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## Learn to Use the Classified Ads and the Internet

### TRANSITION OBJECTIVE

Students will practice choosing a job from the classified ads, matching job requirements for education and experience.

### RELEVANCE TO SUCCESSFUL TRANSITION

Most jobs are found through personal contact with family, friends and associates. However, students need to know how to use classified ads and the Internet.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I will find the right job when . . .

### ❑ STEP 2: Convene Roundtable

"It is important to find the right job because \_\_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will learn to use classified ads as part of your job search."

### ❑ STEP 4: Activity - 15 Minutes

Ask students to describe where job advertisements are found in a typical newspaper or online. Review the phrase "classified ads." Explain that they will choose a job from the handout **Find Your Job** representing typical classified ads. Students select their job from the column that matches their level of education from Lesson 2. If they rolled 1 or 2, choose a job from the first column, *High School Education Needed*. For a roll of 3 or 4, students choose a job from the middle column *Specialized Training Needed*. Students who rolled a 5 or 6, choose a job from the last column, *College Degree Needed*. Go over the handout **Is This Job for You?** and explain that students follow the directions to choose their job and determine how much money they will make.

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LIFE MANAGEMENT: Unit 3 LESSON 3

### Find Your Job

High School Education Needed	Specialized Training Needed	College Degree Needed
<p><b>G</b> GENERAL Training/Trainer Distributor General training/trainer distributor. Must have knowledge of PC and other software. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>H</b> FULL TIME We have 20 hrs. per week. The most 10 hrs. in our delivery area. If you are willing to work hard. We are looking for a person who is motivated. Public relations job. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>I</b> HELPER \$10.00 hr. If you are willing to work hard. We are looking for a person who is motivated. Public relations job. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>J</b> LABORER Laborer. Daily work. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>K</b> OFFICE Office. Great job for hard worker. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>L</b> Pest Control Pest Control. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>M</b> Dry Cleaning Dry Cleaning. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p>	<p><b>C</b> CLERICAL General office work. Must have knowledge of PC and other software. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>D</b> COOK Restaurant training. Cook or chef. Must have knowledge of PC and other software. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>E</b> DELIVERY DRIVER Delivery driver. Must have a valid driver's license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>F</b> ELECTRICIAN Electrician. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>G</b> FLOOR COVERING Floor covering. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>H</b> HAIR Hair stylist. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>I</b> NURSING Nursing. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>J</b> TEACHER Teacher. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p>	<p><b>C</b> COMPUTER Computer. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>D</b> LANDSCAPING TECH Landscaping technician. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>E</b> MANAGER Manager. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>F</b> NURSING Nursing. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p> <p><b>G</b> TEACHER Teacher. Must have a valid license. Salary \$15.00/hr. Apply to: 1234 Main St., Suite 100, Anytown, CA 90001.</p>

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LIFE MANAGEMENT: Unit 3 LESSON 3

### Is This Job for You?

Circle your education level from Lesson 2.

☐ If you rolled 1 or 2, your education level is High School graduate. You may select a job from the first column.

☐ If you rolled 3 or 4, your education level is Specialized Training Certificate. You may choose a job from the middle column.

☐ If you rolled a 5 or 6, your education level is College Degree. You may choose a job from the last column.

To choose the job follow the directions below:

- Read through the jobs in your column.
- Choose a job you would like.
- Job name: \_\_\_\_\_
- Duties of the job: \_\_\_\_\_
- Phone or Address: \_\_\_\_\_
- Hourly wage: \_\_\_\_\_ Weekly pay: \_\_\_\_\_ Monthly pay: \_\_\_\_\_
- How much will you make in your first six months of work? \_\_\_\_\_

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Keep in mind that techniques for advertising jobs are constantly changing and provide current information when possible. For example, large retail chains now provide job application kiosks in their stores.

**□ STEP 5: Activity - 20 Minutes**

Encourage students to complete the handout **Is This Job for You?**. Next, have students share with the class about their job and how much money they will make in six months. Students can work individually or in pairs. Review the lesson and have students

mark the square labeled *Get a Job* on **The Game of Life**.

**□ STEP 6: Evaluate Outcomes**

The job I would like is "\_\_\_\_\_."

**□ STEP 7: Connecting Activity**

Use the local classified ads and online access to find ten examples of available jobs. Emphasize that employers are using various online programs to advertise their jobs. Have students practice Internet job search.

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## KEY WORDS

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**classified**

**advertisement**

**abbreviations from the classified ads**

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### MATERIALS AND PREPARATION

- Student Handouts: **Find Your Job**, page 93; **Is This Job for You?**, page 94.
- Prepare to go over the handouts.
- Assist students with completing the worksheet.

### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Math, Speaking
- Thinking Skills: Decision Making, Reasoning
- Personal Qualities: Responsibility, Self-Management