



Attainment's
**JOB SKILLS
STORIES** 3
STUDENT BOOK
Post-Secondary Training

Ellen McPeck Glisan, PhD → Whitney Fowler, MEd

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STUDENT BOOK **3**

Post-Secondary Training

By Ellen McPeck Glisan, PhD and Whitney Fowler, MEd

Edited by David Nelson and Shannon Booth

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Contents

STORY 1 The Right Job for a High School Student	1
Vocabulary	2
The Right Job for a High School Student	3
Quiz	7
STORY 2 Diploma Determination.	9
Vocabulary	10
Diploma Determination	11
Quiz	15
STORY 3 See It! Hear It! Feel It! Learn It!	17
Vocabulary	18
See It! Hear It! Feel It! Learn It!	19
Quiz	23
STORY 4 Accommodations for Learning	25
Vocabulary	26
Accommodations for Learning	27
Quiz	31
STORY 5 The Modification Maze	33
Vocabulary	34
The Modification Maze	35
Quiz	39
STORY 6 A Transition Home Run	41
Vocabulary	42
A Transition Home Run	43
Quiz	47
STORY 7 Services for an Independent Life.	49
Vocabulary	50
Services for an Independent Life	51
Quiz	55
STORY 8 Career Clusters	57
Vocabulary	58
Career Clusters	59
Quiz	63
STORY 9 On Stage and Behind the Scenes	65
Vocabulary	66
On Stage and Behind the Scenes	67
Quiz	71
STORY 10 A Healthy Supply of Jobs	73
Vocabulary	74
A Healthy Supply of Jobs	75
Quiz	79

STORY 11 Job Skills Learned at Home	81
Vocabulary	82
Job Skills Learned at Home	83
Quiz	87
STORY 12 A Fair Way to Find a Job.	89
Vocabulary	90
A Fair Way to Find a Job	91
Quiz	95
STORY 13 Jobs with Muscle	97
Vocabulary	98
Jobs with Muscle	99
Quiz	103
STORY 14 Keep on Learning.	105
Vocabulary	106
Keep on Learning	107
Quiz	111
STORY 15 Certified for the Job	112
Vocabulary	114
Certified for the Job	115
Quiz	119
STORY 16 No Courses for Breakfast	121
Vocabulary	122
No Courses for Breakfast	123
Quiz	127
STORY 17 Two Types of Colleges for You!	129
Vocabulary	130
Two Types of Colleges for You!	131
Quiz	135
STORY 18 A Plan and a Smile	137
Vocabulary	138
A Plan and a Smile	139
Quiz	143
STORY 19 Want a Job? Use All Options!.	145
Vocabulary	146
Want a Job? Use All Options!	147
Quiz	151
STORY 20 Mall Manners	153
Vocabulary	154
Mall Manners	155
Quiz	159

STORY 1

The Right Job for a High School Student



1 The Right Job for a High School Student Vocabulary



amiable

Warm, friendly, and helpful.

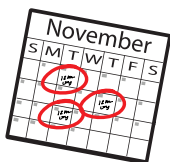
When you work in the service industry, you should be *amiable*.



brainstorm

Discussion to come up with new ideas.

One way to solve workplace problems is to *brainstorm* with other people.



schedule

A plan of events giving dates and times.

My *schedule* for November includes three job interviews.



customers

People buying a product or service.

At my fast food job, I see some of the same *customers* every day.

1 The Right Job for a High School Student

Friends talk about jobs that a high school student could do to earn money.

On Sunday afternoon, James came home from a camping trip with his family. He met some friends at the basketball court.

Anthony asked, “How was camping, James?”

Jack answered before James had a chance. “Wet, I bet!”

“Yes,” James said, “lots of rain and very wet. Our tent did not keep us dry. It is hard to sleep when you are wet and cold!”

“Good thing you didn’t melt,” Noah said.

“Very funny,” James said. “Anyhow, I told my mom I’d rather stay in one of the cabins at the park than a tent, but she said renting those cabins is expensive.”

“I bet staying in a cabin would make camping easier and more fun!” Jack said.

James said, “I agree. I told my mom that I wanted to do another camping trip and rent a cabin with my friends.”

“What did she say?” Anthony asked.

