

Coreers Are Everywhere!

Activity Workbook

About the Careers Are Everywhere Activities Workbook

Careers are everywhere. More than just the title of this career-related workbook, children start the process of exploring the world of work as early as the elementary grades. With each class they take, with each life experience, they gain a greater awareness of the nature of work and begin to form ideas about their future career roles.

The activities in this workbook are intended to be fun and challenging. They have been designed around the building blocks of the elementary National Career Development Guidelines with the goal of raising career awareness. Specific objectives of the workbook include the concept of self-knowledge, the development of a basic understanding of interests, likes and dislikes and how to interact with others. The various activities are also designed to raise awareness of the relationship between work and learning, the awareness of how work relates to the needs and functions of society and the interrelationship of life roles. And some of the activities are just plain fun. The elementary grades are also a good time to introduce the importance of personal responsibility, good work habits and the benefits of educational achievement.

This is the third edition of the Careers Are Everywhere workbook from the Occupational Career Information section of the Arkansas Division of Workforce Services Labor Market Information (LMI) unit. We encourage counselors and teachers to use this workbook with students and share with us any unique teaching methods or lesson plans you develop so that we might share them with your colleagues in the state.

If students would like to know more about a particular occupation they see in this workbook, they can view short video clips on their computer at our Video Corner also available from LMI. The videos provide roughly two-minute clips on the duties, interactions and workplace environments of over 450 occupations, 250 of which also have Spanish language narration.

Detailed information about Arkansas occupations can also be found at www. discover.arkansas.gov under the Occupation Explorer tab.

Special appreciation is extended to the Labor Market and Career Information Department of the Texas Workforce Commission for permission given to the Arkansas Division of Workforce Services in reproducing this booklet.

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Table of Contents

Preface		1
Table of Cont	ents	2
Introduction		3
Agriculture, F	ood & Natural Resources	4
Activity:	Self-Knowledge	5
Arts, A/V Tech	nnology & Communications	6
Activity:	Filming The Future	7
Business, Man	agement & Administration	8
Activity:	My First Resume	9
Architecture &	& Construction	10
Activity:	Doghouse	11
Education &	Training	12
Activity:	Secret Message	13
Finance		14
Activity:	Matching	15
Health Science	e	16
Activity:	Maze	17
Hospitality &	Tourism	18
Activity:	Connect the Dots	19
Human Servi	ces	20
Activity:	Definitions	21
Information T	Fechnology	22
Activity:	Cyber Crossword	23
Law, Public S	afety & Security	24
Activity:	Cracking Down on Crime	25
Transportatio	n, Distribution & Logistics	26
Activity:	Multiple Roles/Find 10 Differences	27
Manufacturin	ng	28
Activity:	Assembly Line	29
Government	& Public Administration	30
Activity:	Write It Down	31
Science, Techi	nology, Engineering & Mathematics	32
Activity:	Find 10 Aliens	33
Marketing, Sc	ales & Service	34
Activity:	Interview	35
Activity:	Word Search	36-37
Activity:	True/False Quiz	38
Activity:	Work Habits	39
Answers		40-44

Introduction

Awareness is the first process for students to begin exploring career possibilities. This activity book tries to help them develop Self-knowledge, Educational and Occupational Exploration, and Career Planning awareness while exploring sixteen career clusters. Career Clusters are groupings of jobs that share common characteristics. By looking at job clusters, a student may find a variety of careers with similar characteristics in which they may be interested. The Career Clusters shown in this activity book were developed by the US Department of Education. These clusters and associated careers and pathways can be viewed online at https://careertech.org/career-clusters.

The activities in this book were prepared with the National Career Development Guidelines (NCDG) in mind to help students achieve the following twelve goals for elementary grades.

Self-Knowledge:

- Knowledge of the importance of self concept (Self-Knowledge, pg.5; My First Resume, pg.9)
- Skills to interact with others (Assembly Line, pg.29)
- 3. Awareness of the importance of growth and change (Filming The Future, pg.7)

Educational and Occupational Exploration:

- 4. Awareness of the benefits of educational achievement (Interview, pg.35)
- Awareness of the relationship between work and learning (Doghouse, pg.11; Interview, pg.35)
- 6. Skills to understand and use career information (Crossword, pg.23)
- 7. Awareness of the importance of personal responsibility and good work habits (Assembly Line, pg.29; Work Habits, pg.39)
- Awareness of how work relates to the needs and functions of society (Definitions, pg.21)

Career Planning:

- Understand how to make decisions (Interview, pg.35; True/False Quiz, pg.38)
- Awareness of the interrelationship of life roles (Multiple Roles, pg.27)
- 11. Awareness of different occupations and changing male/female roles (Filming The Future, pg.7; Definitions, pg.21)
- 12. Awareness of the career planning process (Interview, pg.35; True/False Quiz, pg.38)

The activities can stand alone or be incorporated into a career curriculum. Self-knowledge, exploration and planning are life-long activities that begin at an early age.

Be Alert, Be Aware.....Careers are EVERYWHERE! Get started now!

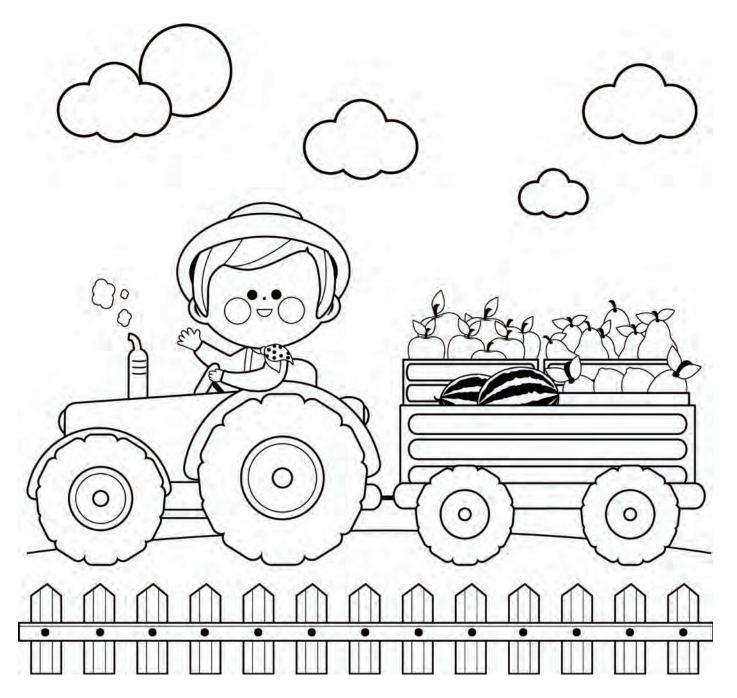


- . Animal Scientist
- 2. Tree Trimmers and Pruners
- 3. Logging Workers
- 4. Food Science Technicians

5.

