

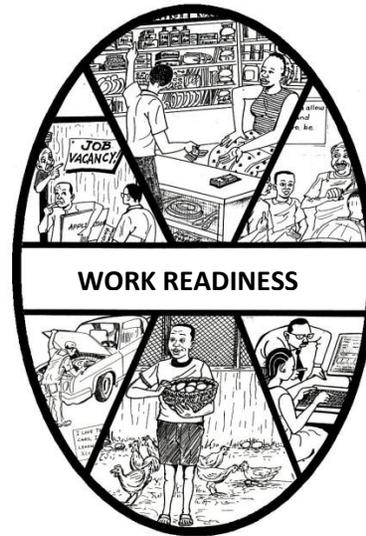


USAID
FROM THE AMERICAN PEOPLE



Alternative Basic Education Learner's Book for Level 1, Semesters 1 and 2

Content Area: WORK READINESS



August 31, 2011

Ministry of Education, Government of Liberia

With the Core Education Skills for Liberian Youth (CESLY) Project, USAID Contract # EDH-I-00-05-00031-00

WORK READINESS LEVEL 1 SEMESTER 1 & 2

LEARNER WORKBOOK

For use with the Alternative Basic Education Curriculum

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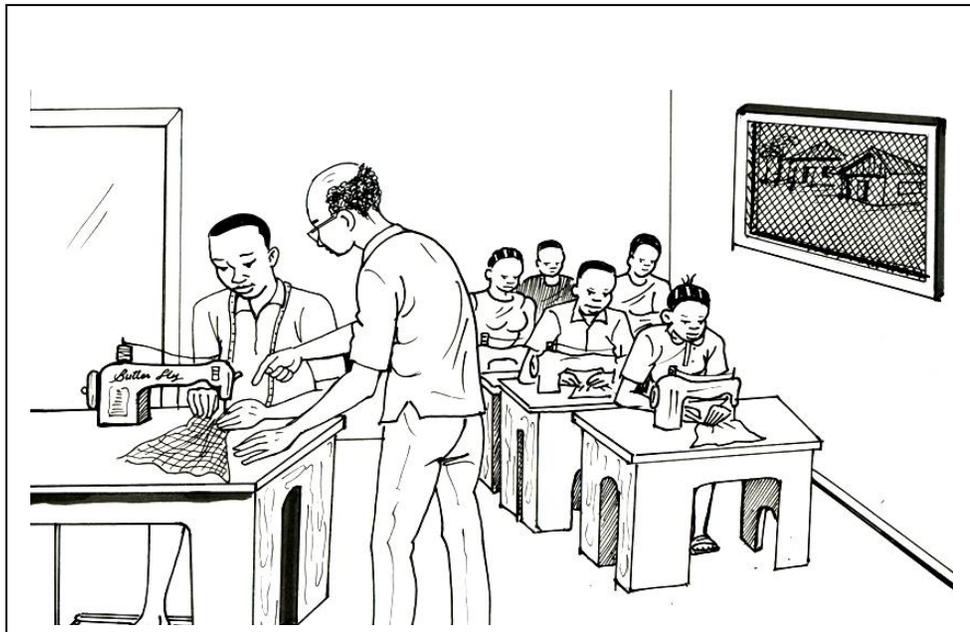
MODULE A

Lesson 1



Directions:

1. Look at the drawing in the box.
2. Read the statement below and answer the question that follows.





Directions: Put a check mark “ √ ” on any of the statements above that is correct and an “ x ” on any statement that is false.

- a) Anybody who likes to work can learn something to do to make money. _____
- b) Learning a trade enables you to earn income. _____
- c) Learning a trade can help you to get employed. _____
- d) Learning a trade can help you to become self employed. _____
- e) Having skills doesn't matter. There are no jobs around anyways. _____

