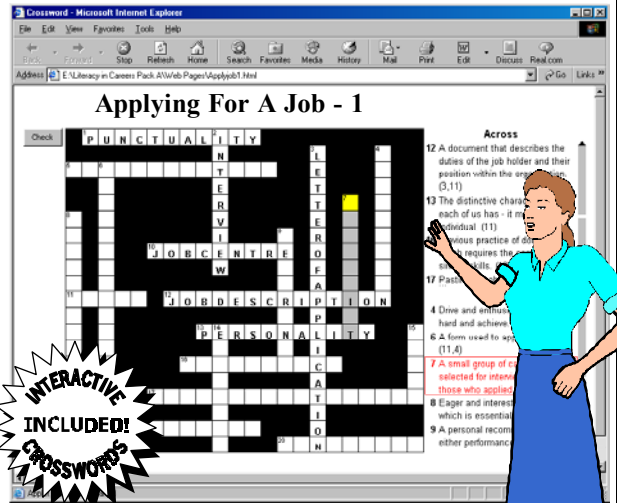




LITERACY IN CAREERS EDUCATION

- **OVER 1,000 KEY TERMS ARE IDENTIFIED;**
- **OVER 1,000 CURRENT JOBS ARE IDENTIFIED;**
- **COVERS ALL ASPECTS OF CAREERS EDUCATION;**
- **CD ROM OR PHOTOCOPY MASTERS AVAILABLE;**
- **INCLUDES FREE DUPLICATION & SITE LICENCE;**
- **CD ROM FEATURES INTERACTIVE CROSSWORDS.**



'Literacy in Careers' engages students in the vocabulary related to Careers Education. The resources can be used in a variety of ways to support preparation for work experience, to initiate Careers Action Planning or to investigate, in detail, an area of employment. 'Literacy in Careers' is available in two discrete packs - Pack A deals with Key Issues, Skills and Terminology whereas Pack B highlights the huge variety of jobs available in different employment sectors. The resource packs are available as printed photocopy masters (each over 160 pages) or on CD ROM in both Microsoft Word and Adobe Acrobat formats. The CD ROMs also provide extensive glossaries and engaging, interactive crosswords - you can view, complete, check and print crosswords from within your favourite Web Browser. The interactive crosswords are ideally suited for use on an interactive whiteboard or ordinary monitor and come complete with a free comprehensive site licence!

Literacy in Careers Health & Safety at Work - 2

Across

- An all-in-one body suit which protects clothing. (8)
- The agency responsible for rescuing people at sea. (10)
- A device which extracts air. (9,3)
- The positioning of the body whilst moving or stationary. (4,7)
- An adjustable and essential feature of a chair. (4,7)
- A device which quickly stops an electric tool in an emergency. (9,6,6)
- A condition that can be caused by too much use or improper use of a machine. (9)
- Substances used in a production process which may damage the environment. (9)
- Passages which people walk through - they need to be kept clear of rubbish. (8)
- A setting on a monitor which affects the overall level of light it emits. (10)

Down

- The spine should be in this position, when sitting or standing or lifting heavy items. (8)
- Rules, regulations and procedures designed to protect people from harm. (6,3,6)
- A strong bodily reaction to eating certain foods, such as nuts, eggs or wheat. (7)
- Clean working habits and personal cleanliness. (7)
- Loud noise which may be damaging to the ears. (5,5)
- A measure of loudness or volume, often abbreviated to dB. (7)
- A type of oven that cooks by high frequency radiation. It is checked regularly by a health hazard with radiation leakage. (9)
- The accurate and informative listing of ingredients, nutrients and properties, on the outside of a food product. (4,5)
- Helpful devices that must be used in the context of an injury. (5)
- Snacks and foods which are poor in nutrition. (4,4)
- Short for 'Repetitive Strain Injury' - a painful condition caused by frequently repeating the same movement. (10)
- A common food additive which is already present in most foods. (4)

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Literacy in Careers Applying for a Job - 1

