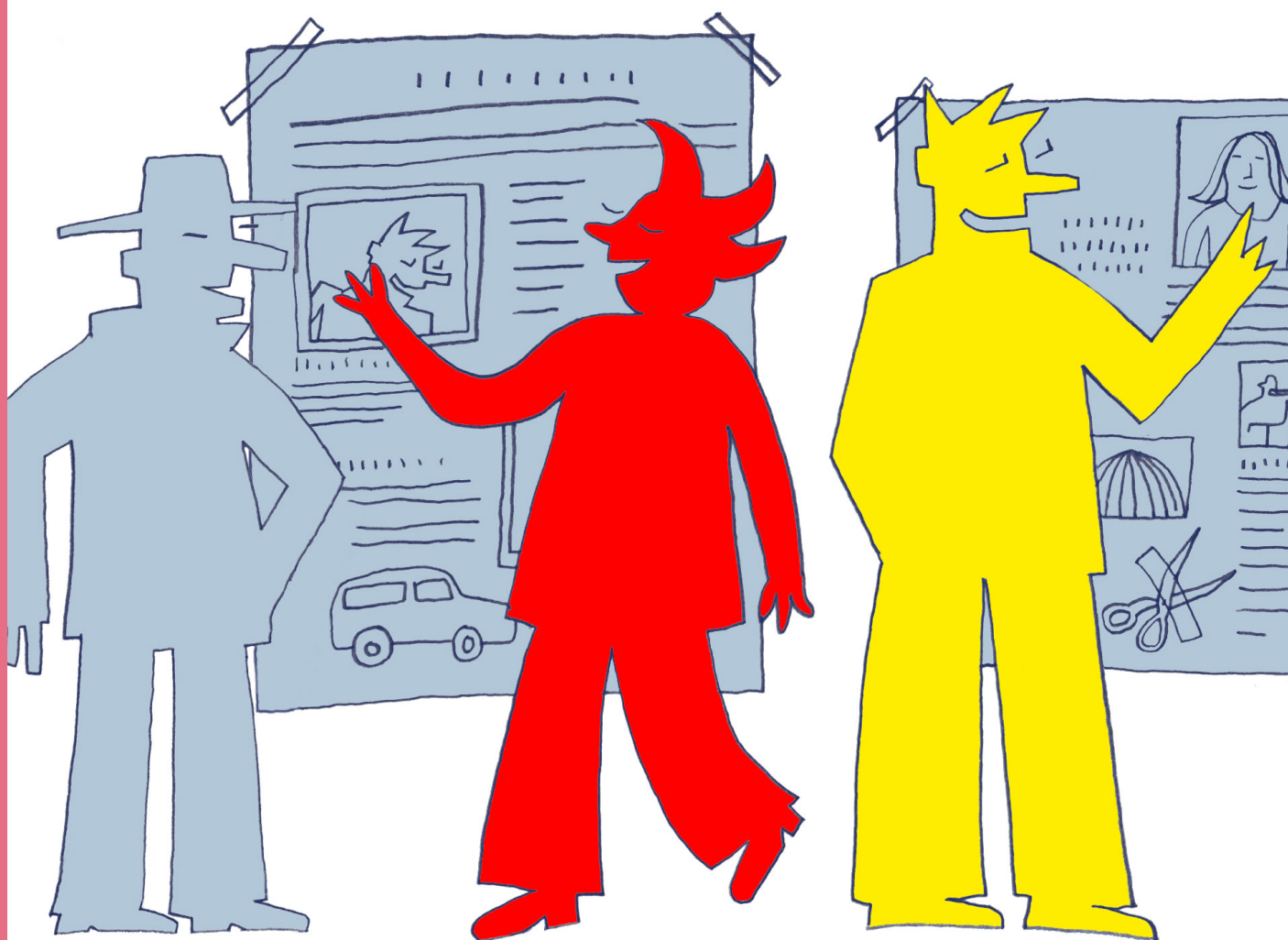


Our exploration results

Processing and presenting the data



Student:

Class:

JOBS

Jobs Booklet No.

7



PROGRAMUL DE COOPERARE ELVEȚIANO-ROMÂN
SWISS-ROMANIAN COOPERATION PROGRAMME

**PROJECT CO-FINANCED BY SWITZERLAND
THROUGH A GRANT FROM THE SWISS ENLARGEMENT CONTRIBUTION**

The Romanian-Swiss project called Job Orientation Training in Businesses and Schools - JOBS combines the world of labour market and school. The programme prepares students in the lower secondary or first years of the upper secondary education through a yearlong cross-curricular course. They evaluate and develop their own competences and life skills and become acquainted with the real working world.

The Romanian Ministry of National Education and the Centre for International Projects in Education at the PH Zurich carried out the co-ordination of production, design and editing of these teaching and learning materials in co-operation. The publication was co-financed by Switzerland.

An important specificity of the JOBS project was the close co-operation of all stakeholders. The teachers, pedagogues, psychologists, principals of the two pilot schools from Brasov (Technical College Transylvania, Gymnasium School No. 25), the representatives of the School Inspectorate of Brasov County and all the highly engaged specialists from National Centre for VET Development and academics of the University of Bucharest have not only contributed to an innovative set of learning material, but were part of a very democratic and participatory process of school development. The most sincere thank you goes to all of them.

Zürich, Bucharest, Brasov, 2014

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CERCETĂRII ȘTIINȚIFICE



PH Zürich

Our exploration results

How this booklet works

Part I: Reflecting on the exploration experience!

Task 1: Summary of the exploration visits	8
Task 2: Writing a thank you letter to the business and an invitation to the exhibition	10
Task 3: Spider diagram of competences revised	12

Part II: Creating different products for the JOBS exhibition

Product 1: A collage	18
Product 2: A newspaper article	19
Product 3: An interview	20
Product 4: A crossword puzzle	21
Product 5: A memory card game	22
Product 6: Create a game	23
Product 7: A job quiz	24
Product 8: Creative tasks	25
Product 9: A poster	26
Product 10: A short report: My work experience	27
Product 11: The work phases needed to finish a product	28
Product 12: A journal entry	29
Product 13: A leaflet or brochure about a specific profession	30
Product 14: A display case with labelled objects	31
Product 15: A blog	32
Product 16: A facebook entry	33
Product 17: A role play	34
Product 18: A table detailing the job description	35
Product 19: Organising an excursion	36
Product 20: The ideal working environment	37
Product 21: The pros and cons of working here: Give your opinion!	38
Product 22: An advertisement	39

Part III: Preparing the JOBS SCHOOL FAIR

A. Individual preparations together with your tandem partner	42
B. Joint preparation	44

Part IV: Evaluation of Booklet 7	48
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How this booklet works

You visited people at their jobs, in their businesses or in their companies. You collected information, photos and materials.

You received feedback, conducted interviews and thought about your wishes and hopes regarding your future profession. Now is your chance to process all the information in *Booklet 6* or in photos or collected material and to prepare an exhibition of your findings.