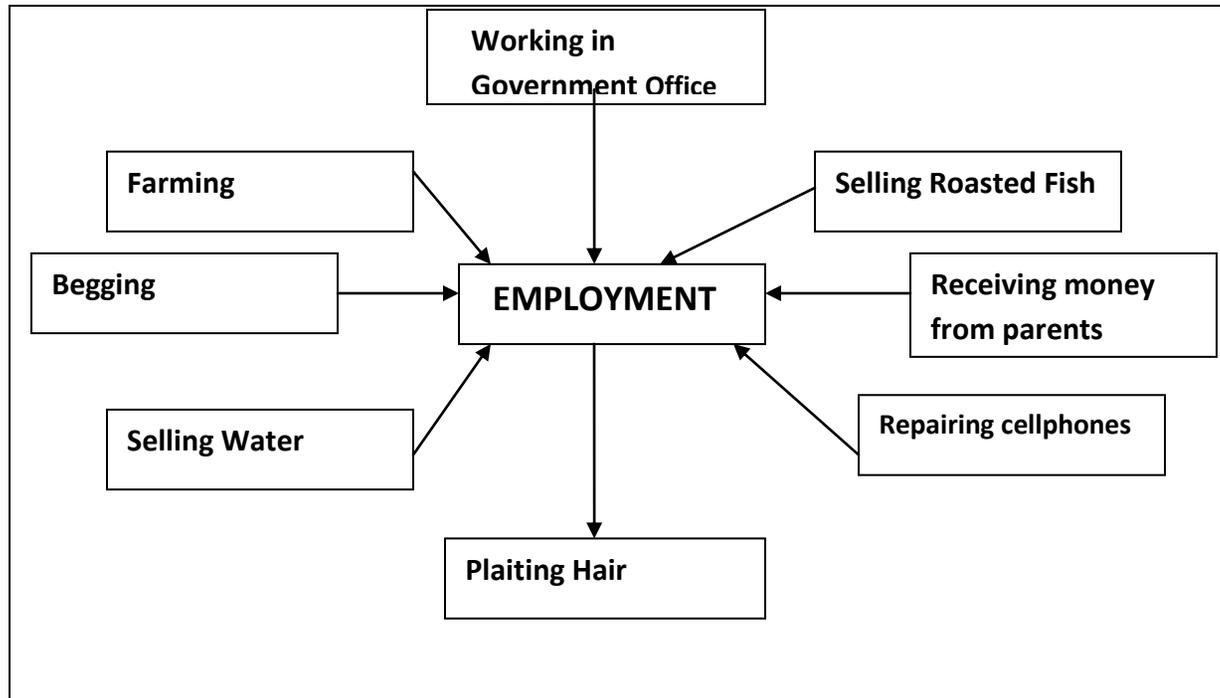
MODULE A

Lesson 2



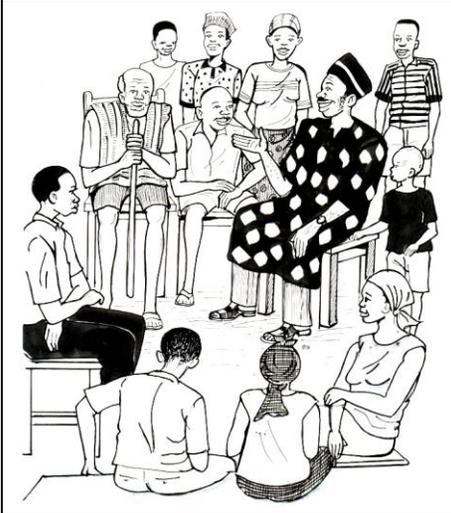
Directions:

1. Look at the diagram below.
2. Put a circle around any of the items in the boxes that is not a form of employment.



MODULE B
Lesson 8

The leader in this drawing is talking to his people



The leader in this drawing is talking to his people



Directions:

1. Look at the drawings in the 2 boxes.
2. Put a check mark “ √ ” on the drawing that shows a good leader and an “ x ” on the drawing that shows a poor leader.

MODULE C

Lesson 28

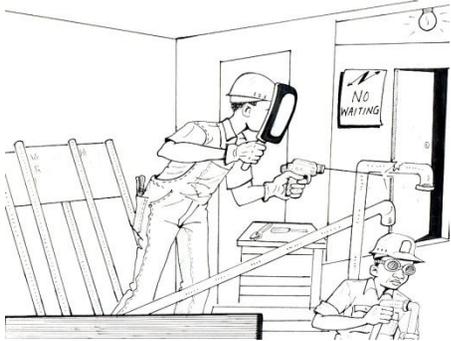
Work can be any activity allowed by law where goods and services are provided to make money is business.

Look at the drawings in the box below.

| | |
|--|--------------------------|
| All the people in these drawings are doing their own small business | |
|  | <p>This is a washman</p> |



This woman sells milk, sugar, soap etc.



This is a welder making products.



This lady bakes cakes and short bread.



This man's business is to clear trash and clean the community.



This man is a painter.



This lady is a singer.



