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 IDENTIFIERS *Career Alert Planning Program

ABSTRACT

This booklet of Worksheets for the Career Alert Planning (CAP) program is one of the 14 components (see note) of a set of individualized materials designed to help participants find out about themselves and about the kind of work for which they are suited. In this program, participants become acquainted with occupations that are representative of 10 basic job functions. They learn how these occupations relate to personal interests, abilities, skills, educational goals, experiences, and training. They consider the working conditions, salary, and employment outlook for each occupation. Finally, participants use this information to make decisions and plans about the careers they will pursue. These Worksheets are provided for participant use with the activities in each of the 10 Job Function Booklets. For each of the forty occupations explored in the series, one to four worksheets are provided to give participants information necessary to do the activities. Each worksheet is keyed to the occupation for which it contains material. Space is provided for participants to write on the worksheets, and the worksheets are illustrated with line drawings.
 (KC)

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Worksheet 1a

Lawyer

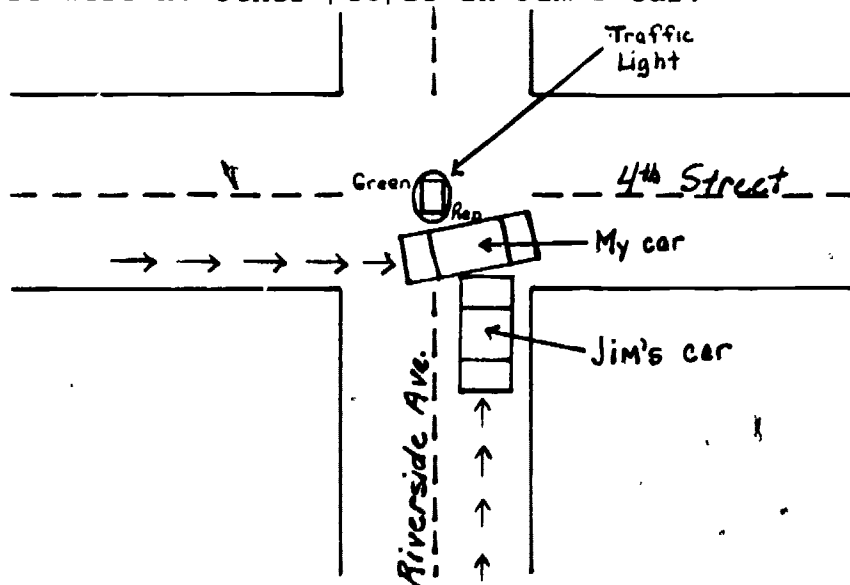
Client Fact Sheet

Today is March 30, 1978.

Your name is Pat Simmons. You came to the lawyer today because you were in a car accident. You want to sue the driver of the car that hit your car. You want the lawyer to get money from the other driver's insurance company. This money will pay your medical bills. It will pay the cost of fixing your car.

You are the client. You must tell the lawyer what happened. The lawyer will ask you questions. You will give the lawyer these answers:

On March 14, at 2:00 p.m., I was driving my 1969 Buick on 4th Street. Jim Morton was driving a 1972 Maverick on Riverside Avenue. Jim did not stop at the red light on Riverside Avenue at 4th Street. He hit my car. There were no other people in my car. There were no other people in Jim's car.



The police came. They found two WITNESSES (people who saw the accident). Both witnesses said Jim did not stop at the red light. The police wrote a report. The report said the accident was Jim's fault. The police gave Jim a traffic ticket.

Jim and I went to Riverside Hospital. I hurt my head. Jim had a hurt arm. Doctor Smith said Jim could go to work the next day. Doctor Smith told me to stay in bed for two days. I did not go to work. I lost \$49.00 in pay.

Last week I took my car to an auto mechanic. I will have to pay \$600.00 to fix my car.

Yesterday I got the hospital bill. I must pay:

- a. \$30.00 for the doctor
- b. \$20.00 for the hospital
- c. \$10.00 for medicine to stop the pain in my head

Other information for the lawyer:

My address: 1635 Woodward Avenue

Phone number: 675-0042

Employer: Hunter Camera Company

Age: 18

Insurance company: Citywide Insurance

Other driver's address: 721 Sylvan Road

Phone number: 221-7676

Employer: Nash Chemical Company

Age: 25

Insurance company: Rockland Insurance Company

Lawyer: Harold Ross

Witnesses: Yvonne Lawrence

Gary Mullins

Worksheet 1b Lawyer

Interview Sheet

Date _____

Case Number 60636

Name of client _____

Address _____

Age _____ Phone number _____ Employer _____

Insurance company _____

Name of person
being sued _____

Address _____

Age _____ Phone number _____ Employer _____

Insurance company _____

Lawyer _____

About the accident: _____

Place _____

Date _____ Time _____

Was there a police report? _____

Were there witnesses
(People who saw the
accident)? _____

Names of witnesses: _____

Were there other people in the client's car? _____

Names of the other people: _____

Was anyone hurt? _____

How were they hurt? _____

Were client or others treated in hospital? _____

Did client lose any salary because of being hurt? _____

How much? _____

Medical bills from accident:

Add:

- 1. Medicine: _____
 - 2. Doctor's bill: _____
 - 3. Hospital bill: _____
 - 4. Other bills: _____
 - TOTAL BILLS: _____
-

What kind of car does client drive? _____

How much will it cost to fix car? _____

Other notes: _____

Worksheet 2

Child Care Attendant

PROBLEM	WHAT HAPPENED?	WHY IS THE CHILD ACTING THIS WAY? THE CHILD IS	HOW CAN YOU HELP?
1. bites	Meg is mad at Tom. She doesn't want to play with him. Meg grabs his arm and bites him.	peppy angry bored	Tell Meg that she is mean. Spank her. Don't give her lunch. Give Meg an apple to bite. Tell Meg that biting hurts others. Explain that she doesn't <u>have</u> to play with Tom. She can <u>play</u> with another friend.
2. bothers others	Susan is building a house with blocks. Jeff has been playing with blocks all morning. He knocks over Susan's house.	angry bored selfish	Spank Jeff. Show Jeff something else to do. Feed Jeff.
3. doesn't share	Lori has been playing with the fire truck all morning. She won't let anyone else play with it.	tired bored selfish	Explain that all the children must take turns playing with toys. Grab the truck and give it to someone else. Send Lori to bed.

WHY IS THE CHILD
ACTING THIS WAY?

PROBLEM

WHAT HAPPENED?

THE CHILD IS

HOW CAN YOU HELP?

4. cries

Matt did not take a nap. Now he is lying on the floor crying. He doesn't want anyone to get near him.

angry
tired
peppy

Hug Matt.

Send Matt out to play.

Put Matt in bed. After he rests he will feel like playing.

5. is noisy

Mary Jo is running around the room. She is making lots of noise. She is bothering children who are trying to read.

peppy
tired
angry

Give Mary Jo a book to read:

Send Mary Jo outside to join other children in a game of "Tag."

Yell at Mary Jo. Tell her to stop.

6. kicks

Tony runs up to Carmen and kicks her. He is mad because she doesn't want to play ball with him.

angry
peppy
bored

Kick Tony so he knows how it feels.

Show Tony that he has hurt a friend. Point out that Alice wants to play ball with someone.

Give Tony some candy.

7 is sad

Kevin is sad that his parents are at work. He follows you around. He wants to be near you.

lonely
angry
selfish

Give Kevin some ice cream.

Tell Kevin to go away. Say that you are busy.

Ask Kevin if he would like to help you. Tell him how much you like him.

Worksheet 3
Travel Agent

Peak Travel Service
Client Statement

Client's name _____

Client's address _____

City _____ State _____ Zip _____

Hotel/motel _____

Address _____ City _____ State/Country _____

Number of Persons	Dates: from _____ to _____	
Number of Days	Daily Rates	Total Hotel Rate

Tax: _____

Total Hotel Costs: _____

Flight Number	Number of Tickets
Leave Date	time
Return Date	time
Departs from	Arrives at
Rate per Ticket	Total Airline Rate
Tax per Ticket	Total Airline Tax

Total Airline Costs: _____

TOTAL AMOUNT DUE =

\$ _____

Agent _____

Employment Application

DATE 3/8/78 LAST NAME Tyrone FIRST Anne MIDDLE Marie U.S. CITIZEN yes no Date of birth 1/2/55 height 5'6" weight 120 lbs.

Home address _____ Phone number _____ Social Security Number _____

1440 Ritmira Dr., Columbia, Ohio 441-3729 210-06-4113

Are you employed now? yes no Place of employment _____ Address of employer _____

What kind of job do you want? _____ When can you start work? _____

any kind now

Job skills

typing yes no
 shorthand yes no
 sales yes no
 driver's license yes no
 office machines yes no

How is your health?
good fair poor

If yes, what machine? duplication

Education

School name	Address	Dates attended	Did you graduate?	Degree	Courses
<u>Franklin High School</u>	<u>Lanier, Michigan</u>	<u>1968-1972</u>	<u>yes</u> <input checked="" type="checkbox"/> <u>no</u> <input type="checkbox"/>	<u>diploma</u>	<u>business program</u>
			<u>yes</u> <input type="checkbox"/> <u>no</u> <input type="checkbox"/>		
			<u>yes</u> <input type="checkbox"/> <u>no</u> <input type="checkbox"/>		

References

Name	Address	Phone number	Occupation
<u>1. Cliff Lash</u>	<u>406 Eldridge, Columbia, Ohio</u>	<u>879-4373</u>	<u>drafter</u>
<u>2. Vicki Trotter</u>	<u>741 Bright, Columbia, Ohio</u>	<u>476-0080</u>	<u>home maker</u>
<u>3. Michelle Oaks</u>	<u>2391 Charles, Lanier, Michigan</u>	<u>861-6594</u>	<u>computer operator</u>
<u>4. Way & Harvey</u>	<u>150 Midland, Lanier, Michigan</u>	<u>224-6073</u>	<u>minister</u>

Employment Counselor

Worksheet 4a

Job History. Show present or latest job first.

1. Name of employer or company	Address	Phone number
<u>Curtin Company</u>	<u>27 N. Powell, Lancer, Michigan</u>	<u>263-1878</u>
Job title	Supervisor	Dates worked
<u>typist</u>	<u>Alex Anderson</u>	<u>9/74 to 2/78</u>
Job duties	Reason for leaving	
<u>answer phone, type letters and forms, file, greet clients</u>	<u>moved to Ohio</u>	
2. Name of employer or company	Address	Phone number
<u>Excel Publishers</u>	<u>40 E. Rhodes, Lancer, Michigan</u>	<u>331-2784</u>
Job title	Supervisor	Dates worked
<u>receptionist</u>	<u>Rebecca Watts</u>	<u>6/72 to 9/74</u>
Job duties	Reason for leaving	
<u>answer phone, greet clients, some typing</u>	<u>accepted a better job</u>	
3. Name of employer or company	Address	Phone number
Job title	Supervisor	Dates worked
Job duties	Reason for leaving	

Worksheet 4b

Employment Counselor

JOB SHEET #1

Employer Murray's Department Store Date March 3, 1978

Address 1445 Marion City Columbia State Ohio

Phone number 297-6388 Job title Sportswear Department Manager

Description of job:

Job skills needed: sales ability, accounting skills, supervise other sales workers

Experience needed: 1 year's experience as a department manager

Education needed: 2 years at fashion design school

Worker will report to: Al Westz Title Store Manager

Job location: Murray's Department Store

Name of client suited for job: _____

Employer Lina Medical Clinic Date March 1, 1978

Address 811 North High City Columbia State Ohio

Phone number 471-2134 Job title Medical Secretary

Description of job:

Job skills needed: type medical records,
file charts

Experience needed: 1 year's experience as
medical secretary

Education needed: high school diploma

Worker will report to: Dr. Joan Tolman Title Director

Job location: Office 101-B, 811 North High

Name of client suited for job: _____

6 11 1978

JOB SHEET #3

Employer Miller Manufacturers Date March 4, 1978

Address 237 Williams City Columeria State Ohio

Phone number 377-6273 Job Title Salesperson

Description of job:

Job skills needed: sell equipment

Experience needed: 1 year as sales person

Education needed: high school diploma

Worker will report to: Ed. Miller Title owner of company

Job location: worker will travel, office
in Miller Building

Name of client suited for job: _____

JOB SHEET #4

Employer Midwest Business Office Date March 3, 1978

Address 1410 Hill Street City Columina State Ohio

Phone number 497-1001 Job title Clerk typist

Description of job:

Job skills needed: typing (70 words a minute),
shorthand (120 words a minute), filing

Experience needed: 6 months' experience in
office work

Education needed: high school diploma

Worker will report to: Anne Mays Title Office Manager

Job location: 1410 Hill Street Office 14

Name of client suited for job: _____

JOB SHEET #5

Employer Fritz and Young Cab Company Date March 1, 1978

Address 300 N. West Ave. City Columbia State Ohio

Phone number 284-7634 Job title driver

Description of job:

Job skills needed: driving a cab, collecting
money from riders

Experience needed: none

Education needed: high school diploma

Worker will report to: Ralph Young Title _____

Job location: 300 N. West Avenue

Name of client suited for job: _____

Employer NCL Foods Date March 2, 1978

Address 481 Dayton City Columbus State Ohio

Phone number 631-1191 Job title Supervisor

Description of job:

Job skills needed: supervise waiters,
order supplies

Experience needed: 2 years' experience as a
supervisor

Education needed: high school diploma

Worker will report to: Terry Clark Title Personnel Manager

Job location: NCL Restaurant, 18 Howard Avenue

Name of client suited for job: _____

JOB SHEET #7

Employer Glenwood Grill Date March 5, 1978

Address 6121 Glenwood City Columbia State Ohio

Phone number 742-4437 Job title grill cook

Description of job:

Job skills needed: cooking on restaurant
grill

Experience needed: 3 months as grill cook

Education needed: high school diploma

Worker will report to: Nancy Bae Title Manager

Job location: 6121 Glenwood, Office 8

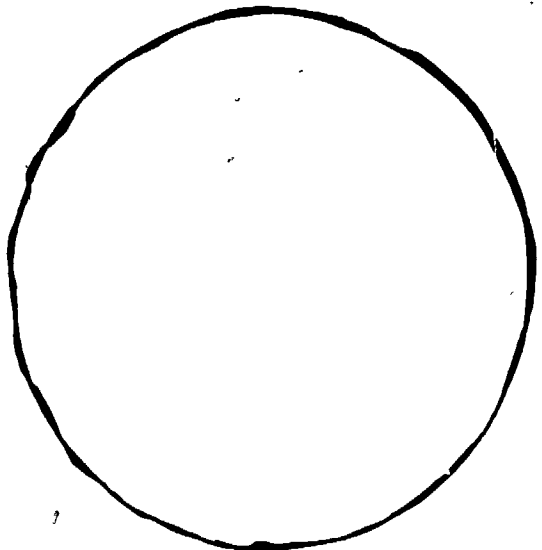
Name of client suited for job: _____

Worksheet 5 Interior Designer

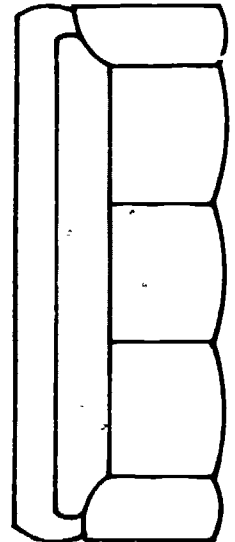
FURNITURE SHAPES A



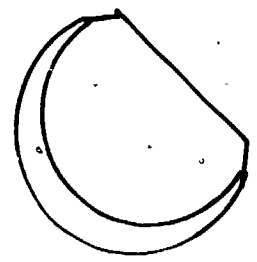
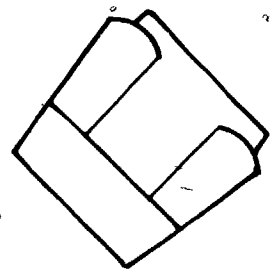
FLOOR PLANTS



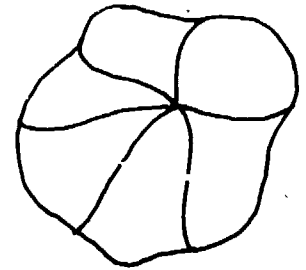
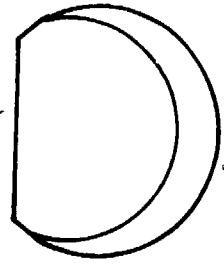
RUG



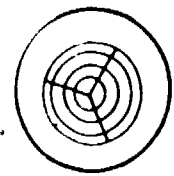
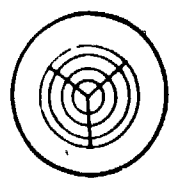
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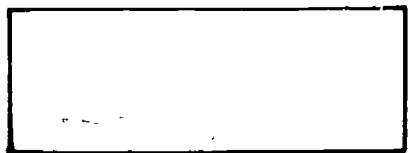
CHAIRS



"BEAN BAG" CHAIR

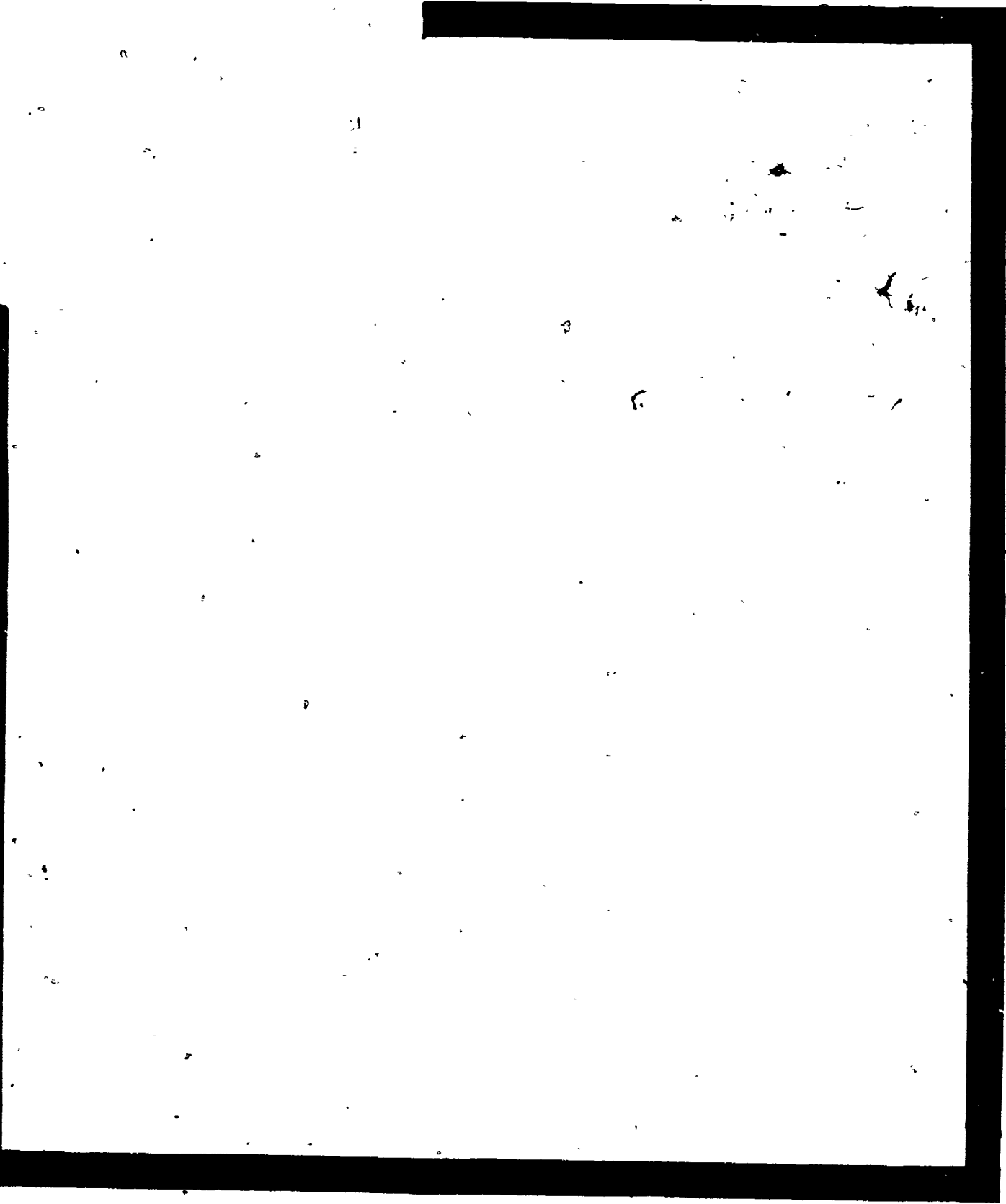


LAMPS

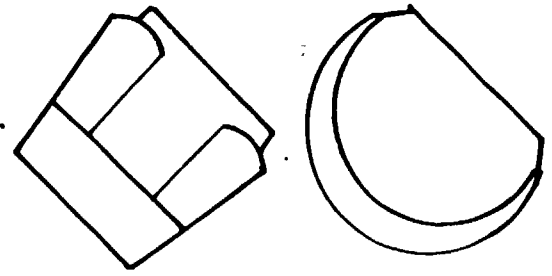


COFFEE TABLE

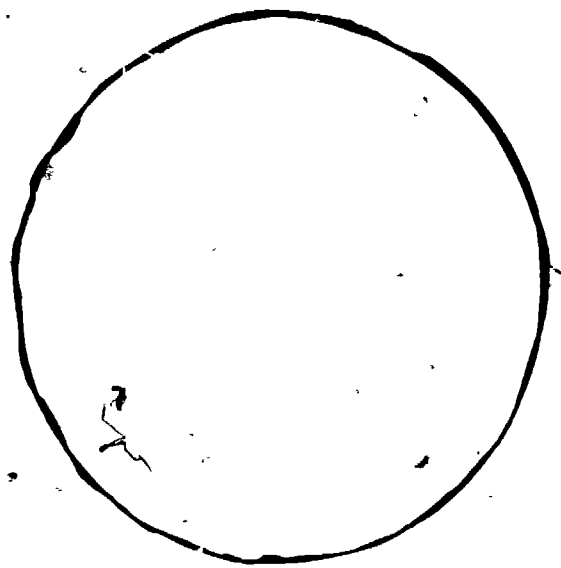
FLOOR PLAN A



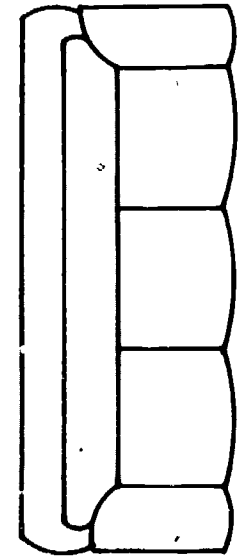
FURNITURE SHAPES B



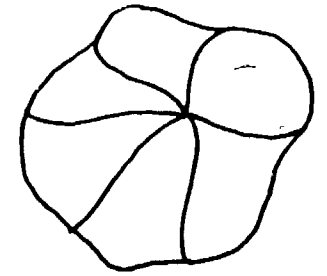
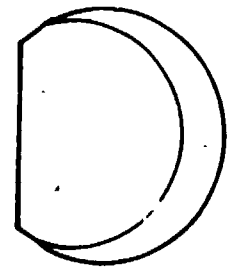
CHAIRS



