

Chapter 2

Thinking About Work

Lesson 2.1

What Is Work All About?

Lesson 2.2

How Work Is Changing

CAREER CLUSTER

You will explore the Architecture and Construction career cluster.



What You'll Learn

- You will step inside the world of work.
- You will discover why people work and how work affects their lives.
- You will learn how the world of work is changing.
- You will begin to imagine yourself as part of that exciting world some time in the future.



Get Ready!

Enjoy Your Work

What is the world of work like? Ask five adults you know who work these questions:

- What do you like most about your job?
- What do you like least?

Apply What do people like about their work? Are these things important to you? What don't they like? Would these be issues for you? Write an ad for a job that contains enjoyable work qualities.

What Is Work All About?

Discover

- Why people work
- How work affects people's lives

Why It's Important

Choosing work that is right for you will be easier to do if you understand why people work and how work can affect your life.

KEY TERMS

- job
- occupation
- career
- full-time
- lifestyle

Make Friends

You're with all kinds of people at school each day. *Where do you think you'll meet people when you've finished school?*

Think about your world—your everyday world. Where do you go? What do you do? Who are the people in your life?

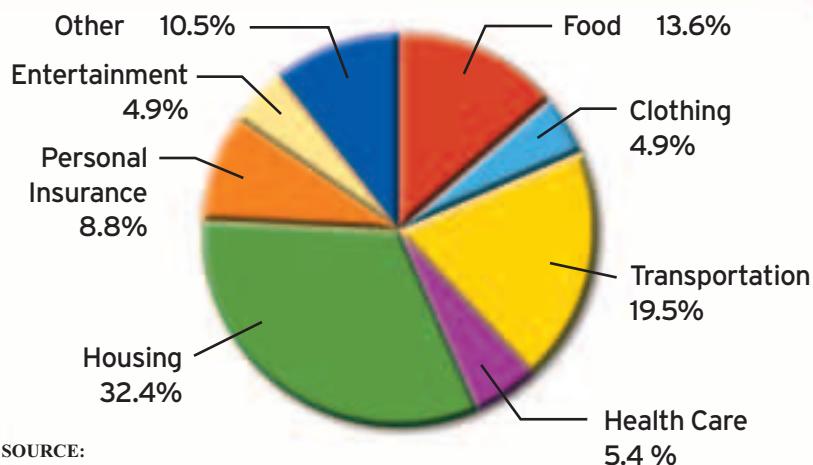
You probably spend a lot of time at home and in school. The people around you are mostly family and friends. Your days are full. You have classes and homework. Maybe you take part in after-school activities.

This is the world you know—today. One day, though, your world will be different. Work will be part of your life.

What Is Work?

That's a good question. A quick, easy answer is that work is what people do to earn money. **Figure 2.1** shows that people need money to pay for their needs and wants. Money is not the whole story, though.



Figure 2.1**SPENDING BY AMERICANS**

SOURCE:
Bureau of Labor Statistics, 2002

Household Spending People in the United States spend more than half their money in three areas. *What are those areas? What areas did you expect would be the top three? Why?*

Why Work?

People work for many reasons. Take Roberto Hernandez, a wildlife biologist. He has this to say about work.

“Work isn’t just about money. For me, it’s about making a difference in the world. I use what I’ve learned about science to help animals. On the job I also get to meet people who are interested in the same things I am. It’s great to work at something you like.”

According to Roberto, there are many reasons for working. People work

- to make a contribution,
- to help others,
- to use skills and talents,
- to meet other people.

There are other reasons for working. Some people work so that they won’t be bored. Others work to challenge their mind or feel good about themselves. What other reasons for working can you think of?

Jobs, Occupations, and Careers

How do you find work you like? Do you look for a job, train for an occupation, or aim for a career?

The answer to the last question is “all three.” Work includes jobs, occupations, and careers. A **job** is work that people do for pay. An **occupation** is a set of related skills and experiences. If you are trained and experienced as an engineer, your occupation is engineer, even if you do not hold an engineering job. A **career** is a work history of one or more jobs in the same or related fields of interest. Each job in a career builds on interest, knowledge, training, and experience from the other jobs. Look at **Figure 2.2** to see how Roberto Hernandez arrived at his career.