Directions:

In the space below, write or draw other examples of other kinds of work that a person could do

| | |
|--|--|
| | |
| | |

MODULE C

Lesson 29

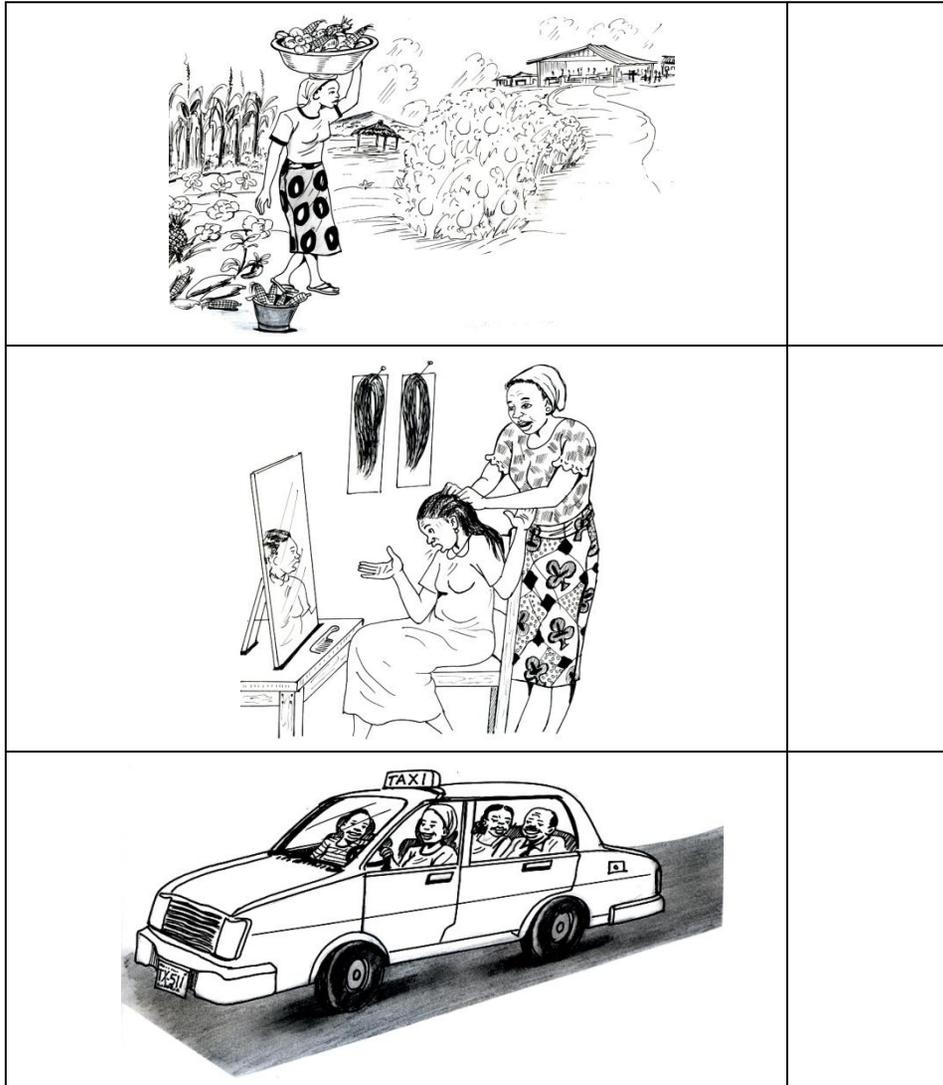


Directions:

Mary is trying out different skills to see which one would be a good profession for her.

1. Look at the drawings in the boxes below.
2. Place a check mark “√” on the activities you think Mary could continue in order to start working.





MODULE D

Lesson 37

Statement: A person who has a small business that he/she is employed. This is called self-employment.

Look at the drawings in the 2 boxes below.





Directions:

Put a check mark “ √ “ in the box below letter **T** and if false, put the mark “ x “ in the box below letter **F**.

| | | T | F |
|----|---|----------|----------|
| A. | The lady at her fish-roasting business, selling to a customer is self-employed. | | |
| B. | A man repairing shoes at his shop attending to a customer is self-employed. | | |
| C. | A woman working as a secretary in a government office is self-employed. | | |
| D. | A boy selling sticks of gum on the road has formal employment. | | |

MODULE E

Lesson 43



Directions:

1. Look at the drawings in the 2 boxes below.
2. Read the statement on top of each drawing.
3. Answer the question that follows.

