

# Glossary

## A

**account statement** A record of your account.

**accurate** Truthful and without errors.

**active listening** Paying attention and responding to what someone says.

**adult education** Training courses for people age 18 and over.

**apprenticeship** An on-the-job training program in which you learn from an expert worker.

**appropriate** Correct for the situation.

**assertive** Direct, honest, and polite.

**assistive technology** Tools that help people with disabilities function better.

**associate degree** A title you receive when you complete a two-year program at a community college.

## B

**bachelor's degree** A title you receive when you complete a four-year program at a college or university.

**balance** The amount of money in your bank account.

**ballot** A piece of paper used to cast your vote.

**benefits** Extras that workers receive on a job.

**body language** The messages that your movements send.

**budget** A plan to manage your money to reach your goals.

**business** Selling goods or services.

## C

**career** All the related jobs you do during your life.

**career cluster** A group of related occupations.

**career college** A private postsecondary school that offers training programs for service occupations.

**career evaluation** A chart showing of the plusses and minuses of a career.

**career goal** A goal for the work you want to do.

**career plan** A chart showing all the steps you will take to reach your career goal.

**character** A person's ethics and behavior.

**check** A piece of paper you use to tell your bank to pay money to someone else.

**check register** A record of your checking account.

**checking account** A bank account that lets you write checks.

**chronological résumé** A résumé that lists your achievements in time order.

**classified ad** A short notice that appears in a section of the newspaper.

**cold-calling** Calling without a lead or referral.

**college** A postsecondary school that offers classes in several interest areas.

**commission** Pay based on how much you sell.

**communication** Sharing thoughts and feelings.

**community college** A public postsecondary school that offers two-year programs in many subjects.

**community service** Volunteer work that makes your community a better place to live.

**commute** Travel back and forth to your job.

**compromise** An agreement where both sides give in a little.

**computer ethics** Standards of right and wrong computer use.

**conflict** A strong disagreement.

**constructive criticism** A comment about things you can do better.

**contact** A person you know who can give you information about jobs.

**contact information** How to reach a contact: a phone number, an address, or an e-mail address.

**contact list** A list of all your contacts.

**cooperate** To work well with others to reach a goal.

**cooperative education** A program that combines school with a part-time job.

**courtesy** Politeness and respect.

**cover letter** A letter of application that says why you are a good match for the job.

**credit** Money you can use now and pay back later.

**credit card** A small plastic card that you can use to buy things on credit.

## D

**database** A collection of information on a certain topic.

**debit card** A card that takes money directly from your checking account.

**debt** Owning someone money.

**decision** A choice among several options.

**decision-making process** A series of steps that you take to make a good decision.

**deduction** An amount taken from your gross pay.

**defensive** Closed to other people's opinions.

**dependent** A person who is supported by someone else.

**deposit** Money you put into your account.

# Glossary

**disability** A long-lasting impairment that limits a major life activity.

**disk drive** A machine that reads from and writes to disks.

**distance education** Education in which the teacher and the student are not together in a classroom.

**diverse** Varied and different.

**dress code** A description of the clothes that are appropriate for work.

## E

**e-mail** Sending and receiving messages by computer.

**emergency** A serious and sudden event that calls for quick action.

**emotions** Strong feelings.

**empathy** The ability to imagine yourself in another person's shoes.

**employability skills** Basic skills that you need to get a job, keep a job, and do well at a job.

**employment agency** An organization that matches workers with jobs.

**engineering** Using science and mathematics to make things that help people.

**enthusiasm** Interest and eagerness.

**enunciate** To speak each syllable clearly.

**equal opportunity** Fair treatment for everyone.

**equipment** All the objects, such as machines and tools, that you need to do a job.

**ethics** Knowing right from wrong.

**expenses** Things you spend money on.

**experiences** Activities you have tried.

## F

**fax machine** A machine that sends and receives printed information over the telephone.

**feedback** Information about how well you are doing your job.

**FICA** Social Security tax.

**file** A document you name and save.

**finance** Managing money.

**fire extinguisher** A container of chemicals that will put out a small fire.

**first aid** Medical help that a person needs right away after an injury.

**fixed expenses** Basic expenses that are about the same each month.

**flammable** Easy to set on fire.

**flexibility** The ability to change when the world around you changes.

**flexible expenses** Expenses that change from month to month.

**folder** A group of related files.

**follow up** To finish something or do the next step.

**Form 1040EZ** The simplest federal income tax form.

**Form I-9** A form showing that you are allowed to work in the United States.

**Form W-2** A form that shows how much you earned and how much your employer withheld for taxes.

**Form W-4** A form that tells your employer how much money to withhold for taxes.

## G

**goal** Something you want to achieve.

**gossip** Saying bad things about people behind their backs.

**graphics** Pictures and symbols.

**gross pay** The amount of pay you earn.

## H

**hardware** The physical parts of a computer system.

**harassment** Unwelcome behavior that creates a hostile environment.

**hazard** Anything that might harm someone.

**health science** Helping people stay healthy and recover from sickness.

**high voltage** A large and dangerous amount of electricity.

**hospitality and tourism** Services for people who are traveling.

**hygiene** The care you give your health and cleanliness.

## I

**identity** The way other people know you.

**income tax** Tax on the money you earn.

**income tax return** A form that you fill out to show how much income tax you owe.

**independence** Relying on yourself.

**information technology** Designing and using computer systems.

**informational interview** A discussion with a person who has a job that interests you.

**initiative** Doing work without being told.

**interests** Things you like to do.

**Internal Revenue Service (IRS)** The part of the federal government that collects taxes.

**Internet** A worldwide network of computers.

**internship** A short-term job or work project.

**interviewer** The person who interviews you.

## J

**job** Work you do for pay.

**job accommodations** Things that help workers with disabilities to do their jobs.

