



MERIDIAN PRIMARY SCHOOL

20 Pasir Ris Street 71
Singapore 518798
Tel: 6583 2125 Fax: 6583 4993
Email: meridian_ps@moe.edu.sg
Website: <http://www.meridianpri.moe.edu.sg/>

25 May 2017

Dear Parents,

Re: Primary 4 World of Work (WOW) Project

Meridian Primary School has been conducting the **World of Work Project** for the pupils since 2004. Through this project, pupils are able to understand the importance of developing necessary life skills and attitudes for the competitive working world. Furthermore, this project provides our pupils an opportunity to engage in learning outside school boundaries. The WOW project will complement the things your child will be exposed to when he/she uses the E-careers portal when he/she reaches Primary 5.

The World of Work Project will be done by all Primary 4 pupils during the **coming June holidays**.

The **Objectives of the World of Work Project** are listed below:

- To strengthen the school's efforts in inculcating values and cultivation of good habits
- To help pupils understand the importance of having the required life skills and attitudes before they enter the competitive working world
- To help pupils understand the different roles which employees and employers play in a company's operation
- To nurture pupils to be thinking individuals
- To encourage family bonding

The **Details of the World of Work Project** are listed below:

Category 1: Research on a Job

Pupils are to research on a job of their choice. They will identify the job description, job requirements and the life skills required for the job.



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Category 2: A Day Observation of My Parent's or Relative at Work

- Pupils will spend a day at either of their parent's or relative's workplace and identify:
 - (a) the job description
 - (b) the required life skills needed for the job
 - (c) basic office routines and procedures and
 - (d) other things of interest to the pupil
- If permission is granted, the pupil can take pictures of the people or activities in the workplace and/or conduct informal interviews. Pupils can be assigned simple tasks (with necessary guidance) in order to have a first-hand experience at working.

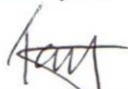
The World of Work Project will be divided into 2 categories. Pupils will work on *only 1 category*.

For both options, pupils are to present their write-up on an A4 sheet of paper (plain or coloured) or sketchbook (photographs with captions). The questions in Annex 1 are given to assist the pupils to complete their project.

We would like to appeal to all parents to give your child the fullest support and cooperation in this learning journey. We sincerely hope that your organisation will also support us as this project aims to provide a platform for our younger generation to prepare themselves for the competitive and demanding working world. Pupils are to hand in their work by the end of Term 3 Week 4 to the respective student councillors in the class. They will be given time in Term 3 Week 8 during FTGP/Assembly to share their project with their classmates so all can learn together.

If you have any queries, please feel free to email Mrs Stephanie Lim, at tay_wan_boon@moe.edu.sg or Mdm Nur Aisyah, at nur_aisyah_ali@moe.edu.sg.

Thank you.


Yours sincerely,
Mrs Stephanie Lim
Mdm Nur Aisyah



Name: _____

Class: P4 _____

Category 1: Research on a Particular Occupation

(Social Emotional Competencies: Social Awareness / Self Management / Relationship Management)

- Title of the occupation
- Job Description (What are the job duties?)
- Basic Job Requirements (What are the qualifications and experiences needed for this occupation?)
- Type of working environment e.g. female/male working environment
- Other special job requirements e.g. the need to travel overseas frequently.
- Life skills required for this occupation e.g. attitude, skills, character values, qualities.
- Possible challenges which a person will face in this occupation.
- Photographs/pictures
- Other relevant points or areas of interest that you wish to share with your classmates (Children can study the Classified Advertisement sessions to gather interesting information.)

Category 2: A Day at my Parent's or Relative's Workplace

(Social Emotional Competencies: Social Awareness / Self Management / Relationship Management)

- State who you are being attached to: Parent / Relative / Friend
- Name of the organization you are being attached to.
- Job Title
- Job Description (What are the job duties?)
- Basic Job Requirements (What are the qualifications and experiences needed for this occupation?)
- Type of working environment e.g. female/male working environment
- Other special job requirements e.g. the need to travel overseas frequently.
- Life skills required for this occupation e.g. attitude, skills, character values, qualities.
- Possible challenges which a person will face in this occupation.
- Any tasks assigned to you
- Photographs/pictures
- Other relevant points or areas of interest

For both Category 1 and Category 2, pupils can present their write-up on an A4 sheet of paper (plain or coloured) or sketchbook (photographs with captions). Pupils are to hand in their work by Term 3 Week 4 to the student councillors in their class.