Activity 10: Discovering Your Work Skills

**FOR THE TEACHER:**

###### Introduction

One of the greatest problems educators face is helping students bridge the gap between school and work. Many students cannot see the connection between what they are learning now and their future career. As a result, they may lack confidence in themselves and their ability to contribute in the workplace.

The purpose of this activity is to help students make links between their daily activities and work skills. In particular, they will:

* See the importance of their curricular and extracurricular activities
* Gain a better understanding of their skills
* Learn about career options related to their skills

###### How the Activity Works

Students use the A Day In My Life chart to set out a sample day in their life, being sure to include all curricular, extracurricular, social, and at-home activities. Then they use the Activities And Work Skills chart to link their activities to work-related skills. (Both charts can be found in the pages immediately following this activity.)

The next step is to use Career Cruising to search for and learn about careers in which those skills are important.

###### Starting the Program

Go to **www.careercruising.com**. Enter your username and password in the spaces provided, and click on Log In.

Activity 10: Discovering Your Work Skills

 Page 1 of 10

**STEP 1: A DAY IN MY LIFE**

Fill in the A Day In My Life chart. In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the Activities and Work Skills chart as a reference.)*

**STEP 2:**

Using the Activities and Work Skills chart, match your activities with the related work skills.

**STEP 3:**

Now go back to your A Day In My Life chart and write down the work skills that match your activities *(put the work skills beside each activity, in the right-hand column).*

**STEP 4:**

1. Write down the work skill that appears most often in your day:

Work Skill #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Write down the work skill you would most enjoy using in a job:

Work Skill #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Write down the work skill you think would be most important in getting a good job:

Work Skill #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 5: USING CAREER CRUISING / WORK SKILL #1**

On the Main page, click on Explore Careers, then click on Career Selector.

Click on Core Tasks and select the work skill/core task that appears **most often** in your day *(Work Skill #1 above).*

Click on View Results. Career Cruising will show you a list of careers where people use the skill you selected.

Activity 10: Discovering Your Work Skills

 Page 2 of 10

**STEP 6: RESEARCHING THE CAREER**

###### Scroll through the list and click on a career that interests you.

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Click on Job Description. Write down examples of how people in this career use the work skill you selected.

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###### Click on one of the two interviews.

**Person’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Click on A Day In The Life. Write down examples of how the person uses the skill you selected in his/her workday.

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Use the gray Back To Career Profilebutton near the top of the page to return to the At A Glance summary page*)*.

###### Click on one of the two interviews.

**Person’s name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Click on A Day In The Life. Write down examples of how this person uses the skill you selected in his/her workday.

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Activity 10: Discovering Your Work Skills

 Page 3 of 10

**Step 7: Using Career Cruising / Work Skill #2**

Use your browser’s Back button to return to the Career Selector screen. Click on Core Tasks.

Deselect the work skill/core task you chose before *(i.e. click on it once to delete the checkmark).*

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above).*

Click on View Results.

###### Scroll through the list and click on a career that interests you.

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Read the Job Description and each of the interviewees’ A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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**STEP 8: USING CAREER CRUISING/ WORK SKILL #3**

Repeat Step 7, except this time select the work skill that you think would be most important in getting a good job *(Work Skill #3 above).*

**Career:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Read the Job Description and each of the interviewees’ A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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Activity 10: Discovering Your Work Skills

 Page 4 of 10

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| Time | Activity | Work Skills |
| 7:00am – 8:00am |  |  |
| 8:00am – 9:00am |  |  |
| 9:00am – 10:00am |  |  |
| 10:00am – 11:00am |  |  |
| 11:00am – 12:00pm |  |  |
| 12:00pm – 1:00pm |  |  |
| 1:00pm – 2:00pm |  |  |
| 2:00pm – 3:00pm |  |  |
| 3:00pm – 4:00pm |  |  |
| 4:00pm – 5:00pm |  |  |
| 5:00pm – 6:00pm |  |  |
| 6:00pm – 7:00pm  |  |  |
| 7:00pm – 8:00pm |  |  |
| 8:00pm – 9:00pm |  |  |