Figure 2.2

JOB LEAD TO CAREERS

Roberto Hernandez found jobs doing what he liked. A series of jobs led to his career as a wildlife biologist. *Which jobs interest you? What careers could they lead to?*

A



Roberto Hernandez began his career as a young child. He fed the wildlife in his neighborhood. Roberto volunteered to keep his neighbor's birdfeeder full.

B



While in high school, Roberto got a job cleaning out animal cages at the local animal shelter. In this job, he learned about animal behavior.

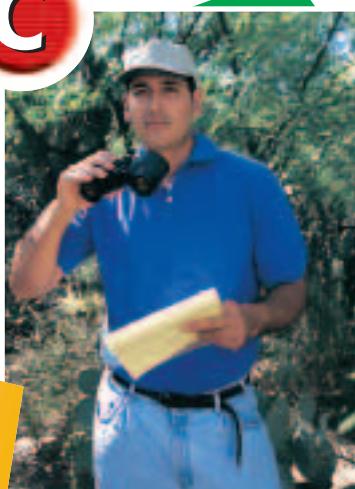
Your Work and Your Life

Like Roberto, you'll want to do work you enjoy. Did you know that you could spend 2,000 hours a year working? If you work **full-time**, you'll be on the job at least 40 hours a week. That's time you'll want to spend doing something you enjoy.

Choosing a Way of Life

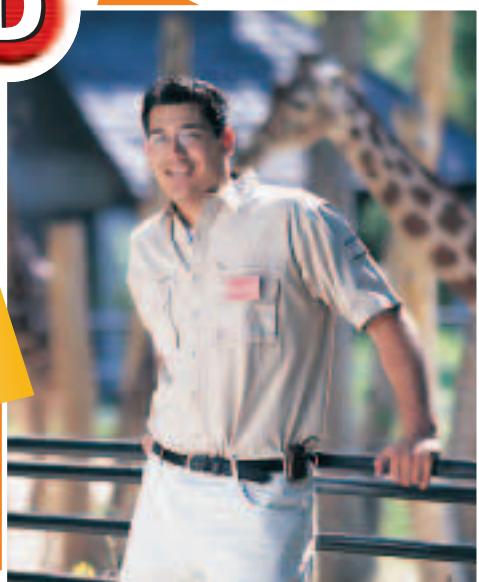
There are other reasons to think carefully about career choices. For one, the work you do affects your lifestyle. Your **lifestyle** is the way you use your time, energy, and other resources. Many people use much of their time and energy at work.

C



In college he worked as a research assistant. This job taught him how to study animals in their natural habitats.

D



Now Roberto works as a wildlife biologist at the San Diego Zoo. His field studies with wildlife help maintain the delicate ecosystem balance.

Try This Activity

What Kind of Lifestyle Do You Want?

It is important to understand the impact of career choice on personal lifestyle. Think about the kind of lifestyle you want.

Lifestyle Budget Prepare a personal lifestyle budget reflecting your lifestyle desires. In what manner would you like to live? Write down your future lifestyle goals, and then create a detailed budget to show how much money you will need each month and each year to achieve those goals.

Think About Salaries Now that you have estimated how much it will cost to live the lifestyle you plan, use print and online resources to determine the monthly salaries of ten careers in which you are interested. Rank the careers according to salary needs and determine which of the careers will allow you to meet your lifestyle expectations. Select the career from your list that most closely matches your lifestyle budget.

Remain Flexible As you plan for your future, remember that adaptability and flexibility are vitally important. As you progress along your career path, you need to be able to recognize whether you need to make changes to your career plan to achieve the kind of lifestyle you want.

Career Opportunities



Architecture and Construction

If you enjoy making things, and are hard-working, detail-oriented, and good at visualization, then a career in architecture and construction may be right for you.

Critical Thinking

Do you think people working in construction need to be creative? Why?

LANDSCAPE ARCHITECT

Architectural firm seeks experienced landscape architect. Applicants must have experience with drafting blueprints, estimating costs, and analyzing environmental impact reports. Experience with drought-resistant gardens a plus.

