

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 3  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Resources:</b> Identifies, organizes, plans, and allocates resources	
<ul style="list-style-type: none"> <li>• <i>Time</i> – selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Money</i> – uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Material and facilities</i> – acquires, stores, allocates, and uses materials or space efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Human resources</i> – assesses skills and distributes work accordingly, evaluates performance and provides feedback</li> </ul>	
<b>Interpersonal:</b> Works with others	
<ul style="list-style-type: none"> <li>• <i>Participates as member of a team</i> – contributes to group effort</li> </ul>	SE: pp. 13, 14, 20, 23, 24, 33, 34, 43, 44, 53, 54, 63, 64, 73, 74, 83, 84, 93, 94, 103, 104 TE: pp. 10–11, 13–14, 17, 20, 22–23, 25–26, 28–29, 32–33, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Teaches others new skills</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Services clients/customers</i> – works to satisfy customers expectations</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Exercises leadership</i> – communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Negotiates</i> – works toward agreements involving exchange of resources, resolves divergent interests</li> </ul>	
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<ul style="list-style-type: none"> <li>• <i>Organizes and maintains information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Interprets and communicates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Uses computers to process information</i></li> </ul>	
<b>Systems:</b> Understands complex interrelationships	
<ul style="list-style-type: none"> <li>• <i>Understands systems</i> – knows how social, organizational, and technological systems work and operates effectively with them</li> </ul>	
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	New Readers Press
<b>Basic Skills:</b> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks	
<ul style="list-style-type: none"> <li>• <i>Reading</i> – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules</li> </ul>	SE: pp. 7–9, 17–19, 27–29, 37–39, 47–49, 57–59, 67–69, 77–79, 87–89, 97–99 TE: pp. 9–10, 12–13, 15–16, 19, 21–22, 24–25, 27–28, 31, 33–34, 36–37
<ul style="list-style-type: none"> <li>• <i>Writing</i> – communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts</li> </ul>	SE: pp. 8–9, 11–14, 16, 18–19, 21–24, 26–29, 31–34, 36, 38–39, 41–44, 46–49, 51–54, 56, 58–59, 61–64, 66, 68–69, 71–74, 76, 78–79, 81–84, 86, 88–89, 91–94, 96, 98–99, 101–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Arithmetic/mathematics</i> – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Listening</i> – receives, attends to, interprets, and responds to verbal messages and other cues</li> </ul>	TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Speaking</i> – organizes ideas and communicates orally</li> </ul>	SE: pp. 14, 20, 24, 34, 44, 54, 64, 74, 84, 94, 104 TE: pp. 9–38
<b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons	
<ul style="list-style-type: none"> <li>• <i>Creative thinking</i> – generates new ideas</li> </ul>	SE: pp. 13, 33, 83 TE: pp. 10–11, 17, 32
<ul style="list-style-type: none"> <li>• <i>Decision making</i> – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives</li> </ul>	
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<ul style="list-style-type: none"> <li>• <i>Reasoning</i> – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem</li> </ul>	
<b>Personal Qualities:</b> Responsibility, self-esteem, sociability, self-management, integrity, and honesty	
<ul style="list-style-type: none"> <li>• <i>Responsibility</i> – exerts a high level of effort and perseveres toward goal attainment</li> </ul>	
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<ul style="list-style-type: none"> <li>• <i>Participates as member of a team</i> – contributes to group effort</li> </ul>	SE: pp. 14, 33, 34, 43–44, 54, 63–64, 73–74, 84, 94, 104 TE: pp. 10–11, 17, 19–20, 23, 25–26, 29, 32, 35, 38
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<b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons	
<ul style="list-style-type: none"> <li>• <i>Creative thinking</i> – generates new ideas</li> </ul>	SE: pp. 11, 13, 14, 21, 22–24, 71, 73–74, 83–84, 91, 94 TE: pp. 10–11, 13–14, 28–29, 32, 34–35
<ul style="list-style-type: none"> <li>• <i>Decision making</i> – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Problem solving</i> – recognizes problems and devises and implements plan of action</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Visualizing</i> – organizes and processes symbols</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 5  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<ul style="list-style-type: none"> <li>• <i>Knowing how to learn</i> – uses efficient learning techniques to acquire and apply new knowledge and skills</li> </ul>	SE: pp. 6–14, 16–24, 26–34, 36–44, 46–54, 56–64, 66–74, 76–84, 86–94, 96–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Reasoning</i> – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem</li> </ul>	
<b>Personal Qualities:</b> Responsibility, self-esteem, sociability, self-management, integrity, and honesty	
<ul style="list-style-type: none"> <li>• <i>Responsibility</i> – exerts a high level of effort and perseveres toward goal attainment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-esteem</i> – believes in own self-worth and maintains a positive view of self</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Sociability</i> – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-management</i> – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Integrity/honesty</i> – chooses ethical courses of action</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 6  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Resources:</b> Identifies, organizes, plans, and allocates resources	