The lady in this drawing is jobless and stays idle all day.



The lady in this drawing is an apprentice learning to be a hairdresser.



The lady in this drawing is a hairdresser fixing a customer's hair.





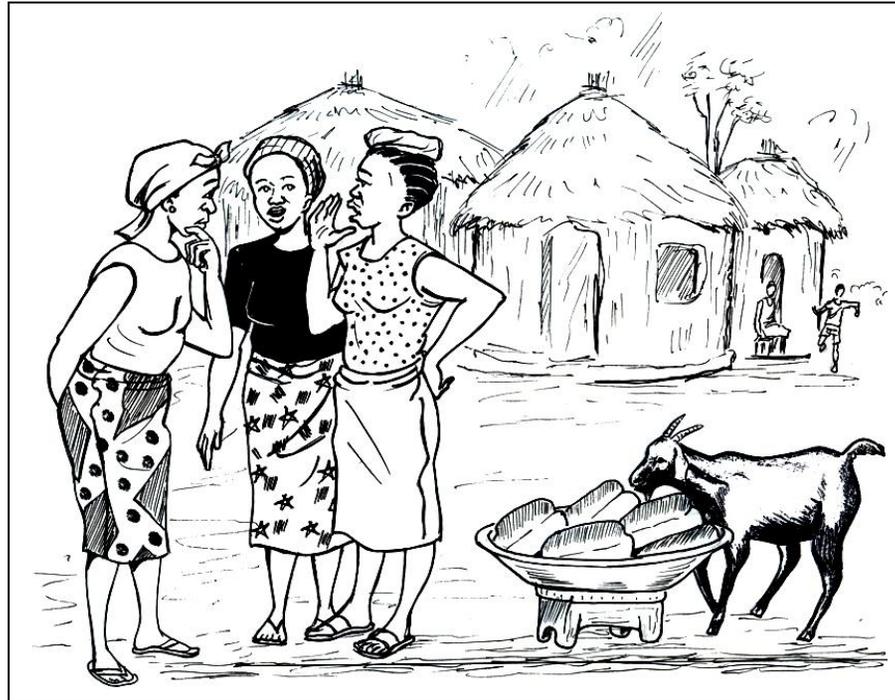
Directions: Think about changing a life from a jobless person to someone who is successful like Bintu in the drawing. Put a check mark “ ✓ ” in the box next to what you think you must do with yourself.

| | | |
|---|--|--|
| A | Sit in the community and wait for someone to come who can bring jobs to the community. | |
| B | If there is no work to do, go around the community gossiping about other people. | |
| C | Sit down and think about what is allowed by law that you could do well and that could bring in some money. | |
| D | Talk to people who can help you to think about what kind of work to do. | |
| E | Find something allowed by law that you can begin to do, learn about it and start doing it to make money, even if the money is small. | |

MODULE E

Lesson 47

Look at the drawing of Fatta in the box below. Fatta is selling bread. While gossiping with others, a goat went carried away some loaves of bread.





Directions:

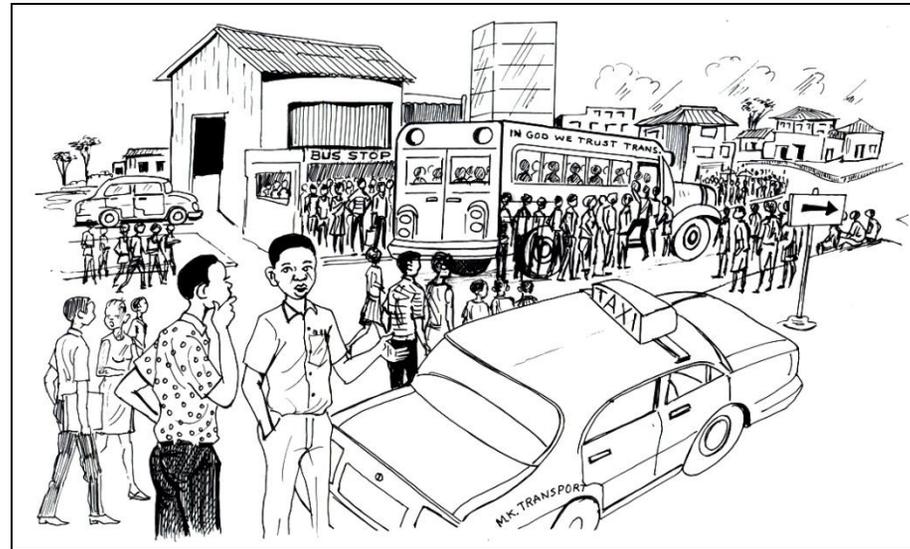
Mark the statements below as T for True or F for false