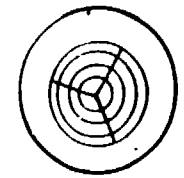
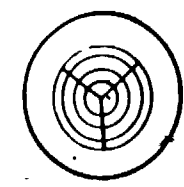
RUG



SOFA



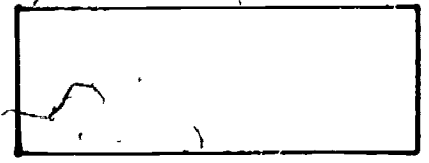
"BEAN BAG" CHAIR



LAMPS

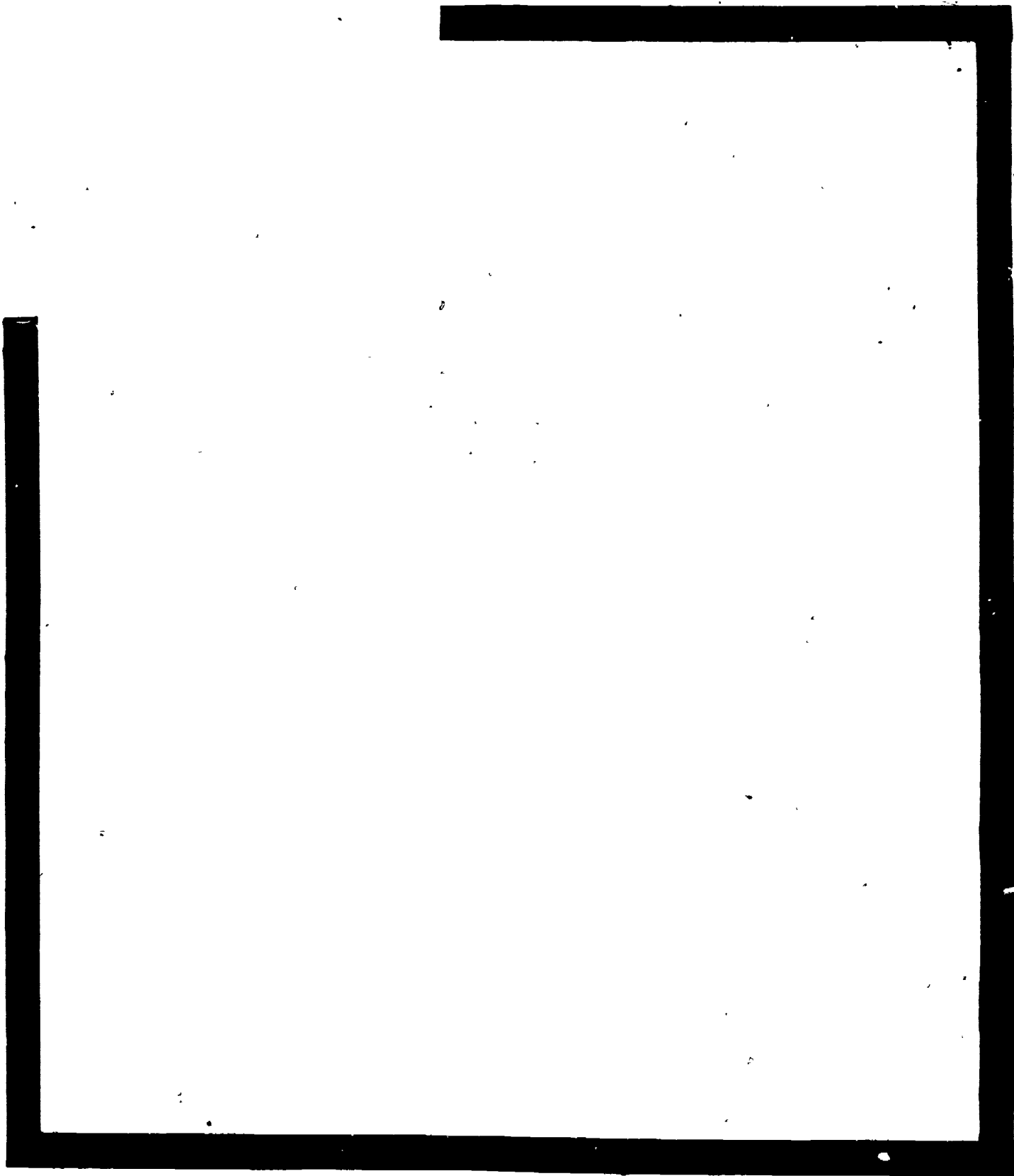


FLOOR PLANTS



COFFEE TABLE

FLOOR PLAN B



Worksheet 6

Hair Stylist

Styling Hints

Face Shape



ROUND

Style with height on top, hair close at sides of face.



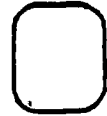
LONG

Style with fullness at sides but not on top.



HEART SHAPE

Style with fullness at sides of face below ears.



SQUARE

Style with fullness from ears up, hair short or close from ears down.

Hair Texture

FINE

Will seem fuller if length is short or medium; may not stay in place easily, so keep it simple.

AVERAGE

Will style and stay easily.

COARSE

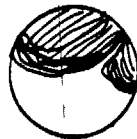
Will stay in place easily; do not style with too much fullness.

Hairline



HIGH

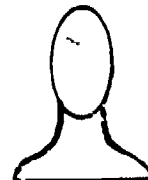
Style with less height.



LOW

Style with more height.

Neck



LONG

Style should be full at the sides, long at the neckline.



SHORT

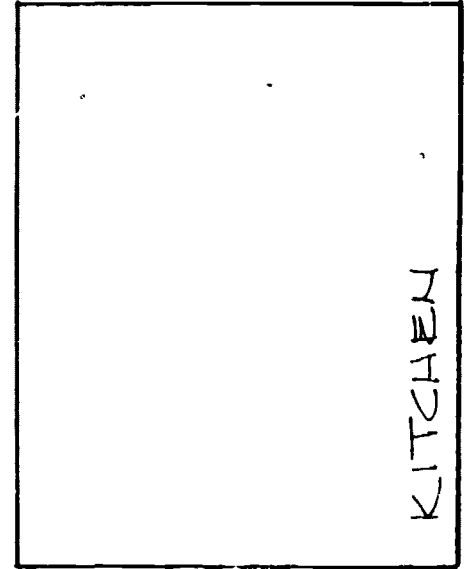
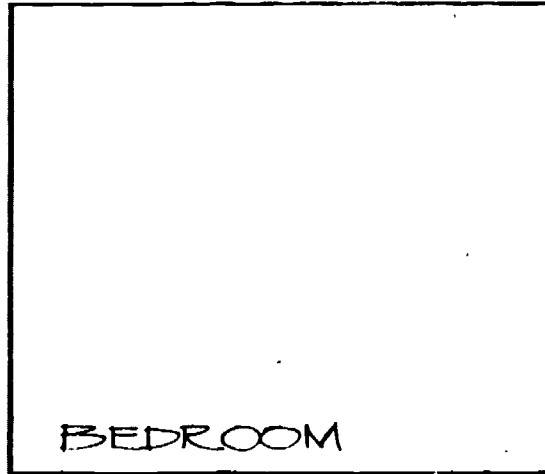
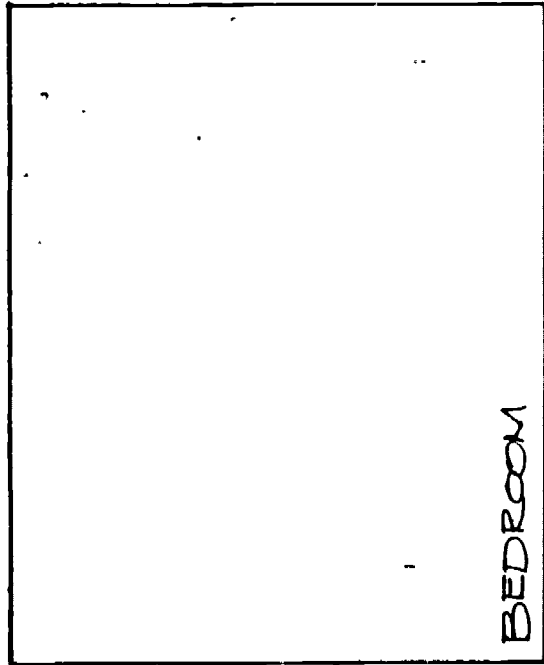
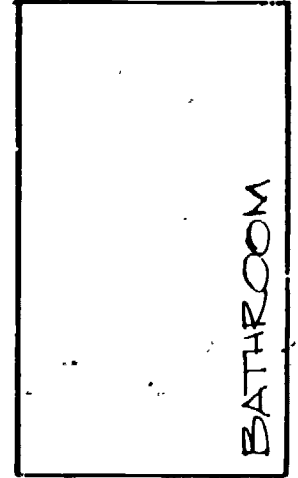
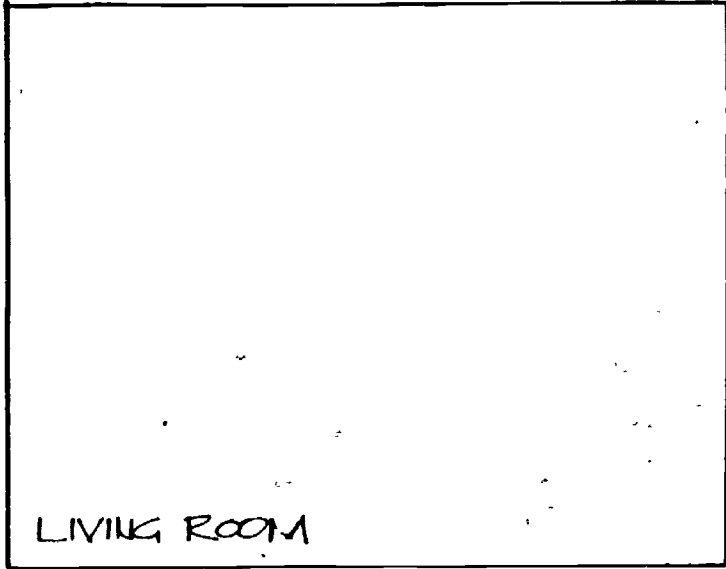
Style should be short at the neckline

Curls or waves?

USE THEM! GUIDE THEM WITH ROLLERS.

Worksheet 7

Architect



30

ROOM SHAPES

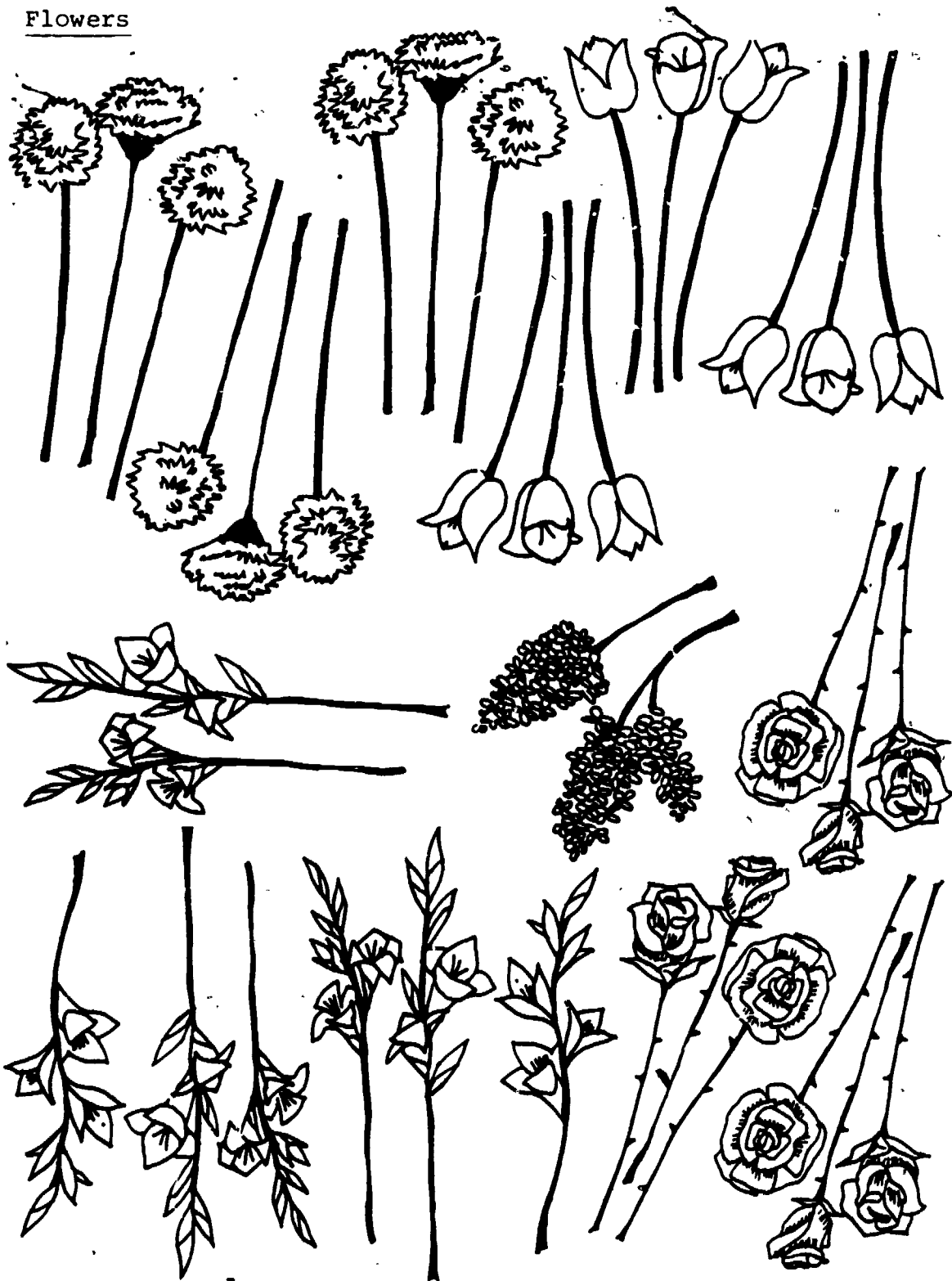
PUT IN WINDOWS, DOORS, AND HALLWAYS WHERE YOU SEE FIT.

