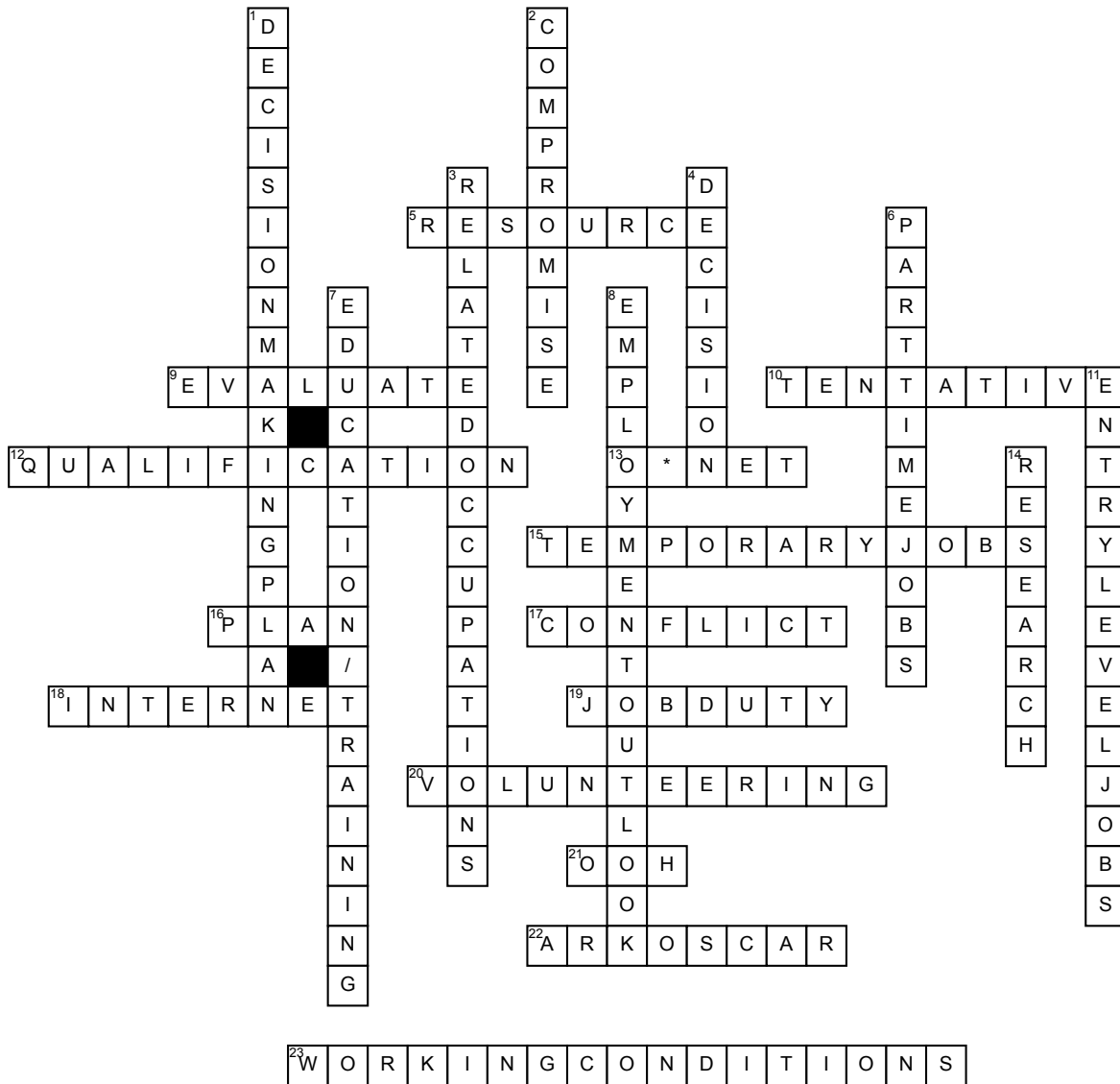


Unit 3 and 4 study guide



Across

5. anything a person has or uses to reach a goal
 9. to look closely and judge
 10. a decision or plan that can be changed
 12. a special skill, knowledge, or ability that enables a person to perform a particular job
 13. occupational information network compiled by the United States Department of Labor
 15. jobs that last for limited period of time
 16. the course of action one decides to take at the end of the decision-making process

17. clash of ideas or values
 18. the computer network system through which information can be shared on the World Wide Web
 19. a task one is expected to perform on the job
 20. doing a job without pay to gain experience
 21. a book used for researching the most common careers in the United States
 22. a computerized career information delivery system
 23. the environment of the workplace
Down
 1. the steps one takes to make the best decision

2. to give up something to resolve a conflict
 3. jobs or careers belonging to the same group on the basis of similar knowledge and skills
 4. the choice between two or more possibilities
 6. jobs requiring less than 35-40 hours a week
 7. the instructional background and skills needed to qualify for employment
 8. the prospect for the future of a job or career
 11. the jobs that beginners start with to train them for higher level jobs
 14. to find out more by reading and talking to people