



Easy Reading
Career Planning Series

Work and You Book 1

Make Some Job Choices



Career Advisors and Tutors

This is the first of two *Work and You* books in the Easy Reading Career Planning Series. The series is written at a Grade 2 to 3 reading level. It helps adults with low literacy or English as a Second Language expand their knowledge of occupations and choose an occupational goal. In the *Work and You* books, this occupational goal is described as the “best job.” This was done to help readers clearly identify their top occupational choice (goal) from among a number of other satisfactory choices.

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Work and You Book 1: Make Some Job Choices has stories, checklists and exercises to help clients create a short list of jobs to investigate.

Work and You Book 2: Decide on a Job has clients research and evaluate the short list of jobs they created in the first book. In the end, they will choose a job goal to pursue. It is recommended that clients who haven't done Book 1 do so before doing Book 2.

Throughout the books, clients are encouraged to talk to their career advisors and tutors if they need help.

Work and You: Help for Career Advisors is a complementary online resource to help advisors walk their clients through each step of the workbooks. It includes learning outcomes and strategies, additional occupations and other resources.

Other products in the Easy Reading Career Planning Series are

- *Easy Reading Job Profiles*
- *Easy Reading Job Profiles: Help for Career Advisors*
- *Easy Reading Training For Work*
- *Easy Reading Find a Job*
- *Easy Reading Keep Your Job*
- *Easy Reading Work Laws and Your Pay Stub*

You can find these resources at alis.alberta.ca/publications.

Check out these related resources on alis:

- alis.alberta.ca/plan-your-career
Look here for useful self-assessment tools and career planning resources and services.
- alis.alberta.ca/occinfo
Here you'll find detailed occupational profiles of over 550 occupations in Alberta, searchable by title, interest or industry.

This publication is available to download or order at alis.alberta.ca/publications.

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How can you choose the best job?

There are two books that will help you choose your best job.

This is the first book. It is called Work and You Book 1: Make Some Job Choices.

- In this book you will learn about different jobs.
- You will follow 7 steps. Each step gives you information. This information will help you decide about jobs.
- You will choose jobs that interest you. At the end of the book, you will have a list of about 3 jobs.

In Work and You Book 2: Decide on a Job, you will choose the best job for you.

This book may look very large. Don't worry. You don't have to read every page. You will make some choices. You will read some pages but not all of them.

tip

Use a pencil and eraser in this book.
You may want to change your
answers to some questions.





Follow these steps

There are 7 steps in the book.

- You can start on Step 1 and do all the steps. Or you might decide to start on another step. Your **career advisor** or tutor can help you get started.
- Read the step. Each step tells you what to do.
- Do the exercises. You will find out about many different jobs. You will decide which jobs interest you.

Here are the 7 steps.

Step 1: What do you like to do? Page 5

Step 2: What jobs might interest you? Page 9

Step 3: What are your job choices? Page 71

Step 4: What don't you like to do? Page 74

Step 5: What special job needs do you have? Page 78

Step 6: What are your top 3 job choices? Page 81

Step 7: How can you get more information? Page 84

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Dictionary. Go to the website
alis.alberta.ca/ERdictionary.

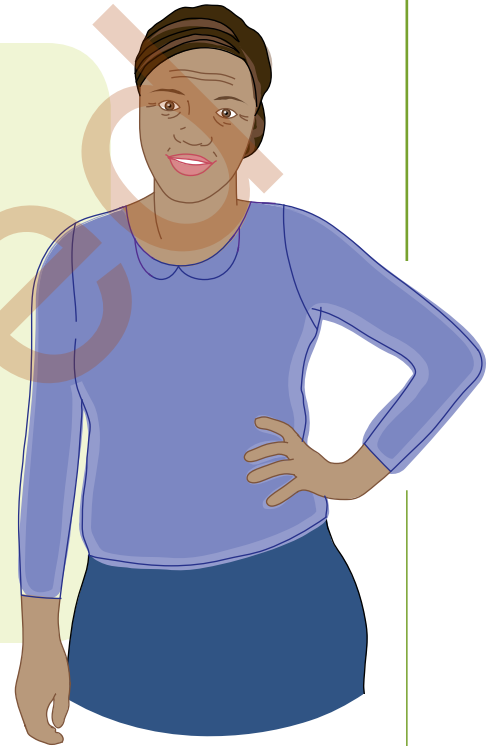
Meet Maxine, Leo and Kim

In this book you will read about Maxine, Leo and Kim.

They are doing the steps in this book. You can learn from their examples.

My name is **Maxine**. I'm 43 and a single parent.
My children are 12 and 14.

- I dropped out of school in Grade 9. I have a literacy tutor now.
- I work as a housekeeper in a hotel. I want to do a different job.
- I like helping people. I'm good at taking care of people.
- I like to make things. Sometimes I sew or make crafts.
- I would like to be a nurse. I need to know more about how to become a nurse.



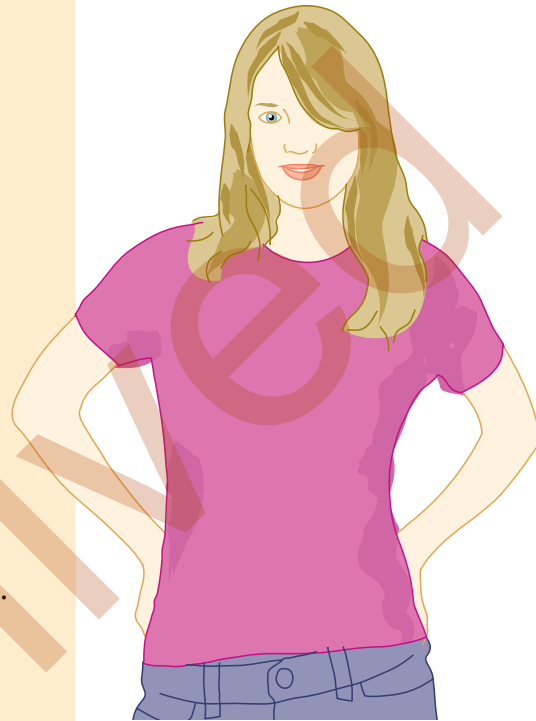
My name is **Leo**. I'm 30 and married.

- I grew up on a farm. I did many jobs on the farm. For example, I drove farm equipment. I left the farm because I wanted a different job.
- Now I live in a large town. I work as a labourer.
- I like to work with my hands. For example, I make birdhouses at home. Sometimes I sell the birdhouses.
- I might want to take an **apprenticeship**. For example, to be a carpenter.
- I also like to drive. I might like a driving job.



My name is **Kim**. I'm 19 and I live with my parents.

- I finished Grade 11. I got sick and didn't get my **diploma**. I want to go back to school sometime.
- Now I work as a server in a restaurant. I was a dishwasher before that. All of my jobs have been in bars or restaurants. I'd like a different kind of job.
- I like to cook for my family and friends. I might like to work with food.
- I might like to take care of animals. I like animals a lot. I have a dog and a cat. I volunteer at an animal shelter.
- I like to dance. Maybe I could be a dancer.



What will you do next?

Are you ready to start?

You can ask your career advisor or tutor to help you with this book.

Good luck with choosing the best job for you.

Step 1: What do you like to do?

Step 1 will get you started on choosing the best job for you. Here is the first question to think about. What do you like to do? People who work in the same kind of jobs often like to do the same things. These people are often good at the same things too. For example, workers in some jobs fix things. Do you like to fix things? These jobs might interest you. You also might be good at these jobs.

Choose the things you like to do

In the exercise on page 7, you will read a list of activities. You will check off things you like to do.

First read about Maxine, Leo and Kim. Read about the things they like to do.



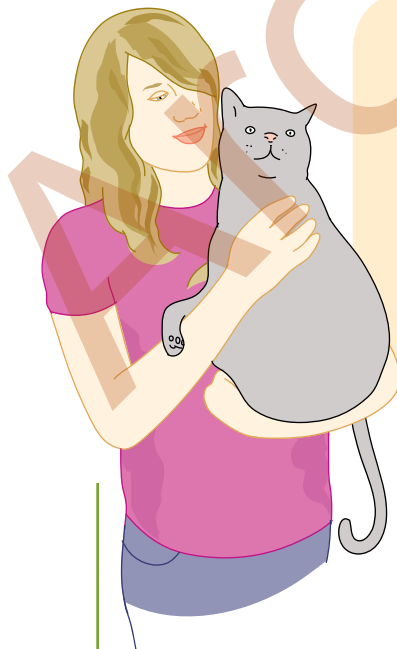
Maxine likes to talk to people and meet new people. For example, she talks to people at the bus stop. She likes to help people. Sometimes she helps her friend shop for clothes at the mall. She likes to take care of people. She often visits her aunt in the **nursing home**.