Activity 10: Discovering Your Work Skills

 Page 5 of 10

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| SCHOOL SUBJECT | WORK SKILLS |
| **Biology** | Doing Research Inspecting, Measuring, or Monitoring Keeping Accurate RecordsWorking with Plants or Animals |
| **Business**(e.g. Accounting, Entrepreneurial Studies, Marketing)  | Communicating Information or Persuading PeopleKeeping Accurate RecordsSelling or Promoting |
| **American and World Studies**(e.g. US History and Politics, American and World Issues, Law, World History) | Communicating Information or Persuading PeopleDoing ResearchWriting |
| **Chemistry** | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsAnalyzing Data, Programming or Doing Calculations |
| **Computers** | Analyzing Data, Programming or Doing CalculationsIdentifying/Diagnosing Problems |
| **Dance** | Artistic Expression Physical Training or Performing |
| **Technology**(e.g. Design and Technology, Construction Technology, Communication Technology) | Operating Machines or VehiclesBuilding or Creating ThingsInspecting, Measuring, or Monitoring |
| **Drama** | Artistic Expression Communicating Information or Persuading PeopleWriting |
| **English** | Artistic Expression Communicating Information or Persuading PeopleWriting |
| **Family** **Studies**(e.g. Parenting, Fashion, Individuals and Families in a Diverse Society) | Caring for or Treating PeopleOrganizing People or Planning Work ActivitiesMaking Sure Things are Clean and/or Organized |
| **Geography**(e.g. Geography – Physical, World Issues) | Doing ResearchWritingCommunicating Information or Persuading People |
| **Health and Physical Education** | Physical Training or PerformingOrganizing People or Planning Work Activities |
| **History**(e.g. US History, Society: Challenge and Change, Modern Western Civilization, etc.) | Doing ResearchWritingCommunicating Information or Persuading People |

Activity 10: Discovering Your Work Skills

 Page 6 of 10

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| SCHOOL SUBJECT | WORK SKILLS |
| **Languages**(e.g. French, Japanese, Latin) | Communicating Information or Persuading PeopleWriting |
| **Math**  | Analyzing Data, Programming or Doing Calculations Inspecting, Measuring, or MonitoringIdentifying/Diagnosing Problems |
| **Music** **or** **Visual Art**(e.g. Band, Strings, Musical Theatre, etc.) | Artistic ExpressionBuilding or Creating ThingsDesigning or Drawing  |
| **Physics** | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsAnalyzing Data, Programming or Doing CalculationsDesigning or Drawing  |
| **Science** | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsAnalyzing Data, Programming or Doing Calculations |

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| OTHER SCHOOL ACTIVITIES | WORK SKILLS |
| **Assemblies** (e.g. organizing, participating in) | Artistic ExpressionCommunicating Information or Persuading OthersOrganizing People or Planning Work Activities |
| **Clubs**(e.g. chess club, outers club, environment club) | Communicating Information or Persuading OthersOrganizing People or Planning Work ActivitiesSelling or Promoting |
| **Dances** (e.g. organizing, attending) | Organizing People or Planning Work ActivitiesPhysical Training or PerformingSelling or Promoting |
| **Fundraising** (e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates) | Organizing People or Planning Work ActivitiesSelling or PromotingCommunicating Information or Persuading PeopleKeeping Accurate Records |
| **Independent Study Project/Unit** (e.g. research essay on a topic of your choice) | Doing ResearchKeeping Accurate RecordsWriting |
| **Journal** (e.g. keeping a daily journal for English class) | Writing |

Activity 10: Discovering Your Work Skills

 Page 7 of 10

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| OTHER SCHOOL ACTIVITIES | WORK SKILLS |
| **Library**(e.g. finding books in the library)  | Doing Research |
| **Lunch/Recess** | Communicating Information or Persuading People |
| **Peer Editing**(e.g. reading and correcting other students’ work) | Communicating Information or Persuading PeopleWriting |
| **Peer Tutoring/Helping**(e.g. helping students with school work or problems) | Teaching or TrainingIdentifying/Diagnosing Problems |
| **Presentations or Seminars** | Communicating Information or Persuading PeopleTeaching or Training |
| **Projects**(e.g. researching and presenting information in a visually appealing way) | Doing ResearchWritingDesigning or Drawing Building or Creating Things |
| **Sales** (e.g. bake sales) | Selling or PromotingCommunicating Information or Persuading PeopleOrganizing People or Planning Work Activities |
| **School Newspaper**(e.g. being a reporter, taking photos, doing layout) | WritingDoing Research |
| **School Shows** (e.g. plays, music night) | Artistic ExpressionCommunicating Information or Persuading PeopleSelling or PromotingBuilding or Creating Things |
| **Science Project** | Doing ResearchInspecting, Measuring, or MonitoringAnalyzing Data, Programming or Doing Calculations Writing |
| **Sports** (e.g. playing on, coaching, or helping out with a team) | Physical Training or PerformingOrganizing People or Planning Work Activities |
| **Student Council**(e.g. being a student council member such as school president or treasurer) | Communicating Information or Persuading PeopleOrganizing People or Planning Work Activities |
| **Yearbook**(e.g. writing for, taking photos, doing layout) | WritingArtistic ExpressionDesigning or Drawing  |

