

Attainment's

Focus on Work

Reader

by

Whitney
Fowler

Contents



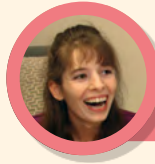
Stories About Josh . . . 1

Getting Ready	3
Daily Routine	4
Taking a Shower.	5
Style and Smelling Clean	6
Getting Dressed.	7
On Time	9
My Appointment.	10
Setting Up Transportation	11
Choosing Clothes.	12
Setting an Alarm	13
No Problem.	15
Work Skills.	16
Listening	17
Manners	18
Finish the Job	19



Stories About Will . . . 21

My Resumé.	23
Get Started	24
Personal Information	25
References	26
Make it Professional	27
Job Search	29
Looking	30
Newspaper Search	31
Online Search	32
Community Search.	33
The Interview	35
Follow-Up Call.	36
Practice.	37
Looking Professional.	38
The Big Day	39



Stories About Grace. . . 41

I'm Learning	43
I Got the Job.	44
Before I Start	45
Job Coach	46
New Uniform	47
What Should I Do?	49
First Day	50
Using My Checklist.	51
Getting My Work Done	52
I Am Finished	53
I've Got This	55
I Clock in by Myself	56
I Check in with My Boss.	57
I Get My Work Done	58
A New Task	59



Stories About Elizabeth. . 61

Having a Positive Attitude.	63
You Can See It.	64
I Can Say It.	65
I Can Show It	66
You Can Hear It	67
Working With a Team	69
Communication.	70
Being a Good Listener	71
Participating.	72
Volunteering.	73
Being Professional	75
Professional Dress	76
Cell Phone at Work.	77
In the Break Room	78
Greetings.	79



Stories About Sherry . . . 81

My Device. 83
 Greetings. 84
 Different Types 85
 What Can It Do? 86
 Making Changes 87

Verbal Communication 89
 Practicing. 90
 Co-Workers 91
 At Work. 92
 Everyday 93

Visual Communication 95
 Sign Language. 96
 At Work. 97
 Getting Directions 98
 Options. 99



Stories About Morgan . . . 101

Getting Ready 103
 Going to Work. 104
 Daily Hygiene 105
 My Clothes. 106
 Packing Up. 107

Getting There 109
 Getting Organized 110
 Scheduling a Ride. 111
 Getting into the Van. 112
 Riding the Bus. 113

Working at the Gym 115
 Getting Started 116
 Cleaning 117
 Taking Out the Trash. 118
 Greeting Customers 119

Glossary 121



Stories About Will



1

My
Resumé



2

Job
Search



3

No
Problem



My Resume

1



Experience

A list of the work you've done in the past

Resume

An organized list of the places you've worked, the skills that you have, and any other reasons that you would be a good worker

Reference

A person who would recommend you for a job

Education

A list of where you've attended school and what you learned while there

A Look at Some Vocabulary in the Upcoming Stories



Story Titles

Get Started

Personal Information

References

Make it Professional

Get Started



I am 18 years old and ready to work. I have volunteer experience, and now I am ready for a paid job.

I am not sure how to start looking for a job, so I ask my teacher, Ms. Nelson for help.

Ms. Nelson says first I need to write a resume.

A resume is a paper that has my personal information, work experience, and references.

Ms. Nelson says when my resume is done, I will drop it off at businesses where I want to work.



Personal Information



To start my resume, Ms. Nelson helps me to write down my address, phone number, and email.

It is important to get all the information right so that a business can contact me.

Next, I write down information about my education, where I go to school, and what I have learned.

Ms. Nelson says it is important to write down any work experience I have.

I have worked in an office and volunteered at an animal shelter, so I write that down.

References



The next part of my resume is references.

A reference is a person who can tell others about you or write a letter saying you are a good worker.

On my resume, I will need the reference's name, address, email, and phone number.

Ms. Nelson says to ask a teacher, neighbor, or adult I have worked for.

I have three references, and now I am ready to put them on my resume.



Make it Professional



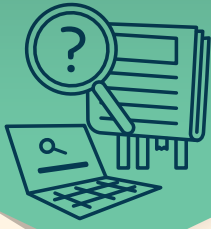
I write down all the information and show my resume to Ms. Nelson.

Ms. Nelson says I did a good job, but I need to make it look professional.

To make my resume look professional, I type it on the computer.

When I am done typing, I ask Ms. Nelson to check my resume for spelling mistakes.

Ms. Nelson says it looks good, so I print off copies to drop off at businesses with possible job openings.



Job Search

2



Search	Looking for something
Hiring	When a business is accepting people to work
Apply	To ask for a job by submitting a resume or form
Qualified	When you have the skills you need to complete a job

A Look at Some Vocabulary in the Upcoming Stories



Story Titles

Looking

Newspaper Search

Online Search

Community Search

Looking



My resume is complete, and I am ready to search for a job.

I have some ideas about where I want to work, but do not know if those businesses are hiring.

I ask Ms. Nelson to help me find out if a business is hiring.

She says there are many ways to find out about job openings.

I can look in the newspaper or online, or ask people I know in my community.



Newspaper Search



I have my resume and want to apply for jobs.

I go to the library to look at the newspaper.

I look in the classifieds section of the newspaper for possible jobs.

There are a lot of job openings, so I look for a job I am qualified for.

I find a job opening at a pet store for a cashier. That is interesting and I will apply!

Online Search



While I am at the library, I use a computer to search the Internet for jobs.

I go online and find many job search websites.

For now, I only want to search job openings, but many business websites will let me put my resume online.

I am not ready to do that yet, but it is good to know that is an option.

I find a dishwasher job at my favorite restaurant. I can email them my resume; I'm off to a good start.



Community Search



The last place I search for a job is in my community.

To do this, I look for “now hiring” signs at local businesses and talk to people I know who might know about a job opening.

I can also look at the community board at my library as many jobs are advertised there.

After looking in the newspaper, online, and in the community, I have found four places to apply.

I spend a day dropping off my resume and filling out job applications. My next step is getting an interview!



The Interview

3



Interview

A meeting where a business meets you and discusses your skills and experience for a job

Prepare

To make things ready ahead of time

Impression

The way that a person feels after meeting you

Confidence

To believe in yourself and your abilities

A Look at Some Vocabulary in the Upcoming Stories



Story Titles

Follow-Up Call
Practice

Looking Professional
The Big Day

Follow-Up Call



I applied to four jobs last week, so now I need to make follow-up calls.

I practice what I will say with Ms. Nelson before I call.

She says it is important to sound professional.

I make four calls. Two jobs already hired someone, one job said they will call me next week, and one job asked me to come for an interview!

I am so excited; I have an interview at the pet store tomorrow! Now I need to prepare.



Practice



To make a good impression at my interview, I practice what to say.

Ms. Nelson says I should first research the business and learn more about the company.

Next, I write some answers down to common interview questions.

Ms. Nelson practices with me by asking questions and I answer.

All this practice makes me feel ready for my interview tomorrow.

Looking Professional



The last thing I need to do to prepare for my interview at the pet store is to be sure I look professional.

It is the day of the interview and I start by taking a shower, so I look and smell clean.

Next, I choose business casual clothes. I make sure they are clean with no stains or rips.

I take a last look in the mirror to make sure I look professional.

I look good. Now I am all ready for my interview!