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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 |