



Cluster B

OPERATE A PERSONAL DIGITAL DEVICE

and C



PLAN SKILLS DEVELOPMENT

Name:

Class:

Worksheet 1 Edit Stored Information

For the following activities you will require the following information:

The Plains Real Estate Pty Ltd

25 Trinket Road

Redbank Plains QLD 4301

Ph: 3432 5236,

Fax: 3432 5200

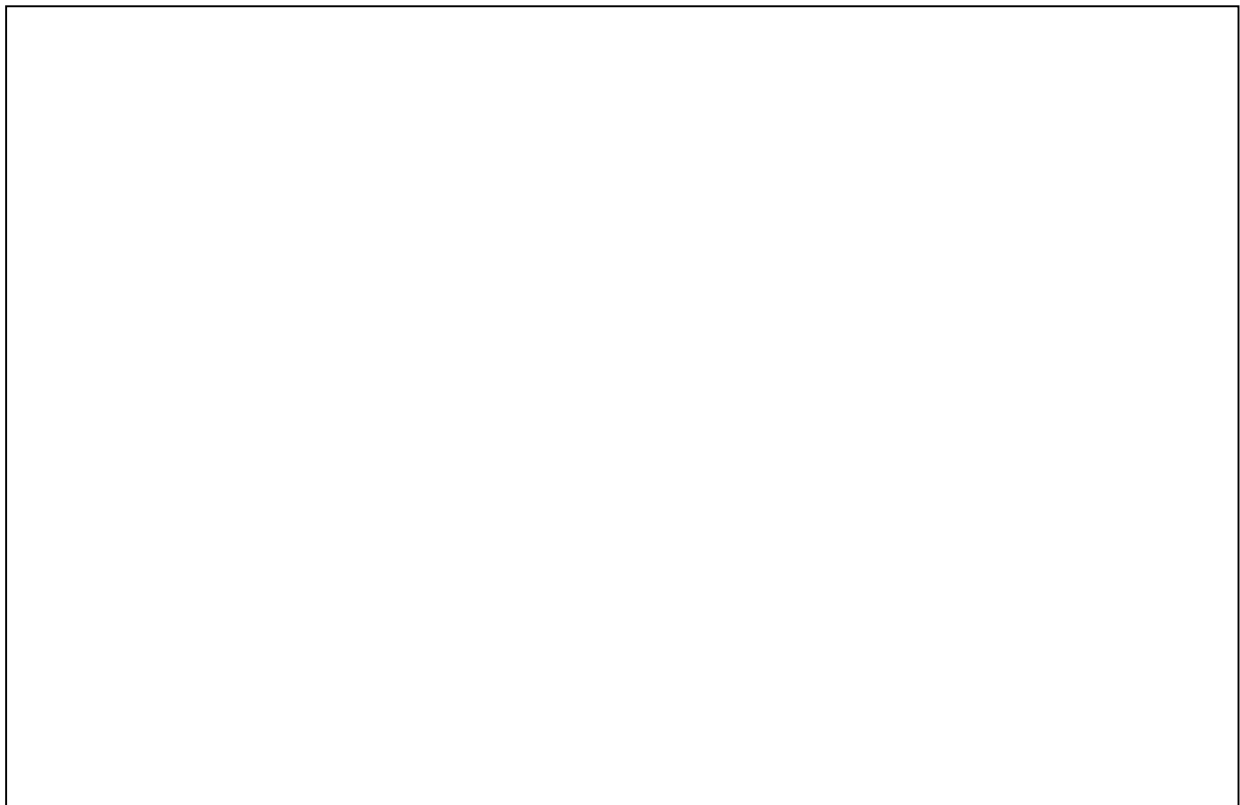
www.theplainsrealestate.com.au

info@theplainsrealestate.com.au

Managing Director – Judith Parkinson

Agents – Yourself, Anthony Quince, Penny Atkinson, Brendan Thomas, Katie Seeds

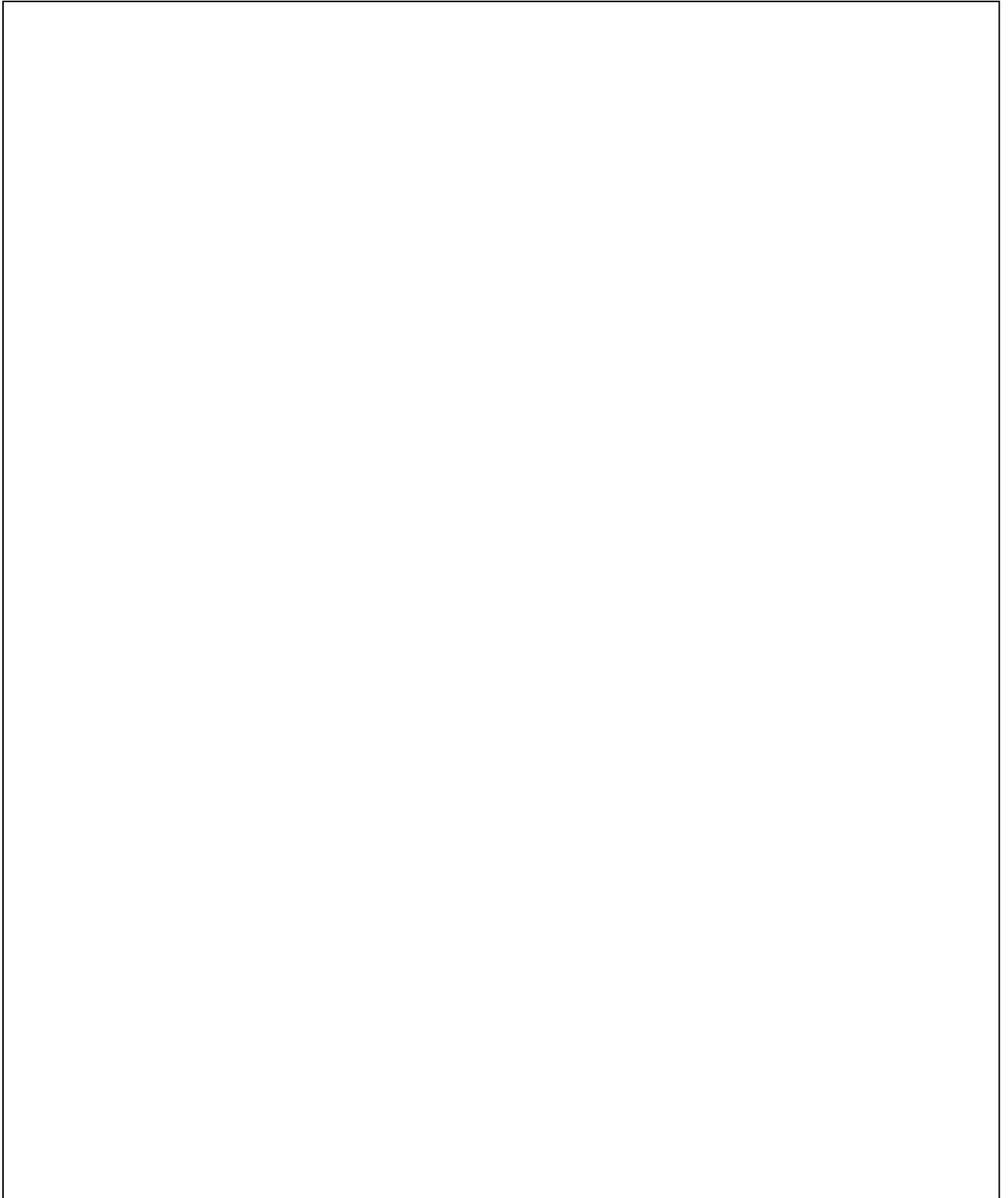
1. Create a **LOGO** for The Plains Real Estate Pty Ltd.



2. Create a **LETTERHEAD** for The Plains Real Estate Pty Ltd. Include the LOGO.

3. You have been asked to write a **business letter** to be used with clients who list their properties for sale with our business. Your letter should include the following points:

- Thank the client and let them know they are using a family business that has been established in the area since 1950.
- Advise them of some of the services they will receive (advertised on the internet and local paper, personal agent, weekly updates on progress, guide to selling, local sales information, open house times to suit their lifestyle)
- Advise them of the one low cost fee of \$5000 per property and our average listing time of 3 weeks.
- Finish the letter by encouraging them to contact us if they have any concerns.
- Leave form fields for client's name, address, salutation and agent's name.



Worksheet 2 Edit Stored Information

You have been asked to make necessary changes indicated in the proof-reading document below. Make the necessary changes and rewrite the document in the space provided.