- I like to meet new people.
- I like to take care of people.
- I like to help people.
- I like to talk to people.

Leo likes to drive big **equipment**. He drove a tractor on the farm. He likes to make and fix things. He fixes things at home. He makes birdhouses. Leo thinks he might like to protect things and keep people safe. He might also like to drive or to work as a carpenter.



- I like to drive.
- I like to make things.
- I like to fix things.
- I like to protect things.
- I like to keep people safe.



Kim likes to clean things. She works in a restaurant. She cleans the tables at the restaurant. She likes to prepare food. She makes food for her family and friends.

Kim likes animals. She volunteers at an animal shelter.

- I like to clean things.
- I like to prepare food.
- I like to work with plants or animals.



Exercise: Choose the things you like to do

Now read the list in the box below.

- Put a check mark (✓) in the box if you like to do these things.
- It's okay to leave some boxes blank.

Your answers will help you find out about jobs.

- I like to clean things. For example, floors, cars, clothes or dishes.
- I like to drive. For example, cars, trucks or big machines.
- I like to lift and move things. For example, furniture or boxes.
- I like to meet new people. For example, customers.
- I like to take care of people. For example, young children, sick people or old people.
- I like to help people. For example, customers in a store.
- I like to make things. For example, I might like to build furniture or make machine parts.
- I like to fix things. For example, fix machines.
- I like to prepare food. For example, bake or cook.
- I like to protect things. For example, I might like to check buildings for open doors or damage.
- I like to keep people safe. For example, I might like to fight fires.
- I like to talk to people. For example, on the phone or in offices and stores.
- I like to sell things. For example, to customers on the phone or in stores.
- I like to work with plants or animals. For example, in flower shops or animal clinics.

Look at your answers

Look at your list. Are there some things you are not sure about?
You can put a check mark there too.

Can you think of other things you like to do? You can write them
down here.

Other things I like to do

If you made no check marks

Maybe you did not make any check marks. Talk to your **career advisor**
or tutor about the things you like to do.

What will you do next?

Next you will go to Step 2. In Step 2 you will learn about some jobs.
These jobs go with the things you like to do.



Step 2: What jobs might interest you?

In Step 1 you thought about the things you like to do. Here is the second question to think about. What jobs might interest you?

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Dictionary. Go to the website
alis.alberta.ca/ERdictionary.

This step tells about 8 job groups. You can read about one job group or all 8 job groups. A job group has many jobs in it. For example, the **Job Group: Clean Things** has 9 jobs. People who like to clean things do these different jobs. Your **career advisor** or tutor can tell you about other jobs too.

Read only the job groups that interest you.



Choose some job groups

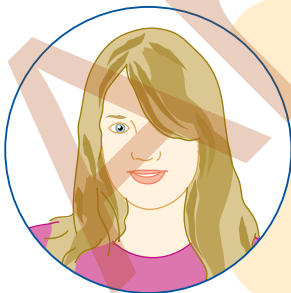
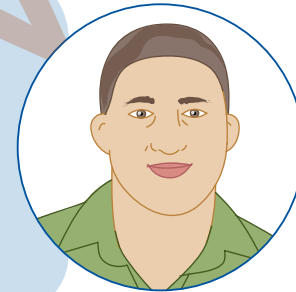
In the exercise on page 11, you will read about different job groups. You will learn about jobs you might like to do.

First read about Maxine, Leo and Kim. What job groups do they read about?



Maxine wants to work with people. She wants to be a nurse. Maxine will read about the Job Group: Help or Serve People. Maxine also likes to talk to people. She likes to shop too. She will read about the Job Group: Sell Things to People.

Leo likes to drive and he likes to fix things. Leo might like to protect things or keep people safe. He wants to know more about these jobs. Leo will go to the Job Group: Make or Fix Things. He will also read about the Job Group: Drive or Move Things and the Job Group: Protect Things or People.



Kim has many ideas. She likes to clean. Kim will read about the Job Group: Clean Things. She likes to prepare food. She will read about the Job Group: Prepare Food. She also likes animals. She will read about the Job Group: Work With Living Things.

tip

Each job group has a symbol. You can read about the job group symbols in the Easy Reading Job Profiles Dictionary. Go to the website alis.alberta.ca/ERdictionary.



Exercise: Choose some job groups

Now copy your check marks from the Things You Like To Do list on page 7. That list is the same as this one. Each activity in the list goes with one of the 8 job groups. Some activities go with 2 job groups.

Look at the job group beside the activity. Find the page for that job group. For example, do you like to drive? Did you put a check mark there? If you did, go to page 19 to read the Job Group: Drive or Move Things.

Activity	Job Group	Page
<input type="checkbox"/> I like to clean things.	Clean Things	12
<input type="checkbox"/> I like to drive.	Drive or Move Things	19
<input type="checkbox"/> I like to lift and move things.	Drive or Move Things	19
<input type="checkbox"/> I like to meet new people.	Help or Serve People	26
	Sell Things to People	56
<input type="checkbox"/> I like to take care of people.	Help or Serve People	26
<input type="checkbox"/> I like to help people.	Help or Serve People	26
<input type="checkbox"/> I like to make things.	Make or Fix Things	34
<input type="checkbox"/> I like to fix things.	Make or Fix Things	34
<input type="checkbox"/> I like to prepare food.	Prepare Food	43
<input type="checkbox"/> I like to protect things.	Protect Things or People	50
<input type="checkbox"/> I like to keep people safe.	Protect Things or People	50
<input type="checkbox"/> I like to talk to people.	Help or Serve People	26
	Sell Things to People	56
<input type="checkbox"/> I like to sell things.	Sell Things to People	56
<input type="checkbox"/> I like to work with plants or animals.	Work With Living Things	63



Clean Things

Job group: Clean things

These jobs are for people who like to clean things. They like to make things look good. For example, floors, cars or clothes. They like to tidy things. For example, rooms.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to clean things.
- I like to make things look good.
- I like to use tools and **equipment**.
- I like to work alone.
- I like to work with a small team of people.
- I like to do things in the same order. For example, janitors may empty garbage cans. Then they dust. Then they vacuum.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can stand, kneel and bend a lot.
- I can lift things that can weigh up to 20 kilograms (about 45 pounds).
- I can start work early in the morning or late in the afternoon.
- I can work some weekends and holidays.
- I can be careful. For example, when I use strong chemicals to clean.
- I can understand customers. I can answer their questions.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 14, you will read a list of jobs. You will choose jobs you might like.

First read about Kim. What jobs does she like?



Kim put a check mark beside kitchen helpers. She would like to work in a kitchen. Kim works as a server in a restaurant. Now she wants to work with food. Kim also put a check mark beside house cleaners. She might like to clean people's houses.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Auto detailers** clean cars and trucks. They wash and wax the outside. They dust, vacuum and clean the inside.
- Carpet and upholstery cleaners** clean carpets. They also clean furniture that has **upholstery**. They go to customers' homes and businesses.
- Dishwashers** clean dirty dishes. They load and empty dishwashing machines. They wash pots and pans. They put away dishes and cutlery.
- Dry cleaning workers** clean clothes and other things. For example, carpets, pillows and curtains.
- House cleaners** work in people's homes. They go from home to home. House cleaners dust, vacuum and wash floors. They may work alone or with other house cleaners.
- Housekeeping attendants** work in hotels and motels. They tidy and clean hallways and rooms. For example, bedrooms, bathrooms and meeting rooms. They also put in clean towels and other **supplies**.
- Janitors** often work in office buildings, factories, schools, stores or apartment buildings. They clean inside buildings. They clean floors, furniture and equipment. They sometimes work outside buildings, too.
- Kitchen helpers** work in restaurants, hospitals, schools and other places. They keep kitchens clean. They prepare food. For example, they cut vegetables and slice meats for the cooks.
- Laundry workers** sort, wash and fold things. For example, clothes, sheets and towels. They use washing machines and dryers. Laundry workers may work in hospitals, hotels or large cleaning plants.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

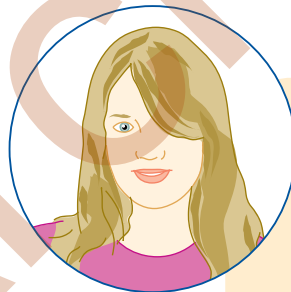
If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the places you might like to work

In the exercise on page 16, you will choose the places you might like to work.

First read about Kim. Where would she like to work?