Can you think of another?

Careers in the Agriculture, Food & Natural Resources cluster help us to wisely utilize what Mother Nature gave us. People in these kinds of occupations can work with plants, trees and animals. They work on farms, in veterinary offices, forests or even out at sea. They mow lawns, catch fish, grow food and raise animals. You can be an engineer, pest control worker, farmer, tree pruner or forest worker and be in this career cluster.



Self-Knowledge

1.	Things that interest me at home:			
2.	Things that interest me at school:			
3.	Things that I am good at doing:			
4.	Subjects I have to work hard at:			
5.	Subjects that are easy for me:			
		(circle	e one)	
6.	I like to solve number problems	yes	no	
7.	I like to write about my ideas	yes	no	
8.	I am very organized	yes	no	
9.	What careers might use some of thes	e interests and	d abilities?	

2. Technology & 4. **Communications** 5.

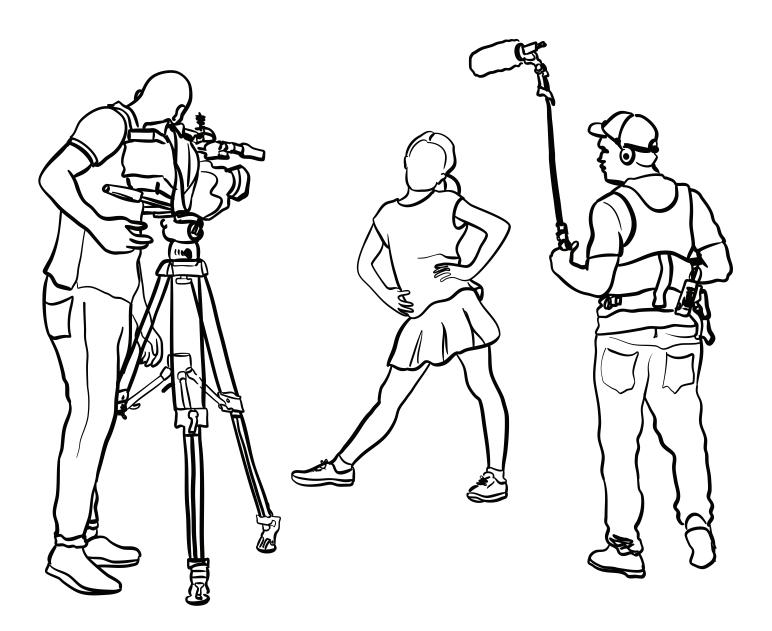
Arts, A/V

Sample Careers

- Film and Video Editor
- Actor
- Fashion Designer
- Graphic Designer

Can you think of another?

Careers in the Arts, Audio/Visual Technology & Communications cluster usually utilize a person's creativity. People in these occupations can work with cameras, musical instruments or small tools. They may work in TV studios, jewelry stores and theaters or be self-employed. You can be an illustrator, writer, musician, radio announcer, reporter or film editor and be in this career cluster.



Filming The Future

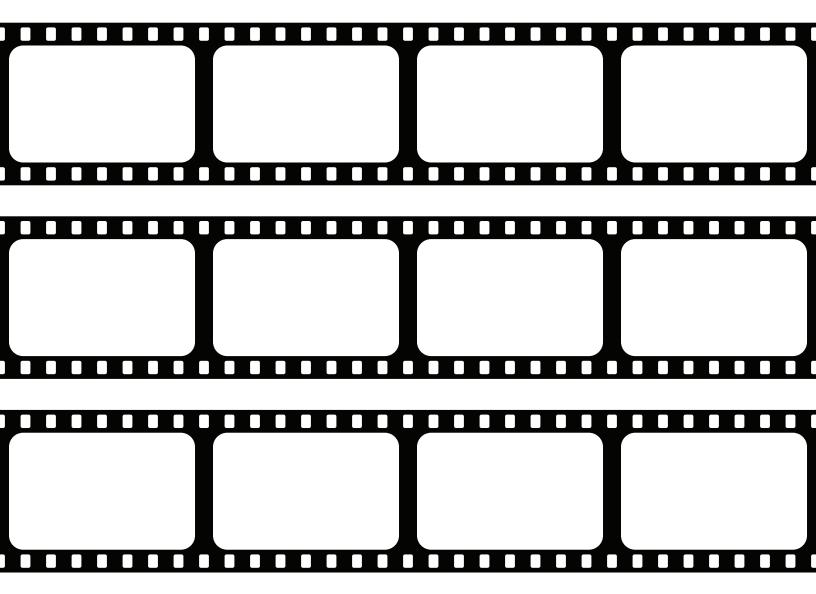


Thinking about your future career is important, but so is thinking about the future in life in general. Think about what kind of home and family life you want in the future as an adult.



Where will you live? The city? The country? The suburbs? What state? Will you have any pets? What kind? Will you have children?

Draw the scenes of your future, perhaps 15 years from now. Detail the things that will have changed. What will your life be like? Show what responsibilities you will have.





- 1. Chief Executive
- 2. Office Clerk
- 3. Telephone Operator
- 4. Postal Service Mail Carrier

Can you think of another?

Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent or manager and be in this career cluster.