P E X X L W L D R E S S D I N T E R V
E M F L E T V L G L C D G F A J L D M
R P Q J T Q L R B M S F R G P N G Q Y
S L N N T M W L T Y K F M V P B C M X
O O G W E N L J C G I Z L K L Q C L T
N Y H J R G T K P W L L T B I Y C F F
A E V L O J N M B C L W R K C P N Y L
L R T Y F R K W P E R S O N A L I T Y
I P K V A Q U A L I F I C A T I O N I Y
N C X N P W Y B K M V J F Q I C F N G
T N N K P W L J G W J N M L O N B J T
E L Q R L S H O R T L I S T N H H O F
R L T K I L R R K R M M T N F G M B Q
E C M A C H I E V E M E N T O F K C M
S K V M A F L T X W C L W K R D M E H
T T N D T J N M W T X M K Z M N L N C
S M O T I V A T I O N W V R Y K M T P
N P D D O K V C T K H G V Y B W H R M
B Z M M N J Z V Z M K H P Y N L T E M
T E N T H U S I A S T I C H N B M M T
K X K K C A N D I D A T E Z L R R D
L K J F M N N J O B D E S C R I P T I

Find the words in the grid. Words can go across or down.

ACHIEVEMENT	EXPERIENCE	PERSONAL INTERESTS
APPLICATION FORM	INTERVIEW	PUNCTUALITY
CANDIDATE	JOB CENTRE	QUALIFICATION
CV	JOB DESCRIPTION	REFERENCE
DRESS	LETTER OF APPLICATION	SHORTLIST
EMPLOYER	MOTIVATION	SKILL
ENTHUSIASTIC		

Literacy in Careers Crossword Solutions (A - C)

Applying for a Job - 1

Applying for a Job - 2

Customer Service - 1

Customer Service - 2

Customer Service - 3

Customer Service - 4

ANSWERS TO CROSSWORDS & WORDSEARCHES INCLUDED!

PACK A DEALS WITH KEY ISSUES, SKILLS AND TERMINOLOGY.

Topics (Pack A)	Number of Crossword & Wordsearch Sets
Applying for a Job	2
Customer Service	4
Customer Service - Personal Qualities	1
Education & Training	2
Employment & Careers	6
Health & Safety at Work	4
ICT in Industry	2
Introduction to Business	3
Introduction to the Economy	4
Key Skills - Application of Number	5
Key Skills - Communication	4
Key Skills - Improving own Learning	2
Key Skills - Information Technology	6
Key Skills - Problem Solving	3
Key Skills - Working with Others	3
Money Management	4
Stress Management	3
Stress Management - Ways to Relax	1
Time Management	2

N.B. Each set contains a crossword, wordsearch, solution & support sheet.

You can differentiate by allowing the pupils to choose between a crossword or wordsearch.

The crossword support sheets can also be used to provide a differentiated task level between a crossword and a wordsearch. The free site licence allows you to place the interactive crosswords on any size of network and any number of standalone computers, and to print off any number of crosswords for use within the site. Packs A and B provide 61 and 68 interactive web browser crosswords, respectively.

Literacy in Careers Money Management - 3

Across

- A bank account for making long-term deposits. It has a higher rate of interest than a current account. (7,7)
- An incentive scheme to encourage repeat business, usually worth about 1% of purchases. (7,4)
- Payment according to an hourly, weekly or monthly rate, rather than for what has been achieved. (4,4)
- An amount subtracted from gross pay. (9)
- A loan for a house usually paid back over 25 years. (8)
- A person's total income, less all deductions. (3,9)
- An amount of money owed to a bank in a current account. (9)
- The conditions of a credit agreement - read the details very carefully! (6,5)
- The cost of borrowing money - an extra payment added to the repayment of the original amount. (8)
- Collecting tax straight from wages or salary. (4)
- A monthly tally of the money coming in and going out of an account. It includes a balance - the amount remaining. (7,9)
- A written statement of the likely cost of labour and materials for doing a particular job. (8)

Down

- The government department that collects taxes. (6,7)
- A small form for entering details of money that is being paid into an account. (6,2,4)
- A card which is presented to the retailer when buying things with a cheque. (6,9,4)
- Money paid monthly from the government to a parent, to help with raising a child. (5,7)
- An automatic transfer of money from one bank account to another. (4,6,6)
- Something which will hopefully gain in value in the future, or produce an income. (10)
- A bank account for daily use, such as entering payments, withdrawing cheques, and transfer of direct debits. (7,7)
- Income tax collected straight from wages - PAYE. (3,2,3,4)
- The end-user of a product. (8)
- The basic requirements of living that people must have - water, food, shelter, clothes and heating. (5)

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Literacy in Careers Key Skills - Problem Solving - 3