| | | |
|----|--|--|
| A. | Fatta is a small business woman. | |
| B. | Fatta takes her products to the market. | |
| C. | Fatta is not paying attention into her business. | |
| D. | It is not Fatta's fault, if the goat took away the bread. | |
| E. | Fatta's business may fail if she doesn't pay attention to taking care of her products. | |
| F. | Fatta should put more interest and attention into her business. | |

MODULE E

Lesson 49

The man in this drawing is asking why people are many at the bus stop in this community. The vehicles there are not sufficient to carry people. He then plans to start a transportation business.





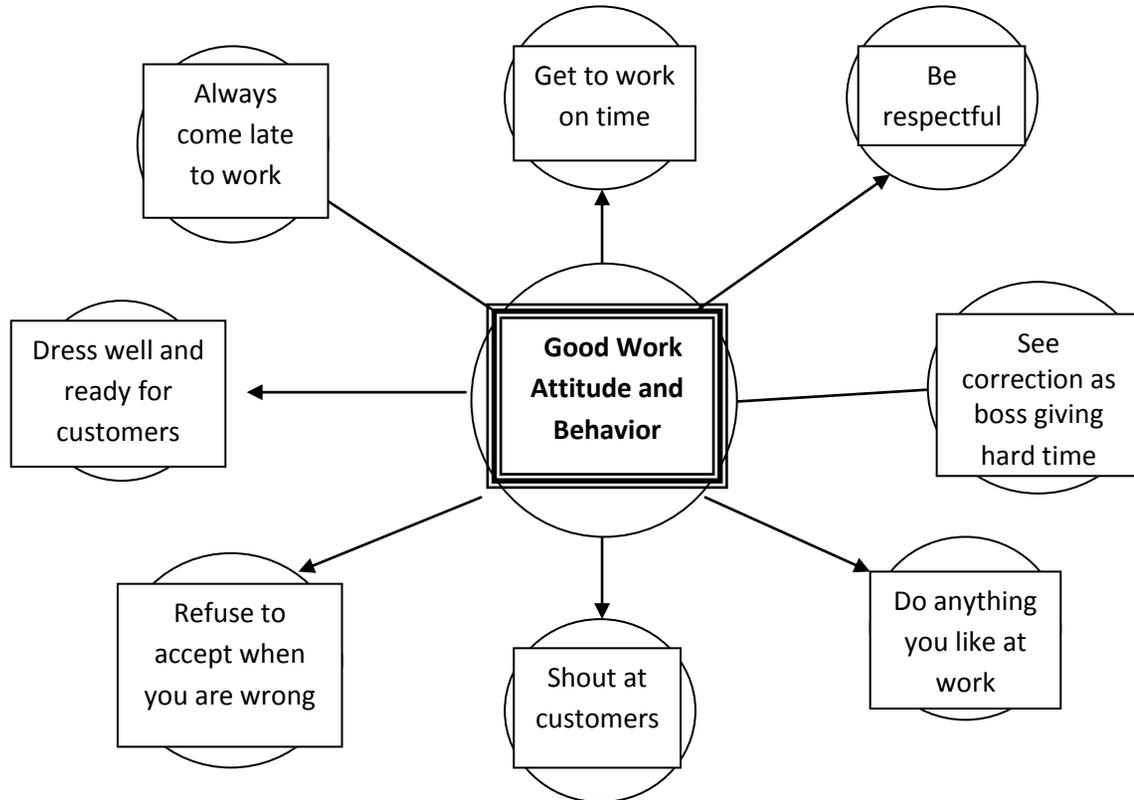
Directions: Put a check mark “ √ ” in any of the boxes that show ways to know what business to start.

| | | |
|----|---|--|
| A. | Listen to people’s complaints about a need in the community. | |
| B. | Ask about what services or goods that people need is not in sufficient supply in the community. | |
| C. | Just do what you like to do without asking if people in your community need it or not. | |
| D. | Identify a service that people need but is not provided well. | |

MODULE F

Lesson 57

1.  **Directions:** Look at the diagram in the box below. Put a check mark “ v ” on the good work attitudes and an “X” on the bad work attitudes.