Key Terms Review

1. Imagine you've written news articles on the following topics: jobs, careers, and lifestyles. Write five headlines for your articles. Each should include one of the key terms. The headlines should grab people's attention in as few words as possible.

- job
- full-time
- occupation
- lifestyle
- career

Check Your Understanding

Determine whether each statement is true or false. Rewrite any false statement to make it true. Write your answers on a separate sheet of paper.

2. A career is many different jobs.
3. People work to make a contribution, to help others, to use skills and talents, and to meet other people.
4. People in the United States spend more than half their money on housing, food, and clothing.

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

5. What do you think is the most important reason for working? Explain your answer.

6. How might the kind of work you choose affect your lifestyle?

Connecting to the Workplace

7. **Why People Work** Make a list of the reasons people work. Then take a survey of five people who work. Give them each a copy of the list. At the top of the paper, have them write the kind of work they do. Then ask them to check their reasons for working. Tally your results. What do your results tell you? Share your findings with your classmates.



Community Involvement

8. **Make a Chart** Make a list of 10 jobs in your community. Then make a chart that has five columns. Use the following headings for the columns: *Make a Contribution, Help Others, Use Skills and Talents, Meet Other People, and Challenge the Mind*. Under each heading, list the jobs that fit the description. Some jobs may be listed under more than one heading. From the chart, choose a job you might like. Under which headings did you list this job? Explain to the class why you would like that job.



How Work Is Changing

Discover

- How the global economy affects jobs
- How technology is changing the way people work
- How the working population is changing

Why It's Important

Being aware of changes in the work world will help you make sound decisions about career possibilities.

KEY TERMS

- **economy**
- **goods**
- **services**
- **global economy**
- **job market**
- **labor force**
- **e-commerce**
- **gender equity**
- **trend**
- **team**
- **workforce diversity**
- **job sharing**
- **outsourcing**
- **telecommute**
- **flextime**



Shop the World

As part of the global economy, you can buy goods from around the world. *How do you decide what to buy?*

Economic Changes: The Global Economy

One big change for Americans is that today the world of work is no longer limited to businesses located in the United States. The world of work really does include the whole world. It's global.

It's a Small World

Have you ever noticed where things you own were made? Check the packaging or labels on things you use every day. That pair of jeans may have been made in Hong Kong. Your radio may be a product of Japan. The shampoo you use may have been made in Mexico or Canada. The label on your backpack may say "Made in the U.S.A."

The Global Workplace

Trading Cards

Business cards are a quick way to give others your name, your company's name, and telephone number. Exchanging business cards in the United States is a casual affair. Today, you can e-mail electronic business cards to your associates or even "beam" the electronic cards to their personal digital assistants, or PDAs. In some countries though, trading business cards is a ritual. When doing business in Japan, always offer your business card with two hands. Make sure the words face the recipient. Accept a card with two hands and bow slightly to it. Then place the card in your jacket or shirt pocket. Never put it in your pants pocket or wallet.

Internet Activity

Use Internet resources to learn about some of the new technologies used today for business cards. Compare them with traditional business cards. Which kind of business card would you want? Why? Go to the *Exploring Careers* Web site at exploring.glencoe.com for a list of Web sites to help you complete this activity.



Attitude Counts

Recipe for Success

Success depends on more than hard work. Attitude is an essential ingredient in the recipe for success. You can start cultivating a positive attitude today. Positive attitude skills include enthusiasm, asserting yourself, managing stressful situations, flexibility, self-esteem, and treating people with respect.

Cooperative Learning Activity

- In small groups, list three situations to which you could respond with a positive or a negative attitude.
- Read one of the situations to the group.
- Have teammates practice their positive attitude skills by role-playing responses to the situation.
- Take turns reading situations and role-playing.

Work Abroad

Today, many jobs are available in other countries. *In what other country do you think you might like to work? Why?*



When you buy things that others make, you're taking part in the economy. The term **economy** refers to the ways people make, buy, and sell goods and services. **Goods** are items that people buy. **Services** are activities people do for others for a fee. When you buy goods made in other countries, you are part of the global economy. The **global economy** is all the world's economies and how they are linked. It's a small world—thanks to the global economy.

