

I. Warm Up Activities for the OIS

A. Jobs: Then, Now and In the Future

1. My Jobs in My Country

Directions: Fill in the chart below with information about your jobs in your country.

Grammar Note:

When using **like** with another verb, the verb can be either an **infinitive**: I like to dance, or a **gerund**: I like dancing. When talking about the past, the gerund is usually used.

Name of Job	Job Duties	What You Liked About Your Job
<i>Carpenter</i>	Made doors and windows. Constructed houses. Laid brick.	I liked working outdoors. I liked working with my hands.

2. My Partner's Jobs

Directions: Talk to a classmate. Ask about jobs he/she had before. Fill in the chart.

Name of Job	Job Duties	What He/She Liked About the Job

3. What Do you Do?

Directions: Fill in the chart with information about the job you have now.
Then interview two classmates and ask them about their present jobs.

	Name of Job	Duties	Good Things About the Job
Me			
Classmate #1 Name:			
Classmate #2 Name:			

4. Dream Jobs

What is your dream job? _____

Directions: Talk to four people in class. Ask them about their dream jobs.
Fill in the chart.

Name	Dream Job	What do you like about this job?

B. Job Titles

Job titles in English are often formed from verbs.

He *paints*.

He is a *painter*.

He *drives* a taxi.

He is a *taxi driver*.

I *teach* in a pre-school.

I am a pre-school *teacher*.

Directions: Look at the job descriptions below and write the job title.

Example: He *designs* clothes. He is a *designer*.

She is a...	
He owns a business.	<i>He is a business owner.</i>
He gardens.	
She manages a restaurant.	
He interprets for patients.	
She photographs people.	
He operates the phones.	
She supervises the office.	
He prints newspapers.	
She sings.	
She inspects buildings for safety.	

C. What Do They Do?

1. Matching Job Titles with Job Duties

Directions: Read the job duties and match them with the job titles.

a) Cashier	b) Manager	c) Photographer	d) Accountant
e) Pharmacist	f) Painter	g) Interpreter	h) Nurse
i) Veterinarian	j) Carpenter	k) Sales clerk	l) Tour guide
m) Engineer	n) Postal clerk	o) Gardener	p) Seamstress
q) Chef	r) Driver	s) Psychologist	t) Decorator

1. ___ Hires and supervises workers
2. ___ Checks bills for mistakes and prepares tax reports
3. ___ Interprets languages for people
4. ___ Builds houses
5. ___ Guides tourists to see city sights
6. ___ Sorts and delivers mail
7. ___ Trims bushes and trees
8. ___ Sews clothing
9. ___ Creates new recipes
10. ___ Inspects buildings
11. ___ Sells things in stores
12. ___ Takes care of sick people
13. ___ Takes pictures of people
14. ___ Operates a cash register
15. ___ Paints houses and buildings
16. ___ Cares for animals
17. ___ Prepares medications for prescriptions
18. ___ Decorates rooms in buildings
19. ___ Drives cars, trucks, or buses
20. ___ Studies the way people behave

2. Job Duties

Directions: Cross out the job duties that don't belong in each category.

Secretary

Puts information into a computer
 Paints rooms
 Files
 Operates office machines
 Sorts mail
 Answers the phone
 Guides tourists
 Repairs machines
 Proofreads documents

Carpenter

Fixes machines
 Builds buildings
 Cuts wood
 Repairs furniture
 Sells things
 Delivers mail
 Supervises people
 Operates machines
 Keeps records

Gardener

Plans a flower garden
 Sells houses
 Trims bushes and trees
 Cares for animals
 Plants and cultivates flowers
 Paints pictures
 Checks bills for mistakes
 Cuts grass
 Operates machines

Medical Assistant

Cares for sick people
 Delivers packages
 Finds out reasons for poor health
 Assists doctors and nurses
 Supervises people
 Works with medical equipment
 Studies science
 Prepares reports
 Studies the way people behave

Homemaker

Uses monthly budget
 Teaches children
 Cares for the elderly
 Manages a home

Interprets foreign languages
 Fixes electrical appliances
 Decorates rooms in houses
 Directs recreation programs

D. Vocabulary Review

Firefighter	Medical biller	Florist	Singer
Broadcaster	Fashion designer	Receptionist	Gardener
Telemarketer	Printer	Interior Decorator	Manager
Inspector	Photographer	Inspector	Instructor

II. Welcome to the OIS

E. What is the OIS?

Getting the main ideas

When you read a text in English, you may not understand every word. Often you can understand the main points of a text without knowing every word. A good reading strategy is to skip over words you don't know to see if you can get the main meaning.

Directions: Quickly read the passage below and put a line through words that you don't know. Then using the words you do know, answer the True/False questions about the reading.

The City College of San Francisco Occupational Interest Survey is not a test, but a useful tool that provides you with a wealth of information to prepare you for your educational planning. The City College of San Francisco Occupational Interest Survey does not tell you what you are good at; it simply helps you understand how your interests relate to the occupational programs offered at City College of San Francisco.