“She said that would be fine if I earned the money to pay for it,” James said. “I think we should all get jobs and



A part-time job at a fast food restaurant is one way to earn money while also being a high school student.

rent a cabin for the week before school starts.”

“What jobs would we get?” Jack asked.

“Let’s **brainstorm**,” Noah said. “We’ll have to think of places that will hire high school kids.”

Anthony said, “I think I’d like to work at a fast food restaurant.”

“I know a high school kid who works at the one by our house. He likes it, and they work around his school **schedule**,” Jack said.

“I like kids,” James said, “so I could babysit.”

“That should work,” Noah said. “People often hire high school kids to babysit. And, it pays pretty well. How would you get jobs?”

James answered, “I’ve already babysat a few times, so I have some **customers**. And, I can advertise on the bulletin board by the mailboxes. There are a lot of kids in our neighborhood, so I think I could find more jobs.”

“Would you babysit every weekend night?” Jack asked.

“During school, probably most of the time. But, my goal is to get a daily summer job. I think I’d like spending the whole summer with one family,” James said.

“When I was a kid,” Anthony said, “a neighbor boy babysat for us for about five summers. We had so much fun. He still comes to visit us when he’s in town. It’s sort of like he’s a member of our family.”



If you enjoy helping children, babysitting work is a way to earn money when you are a high school student.

Noah said, “Babysitting is not for me. But, I know a guy who washes dishes at a restaurant. He says they always need dishwashers.”

“But,” Jack said, “do you really want to wash dishes?”

“I’m OK with it,” Noah said. “I do it at home all the time. And, I’m good at it. My mom is always telling my sister to be more careful, but not me. Mom says I do a great job!”



Weekend work at a grocery store could be a good job for a high school student.

“A restaurant has an awful lot of dishes,” Anthony said.

“Yes, they do,” Noah agreed. “But, they also have big dishwashing machines. So, most of the job is actually loading and emptying the dishwasher.”

“That doesn’t sound so bad,” Jack said.

“I’m sure it gets a little hot sometimes,” James said. “But, other than that, it might be kind of fun.”

“I think so, too,” Noah said. “So, what about you, Jack? What kind of a job would you like?”

“If you are all working, I wouldn’t have to have a job. You will all have enough money to rent a cabin,” Jack said.

“Think again!” Anthony said. “No cooking, no eating.”

“Well, if you are going to be that way about it, I guess I’ll earn some money and help pay,” Jack laughed. “My sister works with the hospitality staff at a hotel. It is important to be **amiable** in her line of work. She started

when she was in high school, so I might be able to work there after the school day is over.”

Anthony asked, “What does a person do in hospitality?”

“At the hotel where she works, it means doing whatever needs to be done to provide services for the guests,” Jack said. “She cleans rooms, delivers food service, serves when there is a buffet, and other things. She says getting to do different things keeps the job interesting.”

“Would you wear a uniform?” James asked.

“Yes,” Jack said. “I think it is a green shirt and green pants. It’s not something I’d typically wear, but it doesn’t look too bad.”

“OK,” James said, “it sounds like we all have an idea. Let’s all apply this week and get together next weekend and share our stories.”

“Good idea!” Anthony said.

“Once we start working, we will have busier schedules,” Noah said. “So, we’d better stop talking now and play basketball. Who knows when we’ll be able to play again?”

“That’s the way it goes,” Jack said, “You either have extra money or you have extra time!”



