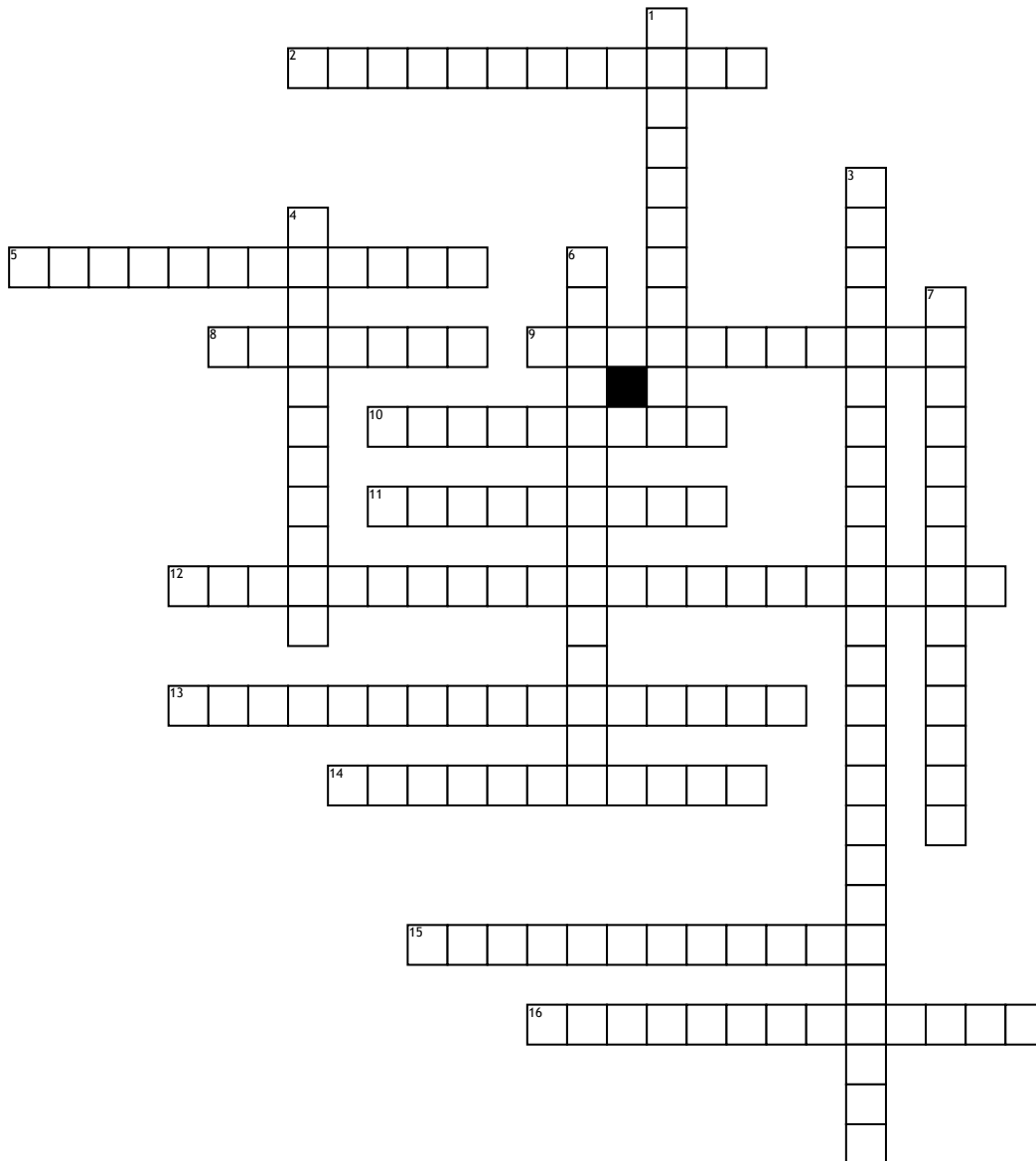


# The Workplace



## Across

2. An employee who works under contract for an employer. A contract employee is hired for a specific job at a specific rate of pay
5. A part time contract is a form of employment that carries fewer hours per week than a full time job
8. The preparation of written materials for a variety of purposes
9. The use of labels, lists, signs, graphs, charts, tables, forms and other similar materials
10. Not having or requiring special skill or training

11. The use of mathematical skills in making financial transactions, such as handling cash, preparing bills, and making payments
12. Planning for the best use of time and money, as well as monitoring the use of time and money
13. Making judgements by using criteria to evaluate ideas and information and the related consequences
14. The comprehension of text consisting of sentences and paragraphs
15. Relating to or connected with a profession

16. Working from home instead of going to a place to work

## Down

1. The use of any type of computerized technology
3. The measurement and calculation of quantities, areas, volumes, and or distances
4. Having or requiring some training, having or requiring less training than skilled labor and more than unskilled labor
6. The identification and solving of problems
7. The making of any type of decision, using appropriate information