




Career Planning Programme

Sample Worksheet

This is the way a typical worksheet will look.

This section may introduce you to the activity and provide some kind of background or broad description of the aim of the activity.

1. Directions for each activity
2. Will normally be included
3. On this part of the worksheet.
4. Once you have opened the document in MS Word, **save it to your Career Planning folder** by selecting the **FILE** Menu Bar and then **SAVE** or by clicking the **save** icon .

Activity 1

Activity/Task	Example
Worksheets will often contain examples of what you might do in an activity.	
You will then be given space to write your own answer in the boxes below.	

Your turn

Activity/Task	Example
These boxes can expand. Type your answers here and save copies of the worksheet to your Career Planning folder or file.	