31

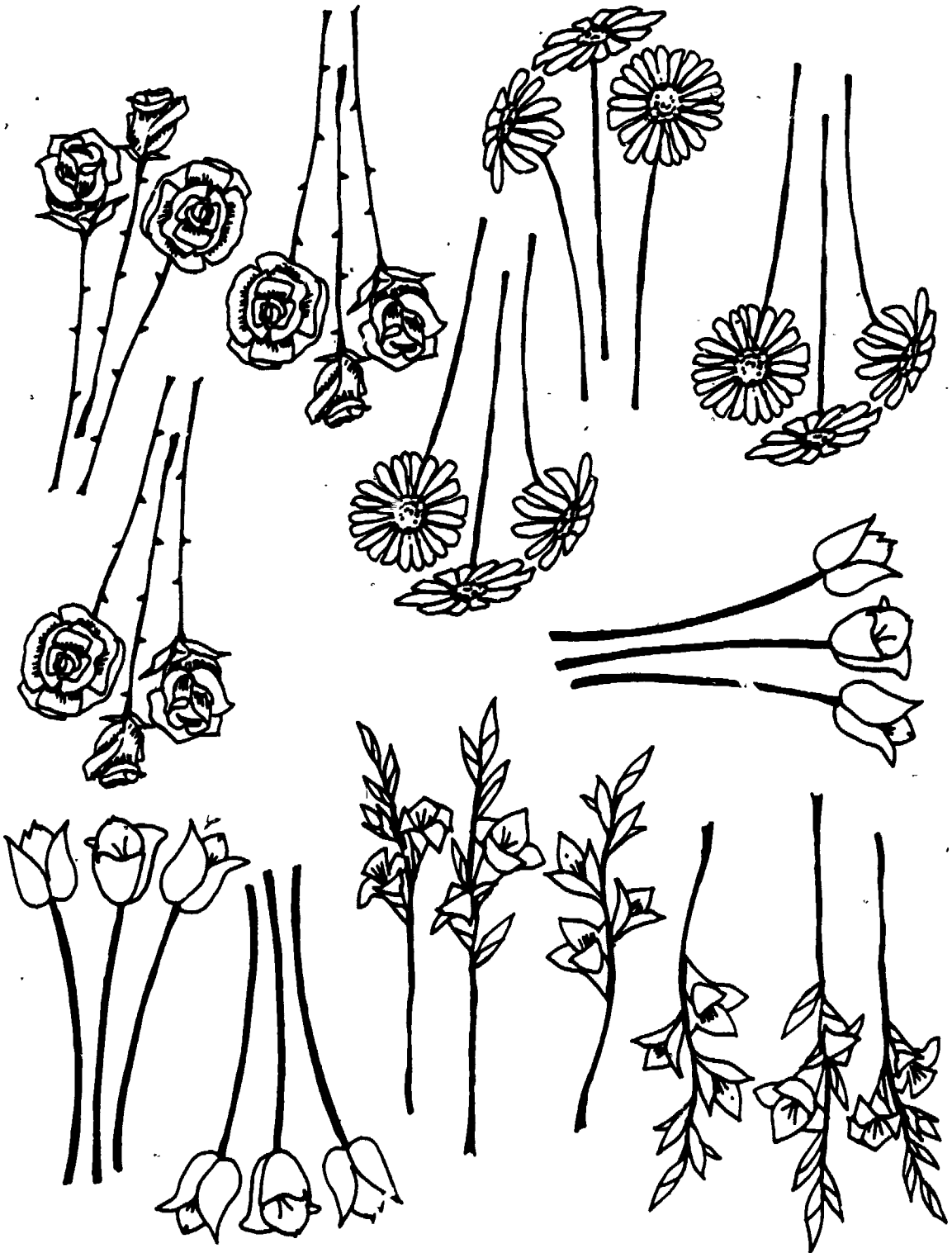
Worksheet 8a

Florist

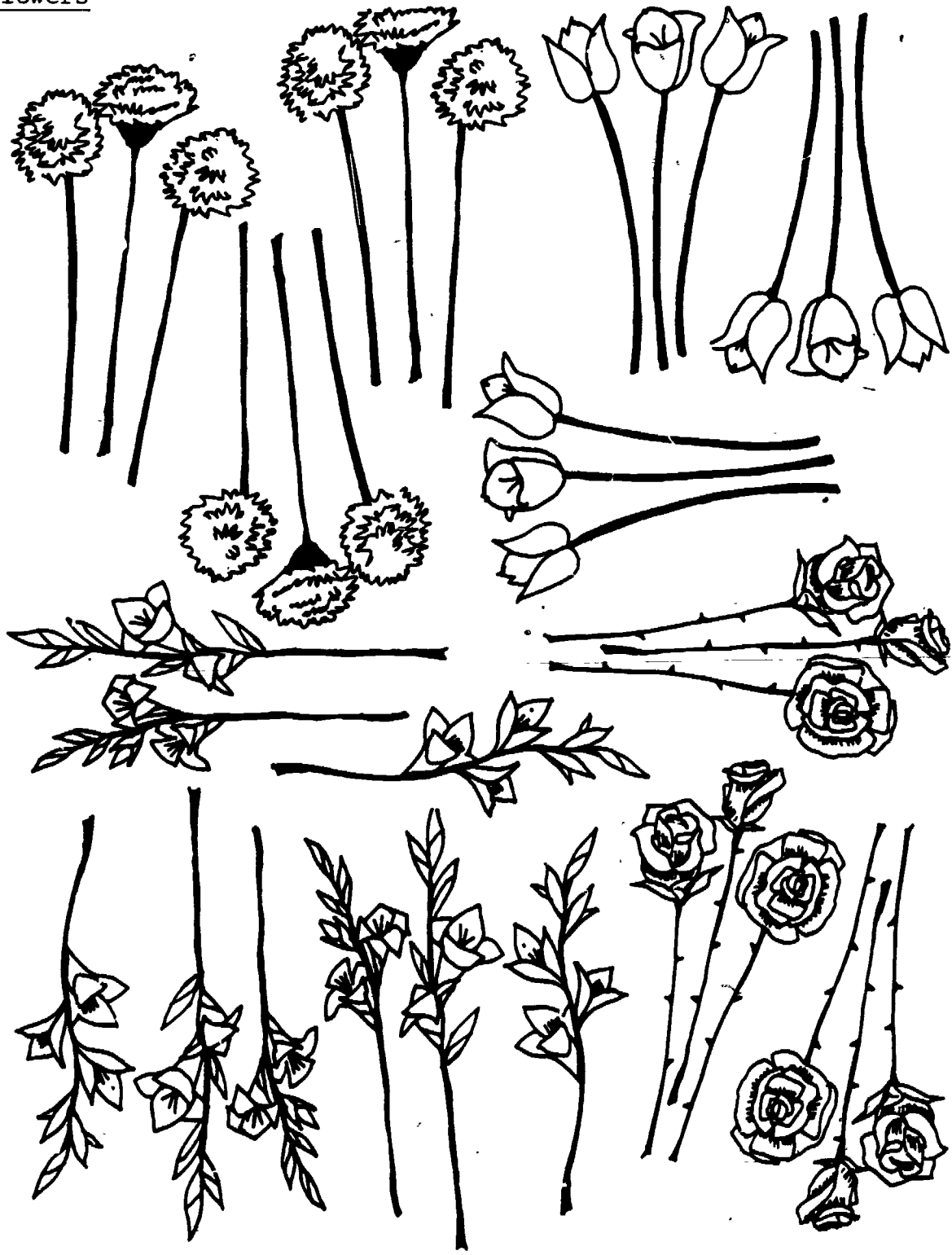
Flowers



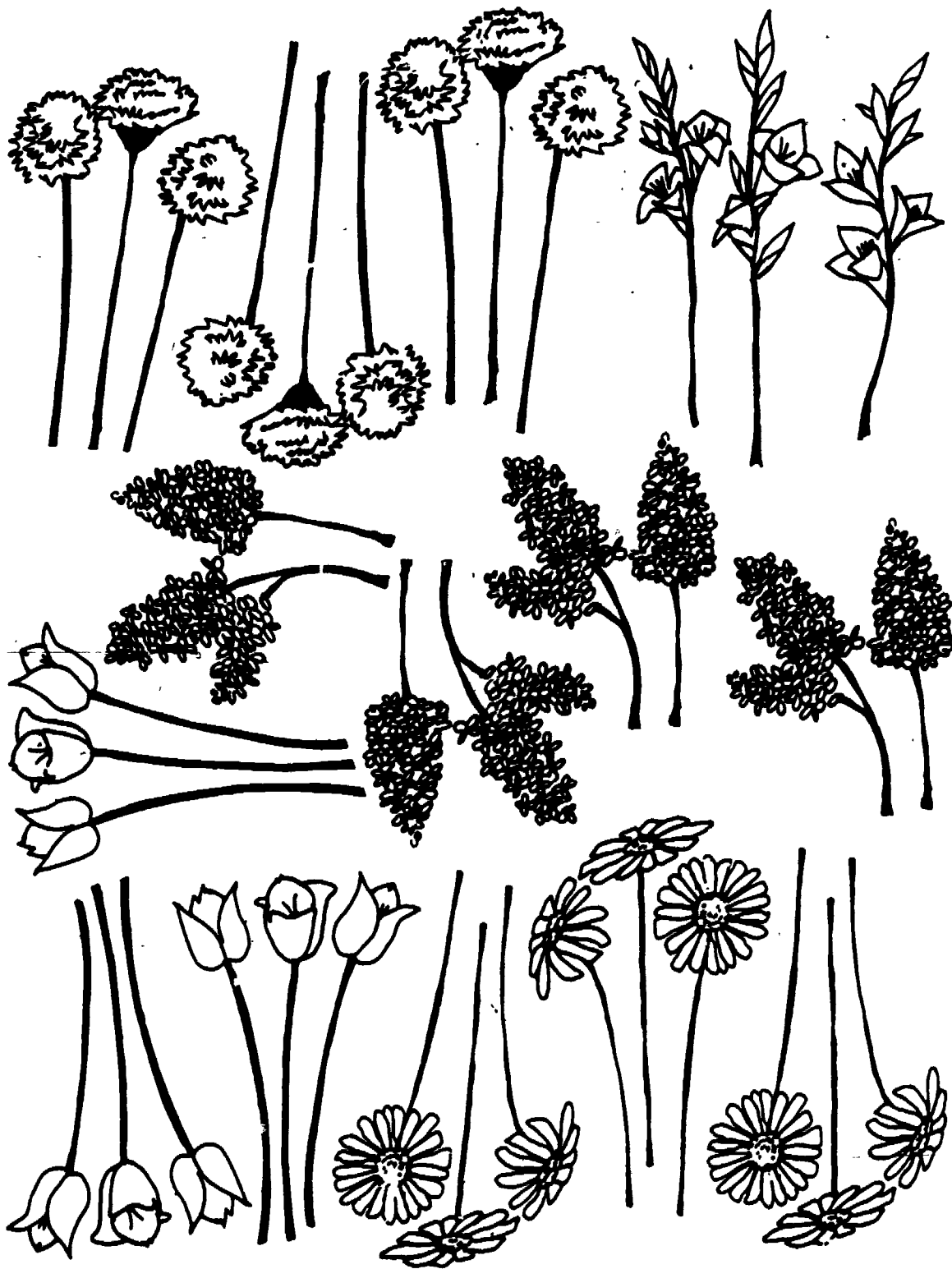
Flowers



Flowers

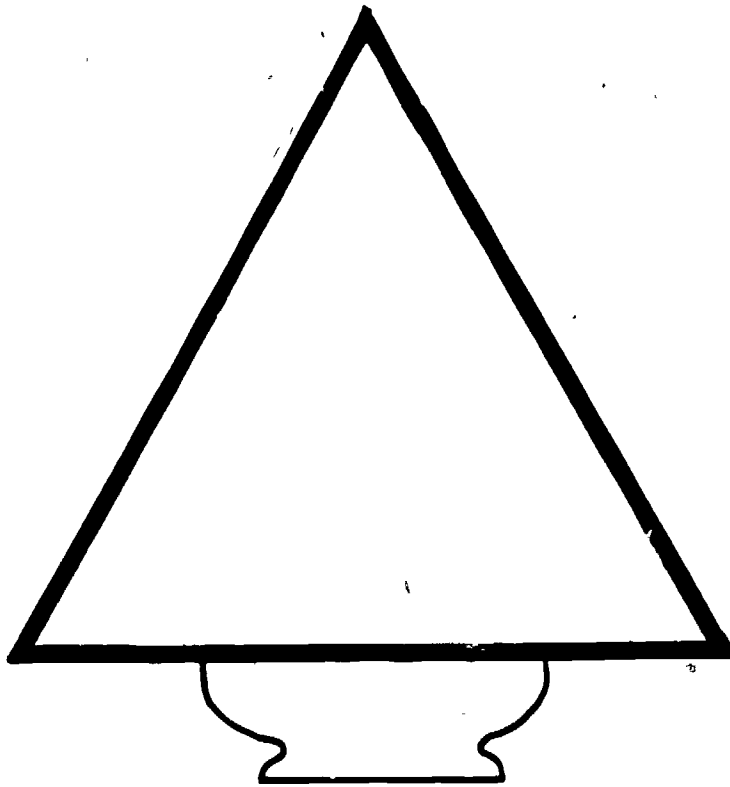


Flowers

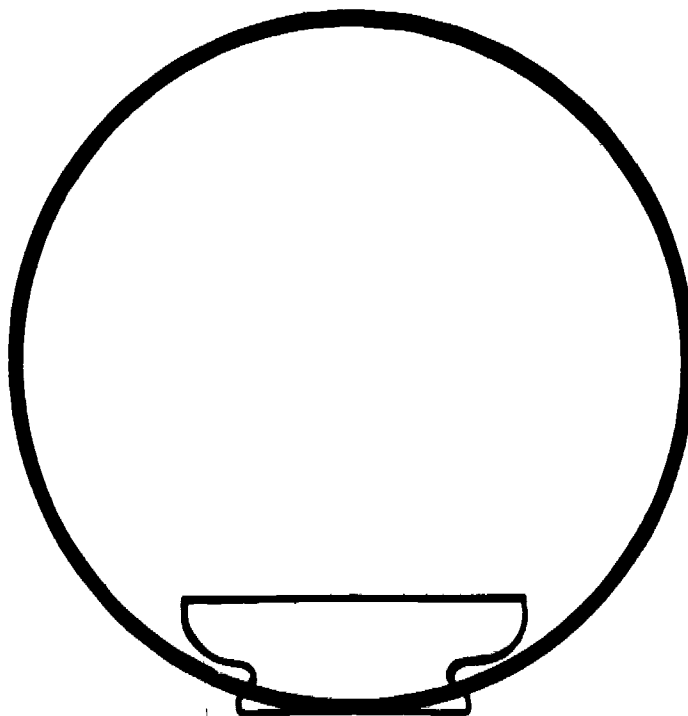


Shapes

triangle

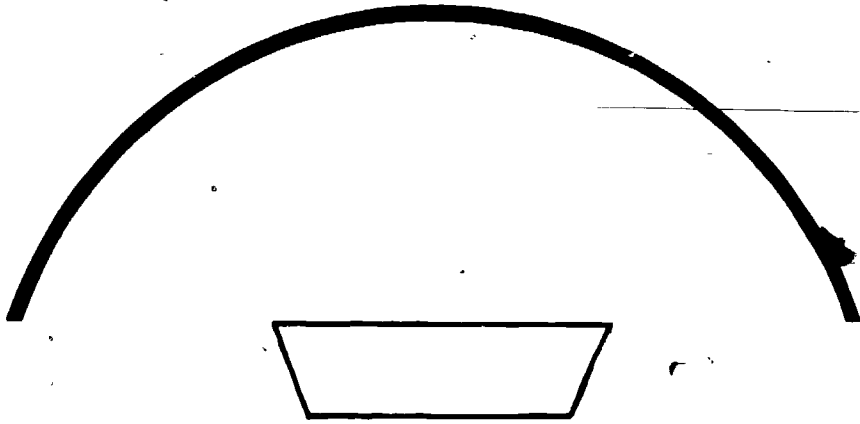


circle

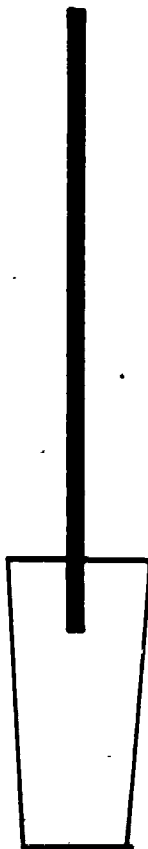


Shapes

curve



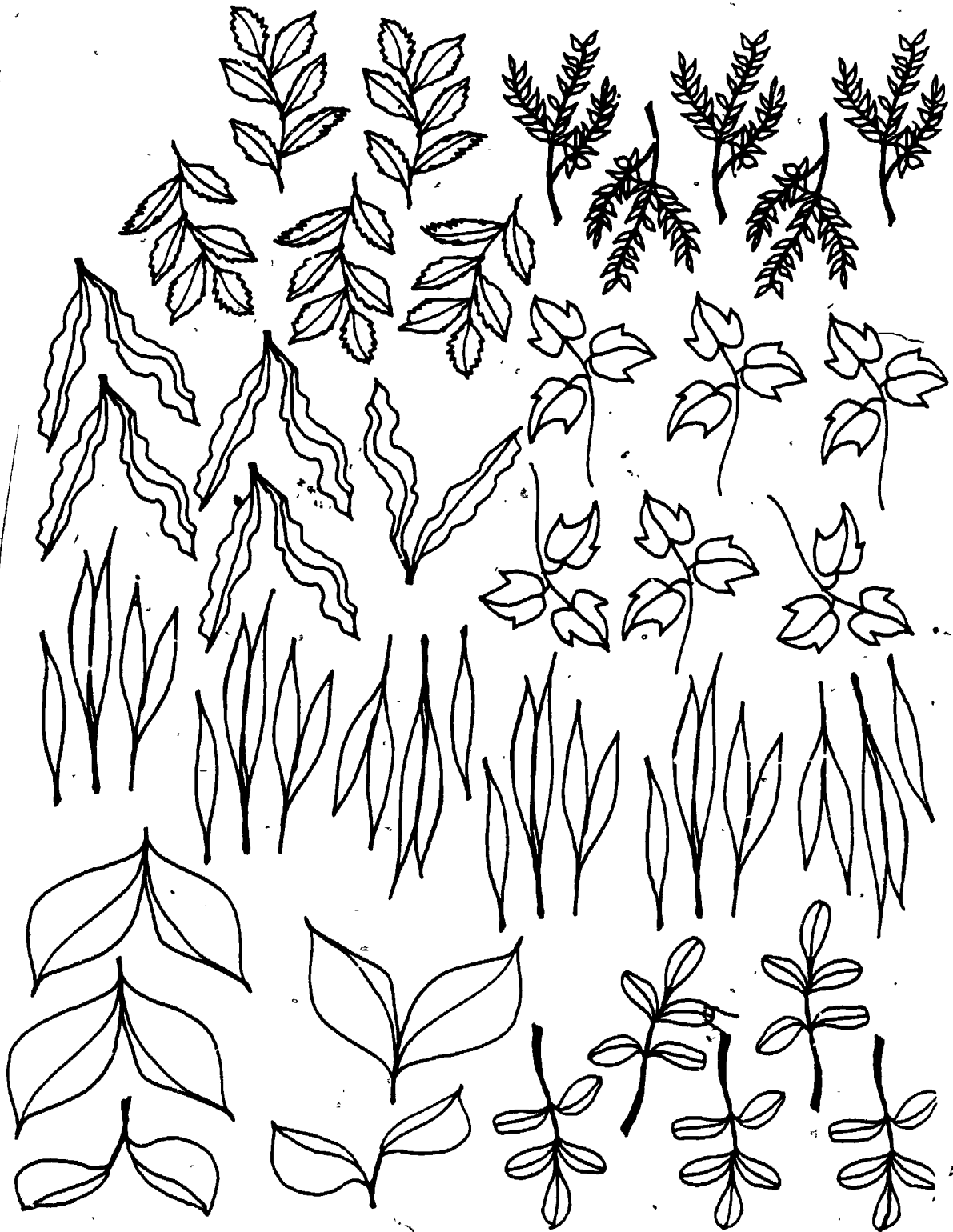
torch



Worksheet 8c

Florist

Leaves

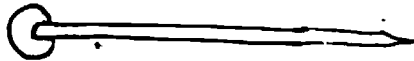


Worksheet 9a

Carpenter

First, circle the right name for each of the nails below.

Finishing nail or
common nail

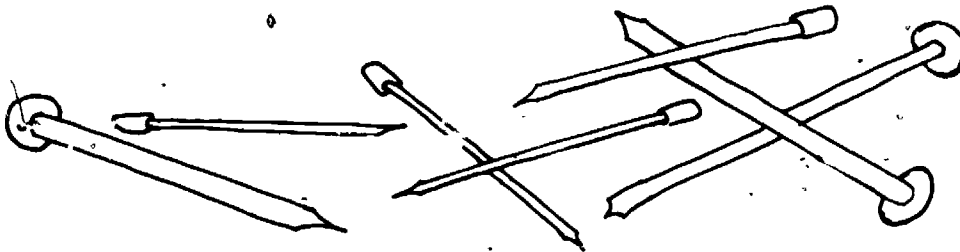


Finishing nail or
common nail



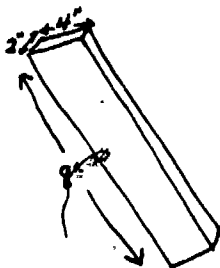
Look on page 15 of your Job Function booklet. See if you are right.

Next, label each finishing nail below by putting an F on the head of the nail:



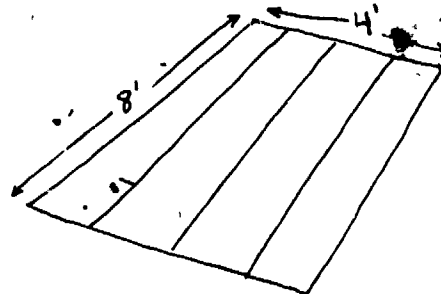
How many finishing nails did you label? Four? Good!

Now draw an arrow from each word below to the correct picture:



wall stud

panel



The wall stud is on the left, and the panel is on the right.

Worksheet 9b

Carpenter

Fill in the spaces below.

Building materials	Length	Width	How far apart? or How many times used?
Wall studs			
Paneling			
Common nails			
Finishing nails			

How many nails are in one pound of . . .

common nails? _____

finishing nails? _____

Check your answers with the key on the back of this page.

Key

Building materials	Length	Width	How far apart? How many times used?
Wall studs	8'	4"	16" apart
Paneling	8'	4'	next to each other
Common nails	3"		6 per stud
Finishing nails	2"		20 per sheet of paneling

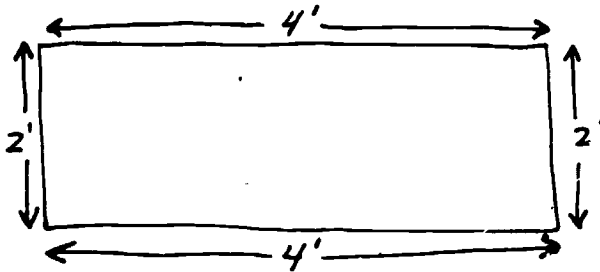
Common nails = 75

Finishing nails = 300

Worksheet 9c

Carpenter

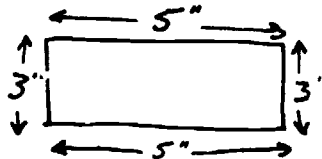
Find the perimeter of this room. To find the perimeter, add up the length of the 4 sides of the room.



$$\begin{array}{r}
 + 2 \text{ ft.} \\
 + 4 \text{ ft.} \\
 + 2 \text{ ft.} \\
 + 4 \text{ ft.} \\
 \hline
 12 \text{ ft.}
 \end{array}$$

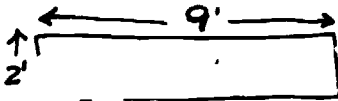
Now, find the perimeters of the rooms below.

1. . . .

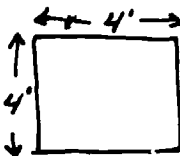


Did you get 16 inches? That's right!

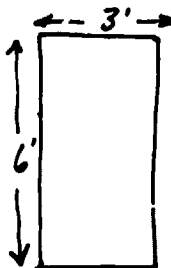
2.



3.



4.



- 2. 22 ft.
- 3. 16 ft.
- 4. 18 ft.

The correct perimeters are:

Now you know how to find the perimeter. Go back to page 20 in PERFORM.

Worksheet 9d

Carpenter

Fill in the information missing in the blanks below.

1. Room dimensions = _____ long
 _____ wide

2. Perimeter of room (in feet) = _____ feet

3. Perimeter of room (in inches):

$$\begin{array}{r} \text{Perimeter in feet} \\ \times 12 \\ \hline \end{array}$$
 Perimeter in inches = _____ inches

4. Number of wall studs:

$$\frac{\text{number of studs}}{16/\text{perimeter (in inches)}} = \text{_____ studs}$$

5. Number of panels:

$$\frac{\text{number of panels}}{4/\text{perimeter (in feet)}} = \text{_____ panels}$$

6. Number of common nails:

$$\begin{array}{r} \text{studs} \\ \times 6 \\ \hline \end{array}$$
 common nails = _____ common nails

7. Pounds of common nails:

$$\frac{\text{pounds}}{75/\text{common nails}} = \text{_____ pounds of common nails}$$

8. Number of finishing nails:

$$\begin{array}{r} \text{panels} \\ \times 20 \\ \hline \end{array}$$
 finishing nails = _____ finishing nails

9. Pounds of finishing nail :

$$\frac{\text{pounds}}{300/\text{finishing nails}} = \text{_____ pounds of finishing nails}$$

Worksheet 10a

Painter

PART 1

Look at the sketch of the house on page 41 of your Job Function booklet. List the parts of the house that are rectangle-shaped.

1. _____
2. _____
3. _____
4. _____

Did you list the (1) side walls, (2) facing walls--front and back, (3) the windows, and (4) the front door? Then you are right!

Now . . .

Fill in the length and width of each part of the house that is rectangle-shaped. (The length is the measure of the longest side; the width is the measure of the shortest side.)

Part of house	Length	Width
2 side walls		
2 end walls (front and back)		
10 windows		
1 front door		

PART 2

Look again at the sketch of the house on page 41 of your Job Function booklet. List the parts of the house that are triangle-shaped.

1. _____
2. _____

Did you list (1) the diamond-shaped part above the front end of the house and (2) the diamond-shaped part above the back end of the house? Then you are right!

Now . . .

Fill in the dimensions of those triangles.

Parts of the house	Length	Width
2 parts above the front and back ends of the house		

Check your answers to Part 1 and 2 with the key below. If they are not the same, work until you get the right answers. Then, continue with your PERFORM task.

Part of the house	Length	Width
2 side walls	40'	20'
2 end walls (back and front)	20'	20'
10 windows	4'	3'
1 front door	7'	3'
2 triangles above the end walls (front and back)	20'	10'

PART 3

Write the area of each rectangle-shaped outside wall in the spaces below.

	Area
2 side walls 40' x 20' = _____ x 2 =	_____
1 front end wall 20' x 20' =	_____
1 back end wall 20' x 20' =	_____
Total area of rectangle-shaped outside walls =	=====

PART 4

Write below the area of each rectangle-shaped part of the house that is not to be painted.

1 front door 7' x 3' =	_____
10 windows 4' x 3' = _____ x 10 =	_____
Total unpainted area =	=====

PART 5

Write below the area of the triangle-shaped parts of the house.

