

# Learning for Earning

Your Route to Success

Sixth Edition



John A. Wanat  
E. Weston Pfeiffer  
Richard Van Gulik



*PowerPoint Presentations for*

# Learning for Earning

by Michael P. Wanat  
Sean W. Pfeiffer  
Marian S. Van Gulik



The Goodheart-Willcox Co., Inc.  
Tinley Park, Illinois

**CHAPTER**

**17**

**Basic Skills for Job  
Success**



# Chapter Objectives

After studying this chapter, you will be able to

- state the importance of the basic skills: reading, writing, and math.
- count change correctly.
- describe the metric system of measurement.
- identify basic computer skills.



# Key Terms

- vocabulary
- illiterate
- proofread
- metric system
- meter
- gram
- liter
- degrees Celsius ( $^{\circ}\text{C}$ )

# The Starting Point— Basic Skills

- Throughout your education, you will study basic skills:
  - reading
  - writing
  - math
- They are the keys to your success.





# Reading Skills

- Reading, which is essential for any job, is needed to understand the following:
  - business letters
  - customer orders to fill
  - directions for operating pieces of equipment
  - instructions from your supervisor
  - the policies and procedures of your workplace



# Reading Skills

- The more you read, the better your reading skills become.
- Reading items of interest helps improve reading skills.
- Reading also increases vocabulary.
- ***Vocabulary***– The group of words known and used by an individual.

# Writing Skills

- At work, you may write:
  - telephone messages
  - letters to customers
  - customer orders
  - reports of your job activities
  - reports of your research
  - memos to coworkers



## While You Were Out

**date:** ▶

**time:** ▶

**name:** ▶

**company:** ▶

**phone #:** ▶

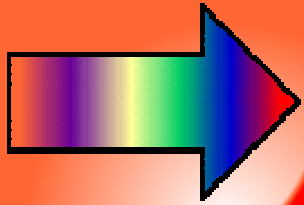
**message:** ▶



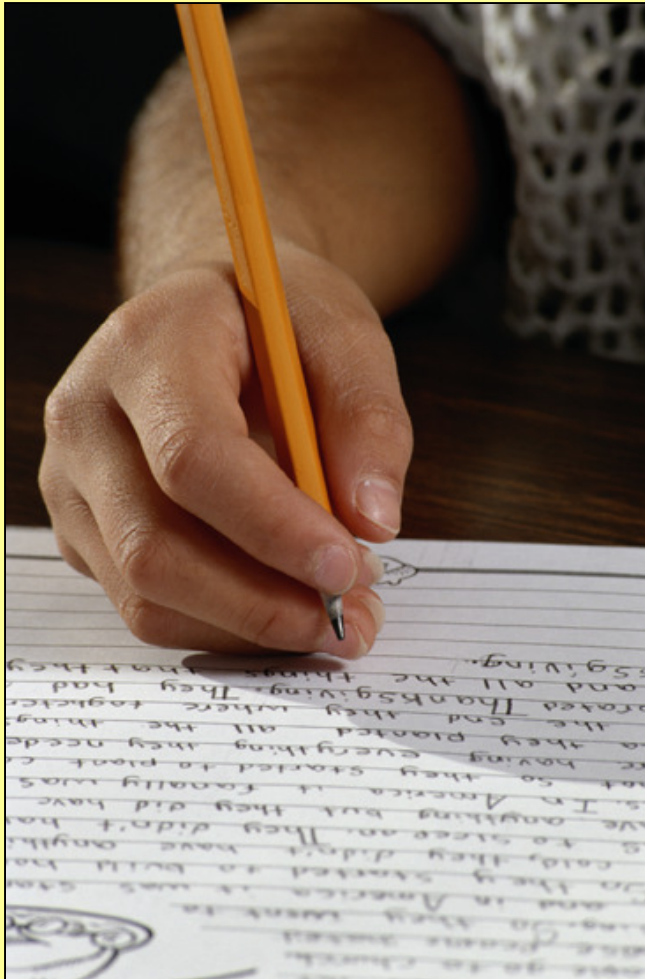


# Writing Skills

- Writing skills are closely related to reading skills.
- You must be able to spell and use grammar correctly and write clear, organized thoughts.
- ***Illiterate*** – Being unable to read or write.
- ***Proofread*** – To read something, check for mistakes, and mark any errors found.