Part I: Reflecting on the exploration experience!

Here you will find three tasks that will help you to summarise the experiences you had while visiting your chosen business. As you have learned in the last months: reflecting and commenting is not easy all the time and sometimes it might even seem boring. However, an experience becomes more important and valuable when you learn as much as you can from it through reflecting.

Part II: Creating different products for the JOBS exhibition

You will create as many products as possible together with your tandem partner.

Part III: How to prepare your JOBS SCHOOL FAIR

The school exhibition shall be a highlight in your school career. You will prepare, invite, present and you will be proud of your achievement. The JOBS SCHOOL FAIR is already a step towards your professional future.

Part IV: Evaluation of *Booklet 6*

As with every booklet, you will evaluate your work and receive feedback from your teacher.

Booklet 7 – Part I: Reflecting on your exploration experience!

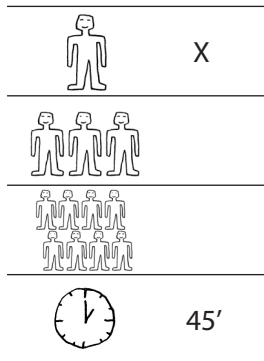
Processing

When we deal with information, we do so in steps. One way to think of this is to picture the process of acquiring, retaining, and using information as an activity called *information processing*. Information comes from the outside world into the sensory registers in the human brain. We are not consciously aware of most of the things we perceive; we become aware of them only if we consciously direct our attention to them, use them and process the information.





Booklet 7 – Part I – Task 1: **Summary of my exploration visits**



The task:

Summarise your experiences during your exploratory visit.

Classroom organisation:

Work on your own.

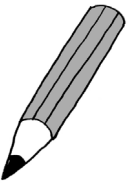
Procedure:

- 1) Read the comments you wrote about your job exploration.
- 2) Go through the feedback given by your business representative.
- 3) If needed, complete *Booklet 6* with your notes and memories.
- 4) Reflect on your experience and make your comments in written form (see next page).

Materials:

- *Booklet 6*
- Your personal notes

Summary of the exploration visit



Reflect on your experience after having re-read *Booklet 6* and write your own comments:

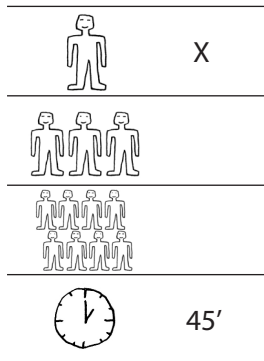
What are the most positive memories you have of your business visits?

How did the people you met react to your visit? Give concrete examples:

What did you learn?



Booklet 7 – Part I – Task 2: **Writing a thank you letter to the business** **and an invitation to the exhibition**



The task:

Showing your appreciation to the business you visited in a written way and addressing an invitation to the JOBS Fair to be organised in school.

Classroom organisation:

Work in your tandem group.

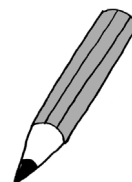
Procedure:

- 1) Share your experience in the tandem (look at *Task 1*).
- 2) Together, brainstorm what you want to write to the business you have visited.
- 3) In handwriting or on a computer, write an official letter of appreciation and invitation. Bring it or send it to the business. Decide who you will address the letter to (maybe more than one person).

Materials:

- *Booklet 6*
- Notes from *Task 1: Summary of my exploration visits*

Brainstorming ideas for the letter of appreciation and the invitation:



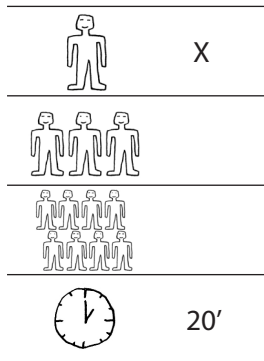
To whom will we write the letter? Do we know the full name, title, address?

What experiences do we want to mention?

What kind of support do we need to write this letter?



Booklet 7 – Part I – Task 3: **Spider diagram of competences revised**



The task:

Knowing more about your competences!

Classroom organisation:

You will do this on your own.

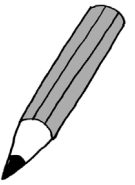
Procedure:

- 1) Look at your own spider diagram of competences in *Booklet 2*.
- 2) Comment on your spider diagram and draw it again.
Are there any changes?

Materials:

- *Booklet 2*

My Spider profile from Booklet 2 and after the business visit.



1. Copy your spider profile from *Booklet 2*.

2. Reflect:

- How do I see myself now?
- Was I realistic?
- What do I see differently?
- What have I learnt about myself?

3. Draw your new profile ON TOP of the old one.

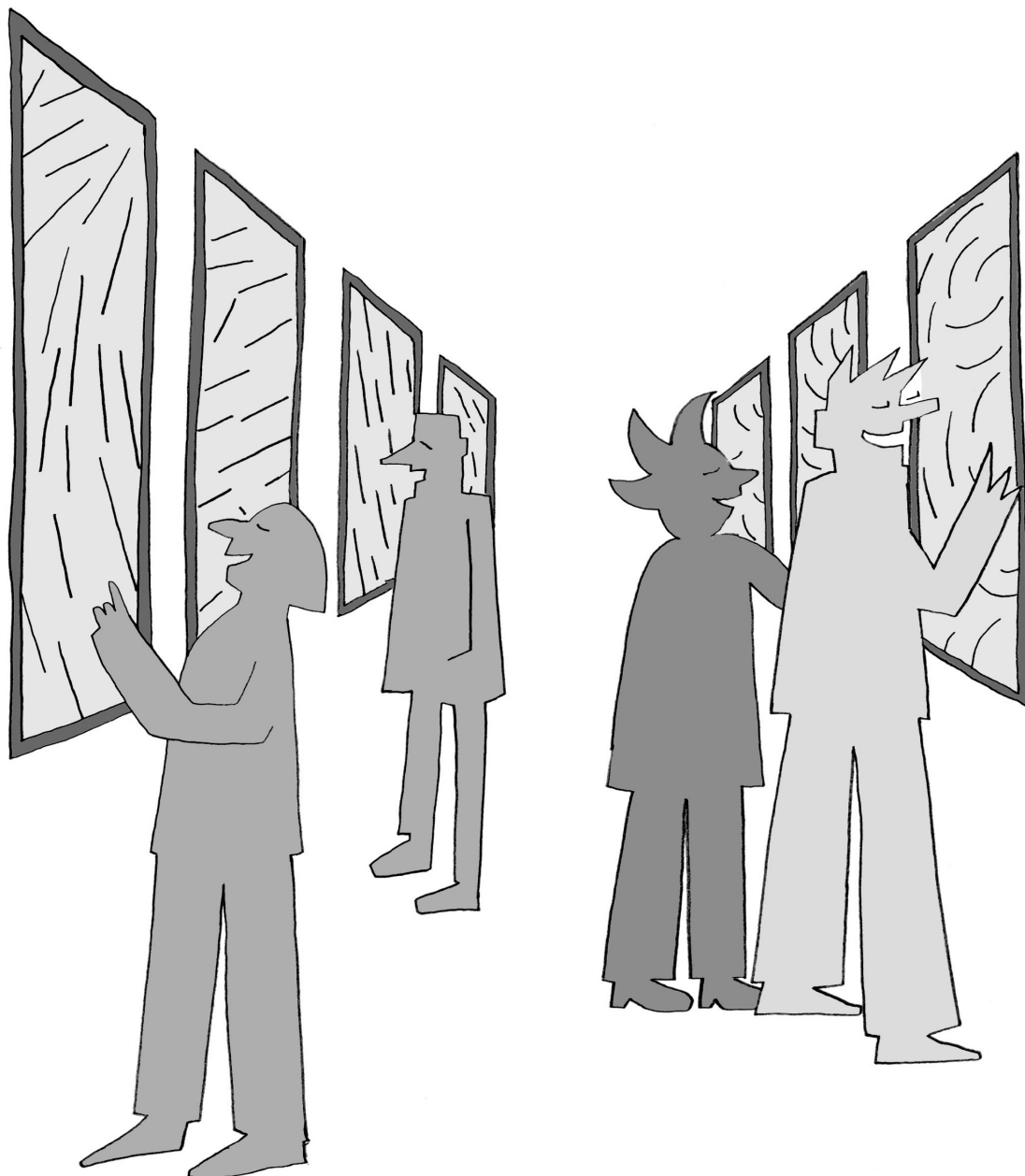
4. Comment on the changes.