Proofreading Key:

- a. The supervisor occasionally rote new[#] job discriptions. insert space
- b. We purchased 8 new books when on holidays. spell out "eight"
- c. Mr k Kelly has an appointment to see ms Jones at 3:00[#] pm. CAPS , insert space
- d. Mr k fitzPatrick
 22 Harbour street
 Sydney nsw 2000
 CAPS 2000

All the students had been working well. <i>have</i>
Two thirds of the workers is here. <i>are</i>
Our business is varied and comprehensive and <i>Complex</i> openings exist for people with a great variation of <i>Variety</i> knowledge and skills.
Please call me on 9276 5777 ⁵⁵⁷⁷ , extension 201 ²¹⁰ between 9:00 [#] am and 3:00 pm. insert space
Good security systems must be tailored to specific organizational needs and provide ^{major} maximum ^s protection from many risks. space
The Manager Southern Products Ltd ^{Pty} 180 Menzies Road ^{Avenue} BOX HILL NSW 3128 ^{VIC}
January 27, 2012 ^{trs} 8
1. Margins 1.1 Side and bottom margins should be approximately 2.5 ^{2.5} cm 1.3 The top margin on the first page should be around 4 cm, or 8 ⁹ blank lines 1.3 The top margin on additional pages should be 2.5 cm , or 6 blank lines ^{cm}

change 'had' to 'have'

change 'is' to 'are'

replace 'comprehensive' with 'complex'
 replace 'variation' with 'variety'

Correct figures 92765577
 Ext 210
 Space between '9:00' and 'am'

Spelling error in 'organisational'
 insert space between
 'and' & 'provide'
 replace 'many' with 'major'

Insert 'Pty'
 Replace 'Road' with 'Avenue'
 Change 'NSW' to 'VIC'

Transpose the order and
 delete the comma

Correct alignment of
 first line

Correct 2.5 cm
 Correct 9 blank lines
 Correct cm

Worksheet 3 Seek advice on future career directions

1. What is an industry and an organisation?

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2. List the various industries that people can work in.

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3. Make a list of careers that people can have.

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4. Describe the types of educational pathways that can be taken to work in different jobs.

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5. Choose 10 careers from your list in question 3. For each career outline the types of education and training that need to be undertaken to participate in that career.

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6. When you start a new job, your tasks are usually the first thing discussed. They should be listed in your position description. The range of tasks you have depends on your position and on the type of organisation you work for.

List some basic **office** tasks:

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7. A good way to organise your tasks and get things done is to set goals. Your work goals are the things you want to accomplish, and must be realistic. To be effective, goals need to be **SMART**:

- **S** – specific (What is it? Provide details.)
- **M** – measurable (How do I know that I have achieved my goal? Make sure to track your progress, e.g., date.)
- **A** – attainable (Are you able to achieve this? Make plans to achieve it.)
- **R** – realistic (Are you willing and able to achieve this? It is up to you to decide how high your goal is)
- **T** – timely (When are you planning to achieve this? Give a reasonable timeframe, e.g., weeks, months, years.)

Create a list of at least 5 personal goals for yourself. They can be about school, your personal or sporting achievements, etc. Make sure they are **SMART** goals.

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8. Listed below are examples of goals that have been poorly written. Rewrite these sentences so that they are **SMART** goals.

- I. I will not waste so much time checking my emails while I am at work.
- II. I will get my filing done on time.
- III. I will improve my job seeking skills
- IV. I will not use the photocopier to make multiple copies but will use the printing department instead.
- V. I will get another job using my desktop publishing skills.

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9. Once you have a list of goals, your next step is to work out how to accomplish them. You need to **prepare a schedule (plan)** in which you list each task you must complete to achieve each goal.

You must plan how you will complete the various tasks that you are required to perform.

Planning your work involves:

- identifying deadlines and time frames
- reviewing your current workload
- determining required resources (including equipment, stationary, software and other materials)
- assessing availability of resources
- prioritising your tasks

Create a plan of your daily routines while you at home attending online lessons.

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Create a plan for yourself for the next 2 terms of year 10.

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Worksheet 4 Attitude matters!

Responsible attitudes towards attendance and punctuality are important in the workplace.

18 WAYS TO BE MORE POSITIVE AT WORK

COMMUTE

Listen to audio books, podcast or inspirational music on your commute.



ARRIVE EARLY

Arrive early and focus on the tasks required today.



EMAILS

Avoid checking emails first thing. Focus on tasks in hand and periodically check emails through the day.

TIME USAGE

Are you making the most of your time? Focus efforts on what matters most.



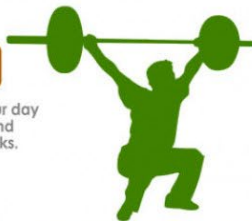
PLANNING

Schedule your day and set out achievable objectives.



BREAK TIMES

Plan breaks into your day to allow recovery and re-focus on your tasks.



MEETINGS

Walking meetings help focus. Leave the meeting with clear and achievable objectives.



HEALTH & WELL BEING

Exercise is proven to reduce stress and the resulting feel good factor can boost your productivity, while leaving you in a healthy mindset.

