

# Attainment's Focus on Work

## Student Workbook

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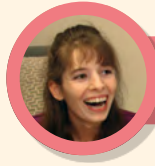
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# Stories about Will: My Resumé

## Section Overview

### Make a Prediction

*Directions: Look at the title page of the current section of the Focus on Work Reader and then answer the question below.*

Write a word to predict what you think will happen in the story.

### Getting Started

*Directions: Read the statement and circle the appropriate pictures.*

What are some items Will needs to make a resumé?



## Think About It!

Directions: Look at all of the pictures and stories in this section of the Focus on Work Reader and then answer the question below.

What is one thing you need to apply for a job?

---

## I'm Learning Vocabulary

Directions: Look at the pictures below and write the vocabulary word next to the picture that best describes it. Then, write a sentence using the word.

### WORD BANK

Experience

References

Resumé

Education

### VOCABULARY WORD

### WRITE A SENTENCE




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# My Resumé: Get Started



Name \_\_\_\_\_

## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

How old is Will?

18

19

20

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will asks Ms. Nelson for help.

1 2 3

Will is ready to work.

1 2 3

Will needs to write a resumé.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Newspaper

Menu

Resumé

Friend

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

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why do you think a resumé has personal information on it?

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

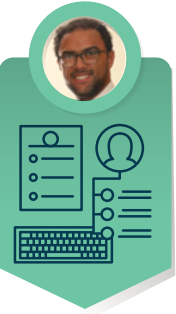
Can Will still write a resumé if he does not have work experience?

YES

NO

Name \_\_\_\_\_

# My Resumé: Personal Information



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

Where has Will volunteered?

Animal shelter

Grocery store

School

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will writes down information about his education.

1 2 3

Will starts to write a resumé.

1 2 3

Will writes down work and volunteer experiences.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Recipes

Friends

Experience

Shoes

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

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why does Will need to get all his information right?

Two large empty rectangular boxes for writing an answer.

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

Do you believe it is important for Will to write down any work experience he has?

YES

NO

# My Resumé: References



Name \_\_\_\_\_

## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

How many references does Will put on his resumé?

Two

Three

Four

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will gets the reference's name, address, email, and phone number.

1 2 3

Ms. Nelson tells Will to ask his teacher, neighbor, or another adult who knows him.

1 2 3

Will needs to put references on his resumé.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Information	Hard
References	Silly

The next part of my resumé is \_\_\_\_\_.

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why do you think Ms. Nelson tells Will to ask a teacher, neighbor, or an adult he has worked for to be a reference?

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

Is a letter of reference a good thing for Will?

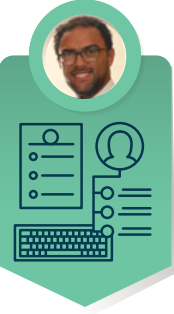
YES

NO



Name \_\_\_\_\_

# My Resumé: Make it Professional



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

Who does Will show his resumé to?

Mom

Ms. Nelson

Neighbor

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will makes it professional by typing on a computer.

1 2 3

Will writes a resumé.

1 2 3

Will prints off copies to drop off at businesses.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Fast

Tasty

Professional

Sloppy

To make my resumé look \_\_\_\_\_,

I type it on the computer.

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why do you think Will has Ms. Nelson look over his resumé for spelling mistakes?

Two large, empty rectangular boxes for writing an answer.

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

If Will finds a spelling mistake on his resumé, should he fix it?

YES

NO



# Stories about Will: Job Search

## Section Overview

### Make a Prediction

*Directions: Look at the title page of the current section of the Focus on Work Reader and then answer the question below.*

Write a word to predict what you think will happen in the story.

### Getting Started

*Directions: Read the statement and circle the appropriate pictures.*

Which of these might be somewhere that Will can search to find a job?



## Think About It!

Directions: Look at all of the pictures and stories in this section of the Focus on Work Reader and then answer the question below.

Where is one place you could look for a job?

---

## I'm Learning Vocabulary

Directions: Look at the pictures below and write the vocabulary word next to the picture that best describes it. Then, write a sentence using the word.

### WORD BANK

Search

Apply

Hiring

Qualified

### VOCABULARY WORD

### WRITE A SENTENCE




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Name \_\_\_\_\_

# Job Search: Looking



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

What is Will ready to search for?

Pet

Job

New school

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will collects ideas about where to apply.

1 2 3

Will is ready to search for a job with his new resumé.

1 2 3

Will looks in the newspaper or online, or asks people he knows in his community.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Classes

Job Openings

Car Washes

Birthday Gifts

Ms. Nelson says there are many ways to find out  
about \_\_\_\_\_ .

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why do you think Will does not know if a business is hiring?

Two large empty rectangular boxes for writing an answer.

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

Do you believe that Will knows where to look for job openings?

YES

NO

Name \_\_\_\_\_

# Job Search: Newspaper Search



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

Where does Will go to look at a newspaper?

Library

Pet store

Grocery store

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will goes to the library to look at the newspaper.

1 2 3

Will finds an opening at a pet store.

1 2 3

Will looks for jobs that he is qualified for.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Sports

Front

Classifieds

Sleepy

I look in the \_\_\_\_\_ section  
of the newspaper for possible jobs.

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why does Will need to look for a job he is qualified for?

\_\_\_\_\_

\_\_\_\_\_

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

Do you believe Will is qualified for the pet store cashier job?

YES

NO

Name \_\_\_\_\_

# Job Search: Online Search



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

Where does Will find a job opening?

Library

Restaurant

Park

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will emails his resumé to his favorite restaurant.

1 2 3

Will uses a computer at the library to search for jobs.

1 2 3

Will uses job search websites on the Internet.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Pets

Cards

Books

Websites

I go online and find many job search \_\_\_\_\_.

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why does Will email his resumé to his favorite restaurant?

Two large empty rectangular boxes for writing the answer.

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

Do you believe Will should put his resumé online for other businesses?

YES

NO

Name \_\_\_\_\_

# Job Search: Community Search



## 1. Read & Choose

Directions: Read the question and then mark the correct answer.

How many places did Will apply to?

Two

Four

Six

## 2. Comprehension

Directions: Put the steps in order by marking 1, 2, or 3.

Will searches for a job in his community.

1 2 3

Will spends the day dropping off resumés and filling out job applications.

1 2 3

Will looks for "now hiring" signs and talks to people he knows.

1 2 3

## 3. Missing Word

Directions: Fill in the missing word using a word from the word bank below.

### WORD BANK

Community Appearance  
Pocket Mouth

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

## 4. Write It!

Directions: Read the question and indicate your answer below.

Why do you think Will should talk to people he knows about job openings?

Two large empty rectangular boxes for writing an answer.

## 5. You Decide!

Directions: Read the question and answer by marking YES or NO.

If Will applies to all four jobs, do you think he will get an interview?

YES

NO



# Stories about Will: The Interview

## Section Overview

### Make a Prediction

*Directions: Look at the title page of the current section of the Focus on Work Reader and then answer the question below.*

Write a word to predict what you think will happen in the story.

### Getting Started

*Directions: Read the statement and circle the appropriate pictures.*

What are some things that Will might need to be ready for an interview?





## Think About It!

Directions: Look at all of the pictures and stories in this section of the Focus on Work Reader and then answer the question below.

What is one question you think could be asked at a job interview?

---

## I'm Learning Vocabulary

Directions: Look at the pictures below and write the vocabulary word next to the picture that best describes it. Then, write a sentence using the word.

### WORD BANK

Interview

Impression

Prepare

Confidence

### VOCABULARY WORD

### WRITE A SENTENCE




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