Spider diagrams old and new.

Your comments on the changes:

Booklet 7 – Part II: Creating different products for the JOBS exhibition

An **exhibition**, in the most general sense, is an organised presentation and display of a selection of items. In practice, exhibitions usually occur within museums, galleries, exhibition halls and world fairs.



Booklet 7 – Part II

Possible products you can prepare for your exhibition:

- Product 1: a collage
- Product 2: a newspaper article
- Product 3: an interview
- Product 4: a crossword puzzle
- Product 5: a memory card game
- Product 6: create a game
- Product 7: a job quiz
- Product 8: creative tasks
- Product 9: a poster with pictures
- Product 10: a short report: my work experience
- Product 11: the work phases needed to finish a product
- Product 12: a journal entry
- Product 13: a leaflet or brochure about a specific profession
- Product 14: a display case with labelled objects
- Product 15: a homepage, website or blog
- Product 16: a facebook entry
- Product 17: a newly developed company logo
- Product 18: a role play
- Product 19: a chart or table detailing the job description
- Product 20: preparing an excursion for others
- Product 21: a list of competencies
- Product 22: a description of two professions
- Product 23: give your opinion
- Product 24: an advertisement

Product 1: A collage

Short description:

You may have collected a lot of material whilst at your company. You may have taken pictures or found pictures in magazines or newspapers that match what your company does.

If you decide to make a *collage*, then you are deciding to create a work of art. The definition states: "A collage (from the French: *coller*, "to glue") is a work of formal art, primarily in the visual arts, made from an assemblage of different forms, thus creating a new whole".

How to do it:

A collage may sometimes include newspaper clippings, ribbons, bits of coloured or hand-made papers, portions of other artwork or texts, photographs and other found objects, assembled and glued to a piece of paper or canvas.



some examples



Materials:

- Booklet 6
- Scissors
- Glue
- Paper
- Patience
- Fun

Product 2: A newspaper article

Short description:

A *newspaper article* discusses current or recent news of either general interest (i.e. daily newspapers) or of a specific topic (i.e. political or trade news magazines, club newsletters, or technology news websites). A newspaper article can include eyewitness accounts of the event – your business visit. It can contain photographs, accounts, statistics, graphs, recollections, interviews, polls, debates on the topic, etc. Headlines can be used to focus the reader's attention on a particular (or main) part of the article. The writer can also give facts and detailed information following answers to general questions like *who, what, when, where, why* and *how*.

How to do it:

Headline:

If you decide to write a newspaper article, it is important that you choose a good headline to attract the reader's attention. Try to make it short, but effective. Use "active" sentences like "Company produces more cars than needed" or "Business in Bucharest only uses Skype for communication".

Text:

Newspaper articles are there to inform people. Make sure you do not write about unnecessary things. Try to include only the information that is needed. Newspaper articles are normally written in an objective style, yet you can still give your opinion as the writer. Nevertheless, try to avoid language that contains too many judgements, such as "good" or "bad".

Photos, drawings or diagrams:

If you have collected or produced any kind of visual material during your visit that might be useful for the article, you can include this in the text. Make sure that you write an explanation underneath each picture you include.

Sample newspaper article



Materials:

- Booklet 6
- Photos
- Diagrams
- Drawings
- Materials from the company

Product 3: An interview

Short description:

An interview is a conversation between two people (the interviewer and the interviewee) where questions are asked by the interviewer to obtain information from the interviewee.

How to do it:

You might have gathered information about a topic during your visit when you questioned people about their knowledge of a particular subject or when you asked them for their opinion.

1. Goals and objectives

- What is our topic? What do we want to know? After the interview: What was your topic?
- What should the final product look like?

2. Explanation

- Who was interviewed? How many people? Did age or gender play a part?
- How did you choose the right people?
- When did the interview/survey take place?
- How did it take place?
- Who was informed / who did you get permission from?
- How were the answers recorded (audio recording, notes, questionnaires)?

3. The questions

- How many questions did you ask? How much time did you have?
- Put the survey together.

4. The interview itself

- How did you begin with the questions?
- How did you end?

5. Evaluation

- If you interviewed a specialist, think about the most important things that were said and highlight them.
- If you asked several people about the same topic and would like to know how many people gave similar answers, then sort the answers accordingly.

6. The presentation

You could present your interview in any of the following ways:

- Sharing in class
- Writing a newspaper article (see product 2)
- Creating a poster

Materials:

- *Booklet 6*
- Interview notes or recording

Product 4: A crossword puzzle

Short description:

A *crossword* is a word puzzle that normally takes the form of a square or a rectangular grid of white and shaded squares. The goal is to fill the white squares with letters forming words or phrases by solving clues that lead to the answers. In languages that are written from left to right, the words and phrases are placed in the grid from left to right and from top to bottom. The shaded squares are used to separate the words or phrases.

The squares where the first letter of the answer begins are usually numbered. The clues are indicated by these numbers and given a direction, for example, "4-across" or "20-down". At the end of the clue, the total number of letters is sometimes given, depending on the style of puzzle and country of publication. Some crosswords will also indicate the number of words in a given answer, should there be more than one way of solving the clue.

How to do it:

Collection:

First of all you need to collect a number of words related to your business visit. Think about which words are most suitable. They could be words that refer directly to the company (e.g. "car factory", "printing service") or words that somehow describe it (e.g. "big", "male", "female", "advertising").

Hints:

You now have to describe the words so the reader has to think and find the right answer, e.g., "Across 1: This is the field the business works in"; "Answer: Sports" OR

"Down 4: There are special work places for these people in the business"; "Answer: Handicapped"...

