

CTE Emergency Sub Plans

Student pages · print and hand out

ACTIVITY 1: CAREER RESEARCH ONE-PAGER

FOR STUDENTS

Research one career and fill in the profile

Pick a career that interests you in business, technology, or any field you are curious about. Use a school-approved website or the notes your teacher left. Fill in every box below. Guess honestly if you are not sure, then check it if you can.

Directions

- 1 Choose one specific job title (for example, UX designer, not just tech).
- 2 Fill in the profile below. Complete sentences are not required, but be specific.
- 3 In the last box, write 3 to 4 sentences on whether this career fits you and why.

Career / job title I am researching _____

Question	Your answer
What does someone in this job do all day?	
What education or training does it need?	
What skills matter most (name two)?	
Typical starting pay (a number or range)	
Is this field growing, steady, or shrinking?	
One tool or program people in this job use	

Would this career fit you?

Write 3 to 4 sentences. Name one thing about the job that appeals to you and one thing that might be a challenge for you personally.

One question you still have

What is one thing you could not find out, or want to know more about?

Reading: Why soft skills win interviews

Read the short article in the box, then answer the five questions on the next page. Everything you need is in the reading. You do not need a device for this activity.

ARTICLE

Why soft skills win interviews

When most students picture getting a job, they picture the skills on a resume: the software they can run, the certificate they earned, the projects they built. Those hard skills matter, and they often get you the interview. But once several people can all do the technical work, employers say the person who gets hired is usually the one with the stronger soft skills.

Soft skills are the human parts of work. They include communicating clearly, showing up on time, listening, staying calm under pressure, working on a team, and taking feedback without getting defensive. They are harder to measure than a typing speed, but managers notice them within minutes of meeting you.

Think about two candidates for a help-desk technician job. Both can fix the same computer problems. One explains the fix in plain language and stays patient with a frustrated customer. The other is technically correct but makes the customer feel stupid. The company will almost always hire the first person, because the job is really about people, not only machines.

The good news is that soft skills can be practiced. You build communication by explaining your thinking out loud. You build reliability by keeping small promises. You build teamwork by doing your share and helping without being asked. None of this requires special talent, only attention. In an interview, you show these skills by how you answer, not only by what you claim. A candidate who listens to the whole question, gives a clear example, and stays friendly is already demonstrating the exact skills the employer wants.

Name _____

1. What is the difference between a hard skill and a soft skill?

2. According to the article, what usually gets you the interview, and what usually gets you hired?

3. In the help-desk example, why does the company hire the first candidate?

4. Name two soft skills from the reading and give one way to practice each.

5. The article says you show soft skills by how you answer, not only what you claim. What does that mean?

Case study: The rush order

Read the scenario, then make a decision and defend it. There is no single correct answer. Your grade is about the reasoning you give, not the choice you pick.

The situation

Maya runs a small screen-printing business that makes custom T-shirts. A local team calls on Thursday: they need 60 shirts by Saturday morning for a tournament. It is a rush. Maya can say yes, but only by staying late both nights and paying a supplier extra for overnight blank shirts. If she says yes and delivers on time, she earns a good profit and a happy new customer who could bring repeat business. If she says yes and misses the deadline, she loses the customer and the money she spent on materials. She already has two smaller orders due Friday for regular customers, and rushing could put those at risk too.

The numbers

Item	Amount
Price the team will pay	\$720
Extra cost for overnight blank shirts	\$180
Normal material and ink cost	\$210
Two smaller orders already due Friday	\$140 total

Name _____

Step 1: Make the call

Should Maya take the rush order? Circle one and check any that apply.

- ☐ YES, take the rush order
- ☐ NO, turn it down
- ☐ YES, but only if she can protect the two Friday orders first
- ☐ YES, but charge more for the rush

Step 2: Justify it (this is the graded part)

Give at least two reasons for your decision. Use the numbers above in at least one reason.

Step 3: What is the biggest risk in your choice, and how would you reduce it?

Sketch a product, app, or poster and explain your choices

Designers plan on paper before they build anything. Pick ONE of the options below, sketch it in the box, then explain the choices you made. Neat handwriting and stick figures are completely fine. This is about your thinking, not your art skills.

Pick one

- A phone app that solves a problem students your age actually have.
- A physical product you could sell at a school store.
- A poster or flyer advertising a real school club or event.

I am designing a (app / product / poster) _____

What it is called _____

Who it is for _____

Sketch your design here. Label the important parts so someone else could understand it. For an app, draw the main screen. For a product, draw it from the front. For a poster, lay out the words and images.

SKETCH (LABEL YOUR PARTS)

Name _____

1. What problem does your design solve, or what job does it do?

2. Name two design choices you made on purpose and why (color, layout, a feature, wording).

3. Who is your target user or audience, and how did that shape your design?

4. If you had one more day, what is the first thing you would improve?