# Glossary

**job applicant** A person applying for a job.

**job application form** A printed sheet with blanks that you fill in to apply for a job.

**job board** A collection of job listings on the Internet.

**job interview** A meeting between an employer and a job applicant about a job.

**job lead** Information about a job opening.

**job listing** A written notice of a job opening.

**job objective** The type of job you want.

**job opening** A job that is vacant.

**job shadowing** Spending time with a worker on the job.

## K

**knowledge** Understanding facts.

## L

**labor contract** A written agreement about wages, hours, and working conditions.

**leadership** Motivating others to work toward a goal.

**learning styles** The different ways people naturally think and learn.

**lease** A written contract for a place you rent.

**leisure** Free time.

**lifelong learning** Continuing to learn after you finish school.

**lifestyle** The way you spend your time, energy, and money.

**long-term goal** A goal that will take a year or more to reach.

**loyalty** Being on the side of something or someone.

## M

**management** Making decisions and planning.

**manufacturing** Making products by hand or machine.

**marketing** Deciding which goods and services people will want to buy.

**material safety data sheet (MSDS)** A document that describes a chemical and how to handle it.

**medium-term goal** A goal that will take between three months and a year to reach.

## N

**negotiate** To try to get better terms.

**net pay** The amount of pay you receive on your check.

**networking** Asking your contacts for help and information about jobs.

## O

**occupation** The type of work you do to earn a living.

**online job application form** A job application form on the Internet.

**on-the-job training** Training (education in a specific skill) at work.

**orientation** A program that introduces new employees to a company.

**OSHA** The part of the government that sets safety rules and inspects workplaces.

**overtime** Extra pay that you get when you work more than 40 hours in a week.

## P

**part-time job** A job where you work up to 30 hours per week.

**performance review** A meeting where your boss tells you how well you have been doing your job.

**peripheral** A piece of hardware you can connect to a computer.

**personal career profile** A list of your career information.

**personal computer (PC)** A small computer made for a single person to use.

**personal fact sheet** A list of all the information about yourself that you will need for a job application form.

**personal protective equipment** Safety wear that protects you from hazards.

**personality** The way you think, feel, and act.

**positive attitude** A cheerful view of life.

**postsecondary education** Study after high school.

**prejudice** A negative attitude toward a group of people.

**prioritize** To decide which things are most important.

**promotion** A move to a job with more responsibility and higher pay.

**punctuality** Being on time.

## R

**raise** An increase in pay.

**receptive** Open to other people's opinions.

**reference** A person who will tell an employer that you will do a good job.

**referral** A new contact that you get from an old contact.

**refund** A return of money.

**register** To sign up to be a voter.

**research** Collecting information.

**respect** High esteem.

**responsibility** Working hard and setting high standards for yourself.

**résumé** A brief summary of your skills, work experience, and education.

**right** Something the law says you should have.

**RTK label** A chemical safety label.



# Glossary

## S

**salary** An amount of pay for each month or year you work.

**savings** Money you keep for the future.

**savings account** A bank account where you keep money for the future.

**scanner** A machine that copies words and pictures from paper into a computer.

**security deposit** Money to pay for possible damage to a rented home.

**self-advocacy** Speaking up for what you want and need.

**self-awareness** Knowing your thoughts, feelings, and actions.

**self-determination** The power to make decisions about your own life.

**self-esteem** A positive feeling about yourself.

**self-image** How you see yourself.

**service industry** All the businesses that provide activities for a fee.

**service learning** A program that combines school with volunteer work.

**short-term goal** A goal that will take three months or less to reach.

**skills** Abilities to do specific tasks.

**skills résumé** A résumé that lists your achievements by type of skill.

**Social Security** A government program that helps disabled and retired people.

**Social Security number** A nine-digit number that helps the government keep a record of your earnings.

**software** A set of instructions for a computer.

**spell check** A computer tool that finds misspelled words and suggests correct spellings.

**spreadsheet** A program that works with numbers and math functions.

**standard English** The form of English taught in school.

**supervisor** A boss or manager.

**support network** A group of people who can help you when you need it.

## T

**talents** Natural gifts.

**tax liability** The amount of tax you owe.

**tax preparer** A person you can pay to fill out your tax forms.

**taxes** Money that you must pay to the government.

**team** A group of people who have a common goal.

**technical school** A private postsecondary school that offers training programs for specific occupations.

**technological literacy** The ability to work with technology.

**technology** Knowledge and tools that make it possible to do new things.

**temp job** A job that is not permanent.

**temp-to-hire job** A job that changes from a temp job to a permanent job.

**tentative** Flexible and not final.

**terms** The details of an offer.

**time management** Using time to reach your goals.

**tip** Money that a worker receives from a customer for doing a good job.

**tolerance** Treating everyone fairly and equally.

**training** Education in a specific skill.

**transition plan** A plan that lists your goals for after high school and says how you will reach those goals.

**tuition** The fee you pay to a school for each unit or course.

## U

**unemployment insurance** A government program that helps you if you lose your job.

**uniform** An outfit that shows you work for a certain company.

**utilities** Services for a dwelling such as electricity, heat, and water.

## V

**values** Things that are important to you.

**ventilation** Fresh air flowing into a closed space.

**vocational rehabilitation** A government program that helps people with disabilities get and keep a job.

**voice mail** A system that lets people leave spoken messages when you cannot take a phone call.

**volunteer work** Work you do without receiving pay.

## W

**wages** An amount of money you receive for every hour you work.

**withdrawal** Money that you take from your account.

**word processing** Writing and editing text on the computer.

**work** Any useful activity.

**work ethic** The belief that work has value.

**work permit** A card showing that you are allowed to work in the United States.

**workers' compensation** An insurance program that helps you if you are hurt at work.

**working conditions** The conditions in which you spend your workday.



## A

**account statement/estado de cuenta**

Registro de tu cuenta.

