T B S O O Z O L U U Q S E O B T T C S A R G Z L J  
X W R F T X A W W R M L T M W W I P E H L H E C T N P Z E M D I M I L  
T N A T N U O C C A G O R U A Z P R O W Y K U E M P X U E K F A X X U  
G X F E C B G B G U D M V P A A T I N R R H U U B K B J I Q N S J P K  
X H M H E F C Q U O K R Y P C L G Z L F V U L X R U J B A R C U F B H  
H R F L E E J F N K C D W P C K L U B F Y T A Z E W P Z G O W J X P F

ACCOUNTANT  
ANNOUNCER  
ARCHITECT  
AUDIOLOGIST  
CARPENTER  
CHEF  
DIETICIAN

DRAFTER  
ECONOMIST  
EDITOR  
ELECTRICIAN  
FARMER  
FORESTER

GEOLOGIST  
JEWELER  
LANDSCAPER  
LAWYER  
LIBRARIAN  
PARALEGAL  
PHOTOGRAPHER

PLUMBER  
REPORTER  
ROOFER  
SURVEYOR  
TEACHER  
VETERINARIAN  
WELDER  
WRITER

Now go to the next page and place each occupation in the correct career family.

Place the occupations from the Career Word Search in the correct career family. Use first letter of the occupation for clues.

Agriculture & Natural  
Resources

F

L

Financial Services

E



A Construction

C

E

P

Arts and Communications

A

E

P

Manufacturing



Education & Training Services

L

V

Health Services

G

Scientific

Business & Administrative  
Services

Hospitality & Tourism

C



Wholesale Retail/ Sales and  
Services

J

Legal & Protective Services

# How do your computer skills add up?

Answer the questions below to find out how your skills add up.

## Internet Skills:

- |   |         |        |
|---|---------|--------|
| 1. Do you know how to use the Internet?                         | ___ Yes | ___ No |
| 2. Do you know how to send e-mail?                              | ___ Yes | ___ No |
| 3. Do you know how to search on-line?                           | ___ Yes | ___ No |
| 4. Do you know how to send the same e-mail to a list of people? | ___ Yes | ___ No |
| 5. Do you know how to download information from the Internet?   | ___ Yes | ___ No |
| 6. Can you create a "home page"?                                | ___ Yes | ___ No |

## Computer Skills

- |   |         |        |
|---|---------|--------|
| 1. Do you know how to turn on a computer?         | ___ Yes | ___ No |
| 2. Do you know how to use a Macintosh?            | ___ Yes | ___ No |
| 3. Do you know how to use Windows?                | ___ Yes | ___ No |
| 4. Do you know how to print information?          | ___ Yes | ___ No |
| 5. Do you know how to use the following programs: |         |        |
| -PageMaker  | ___ Yes | ___ No |
| -Microsoft Word                                   | ___ Yes | ___ No |
| -Powerpoint                                       | ___ Yes | ___ No |
| -Excel  | ___ Yes | ___ No |
| -Explorer   | ___ Yes | ___ No |
| -Netscape   | ___ Yes | ___ No |
| -Photoshop  | ___ Yes | ___ No |
| -Other: _____                                     | ___ Yes | ___ No |
| -Other: _____                                     | ___ Yes | ___ No |
| 6. Do you know how to use a scanner?              | ___ Yes | ___ No |
| 7. Do you know how to use a digital camera?       | ___ Yes | ___ No |

List the totals for :  
Internet skills

\_\_\_ Yes  
\_\_\_ No

Computer Skills

\_\_\_ Yes  
\_\_\_ No



General Info:

# Correct

#Incorrect

## General Information:

- What program would you use to write a paper?  
a. Word      b. Photoshop      c. Excel
- What device would you use to copy a photo into the computer?  
a. Modem      b. Scanner      c. Printer
- What do you need to access the Internet from a phone line?  
a. Spreadsheet      b. Speakers      c. Modem
- A CD Rom can store more information than a disk.  
a. True      b. False
- Most web site addresses start with the following:  
a. html      b. www.      c. info.com
- The following can be created on a computer:  
a. posters      b. bookmarks      c. labels      d. all of the above

- What area did you score the highest %? \_\_\_\_\_
- What area did you score the lowest%? \_\_\_\_\_
- What skills do you need to work on? \_\_\_\_\_
- How can you improve those skills? \_\_\_\_\_



Fill in the blank beside each skill employers want with the letter of the correct description. Then answer the questions about each skill.

