

English for Work Activities: A Picture Process Dictionary

correlated to

The Secretary’s Commission on Achieving Necessary Skills (SCANS)

The following chart will help you identify and find SCANS Competencies (C1-20) and Foundations Skills (F1-17) in *Workplace English*. This chart lists only skills that are unique to a given lesson. A full listing of SCANS Competencies and Foundation Skills follows this chart

In most lessons, the Student Book and Workbook competencies are the same. In cases where the Workbook presents competencies in addition to those in the Student Book, these competencies are listed in italics.

A √ next to a number means that the skill is a major focus of that lesson.

In addition to the listed skills, two Foundation Skills in particular warrant separate mention. The Foundation Reading and Writing skills (F1-2) are cornerstones of this text. Every lesson in the Student Book includes Reading, and every lesson in the Workbook includes both Reading and Writing. While these skills are practiced in each lesson, F1 and F2 are listed only for lessons where they are particularly emphasized.

Lesson	Competencies	Foundation Skills
1 Reporting for Work on the First Day	C-5 Acquires and Evaluates Information C-9 Participates as a Member of a Team C-10 Teaches Others √C-15 Understands Systems	√F-5 Listening F-6 Speaking √F-15 Sociability
2 Getting a Medical Exam	C-1 Allocates Time √C-7 Interprets and Communicates Information C-15 Understands Systems	F-1 Reading F-2 Writing F-5 Listening F-6 Speaking

		√F-13 Responsibility F-17 Integrity/Honesty
3 Getting a Uniform	C-5 Acquires and Evaluates Information √C-7 Interprets and Communicates Information C-15 Understands Systems	√F-1 Reading √F-2 Writing √F-3 Arithmetic F-9 Problem Solving
4 Training and Testing	√C-5 Acquires and Evaluates Information C-6 Organizes and Maintains Information √C-7 Interprets and Communicates Information	F-1 Reading F-2 Writing F-5 Listening F-6 Speaking √F-11 Knowing How to Learn F-12 Reasoning
5 Getting Ready for Work	√C-1 Allocates Time C-9 Participates as a Member of a Team C-12 Exercises Leadership	F-11 Knowing How to Learn F-13 Responsibility F-16 Self-Management
6 Arriving at Work	C-3 Allocates Material and Facility Resources C-4 Allocates Human Resources √C-15 Understands Systems C-19 Applies Technology to Task	F-1 Reading F-5 Listening √F-16 Self-Management
7 Clocking In	C-8 Uses Computers to Process Information √C-20 Maintains and Troubleshoots Technology	√F-9 Problem Solving √F-16 Self-Management F-17 Integrity/Honesty
8 Ending the Workday	√C-1 Allocates Time √C-3 Allocates Material and Facility Resources C-15 Understands Systems	√F-13 Responsibility √F-16 Self-Management F-17 Integrity/Honesty
9 Going Out with Co-Workers After Work	√C-9 Participates as a Member of a Team	F-8 Decision Making F-9 Problem Solving √F-15 Sociability √F-13 Responsibility F-16 Self-Management
10 Working with Machines I	C-5 Acquires and Evaluates Information	√F-1 Reading