2 parts above the front and back ends of the house 20' x 10' = _____ x 2 =	_____
Total area of triangle-shaped parts of the house	=====

PART 6

Write below the total area to be painted.

Total area of rectangle-shaped walls
+ Total area of triangle-shaped walls = _____
Total wall area = _____
- Total area of unpainted parts of house = _____
Total area to be painted = _____

PART 7

Write below the total area to be covered using two coats of paint.

Total area to be painted = _____
x 2 coats = _____

Total area to be covered when using two coats of paint

PART 8

Write below the number of gallons of paint you will need to cover the area.

$\frac{\text{gallons}}{400/\text{area to be covered}}$

Gallons of paint = _____

Key

PART 3

To find the total area of the rectangle-shaped walls:

$$\begin{aligned} 20' \times 40' &= 800 \times 2 = 1600 \text{ sq. ft.} \\ 20' \times 20' &= 400 \text{ sq. ft.} \\ 20' \times 20' &= \underline{400 \text{ sq. ft.}} \end{aligned}$$

$$\begin{aligned} \text{Total area of} \\ \text{rectangle-shaped} \\ \text{outside walls} &= 2400 \text{ sq. ft.} \end{aligned}$$

PART 4

To find the area of the rectangle-shaped part of the house that is not to be painted:

$$\begin{aligned} 7' \times 3' &= 21 \text{ sq. ft.} \\ 4' \times 3' = 12 \times 10 &= 120 \text{ sq. ft.} \end{aligned}$$

$$\begin{aligned} \text{Total unpainted} \\ \text{area} &= 141 \text{ sq. ft.} \end{aligned}$$

PART 5

To find the area of the triangle-shaped parts of the house:

$$10' \times 20' = 200 \times 2 = 400 \text{ sq. ft.}$$

PART 6

To find the total area to be painted:

$$\begin{aligned} \text{Total area of rectangle-} \\ \text{shaped outside walls} &= 2400 \text{ sq. ft.} \\ &+ \\ \text{Total area of the triangle-} \\ \text{shaped parts of the house} &= \underline{400 \text{ sq. ft.}} \\ \text{Total wall area} &= 2800 \text{ sq. ft.} \\ - \text{Total unpainted area} &= \underline{-141 \text{ sq. ft.}} \\ \text{Total area to be painted} &= 2659 \text{ sq. ft.} \end{aligned}$$

PART 7

To find the total area to be covered when using two coats of paint:

$$2659 \times 2 = 5318 \text{ sq. ft.}$$

PART 8

To find the number of gallons of paint you will need:

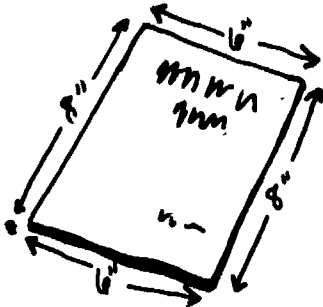
$$400 \overline{) 5318} = 13 \frac{1}{4} = 13\frac{1}{4} \text{ or } 14 \text{ gallons of paint}$$

Worksheet 10b

Painter

Area of rectangle length x width

1. Find the area of this book's front cover:



1. Notice that the two long sides (opposite each other) have the same measurement. The two short sides (also opposite each other) have the same measurement.

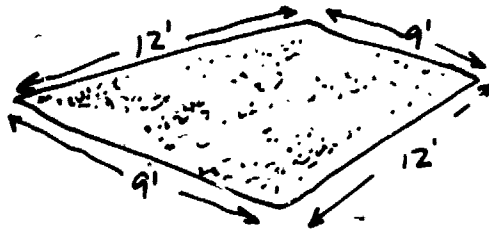
This is true for all rectangles, that opposite sides of rectangles are equal.

2. Multiply the length by the width:

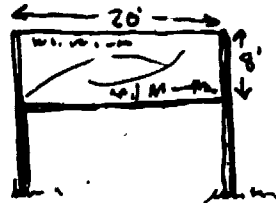
$$8" \times 6" = 48 \text{ square inches}$$

3. Notice that your answer is in square inches. If you multiply feet by feet, what would your answer be? Right--square feet.

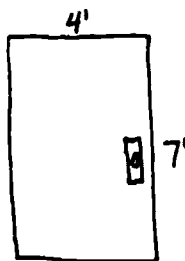
2. Find the area of this rug:



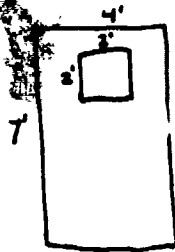
3. Find the area of this billboard:



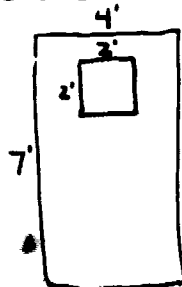
4. Find the area of this door:



5. Find the area of the window in this door:



6. If you were going to paint this door, what area would you paint? Think . . . You don't want to paint the window. You will have to start with the area of the door and take away the area of the window.



$$\begin{array}{r}
 \text{Area of door} \\
 - \text{Area of window} \\
 \hline
 \text{Area to be painted}
 \end{array}$$

Turn this sheet upside down. Check your answers with the key.

- Key:
- 2. 108 square feet
 - 3. 160 square feet
 - 4. 28 square feet
 - 5. 4 square feet
 - 6. 24 square feet

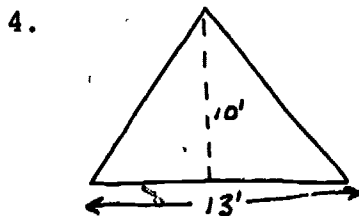
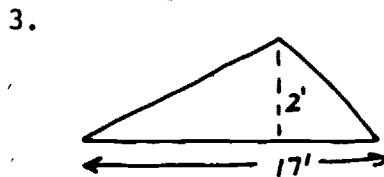
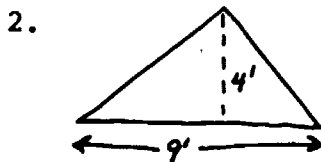
Go back to page 43 of PERFORM in your Job Function booklet.

Worksheet 10c

Painter

Area of triangle = $\frac{1}{2}$ x base x height

Find the area of the triangles below:



Turn this sheet upside down. Check your answers with the key. If you understand how to find these areas, you are ready to go back to PERFORM, page 46 in your Job Function booklet.

1. 20 square inches
2. 18 square feet
3. 17 square feet
4. 65 square feet

Key:

Worksheet 11a

Roofer

Use words from the list below to finish these sentences correctly:

280	hammers
estimate	weight
overlap	one
wood	three
roofs	four

1. Shingles are used to cover _____.
2. Roofers _____ the amount of material needed to do a job.
3. Shingle nails are sold by _____.
4. Roofers put the shingles on a roof so that they _____.
5. Roofers use knives and _____ as tools.
6. Shingles are sometimes made of _____.
7. Shingles are _____ foot wide and _____ feet long.
8. Each shingle has _____ nails.
9. _____ shingle nails equal one pound.

Check your sentences with the key below. When your answers are correct, go back to the task in PERFORM.

key:

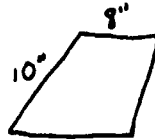
1.	roofs
2.	estimate
3.	weight
4.	overlap
5.	hammers
6.	wood
7.	one, three
8.	four
9.	280

Worksheet 11b

Roofer

Area of a rectangle = length x width

1. Find the area of this piece of paper:

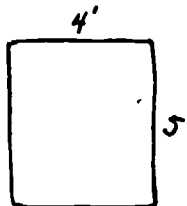


Did you multiply $10'' \times 8''$ to get 80 square inches? Did you remember that inches x inches = square inches? Area is always in square measurements.

2. Find the area of this field:



3. Find the area of this window:



Check your answers with the key below. When you have practiced finding areas, you are ready to go ahead with your roofer's job in the activity.

Key:
2. 5000 square feet
3. 20 square feet

Worksheet 11c

Roofer

PART 1 Write the dimensions of the roof in the spaces below.

Roof = _____ length

_____ width

PART 2 _____ length

x _____ width

area of one side of the roof

_____ 2 = total area of roof (sides 1 & 2)

PART 3 _____ total area of roof

x _____ 3 number of shingles in each area

= _____ area you will cover with shingles

PART 4 3' / $\frac{\checkmark}{\text{_____}}$ (number of shingles)
(area you will cover with shingles)

PART 5 _____ number of shingles

x _____ 4 nails per shingle

= _____ number of nails you will need

PART 6 280 / $\frac{\text{(pounds of nai's)}}{\text{(roof nails you will use)}}$

Size of the roof: 700 sq. ft.

Total area of the roof: 1400 sq. ft.

Area to be covered by shingles: 4200 sq. ft.

Number of shingles needed: 1400

Number of nails needed: 5600

Pounds of nails needed: 20

Key:

Worksheet 12a

Drafter

Match the word on the left with the word on the right that means the same thing. (Put its letter in the space on the left.)

- | | |
|-------------------------|-------------------------------|
| 1. _____ architect | a. copy of a finished drawing |
| 2. _____ print | b. protects gyp board |
| 3. _____ gyp board | c. designer |
| 4. _____ drafter | d. makes exact drawings |
| 5. _____ corner bead | e. wall board |
| 6. _____ rough drawings | f. not showing details |

Check your matches with the key below. When you and the key agree, return to the drafter's task in PERFORM.

Key:
1. c
2. a
3. e
4. d
5. b
6. f

Worksheet 12b

Drafter

Worksheet 13

Secretary

Cut out the boxes of letter parts.
Glue them on your plain paper in
the correct form of a business
letter.

Lin Sing
Lin Sing
Director

I read with interest your ad in the March copy of
Building Today. The type of house which we design at
Sing Homes could be built in the construction method
you told about in the ad.

Sincerely,

Mr. Joe Smith, President
Smith Builders
401 W. 12th Ave.
Greenville, Miss. 17829

Please send me more information about your
building method. Later I would like to talk about a
contract for my next area of home development.

Sing Homes, Inc.
17 Murray Street
San Jose, Calif. 97926

Dear Mr. Smith:

April 4, 1978

Check your letter with the list
on page 2 to be sure it is right.
Then you can use it as a sample of
a business letter to help you in
the Activity.

Worksheet 14

Cashier

	Amount of Change	Kind of Change							
		\$10	\$5	\$1	50¢	25¢	10¢	5¢	1¢
0.	\$ 2.60	0	0	2	1	0	1	0	0
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

MEN'S CLOTHING STORE

Order No: /

To: Aztec Manufacturing Company
505 East Lane Avenue
Phoenix, Arizona

Quantity	Items
8	scarfs
10	gloves
7	handkerchiefs
6	ties
3	belts

MEN'S CLOTHING STORE

Order No: 2

To: Waterfront Materials
51 S. Michigan Avenue
Chicago, Illinois

Quantity	Items
8	gloves
8	belts
8	handkerchiefs
5	scarfs
10	ties

(page 1 of 3)

Worksheet 15a
Stock Clerk

MEN'S CLOTHING STORE

Order No: 3

To: Tampa Manufacturing Company
51 Kapok Kove
Tampa, Florida

Quantity	Items
10	belts
7	scarfs
8	ties
10	handkerchiefs
10	gloves

62

MEN'S CLOTHING STORE

Order No: 4

To: Macho Materials
781 E. 22nd Street
St. Paul, Minnesota

Quantity	Items
6	gloves
2	scarfs
5	handkerchiefs
4	ties
6	belts

63

MEN'S CLOTHING STORE

Order No: 5

To: Men's Ware Incorporated
325 Chestnut Hill
Kinston, South Carolina

Quantity	Items
9	gloves
7	scarfs
9	handkerchiefs
9	ties
5	belts

MEN'S CLOTHING STORE

Order No: 6

To: Harvey Manufacturing
15 S. Fifth Avenue
New York, New York

Quantity	Items
9	ties
7	gloves
5	handkerchiefs
4	belts
4	scarfs

Worksheet 15b

Stock Clerk

STORAGE BINS: GLOVES

1	2	3
G		
G		
G		
G		

STORAGE BINS: SCARFS

1	2	3
S		
S		

STORAGE BINS: HANDKERCHIEFS

1	2	3
H		
H		

STORAGE BINS: TIES

1	2	3
T		
T		
T		

STORAGE BINS: BELTS

1	2	3
B		
B		
B		
B		

Worksheet 15c

Stock Clerk

INVENTORY

Date:

Items	Number in bins
Scarfs	
Gloves	
Handkerchiefs	
Ties	
Belts	

Worksheet 16

File Clerk

New Cards:

PRITZ, EDWARD
2170 New Village Road
Fort Wayne, Indiana 46802

BAILY, ANN
9923 Kelton Street
Fort Wayne, Indiana 46817

PRYCE, RALPH
533 Darbyhurst Avenue
Fort Wayne, Indiana 46802

COLEMAN, VELDA
321 Riverview Place
Fort Wayne, Indiana 46825

HANNS, MARTIN
2343 Yates Drive
Fort Wayne, Indiana 46807

ROSE, CHARLES
8221 Thorn Avenue, South
Fort Wayne, Indiana 46804

ADAMS, RUTH
4678 Greentree Court
Fort Wayne, Indiana 46825

DRAPE, HARLAN
111 Oak Street
Fort Wayne, Indiana 46815

KRAKHauer, JOHN
4970 Jamestown Court
Fort Wayne, Indiana 46805

UNGER, MARILou
899 Pleasant Drive
Fort Wayne, Indiana 46802

New Cards:

EBERLE, GLEN
48 Great Oak Drive
Fort Wayne, Indiana 46807

JONES, ARLEN
228 Darbyhurst Avenue
Fort Wayne, Indiana 46802

LIPSTEIN, JIM
1298 College Lane
Fort Wayne, Indiana 46801

ABERDEEN, BILL
47 South Liberty Avenue
Fort Wayne, Indiana 46822

WATTERS, HENRY
6738 Colonial Court
Fort Wayne, Indiana 46807

NYANG, SEN
4662 Tamarack Blvd.
Fort Wayne, Indiana 46825

ABALONE, FRED
575 Dexter Road
Fort Wayne, Indiana 46802

HANNIBAL GRETA
1779 Shanley Drive
Fort Wayne, Indiana 46809

ESTERLE, CARL
207 Dennis Lane
Fort Wayne, Indiana 46804

MING, WU
1025 Wildwood Way
Fort Wayne, Indiana 46804

Old Cards:

1
ADAMS, KEN
222 West Lane Avenue
Fort Wayne, Indiana 46802

JONES, LARRY
259 Dover Street
Fort Wayne, Indiana 46804

2
BAILEY, RICHARD
2863 Dover Avenue
Fort Wayne, Indiana 46825

6
LEWIS, MONA
292 Westport Road
Fort Wayne, Indiana 46815

3
CASEY, ALLEN
1249 Riverside Drive
Fort Wayne, Indiana 46814

7
NELSON, RITA
3012 Sunset Drive
Fort Wayne, Indiana 46825

4
DRAPE, JO
36 East Gay Street
Fort Wayne, Indiana 46801

8
NIELSON, PEGGY
302 Garden Street
Fort Wayne, Indiana 46801

5
GANDER, LEVI
981 Red Robin Way
Fort Wayne, Indiana 46802

9
RUTH, RUTH
98 Fairway Place
Fort Wayne, Indiana 46803

Worksheet 17a Waiter/Waitress

Menu

DINNERS

<u>Item</u>	<u>Price</u>
1. Roast beef dinner.....	5.25
2. Pork dinner... ..	5.50
3. Southern fried chicken.....	5.75
4. 8 oz. sirloin steak.....	7.75
5. Liver and onions.....	4.75
6. Trout.... ..	5.25

All dinners served with:

- choice of baked or mashed potato
- salad with choice of Italian, French,
or thousand island dressing
- choice of green beans, corn on the cob,
or peas
- choice of garlic bread or crescent roll

A LA CARTE

1. Homemade vegetable soup.....	.95
2. Breaded mushrooms.....	1.50
3. Spinach souffle.....	1.65
4. German potato salad.....	.95
5. Chili.....	1.25
6. Antipasto salad (with egg, ham, cheese, and mushrooms).....	3.25

DESSERTS

1. Apple pie..... 1.25	4. Ice cream..... 1.05
2. Sherbet (lime, orange, or lemon).... .85	5. Chocolate pie..... 1.25
3. German chocolate cake..... .75	6. Vanilla custard.... .75

BEVERAGES

1. Coffee..... .50	5. Lemonade..... .60
2. Hot tea..... .50	6. Milk..... .60
3. Cola..... .50	7. Milk shake..... .95
4. Iced tea..... .50	8. Rootbeer float.... .95

Worksheet 17b

Waiter/Waitress

THE EXPRESS

quantity	item	price
	subtotal	
	tax	
	total	
waiter		

Worksheet 18

Properties Manager

SCENE #1

The scene is a room in a cabin. Four people are sitting on a rug in front of the fire. The two men are drinking coffee. One woman is knitting. The other woman is brushing a dog's hair.

Circle the properties you need for this scene.

basketball

brush

rug

dishwasher

cups

newspaper

snow

eggs

knitting needles

coffee

cat

bed

logs

fire

yarn

sound of people crying

television

fireplace

couch

hair rollers

SCENE #2

The scene is a sandy beach. Two people are walking in the sand. They are looking for a lost child. They can see some of his beach toys. They cannot see the child. They hear a loud clap of thunder. Then it starts to rain.

Circle the properties you need for this scene.

sand

beach ball

oven

toy boat

sound of rain

pillow

raincoat

smell of a fire

sand bucket

books

sound of thunder

sand shovel

coffee

sunshine

rain

roller skates

umbrella

lamp

motorcycle

space helmet

SCENE #3

The scene is a teenage girl's bedroom. School books are all over the floor. Clothes are lying on the bed. The girl is talking on the telephone. She is sitting on a chair.

Circle the properties you need for this scene:

bed

airplane

bedspread

garden

napkins

pillow

chair

yarn

cola bottles

toaster

mailbox

telephone

sled

books

clothes

ironing board

car

smell of bacon

towel

stove

SCENE #4

The scene is a kitchen. Two children are making breakfast for their father. The boy is frying bacon and eggs. The girl is pouring orange juice. Next she will make the toast.

Circle the properties you need for this scene:

logs

toaster

bacon

pitcher

couch

glass

telephone

tomato juice

stove

newspaper

eggs

sound of dog barking

frying pan

hammer

Cokes

orange juice

smell of chocolate cake

bread

bookcase

rain

SCENE #5

The scene is a library. Two girls are looking for books. They find a wallet lying on the floor. The girls decide it belongs to the boy who is reading the New York Times.

Circle the properties you need for this scene:

bookcases

couch

dish soap

lettuce

New York Times

books

apron

card catalog

library tables

sound of rain

baskets

wallet

radio

envelopes

chairs

fork

towels

bike

librarian's desk

dresser

Worksheet 19a

Police Officer

21

TRAFFIC ACCIDENT REPORT - TEXAS REPORT NUMBER - 59408

crash occurred (city) time of crash day date

on (road) at (intersection)

type of accident:
 fatal injury property damage property damage under \$150.00

CAR #1

driver's name - last first middle sex birth date age

address - street city state phone


driver's license number state restrictions

vehicle year make color circle the damaged areas

vehicle license number state year

property damage
 under \$150.00 over \$150.00

name of insurance company



PASSENGERS IN CAR #1

passenger
 name - last first middle age date of birth

address - street city state phone

passenger
 name - last first middle age date of birth

address - street city state phone

CAR #2.

driver's name - last first middle sex birth date age

address - street city state phone

driver's license number state restrictions

vehicle year make color circle the damaged areas

vehicle license number state year

property damage
 under \$150.00 over \$150.00

name of insurance company



PASSENGERS IN CAR #2

passenger.
 name - last first middle age date of birth

address - street city state phone

passenger.
 name - last first middle age date of birth

address - street city state phone

TIME - POLICE
 were called arrived at scene left scene

POLICE OFFICER _____

DATE _____

Worksheet 19b

Police Officer

TRAFFIC VIOLATION - STATE OF TEXAS

NAME - last first middle

STREET

CITY STATE

OPERATOR LICENSE NUMBER

OPERATOR LICENSE ISSUE DATE EXPIRES

STATE OPERATOR LICENSE RESTRICTIONS

SOCIAL SECURITY NUMBER BIRTH DATE

SEX HEIGHT WEIGHT EYES HAIR

TO DEFENDANT:

ON _____ AT _____
date time

YOU OPERATED A VEHICLE: COLOR _____

MAKE _____

VEHICLE LICENSE NUMBER _____

STATE _____, UPON THE PUBLIC

ROAD _____

THE FOLLOWING TRAFFIC VIOLATION OCCURRED:

- | | | | |
|--------------------------|-------------------|--------------------------|------------------|
| <input type="checkbox"/> | FAILURE TO YIELD | <input type="checkbox"/> | LEFT OF CENTER |
| <input type="checkbox"/> | RAN STOP SIGNAL | <input type="checkbox"/> | IMPROPER PASSING |
| <input type="checkbox"/> | DRIVING WRONG WAY | <input type="checkbox"/> | IMPROPER TURNING |
| <input type="checkbox"/> | OMVI | <input type="checkbox"/> | RECKLESSNESS |
| <input type="checkbox"/> | SPEEDING | <input type="checkbox"/> | OTHER |

YOU MUST PAY THE TRAFFIC FINE BEFORE
_____ OR YOU MUST APPEAR IN
COURT ON THAT DATE.

OFFICER _____

DATE _____

Worksheet 20a

Licensed Practical Nurse

A. Write five ways that an LPN can help a patient.

- 1.
- 2.
- 3.
- 4.
- 5.

Check your answers with the first page of the activity.

B. Correctly complete the sentences below with these words (you can use each word more than one time):

blood	heart	pulse rate
wrist	body	fast

1. Each time your _____ beats, it sends _____ through your _____.
2. You can feel _____ moving in some parts of your _____, like your left _____.
3. The number of times that your heart beats each minute is called your _____.
4. If a patient is sick, his or her _____ may be too _____.