## \_\_\_\_ 1. Time Management



A. Knowing how to get information from different sources such as the Internet, books, the library, interviews, community agencies, encyclopedias, dictionaries, etc. Do you use more than one resource when you research information? \_\_\_\_\_

## \_\_\_\_ 2. Understanding Systems

B. Knowing how to write and speak ideas and thoughts clearly and effectively: Can others understand your writing? \_\_\_\_\_ Do you know how to get your point across? \_\_\_\_\_ Do you do well on discussion questions and papers? \_\_\_\_\_

## \_\_\_\_ 3. Working with Technology

C. Knowing how to work, communicate, and complete tasks with other people in a cooperative manner such as group projects, team goals, etc. When you work on a group project can you compromise and listen to others? \_\_\_\_\_

## \_\_\_\_ 4. Acquires Information/Research



D. Knowing how to use computers, fax machines, scanners, and other technology sources effectively to do research, write papers, and create documents. What ways do you use the computer? \_\_\_\_\_

## \_\_\_\_ 5. Communication Skills



E. Understanding how changes affect different businesses, organizations, and systems. Being able to see the effects of changes on people, places, and things. What change would you suggest to improve your school system? \_\_\_\_\_

## \_\_\_\_ 6. Organization Skills

F. Knowing how to file, place, prioritize, and order information, papers, projects, tasks, etc. in a clear way to locate information easily and keep track of things: Do you often lose your papers? \_\_\_\_\_ Do you use an agenda book to write down assignments? \_\_\_\_\_ Do you have an organized work area at home? \_\_\_\_\_

## \_\_\_\_ 7. Creativity



G. Being able to develop and express your ideas and thoughts through art, music, poetry, prose, etc. in a different and unique way. Can you think of ways to express yourself on your own? \_\_\_\_\_ List any talents you have: \_\_\_\_\_

## \_\_\_\_ 8. Working with Others

H. Being able to turn assignments and projects in on time, being early or on time to class, practices, and other events. Knowing how to organize your schedule to fit all of your schoolwork and activities in. Do you turn work in on time? \_\_\_\_\_



# SKILL SETS



Now that you know about different skills, rate yourself from 1-5 beside each skill.

1- I don't have this skill at all 2- I show this skill a little bit 3- I show this skill sometimes 4- I show this skill often 5- I use this skill most of the time

Rate each skill from 1-5

\_\_\_\_\_ 1. Time  
Management

\_\_\_\_\_ 2. Understanding  
Systems

\_\_\_\_\_ 3. Working  
with Technology

\_\_\_\_\_ 4. Acquires  
Information / Research

\_\_\_\_\_ 5. Communication  
Skills

\_\_\_\_\_ 6. Organization  
Skills

\_\_\_\_\_ 7. Creativity

\_\_\_\_\_ 8. Working with  
Others

\_\_\_\_\_ Total Score

**Answer the Questions Below:**

1. What skills are your best? \_\_\_\_\_

2. What skills do you need to work on? \_\_\_\_\_

3. How could improving some of your skills affect your grades?

\_\_\_\_\_

4. How could improving some of your skills help you find a first job?

\_\_\_\_\_

**Mark off the activities below that could help you improve or use the skills listed on the left.**

- |                              |  |
|------------------------------|--|
| _____ Debate Club            | _____ Volunteering at a homeless shelter     |
| _____ Organized Sports       | _____ Volunteering for Habitat for Humanity  |
| _____ 4-H                    | _____ Volunteering at a hospital             |
| _____ Foreign Language Clubs | _____ Being a sports team manager            |
| _____ Volunteering           | _____ Working at a local library             |
| _____ Drama                  | _____ Tutoring younger children              |
| _____ Computer Classes       | _____ Teaching kids crafts or sports         |
| _____ Student Council        | _____ Being a boy scout or girl scout        |
| _____ School Newspaper Staff | _____ Taking self defense classes            |
| _____ School Yearbook Staff  | _____ Working at an animal shelter           |
| _____ Art Classes            | _____ Being in charge of a fund raiser       |
| _____ Chorus/ Music Class    | _____ Being a treasurer in a club            |
| _____ School Band            | _____ Cleaning up your desk or room          |
| _____ Chess Club             | _____ Creating files for your papers         |
| _____ Library Assistant      | _____ Using an agenda book or daily planner  |
| _____ FFA                    | _____ Getting up 15 minutes earlier each day |
| _____ FHA                    | _____ Being in a mentor program              |