**accurate/preciso** Verídico y sin errores.

**active listening/escucha activa** Prestar atención y responder a lo que alguien dice.

**adult education/educación de adultos**

Cursos de entrenamiento para personas de 18 años de edad o mayores.

**apprenticeship/aprendizaje** Programa de entrenamiento en el que aprendes de un trabajador experimentado.

**appropriate/apropiado** Adecuado para la situación.

**assertive/afirmativo** Directo, honesto, y cortés.

**assistive technology/tecnología asistencial**

Aparatos que ayudan a personas con incapacidades a desenvolverse mejor.

**associate degree/diploma asociado** Título que recibes cuando terminas un programa de dos años en un colegio comunitario.

## B

**bachelor's degree/diploma de bachiller**

Título que recibes cuando terminas un programa de cuatro años en un colegio universitario o universidad.

**balance/saldo** Suma de dinero en tu cuenta bancaria.

**ballot/papeleta (de votación)** Papel utilizado para dar tu voto.

**benefits/beneficios** Extras que reciben los trabajadores en un empleo.

**body language/lenguaje corporal**

Mensajes que revelan tus movimientos.

**budget/presupuesto** Plan para administrar tu dinero y alcanzar tus metas.

**business/negocio** Venta de bienes o servicios.

## C

**career/carrera** Todos los trabajos relacionados que ejerces durante tu vida.

**career cluster/rama ocupacional** Un grupo de ocupaciones relacionadas.

**career college/colegio ocupacional** Escuela postsecundaria privada que ofrece programas de entrenamiento para ocupaciones de servicios.

**career evaluation/evaluación ocupacional** Gráfica que muestra los pros y contras de una carrera.

**career goal/meta ocupacional** Meta para el trabajo que quieres realizar.

**career plan/plan ocupacional** Plan que muestra todos los pasos que darás para alcanzar tu meta ocupacional.

**character/carácter** La ética y la conducta de una persona.

**check/cheque** Pieza de papel que usas para decirle a tu banco que le pague cierto dinero a alguien.

**check register/registro de cheques** Informe de tu cuenta de cheques.

**checking account/cuenta de cheques** Cuenta bancaria que te permite escribir cheques.

**chronological résumé/résumé cronológico** Curriculum vitae que enumera todos tus logros ordenados por fechas.

**classified ad/anuncio clasificado** Aviso corto que aparece en una sección de un periódico.

**cold-calling/llamar “en frío”** Llamar sin tener una pista o referencia.

**college/colegio universitario** Escuela postsecundaria que ofrece cursos en varias áreas de interés.

**commission/comisión** Pago basado en cuánto vendes.

**communication/comunicación** Intercambiar ideas e impresiones.

**community college/colegio comunitario** Escuela postsecundaria que ofrece programas de dos años en muchas asignaturas.

**community service/servicio comunitario** Trabajo voluntario que hace que tu comunidad sea un mejor lugar para vivir.

**commute/viajar (al trabajo)** Ida y vuelta al trabajo.

**compromise/compromiso** Un acuerdo mediante el cual ambas partes ceden un poco.

**computer ethics/ética de computación** Reglas para el uso correcto e incorrecto de las computadoras.

**conflict/conflicto** Un desacuerdo mayor.

**constructive criticism/crítica constructiva** Comentario sobre cosas que puedes hacer mejor.

**contact/contacto** Persona a la que conoces que te puede dar información de empleos.

**contact information/información de contactos** Cómo comunicarse con un contacto: un número de teléfono, una dirección, o una dirección electrónica.

**contact list/lista de contactos** Una lista de todos tus contactos.

**cooperate/cooperar** Trabajar bien junto a otros para lograr una meta.

**cooperative education/educación cooperativa** Programa que combina la escuela con un trabajo a tiempo parcial.

**courtesy/cortesía** Buenas maneras y respeto.

**cover letter/carta de presentación** Carta de solicitud laboral que explica por qué eres buen candidato para un trabajo.

**credit/crédito** Dinero que puedes usar ahora y pagar más tarde.

**credit card/tarjeta de crédito** Pequeña tarjeta plástica que puedes usar para comprar cosas a crédito.

## D

**database/base de datos** Colección de información sobre un cierto tema.

**debit card/tarjeta de débito** Tarjeta para sacar dinero directamente de tu cuenta de cheques.

**debt/deuda** Deberle dinero a alguien.

**decision/decisión** Selección entre varias opciones.

**decision-making process/proceso de toma de decisión** Serie de pasos que llevas a cabo para tomar una buena decisión.

**deduction/deducción** Cantidad extraída de tu salario bruto.

**defensive/defensivo** Cerrado a las opiniones de otros.

**dependent/dependiente** Persona que es mantenida por otra.

**deposit/depósito** Dinero que pones en tu cuenta.

**disability/incapacidad** Impedimento físico o mental a largo plazo que limita una o más actividades importantes de la vida.