	TRUE	FALSE
1. The OIS is a test.	_____	_____
2. The OIS gives you information.	_____	_____
3. The OIS can help you plan your education.	_____	_____
4. The OIS tells you what you are good at doing.	_____	_____
5. You can learn about job training programs at CCSF.	_____	_____

F. Pathway to the OIS

1. Follow these steps to get to the OIS Survey:

Note: Underlined words tell you what to do; **bold** words tell you where to point your mouse.

- Sign on to the Internet
- Go to the City College of San Francisco Web Page (**www.ccsf.org**)
- Scroll to **Vocational Programs** and click
- Click on **Occupational Interest Survey**

2. Read the Pathway page and answer the questions below

What information can you get after you answer the survey questions?
Place a check next to the items that are correct.

You can get information about...

- occupational programs in San Francisco that match your interests.
- occupational programs at CCSF that relate to your interests.
- jobs you can get after finishing the program.
- the amount of money you can expect to earn.
- the length of the training program.
- the amount of money you can expect to spend during training.
- classes you will take to complete the program.
- the location of classes.
- how to apply for a job.
- the exams you have to take.
- which counselors you need to talk to.
- what numbers to call for more information.

3. Answering the survey questions

- Scroll to the bottom of the Pathway Page and click on **Begin Survey**.
- Read each statement and then click in the circle that best describes your interest level.

0 = no interest
1 = little interest
2 = interest
3 = high interest

- When you complete the survey, click on **Submit**
- The Results Page will tell you your two main interest categories. Read about your interest categories and complete the activities your instructor gives you. Bookmark¹ the Results Page so you can go back to it later.

4. Getting Information about Occupational Training Programs at CCSF

- After you read your results, you can click on the title of the **interest categories** to see occupational training programs at CCSF that match your interests.
- To get more information about a specific occupational program at CCSF, click on the **program title**.

¹ Bookmark means to save this page on your computer so that you can go back to it whenever you want. Procedures for bookmarking or saving as a favorite place vary depending on the type of computer you use.

III. The OIS Results Page (Interest Categories)

G. What are Their Interest Categories?

Directions:

- Go to the OIS Results Page.²
- Read the category descriptions.
- Read the statements below and write the letter of the interest type (**R, I, A, S, E, C**).

1. ____ Jose enjoys working in groups.
2. ____ Maria likes to work alone on problems and tasks.
3. ____ Mo likes to work with numbers and make sure his work is correct.
4. ____ Mario is very social. He likes to talk to people and help them.
5. ____ Hilda likes to work alone on creative projects.
6. ____ Roberto likes to repair broken things and work with his hands.
7. ____ Gloria enjoys talking with people.
8. ____ Mike likes to cooperate with people and is very sensitive to others.
9. ____ Matilde enjoys working on the student council and helping others.
10. ____ Marjorie is good at finding small mistakes in her work.
11. ____ Bill enjoys working in his garden.
12. ____ Connie loves drawing pictures.
13. ____ Jaime likes to figure out how things work.

² You can go onto the Internet and then open the OIS Results bookmark. If you didn't bookmark this page, go to the OIS Survey, click on one question and then submit.

H. What are Your Interest Categories?

Activity A

1. What are your two interest categories? _____ and _____.
2. Do you think they describe you well? Which do you agree with? Which do you not agree with?
3. Fill in the chart below with sentences about your interests and experience.

Grammar Note: Verbs to express likes and preferences	
Like Love + Prefer	Infinitive (to work) Or Gerund (working)
Enjoy +	Gerund Only (working)

Example

Social	Realistic
I was a medical assistant in my country. I like to help my classmates.	I love to play sports. I enjoy repairing things that break at home.

My interest categories		
Things I like, enjoy, prefer...		

Activity B

My Partner's Interest Categories

Directions: Interview a classmate and fill in the chart below.

What are your two main interest categories?

What do you like to do?

My partner's two main interest categories		
Things my partner likes to do.		

Activity C

Careers That Interest Me

Directions: Click on your two interest categories. Write down five careers that you are interested in learning more about.

I. What do you Enjoy Doing?

Directions: Talk to people in your class and fill in the chart below.

Find someone who enjoys...	Name
helping people	
working with numbers	
talking with people	
fixing broken things	
working with tools	
planting a garden	
working with machines	
working independently	
doing exercises	
using his/her imagination	
taking care of children	
repairing cars	
taking care of animals	

J. Reading Technical Passages

Directions: Read the passage below. Use the following reading strategies:

When you see an unfamiliar word or phrase

- look to see if you know a part of the word and make a guess
- look at words, phrases, or sentences before or after the word to try to guess the word from the context
- skip the word and try to understand the passage with the words you do know

Environmental Horticulture and Floristry

The Environmental Horticulture and Floristry Department **offers students** a choice of **preparation** for **employment in producing, selling**, and caring for plants and flowers used to **beautify homes, stores, gardens, parks, highways and industrial property**. **Training** is offered in **four fields: commercial cut flowers and greenhouse production, landscape gardening and landscape contracting, nursery and garden-center operation, and retail floristry**. The Program in Environmental Horticulture and Floristry comprises the curricula in these fields. Students may complete majors concurrently in any two of these fields, or, with the help of the teaching staff, plan a course of study to meet their particular needs.