	C-7 Interprets and Communicates Information C-19 Applies Technology to Task C-20 Maintains and Troubleshoots Technology	F-10 Seeing Things in the Mind's Eye F-11 Knowing How to Learn √F-13 Responsibility
11 Working with Machines II	C-1 Allocates Time C-15 Understands Systems C-20 Maintains and Troubleshoots Technology	√F-13 Responsibility F-16 Self-Management
12 Operating a Truck	C-15 Understands Systems C-19 Applies Technology to Task	F-8 Decision Making F-12 Reasoning √F-13 Responsibility F-16 Self-Management
13 Moving a Load	√C-9 Participates as a Member of a Team C-19 Applies Technology to Task C-16 Monitors and Corrects Performance	F-13 Responsibility
14 Dressing for Safety at Work	C-15 Understands Systems C-16 Monitors and Corrects Performance	F-8 Decision Making √F-13 Responsibility F-16 Self-Management
15 Preventing the Spread of Germs	√C-3 Allocates Material and Facility Resources C-12 Exercises Leadership	√F-8 Decision Making F-12 Reasoning √F-13 Responsibility F-16 Self-Management
16 Dealing with an Injury	√C-5 Acquires and Evaluates Information C7 Interprets and Communicates Information √C-9 Participates as a Member of a Team C-11 Serves Clients/Customers √C-12 Exercises Leadership	F-1 Reading √F-2 Writing √F-5 Listening √F-6 Speaking F-7 Creative Thinking √F-8 Decision Making F-13 Responsibility
17 Working Safely with Chemicals	√C-5 Acquires and Evaluates Information C-7 Interprets and Communicates Information C-16 Monitors and Corrects Performance	√F-1 Reading F-9 Problem Solving √F-11 Knowing How to Learn √F-12 Reasoning √F-13 Responsibility

18 Responding to a Fire	C-5 Acquires and Evaluates Information √C-7 Interprets and Communicates Information C-9 Participates as a Member of a Team C-11 Serves Clients/Customers C-12 Exercises Leadership √C-19 Applies Technology to Task	F-6 Speaking F-7 Creative Thinking √F-8 Decision Making √F-9 Problem Solving √F-10 Seeing Things in the Mind's Eye
19 Working on an Assembly Line	C-1 Allocates Time √C-9 Participates as a Member of a Team C-15 Understands Systems C-16 Monitors and Corrects Performance √C-19 Applies Technology to Task C-20 Maintains and Troubleshoots Technology	F-3 Arithmetic F-9 Problem Solving
20 Drilling and Screwing	√C-3 Allocates Material and Facility Resources √C-16 Monitors and Corrects Performance C-18 Selects Technology C-19 Applies Technology to Task C-20 Maintains and Troubleshoots Technology	√F-3 Arithmetic F-10 Seeing Things in the Mind's Eye
21 Using Adhesives	√C-1 Allocates Time C-3 Allocates Material and Facility Resources C-18 Selects Technology C-19 Applies Technology to Task	F-1 Reading F-9 Problem Solving F-13 Responsibility
22 Cutting	√C-16 Monitors and Corrects Performance √C-18 Selects Technology √C-19 Applies Technology to Task	√F-3 Arithmetic F-10 Seeing Things in the Mind's Eye F-13 Responsibility
23 Filling Containers	C-3 Allocates Material and Facility Resources √C-17 Improves and Designs Systems C-20 Maintains and Troubleshoots Technology	√F-3 Arithmetic √F-10 Seeing Things in the Mind's Eye F-12 Reasoning
24 Mixing Things	√C-3 Allocates Material and Facility Resources C-18 Selects Technology C-19 Applies Technology to Task	√F-3 Arithmetic F-10 Seeing Things in the Mind's Eye
25 Putting Together a Sandwich	√C-3 Allocates Material and Facility Resources	F-1 Reading