Across

- To grasp the meaning. (10)
- A problem with a single key feature with only a few possible ways to solve it. (15,7)
- To carefully watch something, noting important features. (7)
- Another way of solving a problem. (11,6)
- Attempting to work through or unravel a problem. (7,7)
- To select a representative group from a population. This group may be used to test a solution. (6)
- A wide variety of mental approaches to solving problems. (8,6)
- To apply brainpower, to cogitate. (5)

Down

- Labour, skills, time, materials or equipment that can be used to help solve a problem. (9)
- To infer or reason from other known facts. (6)
- A restriction on the amount of time available. (4,5)
- A person qualified to support your key skills decisions. (11,6)
- A statement about more than one situation or case. (7,9)
- A way of approaching a problem a little at a time, in a logical order. (4-2-4)
- A question or statement of opinion to be tested against data. (10)
- A logical order to do things. (8)
- A deduction resulting from reasoning. (10)
- Using a model to solve a problem. (9)
- Achievement which should be recorded. (7)

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Literacy in Careers Employment & Careers - 3

W O R K P L A C E F R J M R F L K G K F G N H D
Z R N C N R W G Z O X V M H T P V A C A N C Y Z
H Y Y V W B R J M R F N S H O P S T E W A R D C
Y R C N A K L R M E Z D R J L R K V V X L X F J
R B N J G M V R G M W W R V G T T B R X W M J D
K B M Z E L F K Q A L L G M M C T F P X R X G K
M F H V Y B J J Y N M Q M L Q M L B M N M V Y
K V Q Z D H R M R Z Q K N E T P A Y M L H V K Y
Q Z J M Q S D E M P L O Y M E N T A G E N C Y S
Z F R L M E J M M A N U A L W O R K H L R C R T
L R V Q Q L K N B Q C L Z J T Y K X T N G X H A
T L M M F G W L L T L N D S T R I K E D H K F
R J O K E X M L G Z Q K X R K T L J K L L T F
A L T R M P T R Z P G G C N C T Z L R Z R Z T
I T I X P I T Q W Z B F C Y M L Q L E J P Y U
E N C V K L E H N Q V V B T C J B R Y D R D V R
R I T A M O C M D L L Y N W Y F M Z Y U D T C N
M N D T J Y E L I F E L O N G L E A R N I N G O
T G V I R M W V R J N K N V R D X K K D L W N V
A L R O Q E O C P Z K B O W T J R N J A R M B E
R N B N J N R K F Q T Q T L R E S I G N R P X R
G K T T Y T K R E C R U I T M E N T Y C C G G V
E D Q K W K X R B B H M C N D N V M Q Y L M M P
T O V E R T I M E K K F E Q B G T H D Z Y N T M

Find the words in the grid. Words can go across or down.

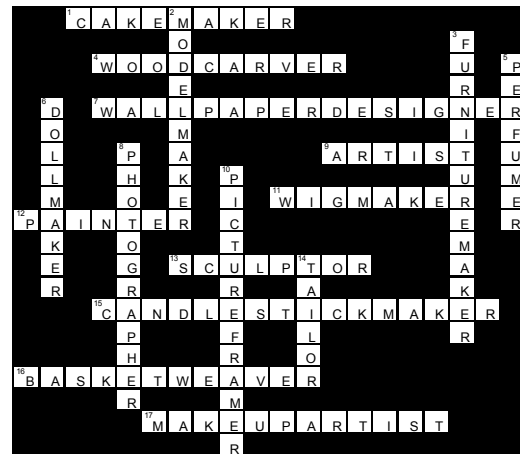
EMPLOYMENT	NOTICE	SHOP STEWARD
AGENCY	OVERTIME	STAFF TURNOVER
FOREMAN	PIECEWORK	STRIKE
LIFELONG LEARNING	RECRUITMENT	TRAINING
LONG-TERM TARGET	REDUNDANCY	VACANCY
MANUAL WORK	RESIGN	WAGE
MOTIVATION	SELF-EMPLOYMENT	WORKPLACE
NET PAY		

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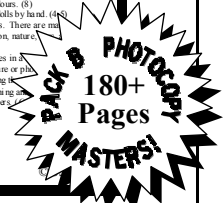
PACK B HIGHLIGHTS OVER 1,000 JOBS AVAILABLE TODAY!