**disk drive/lector de discos** Unidad que lee y escribe en discos.

# Glosario

**distance education/educación a distancia**  
Educación en la cual el maestro y el estudiante no están juntos en un salón de clases.

**diverse/diverso** Variado y diferente.

**dress code/código de vestir** Descripción de la ropa que es apropiada para trabajar.

## E

**e-mail/correo electrónico** Envío y recepción de mensajes por medio de una computadora.

**emergency/emergencia** Suceso serio e imprevisto que requiere atención inmediata.

**emotions/emociones** Sentimientos fuertes.

**empathy/empatía/simpatía por alguien** La habilidad de ponerse uno en la situación de otra persona.

**employability skills/destrezas laborales**  
Destrezas que necesitas para conseguir un trabajo, mantenerlo, y tener éxito en ese trabajo.

**employment agency/agencia de empleos**  
Organización que contrata a empleados apropiados para trabajos específicos.

**engineering/ingeniería** Usar la ciencia y las matemáticas para crear cosas que ayudan a la gente.

**enthusiasm/entusiasmo** Interés y buena disposición.

**enunciate/enunciar** Pronunciar cada sílaba claramente.

**equal opportunity/oportunidades iguales**  
Tratar por igual a todos.

**equipment/equipo** Todos los objetos, como máquinas y herramientas, que necesitas para realizar un trabajo.

**ethics/ética** Distinguir lo correcto de lo incorrecto.

**expenses/gastos** Cosas que compras con tu dinero.

**experiences/experiencias** Actividades que has realizado.

## F

**fax machine/máquina de faxes** Máquina que envía y recibe información impresa por teléfono.

**feedback/opiniones de otros** Información acerca de cómo te está yendo en un trabajo.

**FICA/FICA** Impuesto del Seguro Social.

**file/archivo** Documento que nombras y guardas ("save").

**finance/finanza** Administrar el dinero.

**fire extinguisher/extinguidor de incendios**  
Contenedor con químicos para apagar un pequeño incendio.

**first aid/primeros auxilios** Asistencia médica que necesita una persona inmediatamente después de una lesión.

**fixed expenses/gastos fijos** Gastos básicos similares de cada mes.

**flammable/inflamable** Fácil de prenderle fuego.

**flexibility/flexibilidad** La habilidad de cambiar cuando cambian las condiciones alrededor.

**flexible expenses/gastos flexibles** Gastos que cambian cada mes.

**folder/carpeta** Grupo de archivos relacionados.

**follow up/continuación** Terminar algo o dar el próximo paso.

**Form 1040EZ/Formulario 1040EZ** El formulario más simple de los impuestos federales de ingresos.

**Form I-9/Formulario I-9** Formulario que muestra que tienes permiso para trabajar en los Estados Unidos.

**Form W-2/Formulario W-2** Formulario que muestra cuánto has ganado y cuánto tu empleador te dedujo de impuestos.

**Form W-4/Formulario W-4** Formulario que le dice a tu empleador cuánto tiene que deducir de impuestos.

## G

**goal/meta** Algo que quieres lograr.

**gossip/chismorreo** Decir cosas malas de la gente detrás de sus espaldas.

**graphics/gráficas** Dibujos o fotos y símbolos.

**gross pay/salario bruto** Cantidad de pago global que ganas.

## H

**hardware/hardware (equipo)** Las partes físicas de un sistema de computadora.

**harassment/hostigamiento** Conducta inoportuna que crea un ambiente hostil.

**hazard/peligro** Cualquier cosa que pueda hacerle daño a alguien.

**health science/ciencia de la salud** Ayudar a la gente a permanecer saludables y a recuperarse de una enfermedad.

**high voltage/alto voltaje** Cantidad considerable y peligrosa de electricidad.

**hospitality and tourism/hospitalidad y turismo** Servicios para personas que están de viaje.

**hygiene/higiene** Cuidados que les prestas a tu salud y limpieza.

## I

**identity/identidad** La forma en que otra gente te conoce.

**income tax/impuestos de ingresos** Impuestos sobre el dinero que ganas.

**income tax return/declaración de impuestos** Formulario que llenas para mostrar cuánto debes en impuestos sobre tus ingresos.

**independence/independencia** Confiar en ti mismo/a.

**information technology/tecnología de la información** Diseñar y usar sistemas de computadoras.

**informational interview/entrevista informativa** Discusión con una persona que tiene un trabajo que te interesa.

**initiative/iniciativa** Hacer un trabajo sin que te lo pidan.

**interests/intereses** Las cosas que te gustan.

**Internal Revenue Service (IRS)/Servicio Interno de Ingresos (IRS)** La parte del gobierno federal que colecta impuestos.

**Internet/Internet** Red mundial de computadoras.

**internship/puesto de interno** Empleo o proyecto de trabajo a corto plazo.

**interviewer/entrevistador** La persona que te entrevista.

## J

**job/empleo** Trabajo que haces por un pago.

**job accommodations/acomodaciones de trabajo** Cosas que ayudan a empleados con incapacidades a hacer sus trabajos.

**job applicant/solicitante de empleo** Persona que está solicitando un empleo.

**job application form/formulario de empleo** Hoja impresa con espacios en blanco que debes llenar al solicitar un empleo.

