

## Career Readiness

Career readiness expands students' opportunities in the workplace by preparing them for skilled work and more challenging roles. These lessons help students learn about different jobs and pathways, as well as the language and skills needed within each cluster.



- Focuses on different career clusters in each unit using visuals to assess what students already know.
- Introduces key vocabulary while informing learners about jobs within the cluster.
- Practices language related to the job through a communicative activity with a partner.

**Lesson 6 Jobs in business** UNIT 8

**1 Before you read**  
Look at the pictures. What do you see?

**2 Read**  
Listen and read.

**Jobs in business**  
A business sells things or gives services to people. Workers in business work for companies or have their own businesses. Here are two jobs in business.

Job	Job duties	Education
 food truck vendor	<ul style="list-style-type: none"> <li>- Takes orders from customers</li> <li>- Makes food</li> </ul>	No formal education
 file clerk	<ul style="list-style-type: none"> <li>- Works with paper and electronic files</li> <li>- Puts folders in order using numbers or the alphabet</li> </ul>	High school diploma + on-the-job training

**3 After you read**

**A Read the sentences.** Are they correct? Circle Yes or No.

1. All workers in business have their own businesses.	Yes	No
2. Food truck vendors take orders from customers.	Yes	No
3. File clerks work with electronic files.	Yes	No
4. Food truck vendors and file clerks need high school diplomas.	Yes	No

**B Practice with a partner.** Ask and answer the questions.

- Who puts folders in order?
- Who makes food?
- Who takes orders from customers?
- Who needs a high school diploma?

**4 Before you listen**  
Look at the pictures. What do you see?

**5 Listen**

**A Listen.** Who is talking? Circle the correct answer.  
a. a food truck vendor and a customer b. two food truck vendors c. two file clerks

**B Listen again.** Are the sentences correct? Circle Yes or No.

- They are traveling. Yes No
- Janaki agrees to file the travel receipts. Yes No
- They file the receipts in alphabetical order. Yes No
- They file the receipts in file folders. Yes No

**C Listen again.** Check your answers.

**6 After you listen**

**A Read the conversation.** Fill in the missing words.  
alphabetical electronic files folders receipts

A Hello, Janaki. We need to file the employee travel \_\_\_\_\_ for March.  
B Did you say March?  
A Yes, March.  
B I can do that today. How do you want them?  
A Use the employee's last name. Put them in \_\_\_\_\_ order.  
B Okay. Can I use these file \_\_\_\_\_?  
A Oh, no. We have \_\_\_\_\_ files for travel receipts. Scan the receipts and make digital \_\_\_\_\_.  
B Okay, now I understand.

**B Practice the conversation with a partner.** Take turns.

ELPS: L1.1, L1.2, L1.5B, L1.1, L1.2  
CCLAS: 2.2, 4.1, 4.4, 4.6

Listen for and identify specific job information in a conversation

**UNIT 8** 123

### Extension

Links to various sources for additional career information to extend the lesson.

## Career Clusters

Career clusters are groups of careers that share similar skills and interests. Students interested in specific careers can find related options that might interest them by using the clusters.

The different career clusters prepare learners for careers in education, hospitality, health, IT, transportation, business administration, and more.

