

Attainment's Pre-ETS

Pre-Employment Transition Solution

FOCUS ON Workplace
Readiness

4 BOOK
TWO



*EXPLORE
*APPLY
*EXTEND

Janet Estervig
Whitney Fowler

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

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Identifying Interests and Abilities

Directions: Check (✓) each interest that you have and each ability that is a strength for you.

Interests	
	dancing
	watching TV
	skiing
	skating
	computer games
	going to movies
	taking care of animals
	watching sports
	playing baseball
	playing tennis
	playing basketball
	playing board games
	playing cards
	running
	gardening
	swimming
	going to museums
	reading novels
	cooking

Abilities	
	singing
	convincing people
	cooking
	being mechanically inclined
	drawing
	acting
	organizing
	doing math
	thinking critically
	working with computers
	working with kids
	working with animals
	dancing
	thinking creatively
	persevering
	writing
	working with high energy
	working with plants
	driving large vehicles

Accepting Criticism

Self-talk story

I feel frustrated and ask my friend to help me understand my feelings. What he says makes me upset, but I know he is trying to help. So I listen to what he says. If I don't understand, I ask him to explain again. When he is finished, I thank him. Although I am angry and upset, I know he told me the truth and is being honest for my sake.

Steps

1. I know when I need assistance.
2. I know when I'm wrong and can do better.
3. I recognize when advice will be helpful.
4. I keep calm when criticized.
5. I listen and say, "Thank you."



1. I know when I need assistance.



2. I know when I'm wrong and can do better.



3. I recognize when advice will be helpful.

4. I keep calm when criticized.

Continued on the next page



5. I listen and say,
“Thank you.”

Self-Monitoring Checklist

M	Tu	W	Th	F	Accepting Criticism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I know when I need assistance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I know when I'm wrong and can do better.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I recognize when advice will be helpful.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I keep calm when criticized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I listen and say, "Thank you."

Problem 1. Your teacher criticizes a project you worked hard on. Tell one thing you can do.

Comment _____

Problem 2. Your friend criticized you and you feel angry.
Tell one thing you can do.

Comment _____

Professionalism: Putting It All Together

Employers want to hire someone who has the whole professional package. Here is a list of what employers are looking for:

- Arrives on time
- Manages work successfully
- Takes responsibility for their behavior
- Works well with others
- Shows high quality work
- Is honest
- Listens and communicates well with customers, coworkers, and boss
- Looks clean and neat
- Dresses appropriately for the job

Professionalism: Putting It All Together

Directions: Draw a line to match the **Skill** with the **Employer Expectation**. More than one skill can match an expectation.

SKILL	EMPLOYER EXPECTATION
HYGIENE AND APPEARANCE	Arrives on time
PUNCTUALITY	Manages work successfully
MANNERS	Is honest
TIME MANAGEMENT	Takes responsibility for their behavior
LISTENING SKILL	Works well with others
BEHAVIOR	Shows high quality work
TASK COMPLETION	Listens and communicates well with customers, coworkers, and boss
COMMUNICATION	Uses time wisely
ENTHUSIASM AND ATTITUDE	Dresses appropriately for the job
TEAMWORK	Looks clean and neat
NETWORKING	
PROBLEM SOLVING AND CRITICAL THINKING	

What to Wear?

Directions: Cut out pictures from magazines that show the style you like for the different clothing items.

Tops	Bottoms
Shoes	Hair
Accessories	

Dressing for the Weather

Directions: For each weather report, circle the weather-appropriate clothing or write an example of weather-appropriate clothing.

Weather Report	What to Wear?	Write an Example
 HOT	  	
 WARM	  	
 COOL	  	
 COLD	  	
 RAIN	  	
 STORM	  	
 CHANCE OF RAIN	  	

Dressing for an Event



Directions: Read and answer each question.

1 Should you dress up or down when going to a job interview?

2 How would you dress if you were swimming in a pool?

3 How would you dress if you were meeting friends at a movie?

4 How would you dress if entertaining in your home?

5 How would you dress if you were attending a formal event?

6 Describe a possible uniform for a grocery store.

7 What would you wear if you were gardening?

8 What do you wear for a job in an office?

9 If you had a job as a construction worker, what would you wear?

10 What do you wear if you work at a fast food restaurant?

Making Healthy Choices at a Restaurant

Directions: Look over your menus. Choose a healthy menu item, and then explain why it is healthy.

	Restaurant	Healthy Choice	Why?
1			
2			
3			
4			
5			

Eating in a Restaurant



Self-talk story

I like to eat in restaurants with family and friends. I put my napkin on my lap and look at the menu and then order. I talk in a normal voice to those at my table. I eat my food and remember not to talk when there is food in my mouth. I ask for the bill, pay it, and leave a tip for the server.

Steps

1. I look at the menu and order my food.
2. I talk in a normal voice to the people at my table.
3. I put my napkin in my lap.
4. I remember not to talk with food in my mouth.
5. I ask for the bill and pay it.
6. I leave a tip for the server.



1. I look at the menu and order my food.



2. I talk in a normal voice to the people at my table.



- 3 I put my napkin in my lap.





4. I remember not to talk with food in my mouth.



5. I ask for the bill and pay it.



6. I leave a tip for the server.





Self-Monitoring Checklist

M	Tu	W	Th	F	Accepting Criticism
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I look at the menu and order my food.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I talk in a normal voice to the people at my table.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I put my napkin in my lap
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I remember not to talk with food in my mouth.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I leave a tip for the server.

Problem 1. You're sitting in a restaurant talking to your friends and your cell phone rings. Tell one thing you can do.

Comment _____

Problem 2. You pay your bill using a debit card and want to leave a tip but don't know how to do it. Tell one thing you can do.

Comment _____

Setting and Clearing the Table



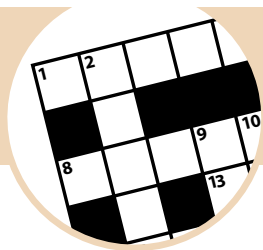
Silverware setting for dinner



Silverware container



Table setting



Vocabulary

1

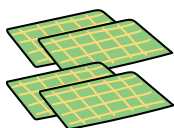
utensils



tools for eating with

2

placemats



mats that are put under place settings

3

condiments



spices like salt and pepper

4

prepare



to be ready for something

5

preserve



save something for later use

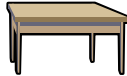
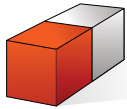
6

leftovers



food left over from a meal that can be used again

Facts



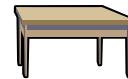
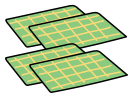
Before setting a table, clear the table. Consider



how many people will be eating so you know how



many **utensils**, plates, and glasses to set. Place **napkins**,



placemats, and **condiments** as needed. Clear table



when meal is done and **prepare** for handwashing dishes



or use dishwasher. Then put washed items back in





Step by Step

Setting the Table



1

Set place mats . . .



2

. . . and silverware.



3

Set right number of plates . . .



4

. . . and glasses.



5

Sets condiments . . .



6

. . . and beverages.