MODULE F

Lesson 58

The man in this drawing was rude to the customer so the customer is angry and leaves the shop.





Directions: If this statement is true, put a check mark “ √ ” in the box below letter **T** and if false, put the mark “ x ” in the box below letter **F**.

| | T | F |
|---|----------|----------|
| Shouting is a normal way to treat customers. | | |
| If you are rude to your customers, they will be happy and continue to buy from you. | | |
| Shouting at customers does not affect your business. | | |



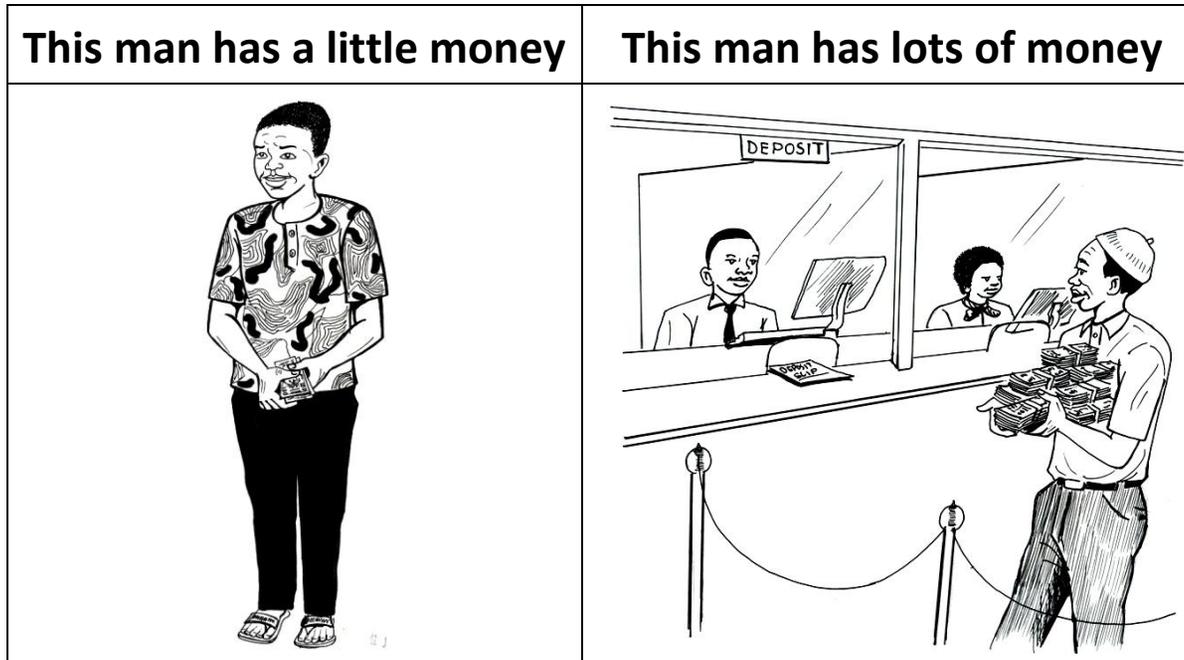
Directions:

In the space below, write or draw four ways you think you should treat customers in order to get them to visit you again.

| | |
|--|--|
| | |
| | |

MODULE G

Lesson 74





Directions: If this statement is true, put a check mark “ √ ” in the box below letter **T** and if false, put the mark “ x ” in the box below letter **F**.

| | T | F |
|---|----------|----------|
| Saving money in the bank keeps it safe. | | |
| Saving money in the bank is risky. | | |
| It is only people with lots of money who should save money in the bank. | | |



Directions:

In the space below, write or draw four reasons why you think you should or should not save money in the bank.

| | |
|--|--|
| | |
| | |

MODULE G

Lesson 69



Directions:

1. Look at the drawing in the box below.
2. Read the statement below the box and answer the question that follows.





Directions: The statements below show some correct things and some wrong things to do with your money. Put the check mark “ √ ” on the correct ones and the “ x ” mark on the wrong ones.

| | | |
|----|---|--|
| A. | Save all your money in your house. | |
| B. | Write down how you spend your money. | |
| C. | Save your money in the susu club or the bank. | |
| D. | Buy anything you like whether you need it or not. | |
| E. | Always try to save money, even if small amount. | |

MODULE H

Lesson 84



Directions:

1. Look at the drawing in the box below.
2. Read the statement below the box and answer the question that follows.





Directions: The statements below show some correct things and some wrong things to do in order to find a job. Put the check mark “ √ ” on the correct ones and the “ x ” mark on the wrong ones.

| | | |
|----|---|--|
| A. | Talk to people in your social network about job possibilities. | |
| B. | Figure out a service to do for which the employer would want pay. | |
| C. | Wake up each day and go around looking for job. | |
| D. | Try to show to an employer something in particular that you can do to make his or her business do better. | |
| E. | If an employer asks if you know how a skill during the interview, say you can do it whether you have done it before or not. | |

| | | |
|----|--|--|
| | | |
| F. | Be honest about what you have done and not done before. | |
| G. | Show an interest and curiosity in learning new skills. | |
| H. | Answer all of the questions in your interview with “yes”. | |
| I | Make it clear to your employer from the beginning that there is certain work which is “beneath your status”. | |

MODULE H

Lesson 88



Directions:

1. Look at the drawing in the box below.
2. Read the statement below the box and answer the question that follows.





Directions: If this statement is true, put a check mark “ √ “ in the box below letter **T** and if false, put the mark “ x “ in the box below letter **F**.

| | | T | F |
|----|--|----------|----------|
| A. | When you go to look for a job and you are told to come back, you should show that you are angry. | | |
| B. | When you are told to come back another day, you should assume that the employer doesn't want you, so you don't need to visit that place ever again. | | |
| C. | It doesn't matter what you look like. Any employer should be able to see your potential skills, not just your appearance. | | |
| D. | If an employer tells you they don't need someone with your kind of skills, it is not appropriate to ask the person what kind of skills they are looking for. | | |

MODULE I

Lesson 91

In vocational training, one can learn to do certain types of work such as repairing a car, baking, hairdressing, house painting etc.



Directions:

Look at the drawing in the box below. Circle the items for which you think you could take vocational training to learn that skill.



MODULE I

Lesson 92



Directions:

1. Look at the drawing in the box below.

Read the statement below the box and answer the question that follows.





Directions: If this statement is true, put a check mark “ √ ” in the box below letter **T** and if false, put the mark “ x ” in the box below letter **F**.

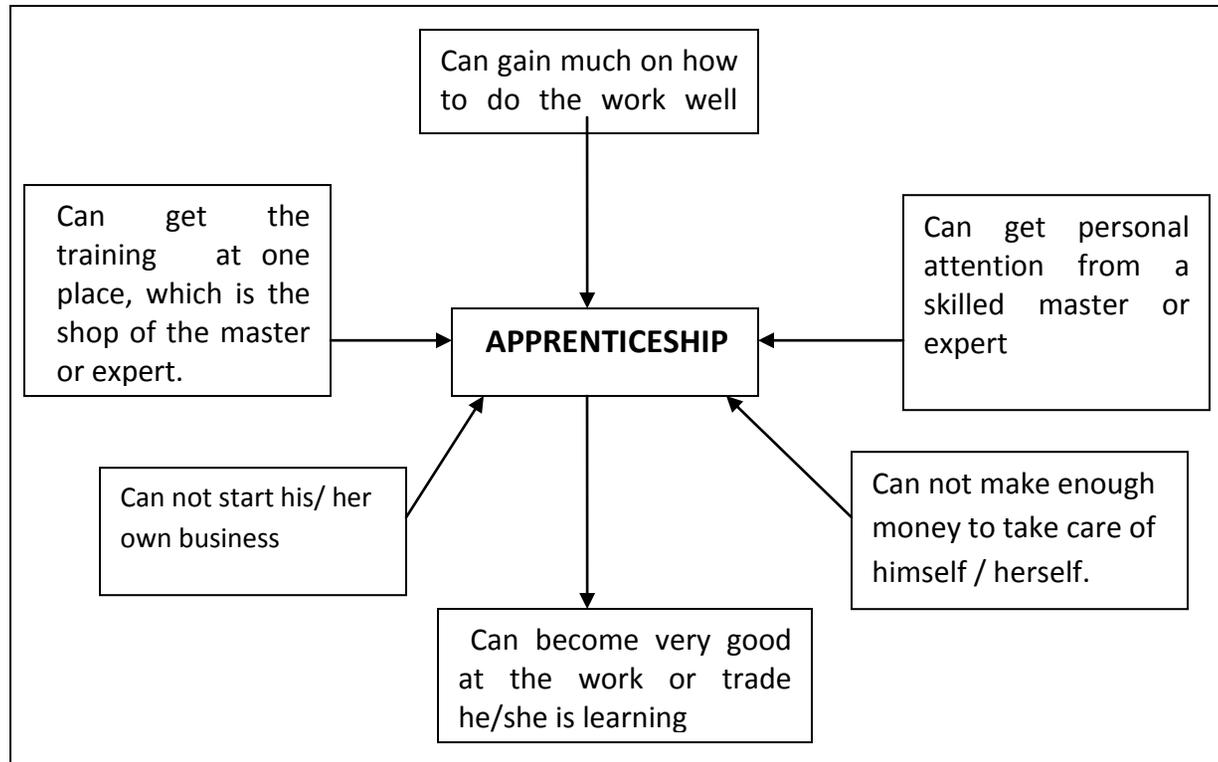
| | | T | F |
|----|---|----------|----------|
| A. | Vocational training is for men alone. | | |
| B. | It is easier for you to get a job if you have some vocational or skills training. | | |
| C. | Vocational training teaches people how to do certain types of work. | | |
| D. | There is no place one can get vocational training in Liberia. | | |
| E. | Vocational training can help you to start your own business. | | |