<ul style="list-style-type: none"> <li>• <i>Time</i> – selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Money</i> – uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Material and facilities</i> – acquires, stores, allocates, and uses materials or space efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Human resources</i> – assesses skills and distributes work accordingly, evaluates performance and provides feedback</li> </ul>	
<b>Interpersonal:</b> Works with others	
<ul style="list-style-type: none"> <li>• <i>Participates as member of a team</i> – contributes to group effort</li> </ul>	SE: pp. 13–14, 23–24, 33–34, 44, 53–54, 63–64, 73–74, 84, 93–94, 104 TE: pp. 11, 13–14, 17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Teaches others new skills</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Serves clients/customers</i> – works to satisfy customers expectations</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Exercises leadership</i> – communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Negotiates</i> – works toward agreements involving exchange of resources, resolves divergent interests</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Works with diversity</i> – works well with men and women from diverse backgrounds</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 6  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Information:</b> Acquires and evaluates information	
<ul style="list-style-type: none"> <li>• <i>Acquires and evaluates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Organizes and maintains information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Interprets and communicates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Uses computers to process information</i></li> </ul>	
<b>Systems:</b> Understands complex interrelationships	
<ul style="list-style-type: none"> <li>• <i>Understands systems</i> – knows how social, organizational, and technological systems work and operates effectively with them</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Monitors and corrects performance</i> – distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Improves or designs systems</i> – suggests modifications to existing systems and develops new or alternative systems to improve performance</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 6  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Technology:</b> Works with a variety of technologies	
<ul style="list-style-type: none"> <li>• <i>Selects technology</i> – chooses procedures, tools, or equipment including computers and related technologies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Applies technology to task</i> – understands intent and proper procedures for setup and operation of equipment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Maintains and troubleshoots equipment</i> – prevents, identifies, or solves problems with equipment, including computers and other technologies</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 6  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Basic Skills:</b> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks	
<ul style="list-style-type: none"> <li>• <i>Reading</i> – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules</li> </ul>	SE: pp. 7–9, 17–19, 27–29, 37–39, 47–49, 57–59, 67–69, 77–79, 87–89, 97–99 TE: pp. 9–10, 12–13, 15–16, 18–19, 21–22, 24–25, 27–28, 30–31, 33–34, 36–37
<ul style="list-style-type: none"> <li>• <i>Writing</i> – communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts</li> </ul>	SE: pp. 6, 8–14, 16–24, 26, 28–34, 36, 38–44, 46–54, 56, 58–64, 66–74, 76, 78–84, 86, 88–94, 96–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Arithmetic/mathematics</i> – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Listening</i> – receives, attends to, interprets, and responds to verbal messages and other cues</li> </ul>	TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Speaking</i> – organizes ideas and communicates orally</li> </ul>	SE: pp. 13–14, 23–24, 33–34, 44, 53–54, 63–64, 73–74, 84, 93–94, 104 TE: pp. 11, 13–14, 17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons	
<ul style="list-style-type: none"> <li>• <i>Creative thinking</i> – generates new ideas</li> </ul>	SE: pp. 11–13, 24, 32–33 TE: pp. 10–11, 13–14, 16–17
<ul style="list-style-type: none"> <li>• <i>Decision making</i> – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Problem solving</i> – recognizes problems and devises and implements plan of action</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 6  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<ul style="list-style-type: none"> <li>• <i>Visualizing</i> – organizes and processes symbols</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Knowing how to learn</i> – uses efficient learning techniques to acquire and apply new knowledge and skills</li> </ul>	SE: pp. 6–14, 16–24, 26–34, 36–44, 46–54, 56–64, 66–74, 76–84, 86–94, 96–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Reasoning</i> – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem</li> </ul>	
<b>Personal Qualities:</b> Responsibility, self-esteem, sociability, self-management, integrity, and honesty	
<ul style="list-style-type: none"> <li>• <i>Responsibility</i> – exerts a high level of effort and perseveres toward goal attainment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-esteem</i> – believes in own self-worth and maintains a positive view of self</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Sociability</i> – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-management</i> – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Integrity/honesty</i> – chooses ethical courses of action</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 7  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Resources:</b> Identifies, organizes, plans, and allocates resources	
<ul style="list-style-type: none"> <li>• <i>Time</i> – selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Money</i> – uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Material and facilities</i> – acquires, stores, allocates, and uses materials or space efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Human resources</i> – assesses skills and distributes work accordingly, evaluates performance and provides feedback</li> </ul>	
