**Week 2 Agenda**

**April 27- May 1**

Monday, April 27:

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| **Writing Prompt April 27 –** You are required to give someone at your job some bad news. How do you develop an effective strategy so that you can deliver this news professionally? How will you soften this bad news with your manner of delivery? | **5** |
| **April 27Assignment** – Vocabulary words: roof, energy, humidity, vapor, calculation, structures, quality, and repair. | **16** |

Tuesday, April 28:

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| **Writing Prompt April 28 –** You have just received difficult news from your significant other. You think you will need to take 2 weeks off work to help your significant other. How do you discuss this issue with your job? | **5** |
| **April 28 Assignment -** Read the VocEd sheet\_\_\_\_ | **0** |

Wednesday, April 29:

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| **Writing Prompt April 29 –** If you were in a circus, what role would you play and why? | **5** |
| **April 29 Assignment** - After reading the VocEd sheet, complete the 5 reading comprehension questions. | **5** |

1. What is an example of a job title related this this field?
2. What is a task that you have to do in this field?
3. What kind of technological skills might someone in this field need?
4. What is one area of knowledge a person might need to work in this field?
5. What is one skill a person might need to work in this field?

Thursday, April 30:

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| **Writing Prompt April 30 –** Have you ever done something as a reaction to your anger and felt regretful afterwards? Explain. | **5** |
| **April 30 Assignment** - After reading the VocEd sheet draw a picture related to the VocEd sheet. | **5** |

Friday, May 1:

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| **May 1 Assignment** - Write 3 sentences about what you did this week, how you feel emotionally this week, and how you feel physically this week.. | **8** |
| **Week 1- Total Points Possible** | **50** |

**Week 2 VocEd Sheet**

**April 27- May 1**

# **Helpers--Roofers**

Help roofers by performing duties requiring less skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

**Sample of reported job titles:** Kettleman, Roof Technician, Roofer Helper, Roofing Laborer

## Tasks

* Check to ensure that completed roofs are watertight.
* Sweep and clean roofs to prepare them for the application of new roofing materials.
* Locate worn or torn areas in roofs.
* Clean work areas and equipment.
* Maintain tools and equipment.

## Technology Skills

* **Analytical or scientific software** — Energy cost evaluation software; Exele TopView; Humidity and vapor drive calculation software; Roofing Calculator
* **Computer aided design CAD software**  — AppliCad Roof Wizard; DigiTools Roof CAD;
* **Data base user interface and query software** — Insight Direct ServiceCEO; Roof Pro Estimate

## Knowledge

* **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
* **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
* **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

## Skills

* **Coordination** — Adjusting actions in relation to others' actions.
* **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.