

## PLEASE TAKE A MOMENT



# COMPLETE THE MENTORING PRE-TEST JUST 5 QUICK QUESTIONS.



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### My Work Values and Responsibilities

Preview this document and note the main topics and ideas. Use these activity pages to take notes and record ideas as you learn. Be sure to save the document with a logical file name in your personal workspace so you can refer back to it later.

Write definitions for the key terms in your own words.

Key Term	Definition
hard skills	
technical skills	
soft skills	
work ethic	
values	

Write down a job you might want to have one day. Then complete the table by listing three hard skills and three soft skills that would help you succeed in that job.

#### Job: Answer

Hard Skills	Soft Skills

1. How are people's soft skills related to their work ethic? 2. Why is having a strong work ethic critical to people's professional success? 3. What are some of the negative consequences of behaviors associated with a poor work ethic? 4. Why do companies institute policies and rules that require employees to act in ethical and moral ways? **Show Who You Are** Imagine that you are interviewing for a job you really hope to get, and the hiring manager asks you about your work ethic, character, and values. Answer as you would in an interview. 1. What does having a strong work ethic mean to you? 2. Tell me about a difficult project you worked on and what it was like. 3. Describe a time you were overwhelmed by an assignment and how you handled it. 4. Describe a time when you went the extra mile on an assignment or for a coworker. 5. Tell me about a time you went out of your way to complete a task that wasn't your responsibility. 6. How you would handle a coworker who you felt was being dishonest with company funds? Answer Reflect 1. How will you show future employers that you have a strong work ethic? 2. In your view, what is the most important reason to demonstrate your principles and your integrity at your job? 3. What would you do if a coworker behaved in ways that demonstrated a poor work ethic or a lack of integrity?

**4.** Why might acting ethically or morally on the job sometimes be difficult?

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#### A World Without Cash

Preview this document and note the main topics and ideas. Use these activity pages to take notes and record ideas as you learn. Be sure to save the document with a logical file name in your personal workspace so you can refer back to it later.

#### **Research Your Payment App**

Every payment app allows users to track their spending, but it isn't always easy. Conduct research to determine how well your selected payment app allows you to track your spending.

- □ Choose an app you already use or an app you might want to use someday.
- □ Explore the app itself or read articles and watch videos about it online.
- □ Use the chart to capture your notes.

#### **RESEARCH NOTES**

Payment App: Answer

In this payment app, how can you	NOTES
Track the amount of money you spend and the amount you receive?	
Determine how much money you have available to spend?	
Keep your money safe from hackers or scammers?	

#### **RESEARCH SUMMARY**

How does your app track your money? Does it provide you with all the information you need, or just some?

Answer the questions.

- **1.** Are all the payments you've made shown on your app? If not, how can you go back to see how much you've spent?
- **2.** Does your app tell you whether you have more money available to spend? If not, how can you determine whether you're running short of money to spend?
- **3.** How does your app help you to protect your money from hackers or scammers? Does it seem to you that your money is really safe?

#### **REFLECT**

Apps are a convenient way to spend money, but they can also lead to poor money management, overspending, and security issues. Remember that many apps tap into your bank account when you pay for things like lunch, clothing, or entertainment. That means that checking your transactions may not be enough to help you manage your money. You may also need to keep a close eye on your bank account.

Answer the questions.

- **1.** What is one thing you have learned about managing money with payment apps that you didn't know before?
- 2. What is one way in which you will use (or could use) your payment app to better manage your spending?
- **3.** What is one type of security issue that your app CAN address, and one type of security issue that your app CAN'T address?



#### **Smart Investing-Make Your Money Work For You-- Worksheet for High School Students**

"Don't wait to invest. Invest and wait."			
PART 1: Wh	y Investing Matters		
	petter to start investing at a young age?  our own words:		
	mpound interest? t explanation:		
B. Earning in	A. Getting money from your parents B. Earning interest on your original money and the interest you've already earned C. Investing in two companies at once		
PART 2: Kn	ow the Basics		
Match the te	rm to the correct definition:		
Term	Definition Letter		
A. Stock	A. Money you lend to companies or the government		
B. Bond	B. Collection of all your investments		
_	C. A slice of ownership in a company		
D. Portfolio	D. A group of stocks or bonds bundled together		
3. What is or	ne advantage of investing in an ETF instead of a single stock?		
PART 3: Ma	ke a Plan		
Company:	e company you use or like that you might invest in?		



5. How much money could you realistically invest each month?  Amount: \$			
Even \$10/month can make	Even \$10/month can make a difference over time!		
PART 4: Your Investing	Goal		
	ege savings, new phone, travel)		
Goal:			
Timeframe:	months or years		
PART 5: Research Snaps	shot		
Pick a company or ETF an	nd fill in the info using Google, Yahoo Finance, or a stock app.		
<b>Info</b> Name of Company/ETF _	Your Pick		
Ticker Symbol			
Current Stock Price \$	<u> </u>		
P/E Ratio (if available)			
5-Year Growth %			
Dividend (if any)	or N/A		
PART 6: Tips for Smart	t Investors (Check all that apply)		
☐ I will start small and sta	ay consistent		
☐ I will do research before	·		
	ies or industries I understand		
$\square$ I will avoid hype and go	•		
☐ I will think long-term, r	not panic during drops		

#### Reflection

7. What's one thing you learned about investing that surprised you?

8. How do you feel about starting to invest one day	?
☐ Confident	
☐ Curious	
□ Nervous	
☐ Excited	
☐ Still unsure	

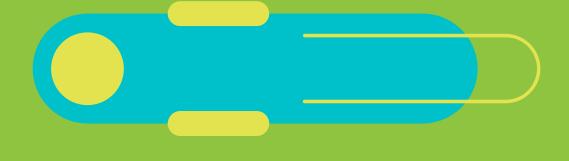




### **Digital Ethics**

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leas	ease determine Safe/Unsafe Situations				
1.			e while she is playing a game. They start at is your address?" I will send you a		
	•	Safe	Unsafe		
2.		-	birthday gift. He buys a gift online from a ught great products from there in the past.		
		Safe	Unsafe		
3.		•	ind out which character she would be from ed to provide her phone number and		
		Safe	Unsafe		
4.		d friend Betty send week or can we ge	ls him a text asking, "Are you going to be together?"		
		Safe	Unsafe		



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# COMPLETE THE MENTORING POST-TEST JUST 5 QUICK QUESTIONS.