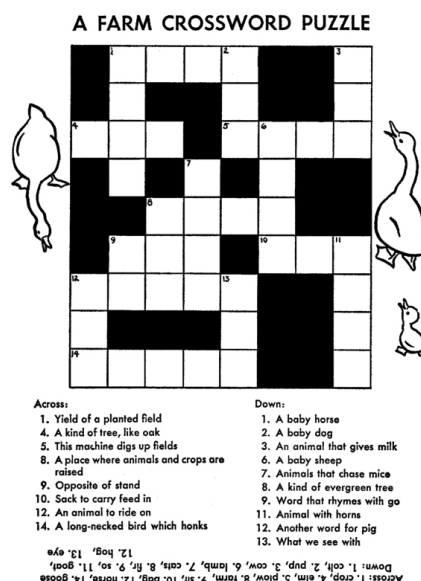
Grid:

Try to put the solutions into a grid by writing them out. Make sure they overlap so the reader will get some hints from letters that are already written. Draw the grid around the words and place the numbers under the headings "Across" and "Down". Now erase the solutions and try it out on somebody.

Example of a crossword puzzle:

Materials:

- Booklet 6
- Notes from your business visit
- Ruler
- Pencil
- Eraser



Product 5: A memory card game

Short description:

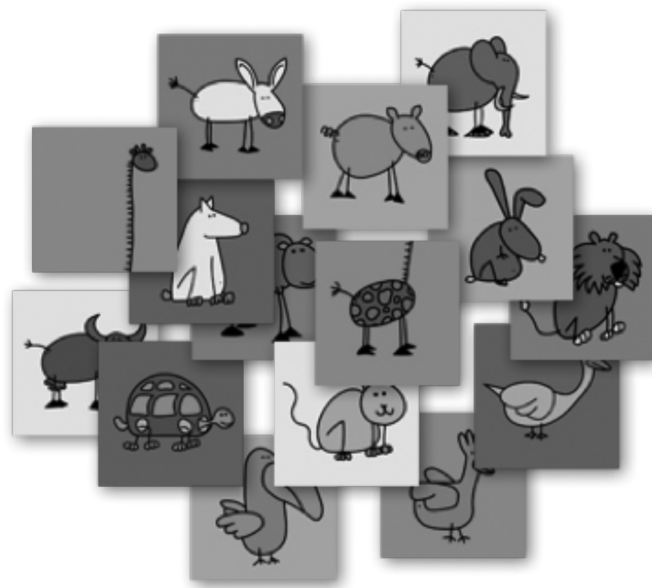
Memory, also known as *concentration*, *pelmanism*, *shinkei-suijaku*, *pexeso* or simply *pairs*, is a card game in which all of the cards are laid face down on a surface and two cards are flipped face up at each turn. The object of the game is to turn over pairs of matching cards. Memory can be played with any number of players or as a solitaire and is a good game for young children, though adults may find it challenging and stimulating too. The scheme is often used in quiz shows and can be used as an educational game.

How to do it:

During your business visit you might have received a lot of material such as brochures, postcards or flyers. You also might have taken a lot photos yourself. You can make your own memory game out of these things.

Choose good versions of the pictures and print them out twice. Make sure these are pictures or images that represent the company. Stick them onto a solid cardboard, though not too thick. Make sure all cards look the same from the back (no stains or different paper etc.). Otherwise you would easily remember which pictures are underneath.

You should have at least 20 pairs, otherwise it will be too easy for you!



Example of a memory game

Materials:

- Pictures (at least 20 pairs)
- Cardboard
- Scissors
- Glue

Product 6: Create a game

Short description:

A *game* is a way of playing according to certain rules. Games should always have something to do with fun or enjoyment. There are a lot of different forms of games. Here you can create your own game, e.g. a board game or a card game.

How to do it:

Reflect on your business visit again and go through everything you have seen, heard, felt and experienced. Can you imagine designing a game inspired by these experiences?

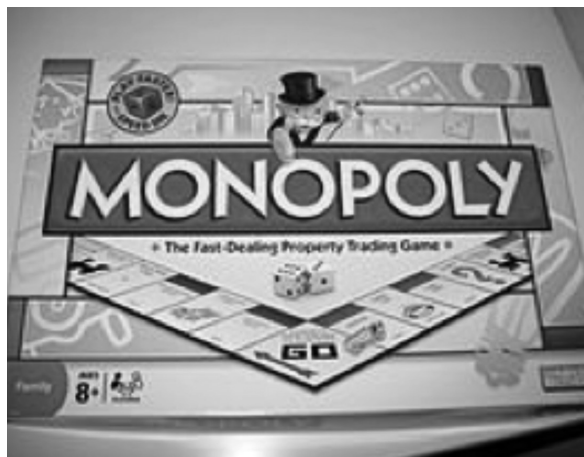
Here are some ideas:

- A tour through the company where you have to do something at different posts (board game).
- Your career in a certain company (board game): You are starting off as a worker and make your way up the ladder of success until you are the boss. Who will be the CEO in the end?
- Save your business (board game or card game): Crisis hits every business in the country. You have to make sure to not lose yours.

Create your own idea:

First of all, brainstorm how the game will be structured and what the rules will be. Then produce the necessary elements of your game such as cards or a game board. Remember that it is about the company and that the players must be able to gain some knowledge of the company whilst playing it.

Example of a board game



Materials:

- Notes from the business visit
- *Booklet 6*
- Scissors
- Glue
- Cardboard
- Colours, paints
- Small figures for players
- Dice

Product 7: A job quiz

Short description:

A *quiz* is a form of game or mind sport in which the players (as individuals or in teams) attempt to answer questions correctly. Quizzes are usually scored in points and many quizzes are designed to determine a winner from a group of participants - usually the participant with the highest score.

How to do it:

Reflect on your business visit again and go through all your notes. Try to find interesting questions that you could use in a quiz. Remember that they should be questions that people can also answer, so try not to make them too difficult.

Instead of asking for only one answer, you could propose three different possible answers, where only one of them is correct.

Write the questions on single cards so you can easily go from one question to the next.

Figure out how many points one wins per correct answer and what the possible prize could be in the end. Maybe you received a small gift from your business visit that you could spare?



Example of a board game

Materials:

- Booklet 6
- Notes
- Cards
- Felt-tip pens
- Prize

Product 8: Creative tasks

Short description:

A *creative task* is where something new is produced. This could be a painting, a sculpture, a song, a poem, etc.

How to do it:

Reflect on your business visit and go through your notes again. Is there something that has moved you? Is there something that has impressed you very much or something that you found shocking?

Did you receive a lot of material that is produced in the company? Did you take things with you? Could you imagine using these things for your product?

Whatever comes to your mind, you can realise it here.



Materials:

- Everything you have taken or received from your business visit
- *Booklet 6*
- Your ideas

Product 9: A poster

Short description:

You can make notes of your business visit on a *poster* and present them to your classmates. It is important that your poster is organised in a way that makes people pay attention. It should make observers eager to find out more.