Kim might like to work in a large kitchen. She likes to be busy. She thinks a large kitchen will be busy. Maybe she will work with other kitchen helpers. Kim might like to work in private homes too. She likes to clean rooms and make them look good.





Exercise: Choose the places you might like to work

Put a check mark (✓) beside the places you might like to work.

- apartment buildings
- auto body shops
- car repair shops
- cleaning stores
- hospitals
- hotels
- large kitchens
- large office buildings
- nursing homes**
- private homes
- restaurants or bars
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

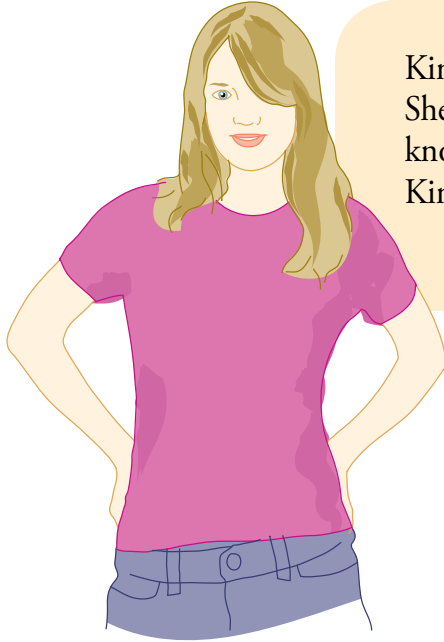
Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.



Make some notes about Job Group: Clean Things

In the next exercise, you will make some notes about the Job Group: Clean Things.

First read about Kim. What notes did she make?



Kim writes down kitchen helper and house cleaner. She wants to know about these jobs. Kim also wants to know about working in large kitchens and private homes. Kim writes down these questions for her career advisor.

Questions for my career advisor or tutor

- How much do kitchen helpers and house cleaners get paid?
- Do kitchen helpers have to wash dishes?
- Can kitchen helpers learn to be cooks?



Exercise: Make some notes about Job Group: Clean Things

Now you have information about the Job Group: Clean Things. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces.
Your career advisor or tutor will help you.

Questions for my career advisor or tutor

Congratulations! You finished the Job Group: Clean Things.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.

Drive or
Move Things

Job group: Drive or move things

These jobs are for people who like to drive a lot. For example, they drive cars and trucks. They operate large **equipment**. Drivers can find addresses and read maps. Movers often move furniture or large equipment.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to drive cars, trucks or moving vans.
- I like to operate large equipment. For example, cranes or **bulldozers**. Cranes are tall machines that move heavy objects.
- I like to drive in the city.
- I like to drive long distances.
- I like to talk to people.
- I like to lift things.
- I like to load and unload things. I like to do these things with another person.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can drive safely. For example, in the city or on the highway.
- I can work on a **construction site**.
- I can work extra hours if I have to.
- I can plan my time. For example, furniture movers have to plan their time. How long will it take to move things?
- I can help lift things that weigh over 55 kilograms (over 120 pounds).
- I can write down information. For example, about deliveries and addresses.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 21, you will read a list of jobs. You will choose jobs you might like.

First read about Leo. What jobs does he like?



Leo read the list of jobs. He put a check mark beside heavy equipment operators. Leo doesn't know very much about this job. He likes to drive and he likes big machines. He doesn't like to travel. Leo doesn't know if heavy equipment operators have to travel.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Baggage handlers** work at airports. They load and unload suitcases on planes.
- Bus drivers** drive buses. For example, school buses or transit buses. Bus drivers usually drive the same route every day. They often answer questions or give information to people.
- Chauffeurs** often drive limos (large, fancy cars). Chauffeurs take people from place to place. Chauffeurs usually work for a limo company.
- Couriers** pick up and **deliver** letters or packages. They drive a car or van. Some couriers may ride a bike. They have to fill out forms.
- Crane and hoisting equipment operators** operate **hoist and swing equipment**. They move machines, **materials** and other large objects.
- Furniture movers** move furniture, office **supplies** and equipment. They move things from place to place. For example, from homes, offices and storage buildings.
- Heavy equipment operators** use machines to move dirt, materials and equipment. For example, heavy equipment operators use bulldozers, backhoes, front-end loaders and power shovels.
- Taxi drivers** often work for a taxi company. They pick up and drop off passengers. Taxi drivers must find many different addresses quickly.
- Truck drivers** drive trucks and **tractor-trailers**. They deliver things. Some truck drivers drive in their local area. Other truck drivers drive long distances.
- Warehouse workers** work with many kinds of materials. They prepare customers' orders. They pack and ship orders. Some orders come to the **warehouse**. Warehouse workers check these orders.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the places you might like to work

In the exercise on page 23, you will choose the places you might like to work.

First read about Leo. Where would he like to work?



Leo might like to work inside. He thinks he might like working in a warehouse. He might like working on a building construction site too. He puts a check mark beside both places.



Exercise: Choose the places you might like to work

Now put a check mark [✓] beside the places you might like to work.

- airports
- construction sites for buildings
- courier, bus or taxi companies
- logging camps
- oilfields or mines
- people's offices or homes
- road construction sites
- trucking companies
- warehouses
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

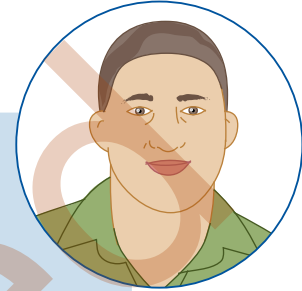
Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.



Make some notes about Job Group: Drive or Move Things

In the next exercise, you will make some notes about the Job Group: Drive or Move Things.

First read about Leo. What notes did he make?



Leo makes some notes. He wants to know more about heavy equipment operators. He also wants to find out about working in a warehouse or construction site. Leo writes down these questions for his career advisor.

Questions for my career advisor or tutor

- What education does a heavy equipment operator need?
- What kind of driver's licence does a heavy equipment operator need?
- Do heavy equipment operators have to travel?



Exercise: Make some notes about Job Group: Drive or Move Things

Now you have information about the Job Group: Drive or Move Things. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces.
Your career advisor or tutor will help you.

Questions for my career advisor or tutor

Congratulations! You finished the Job Group: Drive or Move Things.

What will you do next?

Now you have 2 choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.



Job group: Help or serve people

These jobs are for people who like to work with other people. In this job group, people like to take care of other people. They may help people find answers to problems or questions.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to meet people.
- I like to talk to people.
- I like to do things for people. For example, serve drinks or food.
- I like to answer questions.
- I like to help people solve (find answers to) problems.
- I like to work with young children.
- I like to work with seniors (old people).
- I like to take care of sick people.
- I like to be creative. For example, hairstylists have to be creative. They have to think of ways to make someone's hair look nice.





Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can be polite when other people are not polite.
- I can work well with other people on a team.
- I can work **shifts**.
- I can work some weekends and holidays.
- I can work with sick people.
- I can be **patient** with people. For example, health care aides have to be patient. Some clients may be angry or impatient. Some clients may not understand something.
- I can **work well under pressure**.
- I can use a **cash register**. I can count change.
- I can remember things. For example, counter persons need to remember people's faces and their orders.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.



Choose the jobs you might like

In the next exercise, you will read a list of jobs. You will choose jobs you might like.

First read about Maxine. What jobs does she like?



Maxine wants to be a nurse. She wants to take care of sick people. But she doesn't see nurse on the list of jobs. So she puts a check mark beside health care aides. She talks to people who work at her aunt's **nursing home**. Maxine thinks she can do this job.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Bartenders** work in bars and restaurants. They mix drinks. They serve wine, beer and liquor.
- Buspersons** work in restaurants and coffee shops. They help the servers. For example, buspersons may put the dishes and cutlery (knives, forks and spoons) on the tables. They fill customers' glasses with water. They remove dirty dishes. They clean tables. They must be polite to the customers.
- Counter persons** serve customers at a counter. For example, in a fast food restaurant or coffee shop. Counter persons take customers' orders.



- Hairstylists** work in beauty salons and barber shops. They cut and style hair. They also answer questions and sell hair products.
- Health care aides** help people who are old or sick. They also help other people. For example, people who can't feed themselves or dress themselves. Health care aides often work in hospitals and **nursing homes**. Sometimes they go to people's homes, too.
- Nail technicians** shape and polish fingernails and toenails. Nail technicians may work in beauty salons or nail shops.
- Nannies** take care of babies and young children in people's homes. For example, a nanny dresses and feeds the children. Nannies play with the children. They make sure the children are safe.
- Outdoor guides** take people on outdoor trips. For example, rafting trips, hunting trips, fishing trips and horseback riding trips.
- Receptionists** work in offices. Receptionists greet people. For example, they may say "Hello. How can I help you?" Receptionists give information and answer phones.
- Servers** work in restaurants, bars and coffee shops. They take customers' orders. They serve food and drinks to customers. Many servers work part time.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.