**job board/tablero de anuncios de empleos** Colección de listados de trabajos en Internet.

## job interview/entrevista de trabajo

Encuentro entre un empleador y un/a solicitante de empleo acerca de un trabajo.

## job lead/pista de un empleo

Información sobre una oportunidad de trabajo.

## job listing/listado de empleo

Aviso escrito de una oportunidad de trabajo.

## job objective/objetivo de trabajo

El tipo de empleo que deseas.

## job opening/oportunidad de empleo

Empleo que está vacante, disponible.

## job shadowing/hacer sombra en un trabajo

Pasar cierto tiempo con otro trabajador en un empleo.

## K

## knowledge/conocimiento

Entender los hechos, la realidad.

## L

## labor contract/contrato laboral

Acuerdo escrito sobre salarios, horas, y condiciones de trabajo.

## leadership/liderazgo

Motivar a otros a trabajar para lograr una meta.

## learning styles/estilos de aprendizaje

Las diferentes formas en que la gente piensa y aprende naturalmente.

## lease/arrendamiento

Contrato escrito para alquilar un local.

## leisure/ocio

Tiempo libre.

## lifelong learning/aprendizaje de por vida

Continuar aprendiendo después que termines la escuela.

## lifestyle/estilo de vida

La forma como usas tu tiempo, energía, y dinero.

## long-term goal/meta a largo plazo

Meta que tomará un año o más para alcanzar.

## loyalty/lealtad

Estar del lado de algo o alguien.

## M

## management/gerencia

Tomar decisiones y planificar.

## manufacturing/fabricar

Crear productos a mano o a máquina.

## marketing/comercialización

Decidir qué productos y servicios quiere comprar la gente.

## material safety data sheet (MSDS)/hoja de datos sobre la seguridad de los materiales (MSDS)

Documento que describe una sustancia química y cómo manipularla.

## medium-term goal/meta a medio plazo

Meta que tomará entre tres meses y un año para alcanzar.

## N

## negotiate/negociar

Tratar de obtener condiciones más ventajosas.

## net pay/salario neto

Cantidad de pago que recibes en tu cheque.

## networking/establecer conexiones

Pedir ayuda e información sobre empleos a tus contactos.

## O

## occupation/ocupación

El tipo de trabajo que haces para ganarte la vida.

## online job application form/formulario de solicitud de empleo en línea

Formulario de solicitud de empleo en Internet.

## on-the-job training/entrenamiento laboral

Entrenamiento (educación en una destreza específica) en el trabajo.

## orientation/orientación

Programa para presentar nuevos empleados a una compañía.

## OSHA/OSHA

Sector del gobierno que establece las reglas de seguridad e inspecciona los lugares de trabajo.



**overtime/tiempo suplementario** Pago extra que recibes cuando trabajas más de 40 horas por semana.

## P

**part-time job/empleo a tiempo parcial**

Empleo donde trabajas 30 ó menos horas por semana.

**performance review/evaluación laboral**

Reunión en la que tu jefe te dice cómo estás haciendo en tu trabajo.

**peripheral/periférico** Un componente que puedes conectar a una computadora.

**personal career profile/perfil ocupacional**

Lista de tu información ocupacional personal.

**personal computer (PC)/computadora**

**personal (PC)** Computadora más pequeña construida para ser usada por una persona individualmente.

**personal fact sheet/hoja de datos**

**personales** Lista con toda tu información personal que necesitarás para llenar una solicitud de empleo.

**personal protective equipment/equipo de**

**protección personal** Equipo de seguridad que te pones para protegerte de riesgos y peligros.

**personality/personalidad** La forma en que piensas, sientes, y actúas.

**positive attitude/actitud positiva**

Perspectiva alegre de la vida.