	C-7 Interprets and Communicates Information C-11 Serves Clients/Customers C-18 Selects Technology C-19 Applies Technology to Task	√F-3 Arithmetic
26 Working with Electrical Wires	C-3 Allocates Material and Facility Resources C-5 Acquires and Evaluates Information √C-20 Maintains and Troubleshoots Technology	F-7 Creative Thinking F-8 Decision Making √F-9 Problem Solving F-13 Responsibility
27 Packing Finished Products I: Numbering and Shrink Wrapping	C-6 Organizes and Maintains Information √C-9 Participates as a Member of a Team C-15 Understands Systems √C-19 Applies Technology to Task	F-13 Responsibility
28 Packing Finished Products II: Boxing and Addressing	C-3 Allocates Material and Facility Resources C-6 Organizes and Maintains Information √C-7 Interprets and Communicates Information C-18 Selects Technology C-19 Applies Technology to Task	F-1 Reading F-2 Writing F-3 Arithmetic F-13 Responsibility
29 Cleaning Floors I: Sweeping and Mopping	C-15 Understands Systems	F-13 Responsibility F-8 Decision Making
30 Cleaning Floors II: Vacuuming	C-16 Monitors and Corrects Performance C-19 Applies Technology to Task	F-8 Decision Making F-10 Seeing Things in the Mind's Eye
31 Cleaning and Straightening Up	C-1 Allocates Time C-11 Serves Clients/Customers	√F-16 Self-Management F-17 Integrity/Honesty
32 Doing Laundry	C-11 Serves Clients/Customers C-15 Understands Systems	F-8 Decision Making F-9 Problem Solving √F-13 Responsibility √F-17 Integrity/Honesty
33 Changing a Light Bulb	C-5 Acquires and Evaluates Information C-11 Serves Clients/Customers √C-16 Monitors and Corrects Performance	F-8 Decision Making F-12 Reasoning F-13 Responsibility
34 Handling Garbage and Recycling	C-15 Understands Systems	F-8 Decision Making

	<i>C-3 Allocates Material and Facility Resources</i>	F-13 Responsibility
35 Taking Inventory	√C-6 Organizes and Maintains Information C-15 Understands Systems	√F-1 Reading F-2 Writing F-3 Arithmetic F-12 Reasoning F-13 Responsibility
36 Arranging Things Alphabetically and by Date	C-3 Allocates Material and Facility Resources √C-6 Organizes and Maintains Information C-7 Interprets and Communicates Information √C-15 Understands Systems C-16 Monitors and Corrects Performance	F-1 Reading √F-3 Arithmetic F-12 Reasoning F-13 Responsibility <i>F-4 Mathematics</i>
37 Sending E-Mail/Using a Computer	C-5 Acquires and Evaluates Information C-6 Organizes and Maintains Information C-7 Interprets and Communicates Information √C-8 Uses Computers to Process Information C-15 Understands Systems √C-16 Monitors and Corrects Performance C-18 Selects Technology √C-19 Applies Technology to Task	√F-1 Reading √F-2 Writing F-12 Reasoning F-13 Responsibility
38 Making Photocopies	√C-5 Acquires and Evaluates Information C-8 Uses Computers to Process Information √C-16 Monitors and Corrects Performance C-18 Selects Technology √C-19 Applies Technology to Task √C-20 Maintains and Troubleshoots Technology	F-1 Reading F-9 Problem Solving √F-10 Seeing Things in the Mind's Eye
39 Using a Cash Register	C-7 Interprets and Communicates Information √C-11 Serves Clients/Customers C-15 Understands Systems √C-16 Monitors and Corrects Performance C-18 Selects Technology √C-19 Applies Technology to Task √C-20 Maintains and Troubleshoots Technology	√F-3 Arithmetic F-5 Listening F-6 Speaking √F-13 Responsibility F-17 Integrity/Honesty

