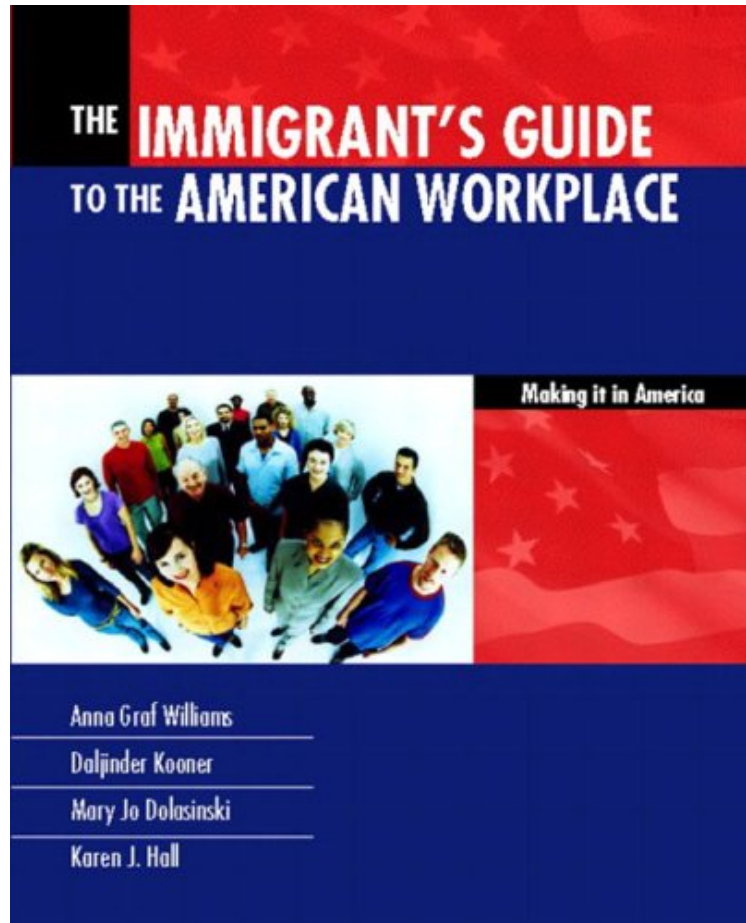


(Get free) Immigrants Guide to the American Workplace: Making It In America, The

Immigrants Guide to the American Workplace: Making It In America, The

Anna Graf Williams, Daljinder Kooner, Mary Jo Dolasinski, Karen J. Hall

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Anna Graf Williams, Daljinder Kooner, Mary Jo Dolasinski, Karen J. Hall : Immigrants Guide to the American Workplace: Making It In America, The before purchasing it in order to gauge whether or not it would be worth my time, and all praised Immigrants Guide to the American Workplace: Making It In America, The:

3 of 3 people found the following review helpful. This book is a misunderstandingBy Malgorzata HaluchaThe Immigrant's Guide to the American Workplace is a misunderstanding.I got the book looking for information about getting a job in the US, writing an American-style resume, about workers' rights, issues of aliens without work authorization, etc. Instead, I got general information mostly off the topic. Pages of the book are filled with chapters about Hygiene, Cash and Credit, Housing, Transportation, Shopping, Dining In/Dining Out, Telephones and Other Technology, Mass Communication. This is fine, had the book was entitles "Making it in America". However, from The Immigrant's Guide to the American Workplace I expect something else.For example, 16 pages are devoted to

shopping and less than one page - to writing a resume. Not even one sample resume or cover letter is given - a serious drawback for a book written for foreigners struggling with English. And how, in the world, will the chapter on dining out help me if I am still unemployed? What really annoyed me the most was the fact that the table of contents and index do not correspond to actual pages in the book, making finding anything totally impossible. They are off from 2 to 12 pages. Go figure. There is not much to look for anyway. Lacking is even basic information about Social Security program, unemployment rights and benefits, help for job seekers, IRA, COBRA insurance, just name it. For answers to problems of undocumented workers in the U.S., I went to [...] which has a useful e-book, and to learn about my rights as an employee I bought NOLO's "Your Rights in the Workplace". I highly recommend them. And, yes, government agencies do have a ton of useful stuff to read although you have to dig hard. Margaret 3 of 3 people found the following review helpful. Give some credit to America's backbone By Immigrant Pete This book is full of platitudes and generalities. Not much of a real help to an immigrant. Better information for immigrants come from government agencies. Telling readers to wash themselves and showing up at work shows a real prejudice and hints of racism. There is a lot of better information out there.