Topics (Pack B)	Number of Crossword & Wordsearch Sets
Working with Animals	2
Working in Art, Craft & Design	4
Jobs in Beauty & Hairdressing	1
Jobs in Business & Administration	3
Jobs in Construction	2
Working in Consumer & Home Services	4
Jobs in Engineering	3
Jobs in Farming & Horticulture	2
General Job Titles	1
Working with your Hands	1
Jobs in Health & Social Care	7
Jobs in Hospitality, Food & Catering	1
Working in ICT	1
Jobs in Law & Order	3
Jobs in Learning & Development	3
Jobs in Leisure, Travel & Tourism	3
Jobs in Manufacturing & Production	2
Jobs in Marketing & Public Relations	1
Jobs in Media & Publishing	3
Outdoor Work	2
Working with the Past	1
Jobs in Performing Arts & Entertainment	4
Jobs in Public Service	4
Jobs in Retail & Distribution	3
Working in Science	2
Jobs in Sport & Recreation	1
Jobs in Textiles & Fashion	2
Jobs in Transport & Motor Vehicles	2

Literacy in Careers Working in Art, Craft & Design - 1



- Across**
- A designer and maker of cakes. This work needs a thorough knowledge of cookery and cake decoration. (4,5)
 - A craftsperson who carves wood, making individual works of art. (4,6)
 - A person who designs wall paper. A course in surface patterns would be a good starting point for this work. (9,8)
 - A person who produces works of art, especially by painting. The term can also mean anyone highly skilled in any craft, such as graphic design, photography or sculpting. (6)
 - A designer and maker of hairpieces. A single hairpiece can take as much as a week to make. (8)
 - An artist who paints pictures for a living. (7)
 - A craftsperson who makes solid objects of art out of materials such as wood, metal or clay, by carving, welding, distilling or cutting. (8)
 - A craftsperson who makes individual candles by hand. (11,5)
 - A craftsperson who makes baskets and other items from interwoven twigs, canes or rushes. (6,6)
 - The job of creating and applying the make-up for actors in film, TV or theatre. For some roles this may take several hours to apply each day and may involve high-tech materials and masks. (4,2,6)
- Down**
- The job of making models of industrial prototypes, new developments, cars or planes. (5,5)
 - The job of creating hand-crafted furniture for individual orders. (9,5)
 - A maker and developer of perfumes. This job requires a good nose for scents and odours. (8)
 - The art and craft of making dolls by hand. (4,8)
 - The job of taking photographs. There are many different areas, such as fashion, nature, collectibles. (12)
 - A person who displays pictures in a gallery, bringing out the best in the picture or print. (4,8)
 - The traditional craft of designing and cutting individual clothes for customers. (14)



The exercises associated with each topic are graded with respect to difficulty and therefore teachers can easily decide on the suitability of a crossword for a particular class or pupil. All material is aimed at the level of demand expected at NQF Levels 1 & 2. The detailed glossaries are easily adapted, e.g. Key word lists and wall displays can all be easily developed. 'Literacy in Careers' is an invaluable resource for careers teachers, pastoral staff and work related curriculum co-ordinators, each of whom can be provided with a copy of the resource under the terms of the inclusive, comprehensive site licence.

**Literacy in Careers - Crossword Support
Jobs in Health & Social Care 2**

Here are the answers to help you with the crossword.

Ambulance Driver	Health Visitor	Pharmacy Assistant
Care Assistant	Hearing Specialist	Psychologist
Counsellor	Hospital Manager	Registered General Nurse
Dental Assistant	Maintenance Staff	Social Worker
Dental Technician	Meals-on-wheels Staff	Ward Sister
District Nurse		

**Literacy in Careers - Crossword Support
Jobs in Health & Social Care 3**

Here are the answers to help you with the crossword.

Alternative Therapist	Dental Surgeon	Medical Receptionist
Ambulance Care Assistant	General Practitioner	Music Therapist
Ambulance Paramedic	Hospital Cleaner	Physician
Art Therapist	Hospital Porter	Physiotherapist
Clinical Staff	Hospital Receptionist	Practice Nurse
Coroner		

**Literacy in Careers - Crossword Support
Jobs in Health & Social Care 4**

Here are the answers to help you with the crossword.