***A hotel near your home
or school could be a place
to work after school
and on weekends.***

1 The Right Job for a High School Student Quiz

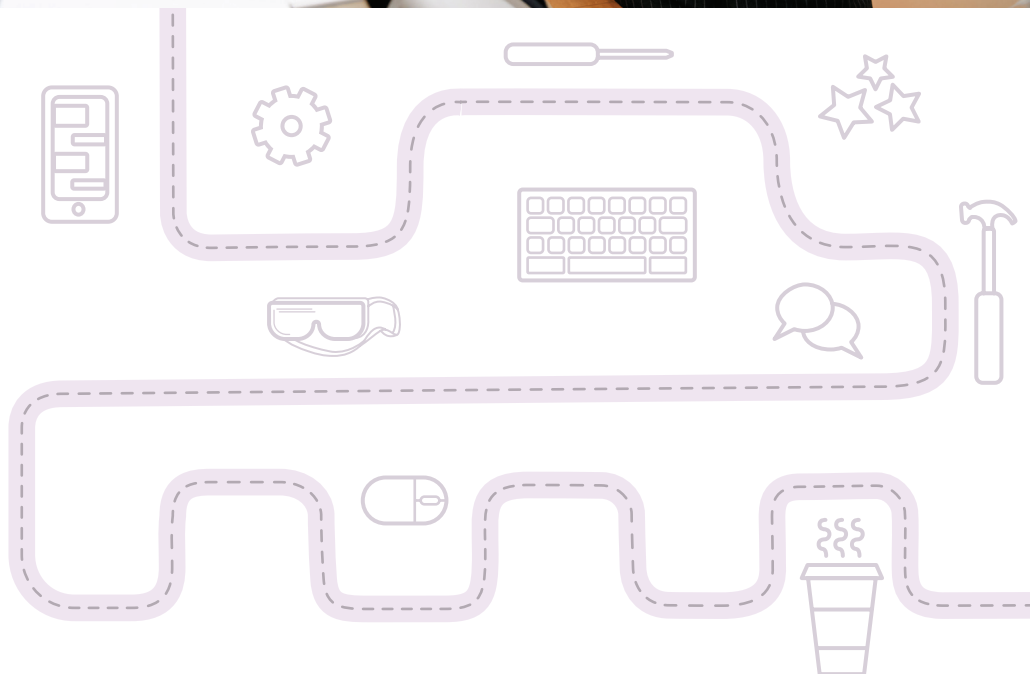
Select the correct answer.

1. Which position at a hotel would require you to be amiable?
 - A growing fruits and vegetables
 - B teaching a math class
 - C guest services and room cleaning
2. What is a name for a job taking care of children?
 - A babysitter
 - B dancer
 - C farmer
3. Which job might require a uniform?
 - A babysitter
 - B hotel worker
 - C school teacher
4. Where could a high school student work as a cook?
 - A at a computer store
 - B at a fast food restaurant
 - C at a dog grooming salon
5. What is the worker doing in this picture?
 - A bagging groceries
 - B washing dishes
 - C taking a lunch break



STORY 2

Diploma Determination



2 Diploma Determination Vocabulary



certificate of completion

Document you get when you graduate from school—also referred to as a diploma.

A *certificate of completion* is needed for some jobs.



executive

Person who is in charge of all or part of a company; can also be referred to as a manager.

The *executive* makes decisions for the company's best interest.



policy

A company's set of rules.

There is a no smoking *policy* in our building.



retail

Selling products to customers for more money than they cost to buy.

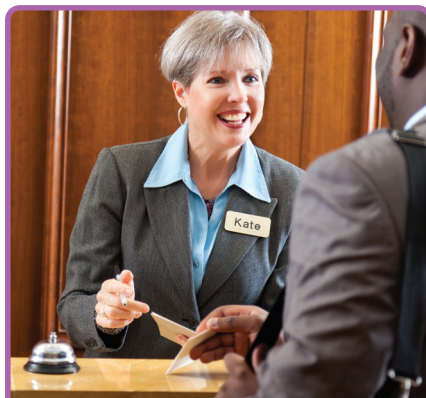
A special sale price means you don't have to pay the *retail* price.

2 Diploma Determination

Two friends talk about why getting a high school diploma is important for their futures.

“Why do you study so much?” Evelyn asked Abigail. “We are supposed to be relaxing and watching a movie. But, you are studying. Can’t you just have fun?”

“I am having fun,” Abigail said. “But, I can multi-task. I can both enjoy the movie and review for my science test. I want to keep my grades up. I’m determined to get a high school diploma.”



Having a high school diploma is important to become a manager at a restaurant or hotel.

“What’s so special about a high school diploma?” Evelyn asked.

“Having a diploma means that you graduated from high school. Employers will be more interested in hiring me when I can show a **certificate of completion**. My diploma tells them that I have taken a variety of classes that will prepare me for work. I can get a better job if I am a high school graduate,” Abigail said.

“Like what kind of a better job?” Evelyn asked.

