

Attainment's Pre-ETS

Pre-Employment Transition Solution

FOCUS ON Workplace
Readiness

4 BOOK
ONE



*EXPLORE
*APPLY
*EXTEND

Janet Estervig
Whitney Fowler

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**Pre-ETS 4:
Focus on
WORKPLACE READINESS
STUDENT BOOK, BOOK 1**

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Explore



Word Art

Directions: Find and circle 10 words that you think are related to finding a job.



What is Hygiene?



Hygiene is what you do to keep yourself clean.



There are many ways to keep yourself clean and practice good personal hygiene.



It can be hard to remember all the things to do to keep yourself clean.



You can use a checklist to help you remember the 6 main ways to be clean for school or work.

To stay clean, you need to take a shower or bath regularly.



People like it when you smell clean.

To stay clean, you need to brush your teeth in the morning and at night.



People like it when you have fresh breath.

To smell good, you need deodorant.



People like it when you smell fresh and not sweaty.

To stay neat looking, you need to shave.



People like to see a clean-shaven face or trimmed mustache or beard.

To stay neat looking, you need to brush and style your hair.



People like it when you brush and style your hair.

To stay clean, you need to trim your nails and scrub under your nails.



People like to see trimmed and clean nails.



If you bathe regularly, brush your teeth, apply deodorant, shave, brush your hair, and keep your nails clean, you will look and smell clean.



People will notice and want to spend time with you.

Hygiene Questions

Directions: Circle the correct answers.

1 What is hygiene?



People spend time with you



What you do to keep clean



A checklist

2 What are 6 main ways to stay clean?



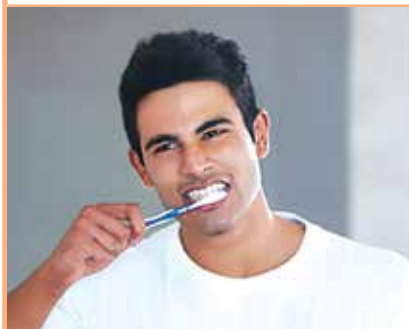
Clean nails



Brush and style hair



People spend time with you



Brush teeth



Create a checklist



Shower regularly



Use deodorant



Read a book



Shave

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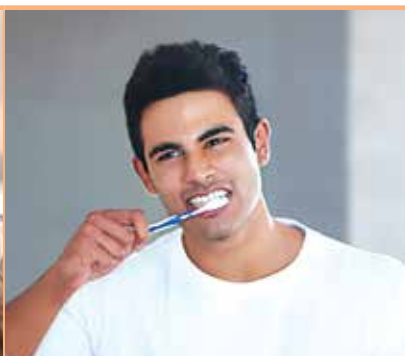
3 How can I remember to stay clean?



Create a checklist



People spend time with you



Brush your teeth

What is Appearance?



Appearance is the way that someone or something looks.



There are many ways to make sure you have a neat and appropriate appearance.



It can be hard to remember all the things to do to keep a neat appearance.



You can use a checklist to help you remember the 4 rules for an appropriate appearance.

A neat appearance means all your buttons are buttoned and zippers zipped.



People like it when all of your buttons are buttoned and zippers are zipped.

A neat appearance has clothes that are clean without rips or stains.



People like it when your clothes are without rips or stains.

An appropriate appearance is when you wear the right clothes for the activity.



People like it when you wear the appropriate clothes for the activity.

An appropriate appearance is when you are dressed for the weather.



People like it when you wear the appropriate clothes for the weather, and you are more comfortable when it is hot or cold outside.



If you keep clothes buttoned and zipped, clean and tidy, you dress for the activity and the weather, you will have a neat and appropriate appearance.



If you have a neat and appropriate appearance, people will notice and want to spend time with you.

Appearance Questions

Directions: Circle the correct answers.

1 What is appearance?



Dress for the weather



A checklist



The way someone looks

2 What are the 2 ways to have a neat appearance?



A checklist



No rips or stains



Buttoned and zipped

3 What are the 2 ways to have an appropriate appearance?



Dress for the occasion



The way someone looks



Dress for the weather

4 Circle the neat appearance.



5 Circle the person dressing for work.



6 Circle the person dressing for work.



Choosing to Have Fresh Breath



Directions: Write the numbers in the correct columns.

