Unit 7   WORSHEET 7A

Job Requirements

Directions: Many jobs rely on technology. Choose the job title from the list that matches each job description below. Write the matching letter in the blank.

_____ **1.** Uses e-mail and networks to file stories and reports from around the world

_____ **2.** Uses presentation software to create and present lessons

_____ **3.** Uses digital design software to touch up images

_____ **4.** Uses software programs to create and record rhythms, beats, and harmonies

_____ **5.** Uses spreadsheets and databases to track and monitor an individual's or company's budgets and expenses

_____ **6.** Uses word-processing software to quickly create letters and documents for executives

_____ **7.** Uses technology to create, install, and maintain office computer systems and networks

_____ **8.** Uses advanced measuring systems to diagnose, repair, and maintain automobiles

_____ **9.** Uses databases and spreadsheets to match potential employers to potential employees based on skills, salary, and experience

_____ **10.** Uses audio technology to mix sound effects and levels for all types of media, including television, music, radios, motion pictures, and Internet

a. Accountant

b. Teacher

c. Job Placement Counselor

d. Musician

e. Mechanic

f. Journalist

g. Information Technology (IT) Specialist

h. Photographer

i. Office Assistant

j. Sound Engineer