PACE YOURSELF

Rushing task will create more errors that inevitably you will have to re-do.

SUPPORT

Share your achievements with other and support the results of colleagues.

COLLABORATION

Never be afraid to ask for help. Collaborative with others to achieve mutual goals.

BORING JOBS

Bite the bullet and face mind numbing tasks head on.

HOLIDAY DAYS

Try different activities on your day off. Variety is the spice of life and leave you in a more positive mood.

BE POSITIVE

Infuse positive emotions into your work and colleagues and enjoy the contagious nature.

COMPASSION

Remain compassionate to negative colleagues. People are usually negative for a reason.

OFFICE POLITICS

Don't get bogged down in office politics. Focus on what is needed to move forward.

CRITISMS

Understand any criticism aimed at you and use the feedback to improve your work.

ADAPT

Business changes to survive. Make sure you are open and adaptable rather than resisting change.



1. Define what a positive work attitude means.

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2. How do work attitudes develop?

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3. Outline the impact on individuals, employees, and employers of positive and negative work attitudes.

	Impact of positive work attitude	Impact of negative work attitude
Individuals		
Employees		
Employers		

4. Outline the steps you should take if you are going to be absent, or late to work.

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Worksheet 5 Self-assessment

Let us do a simple self-assessment. Answer the following questions truthfully because at some point in your career planning and skill development planning you will likely need to answer similar questions.

1. What trait or habits do you have that may hold you back from landing your dream occupation?

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2. What is your attitude toward ongoing education and training in order to achieve your career goal?

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3. What is the most important thing you want out of your future jobs or careers?

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4. To you what is your ideal lifestyle and how does a job fit into this lifestyle?

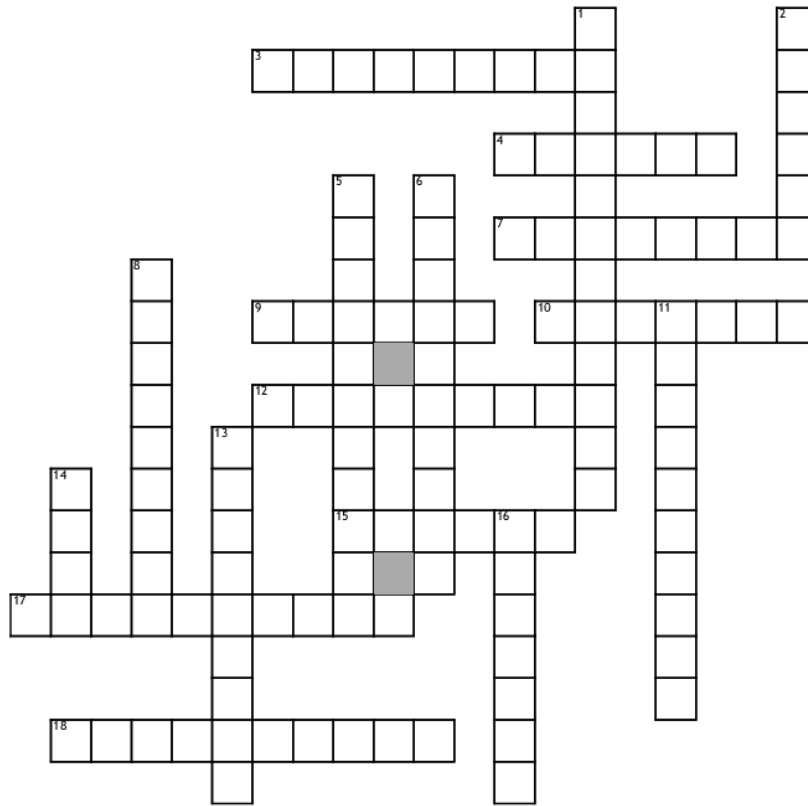
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Worksheet 6 Wrap up with a crossword

Name: _____

Date: _____

Career Vocabulary



Across

3. an increase in job status
4. an occupation requiring special training
7. a person who works for another person
9. a yearly amount of money earned in a job position
10. vacation time, insurance, sick time received with employment
12. reward offered as motivation
15. the amount of money received in exchange for work
17. talking with other people about possible job opportunities
18. people an employer can contact for information about a person

Down

1. a person who creates and manages a business
2. a document that contains information about an employee
5. a form completed by a person who wants to apply for a job
6. a person who works for a more experienced person in order to learn a trade
8. a face to face conversation between an employer and an applicant
11. a beginning level job that requires little training
13. people at the same job level that one works with
14. an hourly amount of money earn in a job position
16. a person who controls a portion of a business and employees