Activity 10: Discovering Your Work Skills

 Page 8 of 10

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| LEISURE ACTIVITIES AND HOBBIES | WORK SKILLS |
| **Athletic activities** (e.g. hiking, swimming, skating) | Physical Training or Performing |
| **Being interested in professional sports**(e.g. following a sports team; watching sports on TV, keeping track of players’ stats, discussing sports) | Doing ResearchCommunicating Information or Persuading People |
| **Building things**(e.g. models) | Building or Creating ThingsDesigning or Drawing  |
| **Camping** | Physical Training or PerformingOrganizing People or Planning Work Activities |
| **Card or Board Games** | Analyzing Data, Programming or Doing CalculationsCommunicating Information or Persuading PeopleIdentifying/Diagnosing Problems |
| **Collecting things** (e.g. baseball cards, stickers) | Doing ResearchKeeping Accurate RecordsMaking Sure Things are Clean and/or Organized |
| **Computer**(e.g. using a graphics program, installing new software, fixing problems) | Analyzing Data, Programming or Doing CalculationsIdentifying/Diagnosing ProblemsOperating Machines or Vehicles |
| **Diary** (e.g. writing down your thoughts in a diary) | WritingArtistic Expression |
| **Drawing** (e.g. pictures, cartoons, etc.) | Artistic ExpressionDesigning or Drawing |
| **Driving** (e.g. driving the family car) | Operating Machines or Vehicles |
| **Friends** (e.g. hanging out, helping with problems) | Communicating Information or Persuading PeopleOrganizing People or Planning Work ActivitiesIdentifying/Diagnosing Problems |
| **Internet**(e.g. surfing the net, downloading music, making a web page) | Doing ResearchDesigning or Drawing Analyzing Data, Programming or Doing Calculations |
| **Making crafts** (e.g. bracelets) | Artistic ExpressionDesigning or DrawingBuilding or Creating Things |
| **Music** (e.g. listening to, singing, playing an instrument) | Artistic ExpressionCommunicating Information or Persuading PeopleDoing Research |

Activity 10: Discovering Your Work Skills

 Page 9 of 10

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| LEISURE ACTIVITIES AND HOBBIES | WORK SKILLS |
| **Playing on a sports team** (e.g. baseball, soccer) | Physical Training or PerformingCommunicating Information or Persuading People |
| **Reading** (e.g. magazines, novels, comic books) | Doing Research |
| **Riding a Bike**  | Physical Training or PerformingOperating Machines or Vehicles |
| **Shopping** | Doing Research |
| **Skateboarding** | Physical Training or PerformingFixing/Repairing Things |
| **Talking on the Phone** | Communicating Information or Persuading People |
| **Video or Computer Games** | Identifying/Diagnosing ProblemsPhysical Training or Performing |
| **Writing letters or emails**  | WritingCommunicating Information or Persuading People |

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| HOUSEHOLD ACTIVITIES | WORK SKILLS |
| **Babysitting** (e.g. younger sister/brother, neighbors’ kids) | Caring for or Treating People |
| **Cleaning** (e.g. your room, bathroom, garage) | Making Sure Things Are Clean and/or OrganizedIdentifying/Diagnosing ProblemsOperating Machines or Vehicles |
| **Cooking or Baking**  | Inspecting, Measuring, or MonitoringBuilding or Creating Things |
| **Mowing the Lawn**  | Operating Machines or VehiclesPhysical Training or PerformingWorking with Plants or Animals |
| **Helping in the Garden** (e.g. planting flowers, pruning bushes, weeding) | Physical Training or PerformingWorking with Plants or AnimalsArtistic expression  |
| **Shoveling Driveway** | Physical Training or Performing |
| **Taking care of a pet** (e.g. walking the dog, feeding cat) | Working with Plants or Animals |
| **Taking Phone Messages**  | Keeping Accurate RecordsWriting |
| **Vacuuming**  | Operating Machines or Vehicles |
| **Washing the Dishes** | Making Sure Things Are Clean and/or Organized |

Worksheet 10: Discovering Your Work Skills

 Page 10 of 10

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| OTHER | WORK SKILLS |
| **Part-time job - Cashier** | Assisting Customers or the PublicAnalyzing Data, Programming or Doing Calculations |
| **Part-time job - Food Services**(e.g. working at a fast food chain, waiting tables, bussing) | Assisting Customers or the PublicMaking Sure Things Are Clean and/or Organized |
| **Part-time job - Recreation**(e.g. lifeguard, sports instructor, camp counselor) | Teaching or TrainingCaring for or Treating People |
| **Part-time job - Retail** (e.g. working in a clothing store) | Assisting Customers or the PublicKeeping Accurate ReportsMaking Sure Things Are Clean and/or OrganizedSelling or Promoting |
| **Volunteering** (e.g. volunteering at a hospital, charity) | Assisting Customers or the PublicCaring for or Treating PeopleCommunicating Information or Persuading PeopleTeaching or Training |