

**Exam Title: 7980110 Career Preparation (Access)**  
**Courses Assessed by this Exam: Career Preparation (Access)**

**Key Vocabulary:** work habit, category, on time, hungry, file clerk, alphabetical order, sleep, dance, job category, playground assistant, childcare, clerical, janitor, document, job history, school, contact information, birthday card, application résumé, apply, paycheck, newspaper, movies, bathroom, clean, fuzzy, dirty,

**Student Tasks:**

- Understand basic job questions related to applying for jobs, good characteristics of employees and types of jobs
- Describe effective work habits
- Describe appropriate attire and personal care skills