



Scrapbook Assignment

The preparation of a co-op scrapbook is a means of keeping up to date with the many social, economic and educational changes. It also provides you with an opportunity to become more familiar with the content of the daily newspaper as a source of current information about employment trends and our changing Canadian workplace.

This exercise is designed to help you organize material for a co-op scrapbook. Once you have mastered this skill, you will begin to include your own opinions about the articles.

Your Assignment:

1. Obtain a duo tang binder or scrapbook and begin collecting and compiling a variety of newspaper and/magazine articles **RELATED TO THE WORLD OF WORK.**

Your assignment should include...

2. **A cover page with a...**

- a) Title
- b) Your Name
- c) Name of workplace

3. **Table of contents**

4. **At least Four (4) TOPIC headings containing any combination of 10 articles**

TOPICS

ethics	human rights in the workplace
health and safety	stress management
communications	unions
job skills	entrepreneurship
changing job market	decision making
changes in education / life long learning	self image/ self-improvement
	"articles specific to your placement"

5. **Each article must contain...**

- a) Name your source (ie.newspaper,internet) ;give the date the article appeared
- b) Highlight the most important information in the article.
- c) Write your comments about the information read in the article
- d) State the HEADING from above, under which the article belongs