My First Resume

					M	
	Your Na	me		7	7	
	Addres	S		7	A resume is a short summary of a person's	7 - <
Cit	ty	State Zi	p	\{\lambda}	work experience and qualifications.	< <
	Telephoi	ne		\ \frac{\frac}{\frac{\fir}}}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}{\frac{\frac{\frac{\frac{\frac{\frac{\frac{\frac}}}}}}{\frac{\	You can create your first resume by filling in the blanks.	7
Position Sought:					4	
	(A job you	ı might want to hav	ve)			
Abilities and Talents:	(list positive ch	aracter traits and t	hings you are god	od at. For e	example: good listener, reliable,	
computer skills, good in mo	ath, great speller	·)				
• .						
• .						
• .						
• .						
•						
•						
				For examp	le; Honor Roll for 4th Grade,	
Perfect Attendance 2nd G	rade, Scouting A	ward 2018, Citizensl	nip Award.)			
• .						
•						
•						
•						
• .						
				walker, bal	bysitter, plant waterer, salesperso	1
at school store. These do no	ot have to be job	os you receive pay f	or.)			
•						
•						
-						
• .						
Education:	Grade N	lame of School				
References: (list people	who will say go	od things about you	u)			
• _						
• .						



- 1. Carpenter
- 2. Interior Designer
- 4. Civil Engineer
 - Can you think of another?

Careers in the Architecture & Construction cluster design and build things. People in these occupations can work with many different tools to help them do their special jobs. They may build or design houses and buildings out of wood, steel or stone. They build highways and bridges too. You can be an engineer, electrician, carpenter or drafter and be in this career cluster.



Doghouse

What you learn today will help you tomorrow!

Reading and math are important skills. Architects and construction workers need to be able to plan, read and follow directions. They also need to know how to estimate how much material they will need and how much it will cost.



Materials Needed		Unit Price	Total Cost
2	sheets plywood	\$12.50 each	
1	box roofing shingles	\$17.99	
1	box roofing nails	\$3.25	
1	box small nails	\$1.75	
2	8 foot boards	\$1.55 each	
		TOTAL	

- What is the total cost of materials to build the doghouse? 1.
- 2. Rounding each unit price to the nearest 50 cents, what is the estimated cost of materials to build the doghouse?
- What school subjects would help you build a doghouse? Why? 3.



🛊 For A Challenge 🛊



If there was a 15% increase in prices, how much would each material cost? What would the new total be?

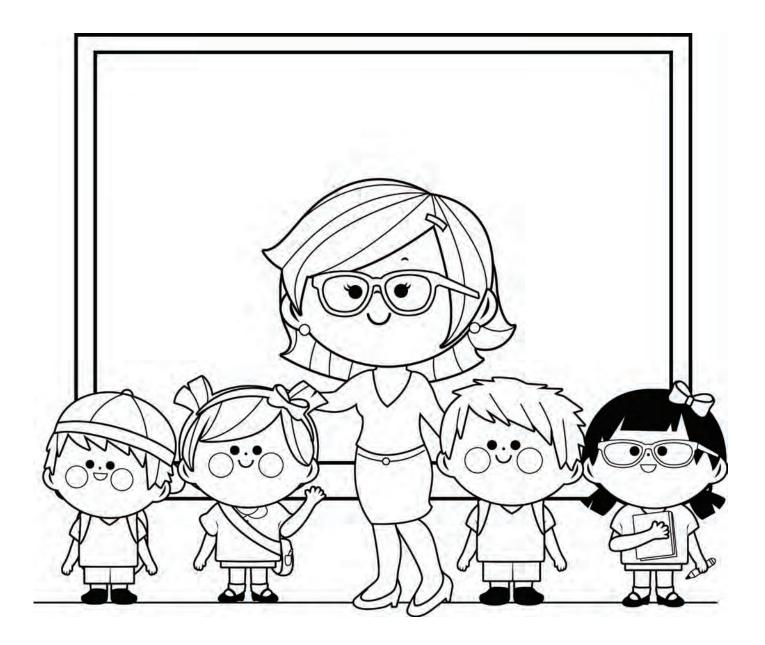


Education & Training

- 1. Coach and Scout
- 2. Special Education Teacher
- 3. Tutor
- 4. Interpreter and Translator
- 5.

Can you think of another?

Careers in the Education & Training cluster help people learn new knowledge and get new skills. People in these occupations may work in libraries, schools or recreation centers. They may help plan or manage activities in a learning environment. You can be a teacher, counselor, librarian or a coach and be in this career cluster.



Secret Message Translation

Write the answer to each word puzzle in the spaces below. When all the blanks have been filled in, use the circled letters to complete the secret message at the bottom of the page.

1.	Occupations are sometime	s called this.							
2.	After high school you can g	go here to learn m	nore in school.						
3.	3. This career cluster has teachers and librarians in it. ———————————————————————————————————								
4.	Workers who do not get p	aid are called this							
5.	You need this to make goo	od decisions.							
6.	When you pick one thing i	nstead of somethi	ng else.						
7.	Computers, cell phones and	d the Internet are	examples of mo	dern					
8.	. This career cluster has bookkeepers and tax collectors in it. ———————————————————————————————————								
Use	this list to find the correct v	vords to fit in the	blanks.						
TRA	INSPORTATION	VOLUNTEERS		SCIENCE					
COI	LLEGE	CHOICE		MANUFACTURING					
FIN	ANCE	TECHNOLOGY		CAREERS					
EDU	JCATION	TRAINING		INFORMATION					
	Secret Message								
				c careers and colleges.					
		to receive free in		. careers and coneges.					
		(501) 6	× /=≺11 /						



- 1. Auditor
- 2. Loan Officer
- 3. Insurance Sales Agent
- 4. Personal Financial Advisor
- 5.