Choose the places you might like to work

In the next exercise, you will choose the places you might like to work.

First read about Maxine. Where would she like to work?



Maxine might like to work in a hospital or nursing home. She puts a check mark beside both places. Maxine visits her aunt in a nursing home every week. She sees what workers do in nursing homes.



Exercise: Choose the places you might like to work

Now put a check mark (✓) beside the places you might like to work.

- donut shops or coffee shops
- funeral homes
- gyms or fitness centres
- hair salons or barber shops
- hospitals or nursing homes
- hotels or motels
- offices
- parks
- people's homes
- restaurants or bars
- spas or salons
- tour buses
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.

Make some notes about Job Group: Help or Serve People

In the exercise on page 32, you will make some notes about the Job Group: Help or Serve People.

First read about Maxine. What notes did she make?



Maxine wants to know more about health care aides and nurses. She writes these jobs on her list. Maxine also wants to know about working in hospitals. She writes down these questions for her tutor.

Questions for my career advisor or tutor

- What's the difference between a health care aide and a nurse?
- How is work in a hospital different from work in a nursing home?



Exercise: Make some notes about Job Group: Help or Serve People

Now you have information about the Job Group: Help or Serve People. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces. Your career advisor or tutor will help you.

Questions for my career advisor or tutor



Congratulations! You finished the Job Group: Help or Serve People.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.





Job group: Make or fix things

These jobs are for people who like to work with their hands. They also like to use tools and machines.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to take things apart. I like to see how things work.
- I like to use hand tools or power tools.
- I like to build things. For example, labourers work on houses and office buildings.
- I like to make things. For example, some workers make furniture, books, eyeglasses or machine parts.
- I like to keep machines running. For example, some workers work on cars or washing machines.
- I like to install things. For example, some workers put speakers in cars or alarms in homes.
- I like physical work. For example, some workers move **materials** and **equipment**.
- I like to work outside.





Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can work **shifts**. For example, in **processing plants**.
- I can work outdoors. For example, on **construction sites** or drilling sites.
- I can work extra hours if I need to.
- I can work away from home.
- I can be accurate (careful) with numbers and measurements.
- I can lift things that weigh over 20 kilograms (over 45 pounds).
- I can bend, kneel and climb.
- I can work in high places. For example, on roof tops.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.



Choose the jobs you might like

In the next exercise, you will read a list of jobs. You will choose jobs you might like.

First read about Leo. What jobs does he like?



Leo read the list of jobs under Make or Fix Things — Buildings. He put a check mark beside carpenters. He likes to make things. He likes to use tools. He needs to know more about the things carpenters do. Leo also put a check mark beside painters. He likes to paint. Sometimes he helps his friends paint their houses.



Exercise: Choose the jobs you might like

The Job Group: Make or Fix Things is a big job group. You can read about all the jobs. Or you can read about some of the jobs. For example, you may like to build buildings. You may not want to fix machines. Or, you may like to work on oil and gas wells.

Now read these lists of jobs. Put a check mark (✓) beside the jobs you might like.

Make or fix things — buildings

- Bricklayers** put in bricks and other materials. For example, concrete bricks or stone. Bricklayers build and repair walls, patios, fireplaces and other things.
- Carpenters** build and repair things. They use wood, steel and other materials.
- Concrete finishers** use concrete to make things. For example, concrete floors, driveways and sidewalks. They also finish the concrete. They make the concrete look good.



- Floor covering installers** put in new floor coverings. For example, carpet or vinyl flooring. Floor covering installers also repair and replace floor coverings. They work in homes and businesses.
- Labourers** work on construction sites. They move materials and equipment. They take down buildings. They clean up construction sites.
- Lathers** work inside buildings. They put up metal or wood frames. For example, for walls and ceilings. They may cover frames with drywall.
- Painters** work on the inside and outside of buildings. They put on paint and wallpaper. They use brushes, rollers and spray guns.
- Roofers** repair old roofs. They work on new roofs. They prepare the roof. They put on **shingles** or other roofing material.
- Tilesetters** work on the inside and outside of buildings. They put tile on walls and floors. They use tiles, stone and other materials.
- Welders** use welding equipment. They join metal parts. Welders may work in a factory or machine shop. Or they may work outdoors on large metal structures. For example, tanks or industrial pipes.

Make or fix things — machines

- Appliance repairers** install and repair appliances. For example, stoves, washing machines, freezers and dishwashers. Service technicians go to people's homes. They also go to restaurants, hotels and stores.
- Auto body repairers** fix damaged cars and trucks. They repair or replace parts on the outside of cars and trucks. They paint and fix things inside a car too.
- Canadian Forces members** work in the military. Some jobs in the military are the same as jobs in the community. For example, the military has jobs for carpenters, cooks or drivers.
- Car or truck accessories installers** add extra things to cars and trucks. For example, heaters, speakers, remote starters and truck box liners.

Make or fix things — oil and gas wells

- Leasehands** are part of a drilling crew (team). Drilling crews drill for oil and gas. Leasehands load and unload trucks. They clean tools. They shovel snow. They put things away.
- Service rig workers** work on oil and gas wells. They lower and raise special testing equipment into wells and do tests.





Make or fix things — other jobs

- Craftpersons** often design and make things. Each thing is one of a kind. For example, craftpersons make pottery, stained glass, quilts or furniture.
- Eyeglass or contact lens technicians** put eyeglasses together. They repair glasses. The technicians also grind lenses (make the lenses smooth).
- Jewellers** make and repair jewellery. Some jewellers work on a **production line**. Some work in stores.
- Locksmiths** install and repair locks. They work on many different locks. For example, in homes, cars, stores, banks and factories.
- Miners** sometimes work underground. They use machines. Miners often build tunnels and take out ore (rock with minerals).
- Printing machine operators** use copiers and printing machines to print things on paper.
- Production workers** use machines. They help to make products for sale. For example, plastic products or food products. They may work on a production line.
- Security alarm installers** install alarm systems. They work on many different alarms. For example, in homes, businesses and factories.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.



Choose the places you might like to work

In the next exercise, you will choose the places you might like to work.

First read about Leo. Where would he like to work?



Leo put a check mark beside new houses or buildings. He often works outside. He might like to work inside. Workers can work inside when the weather is good or bad. Leo also put a check mark beside construction sites.



Exercise: Choose the places you might like to work

Now put a check mark (✓) beside the places you might like to work.

- auto body shops
- construction sites
- factories
- labs (for example, for eyeglasses)
- large office buildings
- machine shops or print shops
- military bases
- new houses or buildings
- oil or gas drilling sites
- processing plants
- repair shops
- other places _____



Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

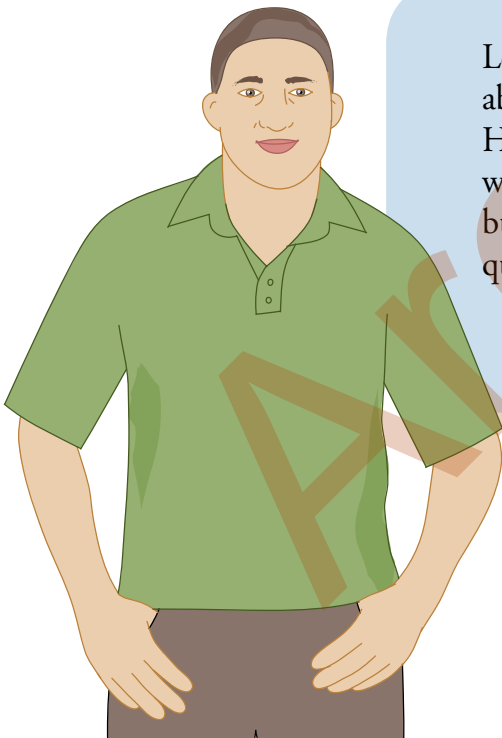
If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.

Make some notes about Job Group: Make or Fix Things

In the exercise on page 41, you will make some notes about the Job Group: Make or Fix Things.

First read about Leo. What notes did he make?



Leo wants to know more about carpenters and painters. He wants to find out about working in new homes or buildings. Leo writes down these questions for his career advisor.

Questions for my career advisor or tutor

- Do painters need special training?
- Do carpenters need their own tools?



Exercise: Make some notes about Job Group: Make or Fix Things

Now you have information about the Job Group: Make or Fix Things. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces. Your career advisor or tutor will help you.

Questions for my career advisor or tutor



Congratulations! You finished the Job Group: Make or Fix Things.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.