“You don’t need a diploma to work at a fast food restaurant. But to be hired as an **executive**, most employers will expect that you have at least a high

school diploma.
And, I want to be a manager someday,” Abigail explained.

“You’re right!” Evelyn said. “I babysit a lot now. But, I asked about a job at a daycare center after school. They said I had to have a diploma.”



If you want to help children, having a high school diploma can help you get a job at a daycare center.

“And,” Abigail asked,” would you be happy to always babysit instead of working at a daycare center?”

“Well, no,” Evelyn said. “I’d like to work at a daycare center. Most centers have more activities than I could provide on my own. Also, I enjoy the larger numbers of children at daycares. In addition, I’d enjoy the chance to work with other people who enjoy working with children. Maybe someday, I could open my own daycare center.”

“Wow! Your own daycare? For that you will definitely need a high school diploma. You might even need some classes after high school.” Abigail said.

“I suppose you are right about that,” Evelyn agreed. “I think I’ll try studying for the science test a little during the movie, too!”

“We can always rewind if we miss something,” Abigail said. Two hours later, the movie ended. “That was a good movie!”

“Yes, it was,” Evelyn said, “and I think I’m ready for the science test, too! I’ve decided you are right about having a high school diploma. I’m going to study more like you do.”

The girls went into the kitchen to get a snack. Abigail said, “A while back, I asked at the grocery store about getting a full-time job this summer. The manager told me that they only have openings for part-time jobs, and even for those, they only hire people with high school diplomas.”

“Do you think it is because they know you’ll leave when school starts?” Evelyn asked.

“No, that’s not it,” Abigail said. “I asked if a high school dropout can get a full-time job, since they don’t have to work around a school schedule. The store manager said that it was company **policy** that all employees must have a high school diploma.”

“I think a lot of companies have that policy,” Evelyn said. “My sister is an aide at a senior center. She tried to get the job in February before she graduated. But, they told her to come back after she had a diploma.”

Abigail said, “I wonder if it is because having a diploma shows that you can work hard. Clearly, you worked hard to get the diploma.”

“Maybe. So, is your goal to get a diploma and be a manager at a fast food restaurant?” Evelyn asked.

“A manager, yes, but not at a restaurant,” Abigail said. “My mom says it is important to match my skills with a job. I’m just OK in the kitchen. But, I’m really good



***With a high school diploma,
you could work in the
healthcare field as a medical
assistant or a lab technician.***

at putting outfits together. I'm also good at talking to people about what looks good on them. I want to match that skill to a job. So, I want to work in a **retail** clothing store."

"I agree that you have the put-clothing-together skill!" Evelyn said. "Your clothes always look great. And, I love the outfits you have picked out for me!"

"I talked to the manager in one of my favorite stores. She said that only high school graduates can run the cash register," Abigail said. "And, if I'm working full-time in a store, I need to be able to do all the jobs. That's really true if I were a manager."

"Can you work part-time at your favorite store now?" Evelyn asked.

"I'm hoping so. I applied three weeks ago. The manager said that they'll be hiring in November. I'm hoping to get my foot in the door then," Abigail answered.

"I hope you get your foot stuck in the door for years!" Evelyn laughed.

Abigail laughed and joked, "Thanks, Evelyn. You have such a warm, friendly way with words!"

"Thanks, Evelyn," Abigail laughed, "but I hope I get the rest of me through the door before that!"



Earning a high school diploma will make it easier to get a job and have more career choices.

2 Diploma Determination Quiz

Select the correct answer.

1. What do you call a piece of paper that says you graduated from high school?
 - A** diploma
 - B** essay
 - C** letter
2. What does it mean when a person is multi-tasking?
 - A** trying something new
 - B** doing two or more things at the same time
 - C** going for a long walk
3. Which job is most likely to require a high school diploma?
 - A** manager in a restaurant
 - B** dishwasher in a restaurant
 - C** busser in a restaurant
4. When a high school graduate works in a store, what career field are they in?
 - A** agriculture
 - B** healthcare
 - C** retail sales
5. What does this picture show?
 - A** a carpenter is working with wood
 - B** gardeners are planting flowers
 - C** a healthcare employee is working with a patient