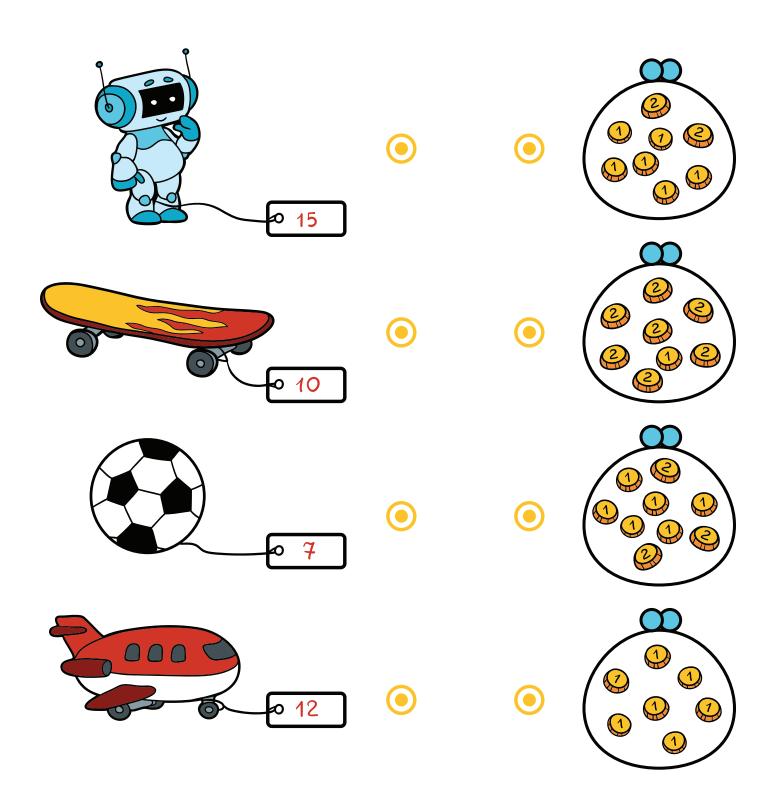
Can you think of another?

Careers in the Finance cluster work with money. They help people and businesses account for money they spend or invest. People in these occupations use lots of math when they work. They may work in banks, insurance and tax offices or in most any business. You can be a budget analyst, cashier, insurance agent or loan officer and be in this career cluster.



Counting Coins

You've finally saved up enough allowance to afford to buy some toys, but you need to figure out which bag of money to use to pay for the different toys. Match the toy with the bag that has the correct amount of coins to pay for the item.





Health Science

Sample Careers

- 1. Psychiatrist
- 2. Dental Hygienist
- 3. Optometrist
- 4. Veterinarian
- 5.

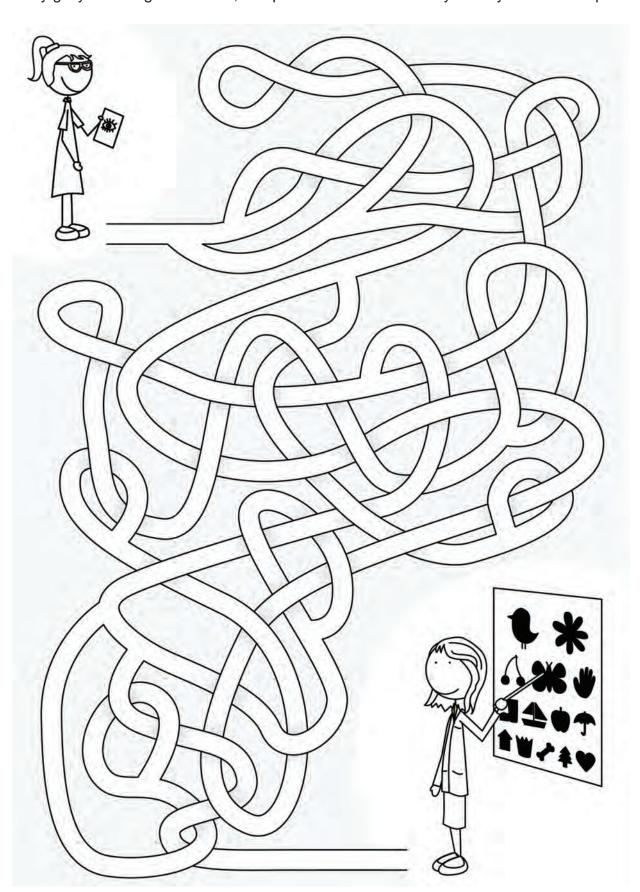
Can you think of another?

Careers in the Health Science cluster help people stay healthy or take care of people who are sick. People in these occupations might specialize on different parts of your body, like your teeth, feet, eyes, back or even your brain. They may work in hospitals, laboratories, pharmacies, dentist offices or schools. You can be a psychiatrist, optician, pharmacist, nurse or chiropractor and be in this career cluster.



Find the Optometrist

You finally got your new glasses! Now, let's put them to the test. Find your way back to the optometrist.





- 1. Concierge
- 2. Athlete and Sports Competitor
- 3. Cook
- 4. Travel Agent
- 5.

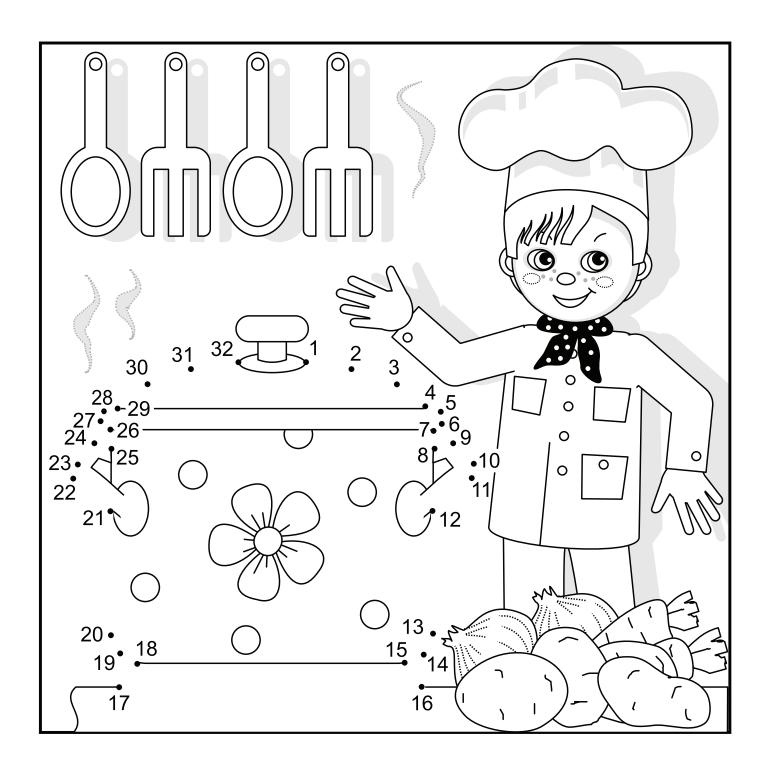
Can you think of another?