**postsecondary education/educación**

**postsecundaria** Estudios realizados después de la escuela preparatoria (high school).

**prejudice/perjuicio** Actitud negativa hacia un grupo determinado de personas.

**prioritize/priorizar** Decidir qué cosas son las más importantes.

**promotion/promoción** Cambio en un empleo con más responsabilidad y mejor pago.

**punctuality/puntualidad** Llegar a tiempo.

## R

**raise/aumento (de salario)** Mejora en el pago.

**receptive/receptivo** Receptivo a las opiniones de otra gente.

**reference/referencia** Persona que le dirá a un empleador que realizarás un buen trabajo.

**referral/recomendación** Nuevo contacto que obtienes por medio de un viejo contacto.

**refund/reembolso** Devolución de dinero.

**register/registrarse** Firmar para ser votante.

**research/investigación** Recoger información.

**respect/respeto** Alta estimación.

**responsibility/responsabilidad** Trabajar duro y establecer altos principios personales.

**résumé/curriculum vitae** Una breve sumario de tus destrezas, experiencia laboral, y educación.

**right/derecho** Algo que la ley dicta que debes tener o recibir.

**RTK label/etiqueta RTK** Etiqueta de seguridad en ciertos productos químicos.

## S

**salary/salario** Cantidad de pago por cada mes o año que trabajas.

**savings/ahorros** Dinero que guardas para el futuro.



# Glosario

**savings account/cuenta de ahorros** Cuenta bancaria donde guardas dinero para el futuro.

**scanner/escáner** Maquina que copia palabras y gráficas de un papel a una computadora.

**security deposit/depósito de seguridad** Dinero que se paga por posibles daños a un hogar rentado.

**self-advocacy/auto-abogacía** Defender lo que uno quiere y necesita.

**self-awareness/auto-conocimiento** Estar bien al tanto de tus propios pensamientos, sentimientos, y acciones.

**self-determination/auto-determinación** El poder de decisión sobre tu propia vida.

**self-esteem/auto-estimación** Sentimientos positivos acerca de ti mismo/a.

**self-image/imagen de sí mismo/a** Cómo te ves a ti mismo/a.

**service industry/sector de servicios** Todos los negocios que proveen actividades por un precio.

**service learning/aprendizaje práctico** Programa que combina la escuela con trabajo voluntario.

**short-term goal/meta a corto plazo** Meta que tomará tres meses o menos para alcanzar.

**skills/destrezas** Habilidades para realizar ciertas tareas.

**skills résumé/curriculum vitae de destrezas** Currículo que enumera tus logros según el tipo de detreza.

**Social Security/Seguro Social** Programa del gobierno que ayuda a la gente incapacitada y a los que se retiran.

**Social Security number/número del Seguro Social** Número de nueve cifras que ayuda al gobierno a mantener un registro de tus ingresos.

**software/software (programas de computadora)** Serie de instrucciones para una computadora.

**spell check/revisión ortográfica** Una herramienta en las computadoras que encuentra palabras con faltas de ortografía y sugiere correcciones.

**spreadsheet/hoja de cálculos** Programa que trabaja con números y funciones matemáticas.

**standard English/inglés corriente** El tipo de inglés que se enseña en la escuela.

**supervisor/supervisor** Un jefe o gerente.

**support network/red de conexiones** Grupo de gente que puede ayudarte cuando lo necesites.

## T

**talents/talentos** Dones naturales personales.

**tax liability/obligación de impuestos** La cantidad de impuestos que debes.

**tax preparer/preparador de impuestos** Persona a la que le pagas para llenar tus declaraciones de impuestos.

**taxes/impuestos** Dinero que tienes que pagarle al gobierno.

**team/equipo** Grupo de gente con una meta común.

**technical school/escuela técnica** Escuela postsecundaria privada que ofrece programas de entrenamiento para ocupaciones específicas.

**technological literacy/capacidad tecnológica** La habilidad de trabajar con tecnología.

**technology/tecnología** Conocimientos e instrumentos o herramientas que hacen posible crear nuevas cosas.

**temp job/empleo temporal** Empleo que no es permanente.

**temp-to-hire job/empleo temporal-a-contratado** Empleo que cambia de empleo temporal a empleo permanente.

**tentative/tentativo** Flexible y no definitivo.

**terms/términos** Detalles y condiciones de una oferta.

**time management/utilización del tiempo** Usar el tiempo adecuadamente para alcanzar tus metas.

**tip/propina** Dinero que recibe un trabajador de un cliente al realizar un buen trabajo.

**tolerance/tolerancia** Tratar a todos justa y equitativamente.

**training/entrenamiento** Educación en una destreza específica.

**transition plan/plan de transición** Plan que enumera las metas para después de la escuela preparatoria y cómo alcanzar esas metas.

**tuition/matrícula** Dinero que pagas a una escuela por cada unidad o curso.

## U

**unemployment insurance/seguro de desempleo** Programa del gobierno que te ayuda si pierdes tu empleo.

**uniform/uniforme** Ropa que muestra que trabajas para una cierta compañía.

**utilities/utilidades** Servicios para una vivienda tales como electricidad, calefacción, y agua.

## V

**values/valores** Las cosas que son importantes para ti.

**ventilation/ventilación** Aire fresco que circula hacia un espacio cerrado.

**vocational rehabilitation/rehabilitación vocacional** Programa del gobierno que ayuda a gente con incapacidades a conseguir y mantener un empleo.

**voice mail/correo de voz** Sistema que le permite a la gente dejar mensajes hablados cuando no pueden responder una llamada telefónica.

**volunteer work/trabajo voluntario** Trabajo que realizas sin recibir pago por él.

## W

**wages/sueldo** Cantidad que recibes por cada hora que trabajas.

**withdrawal/retirada de fondos** Dinero que sacas de tu cuenta.

**word processing/tratamiento de texto** Escribir y editar texto en la computadora.

**work/trabajo** Cualquier actividad útil.

**work ethic/ética laboral** La creencia de que el trabajo tiene un valor.

**work permit/permiso de trabajo** Tarjeta que muestra que te está permitido trabajar en los Estados Unidos.

**workers' compensation/compensación laboral** Programa de seguros que te ayuda si te lesionas en el trabajo.

**working conditions/condiciones de trabajo** Las condiciones en que pasas tu jornada de trabajo.

Visit [careerclusters.glencoe.com](http://careerclusters.glencoe.com) for more information on the 16 career clusters.



## Agriculture, Food, and Natural Resources

There are seven pathways in the agriculture, food, and natural resources career cluster.

*Food products and processing* is preparing food for sale.

*Plant systems* is plant and soil science, gardening, and forestry.