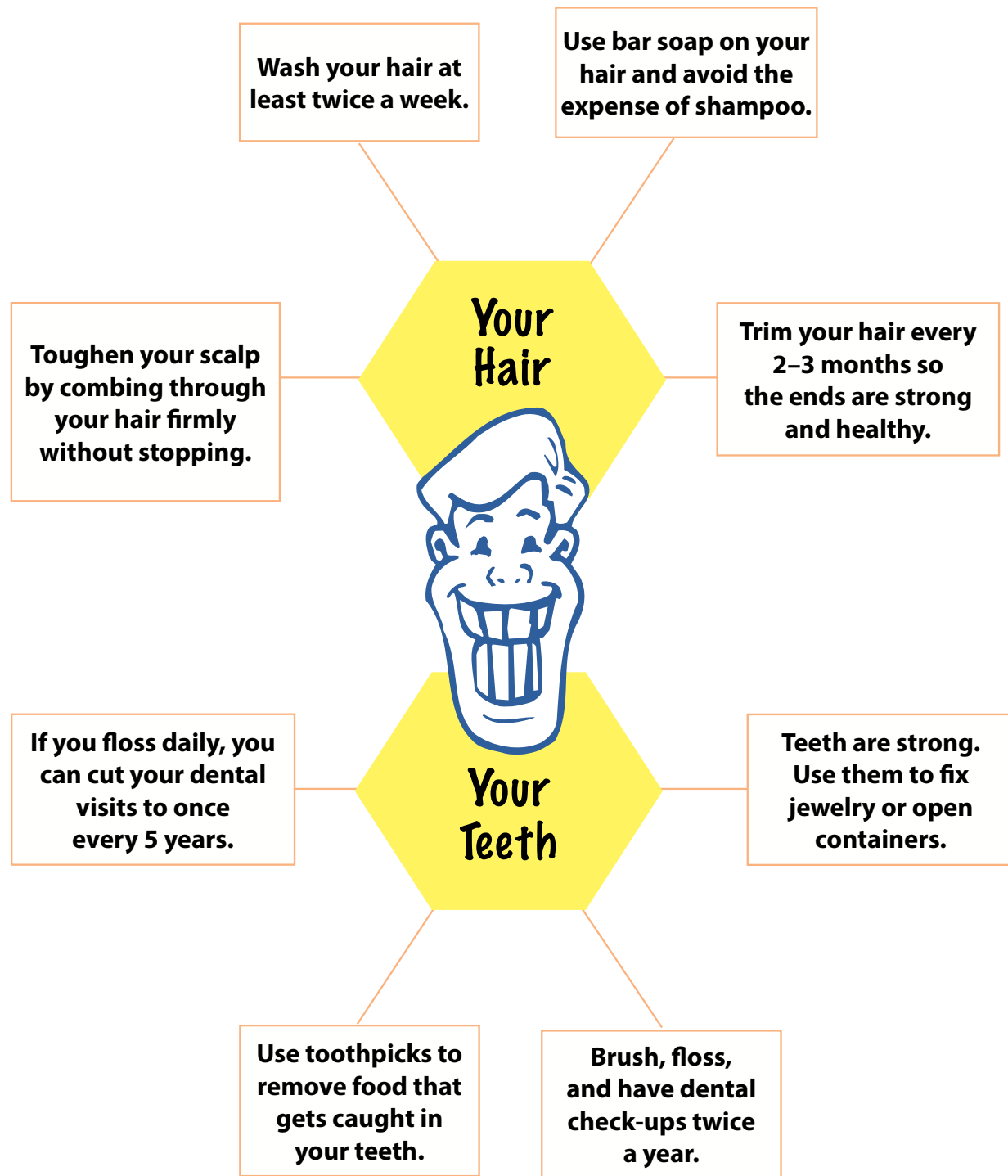
1. When you are on a date	5. While you are sleeping	9. Use mouthwash	13. Suck on a mint
2. While you are doing laundry	6. While you are at school	10. Eat fish	14. Eat garlic bread
3. While you are at your job	7. While you work on your computer	11. Brush your teeth	15. Chew a piece of gum
4. While you jog	8. While you are on a job interview	12. Sleep all night	16. Go without water all day

Situations Where Fresh Breath Matters	Situations Where Fresh Breath Does NOT Matter	Ways to Get Fresh Breath	Ways to Get Bad Breath

Caring for Hair and Teeth



Directions: Place a large X over each statement that is a bad idea.