Prepare Food

Job group: Prepare food

These jobs are for people who like to cook or bake. They may work in kitchens or on **production lines**. These workers often slice and chop different foods. They may arrange foods on plates and trays.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to bake things. For example, cookies, pies and bread.
- I like to cook.
- I like to make salads or sandwiches.
- I like to cut or trim meat. For example, meat cutters sometimes cut large pieces of beef into steaks.
- I like to be creative. For example, bakers may **decorate** cakes.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can work quickly and safely with tools and **equipment**. For example, knives or a hot stove.
- I can work with other people in a team. For example, servers and kitchen helpers.
- I can work **shifts**.
- I can lift things that weigh over 20 kilograms (about 45 pounds).
- I can read recipes and menus.
- I can write down **instructions** and make lists.
- I have a good sense of taste and smell.
- I can keep things clean.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

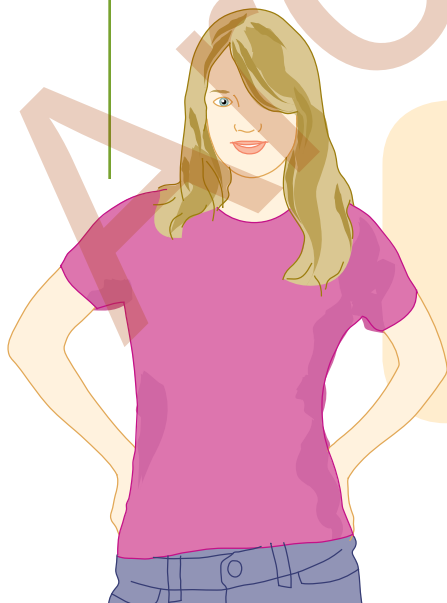
If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 45, you will read a list of jobs. You will choose jobs you might like.

First read about Kim. What jobs does she like?



Kim likes working with food. She likes many jobs in this job group. Kim put a check mark beside **caterers** and cooks. She is also interested in food preparers, and sandwich, salad and dessert makers.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Bakers** work in bakeries, restaurants, hotels and hospitals. They make different kinds of breads, cakes, cookies, pies and other baked goods.
- Caterers** make food for parties, meetings and other events. They take the food to customers' homes and businesses. Caterers often have their own businesses.
- Cooks** prepare food. They work in restaurants, hotels, hospitals, schools and other places.
- Food assemblers** often work on a production line. For example, they make trays of food for hospitals, cafeterias and airlines. They put food on plates. They add cutlery (knives, forks and spoons) and napkins to trays. Sometimes they **deliver** food trays.
- Food preparers** get food ready to cook. For example, they wash and slice vegetables. Sometimes they package takeout orders. They pass food orders to other workers.
- Meat cutters** cut meat and fish. They prepare sausages and other meat products. They work in meat **processing plants**, meat shops and grocery stores.
- Salad and sandwich makers** may work in restaurants or cafeterias. They make sandwich fillings. They prepare ice cream and fruit desserts. Sometimes they wrap food or put it on plates.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.



If you made no check marks

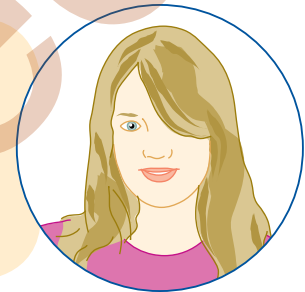
Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the places you might like to work

In the next exercise, you will choose the places you might like to work.

First read about Kim. Where would she like to work?

Kim might like to work in a hotel. Hotels often have large kitchens. Kim might also like to work in a restaurant or catering company. Kim decided she doesn't want to work in a food processing plant. She doesn't like to do the same thing again and again.



Exercise: Choose the places you might like to work

Now put a check mark (✓) beside the places you might like to work.

- bakeries
- catering companies
- food processing plants
- hotels
- kitchens in hospitals
- kitchens in large companies
- meat processing plants
- meat stores
- restaurants
- supermarkets or large grocery stores
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.

Make some notes about Job Group: Prepare Food

In the exercise on page 48, you will make some notes about the Job Group: Prepare Food.

First read about Kim. What notes did she make?



Kim checked off many jobs. But first she wants to know about caterers and cooks. She also wants to know about working in a hotel or catering company. She adds these to her notes. Kim writes down these questions for her career advisor.

Questions for my career advisor or tutor

- What's the difference between
_____ a cook and a caterer?

- What training does a cook need?

- Do I need training to be a caterer?



Exercise: Make some notes about Job Group: Prepare Food

Now you have information about the Job Group: Prepare Food. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces. Your career advisor or tutor will help you.

Questions for my career advisor or tutor

Congratulations! You finished the Job Group: Prepare Food.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.



Protect Things
or People

Job group: Protect things or people

In these jobs, people like to make sure things are safe. For example, they protect things from fire and damage. They may protect people from danger. People in these jobs work indoors or outdoors.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to make sure things are done safely.
- I like to work alone.
- I might like to check buildings for problems. For example, security guards look for unlocked doors.
- I might like to check to see if people should be allowed inside. For example, into an office building.
- I might like to fight fires.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can work **shifts**.
- I can work long hours.
- I can stay calm when other people are not calm.
- I can stand, kneel and bend a lot.
- I can work outdoors, even if it is cold, hot or wet.
- I can write notes in a **record** book.
- I can follow rules and **instructions**.
- I can be **observant**. I notice things. For example, security guards notice when something is different or new. Pest control operators notice signs of mice.

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 52, you will read a list of jobs. You will choose jobs you might like.

First read about Leo. What did he decide?



Leo read the list of jobs. First he put a check mark beside wildland firefighters. He might like to fight fires. Then Leo erased his check mark. He's not sure about going to remote places. Remote places are far from towns. Leo's wife wouldn't like him to work far from home either.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Pest control operators** remove or kill pests. For example, insects, mice and some birds. Pest control operators work in and around buildings. For example, homes, restaurants and stores.
- Private investigators** collect evidence (information). People or companies hire them. For example, a lawyer or an insurance company may hire a private investigator.
- Security guards** work in offices, stores, apartment buildings, airports, hospitals and other places. They check the inside and outside of buildings. They watch out for problems. For example, a person may try to steal something.
- Wildland firefighters** put out grass fires, bush fires and forest fires. These firefighters often have to go to remote places. Remote places are far from towns.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

If you made no check marks

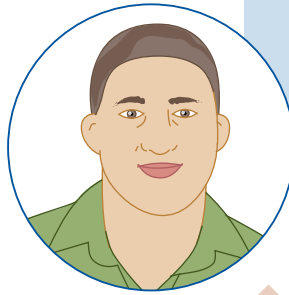
Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.



Choose the places you might like to work

In the next exercise, you will choose the places you might like to work.

First read about Leo. What did he decide?



Leo didn't check off any places.
He decided he is not interested
in the jobs in this job group.



Exercise: Choose the places you might like to work

Put a check mark (✓) beside the places you might like to work.

- airports
- apartment buildings
- concerts and other shows
- construction sites**
- factories
- hospitals
- large companies
- office buildings
- outside of buildings
- people's homes
- remote places (for example, in a forest)
- restaurants, bars and stores
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.



Exercise: Make some notes about Job Group: Protect Things or People

Now you have information about the Job Group: Protect Things or People. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces.
Your career advisor or tutor will help you.

Questions for my career advisor or tutor

Congratulations! You finished the Job Group: Protect Things or People.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.



Sell Things
to People

Job group: Sell things to people

These jobs are for people who like talking to customers. People in these jobs work with products and money.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to meet and talk to people.
- I like to answer questions.
- I like to sell things. For example, some salespersons sell tools, food products or clothes.
- I like to talk to people on the telephone.
- I might like to keep shelves full and tidy.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can work evenings, weekends and some holidays.
- I can stand and walk for many hours.
- I can be polite when other people are not polite.
- I can use a **cash register**.
- I can write down orders. For example, salespersons write down orders from customers on the phone.
- I can lift things that weigh up to 20 kilograms (about 45 pounds).

Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

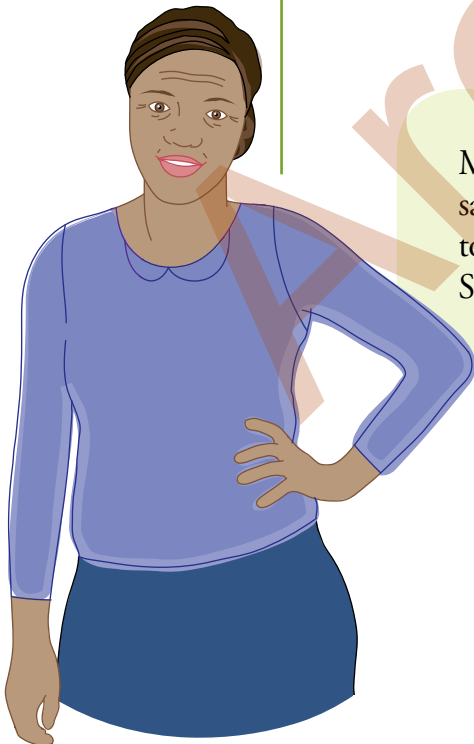
If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 58, you will read a list of jobs. You will choose jobs you might like.

First read about Maxine. What jobs does she like?



Maxine put a check mark beside salespersons. She likes to talk to people. She likes to shop. She might like to work in a store.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Call centre agents** answer telephone calls and emails. They give information about the company and the company's products. Call centre agents help customers solve problems.
- Cashiers** use cash registers. They work in many kinds of stores. They **scan** items and print customers' **receipts**. They give change to customers.
- Cosmeticians** show customers how to put on makeup. Cosmeticians sell lipstick, eyeliner, nail polish and other products.
- Floral designers** arrange flowers. They take orders from customers on the phone. They ask questions. For example, "What colours do you want? How much do you want to spend?"
- Salespersons** sell things to customers. They help customers. Salespersons work in many kinds of stores. For example, clothing stores, book stores and **home improvement stores**. Salespersons may work part time or full time.
- Shelf stockers** work in stores. They take new stock (products) out of boxes. They may count it, weigh it or sort it into groups. They put prices on the stock. They put the stock on shelves. They scan items to check prices.
- Telemarketers** phone people or businesses. Sometimes telemarketers try to sell things. Sometimes they do surveys. Sometimes they ask for donations. For example, people donate money or clothes to help other people.
- Ticket agents** work in movie theatres and bus stations. They sell tickets. They work with credit cards and cash.

Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.



If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the places you might like to work

In the next exercise, you will choose the places you might like to work.

First read about Maxine. Where would she like to work?



Maxine might like to work in a store. She might also like to work in a flower shop. She likes flowers. She could talk to people about flowers. At first Maxine didn't check off floral designer on the list of jobs. But then she changes her mind. She goes back to the list of jobs and checks off floral designer.



Exercise: Choose the places you might like to work

Now put a check mark (✓) beside the places you might like to work.

- bus stations
- call centres
- flower shops
- grocery stores and supermarkets
- movie theatres
- offices
- salons or spas
- stores (for example, clothing stores, drugstores, **home improvement stores**)
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.

Make some notes about Job Group: Sell Things to People

In the exercise on page 61, you will make some notes about the Job Group: Sell Things to People.

First read about Maxine. What notes did she make?



Maxine wants to know about salespersons and floral designers. She thinks she would like these jobs. Maxine also wants to ask about working in flower shops. She adds a question to her notes. Maxine writes down these questions for her tutor.

Questions for my career advisor or tutor

- Do salespersons always have to be good
at counting and working with money?
- Does a salesperson in a flower shop
work with flowers?
- Do floral designers need special training?



Exercise: Make some notes about Job Group: Sell Things to People

Now you have information about the Job Group: Sell Things to People. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces. Your career advisor or tutor will help you.

Questions for my career advisor or tutor



Congratulations! You finished the Job Group: Sell Things to People.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.





Job group: Work with living things

These jobs are for people who like to work with plants or animals. They plant flowers and trees. They take care of animals. For example, pets or farm animals. They might take care of insects. For example, bees.



Exercise: Choose the things you like to do

Put a check mark (✓) in the box if you like to do these things.

- I like to work with animals. For example, animal care attendants and farm workers work with pets, cattle or zoo animals.
- I like to work with plants. For example, landscape gardeners work with trees, flowers and lawns. Market gardeners and farm workers like to grow things. They work with vegetables and other food crops.
- I might like to work with insects. For example, beekeepers work with bees.



Exercise: Choose the things you can do

Put a check mark (✓) in the box if you can do these things.

- I can work outdoors when it is cold, hot or wet.
- I can stand, walk, kneel and bend a lot.
- I can work extra hours if I need to.
- I can work with big or small animals. I'm not afraid of them.
- I can lift and carry things. For example, dogs, cats and their cages.
- I can be gentle and **patient**. For example, with animals.
- I can work with any animals, plants and insects. I don't have allergies. For example, some people are allergic to dogs and cats. Some people are allergic to bee stings. Some people have seasonal allergies. They may get sick in the spring.



Look at your answers

Did you check off only a few boxes? Maybe this job group doesn't interest you. You can read about a different job group. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs next. You can ask your **career advisor** or tutor to help you choose another job group too.

Did you check off many boxes? You may like some of the jobs in this job group. You can read about them.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the jobs you might like

In the exercise on page 65, you will read a list of jobs. You will choose jobs you might like.

First read about Kim. What jobs does she like?



Kim read the list of jobs. She put a check mark beside animal care attendants. She thinks she would be good at this job. She likes animals. She takes good care of her own pets.



Exercise: Choose the jobs you might like

Now read this list of jobs.

Put a check mark (✓) beside the jobs you might like.

- Animal care attendants** work in animal shelters, pet shops, vet clinics and other places. They take care of animals. For example, animal care attendants feed and clean the animals. Attendants clean the cages. They take dogs for walks.
- Arborists** work with trees. They plant trees. They trim or remove trees. They work on trees with diseases.
- Beekeepers** keep bee hives. Beekeepers collect the honey. They sell honey, beeswax and bees.
- Farm workers** take care of farm animals. For example, they feed and milk cows. They feed poultry (chicken, ducks and turkeys). They operate farm **equipment**. They repair farm buildings. They help plant and harvest crops.
- Landscape gardeners** work on gardens and yards. They make plans for gardens. Their work is seasonal. For example, they usually work in spring, summer and fall. They don't usually work in winter. They work outdoors.
- Market gardeners** grow fruit, vegetables and herbs. They often sell them at farmers markets. Some market gardeners make products to sell. For example, jams or pickles.
- Pet groomers** shampoo and clip dogs, cats and other pets. They make animals look good and feel good. Pet groomers work in grooming businesses, vet clinics, large pet stores or kennels.
- Swine technicians** take care of pigs. They feed the pigs. They make sure the pigs are healthy. They clean the pig barns. They get the pigs ready to sell.



Look at your answers

Did you check off any boxes? You can ask your career advisor or tutor about these jobs. Your career advisor or tutor may know about other jobs too.

You can also read about some of these jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

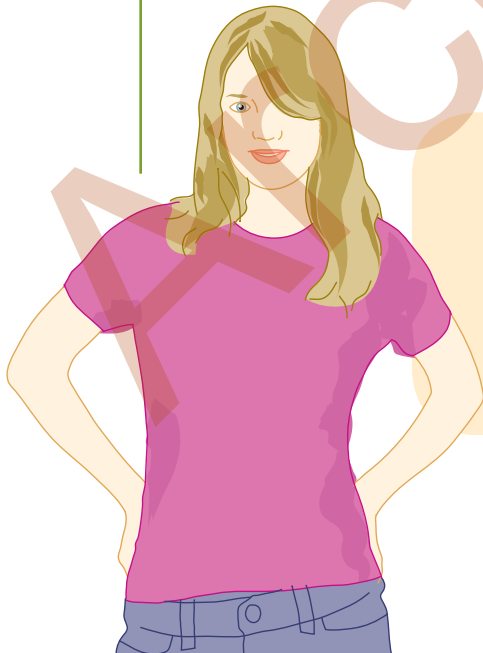
If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the things you like to do. You may want to read about a different job group.

Choose the places you might like to work

In the exercise on page 67, you will choose the places you might like to work.

First read about Kim. Where would she like to work?



Kim might like to work in a vet clinic. There she could help animals that are hurt or sick. She could take care of different kinds of animals. She puts a check mark beside vet clinics.



Exercise: Choose the places you might like to work

Now put a check mark (✓) beside the places you might like to work.

- animal shelters
- farms
- flower shops
- garden shops
- golf courses
- people's gardens and yards
- pet shops
- vet clinics
- zoos
- other places _____

Look at your answers

Did you check off any boxes? You can talk about jobs in these places with your career advisor or tutor.

If you made no check marks

Maybe you did not make any check marks. Talk to your career advisor or tutor about the places you might like to work.





Make some notes about Job Group: Work With Living Things

In the exercise on page 69, you will make some notes about the Job Group: Work With Living Things.

First read about Kim. What notes did she make?



Kim wants to know more about animal care attendants. She also wants to find out about working in a vet clinic. Kim writes down these questions for her career advisor.