How to do it:

In a small group, examine the most important features of a successful poster and think about what elements of this you can integrate into your own poster.

If you have already prepared your poster, you can use these features as a checklist to evaluate another poster.

Title: Your title should be short, interesting and visible from a distance.

Writing: Your writing should be large enough and legible. If you are using a computer, don't use too many different fonts. Write short sentences that are visible from a distance.

Pictures, photographs and graphics: These support what you have to say and make the poster interesting. Limit yourself to a few impressive ones.

Presentation: Where will the title, headings, bullets, symbols, boxes, photographs or pictures be? Sketch out your poster before you begin.

Arrangement: Put it together carefully. The poster should fill the chosen format but shouldn't be cramped.

Materials:

- Flipchart paper
- Felt-tip pens, pens
- Scissors, glue
- Photos, diagrams
- *Booklet 6*
- Notes

Product 10: A short report: My work experience

Short description:

A report is some form of text (usually writing, speech, television, or film) made with the specific intention of giving information. Written reports are documents which present focused content to a specific audience. Reports are often used to display the result of an experiment, investigation, or inquiry. The audience may be public or private: an individual or the public in general. Reports are used in government, business, education, science, and other fields.

How to do it:

Remember your business visit and reflect on your experience. What kind of information should your colleagues receive about this particular business in order to understand it and in order to figure out whether this might be of interest to them for their future careers?

Collect all the bits of information and try to organise them in chunks or bigger parts. This will help you structure your writing.

Set the headlines for your report and write a short paragraph for each one.

Make sure that you remain objective and don't judge things as "good" or "bad" in your writing.

You might want to add a picture or a diagram to illustrate some of the points you make.

Your report should not exceed one A4 page.



Example of a report

Materials:

- Paper, pens
- Notes
- Booklet 6
- Diagram, photo

Product 11: The work phases needed to finish a product

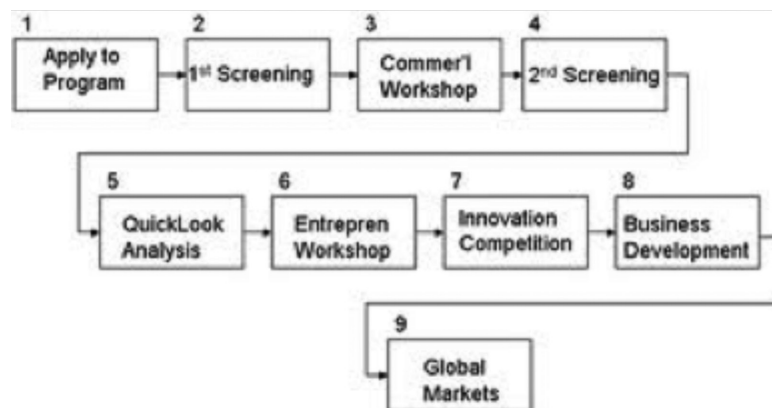
Short description:

When you make a *process description*, you do not think so much of *what* you saw, heard, learnt and did but *how* you did it. In a process description, you can use a flow chart to record all working steps you had to take in order to achieve the result you have now.

How to do it:

Remember your business visit and reflect on your experience. What were the steps you had to take in order to be able to go there in the beginning? What did you have to do there? Were there different phases during your stay in the business? How did you acquire all the knowledge and the results?

Create a flow chart by taking a big piece of paper. Draw each step/work phase into a box or shape of your choice. Connect the different shapes with arrows so one can clearly see the process you took. You can also outline the most important steps (in your opinion) with a different colour.



Example of a process description

Materials:

- Big sheets of paper, pens
- Notes
- Booklet 6

Product 12: A journal entry

Short description:

When you decide to produce a retrospective *journal entry* of your business visit, you imagine writing about your visit in a diary format. This means you can make a note of your personal impressions, feelings, fears and wishes that you experienced during the visit.

How to do it:

Remember your business visit and reflect on your experience. Go through one day of your business visit in detail just as if you were living it again.

You might want to draw a table with a timeline indicating the hours spent at the business, so you can easily remember and write down all the things you did on that day.

Next to the hours you can write not only about what you did and how you spent your time, but also you how you experienced it.

Though you should feel free to write about your personal impressions, please remember that all your products will be displayed openly and colleagues as well as business people might read it.

You can outline the most important part of the day in a different colour.

Time	What	How
8:00 – 9:00	Welcoming to the business by the HR people.	Nice and friendly atmosphere, I became very curious about what this day would be like.
9:00 – 10:00	Talk with the chief accountant about the company's various tasks and about the general characteristics of the company.	It was hard for me to take down so many notes at once. I think I have already forgotten a lot of things.
10:00 – 11:00	Half an hour - coffee with two people from accounting / half an hour - visit of the archive with one accountant.	I received a lot of information about what it is like to work in this business.
11:00 – 12:00

Example of a process description

Materials:

- Paper, pens
- Notes
- *Booklet 6*

Product 13: A leaflet or brochure about a specific profession

Short description:

If you decide to make a *leaflet* or a *brochure* about a certain profession, you need to select one job out of all the jobs you saw during your business visit and describe it as if you were to advertise it. You can produce a leaflet (one A4 page) or a brochure (a folded A4 page) including all the information about this profession.

How to do it:

Remember your business visit and reflect on your experience. Who did you talk to? Who did you interview about his or her profession? Is there a job or profession that interests you most?

Choose one profession you find interesting and would like to present to your colleagues. Gather all the information you can on a sheet of paper and decide how you want to structure your leaflet or brochure.

Suggestions for structure:

Name of profession:

Description: What does a ... have to do in this business?

Required qualifications: Which school or training is necessary for this profession?

Required skills: What do you have to be able to do in this profession?

Special things: Are there any special characteristics or requirements for this profession, e.g. no fear of heights, intense travel etc.. ?

Salary: Do you know how much you would earn in this profession?

Etc.

Try to organise all this information in an attractive way on your leaflet or brochure. Include some pictures of this profession as illustrations. Remember that a brochure should be attractive to look at and should get people interested in the profession.

Example of a brochure



Materials:

- Paper, pens, coloured pens
- Computer, printer if available
- Notes
- *Booklet 6*

Product 14: A display case with labelled objects

Short description:

Display cases or *type cases* were used for printing at a time when printing was not done with computers. Each letter used for printing (called a character) was stored in the case, which was divided in to many compartments in which to hold them. In order to “write” a page, the printer would take out the necessary characters and put them into a template. After printing, the characters were put back into the case. A display case is similar to this, but with the small compartments empty for putting other objects inside. If you decide to produce a display case, you will present for display important objects you collected during your business visit in it.

How to do it:

Remember your business visit and reflect on your experience. Collect all the objects you received or made during the visit.

Try to arrange them in an order that makes sense (e.g. chronologically or according to topics).

