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Unit 3 and 4 Vocabulary

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| **Across****2.** jobs or careers belonging to the same group on the basis of similar knowledge and skills**3.** the jobs that beginners start with to train them for higher-level jobs**6.** a decision or plan that can be changed**8.** the environment of the workplace**9.** a task one is expected to perform on the job**10.** the course of action one decides to take at the end of the decision-making process**14.** jobs requiring 35-40 hours a week, depending on the employer**17.** clash of ideas or values**18.** to find out more by reading and talking to people**20.** the prospect for the future of a job or career**21.** the choice between two or more possibilities | **Down****1.** a special skill, knowledge, or ability that enables a person to perform a particular occupation**4.** the computer network system through which information can be shared on the World Wide Web**5.** jobs that last for a limited period of time**7.** doing a job without pay to gain experience**11.** anything a person has or uses to reach a goal**12.** to look at closely and judge**13.** a computerized career information delivery system**15.** Occupational Information Network compiled by the US Department of Labor**16.** to give up something to resolve a conflict**19.** Occupational Outlook Handbook-a book used for researching the most common careers in the US |