MODULE J

Lesson 99



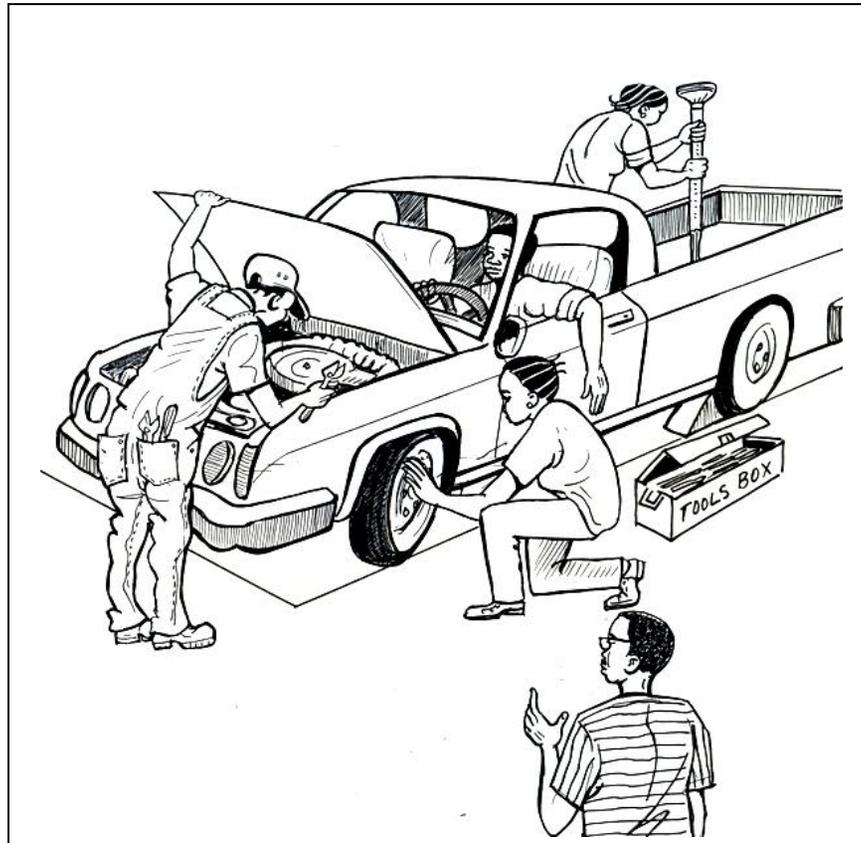
Directions: Look at the drawing in the box below. Put a check mark “√” on the statements that are correct about someone who does an apprenticeship and “x” on the statements that are not correct.





Directions:

1. Look at the drawing in the box below. This drawing shows a group of 2 boys and 2 girls at an auto mechanic workshop doing apprenticeship. They are with the master.





Directions: If this statement is true, put a check mark “ √ ” in the box below letter **T** and if false, put the mark “ x ” in the box below letter **F**.

| | | T | F |
|----|---|----------|----------|
| A. | Someone who goes for apprenticeship cannot get a job in an office or with government. | | |
| B. | If you are doing an apprenticeship, you can't complete your studies at the same time. | | |
| C. | If you are doing an apprenticeship, you can't earn enough to sustain yourself. | | |
| D. | Apprenticeships are only for boys and men. | | |