Design a display case out of wood. You might need some help from a colleague of yours or your parents in order to assemble it.

Put the objects into the case and label them so people know what they are or what they are used for.

Hang up your display case.



Example of display cases

Materials:

- Collected objects
- Pieces of paper for labelling
- Pens, felt tip pens
- Sticky tape or glue, scissors
- Wood, glue
- Notes
- *Booklet 6*

Product 15: A blog

Short description:

A blog is a series of messages posted on an Internet platform. Usually, a blog appears under a certain discussion or topic heading with either individuals or a small group of people making entries relevant to the topic. If you decide to write a blog about your business visit, you will enter a series of statements or experiences on the official JOBS website. A blog usually appears in reverse chronological order, meaning that most recent entries are displayed at the very top.

How to do it:

Remember your business visit and reflect your experience. Write down your impressions of your business visit. It would be best to do it in chronological order, but you can also write them at the same time, but under various different topic headings.

Remember that the JOBS website is open to everybody. Be sure not to write anything too judgemental on it.

Make a printout of your blog if you don't have a computer to use for display at the exhibition/fair.



Example of a blog

Materials:

- Computer (with Internet access)
- Notes
- *Booklet 6*

Product 16: A Facebook entry

Short description:

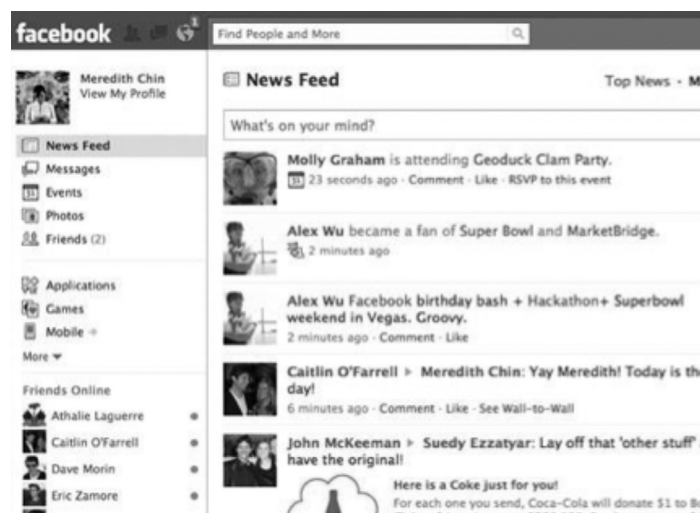
If you decide to make a facebook entry about your business visit, you will share your experiences with your online community of friends. We suggest you only do this if you are familiar with facebook and have already signed up.

How to do it:

Log on to facebook. Remember your experience during your business visit. Make an entry on your facebook wall. You can include everything you did: you can mention all the tasks you completed or all the information you collected.

You might also want to upload some photos you made. However, remember that facebook is a public service and not everybody might want to have their picture posted in a public domain. So, if you do upload pictures of other people, make sure you have their approval first.

Make a printout of your blog if you don't have a computer to use for display at the exhibition/fair.



Example of a facebook entry on your wall

Materials:

- Computer (with internet access)
- Notes
- *Booklet 6*

Product 17: A role play

Short description:

Role playing involves changing one's behaviour to assume a role, either unconsciously to fill a social role, or consciously to perform an acted role. People play roles when they act in a theatre or when they consciously pretend to be somebody else.

How to do it:

Reflect on your experience during your business visit. What kind of conversations did you have? Who did you speak to? What was the atmosphere like? Did you feel comfortable? What did the boss tell you? Did you come to understand what is expected of the employees?

When you have collected your thoughts, imagine a job interview situation. However, this time it is the other way around. You are the boss of your business. Now ask yourself these questions:

- What do you expect from your employees?
- What do they have to be able to do?
- What would you not tolerate from your employees?
- What is the most important thing for you as the boss of your business?

Write down the questions and answers in the form of a dialogue with you as the boss. Write down your dialogue and stick it on the wall. You can also make a poster out of the different answers you give as the boss.



Picture of a job interview situation

Materials:

- *Booklet 6*
- Pens, paper

Product 18: A table detailing the job description

Short description:

A *table* is used in order to present information in an overview. A table usually gives concise information and saves reading lots of pages in a book. A table consists of several lines and several columns forming a grid or matrix.

How to do it:

Reflect on your visit to the business. Pick a profession or a job that you would like to analyse in depth or that you find especially interesting.

Take a big piece of paper or a flipchart poster. If you have a computer, you can also draw a table in Word.

Your table could look like this:

Name of profession	?	?	?	?
Job description – What kind of job is it?				
Qualifications – What training do you have to complete?				
Core competencies / skills – What special skills or competencies are needed for this job?				
Working time – How many hours and when do you have to work?				
Salary – How much money can you earn doing this job?				

Example of a table

Materials:

- Booklet 6
- Pens, paper
- Flipchart paper
- Computer

Product 19: Organising an excursion

Short description:

An *excursion* is a trip made by a group of people, usually for the purposes of leisure, education, or physical exercise. It is often an adjunct to a longer journey or visit to a place, sometimes for other (typically work-related) purposes.

How to do it:

Imagine you are going back to the business you visited. This time you will bring a group of your colleagues with you. How will you plan your visit? What kind of things do you want the others to see? Who would you like to talk to with your group? Is there something special you would like the others to see or hear?

Make a thorough plan for your visit, including your preparation and a time frame.

Write out your plan on a sheet of paper, using headlines like these:

1. Preparation of the excursion:

- Things to organise (telephone calls, emails etc.)
- Things to buy (transport or entrance tickets etc.)

2. Meeting point:

3. Timeframe:

- 8:00 Start: Welcome at entrance – meeting the PR manager
- 9:00 Short presentation of company by communication person
- 9:30 Questions for the boss
- 10:00 Coffeebreak
- 10:30 Meeting Mr XY for the guided tour

4. Rounding up of the day:

Materials:

- *Booklet 6*
- Pens, paper
- Computer

Product 20: The ideal working environment

Short description:

The *working environment* is everything that is connected with the job you are working in.

This includes the people you work with, the surroundings you work in, the general conditions like temperature, place, noise etc. The working environment describes everything surrounding your job.

How to do it:

Think of everything you have learned about jobs and work so far. Think about the job visit you took part in. Now imagine the ideal working environment for you. What would your ideal working environment be?

You have a number of different possibilities now. You can either write down your thoughts about it or you can also draw it or present it in any other creative kind of way. It is all up to you!



Example of an ideal working environment

Materials:

- Booklet 6
- Pens, paper
- Colours, paints
- Scissors, glue
- Computer
- Whatever else you need

Product 21: The pros and cons of working here: Give your opinion!