Ambulance Technician	Dietician	Optical Technician
Analyst	Domestic Supervisor	Osteopath
Cardiologist	Drama Therapist	Probation Officer
Consultant	Naturopath	Senior Consultant

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Crossword - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: E:\Literacy in Careers Pack B\Web Pages\Business1.html

Jobs in Business & Administration - 1

Check

Across

- A person who advertises and sells houses. They take a commission on the sale of the house, or a flat fee. (6,5)
- A person who greets clients, answers the telephone, passes on information and handles day-to-day inquiries. (12)
- A person who owns a large estate. They use it to... (12)
- A general term for a manager who is high up the chain of... (11)

Down

- A person who collects, prepares, analyses and reports the financial records of a business. (10)
- The job of answering the telephone, connecting people to the right extension number, and passing on messages. (11)

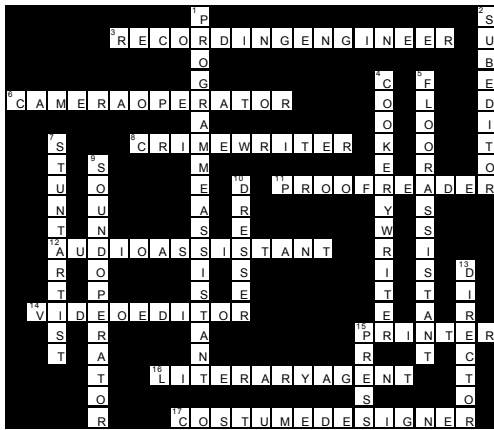
Well done! All correct!

Crossword © SSER Ltd.

Applet C:\WORD started

My Computer

Literacy in Careers Jobs in Media & Publishing - 2



Across

- 3 A person who is in charge of a control console in a recording studio. (9,8)
- 6 The controller and user of a camera. This involves listening to the director's instructions, and following principles of lighting and photography. (6,5)
- 8 A writer who specialises in writing about criminal activity. (5,6)
- 11 The job of checking in detail the content of any item to be published. (5,6)
- 12 A technician who controls and monitors the sound on television and radio shows. (5,9)
- 14 The job of making creative decisions about the final form of a video production. (5,6)
- 15 The job of creating many perfect copies of material which is being published or distributed, such as books, adverts, magazines, etc. (7)
- 16 A middle person between authors and publishers, who advises authors, and tries to persuade publishers to publish an author's work. (8,5)
- 17 The job of hiring, adapting or creating costumes for use on stage or in films. The work requires experience in dressmaking and theatre. (7,8)

Down

- 1 The job of applying technical and artistic skills in the presentation of a programme. (9,9)
- 2 A person who initially selects, prepares and edits the text of a media item, which could then be edited by the chief editor. (3,4)
- 4 A person who writes cookery books. These people need to be original in creating their own recipes. (7,6)
- 5 The job of assisting the floor manager of a studio, by carrying out tasks such as handling the prompt book. (5,9)
- 7 The job of performing dangerous and skilful acts in the place of actors. These people need to be physically fit, sporty, and very brave. (5,6)
- 9 A person who sets up and operates the sound equipment for studios and outside broadcasts. (5,8)
- 10 A person who looks after costumes, and helps performers get dressed. (7)
- 13 The person who puts a show, programme or film together, combining the work of the various contributors, such as singers, dancers, actors, etc. (8)
- 15 A collective name for publishers, journalists and editors. (5)

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Health & Safety at Work - 2

Well done! All correct!

Across

- 6 An all-in-one body suit which protects clothing. (6)
- 7 The agency responsible for rescuing people at sea. (10)
- 10 A device which extracts air. (9,3)
- 12 The positioning of the body whilst moving or stationary. (4,7)
- 14 An adjustable and essential feature of a chair. (4,7)
- 16 A device which quickly stops an electric tool in an emergency.

Down

- 1 The spine should be in this position, when sitting at a workstation or lifting heavy items. (6)
- 2 Rules, regulations and procedures designed to protect people from harm. (6,3,6)
- 3 A strong bodily reaction to eating certain foods, such as nuts, eggs or wheat. (7)
- 4 Clean working habits and

The check button provides immediate feedback to the user by removing all letters and words which have been incorrectly entered. Each user can also print off a copy of their completed crossword (already checked and verified) from within the browser.



ORDER FORM



DESCRIPTION	STOCK CODE	FORMAT - CD ROM or PRINTED CD ROM users require MS Word - any version to edit the files and a Java enabled web browser to load the Interactive Crosswords, e.g. Internet Explorer.	QTY	COST: Exc. VAT	COST: Inc. VAT	SUB TOTAL Inc. VAT
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					GRAND TOTAL	£

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