A World of Jobs

The global economy affects people around the world who buy goods. It also affects jobs around the world. In fact, the global economy affects the job market in each country. The **job market** is the need for workers and the kinds of work available to them. Each country has a labor force with unique skills and specialties. A **labor force** is all people over the age of 16 who work or are seeking work.

Some kinds of work may not be available in the United States. In recent years, some U.S. workers have lost their jobs to workers in other countries. Take the clothing industry, for instance. Many businesses in the United States have hired companies located in Asia to make clothing. U.S. businesses hire workers overseas because they will often work for less money than U.S. workers.

The global economy also creates jobs. People around the world want many goods and services U.S. businesses sell. Wheat, trucks, computer technology, and scientific instruments are just a few U.S. goods sold in other countries. That means jobs for workers in the United States.

Many businesses based in other countries have offices in the United States. They need people here to run them. Today, people in the United States find work in other countries more easily than in the past.

Technology Changes: Working in the Digital Age

Global is one buzzword. *Technology* is another. Technology has been part of your life since you were born. DVDs, satellite radio, the Internet, handheld computers, and cellular phones are nothing new to you. These and other forms of technology help people get information and do their work more quickly than before.

Technology has also fueled the development of e-commerce. **E-commerce** is the buying and selling of goods and services via the Internet. E-commerce has revolutionized the global marketplace. It has changed the way companies do business, and it has become a big part of the global economy.

Be Prepared for Lifelong Learning

If you're comfortable with both technology and change, you've got a head start on success. Today, workers need to be adaptable and willing to continually learn new technology and new ways of working.

One day, you will use the skills you're learning in school in the workplace. Every day you're improving basic skills, like reading, writing, mathematics, listening, and speaking. You are developing thinking skills, such as decision making and problem solving. You're also building personal skills, such as honesty and responsibility. You'll use these skills in all kinds of work later. They'll help you adjust to new technology and change, and they'll help you compete with others in the world of work.



Get a Head Start

Q: Why should I worry about changes happening now in the job I want? It'll be years before I'm working.

A: Keeping up with the changes happening today will give you a head start over others later. If you know what changes are taking place now, then you'll be able to plan to get the skills or knowledge you will need to do the job later. For instance, you can learn how to use a new software program, or you can take an extra course at school. So, be alert to what's happening now. Make it a habit to read stories about your job interest. Talk with those already in the field about the changes happening today.

Exploring Online

Remember, one of your best resources is exploring.glencoe.com

Social Changes

You'll have a lot of company in the world of work. The number of people in the United States who work continues to increase. There are no signs that this growth is going to stop.

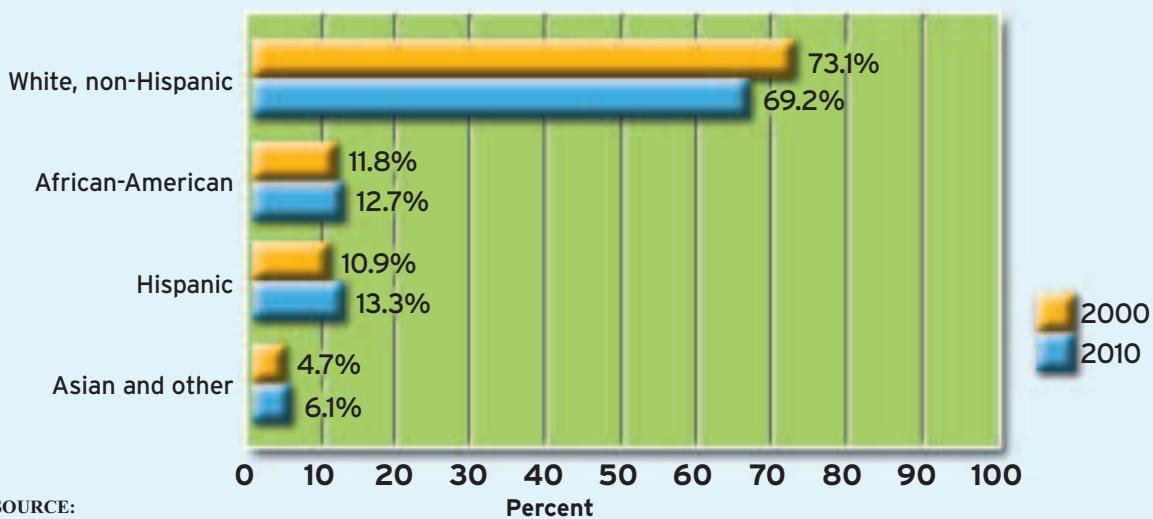
By 2010, there will be almost as many women as men working in the United States. The U.S. workplace has been moving toward having more gender equity. **Gender equity** is equal employment opportunity for all, regardless of gender.