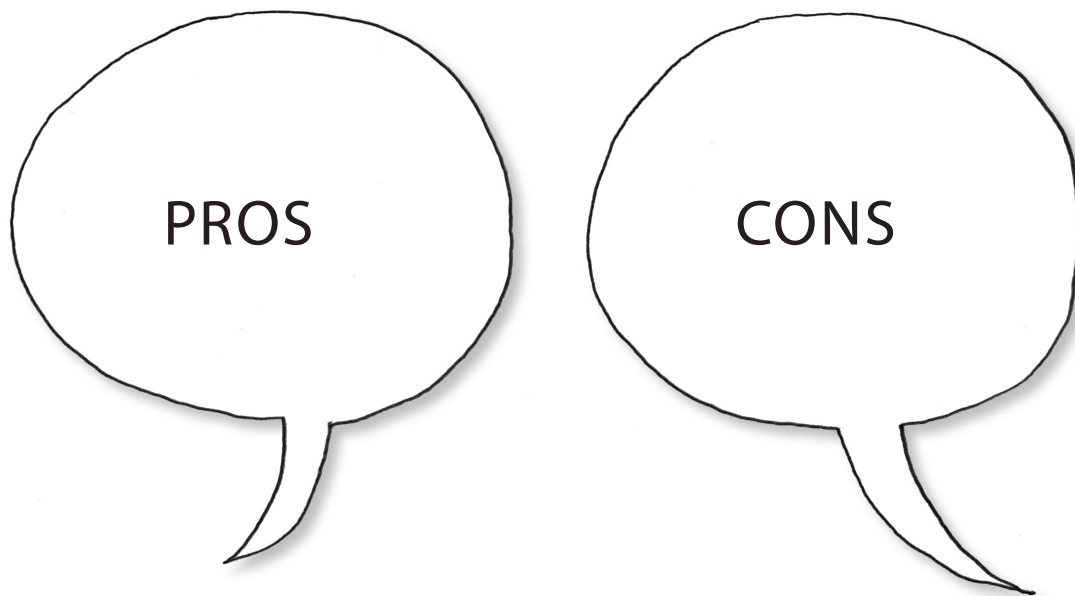
Short description:

When you speak or write about *pros and cons* you collect the good and the bad sides or the positive and the negative effects of something.

How to do it:

Think about everything you saw and heard about during your visit to your company. Looking back now, what do you think would be good and what would be bad about working there? Or, what would be the pros and what would be the cons from your point of view?

Write them in these two different speech bubbles:



"Working in this company would be..."

Materials:

- Booklet 6
- Notes
- Pen, paper

Product 22: An advertisement

Short description:

When you *advertise*, you try to persuade other people of something, like buying a certain product or changing one's attitude etc. Advertisements can be placed in newspapers, on posters in the street, on the television, radio or Internet.

How to do it:

Think about everything you saw and heard about and during your job visit to your company. Imagine you have to design an advertisement for this business. What would you present? What would you write? Which pictures would you use? Imagine you have to present it in a newspaper or on the Internet.

Design your advertisement on a big sheet of paper and use whatever you find suitable to attract people's attention and persuade them to buy a product from your company or to use your company to provide a service. You may also make drawings or include photos you have taken.



Example of a very old business advertisement

Materials:

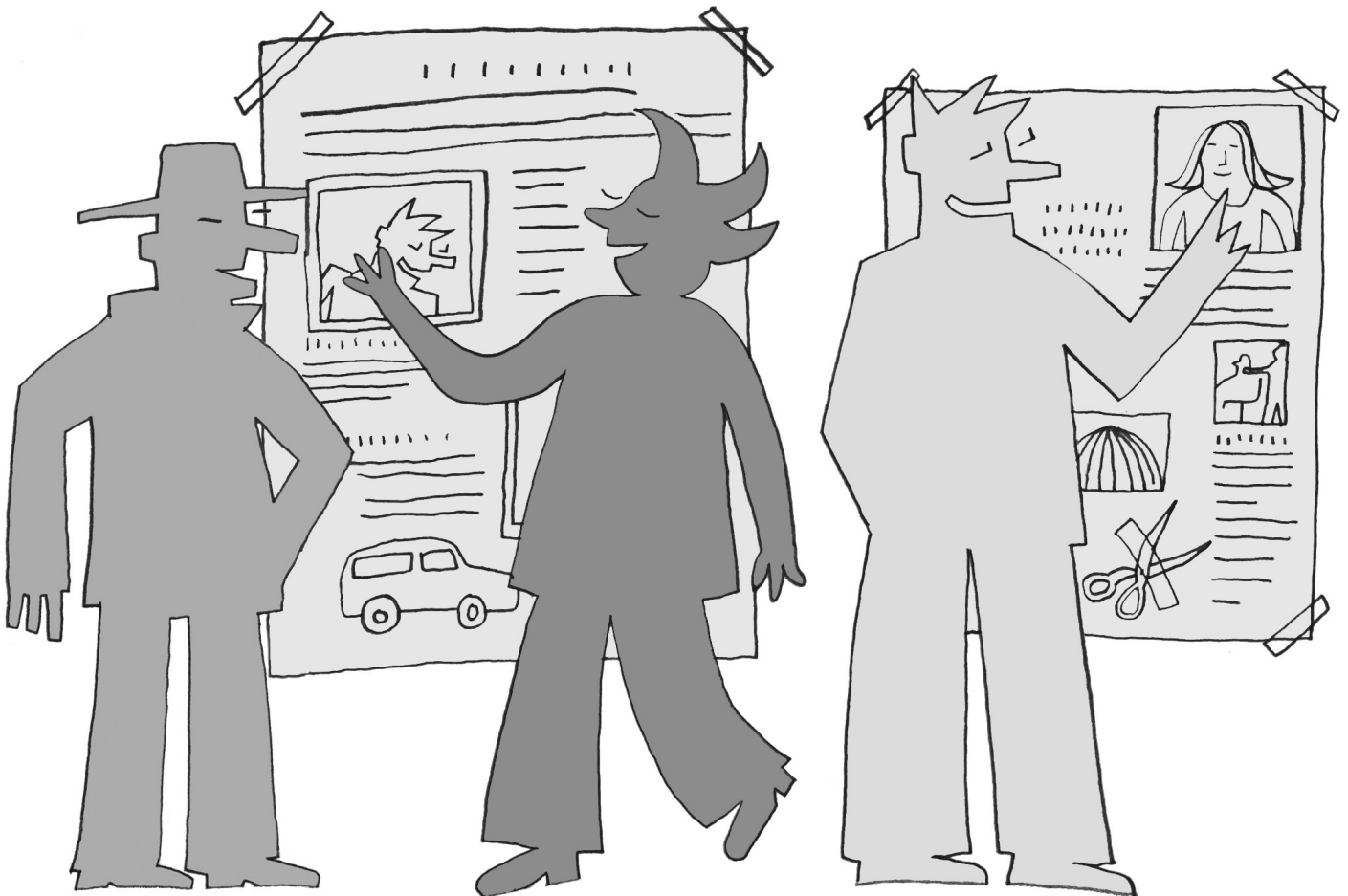
- Booklet 6
- Notes
- Pen, paper

Booklet 7 – Part III: Preparing the JOBS SCHOOL FAIR

While all the tandem groups prepare their products, all the JOBS classes and teachers now have to think about preparing the JOBS SCHOOL FAIR. For this purpose, you and the teachers will set up an organising committee.