Careers in the Hospitality & Tourism cluster help people have a safe and good time when they are traveling or visiting new places. People in these occupations can work with food, sports or amusement rides. They may work in restaurants, hotels or amusement parks. You can be a baker, flight attendant, travel agent or hotel manager and be in this career cluster.



Connect the Dots

Oh no, all of our ingredients are about to spill out! To save the dish, draw a line from dot number 1 to dot number 2, then from dot number 2 to dot number 3, and so on. Continue until you have connected all the numbered dots, then color the picture!





- 1. Counselor
- 2. Barber
- 3. Fitness Trainer
- 4. Nanny
- 5.

Can you think of another?

Careers in the Human Services cluster prepare people to help families and communities. People in these occupations work closely with others helping them with childcare, family counseling or investigations. They may work in funeral homes, preschools or counseling offices. You can be a minister, counselor, nursing aide or massage therapist and be in this career cluster.



Definitions

Occupation:	the name for a unique set of tasks, skills and abilities that a worker performs. Many workers can be in the same occupation.						
Job:	the set of tasks done for a specific employer.						
Industry:	a business or group of businesses making similar types of goods or services.						
Employer:	the person or company who pays a worker for doing a job.						
1. What occupa	tions do your family members have?						
2. What are som	ne employers in your community?						
3. What kind of	jobs can be done in a hospital?						



- 1. Software Developer
- 2. Web Developer
- 3. Computer User Support Specialist
- 4. Video Game Designer
- 5.

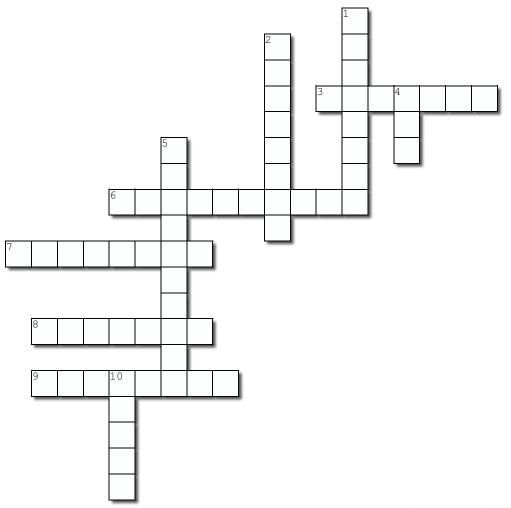
Can you think of another?

Careers in the Information Technology cluster are usually very technical. People in these occupations work with computers and lots of information. They may work in almost any business where computers are used. They may develop or design computer programs and hardware. You can be a web master, programmer or database administrator and be in this career cluster.



Cyber Crossword

Using the clues below, solve the crossword filled with words associated with information technology.



Created using the Crossword Maker on TheTeachersCorner.net

Across

- **3.** The software application used to get on the internet. Examples include Firefox, Internet Explorer, Chrome, and more.
- **6.** Removable storage that you can plug into the computer.
- 7. A unit of storage that is the equivalent of 1,024 megabytes.
- **8.** The primary screen you see when you are on the computer, often containing icons of different programs.
- 9. Connection achieved without the use of cables.

Down

- **1.** Login information needed along with a password to get into an account.
- **2.** The physical components of a computer such as the mouse, keyboard, and monitor.
- **4.** Often used instead of the word 'internet.' The world wide _____.
- **5.** A device that allows you to use mobile applications.
- **10.** This allows you to send messages and attachments to other people. Examples include Gmail, Yahoo, Outlook and more.



- 1. Correctional Officer
- 2. Fire Inspector
- 3. Animal Control Worker
- 4. Legal Secretary
- 5.

Can you think of another?

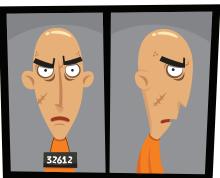
Careers in the Law, Public Safety & Security cluster help protect the people living in the community. They may work in law offices, police stations, fire stations or jails. You can be a sheriff, judge, emergency medical technician (EMT) or warden and be in this career cluster.



Cracking Down on Crime

We've had a theft in the neighborhood, but we aren't quite sure who did it. Lucky for us, he left part of a fingerprint behind and some witnesses claim to have information. See if you can piece together the clues to find which of these six criminals it could be.























"I was in

the store



Witness statements

"The guy

"The man I saw run into the store and steal a purse definitely did not have a mustache."



I saw running out of the store looked like he had a tattoo of some sort."



when it happened and the guy had on a dark shirt and earrings."

Partial print from scene





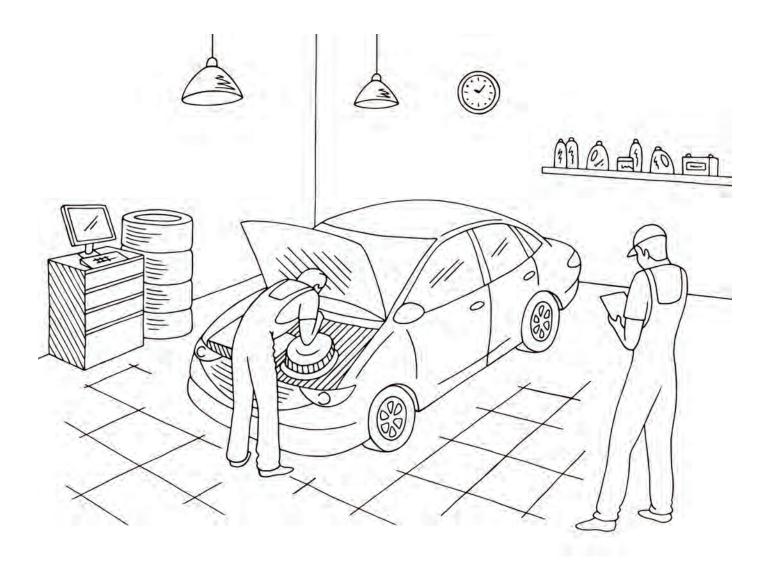
Transportation, Distribution & Logistics

Sample Careers

- . Aircraft Mechanic
- 2. Motorcycle Mechanic
- 3. Air Traffic Controller
- 4. Sailors
- 5.

Can you think of another?

Careers in the Transportation, Distribution & Logistics cluster move people, material and goods safely. People in these occupations can work with cars, busses, trucks, trains, boats and airplanes. They may work in the air, on the ocean or on highways moving things from one place to another. You can be a taxi driver, engineer, air traffic controller or mechanic and be in this career cluster.