Questions for my career advisor or tutor

- Are there many jobs for animal care attendants?
- I don't have special training. Can I work as an animal care attendant?
- Can I work full time as an animal care attendant?



Exercise: Make some notes about Job Group: Work With Living Things

Now you have information about the Job Group: Work With Living Things. You may want to make some notes. You will use these notes later in this book.

Look at the jobs you checked off. Look at the places you checked off. What jobs do you want to know more about? Where might you like to work? What questions do you have? Write your answers on the lines below.

Jobs I want to know more about

Places I might like to work

Now write down questions you have about these jobs or workplaces. Your career advisor or tutor will help you.

Questions for my career advisor or tutor



Congratulations!

You finished the Job Group: Work With Living Things.

What will you do next?

Now you have two choices.

- You can read about another job group. What other job groups interest you? It's good to have a few job choices. Go back to page 11 in Step 2. Look at your check marks. Did you choose another job group? You can read about those jobs. You can ask your career advisor or tutor to help you choose another job group too.
- Or you can go to Step 3 on page 71.





Step 3: What are your job choices?

In Step 2 you read about many different jobs. You thought about things you like to do and the things you can do. You thought about places you might like to work. Here is the third question to think about. What are your job choices?

Make some job choices

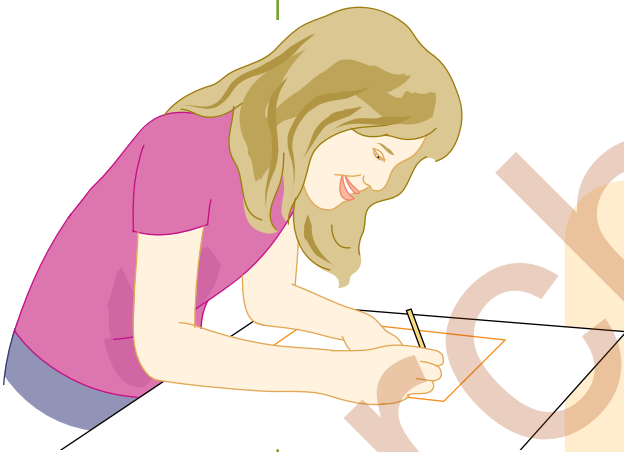
In the exercise on page 73, you will make some job choices.

First read about Maxine, Leo and Kim. What choices do they make?



Maxine wrote down 3 job choices — health care aide, floral designer and salesperson. Maxine wants to be a nurse. But nurse is not in the Job Group: Help or Serve People. Maxine asks her tutor, “Why aren’t nurses on the list?” Her tutor says that nurses need a lot of education. Maxine would have to study for a long time. The tutor says, “You can put nurse on your list if you want.” Maxine wrote down “nurse” on her list of jobs.

Leo wrote down 3 job choices — carpenter, heavy **equipment** operator and painter. He did not have any other job ideas.



Kim wrote down many job choices — animal care attendant, caterer, cook, food preparer, house cleaner, kitchen helper, and salad and sandwich maker. Kim thought of another job idea. She likes to dance. She wrote dancer on her list.

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Dictionary.
Go to the website
alis.alberta.ca/ERdictionary.



Exercise: Make some job choices

Now go back to all the job groups you picked in Step 2. Look at the list of jobs you wrote down in the Make Some Notes sections. Try to choose the jobs that interest you the most. Write these jobs below under My Job Choices. Do you have any other job ideas? You can add them to this list too.

My job choices

Look at your list

Are there many jobs you want to know more about? Talk about these jobs with your **career advisor** or tutor.

tip

You can read about some of the jobs from your list in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

If there are no jobs that interest you

Talk to your career advisor or tutor. Your career advisor or tutor can help you find some job choices.

What will you do next?

You are finished Step 3. Now go to Step 4. In Step 4 you will think about the things you don't like to do.



Step 4: What don't you like to do?

In Step 3 you made a list of your job choices. Here is the fourth question to think about. What don't you like to do? You will answer some questions. Do your answers change your choices? Do you need to take a job off your list?

Choose the things you don't like to do

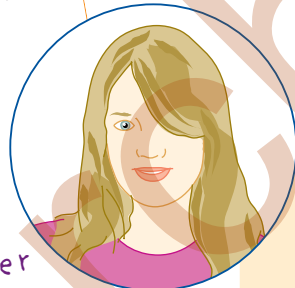
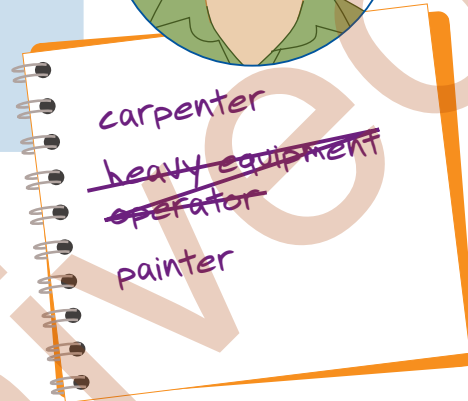
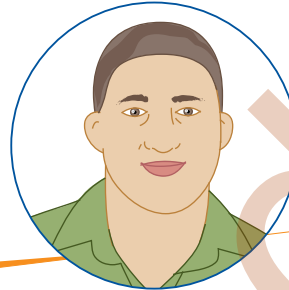
In the exercise on page 76, you will write down the things you don't like to do in a job.

First read about Maxine, Leo and Kim. What don't they like to do?



Maxine shows her job list to her tutor. She talks to her tutor about her job choices. Maxine talks about the things she doesn't like to do. Maxine doesn't like to work with money. Maxine has salesperson on her job list. Most salespersons make change. She decides to take salesperson off her list. Maxine has floral designer on her list. She likes flowers. But she thinks she would not like to work with flowers all the time. She decides to take floral designer off her list.

Leo doesn't like to travel. He is married and likes to work close to home. Heavy **equipment** operators might have to travel to remote places to work. Leo is also tired of working outside. Heavy equipment operators work outside in good and bad weather. Leo decided to take heavy equipment operator off his list.



Kim doesn't like to wash dishes. She worked as a dishwasher for a few months. Kitchen helpers have to clean kitchen equipment. They have to wash large pots and pans. Kim decided to take kitchen helper off her list. She also took salad and sandwich maker, and food preparer off her list. She does not like to do the same things again and again. She took house cleaner off her list. She thinks animal care attendant, cook, caterer and dancer are more interesting jobs.



Exercise: Choose the things you don't like to do

Now copy your list of jobs from Step 3 on page 73.

My job choices

Now think about things you don't like to do. Write them down on the lines below.

Things I don't like to do in a job

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Dictionary.
Go to the website
alis.alberta.ca/ERdictionary.

Look at your list

Talk to your **career advisor** or tutor about your job choices. Talk about the things you don't like to do.

Does this change any of your job choices? Do you want to take any jobs off your list?

Did you change your list after you talked to your career advisor or tutor? Write down your new job list below.

My new job list

If you have no job choices

Did you take all your job choices off your list? Talk to your career advisor or tutor. Maybe you need more information about these jobs. Or your career advisor or tutor can help you think of other jobs.

What will you do next?

You are finished Step 4. Now you are ready to go to Step 5.

Step 5 is about special job needs. Do you have any special job needs? In this step you will think about your needs and the jobs on your list.



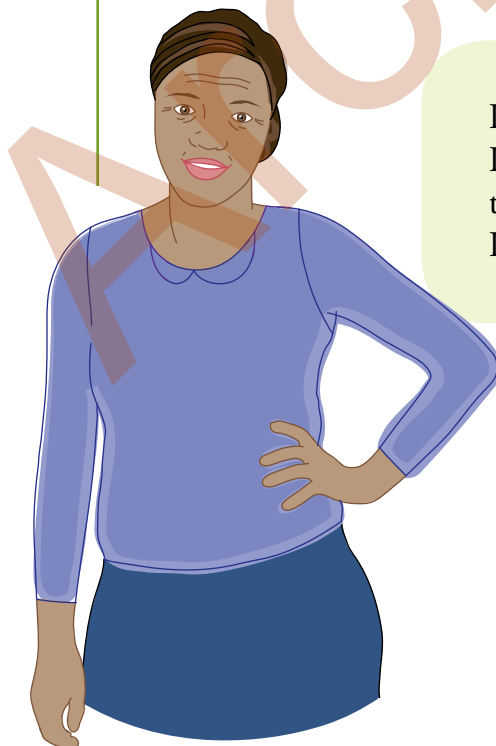
Step 5: What special job needs do you have?