<b>Interpersonal:</b> Works with others	
<ul style="list-style-type: none"> <li>• <i>Participates as member of a team</i> – contributes to group effort</li> </ul>	SE: pp. 14, 24, 33–34, 44, 53–54, 64, 74, 84, 93–94, 103–104 TE: pp. 11, 13–14, 17, 19–20, 22–23, 25–26, 28–29, 32, 34–35, 38
<ul style="list-style-type: none"> <li>• <i>Teaches others new skills</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Serves clients/customers</i> – works to satisfy customers expectations</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Exercises leadership</i> – communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Negotiates</i> – works toward agreements involving exchange of resources, resolves divergent interests</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Works with diversity</i> – works well with men and women from diverse backgrounds</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 7  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Information:</b> Acquires and evaluates information	
<ul style="list-style-type: none"> <li>• <i>Acquires and evaluates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Organizes and maintains information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Interprets and communicates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Uses computers to process information</i></li> </ul>	
<b>Systems:</b> Understands complex interrelationships	
<ul style="list-style-type: none"> <li>• <i>Understands systems</i> – knows how social, organizational, and technological systems work and operates effectively with them</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Monitors and corrects performance</i> – distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Improves or designs systems</i> – suggests modifications to existing systems and develops new or alternative systems to improve performance</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 7  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Technology:</b> Works with a variety of technologies	
<ul style="list-style-type: none"> <li>• <i>Selects technology</i> – chooses procedures, tools, or equipment including computers and related technologies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Applies technology to task</i> – understands intent and proper procedures for setup and operation of equipment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Maintains and troubleshoots equipment</i> – prevents, identifies, or solves problems with equipment, including computers and other technologies</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 7  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Basic Skills:</b> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks	
<ul style="list-style-type: none"> <li>• <i>Reading</i> – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules</li> </ul>	SE: pp. 7–9, 17–19, 27–29, 37–39, 47–49, 57–59, 67–69, 77–79, 87–89, 97–99 TE: pp. 9–10, 12–13, 15–16, 18–19, 21–22, 24–25, 27–28, 30–31, 33–34, 36–37
<ul style="list-style-type: none"> <li>• <i>Writing</i> – communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts</li> </ul>	SE: pp. 6, 8–14, 16, 18–24, 26, 28–34, 36, 38–44, 46, 48–54, 56, 58–64, 66, 68–74, 76, 78–84, 86, 88–94, 96, 98–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Arithmetic/mathematics</i> – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Listening</i> – receives, attends to, interprets, and responds to verbal messages and other cues</li> </ul>	TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Speaking</i> – organizes ideas and communicates orally</li> </ul>	SE: pp. 14, 24, 33–34, 44, 53–54, 64, 74, 84, 93–94, 103–104 TE: pp. 11, 13–14, 17, 19–20, 22–23, 25–26, 28–29, 32, 34–35, 38
<b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons	
<ul style="list-style-type: none"> <li>• <i>Creative thinking</i> – generates new ideas</li> </ul>	SE: pp. 13–14, 32–33, 34, 42–43, 62–63, 72, 82 TE: pp. 11, 16–17, 19–20, 25–26, 28–29
<ul style="list-style-type: none"> <li>• <i>Decision making</i> – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Problem solving</i> – recognizes problems and devises and implements plan of action</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 7  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<ul style="list-style-type: none"> <li>• <i>Visualizing</i> – organizes and processes symbols</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Knowing how to learn</i> – uses efficient learning techniques to acquire and apply new knowledge and skills</li> </ul>	SE: pp. 6–14, 16–24, 26–34, 36–44, 46–54, 56–64, 66–74, 76–84, 86–94, 96–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Reasoning</i> – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem</li> </ul>	
<b>Personal Qualities:</b> Responsibility, self-esteem, sociability, self-management, integrity, and honesty	
<ul style="list-style-type: none"> <li>• <i>Responsibility</i> – exerts a high level of effort and perseveres toward goal attainment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-esteem</i> – believes in own self-worth and maintains a positive view of self</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Sociability</i> – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-management</i> – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Integrity/honesty</i> – chooses ethical courses of action</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 8  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Resources:</b> Identifies, organizes, plans, and allocates resources	
<ul style="list-style-type: none"> <li>• <i>Time</i> – selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Money</i> – uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Material and facilities</i> – acquires, stores, allocates, and uses materials or space efficiently</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Human resources</i> – assesses skills and distributes work accordingly, evaluates performance and provides feedback</li> </ul>	