There will also be more people of different backgrounds working. **Figure 2.3** shows the percentage of different groups in the work world. It also predicts how much each group will grow by the year 2010. The number of Hispanic and Asian workers will increase much faster than the number of workers from other groups.

People will also be staying in the labor force longer. You may hear less talk of retiring, or leaving work. People will think of work as something that lasts a lifetime.

Figure 2.3

PEOPLE WORKING BY GROUP, 2000 AND 2010



SOURCE:
Bureau of Labor Statistics, 2001

Americans Working The number of people working will continue to grow. *What group will represent most of the people at work in 2010? What group will represent a smaller group of working people than it did in 2000?*

The Impact of Change

It is important to understand the effect change has on society and on career opportunities. Knowing about change helps you make sound decisions about your job, your career, and your future.

Compose a Report Write a report explaining positive and negative examples of societal change. Explain how each change affects society and career opportunities.

Workplace Trends

People today are working in new ways and places. **Figure 2.4** shows just some of the trends that are important in the work world. A **trend** is a change over a period of time.

Figure 2.4

CHANGES IN HOW AND WHERE PEOPLE WORK

Teams	People today often work in teams. A team is a group of people who work together to set goals and make decisions to solve problems and put ideas into action. The growing importance of teamwork means that you will be evaluated on your team efforts as well as your individual accomplishments.
Workforce Diversity	Today's workplaces are more diverse. Workforce diversity is achieved by employing workers with different backgrounds, experiences, ideas, and skills.
Job Sharing	Job sharing is a flexible work arrangement that allows two part-time employees to divide one full-time job. The employees split duties, salaries, vacations, and other benefits. Job sharing allows people to combine careers with other commitments.
Outsourcing	Companies hire other companies for particular jobs. This is called outsourcing. Outsourcing is using outside resources to do tasks traditionally handled by internal staff. Outsourcing service providers are sometimes called independent contractors, contract workers, or vendors.
Telecommuting	More people are working at home than ever before. More than 30 million people telecommute , or work at home for a company. Computers, telephones, modems, and fax machines connect them to the company office. Others work for themselves. By 2010, more than 10 million Americans will be their own bosses.
Flextime	Flextime is a work schedule arrangement that allows workers to choose work hours that fit their particular needs. For example, a worker might want to start work early in the morning in order to leave in the mid-afternoon.

Modern Working There have been many changes in how and where people work. *Which new ways of working appeal to you? In what careers could you see yourself working in these ways?*

Lesson 2.2 Review and Activities

Key Terms Review

1. Write a speech about the changing world of work, using all the key terms for this lesson. Read your speech to the class.

- | | |
|------------------|---------------|
| ● economy | ● trend |
| ● goods | ● team |
| ● services | ● workforce |
| ● global economy | diversity |
| ● job market | ● job sharing |
| ● labor force | ● outsourcing |
| ● e-commerce | ● telecommute |
| ● gender equity | ● flextime |

Check Your Understanding

Choose the correct answer for each item. Write your answers on a separate sheet of paper.

2. Three changes that will affect future careers include ____ changes.
a. legal, technological, and ethical
b. global, social, and typical
c. global, technological, and social
3. The global economy is ____.
a. the world environment
b. the way the world's economies are linked and managed
c. our world currency

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

4. How has technology changed work in a career that interests you?
5. How has diversity changed the workplace?
6. How have outsourcing and telecommuting changed work?