Multiple Roles

Every person plays more than one role in life. Can you identify some of your roles?

I am the student of is a person in my neighborh	:hool.
	2004
I live in the community of	1000.
I am a member of is a member of my fa	ımily.
I am a player of	00100
I am an owner of is a member of my to	eam.
I am a relative of is a member of my	class.

Find the 10 differences





Manufacturing 4. Woodworker

Sample Careers

Home Appliance Repairer

Cabinetmaker

3. Electrical Engineering Technician

5.

Can you think of another?

Careers in the Manufacturing cluster involve turning raw materials into final consumer products. People in these occupations can work with big machines, precision tools and computers to assemble parts or build products. They may work in large buildings, outdoors or in warehouses. Different types of engineers, machine operators, electricians and quality control technicians are in this career cluster.



Assembly Line

Assembly lines are where factories make products and each person is responsible for making a different part of it or putting pieces together. At the end, someone inspects it for accuracy.

What would it be like to work on an assembly line making 20 greeting cards?

Get in a group with 8 people. Each person will be in charge of one task.

Tasks

- 1. Fold construction paper in half.
- 2. Color 4 daisy flowers yellow.
- 3. Color 4 stems green
- 4. Cut out flowers and stems.
- 5. Glue flowers on inside of card.
- 6. Write 'Have A Great Day!' inside card.
- 7. Write on back of card 'Made in USA'.
- 8. Inspect card for accuracy. Ones with errors go back to be corrected.

What are the pros and cons of working on an assembly line?

What things around you do you think were made on an assembly line?



- 1. Legislator
- 2. Court Clerk
- 3. Assessor
- 4. Special Forces Officer

5.

Can you think of another?

Careers in the Government & Public Administration cluster work in our local, state and federal government. They help people get government services such, as driver's licenses and building permits. They enforce regulations so that roads and bridges are built safely and air and water remain clean. People in these occupations work with the public and are sometimes elected into their jobs. They may work in offices or even in the outdoors. You can be an elected official like the President or mayor, or be a tax collector, highway maintenance worker or mail carrier and be in this career cluster.



Write it down

How many occupations can you write down that begin with the letter . . .

Α			
С			
Р			
M			



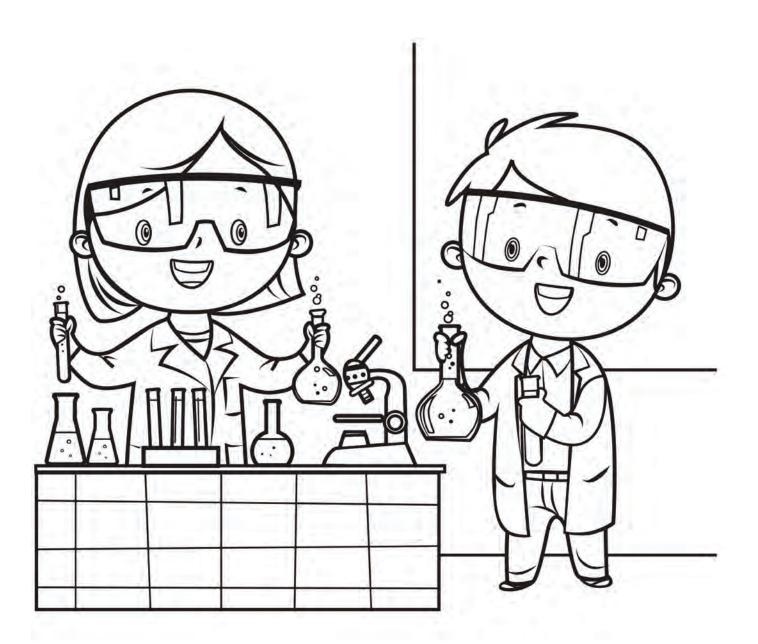
Science, Technology, Engineering & Mathematics