Turn this page upside down. Do you and the key agree? Then go back to PERFORM, page 85.

4. pulse rate	fast (or slow)		
. pulse rate			
2. blood	body	wrist	
1. heart	blood	body	

Key:

Worksheet 20b

Licensed Practical Nurse

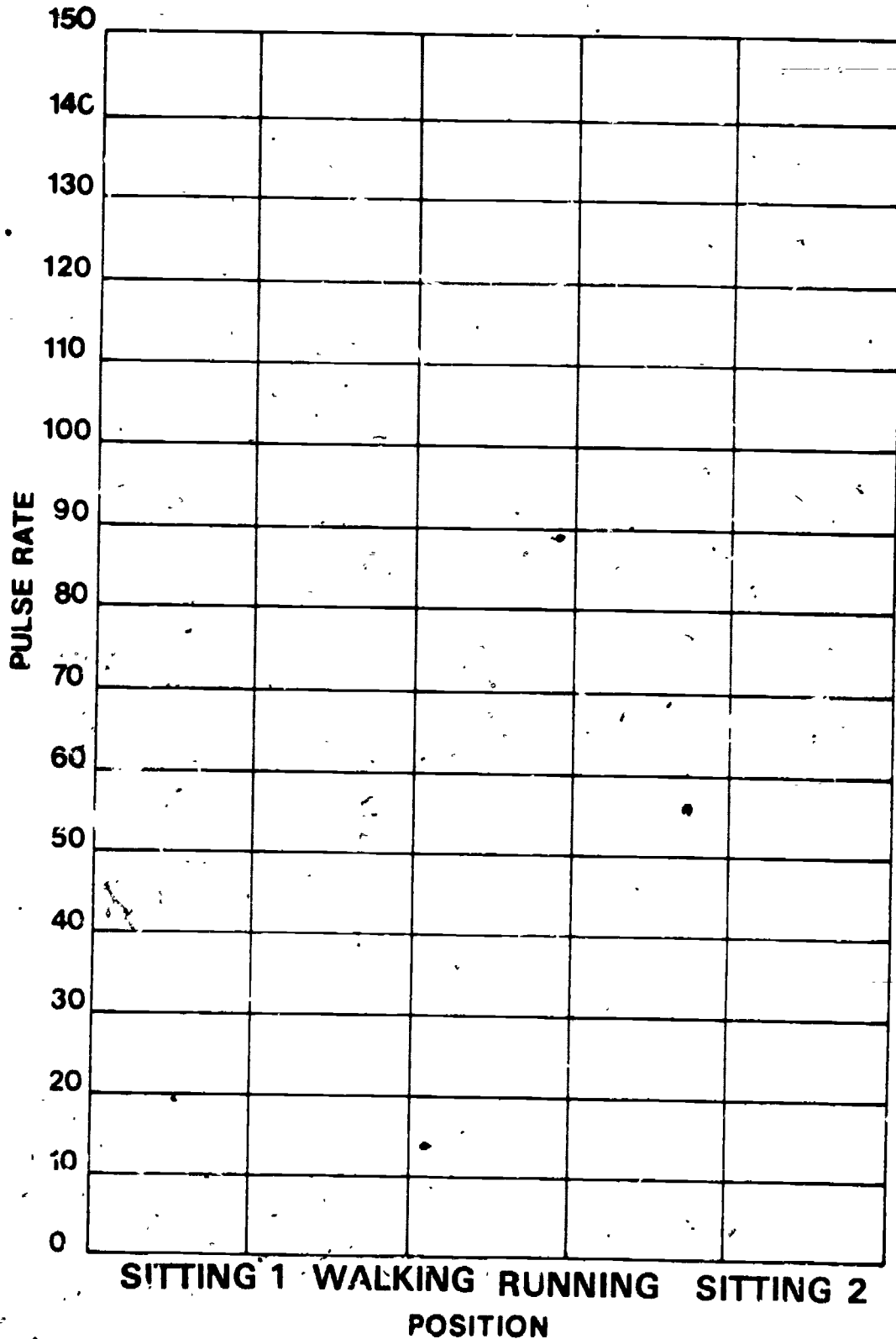
Record Sheet

POSITION	PULSE RATE
SITTING 1	
WALKING	
RUNNING	
SITTING 2	

Worksheet 20c

Licensed Practical Nurse

PULSE RATE GRAPH



Worksheet 21 Auto Mechanic

SERVICE ORDER FORM

Ferguson Service Station		Served By	
4758 Lee Blvd. Arlington, Virginia 22204 Phone: 246-3694.		Make & Year of Car	
NAME _____		License No.	
ADDRESS _____		Date Served	
CITY _____	STATE _____	Mileage	
PHONE _____	ZIP CODE _____		
PARTS (includes gasoline)		\$	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
LABOR		PARTS SUBTOTAL	
		TAX	
1.			
2.			
3.			
4.			
5.			
6.			
		TOTAL LABOR	
		GRAND TOTAL	

(A)

(B)

(C)

(D)





Sales Tax Chart

Subtotal Amount	4% Tax
From \$.16	no tax
to .31	.01
.51	.02
.71	.03
1.08 ←	→ .04
1.31	.05
1.51	.06
1.71	.07
2.08	.08
2.31	.09
2.51	.10
2.71	.11
3.08	.12
3.31	.13
3.51	.14
3.71	.15
4.08	.16
4.31	.17
4.51	.18
4.71	.19
5.08	.20
5.31	.21
5.51 ←	→ .22
5.71	.23
6.08	.24
6.31	.25
6.51	.26
6.71	.27
7.08	.28
7.31	.29
7.51	.30
7.71	.31
8.08	.32
8.31	.33
8.51	.34
8.71	.35
9.08	.36
9.31	.37
9.51	.38
9.71	.39
10.08	.40













Note: This chart shows that any subtotal from \$.16 to \$.31 will have a 1¢ tax. Any subtotal from \$.32 to \$.51 will have a 2¢ tax, etc.

Worksheet 22a

Plumber

Use these words: valve 
 pipe 
 tee 
 elbow 

to label (name) each of the pictures below. Write the name in the space next to the picture.

- | | | | | | |
|----|---|-------|-----|---|-------|
| 1. |  | _____ | 7. |  | _____ |
| 2. |  | _____ | 8. |  | _____ |
| 3. |  | _____ | 9. |  | _____ |
| 4. |  | _____ | 10. |  | _____ |
| 5. |  | _____ | 11. |  | _____ |
| 6. |  | _____ | 12. |  | _____ |

Turn this page upside down to check your labels.

- | | |
|-----|---------------|
| 1. | elbow |
| 2. | tee |
| 3. | valve |
| 4. | elbow |
| 5. | valve |
| 6. | pipe |
| 7. | tee |
| 8. | elbow |
| 9. | tee |
| 10. | pipe |
| 11. | elbow |
| 12. | tee and elbow |

Worksheet 22b

Plumber

Order Form

a. Project No. _____

b. Total length
of pipe needed _____


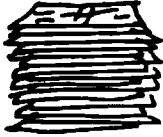





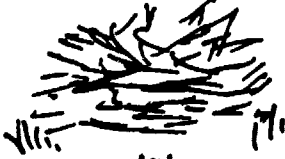
NUMBER	ITEM
c.	22' lengths of pipe
d.	tees
e.	elbows
f.	valves

Plumber _____

Worksheet 24a

Sanitation Worker

Read the items below. Circle the trash that you can pick up.

 <p>Machines</p>	<p>A pile of newspapers</p> 	 <p>Dead Animals</p>
 <p>A branch 3 ft. long</p>	<p>Leaves in a bag</p> 	 <p>A 40 gallon trash can</p>
<p>A branch 5 ft long</p> 	 <p>A pile of sticks on the lawn</p>	

Turn this page upside down. See if you circled the right items.





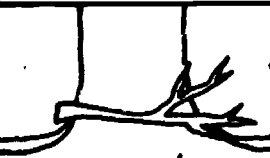



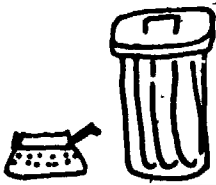


leaves in bags
a pile of newspapers
a 20 gallon trash can
a branch 3 feet long

Key:




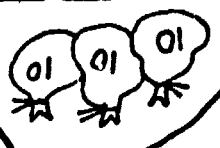




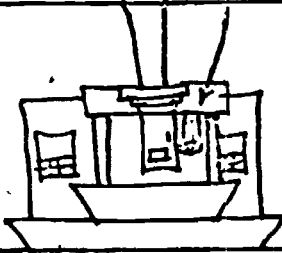
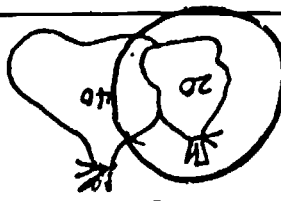
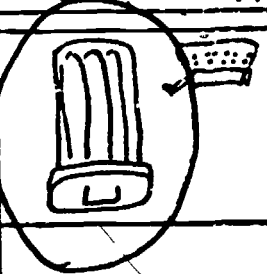
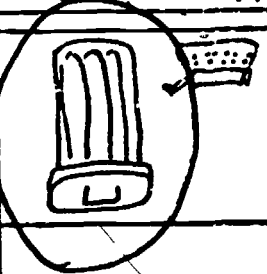
Worksheet 24b

Sanitation Worker

Each picture shows a stop on your route. Circle the trash that you can pick up in each picture.

			
3 10-gallon trash bags at curb.	dead rat at curb	Picnic table at curb.	2 20-gallon trash cans on lawn
			
long branch across driveway	Stack of newspapers at curb	Three small bundles of sticks at curb	old desk at curb
			
old typewriter and 10-gallon trash can at curb	A 20 gallon and a 40 gallon trash bag at the curb	trash can on porch	

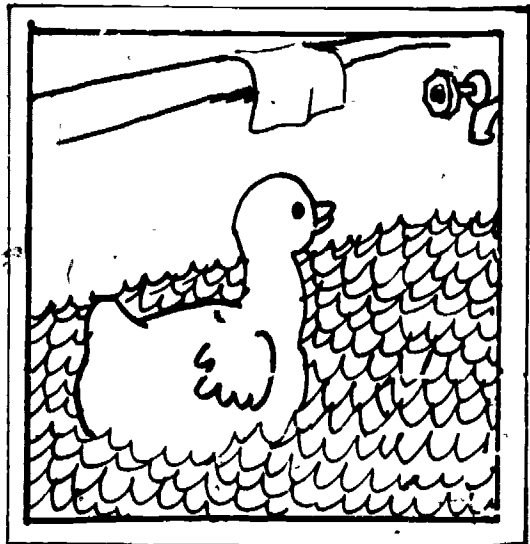
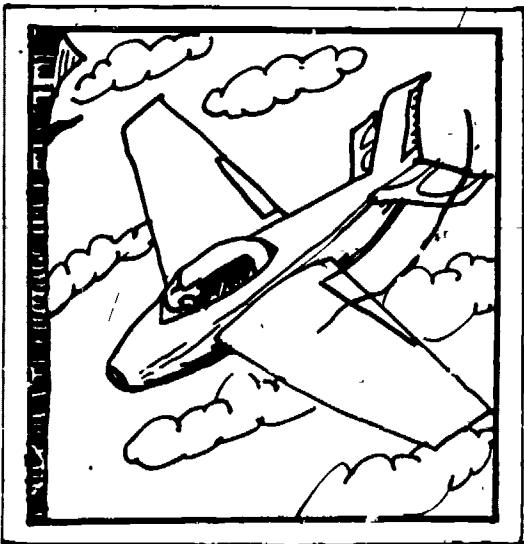
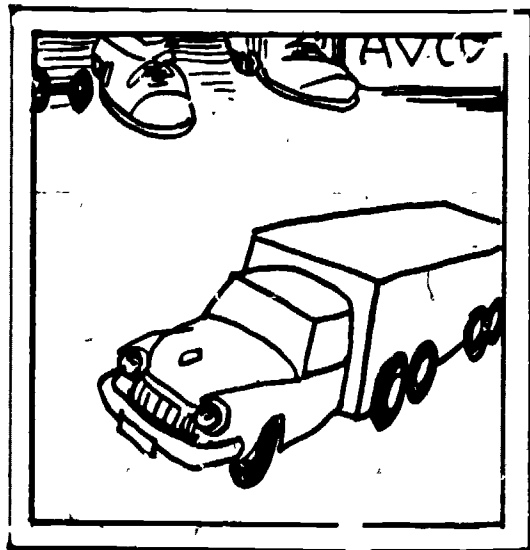
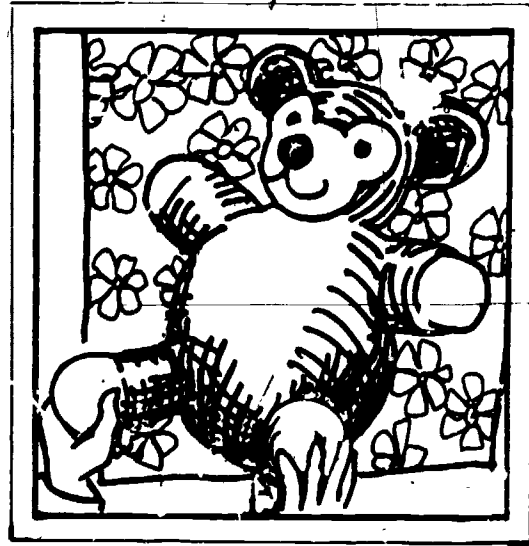
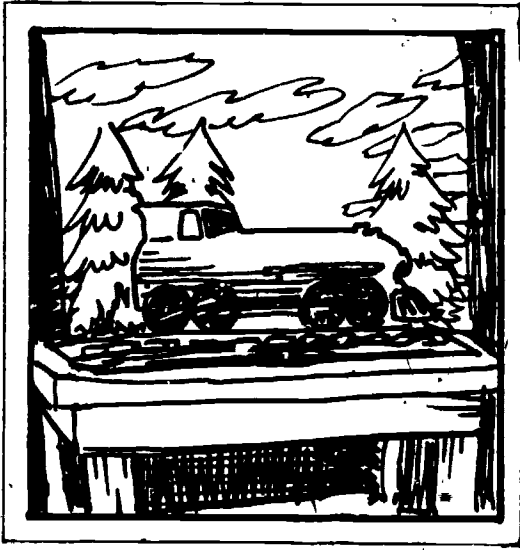
Turn this page over. See if you circled the same items as on the key.

<p>2 20-gallon trash cans on lawn</p> 	<p>Picnic table at curb</p> 	<p>Dead rat at curb</p> 	<p>3 10-gallon trash bags at curb.</p> 
	<p>Three small bundles of sticks at curb</p> 	<p>Pile of newspapers at curb</p> 	<p>Long branch across driveway</p> 
<p>trash can on porch</p> 	<p>A 20-gallon and a 40-gallon trash bag at the curb</p> 	<p>Old typewriter and 10-gallon trash can at curb</p> 	<p>Old typewriter and 10-gallon trash can at curb</p> 

Key ↴

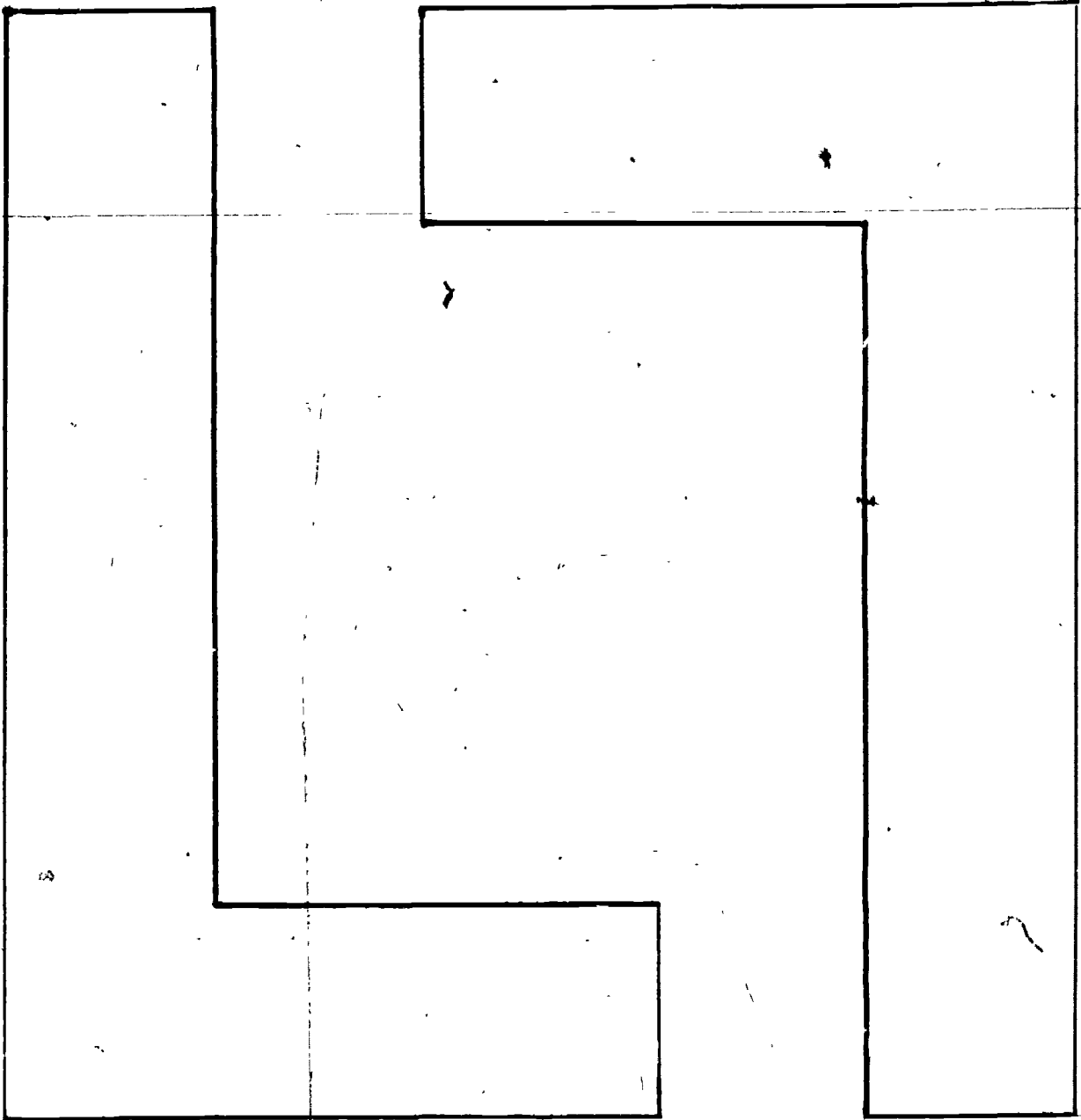
Worksheet 25a

Photographer



Worksheet 25b

Photographer

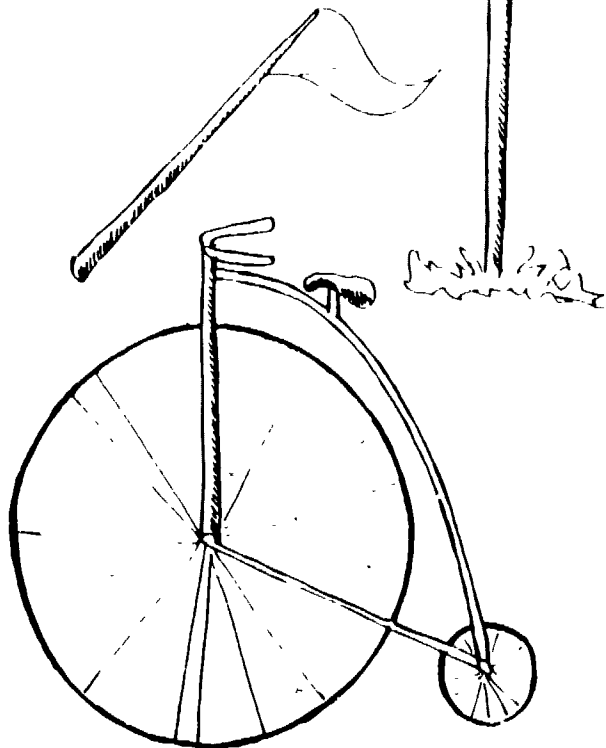
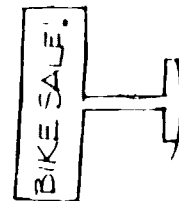
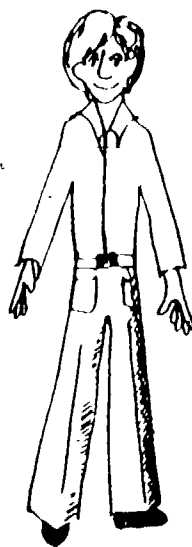
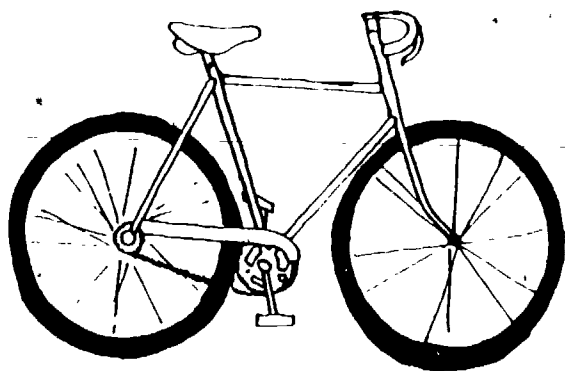
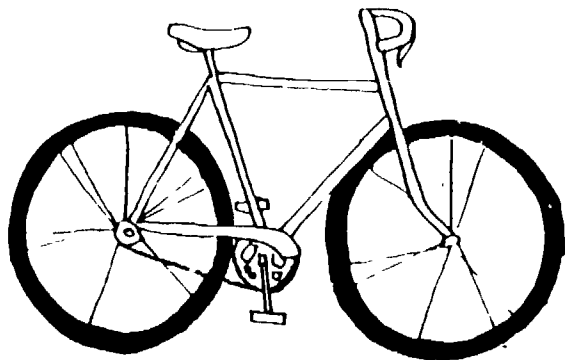
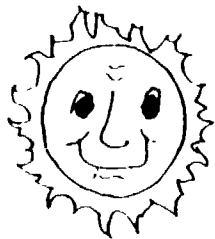
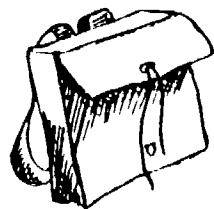