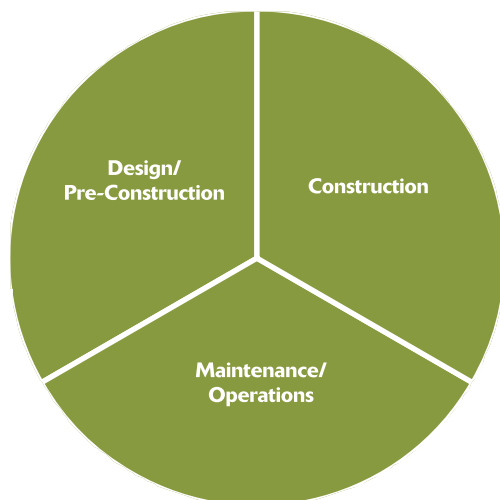
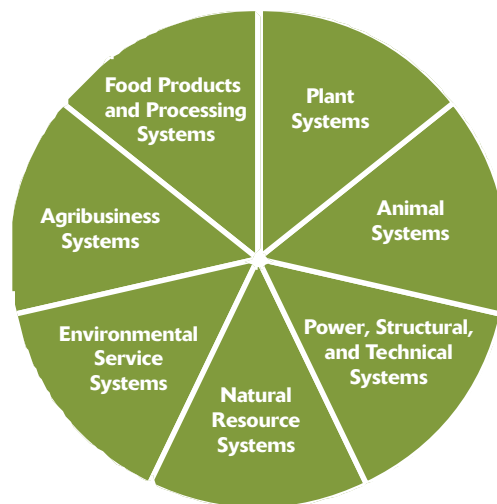
*Animal systems* is work with large and small animals, wildlife, and research animals.

*Technical systems* is work with energy and computer systems.

*Natural resources systems* is work with nature such as logging, parks, mining, and fishing.

*Environmental service systems* is checking water and air quality and handling waste.

*Agribusiness systems* is sales, service, management, and entrepreneurship related to agriculture.



## Architecture and Construction

There are three pathways in the architecture and construction career cluster.

*Design and pre-construction* is planning structures, such as roads and houses.

*Construction* is building all the parts of structures.

*Maintenance and operations* is doing repairs and making sure structures work as they should.



### Arts, Audio/Video Technology, and Communications

There are six pathways in the arts, audio/video technology, and communications career cluster.

*Audio and video communications technology* is making, selling, installing, and repairing audio and video equipment.

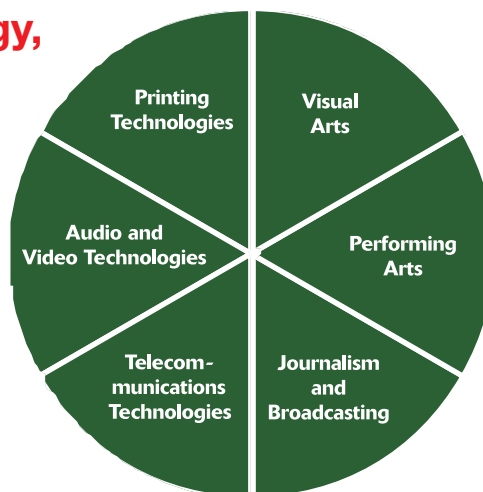
*Broadcasting, film, and journalism* is bringing people news and entertainment through radio, television and movies.

*Performing arts* are theater, music, and dance.

*Printing technologies* is printing books, newspapers, and other printed material.

*Telecommunications* is working with communications and computer equipment.

*Visual arts* are painting, drawing, sculpting, photography, and animation.



### Business, Management, and Administration

There are six pathways in the business, management, and administration career cluster.

*Management* is making decisions and planning.

*Business financial management and accounting* is doing accounting and finance to help make businesses successful.

*Human resources* is hiring and training employees, and helping them to be productive.

*Business analysis* is finding solutions for business problems and making businesses work.

*Marketing* is managing products and services and deciding which goods and services people will want to buy.

*Administration and information support* is using technology to do administrative work such as running an office.





### Education and Training

There are three pathways in the education and training career cluster.

*Teaching and training* is showing people how to learn a subject or a skill.

*Professional support services* provide counseling and assistance to people seeking education and training.

*Administration and administrative support* manage the day-to-day activities and goals of schools and other educational and training facilities.



### Finance

There are four pathways in the finance career cluster.

*Financial and investment planning* is providing advice about money and what to do with it.

*Business financial management* is creating accounting systems used to make financial decisions for businesses.

*Banking and related services* provide banks, loans, and credit services.

*Insurance services* provide financial protection from loss.



### Government and Public Administration

There are seven pathways in the government and public administration career cluster.

*Governance* is creating and enforcing laws and public policies.

*National security* is being a member of the armed forces and protecting our country.

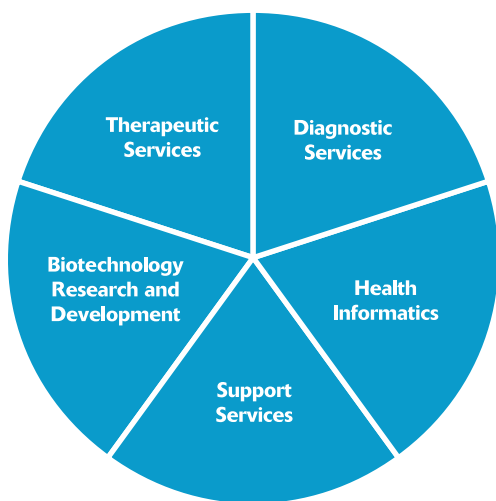
*Foreign service* workers represent the interests of our country to other nations.

*Planning* is making goals and plans for how to use land and resources.

*Revenue and taxation* is collecting and monitoring taxes from citizens and businesses.

*Regulation* makes sure that industries, utilities, buildings, the environment, and technology are properly used, maintained, and protected.

*Public management and administration* is running agencies or companies that deal with public resources, such as a city or utility.



### Health Science

There are five pathways in the health science career cluster.

*Therapeutic services* maintain and improve health over time by providing care, treatment, counseling, and health information.

