

Career Education 31/41G

Using the text *Expanding Your Horizons: A Career Guide*, complete the tasks that follow. All answers must be in complete sentences.

Example:

Question: *What is your career goal?*

Complete sentence answer: *My career goal is to become a small business owner of a clothing store.*

The WRONG WAY TO ANSWER: *Small business owner of a clothing store.*

Also, be sure to use headings for each assignment below.

Examples:

What Have You Learned: Page 11, Questions 1 – 4

or...

Case Studies: Never Start With a Joke: Page 87-89, Questions 1 – 5

Use the list below to cross off work as it is completed and submitted to your ISPL teacher. **Do not remove the text from the ISPL area.** Hand it back to your teacher at the end of each class.

What Have You Learned

(Complete ALL questions for each page number)

Page 11	Page 34	Page 55	Page 73	Page 96	Page 110
Page 132	Page 150	Page 172	Page 187	Page 208	Page 228
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Journal Entry

Page 14	Page 22	Page 32	Page 47	Page 58	Page 63
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Case Studies

Never Start With a Joke	Page 87-89	Questions 1 – 5
Getting a Job	Page 105	Questions 1 - 2
Overcoming Stress	Page 137	Questions 1 – 2
When You Are Being Interviewed	Page 142	Questions 1 – 3
Action Against Discrimination	Page 181 – 183	Question 1
Who Is Responsible	Page 221	Questions 1 -2 AND 1 – 2
The Right to Refuse Work	Page 222	Questions 1 – 3
Problem Solving	Page 242	Question 1
Being a Responsible Citizen	Page 252	Questions 1 – 3
Junior Workers Must Show...	Page 267 – 268	Questions 1 – 4
Handling Criticism	Page 275	Questions 1 – 3
Resolving Interpersonal Problems	Page 280	Questions 1 – 3 AND 1 – 3
Performance Review Policies	Page 286 – 287	Questions 1 – 5
Interpreting Informal Evaluation	Page 288	Questions 1 – 2
Honesty Questionnaire	Page 256	Copy Questionnaire, Complete