Worksheet 27a

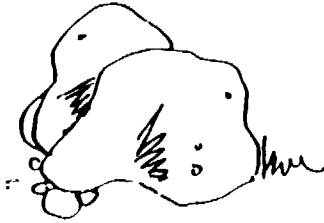
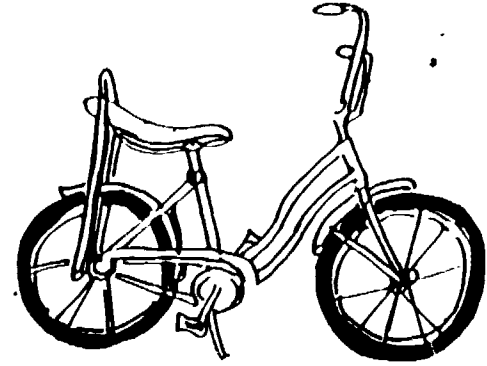
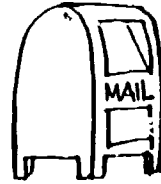
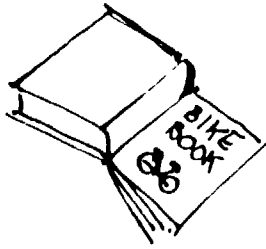
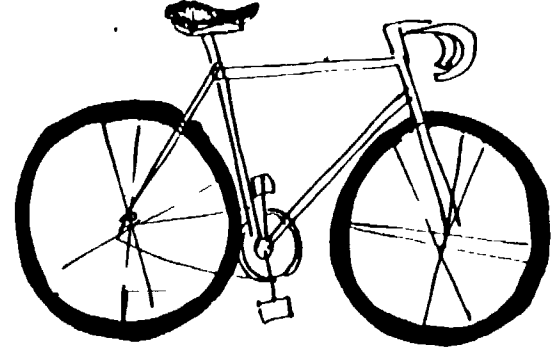
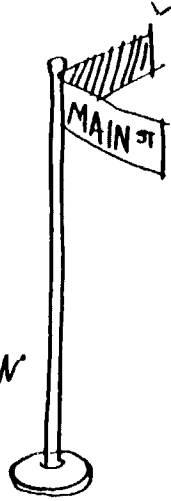
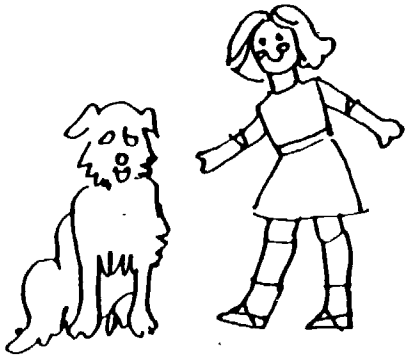
Display Artist

Display Items #1

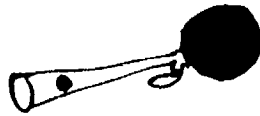
95



96



93



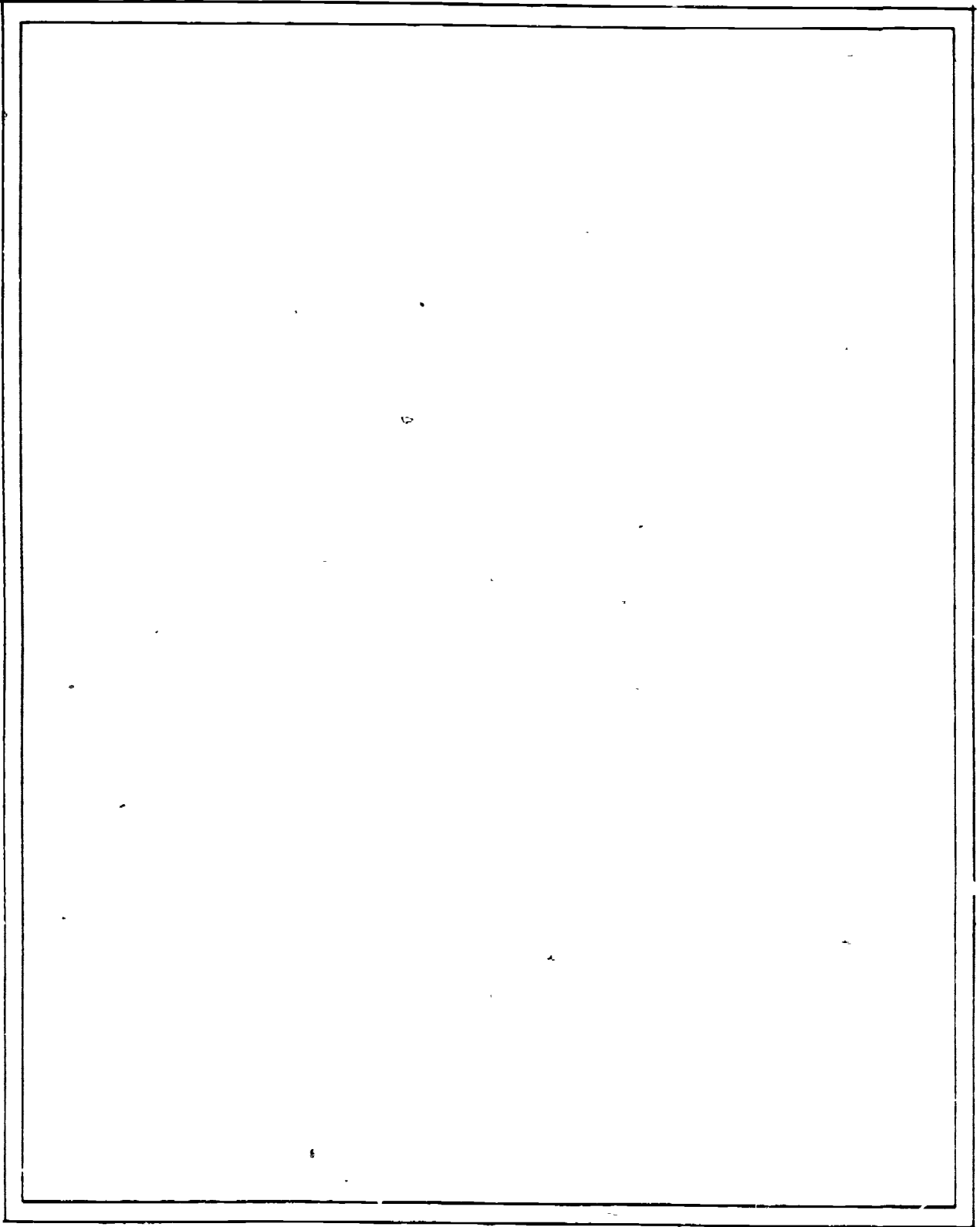
Window

Worksheet 27c

Display Artist

12 feet

16 feet

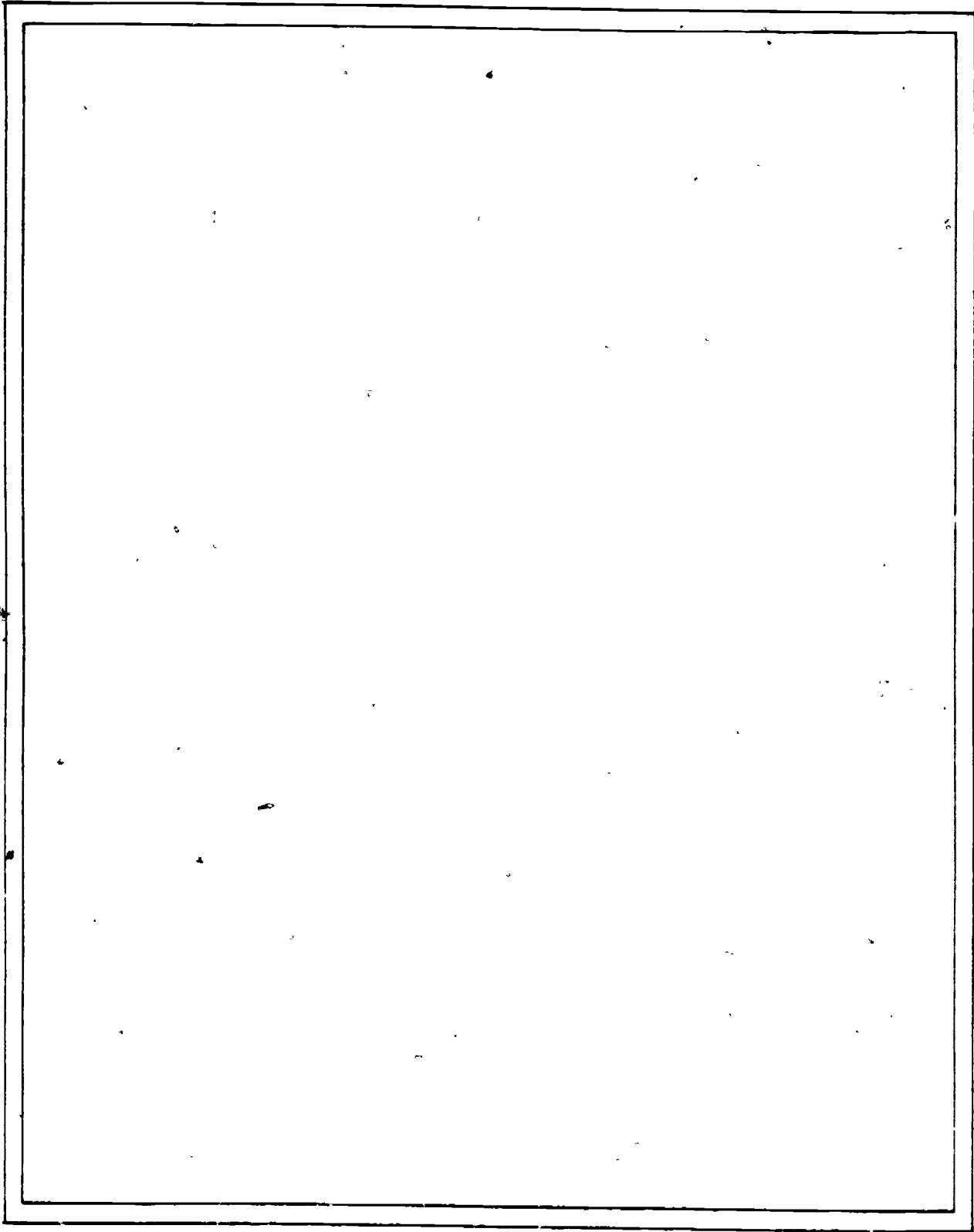


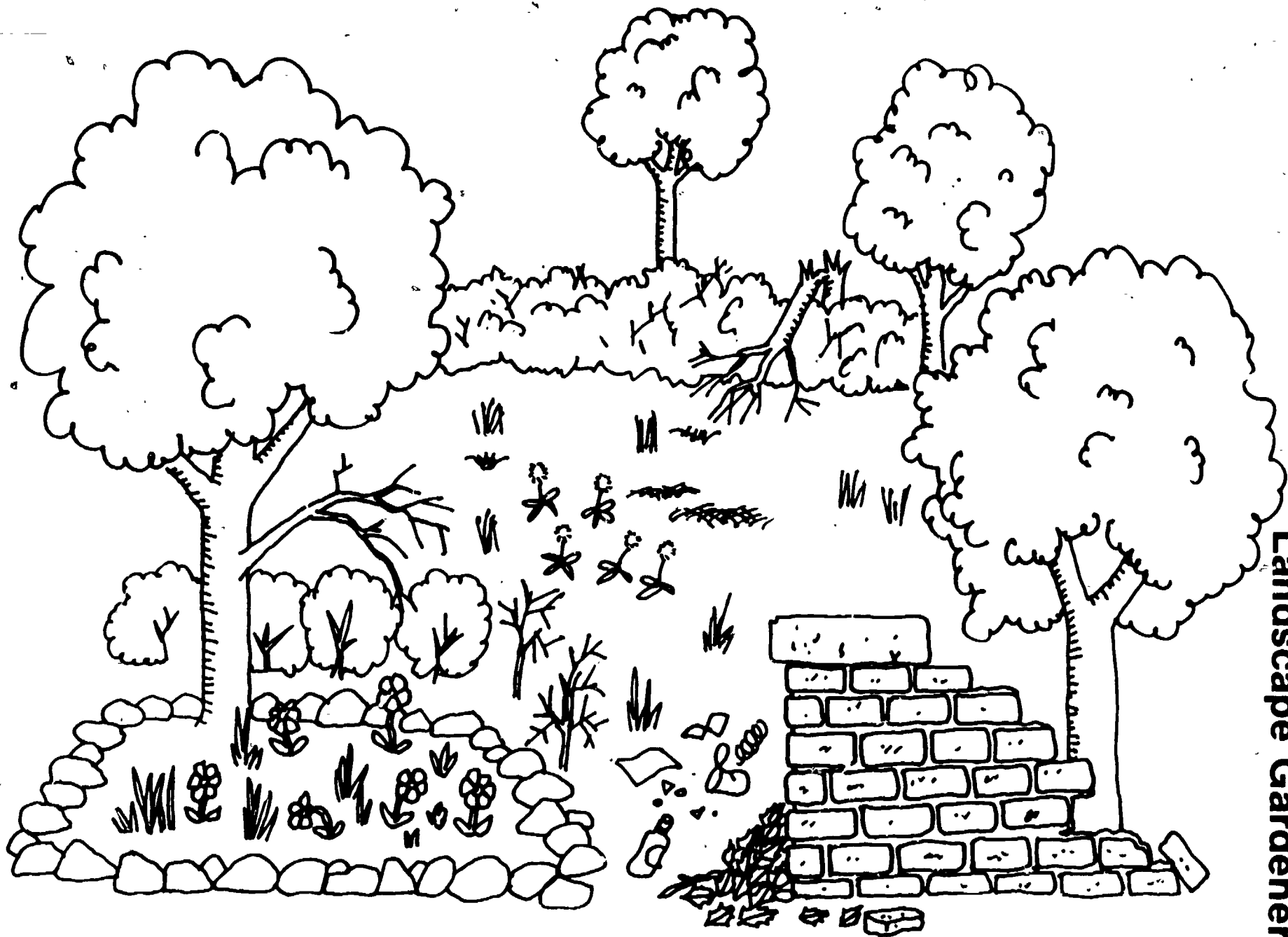
Window

Display Artist

12 feet

16 feet





Worksheet 29
Landscape Gardener

Worksheet 30a

Fish and Game Warden

A. Fishing License

1. Circle the ages at which a fishing license is needed.

32 10 17
43 16 28 64

2. Circle the people who need a nonresident fishing license.

a person living
in New York

a person living in
Laker 4 months

a person living
in Laker 4 years

a person living in
Minnesota

B. Limits on Catch

Draw a line from the kind of fish to the limit for that fish. The first one is done for you.

walleye	9
salmon	10
sturgeon	3
black bass	8
blue pike	any number
perch	
frogs	
trout	
catfish	

- C. Draw a line from the rule broken to the fine for breaking that rule. The first one is done for you.

catching 1 fish over the limit	\$10
catching a blue pike	\$5
fishing with the wrong license	\$4
fishing without a license	

Turn this sheet over to check your answers.

Key:

A. 1.

43 32 10 17
16 28 64

2.

a person living in New York

a person living in Laker 4 months

a person living in Laker 4 years

a person living in Minnesota

B.

walleye
salmon
sturgeon
black bass
blue pike
perch
frogs
trout
catfish

0
10
3
8
any number

C.

catching one fish over the limit
catching a blue pike
fishing with the wrong license
fishing without a license

\$10
\$5
\$4

Worksheet 30b

Fish and Game Warden

1. Bert Simmons

Age: 16

Address: Laker

How long: 4 years

Kind of license: none

Kind of fish: trout

Number of fish: 5



Is Bert following Laker fishing rules? yes no

If not, what is Bert doing wrong? *He has no fishing license.*

How much should you fine Bert? *\$10*

2. Mary Roa

Age: 53

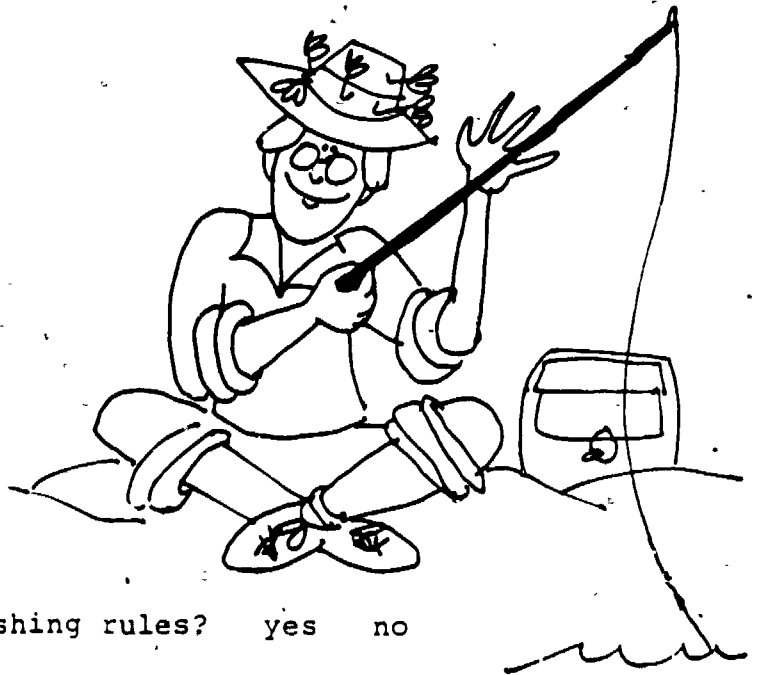
Address: Laker

How long: 9 months

Kind of license: resident

Kind of fish: salmon

Number of fish: 2



Is Mary following Laker fishing rules? yes no

If not, what is Mary doing wrong?

How much should you fine Mary?

3. Larry Holmes

Age: 41

Address: Laker

How long: 41 years

Kind of license: resident

Kind of fish: sturgeon

Number of fish: 1

Is Larry following Laker fishing rules? yes no

If not, what is Larry doing wrong?

How much should you fine Larry?



4. Susan Wright

Age: 15

Address: New Jersey

How long: 15 years

Kind of license: none

Kind of fish: turtles, no fish

Number of fish: 8 turtles

Is Susan following Laker fishing rules? yes no

If not, what is Susan doing wrong?

How much should you fine Susan?



5. Buzz Carl

Age: 33

Address: Montana

How long: 3 months

Kind of license: nonresident

Kind of fish: walleye

Number of fish: 5

Is Buzz following Laker fishing rules? yes no

If not, what is Buzz doing wrong?

How much should you fine Buzz?



6. Jane Blake

Age: 25

Address: Laker

How long: 10 years

Kind of license: resident

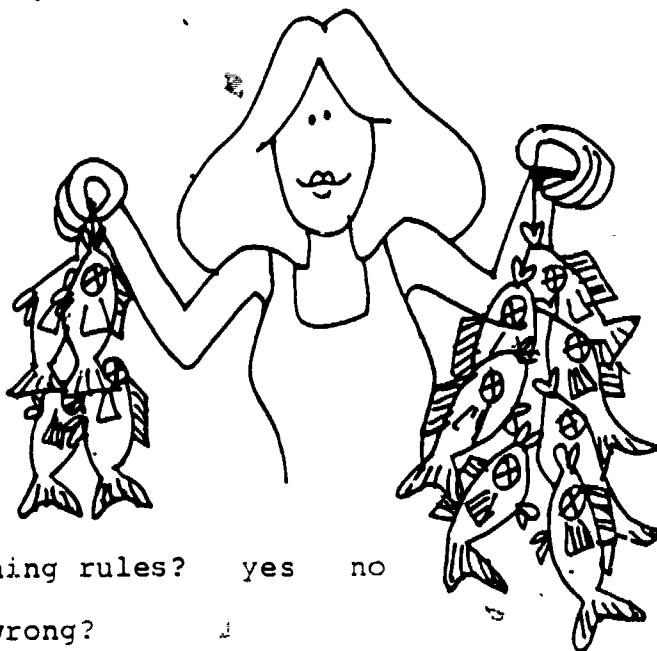
Kind of fish: perch

Number of fish: 11

Is Jane following Laker fishing rules? yes no

If not, what is Jane doing wrong?

How much should you fine Jane?



7. Paul Pierce

Age: 43

Address: Laker

How long: 1 year

Kind of license: nonresident

Kind of fish: salmon

Number of fish: 1

Is Paul following Laker fishing rules? yes no

If not, what is Paul doing wrong?

How much should you fine Paul?



8. Mary Mertz

Age: 60

Address: Laker

How long: 40 years

Kind of license: resident

Kind of fish: blue pike

Number of fish: 1

Is Mary following Laker fishing rules? yes no

If not, what is Mary doing wrong?

How much should you fine Mary?



9. Randy Reese

Age: 15

Address: Pennsylvania

How long: 15 years

Kind of license: none

Kind of fish: catfish

Number of fish: 1



Is Randy following Laker fishing rules? yes no

If not, what is Randy doing wrong?