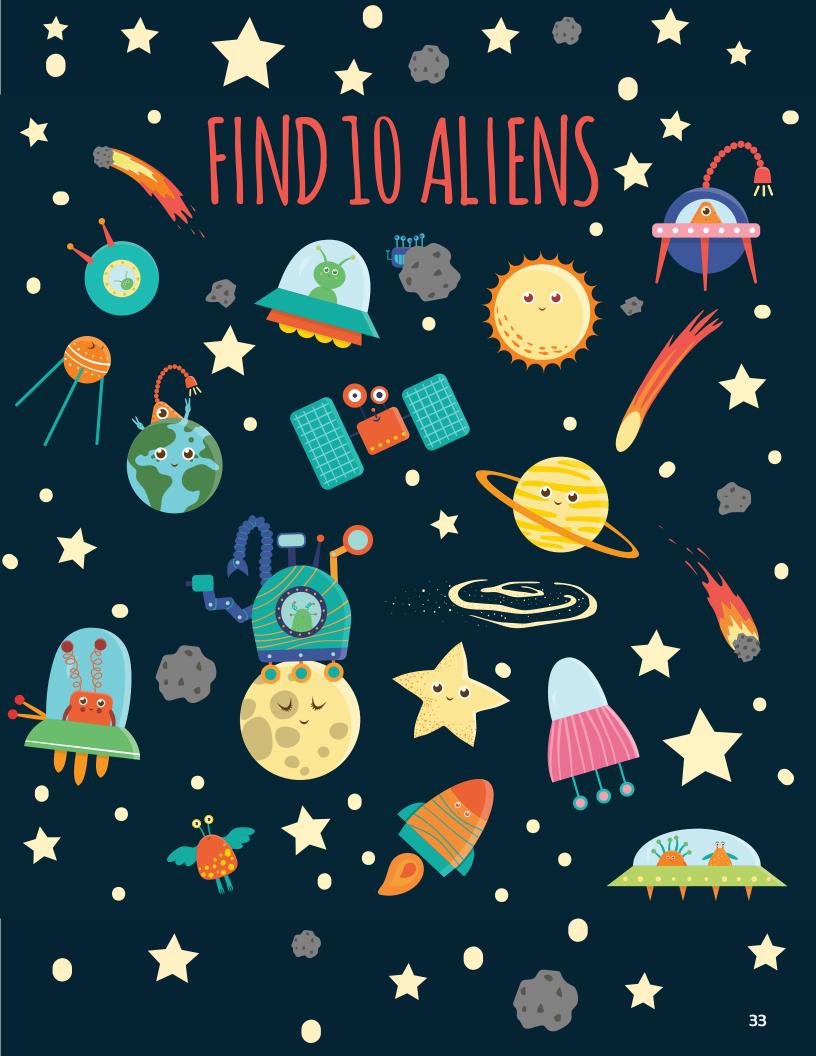
Sample Careers

- 1. Electrical Engineer
- 2. Chemist
- 3. Archeologist
- 4. Aerospace Engineer

5. Can you think of another?

Careers in the Science, Technology, Engineering & Mathematics cluster are usually very technical and employ people who are good at problem solving and measuring things. People in these occupations may do lots of research. They may work in laboratories or in offices. You can be an engineer, archeologist, astronomer or meteorologist and be in this career cluster.







Marketing, Sales & Service

Sample Careers

- 1. Public Relations Specialist
- 2. Marketing Manager
- 3. Sales Representative
- 4. Model
- 5.

Can you think of another?

Careers in the Marketing, Sales & Service cluster sell products or services. People in these occupations may work in an office or spend time traveling as they sell the products made by the company for which they work. They will sometimes have to do research and figure out what people want to buy or how much they would be willing to pay for a product. You can be a sales executive, store manager, advertising manager or customer service representative and be in this career cluster.



Interview

Interview a person who works in a career in which you are interested. Some questions you might want to ask are:

1.	Where do you work?
2.	What is your job title?
3.	What is your favorite part of your job?
4.	What is the least favorite part of your job?
5.	Have you ever made a mistake in your job?
6.	What is the easiest part of your job?
7.	What is the hardest part of your job?
8.	Do you use any special tools on your job?
9.	Did you need special training for your job?
10.	How did you figure out what career you wanted?
11.	What was your favorite subject in school?
12.	What school subject helps you the most in your job?
13.	What career did you think about when you were young?
14.	What do you like to do in your free time?

15. How did you choose your career?

Word Search

Find the hidden words listed. Remember, the words can run up, down, backward, forward, or diagonally.

WORD LIST

Career Labor

Occupation Service

Job Salary

Tools Profession

Uniform Work

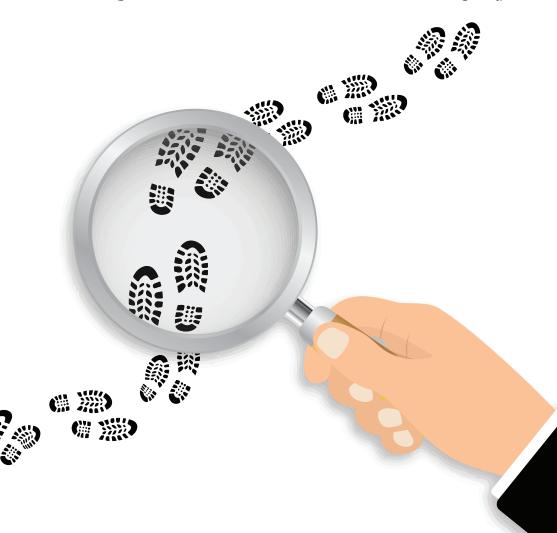
Industry Skill

Employer Interests

Wage Explore

Information Business

Training Goal



Word Search

R R X R Н G Ε Ε X Τ R Ε Ε A N R C В U Н U X Τ G W H P Z S Ε J Z F G W В R W S Ε O N O T R D Α G F S R R A N A N Α G N R Ε Ε В M P T Ε A S Α M S U S Z Ζ Α Н Α R N S S S M R P Y В V Y J K M U K G K M Α G G D R R C R X S N N E E E O Н D O D Т N R S S W F G Т E E Т M P U N Y R T S Y T Ζ D V Q S U Τ N Α O R W Т Q В M G E P O Y Ε R D Τ U

True/False Quiz

Write $\underline{\text{why}}$ the statement is true or false.

TRUE O	FALSE O	I need to know exactly what I want to be when I grow up.
0	0	2. Once I decide on a career I have to stay in that career forever.
0	0	3. My job right now is being a student in school.
0	0	4. Lots of good work habits begin when I am a student.
0	0	5. Kids my age don't have jobs.
0	0	6. We only learn things in school.
0	0	7. Working in a group is easy because everyone always agrees with each other.
0	0	8. People get hired for jobs just because they want them.
0	0	9. I need information to make good choices.
0	0	10. Positive thinking helps you take action; negative thinking causes you to stop.
0	0	11. I can learn from my mistakes.
0	0	12. It is important to have a plan of action when I decide on a career.

Work Habits

Good work habits are important in any job you have. Right now your job is going to school. Look at your work habits at school and at home and see where you could work to improve these habits for the future.

SCHOOL WORK HABITS

	NEV	ER								AL۱	WAYS
arrive at school on time	0	1	2	3	4	5	6	7	8	9	10
listen to directions	0	1	2	3	4	5	6	7	8	9	10
hand in homework on time	0	1	2	3	4	5	6	7	8	9	10
cooperate with other students	0	1	2	3	4	5	6	7	8	9	10
check my work	0	1	2	3	4	5	6	7	8	9	10
work neatly	0	1	2	3	4	5	6	7	8	9	10
use time wisely	0	1	2	3	4	5	6	7	8	9	10
keep desk neat and clean	0	1	2	3	4	5	6	7	8	9	10
try to improve grades	0	1	2	3	4	5	6	7	8	9	10
I can follow rules	0	1	2	3	4	5	6	7	8	9	10

HOME WORK HABITS

	NEVER		AL	WAYS
wake up on time	0 1 2 3 4	4 5 6 7	8 9	10
listen to directions	0 1 2 3 4	4 5 6 7	8 9	10
do chores when I am supposed to	0 1 2 3 4	4 5 6 7	8 9	10
cooperate with brothers/sisters	0 1 2 3 4	4 5 6 7	8 9	10
check chores are done completely	0 1 2 3 4	4 5 6 7	8 9	10
put my stuff away	0 1 2 3 4	4 5 6 7	8 9	10
use time wisely	0 1 2 3 4	4 5 6 7	8 9	10
keep room neat and clean	0 1 2 3 4	4 5 6 7	8 9	10
help without being asked	0 1 2 3 4	4 5 6 7	8 9	10
I can follow rules	0 1 2 3 4	4 5 6 7	8 9	10