Questions

1. What kind of work will you do with plants and flowers?

2. The program teaches you how to prepare flowers and plants for what kinds of places?

3. What are the four fields of training?

K. Matching Occupations and Industries

Vocabulary

Industry: The commercial production and sale of goods and services.

Occupational area: Jobs within an industry.

Industry is a broad category, which includes many types of occupations and occupational areas. Some industries mainly provide services, others provide products. Examples of industries include:

Information industry - provides services using the Internet

Health care industry - provides medical services

Automotive industry - production, maintenance, sale of cars

Activity

Directions: Place the following occupations in the appropriate category.

Electrical engineering	Print production	Automotive body repair
Vocational office training	Dental lab technician	Avionics
Paramedic	Mechanical drawing	Offset printing technology
Mechanical engineering	Construction secretary	EKG Technician
Auto mechanics	Garden center	Custodial
Landscape gardening	Radio and TV repair	Housekeeper

Industries		
Engineering	Printing	Airplane Repair
Automotive Repair	Gardening	Machine Repair
Health	Janitorial	Office Training

IV. Important Information Page

L. Getting the Gist: Skimming for the Main Ideas

Directions: Go to the Results Page on the OIS.
Click on Important Information.
 Complete the activities below.

Often when we read, we do not want to understand everything – we just want to understand the important points. Read the tips below for skimming for main ideas and then answer the questions.

TIPS FOR SKIMMING A READING	
▪	Try to guess at the meaning of unfamiliar vocabulary by using the context.
▪	Skip words you don't know
▪	Look for words that show the organization of the paragraph.... First, second...
▪	Look for the essential part of the sentence...the subjects and verbs

Answer the following questions with True or False

	True	False
1. There are six categories in the Holland Code.	_____	_____
2. The OIS points out two of your strongest categories.	_____	_____
3. Dr. Holland was a career development expert.	_____	_____
4. The OIS tells you about your abilities.	_____	_____
5. There are other tests you can take to find out about your abilities.	_____	_____
6. The OIS is just one resource you can use in choosing a career.	_____	_____
7. It's a good idea to look at a lot of programs that interest you.	_____	_____
8. There are less than 100 occupational programs at CCSF.	_____	_____

V. Program Fact Sheets

M. Information About Occupational Programs at CCSF

Reading Strategy: Often when we read, we are looking for specific information. We don't need or want to read and understand everything in a passage. Scanning is a reading strategy that you can use when you are looking for specific information.

Tips for Scanning

- Think about your question
- Identify *Key Words* that you will look for
- Read quickly through the passage for your key words

How to Identify Key Words

What job		job title
How much		dollar signs, numbers
How long	<i>look for</i> ↗	hours, days, months
Where		place
When		time, month, day, season, year

Activity

Directions: Write the key words for the questions on the Program Fact Pages. Then go to a Program Fact Page for one of the programs you are interested in and answer the questions below. Repeat this activity for two more programs.

Name of Training Program _____

Program Fact Pages		
Question	Key Words	Answer
1. What kind of job can I get?		
2. How much can I earn?		
3. How long will the program take?		
4. Where will classes be held?		
5. Where do I get more information?		
6. What time are classes offered?		
7. When do classes start?		
8. How do I enroll?		
9. What are the requirements for receiving a degree?		
10. How much can I expect to spend?		

VI. Researching Occupations on the Internet

N. What are the Employment Projections?

Before you decide on an occupation, you should find out what the growth trend is, what the wages are, and what the job duties, benefits, etc. are for your chosen occupation. You will use the Internet to research this information for occupations you are interested in. Follow the directions below and fill in the chart.

- Go to the Internet
- Key in this address **www.calmis.ca.gov**
- Scroll to Occupational & Career Information
- Click on Occupational Employment Projections
- Scroll to State of California 1998-2008 and click on **Occupations with the Greatest Growth**
- Find three occupations you are interested in and write the employment projections for those occupations

Occupation	Percentage Increase	Number of New Jobs

O. Average Wages for Selected Occupations:

1. Go to the Internet and type in this address
www.calmis.ca.gov/htmlfile/subject/occup.htm
2. Under Occupational Wage Data, Click on **Directory of California Local Area Wages**
3. Scroll through occupations until you find those that you are interested in (occupations are listed in alphabetical order)
4. Fill in the chart below with the **Entry-level Wages**

Occupation	Lowest Salary	Highest Salary	Medium Salary

P. Will I like this Job?

Activity One

Before you make a decision to plan for a career, you need to get as much information as possible. Work with a partner and make a list of the kinds information you should get about your career choice.

Example: What is the starting salary for this occupation?

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

Activity Two

Directions: Look at your questions above.

- Go to the **California Department of Labor** Home Page
www.calmis.ca.gov/htmlfile/subject/occup.htm
- Click on the **Occupational Outlook Reports**
- Scroll to **San Francisco County** and click on **2000**
- Click on the occupation you are interested in
- Read the information and write the answers to your questions

Note: If you can't find the occupation you are looking for in 2000, click on the back arrow key and look at another year.

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

Notes: Take notes here for other information you found.