How much should you fine Randy?

10. Emily Mason

Age: 20

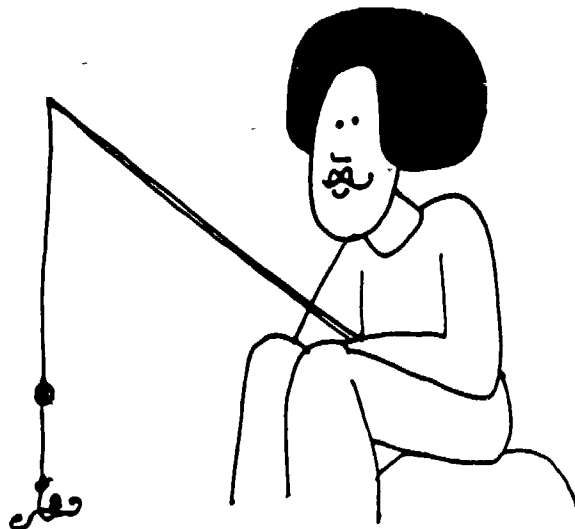
Address: Laker

How long: 7 months

Kind of license: resident

Kind of fish: trout

Number of fish: 7



Is Emily following Laker fishing rules? yes no

If not, what is Emily doing wrong?

How much should you fine Emily?

11. Gary Hall

Age: 65

Address: Minnesota

How long: 12 years

Kind of license: nonresident

Kind of fish: salmon

Number of fish: 7

Is Gary following Laker fishing rules? yes no

If not, what is Gary doing wrong?

How much should you fine Gary?



12. Mia Mancini

Age: 20

Address: Laker

How long: 6 years

Kind of license: non-resident

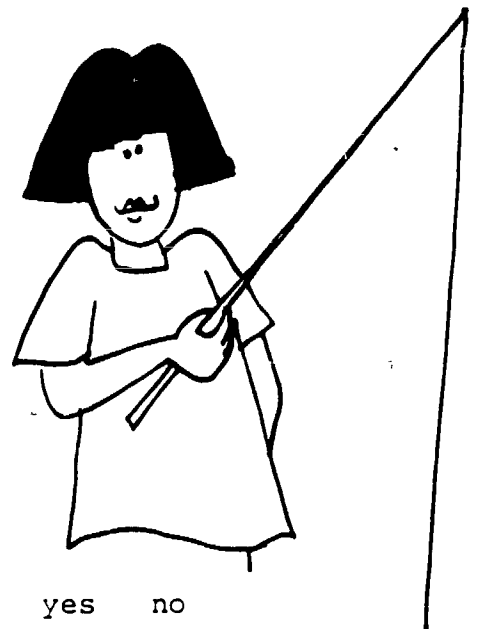
Kind of fish: sturgeon

Number of fish: 3

Is Mia following Laker fishing rules? yes no

If not, what is Mia doing wrong?

How much should you fine Mia?



Worksheet 31

Farmer

To decide if you will earn a profit,

- fill in the facts in each space on the worksheet, and
- follow the directions given by the math signs (+, -, =).

A. Earnings (money you will earn this year):

$$\begin{aligned} & \underline{\hspace{2cm}} \text{ acres of land on your farm} \\ \times & \underline{\hspace{2cm}} \text{ bushels of wheat you can grow on each acre} \\ = & \underline{\hspace{2cm}} \text{ total bushels of wheat you can grow.} \\ & \underline{\hspace{2cm}} \text{ total bushels of wheat you can grow (from above)} \\ \times & \$ \underline{\hspace{2cm}} \text{ money you get for each bushel} \\ = & \$ \underline{\hspace{2cm}} \text{ TOTAL MONEY YOU WILL EARN FROM WHEAT THIS YEAR.} \end{aligned}$$

B. Expenses (money you will spend this year):

1. Cost of wheat seed:

$$\begin{aligned} & \underline{\hspace{2cm}} \text{ acres of land on your farm} \\ \times & \underline{\hspace{2cm}} \text{ bushels of seed for each acre} \\ = & \underline{\hspace{2cm}} \text{ total bushels of seed you need.} \\ & \underline{\hspace{2cm}} \text{ total bushels of seed you need (from above)} \\ \times & \$ \underline{\hspace{2cm}} \text{ cost for each bushel} \\ = & \$ \underline{\hspace{2cm}} \text{ total cost for seed.} \end{aligned}$$

2. Other money you will spend:

$$\begin{aligned} & \$ \underline{\hspace{2cm}} \text{ cost of machinery} \\ + & \$ \underline{\hspace{2cm}} \text{ workers, animals, taxes, etc.} \\ = & \$ \underline{\hspace{2cm}} \text{ total other money you will spend.} \end{aligned}$$

3. Total money you will spend:

\$ _____ total cost for seed
+ \$ _____ total other money you will spend
= \$ _____ TOTAL MONEY YOU WILL SPEND THIS YEAR.

C. Will you earn a profit?









\$ _____ total money you will earn from wheat this year
(from "A" above)
- \$ _____ total money you will spend this year
(from "B.3" above)
= \$ _____ profit.

Worksheet 32a

Meteorologist

PART A







Look at each symbol below. Find the word(s) that each symbol stands for. Draw a line from the symbol to the word. The first one is done for you.

- | | | |
|----|--|---------------|
| 1. |  | fog |
| 2. |  | slight rain |
| 3. |  | sleet |
| 4. |  | snow flurries |
| 5. |  | thunderstorm |
| 6. |  | heavy rain |
| 7. |  | snow |
| 8. |  | hail |

Wind

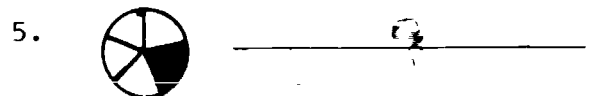
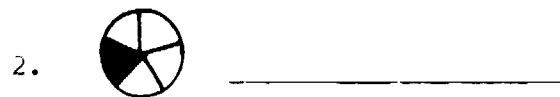
- | | | |
|-----|---|--------------|
| 9. |  | no wind |
| 10. |  | light breeze |
| 11. |  | hurricane |
| 12. |  | strong wind |

Clouds

- | | | |
|-----|---|----------------|
| 13. |  | stratus |
| 14. |  | fluffy |
| 15. |  | cirrus |
| 16. |  | thunder clouds |
| 17. |  | cirrocumulus |
| 18. |  | stratocumulus |

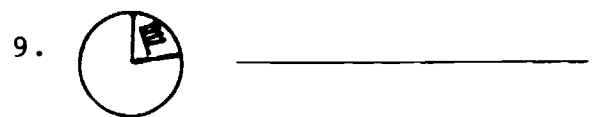
PART B

Each circle below has one part shaded. What weather information is given in that part of the circle? Write your answer in the space next to each circle.

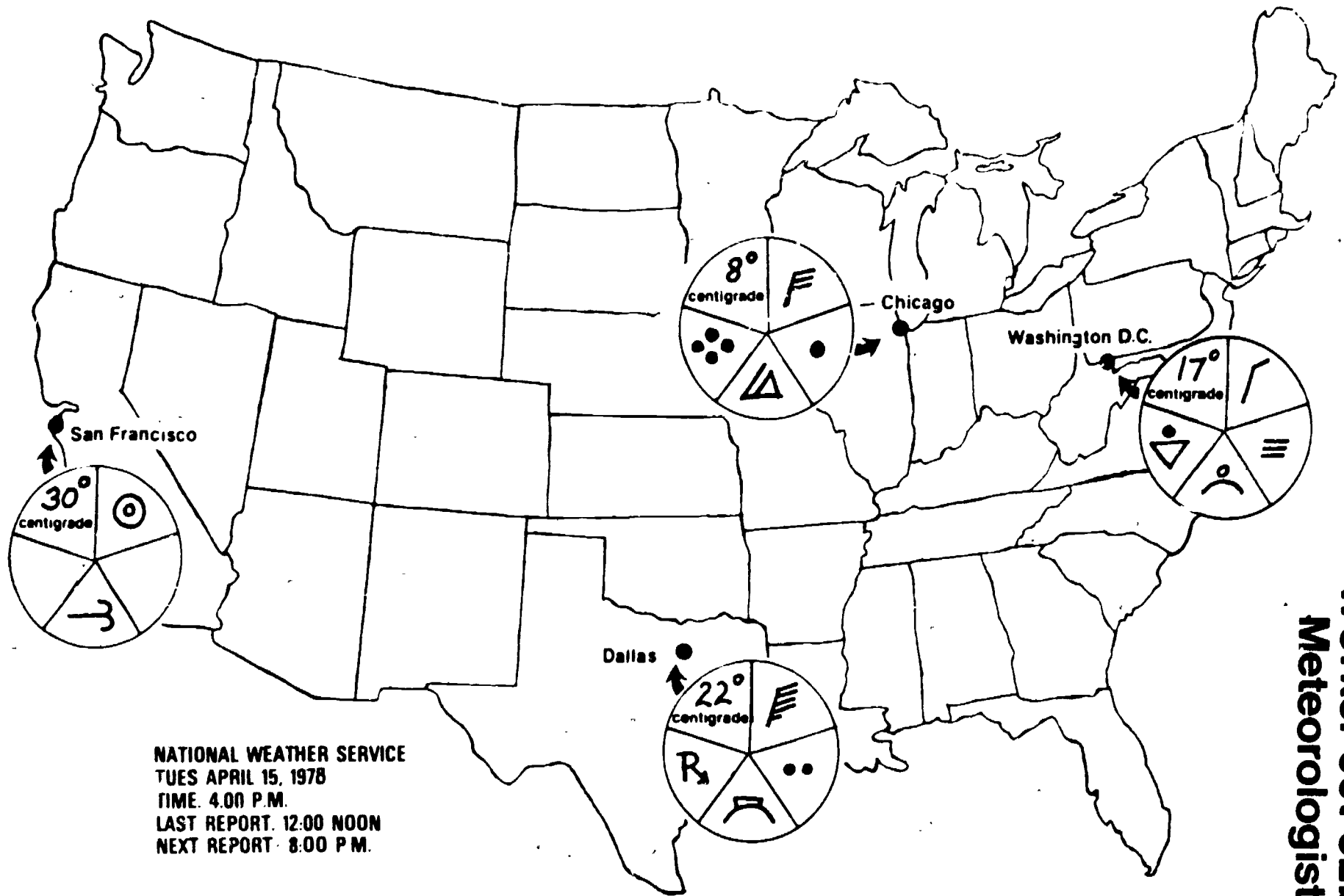


Did you get these answers? 1. strength of wind 2. weather now
3. cloud type 4. temperature 5. weather at last report

What weather information is given in the circles numbered 6-10? Write your answer in the space next to each circle.



Match your answers with these: 6. stratus clouds, 7. 20°C temperature, 8. snow at last report, 9. gale wind, 10. fog now.



NATIONAL WEATHER SERVICE
 TUES APRIL 15, 1978
 TIME: 4.00 P.M.
 LAST REPORT: 12:00 NOON
 NEXT REPORT: 8.00 P.M.

Worksheet 32b
Meteorologist

Weather Report

Date _____

Time _____

Time of last report _____

The weather in San Francisco:

temperature _____

strength of wind _____

cloud type _____

weather now _____

weather at last report _____

The weather in Dallas:

temperature _____

strength of wind _____

cloud type _____

weather now _____

weather at last report _____

The weather in Chicago:

temperature _____

strength of wind _____

cloud type _____

weather now _____

weather at last report _____

The weather in Washington, D.C.:

temperature _____

strength of wind _____

cloud type _____

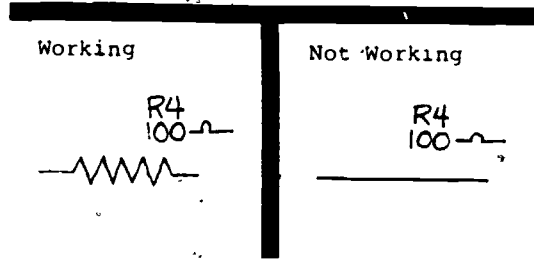
weather now _____

weather at last report _____

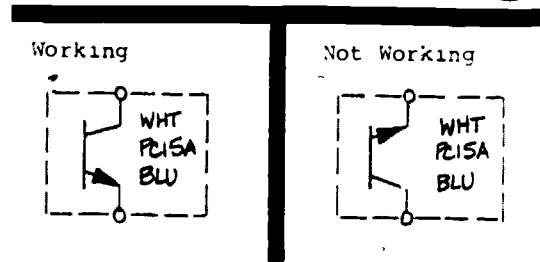
Worksheet 33

Computer Service Technician

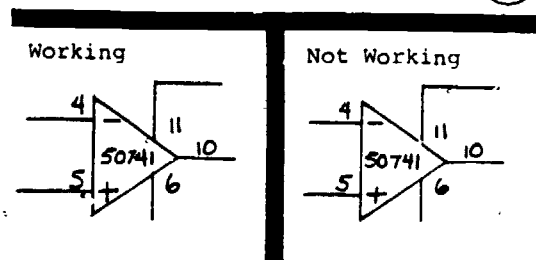
Computer Checkpoint ①



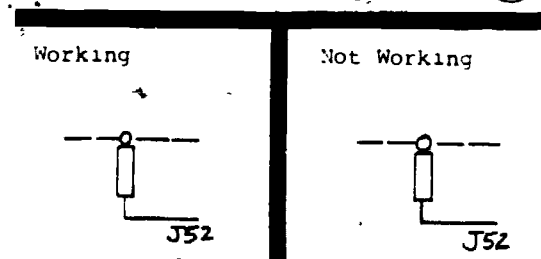
Computer Checkpoint ⑤



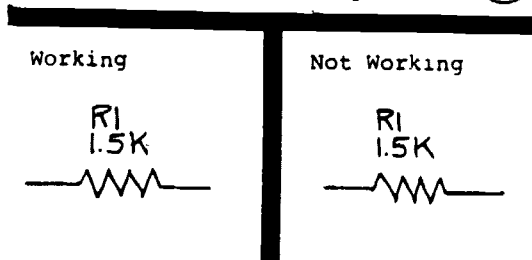
Computer Checkpoint ②



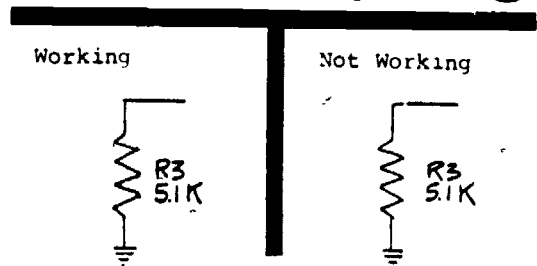
Computer Checkpoint ⑥



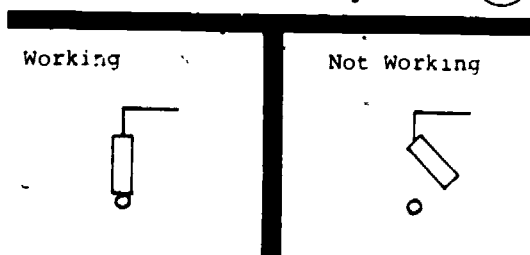
Computer Checkpoint ③



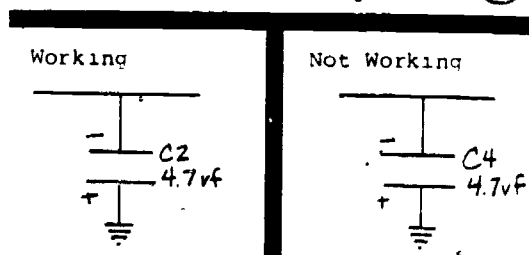
Computer Checkpoint ⑦



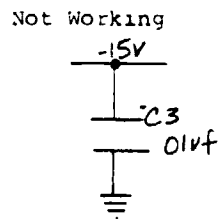
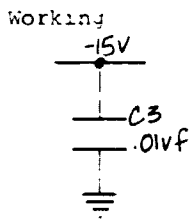
Computer Checkpoint ④



Computer Checkpoint ⑧

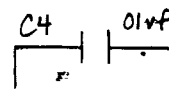


Computer Checkpoint 9

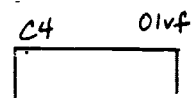


Computer Checkpoint 13

Working

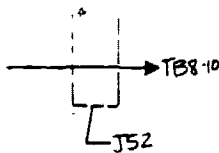


Not Working

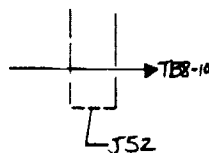


Computer Checkpoint 10

Working

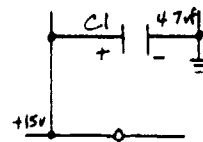


Not Working

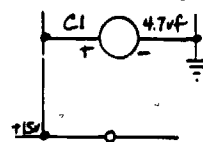


Computer Checkpoint 14

Working

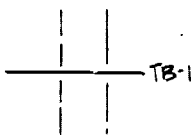


Not Working

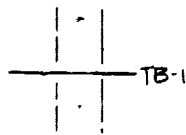


Computer Checkpoint 11

Working

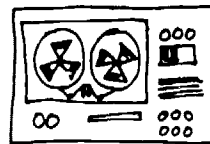


Not Working

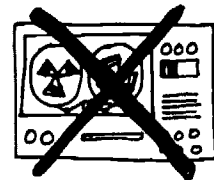


Computer Checkpoints

This computer is working

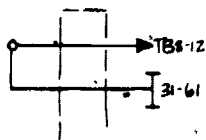


This computer is NOT working

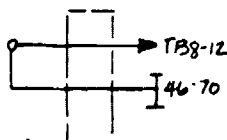


Computer Checkpoint 12

Working



Not Working



Worksheet 34

Telephone Operator

Directions to Customer

Pretend to be a person who needs directory assistance.

PART 1

You want to know the telephone numbers of ten people. Look in the white pages of the telephone book. Find the names and addresses of ten people. Write them on a sheet of paper. Then, ask the telephone operator to find the numbers of the people you listed.

Write the numbers next to the names as the operator gives them to you. Then, check in the phone book to see that the numbers are correct.

PART 2

There are other telephone numbers you want to know. Ask the telephone operator to find the telephone number of . . .

- the fire department
- the police
- a local hospital
- a local department store
- a local doctor's office

Check the numbers in the telephone book to make sure they are correct.

Worksheet 35a

Cook

Meat or Fish (Choose one item.)

Amount needed for 5 people

trout	5 trout
fried chicken	2 pounds
ham	2 pounds
pork roast	2 pounds
meat loaf	2 pounds

Vegetables (Choose two items.)

carrots	2 cups
potatoes	5 potatoes
green beans	2 cups
peas	2 cups
beets	2 cups
corn	2 cups
rice	3 cups (cooked)

Salads (Choose one item.)

fruit salad	3 cups
cheese plate	1 pound of cheese
lettuce salad	5 cups

Rolls or Bread (Choose one item.)

cinnamon rolls	5 rolls
egg rolls	5 rolls
bread	1 loaf
white bread	1 loaf

Desserts (Choose one item.)

apple pie	1 pie
chocolate cake	1/2 cake
vanilla ice cream	1 pint
custard	5 cups

ITEMS CHOSEN

AMOUNT NEEDED
FOR 5 GUESTS

HOW MUCH WILL YOU
NEED FOR 30 GUESTS?

Meat or Fish choice:

Vegetable choices:

Salad choice:

Rolls or Bread choice:

Dessert choice.

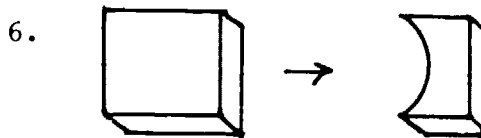
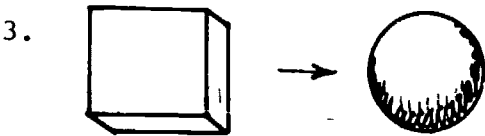
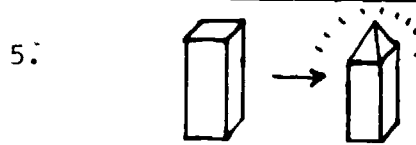
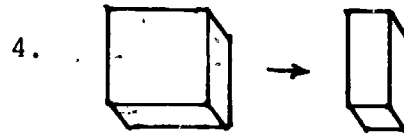
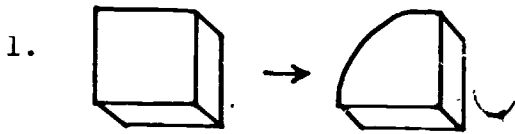
Worksheet 36a

Machinist

Each of the pieces of metal below was worked on with one of these machines:

- DRILL PRESS
- LATHE
- MILLING MACHINE
- SHAPER
- GRINDER

On the space below each drawing, write the name of the machine that was used.



When you are finished, check your answers with the key below.

- 6. shaper
- 5. grinder
- 4. milling machine

- 3. lathe
- 2. drill press
- 1. shaper

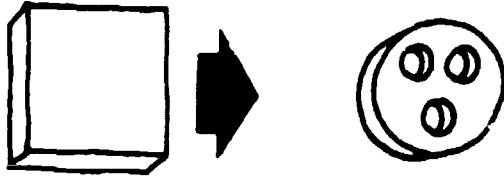
Key:

Worksheet 36b

Machinist

Circle the name of two machines used to make each part.

Example:



DRILL PRESS

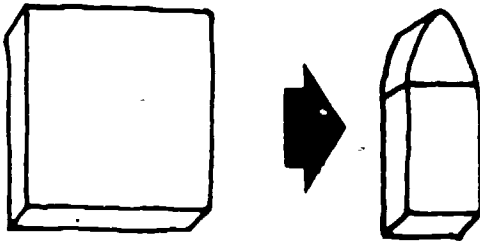
LATHE

MILLING MACHINE

SHAPER

GRINDER

1.