For courses in Transition, Career/Job Search Strategy, and Career and Self Explorations. This easy-to-read book helps students who want to be successful in the U.S. job market--targeting the needed life and professional skills and providing the "how to" for integrating into the American workforce. It helps develop confidence and experience with the social, cultural, and professional settings in America, and creates an understanding of the basic challenges immigrants face when coming to work in the United States. Coverage includes hygiene and dress, finding and working with a mentor, dealing with culture shock, learning to understand and communicate with others, getting around, handling money, getting a job, being professional, and becoming independent. Great for International ESL and all students looking to succeed in the workforce.

From the Back Cover This revolutionary, easy-to-read book is designed to help immigrants transition into the American workplace and American culture. Geared to people new to America, this book can help you develop independence and confidence with the social and cultural settings in the United States. Topics include: Hygiene and dress Finding and working with a mentor Dealing with culture shock Understanding and communicating on and off the job Getting around Understanding and handling money Getting and keeping a job Professionalism and values in the workplace Each chapter includes a rich glossary of key terms all immigrants need to understand. End-of-chapter exercises challenge you to become skilled in the language and the culture of America. This book is helpful to new immigrants no matter what the age or education level high school, college, or continuing education. The Immigrants Guide to the American Workplace Making it in America is an essential book for courses in ESL, Diversity Management, and Career Development. Whether you are a student, a line-level service person, a beginning professional, or someone who wants to be successful in the United States workplace, this book can help you learn what it takes to make it in America! About the Author Anna Graf Williams, Ph.D., is a second-generation, born-in-America German who went from being a farmer's daughter to earning a Ph.D. in education. As the co-founder and co-owner of Learnovation#174, LLC, she has designed and taught courses in diversity, mentored immigrant students in the hotel and restaurant business, and worked with people to expand their careers. Daljinder Kooner brought the initial inspiration and insight into the writing team as a naturalized citizen 20 years in the United States from India. He has helped mentor and introduce many of his family and friends to the United States, and is a successful entrepreneur and restaurateur. Mary Jo Dolasinski is Croatian, second-generation, born in America. She is a corporate trainer in the lodging and restaurant industry one of the biggest employers of immigrant workers in the United States. Mary Jo has many years of management experience with a multi-ethnic work force. She also taught ethnic dance for 16 years and is a university instructor. Karen J. Hall is one of those Americans with a mixed heritage. She has traces of English, Dutch, Scottish, and German ancestry and probably more thrown in for good measure some who immigrated as early as the late 1600s and some in the 1870s. She has been a corporate trainer in the field of software doing instructional design and editing, a university instructor, and currently works with career development as a co-founder and co-owner of Learnovation, LLC. Excerpt. Reprinted by permission. All rights reserved. If you are reading this book, you are probably one of the following: new immigrant to the United States someone who is planning on visiting the United States an exchange student from outside the United States a person who has a friend or relative who is coming to work or live in the United States a manager or mentor of a new immigrant. Getting Ahead This book was written to give immigrants an easy-to-read, direct look at daily life in the United States and the American workplace. People have always come to the United States to find new opportunities and to make a better life for themselves and their families. America offers many jobs and many choices, both personally and professionally. Use this book to build your confidence and get ahead faster in the workplace. Learn what to expect at home and on the job. The more you know about America, the easier it will be to understand and work with your coworkers and managers on the job. Getting Started America is always changing and growing. People bring the best of their traditions and culture from all over the world, making America a blend of many different countries. Leaving behind friends and family and starting in a new

country is not easy. Learning to understand and communicate with new people can be challenging. This book provides basic information about the language, people, culture, and workplaces of America. We have used easy-to-read sentence structure and grammar to make it easier for people who are just learning English. The Immigrant's Guide to the American Workplace: Making It in America is designed to cover essential information on many topics. We do not go too deeply into each topic, but give you enough information to understand America and to be successful in the workplace. You will find information on: learning the language communicating in the workplace hygiene and dress expectations how to use transportation shopping eating and dining managing money education for adults and children managing your health security and safety getting a job. Using This Book You will find several features in the book to help you learn about the United States. Look for feature boxes in each chapter containing important information. Complete the exercises at the end of each chapter to learn even more about the topics discussed. Improve your vocabulary by working through the extra exercises in Appendix A.