40 Answering a Telephone	C-5 Acquires and Evaluates Information √C-7 Interprets and Communicates Information C-9 Participates as a Member of a Team C-15 Understands Systems C-19 Applies Technology to Task	√F-5 Listening √F-6 Speaking F-13 Responsibility
41 Getting Paid	C-2 Allocates Money √C-7 Interprets and Communicates Information C-15 Understands Systems	√F-1 Reading F-2 Writing √F-3 Arithmetic F-5 Listening F-6 Speaking √F-16 Self-Management
42 Taking Vacation Time	√C-1 Allocates Time √C-2 Allocates Money C-5 Acquires and Evaluates Information C-15 Understands Systems <i>C-14 Works with Cultural Diversity</i>	√F-1 Reading √F-3 Arithmetic F-8 Decision Making F-13 Responsibility <i>F-16 Self-Management</i> <i>F-17 Integrity/Honesty</i>
43 Leaving Your Job	√C-1 Allocates Time C-7 Interprets and Communicates Information C-8 Uses Computers to Process Information √C-9 Participates as a Member of a Team C-15 Understands Systems	√F-2 Writing √F-3 Arithmetic F-6 Speaking F-8 Decision Making √F-13 Responsibility F-16 Self-Management F-17 Integrity/Honesty
44 Applying for Jobs	√C-1 Allocates Time C-5 Acquires and Evaluates Information C-7 Interprets and Communicates Information √C-8 Uses Computers to Process Information C-12 Exercises Leadership C-15 Understands Systems C-18 Selects Technology C-19 Applies Technology to Task	√F-1 Reading √F-2 Writing √F-6 Speaking √F-14 Self-Esteem F-16 Self-Management F-17 Integrity/Honesty

45 Eating in the Cafeteria	✓C-1 Allocates Time C-2 Allocates Money C-7 Interprets and Communicates Information ✓C-9 Participates as a Member of a Team C-11 Serves Clients/Customers ✓C-15 Understands Systems	F-8 Decision Making F-13 Responsibility ✓F-15 Sociability
46 Bringing a Meal from Home	✓C-1 Allocates Time C-18 Selects Technology C-19 Applies Technology to Task	F-13 Responsibility
47 Taking a Break	✓C-1 Allocates Time C-9 Participates as a Member of a Team C-15 Understands Systems	F-1 Reading F-5 Listening F-6 Speaking ✓F-15 Sociability ✓F-16 Self-Management F-17 Integrity/Honesty
48 A Party at Work	✓C-1 Allocates Time ✓C-2 Allocates Money ✓C-3 Allocates Material and Facility Resources ✓C-9 Participates as a Member of a Team C-12 Exercises Leadership C-14 Works with Cultural Diversity	✓F-2 Writing F-6 Speaking ✓F-7 Creative Thinking ✓F-15 Sociability
49 A Company Picnic	✓C-1 Allocates Time ✓C-2 Allocates Money ✓C-3 Allocates Material and Facility Resources ✓C-9 Participates as a Member of a Team C-14 Works with Cultural Diversity	✓F-15 Sociability
50 Playing on a Company Team	C-1 Allocates Time C-4 Allocates Human Resources ✓C-9 Participates as a Member of a Team C-14 Works with Cultural Diversity C-15 Understands Systems	✓F-15 Sociability

SCANS Competencies and Foundation Skills

Resources

- C-1 Allocates Time
- C-2 Allocates Money
- C-3 Allocates Material and Facility Resources
- C-4 Allocates Human Resources

Information

- C-5 Acquires and Evaluates Information
- C-6 Organizes and Maintains Information
- C-7 Interprets and Communicates Information
- C-8 Uses Computers to Process Information

Interpersonal

- C-9 Participates as a Member of a Team
- C-10 Teaches others
- C-11 Serves Clients/Customers
- C-12 Exercises Leadership
- C-13 Negotiates to Arrive at a Decision
- C-14 Works with Cultural Diversity

Systems

- C-15 Understands Systems
- C-16 Monitors and Corrects Performance
- C-17 Improves and Designs Systems

Technology

- C-18 Selects Technology
- C-19 Applies Technology to Task
- C-20 Maintains and Troubleshoots Technology

Basic Skills

F-1 Reading

F-2 Writing

F-3 Arithmetic

F-4 Mathematics

F-5 Listening

F-6 Speaking

Thinking Skills

F-7 Creative Thinking

F-8 Decision Making

F-9 Problem Solving

F-10 Seeing Things in the Mind's Eye

F-11 Knowing How to Learn

F-12 Reasoning

Personal Qualities

F-13 Responsibility

F-14 Self-Esteem

F-15 Sociability

F-16 Self-Management

F-17 Integrity/Honesty