In Step 4 you thought about the things you don't like to do. Here is the fifth question to think about. What special job needs do you have? This question is important for some people. For example, a person with a disability or a person with a **criminal record**.

Find out about your special job needs

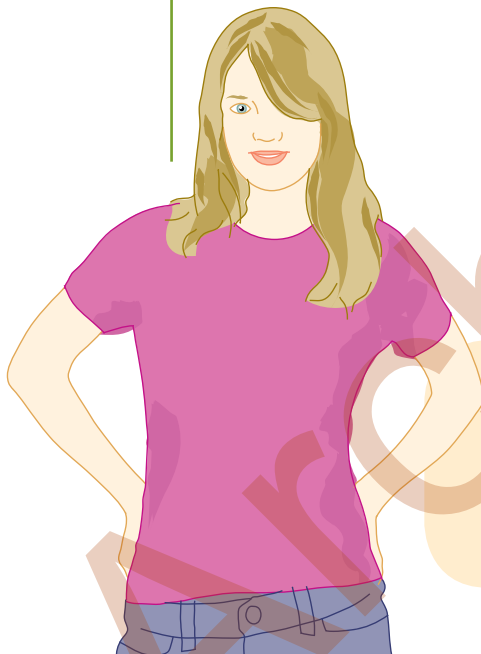
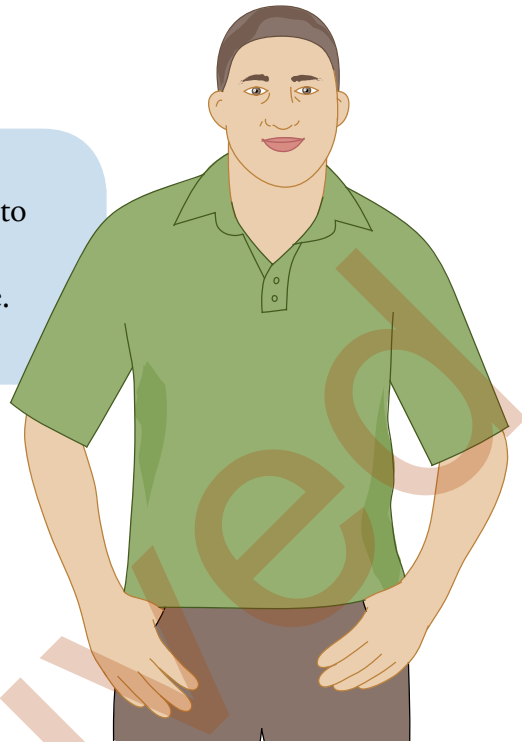
In the exercise on page 80, you will read a list of special job needs. You will think about your special job needs.

First read about Maxine, Leo and Kim. What are their special job needs?



I have a health problem. I have allergies. I can't work with animals. I'm allergic to some cleaning products and glues. I can't do some jobs.

Math is sometimes hard for me. I talked to my **career advisor**. I don't have a special need. I might need to take a math course.



I have a learning disability. I don't learn well from books. I learn from watching other people. I need to learn on the job.

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Dictionary.
Go to the website
alis.alberta.ca/ERdictionary.



Exercise: Find out about your special job needs

Now put a check mark (✓) in the box if you have this special need.

- I have a health problem. For example, allergies or a heart problem.
A person with allergies may not be able to work with animals.
A person with a heart problem may not be able to lift heavy things.
- I have a disability. For example, a spinal cord injury or a mental illness. A person with a spinal cord injury may not be able to stand or walk. A person with a mental illness may not be able to make quick decisions.
- I have a criminal record. This means you were found guilty of a crime. For example, shoplifting or assault (hitting someone). A person guilty of shoplifting may not be allowed to work with money. A person guilty of assault may not be allowed to take care of people.

I have other special needs _____

I have other special needs _____

Look at your answers

Some jobs on your list may be good for you. Some jobs may not be good for you. Your career advisor or tutor will help you. Talk about your special job needs. For example, you may need special **equipment** to do a job — a special computer or desk chair.

Do you need to find some other job choices now? Ask your career advisor or tutor to help you.

What will you do next?

You are finished Step 5. Now you are ready to go to Step 6.

Step 6 is important. You will think about your top 3 job choices.



Step 6: What are your top 3 job choices?

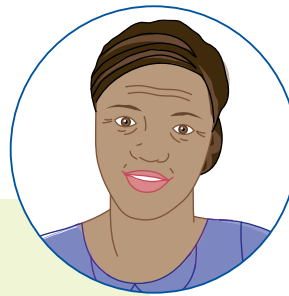
You have done a lot of work so far. You are almost finished Book 1.

Here is the sixth question to think about. What are your top 3 job choices? This step will help you think about the jobs you really want to do.

Make your top 3 job choices

In the exercise on page 83, you will decide on the jobs that interest you the most. You will write down your top 1 to 3 jobs.

First read about Maxine, Leo and Kim. What jobs interest them the most?



Maxine has 2 jobs on her list now. She took salesperson and floral designer off her list.

My top 1 to 3 job choices

- health care aide

- nurse

Leo took heavy **equipment** operator off his list. He doesn't want to work far from home. He would like to work inside, if possible.

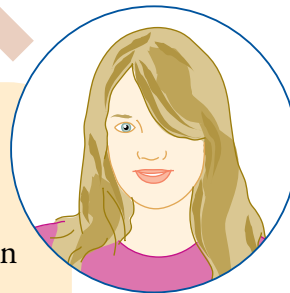


My top 1 to 3 job choices

- carpenter

- painter

Kim isn't sure about her job choices. She likes to work with food. She also likes to work with animals. She already took house cleaner, food preparer, kitchen helper, and salad and sandwich maker off her list. She still has 4 job choices left. She will talk to her **career advisor**. She will ask her career advisor to help her pick 3 jobs.



My top 1 to 3 job choices

- animal care attendant

- caterer

- cook

- dancer



Exercise: Make your top 3 job choices

Now read your job list on page 77 of Step 4. Try to decide which jobs interest you the most. Write down 1 to 3 jobs.

My top 1 to 3 job choices

Look at your list

Do you have more than 3 jobs on your list? You need to try to make your list shorter. Ask your career advisor or tutor for help. If you have only 1 or 2 jobs, that's okay.

If you have no job choices

Talk to your career advisor or tutor. They can help you find some job choices.

What will you do next?

You are ready for the last step. In Step 7 you will learn how to get more information about the top jobs you picked.



Step 7: How can you get more information?

In Step 6 you made a list of your top job choices. Here is the last question to think about. How can you get more information about these jobs? For example, you can talk to people. Or you can read about the jobs.



Exercise: Get information from other people

Talk about your job choices with your family and friends. Talk to your career advisor or tutor. Talk to other people you know too. Show them your list of job choices.

Here are some questions to ask people.

- Do you know about these jobs?
- Do you know workers who do these jobs? For example, Leo talks to some carpenters at the **construction site** where he works.
- Do you have any job ideas for me? For example, Kim tells people about her likes and job needs.
- Where can I look for this kind of job? Who can I talk to?

Listen carefully to people's ideas. Think about their ideas. You don't have to agree with them. You may get some new ideas.



What will you do next?

Ask your **career advisor** or tutor about Work and You Book 2:
Decide on a Job. It will help you learn more about your job choices.

- You will learn where to get more information about your top 3 jobs. You have some information now. But you will need more information. For example, about training or job duties.
- You will learn some questions to ask.
- You will choose the best job for you.
- You will decide on your next step.

Good work! You have finished this book.

tip

You can read about some jobs in the Easy Reading Job Profiles at the website alis.alberta.ca/EasyReading.

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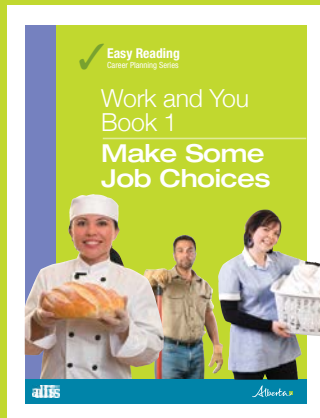
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The Province of Alberta is working in partnership with the Government of Canada to provide jointly funded employment support programs and services.



Work and You

The Work and You books can help you decide on the best job for you.

There are 2 Work and You books.

- Work and You Book 1: Make Some Job Choices
- Work and You Book 2: Decide on a Job

Read Book 1 first. In Book 1 you will learn about many jobs. You will choose jobs that interest you. You will make a list of about 3 jobs that you might like.

Read Book 2 after Book 1. In Book 2 you will compare your job choices from Book 1. You will decide on the job that is best for you.

You can ask your career advisor or tutor to help you with these books.