What is Punctuality?



Punctuality is arriving or doing something at the expected or planned time. It is also called being on time.



There are many ways to make sure that you are punctual or on time.



Being punctual can be hard. There are many things that might make you late.



If you make a routine and use a checklist, you can be punctual. People at home, school, and work will be more positive with you when you are on time.

Know what time you need to be at your destination. What time do you need to arrive?



Ask the person in charge to check that you have the right time. They will like that.

Allow yourself enough time to get through your routine.



If you give yourself enough time you will not feel rushed.

Plan ahead when possible.



Some things you can do ahead of time like pick out your clothes or pack something to eat. These can be done the night before.

Arrive 5–10 minutes early. When you are early, you can be sure that you will be on time.



Many people like it when you are on time.



If you know what time you need to arrive, allow yourself enough time, plan ahead, and arrive 5–10 minutes early. Then you will be punctual every time.



People like it when you are punctual.

Punctuality Questions

Directions: Circle the correct answers.

1 What is punctuality?



Enough time



Arriving or doing something at the expected or planned time



People like it when you are punctual

2 What are 2 things that can make you late?



No alarm clock



Not planning ahead of time



Being 5 minutes early

3 What are 2 ways to make sure you are punctual?



Pick out clothes the night before



Not planning ahead of time



Pack lunch the night before

What is Time Management?



Time management is the process of deciding how to use your time.



Deciding how much time to spend on each activity will help you be on time.



There are many things that you **like** to do every day.



There are many things that you **have** to do every day.



It can be hard to make sure you have enough time for things that you **like** to do and what you **have** to do.



To practice good time management skills, make a list of all the things you **have** to do. Then decide how much time to spend on each activity.



Make sure that you have enough time for the activities that you **have** to do before scheduling the activities you **like** to do.



When you manage your time, you will get to places on time. Many people like it when you are on time.

Time Management Questions

Directions: Look at the picture.
Write down 3 things that HAVE to be done.
Write down how long you think it will take for each activity.



Questions:

- 1** What: _____ How Long: _____
- 2** What: _____ How Long: _____
- 3** What: _____ How Long: _____

Allotting Adequate Time



Directions: Write an answer for each question.

1. It is 4:00, and Dani just got home from school. She has swim practice at 6:30. She needs 20 minutes to get to the pool and get ready. She wants to watch a 30-minute TV show before practice. What is the latest time she can start watching the TV show?



Practice

6:30

Get ready

20 min.

TV

30 min.

Latest Time

2. It is 1:00 and Paris has an interview at 6:00. The drive is 45 minutes, and he needs five minutes to walk from the car, stop at the restroom, and go to the office. What time should he leave to be five minutes early? Fill in the missing subheading and answer.



Interview

6:00

45 min.

Car to office

5 min.

Early

5 min.

Leaving Time

3. It is 2:30 and class starts at 2:36. Matt needs to go to the office (30 seconds), to his locker (30 seconds), and then to the classroom (20 seconds). How long can he talk to Anna before he goes to the office? Fill in the missing pieces and the answer.

2:30

Class Starts

2:36

Office

30 sec.

Locker

20 sec.

Time for Talking to Anna

4. It is 11:45 and Misha's friends are coming at 3:30. Before 3:30, she wants to work out for 30 minutes, do an hour of homework, and take a nap. What time should she start working out so she can sleep for an hour? Fill in the missing pieces and the answer.

11:45

Friends

3:30

30 min.

Homework

1 hour

Time to Start Working Out