Two habits I will try to improve on are:

1.	
2	
	

Answers

Doghouse PAGE 11

Mo	terials Needed	Unit Price	Total Cost
2	sheets plywood	\$12.50 each	\$25.00
1	box roofing shingles	\$17.99	\$17.99
1	box roofing nails	\$3.25	\$3.25
1	box small nails	\$1.75	\$1.75
2	8 foot boards	\$1.55 each	\$3.10
		TOTAL	\$51.09

1	
ı	•

2.		25.00
		18.00
		3.50
		2.00
		3.00
	TOTAL	\$51.50

4. \$58.76

Secret Message PAGE 13

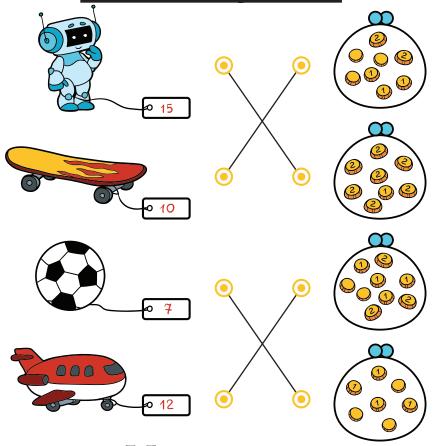
- 1. CAREERS
- 2. COLLEGE
- 3. EDUCATION & TRAINING
- 4. VOLUNTEERS
- 5. INFORMATION
- 6. CHOICE
- 7. TECHNOLOGY
- 8. FINANCE

CALL the CAREER LNEQRMAILON

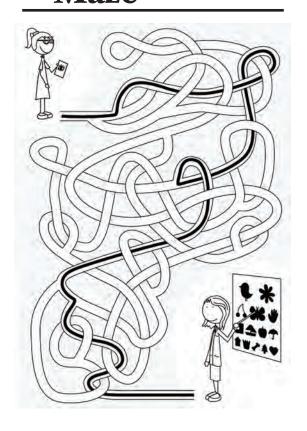
HOILNE to receive information about careers and colleges.

(501) 683-0035

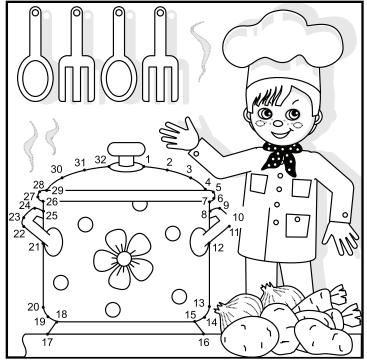
Counting PAGE 15



Maze PAGE 17



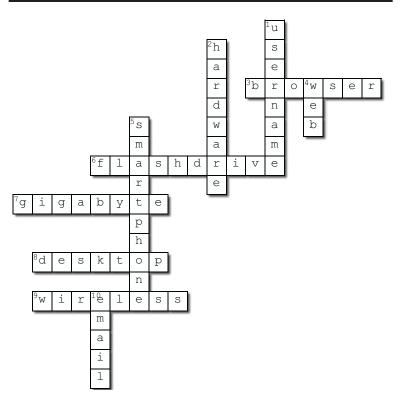
Connect the Dots



Crossword

PAGE 23

PAGE 19

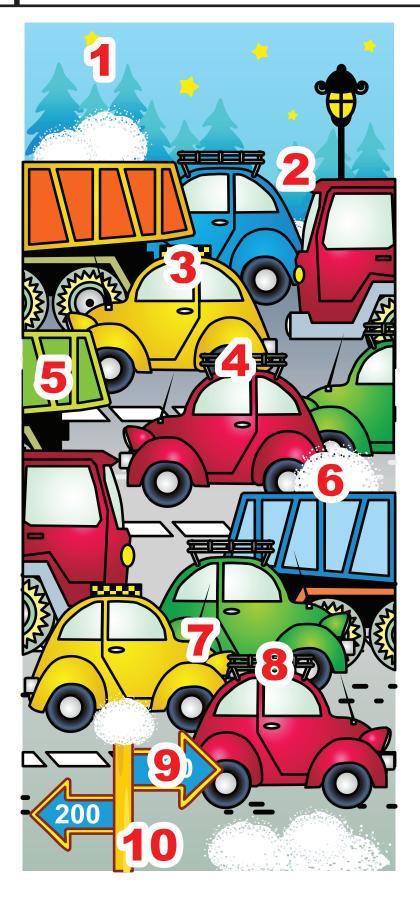


Crime Stopper

Suspect 98399

PAGE 25

Spot the Differences PAGE 27

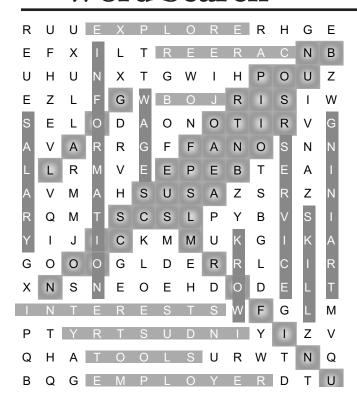


Find 10 Aliens

PAGE 33



Word Search PAGE 37



True/False Quiz PAGE 38

TRUE	FALSE		
0	8	1.	I need to know exactly what I want to be when I grow up.
0	•	2.	Once I decide on a career I have to stay in that career forever.
0	0	3.	My job right now is being a student in school.
0	0/	4.	Lots of good work habits begin when I am a student.
0	8	5.	Kids my age don't have jobs.
0	8	6.	We only learn things in school.
0	8	7.	Working in a group is easy because everyone always agrees with each other.
0	8	8.	People get hired for jobs just because they want them.
0	0	9.	I need information to make good choices.
0	0	10.	Positive thinking helps you take action, negative thinking causes you to stop.
0	0	11.	I can learn from my mistakes.
0	0	12.	It is important to have a plan of action when I decide on a career.

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