*Diagnostic services* detect, diagnose, and treat medical conditions.

*Health informatics* includes health care administration as well as the collecting and managing patient and health care information and technology.

*Support services* provide an environment for health care delivery.

*Biotechnology research and development* involves studying, discovering and creating health conditions, treatments, information and services.





## Hospitality and Tourism

There are four pathways in the hospitality and tourism career cluster.

*Restaurant and food/beverage services* provide places and services where customers can eat and drink.

*Lodging* is all the services involved in providing a place to live for one or several days.

*Travel and tourism* employees develop and manage places, guides, and services for travelers.

*Recreation, amusements, and attractions* are services on location for leisure activities such as sports, festivals, or amusement rides.



## Human Services

There are five pathways in the human services career cluster.

*Early childhood development and services* is all the services that provide for the care and nurturing of young children.

*Counseling and mental health services* assist people with issues, decisions, and problems.

*Family and community services* provide assistance and care for human beings and their social needs, such as financial or family counseling, employment training, and disabled-access services.

*Personal care services* deal with physical and emotional well-being. These services can include hairstylists, dentists, dance teachers, and funeral attendants.

*Consumer services* help people make decisions about their finances and their purchases.



### Information Technology

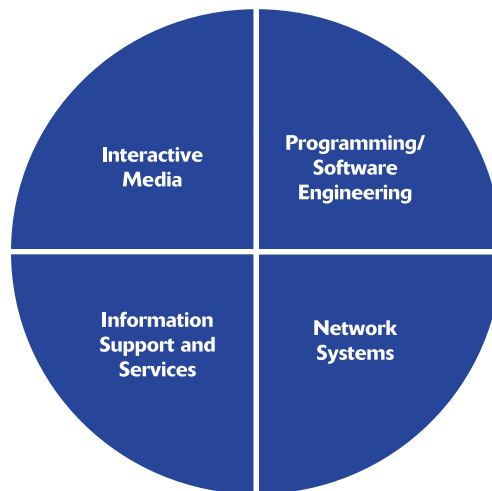
There are four pathways in the information technology career cluster.

*Interactive media* deals with digital media such as the World Wide Web, DVDs, and CD-ROMs.

*Programming/software engineering* is designing and maintaining computer operating systems and software.

*Network systems* deal with the maintenance of computer networks.

*Information support and services* deal with creating, maintaining, and providing technical assistance for computer systems.



### Law, Public Safety, and Security

There are five pathways in the law, public safety, and security career cluster.

*Correction services* workers manage and help individuals who are in or have been in corrections facilities such as jail.

*Emergency and fire management services* protect the public in case of fires and other emergencies.

*Security and protective services* work to protect public and private property such as museums or businesses.

*Law enforcement services* maintain public order and protect lives and property.

*Legal services* assist individuals or businesses in seeking legal help in civil or criminal matters.

# Appendix

## CAREER CLUSTERS



### Manufacturing

There are six pathways in the manufacturing career cluster.

*Production* is making or assembling parts or products.

*Manufacturing production process development* is designing products and manufacturing processes.

*Maintenance, installation, and repair* is maintaining equipment.

*Quality assurance* is making sure things are done and made correctly.

*Logistics and inventory control* is keeping track of and moving manufacturing products and materials.

*Health, safety, and environmental assurance* is making sure that the workplace is safe.



### Marketing, Sales, and Service

There are seven pathways in the marketing, sales, and service career cluster.

*Management and entrepreneurship* is forming and running businesses.

*Professional sales and marketing* is developing and promoting products for sale.

*Buying and merchandising* is the service of getting products to the customer.

*Marketing communications and promotion* is getting information out to the public about a good or service.

*Marketing information management and research* is understanding people's needs and wants and developing products for them.

*Distribution and logistics* is moving and keeping track of products and materials.

*E-marketing* is using electronic tools such as e-mail for marketing.

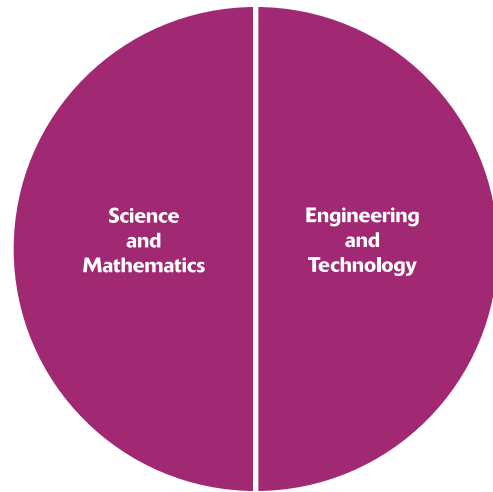


### Science, Technology, Engineering, and Mathematics

There are two pathways in the science, technology, engineering, and mathematics career cluster.

*Science and mathematics* is using science and math skills to perform research, create products, and solve problems.

*Engineering and technology* is using and applying scientific principles and processes in the real world.



### Transportation, Distribution, and Logistics

There are seven pathways in the transportation, distribution, and logistics career cluster.

*Transportation operations* is getting things and people safely from one place to another.

*Logistics planning and management* is distributing and transporting materials.

*Warehousing and distribution center operations* keep track of and manage cargo.

*Facility and mobile equipment maintenance* is making sure transportation vehicles are working and functional.

*Transportation systems/infrastructure planning, management, and regulations* is managing and designing public transportation.

*Health, safety, and environmental management* is handling and planning for risks.

*Sales and service* is marketing and selling transportation services.



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