Character Building

7. **International Etiquette** You've found the perfect job in Singapore, but you don't know much about the culture. Use library and Internet resources to research business etiquette in Singapore. What are some of the differences you'll find when you get there? Write a paragraph explaining three ways you'll need to change your normal behavior and why these changes are necessary.



Teamwork

8. **Make a Presentation** Team up with other students to create a presentation about the Architecture and Construction career cluster. Use print or online resources to find out more about that career cluster. Make a presentation to your class about the career cluster and how change will affect it.



Investigating Career Clusters

ARCHITECTURE AND CONSTRUCTION

- Architecture** • Designing and constructing structures that enclose space to meet human needs
- Construction** • Building structures



Job Title	Work Description
Architect	Designs buildings and other structures
Building Inspector	Examines construction of buildings, highways, streets, or other structures
Carpenter	Cuts, fits, and assembles wood and other materials in the construction of buildings, highways, docks, boats, and other structures
Civil Engineer	Designs and supervises construction of roads, airports, tunnels, bridges, buildings, and other structures
Concrete Mason	Pours and finishes concrete to make patios, walkways, floors, roads, dams, and other areas
Drafter	Prepares technical plans that show how something should be built
Electrician	Installs, connects, tests, and maintains electrical systems
Landscape Architect	Designs landscaped areas that are functional and attractive and that fit in with the natural environment
Plumber	Installs, maintains, and repairs pipe systems
Roofers	Installs and repairs roofs

Exploration Activity

Architecture and Construction Use library and Internet resources to research a career in the Architecture and Construction career cluster. Write a report on the kinds of work, the skills required, the working conditions, the training and education required, and the career outlook.

Cooperative Learning Interview a classmate about the career he or she researched. Find out as much information about that career as you can during the interview. Then have your classmate interview you about the career you researched. Afterward, share what you learned with the class.

Chapter 2

Review and Activities

Chapter Highlights

Lesson 2.1 People work to earn money, to make a contribution, to help others, to use skills and talents, and to meet others.

Lesson 2.2 People today are working in new ways and places. The global economy affects jobs and job markets in every country.

Key Concept Review

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

1. List five reasons people work.
2. What is a lifestyle?
3. What is the global economy, and how does it affect jobs?
4. What are three social changes affecting the workplace today?
5. What are some recent changes in how and where people work?

Critical Thinking

Use complete sentences to answer the following questions. Write your answers on a separate sheet of paper.

6. Why would it help to have careers in mind when considering different jobs?
7. Why do you think many people spend much of their time and energy at work?

8. What does it mean to say that thanks to the global economy, it's a small world?
9. Why do you think some people are afraid of technology?
10. Why might an older person choose to continue to work?

Skill Building

11. Basic—Reading

Read a daily newspaper for one week. Look for articles about the global economy. Make a news digest with summaries of each article. Circulate your news digest in class.

12. Personal Qualities—

Responsibility

Make a list of paid and volunteer jobs you've had. Then, describe your responsibilities in each job and the skills you used in each. Tell your classmates about your work experience.

Academic Applications

13. Social Studies



Imagine you're in charge of hiring at a car manufacturer. Sales of cars are down because many people are buying cars made overseas. Your company has to cut jobs. Research agencies that provide people with training or information about new jobs. Make a list of the agencies and what they do. Share your findings with the class.

14. Mathematics



Anita works as a project manager for an export company. Anita is responsible for hiring workers for the projects; each worker can produce \$50,000 worth of goods for export. Her next project involves \$900,000 worth of goods for export. How many people will she need to hire for the project?



Reflect on Your Accomplishments

- **List** the things you have accomplished in your life. This is a list of the things of which you are proud.
- **Write** a brief description of each of these accomplishments. Note why each was important to you. Did you have to work hard for it? Did it help others? Did it bring you a reward?
- **Title** your new document *Accomplishments* and file it in your Personal Career Portfolio.
- **List** the things you would like to accomplish in the future. Note why these are important to you.
- **Title** the document *Goals to Accomplish* and file it in your Personal Career Portfolio.
- **Update** your *Accomplishments* list each time you reach a goal you set in your *Goals to Accomplish* list.
- **List** your portfolio entries on your Personal Career Portfolio contents page.