<b>Interpersonal:</b> Works with others	
<ul style="list-style-type: none"> <li>• <i>Participates as member of a team</i> – contributes to group effort</li> </ul>	SE: pp. 14, 23–24, 33–34, 43–44, 53–54, 64, 73–74, 83–84, 93–94, 103–104 TE: pp. 11, 13–14, 17, 19–20, 23, 25–26, 28–29, 31–32, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Teaches others new skills</i></li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Serves clients/customers</i> – works to satisfy customers expectations</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Exercises leadership</i> – communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Negotiates</i> – works toward agreements involving exchange of resources, resolves divergent interests</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Works with diversity</i> – works well with men and women from diverse backgrounds</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 8  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Information:</b> Acquires and evaluates information	
<ul style="list-style-type: none"> <li>• <i>Acquires and evaluates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 30–31, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Organizes and maintains information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 30–31, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Interprets and communicates information</i></li> </ul>	SE: pp. 12–13, 22–23, 32–33, 42–43, 52–53, 62–63, 72–73, 82–83, 92–93, 102–103 TE: pp. 10–11, 13–14, 16–17, 19–20, 22–23, 25–26, 28–29, 30–31, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Uses computers to process information</i></li> </ul>	
<b>Systems:</b> Understands complex interrelationships	
<ul style="list-style-type: none"> <li>• <i>Understands systems</i> – knows how social, organizational, and technological systems work and operates effectively with them</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Monitors and corrects performance</i> – distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions</li> </ul>	
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**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 8  
New Readers Press**

<b>Table 1: SCANS' Five Competencies</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Technology:</b> Works with a variety of technologies	
<ul style="list-style-type: none"> <li>• <i>Selects technology</i> – chooses procedures, tools, or equipment including computers and related technologies</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Applies technology to task</i> – understands intent and proper procedures for setup and operation of equipment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Maintains and troubleshoots equipment</i> – prevents, identifies, or solves problems with equipment, including computers and other technologies</li> </ul>	

**Skills and Competencies Needed to Succeed in Today's Workplace  
correlated to  
*Endeavor*, Level 8  
New Readers Press**

<b>Table 2: A Three-Part Foundation of SCANS Skills and Personal Qualities</b>	<i>Endeavor</i> , Level 3
	New Readers Press
<b>Basic Skills:</b> Reads, writes, performs arithmetic and mathematical operations, listens, and speaks	
<ul style="list-style-type: none"> <li>• <i>Reading</i> – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules</li> </ul>	SE: pp. 7–9, 17–19, 27–29, 37–39, 47–49, 57–59, 67–69, 77–79, 87–89, 97–99 TE: pp. 9–10, 12–13, 15–16, 18–19, 21–22, 24–25, 27–28, 30–31, 33–34, 36–37
<ul style="list-style-type: none"> <li>• <i>Writing</i> – communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts</li> </ul>	SE: pp. 6, 8–14, 16, 18–24, 26, 28–34, 36, 38–44, 46, 48–54, 56, 58–64, 66, 68–74, 76, 78–84, 86, 88–94, 96, 98–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Arithmetic/mathematics</i> – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Listening</i> – receives, attends to, interprets, and responds to verbal messages and other cues</li> </ul>	TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Speaking</i> – organizes ideas and communicates orally</li> </ul>	SE: pp. 14, 23–24, 33–34, 43–44, 53–54, 64, 73–74, 83–84, 93–94, 103–104 TE: pp. 11, 13–14, 17, 19–20, 23, 25–26, 28–29, 31–32, 34–35, 37–38
<b>Thinking Skills:</b> Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons	
<ul style="list-style-type: none"> <li>• <i>Creative thinking</i> – generates new ideas</li> </ul>	SE: pp. 12, 13, 22, 23–24, 32–34, 43–44, 73–74, 93–94, 103–104 TE: pp. 10–11, 13–14, 16–17, 19–20, 28–29, 34–35, 37–38
<ul style="list-style-type: none"> <li>• <i>Decision making</i> – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives</li> </ul>	

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<ul style="list-style-type: none"> <li>• <i>Problem solving</i> – recognizes problems and devises and implements plan of action</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Visualizing</i> – organizes and processes symbols</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Knowing how to learn</i> – uses efficient learning techniques to acquire and apply new knowledge and skills</li> </ul>	SE: pp. 6–14, 16–24, 26–34, 36–44, 46–54, 56–64, 66–74, 76–84, 86–94, 96–104 TE: pp. 9–38
<ul style="list-style-type: none"> <li>• <i>Reasoning</i> – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem</li> </ul>	
<b>Personal Qualities:</b> Responsibility, self-esteem, sociability, self-management, integrity, and honesty	
<ul style="list-style-type: none"> <li>• <i>Responsibility</i> – exerts a high level of effort and perseveres toward goal attainment</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-esteem</i> – believes in own self-worth and maintains a positive view of self</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Sociability</i> – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Self-management</i> – assesses self accurately, sets personal goals, monitors progress, and exhibits self-control</li> </ul>	
<ul style="list-style-type: none"> <li>• <i>Integrity/honesty</i> – chooses ethical courses of action</li> </ul>	