The committee needs to collect all the information about the products that will be presented. How many tables, pin walls, projectors, etc. will you need? Where will the fair take place? Will it take place in all the classrooms? Will it take place in the gym? Who will be invited?

In *Part III* of *Booklet 7* you will find many hints!



A. Individual preparations and preparations together with your tandem partner

What do you imagine your contribution to the exhibition to be and what do you need in order to achieve this vision?

- Make a sketch of how you wish to arrange your exhibits
- Make a note of the things you will need (e.g. sticky tape, nails, pins, tables, flip charts, display boards, lighting, display tables in hallways and recreation areas...)
- What type of technical assistance will you need to set up your exhibition?

This piece of information is important for the exhibition committee! Fill out the form on the next page and copy it for the exhibition team!

Names of students:

The products we want to present. The presentations we can give.

What equipment do we need (e.g. sticky tape, nails, pins, tables, flip charts, display boards, lighting, display tables in hallways and recreation areas...)? What technical support do we need (e.g. help from technicians, school stuff etc.)?

What kind of support do we need to write this letter?

B. Joint preparation

Task 1: General information about designing an exhibition

Use *Tool no. 10: Holding Exhibitions* to inform yourself about how to design an exhibition.

Task 2: Clarifying the parameters and forming a committee

Form groups of four and discuss the possibilities for further development. The questions below are to help you do this. Your group will answer each of these questions on a separate piece of paper.

The following points need to be clarified:

1. What could the title of the exhibition be? Collect a few different possible titles, e.g. JOBS: ...???
2. Who do you need to inform or discuss your plans with?
3. (Head teacher, school leadership team, school caretaker etc.)
4. In your opinion, where could the exhibition take place? Check all possibilities like classrooms, corridors, in the school gym or entrance hall; check other places outside the school and think about which ones are best suited to your purpose.
5. Who will you invite to the exhibition? Compile a guest list!
6. How will you invite the guests?
7. Who will collaborate on the tasks (3-10) below?

Now review all your various ideas in a plenary session and discuss your course of action. Your teacher will act as moderator for the discussion. In addition, you will need to display all the written answers below each question, so that they become visible to everybody.

Question 1	Question 2	Question 3	...

- Agree on a preliminary title (Question1).
- Inform yourself about how other students have responded to the questions, without yet deciding definitively on how you will resolve the issues. You will also need to take into account what your teacher and school leadership team have to say about these matters.

Task 3: Forming a committee

In your class, elect an exhibition committee, the members of which will plan and carry out further courses of action. The committee will consist of four elected school students: two girls and two boys. Together with the class teacher, these students will get in touch with the relevant people in order to clarify the following questions:

- From when and how long can the exhibition be held?
- When exactly will the opening event take place?
- Clarify the exact venue of your exhibition. What is possible? What is not possible?
- Information about further courses of action according to the ideas put forward by the class.

The committee will subsequently keep the class informed about the developments and outcomes of their course of action.

Task 4: Draft an invitation to the exhibition

The invitation will be addressed to parents, business representatives (that are not already invited by the tandem teams), well-known individuals in the community, newspapers, radio stations, TV stations etc. Go through some important questions:

- Write a list (maybe a poster in the hallway, accessible for all), where all the invited businesses are listed together with the students that have invited them.
- Collect different proposals for good invitations.
- Discuss who all should sign this invitation. It should come from the students, but must be officially supported by the school!
- Consider how these letters will be delivered to the various recipients: Will you deliver them personally or send them by post?

Try to coordinate these invitations as much as possible. If you forget an important person or group, this might cause difficulties for the next year!

Task 5: Promotion 1: Distributing flyers / putting up posters

It is worth making the public aware of an exhibition. Possible ways of doing this are by distributing flyers and also by hanging up posters in various places. In this way, you can make specific advertisements for the exhibition with strong, punchy statements to attract public attention. Think about how you want to advertise your exhibition to the other classes in the school.

Possible contents of your posters and flyers could include:

- A map – what can be found where?
- Important goals of the exhibition – how was it created?
- What will the exhibition show? What is the aim?
- Who is involved?

Task 6: Promotion 2: Press / local radio / web page

The press is an excellent vehicle for advertising. A request to advertise in the local radio or newspaper is usually not ignored. Invite people from the radio and newspaper to your exhibition and give them all the relevant information about it. You can use an adapted version of the letter of invitation (see annex).

Perhaps you will even have the opportunity to create a website with important information about the exhibition?

Task 7: Setting up the exhibition

Setting up the exhibition is a challenging moment. Everyone is on the move and people suddenly need all sorts of things. At the same time, this is a communal project that relies on the cooperation, mutual help and dedication of all involved. The exhibition is only really finished when everyone has been able to present his or her contribution in a beautiful and effective way.

Task 8: The opening event / vernissage

An exhibition is opened by the act of greeting the guests on arrival. In a few sentences, you should be able to inform the guests about the development of the exhibition, as well as its goals and aims. Here are some points that you should not forget to mention:

- Greet the guests.
- Greet particularly important guests.
- Explain the origins and development of the exhibition.
- Outline the goals and aims of the exhibition.
- Address particular thanks to the company owners and business leaders.
- Mention that all school students are available to answer questions personally.
- Wish everyone an enjoyable event and many interesting conversations.

Remember to agree on a dress code in class (e.g. elegant, in appropriate work outfits...).

Task 9: Guided tours of the exhibition for other classes – preparing work material and tours

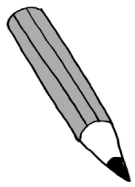
If other school classes are going to be visiting your exhibition, it is important that they are welcomed and given guidance on how they can best view the exhibition. A good way of doing this is by giving the school students a worksheet or a quiz that they can solve during their visit to your exhibition. You could even arrange a small prize at the end for the best answers.

Prepare yourself according to the following points:

- Welcome and introduction
- Outline of the task to solve during the viewing (worksheet)
- Worksheet with questions to answer during the visit to the exhibition
- Conclusion with an evaluation of the answers on the worksheets
- Questions
- Departure / saying goodbye

Task 10: Taking down the exhibition

You might have used different materials and infrastructures like pin boards, projectors, etc. This has to be taken back carefully. You and your peers must take all the products back. There might be important objects from the businesses or companies. Also this part takes time and is an important professional experience!



Booklet 7 – Part IV: Evaluation of Booklet 7

Reflect on the experience of preparing and carrying out your exhibition. In particular, think about the reactions of the visitors to your exhibition and the feedback you received from them.

- 1) Which profession did you make your exhibition for?
- 2) Did you get many reactions from visitors concerning your part of the exhibition? If so, what reactions or suggestions did they make?
- 3) Are you satisfied with your work?

My notes:

Teacher's feedback:

Date, teacher's signature:

I have read and understood my teachers' feedback.

Date, my signature

JOBS