DRILL PRESS

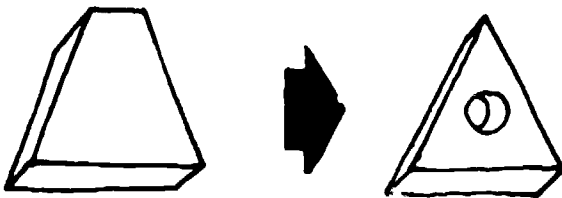
LATHE

MILLING MACHINE

SHAPER

GRINDER

2.



DRILL PRESS

LATHE

MILLING MACHINE

SHAPER

GRINDER

3.



DRILL PRESS

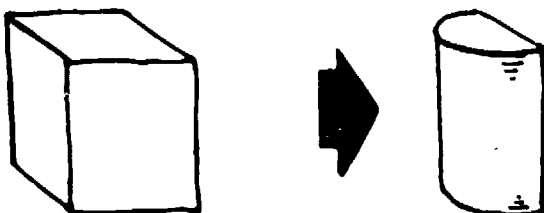
LATHE

MILLING MACHINE

SHAPER

GRINDER

4.



DRILL PRESS

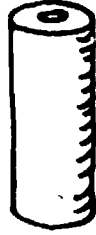
LATHE

MILLING MACHINE

SHAPER

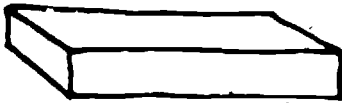
GRINDER

5.



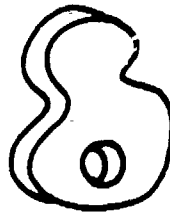
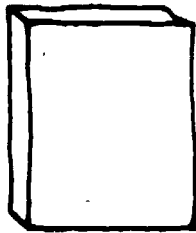
DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

6.



DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

7.




DRILL PRESS
LATHE
MILLING MACHINE
SHAPER
GRINDER

Worksheet 37a

Medical Laboratory Assistant

Finish the numbered sentences with one of the lettered answers on the right.

- | | |
|---|---------------------|
| 1. Red blood cells contain _____. | A. fight disease |
| 2. White blood cells _____. | B. hemoglobin |
| 3. Platelets help _____. | C. heal cuts |
| 4. This is a _____. | D. red blood cell |
|  | E. white blood cell |

Turn this worksheet upside down to find out the right answers.

Key

1. B 2. A 3. C 4. D

Worksheet 37b

Medical Laboratory Assistant

Find out how well you know the cells.

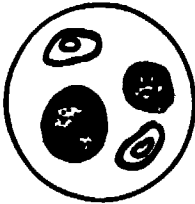
1.



Put a check (✓) by the right answer.
These are

- red blood cells
 white blood cells

2.



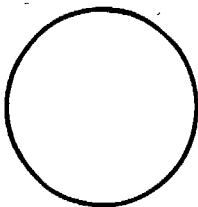
What kinds of blood cells are shown here?
Check (✓) all the right answers.

- red
 white
 platelets

If you checked red blood cells for the first picture, you were right!

For the second picture, you should have checked red and white.

3.



Draw a red blood cell in the circle on the left.

Now draw in a white cell and a platelet.

Check your drawings with the cells shown on page 16 of your Job Function booklet.

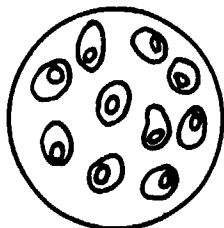
Worksheet 37c

Medical Laboratory Assistant

Now . . .

practice counting the cells:

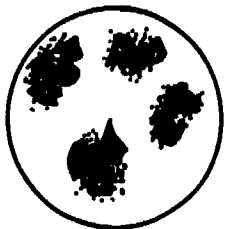
1.



How many red blood cells are in this circle?

_____ red blood cells

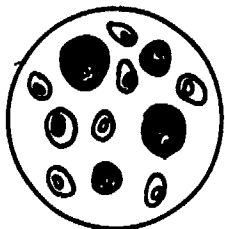
2.



How many platelets can you find?

_____ platelets

3.



How many white blood cells are in this circle?

_____ white blood cells

How many red blood cells are in the circle?

_____ red blood cells

Do your answers match these?

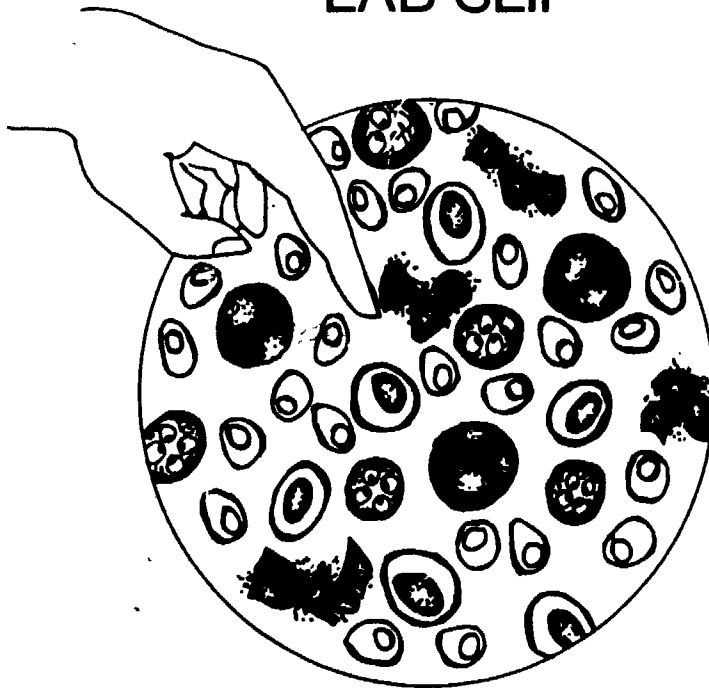
1. 10
2. 4
3. 5 white, 7 red

Good! Now you are ready to do your blood count on the lab slip.

Worksheet 37d

Medical Laboratory Assistant

LAB SLIP



BLOOD SAMPLE

BLOOD COUNT:

red blood cells _____

white blood cells _____

platelets _____

Worksheet 38a

Computer Programmer

Match the PL/1 program language terms to the English terms.
Draw a line from one to the other. The first one is done
for you.

A	Square root of 9 ($\sqrt{9}$)
7-5	8 times 2
SQRT9	a
6+4	7 minus 5
8*2	X to the fifth power (X^5)
10/5	6 plus 4
X**5	10 divided by 5

Worksheet 38b

Computer Programmer

EXERCISE SHEET

Examples:

1. X minus a⁴ X - A**4

2. 5b plus 1 5*B+1

1. X⁴ _____

2. $\frac{X^3}{X^4}$ _____

3. X³ + X⁴ _____

4. A² plus b² _____

5. $\frac{A^2}{5}$ _____

6. $\frac{3a \text{ minus } 4b}{A^2}$ _____

7. $\frac{X + 4}{X^4}$ _____

8. $\frac{X^2}{X^4}$ _____

9. $\sqrt{A^3}$ _____

10. A² plus 2bx _____

Worksheet 39 a

Bank Teller

Banking Services. . .

... a booklet of banking words

INTEREST: the amount that the bank pays you to keep your money in a savings account.

For example, if I keep \$150 in the bank for a year, I will earn

$$\begin{array}{r} \$150 \\ \times .06 \\ \hline \$9.00 \end{array}$$

interest on the account

If the bank pays you 6% a year interest to use your money, it means they will multiply the amount of money in the account by .06.

Interest

ACCOUNT: a bank service that lets a person keep money at a bank. The bank keeps the money safe. There are two main kinds of accounts:

1. CHECKING ACCOUNT
2. SAVINGS ACCOUNT

I want to be sure that my money is not stolen, so I am opening a bank account.

Account

SAVINGS ACCOUNT: a bank account which earns INTEREST. A person can put money in or take money out of the account.

I want my savings to earn more money so I am going to put them into a Savings account at the bank.

Savings Account

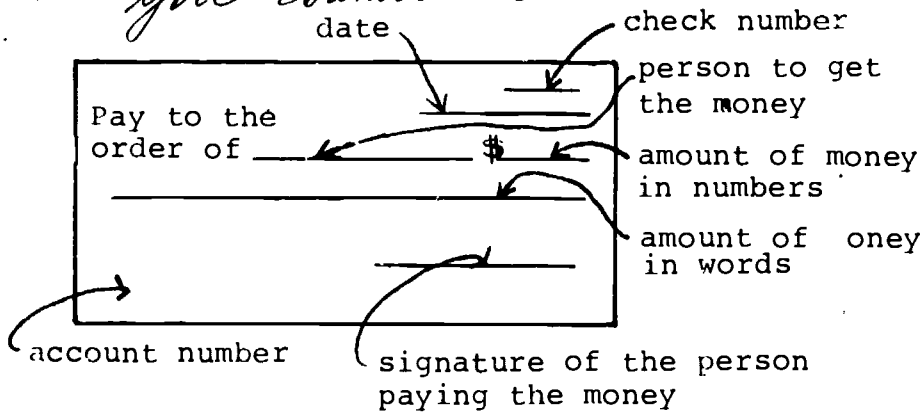
PASSBOOK: a small book that tells you the deposits, withdrawals, and interest on your savings account. The passbook also shows the balance in the account.

Name		Account Number	
	Deposit or Interest	Withdrawal	Balance

Passbook

CHECK: a slip of paper that tells your bank to take money out of your account and give it to the person named on the check.

I will write you a check to pay you back the money you loaned me.



Check

CHECKING ACCOUNT: a bank account used for ease in making payments (such as gas bills or telephone bills). A person can write a CHECK to take money from the account. Checks can be mailed more safely than cash.

I want to be able to pay my bills safely by mail, so I am going to open a checking account at the bank.

Checking Account

CASH: coins and bills.

TO CASH

A CHECK: to change a check to
coins and bills.

*Please cash my check
so I can buy
the food.*

Cash

BALANCE: the amount of money in
a bank account at any one time.

*I took some money out
of my account, so
now my balance is
smaller.*

Balance

POST-DATE: to write a future date on a check; for example, if today is February 7, and a check is dated February 10, it is post-dated. Banks will not take or cash post-dated checks.

I wanted to post-date the check I was writing, but the bank would not accept it.

Post-Date

DEPOSIT: money put into a bank account.

TO DEPOSIT: to put money into a bank account.

DEPOSIT SLIP: a piece of paper telling the bank that you want to put money into a bank account (a savings or a checking account).

When I want to deposit money in my bank account, I write out a deposit slip and give it to the teller with the money.

Date			
Signature			← amount of money to go into the account
Acct. Number			
Bank Name			

Deposit Slip

TO WITHDRAW: to take money out of a bank account.

WITHDRAWAL: money taken out of a bank account.

When I want to withdraw money from my bank account, I write out a withdrawal slip and give it to the teller.

<u>Account #</u>	_____ ←
<u>Name</u>	_____
<u>Address</u>	_____
<u>Phone No.</u>	_____

amount of money to be taken out of the account

Withdrawal

Withdraw

TOTAL: to add up.

When I have written a list of the amounts of the checks, I will total the list.

Total

Worksheet 39b

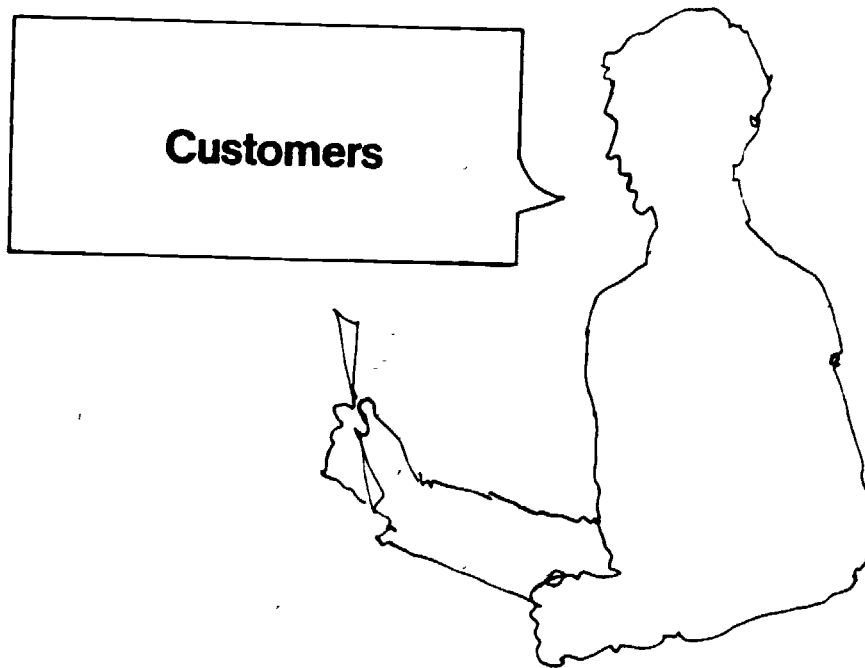
Bank Teller

Match each word to its definition by drawing a line from the word to the phrase that defines it.

savings account	to write a future date on a check
balance	to add up
account	a slip of paper that tells the bank to take money out of your account and give it to the person named on the paper
post-date	
checking account	a bank account used for ease in making payments
total	
interest	to take money out of a bank account
cash	the amount of money in a bank account at any one time
passbook	coins and bills
check	a small book that tells you the deposits, withdrawals, and interest on your savings account
to withdraw	a bank account which earns interest
deposit	the amount that the bank pays you to keep your money in a savings account
	a bank service that lets a person keep money at a bank
	money put into a bank account

Worksheet 39c

Bank Teller



I've been saving my allowance for a long time! Now I want my money to be safe -- where my brother can't get it. Here it is. Will you tell me how much is in it?

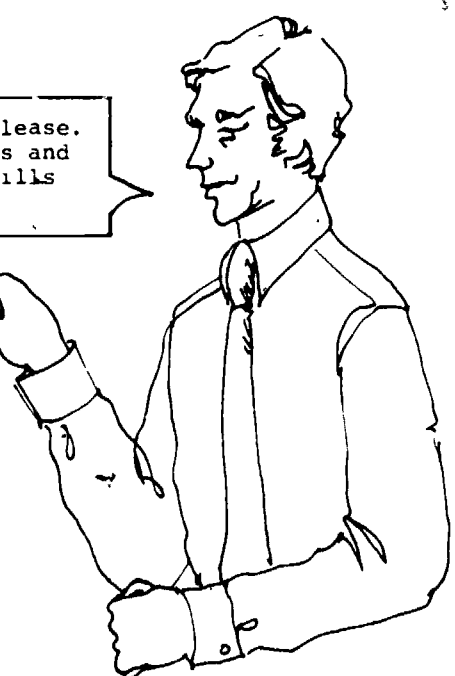
1 50¢ piece
9 quarters
13 dimes
12 nickels
58 pennies



I want to cash this CHECK, please. I need to have 3 - \$100 bills and 2 - \$20 bills. What other bills will I get?

CHECK

No. 123
Aug 4 1978
Pay to the
Order of Jerry Morrow \$357.00
Three hundred and fifty seven and 00/100 dollars
LINDEN BANK
743 641
James R Davis



# he has of each coin	X	amount of each coin	=	amount of money he has in that kind of coin
1	x	\$.50	=	
9	x	.25	=	
13	x	.10	=	
12	x	.05	=	
58	x	.01	=	
				+
<hr/>				
total amount of money in all coins				

Add up 3 x \$100 bills and 2 x \$20 bills. Subtract that total from \$357.

Hi --- I'm Nick Rappas. I want to CASH these two CHECKS. How much richer is old Nick going to be?

CHECKS °

No. 261

July 2, 1978

Pay to the
Order of Nicholas Rappas \$126.17

One hundred and twenty-six and 17/100 dollars

NEW DAY BANK
7844 1358 Joan B. Jones

No. 748

July 4, 1978

Pay to the
Order of Nick Rappas \$17.46

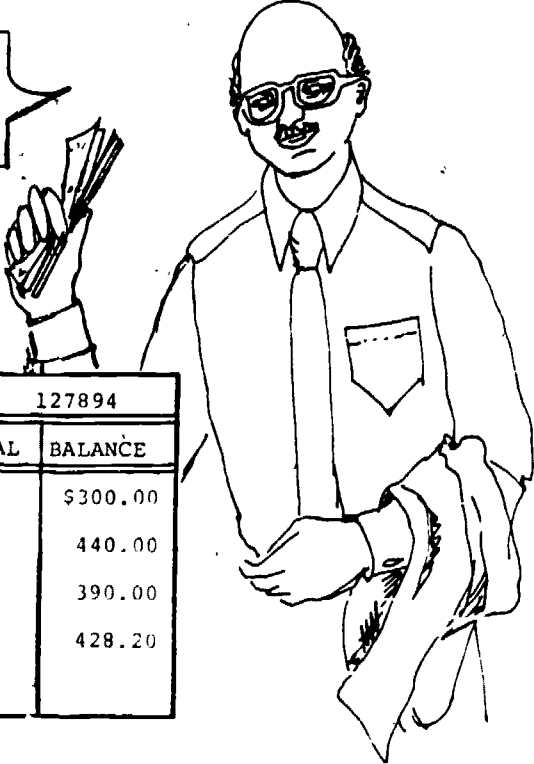
Seventeen and 46/100 dollars

FIRST NATIONAL
BANK
1743 64 Stu de Sales



Hello. I'd like to DEPOSIT this \$75.00 in my SAVINGS ACCOUNT, please. What will my new BALANCE be?

\$75 cash



SAVINGS ACCOUNT PASSBOOK

Joseph Malone		127894	
DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
7/9/78	\$300.00		\$300.00
7/20/78	140.00		440.00
8/1/78		\$50.00	390.00
8/6/78	38.20		428.20

Add the amount of money shown on
each check.

Add \$75.00 to the last balance
listed in the passbook.

I'm so excited! I'm planning a vacation in Canada! I'm hoping that I've earned enough INTEREST on my SAVINGS ACCOUNT to pay for a 7-day trip instead of a 5-day trip. Would you please tell me how much INTEREST I've earned? I get 6% a year, I think, and my money has been in a full year.



SAVINGS ACCOUNT PASSBOOK

Sara Suzawa		65923	
DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
7/2/77	\$1200.00		\$1350.00

Whew! I'm glad I got here before the bank closed. I just got off duty at the hospital. I want to DEPOSIT \$320.00 of my paycheck in my CHECKING ACCOUNT and take the rest in CASH. How much CASH would that be?



CHECK

MERCY HOSPITAL No. 7178

July 9 1978

Pay to the Order of Marabelle Howell \$473⁷⁰/₁₀₀

Four hundred and seventy-three and 70/100 dollars

First Dollar Federal J. W. Gillette

18 946 743

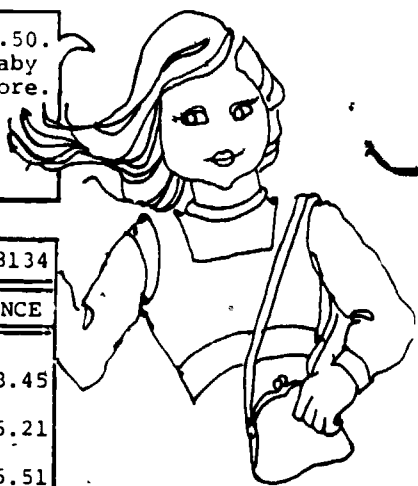
To find 6% interest, multiply the deposit by .06.

$$\begin{array}{r} 1200 \\ \times .06 \\ \hline \end{array}$$

Subtract \$320.00 from the amount of the check.

My mom says I can WITHDRAW \$12.50. I'm going to buy a beautiful baby doll. I saw her in the toy store. Her name is Judy. My name is Tracy! What's your name? How much money will I have left in the bank?

4.



SAVINGS ACCOUNT PASSBOOK

Tracy Sloan		78134	
DATE	DEPOSIT OR INTEREST	WITHDRAWAL	BALANCE
May 4, 1977	\$3.45		\$3.45
June 17, 1977	2.76		6.21
June 30, 1977	.30 INT.		6.51
Nov. 8, 1977	15.00		21.51

WITHDRAWAL SLIP

78134 \$12.50

Tracy Lee

74 Oak St.

Boston, Mass.

My baby is fussing for his lunch, so I didn't add this up. Would you TOTAL it for me, please?

9



CHECKING ACCOUNT DEPOSIT SLIP

Deposit		Cash	currency	34-
<u>1/17</u>	19 <u>78</u>	coin		40
<u>Alvin Rocius</u>		c		1324
Account Number		e		10-
<u>7</u>	<u>4</u>	c		
<u>3</u>	<u>7</u>	k		
<u>7</u>	<u>7</u>	s		
GRASSROOTS BANK		Total		
		less cash		
		received		
		Net deposit		

Subtract \$12.50 from her last
balance of \$21.51.

Add up the four amounts listed on
the deposit slip.

I'm a teacher, and the school district I teach in is having money troubles. We're supposed to be paid today, the 20th. They say they can't pay us until the 24th when they can borrow money. Could I cash a CHECK today, but POST-DATE it for the 24th?



Go back to the first page
of this Customers booklet.
Do Problems 6 through 9.

Worksheet 40
Library Assistant

A TASTE OF ENGLAND
ENGLISH TRADITIONAL FOOD
BY BRIDGET McCARTHY

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by
George Jones
Baird Books · New York

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Your Garden A Source of Pleasure

John Newland



Books, Incorporated New York

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The VAMPIRE

by

Richard A. Black

REMINGTON PUBLISHING COMPANY
NEW YORK

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David Burke

GEORGE WASHINGTON:
Revolutionary Leader



Campbell Publishers New York

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POTTERY
How to Make Beautiful Pots

JUDITH BURNS
ANNE CLIFFORD

ILLUSTRATIONS BY CAROLYN HURLEY

Continental Books
New York

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First Edition

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