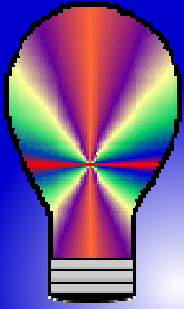
# In Your Opinion



- ❖ *To develop writing skills, what can students do?*
- ❖ *What can both students and adults do?*

# Using the Computer

- Use the computer to practice writing.
- Word processing programs allow you to
  - edit, or change words easily.
  - check spelling, grammar, and punctuation.
- Use the computer to check for errors, but always proofread carefully to assure accuracy.



# Think About It

- ❖ *What skills do you need to complete a job application?*
- ❖ *What math skills do you need just to buy items at the grocery store?*



# Math Skills

- Most jobs require the basic math skills of adding, subtracting, multiplying, and dividing.
- You should be able to
  - work with whole and mixed numbers.
  - figure percentages, decimals, and fractions.
- Employers expect workers to make basic calculations when needed.



# Did You Know?

- ❖ *Many students who drop out of school lack basic math skills. Among those struggling to stay in, many have poor reading skills.*





# Counting Change

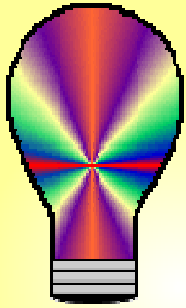
- Many jobs that deal with the public involve accepting money and counting change.
- Workers who handle money must account for every penny.
- Be sure to take your time and do it accurately.



# Counting Change

- Count from largest denomination to smallest.
  - For example, when making change for a \$20 bill, count the \$10 bill, then any \$5 bills, and dollar bills last.
  - Repeat the process for any coins.





# Think About It

- ❖ *Suppose you receive a \$20 bill for a \$18.68 purchase.*
- ❖ *What coins and bills should be returned to the customer?*
  - ❖ *1 one-dollar bill, 1 quarter, 1 nickel, and 2 pennies (to total \$1.32)*

# Measurements

- Many jobs involve measurements:
  - Chemists measure chemicals.
  - Fashion designers take body measurements and measure fabric.
  - Engineers measure distances.





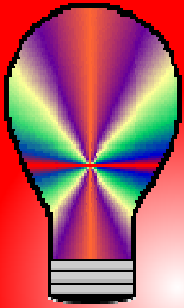
# Measurements

- The United States uses the U.S. customary system, which involves these units:
  - for *distance*— inches, feet, yards, and miles
  - for *weight*— ounces, pounds, and tons
  - for *volume*— cups, pints, quarts, and gallons
  - for *temperature*— degrees Fahrenheit (°F)



# Measurements

- Many products outside the U.S. use the metric system.
- ***Metric system*** – A decimal system of weights and measures.
- You need to understand both the U.S. customary and metric measuring systems.



# Think About It

- ❖ *Water freezes at  $32^{\circ}\text{F}$  in the U.S. customary system, but  $0^{\circ}\text{C}$  in the metric system.*
- ❖ *What are the boiling temperatures?*
  - ❖  **$212^{\circ}\text{F}$  or  $100^{\circ}\text{C}$**



# Measurements

- The basic units of the metric system are
  - ***meter*** for measuring *distance*
  - ***gram*** for measuring *weight*
  - ***liter*** for measuring *volume*
  - ***degrees Celsius*** (°C) for measuring *temperature*.



# Did You Know?



- ❖ *Normal body temperature is 98.6 F.*
- ❖ *Expressed in Celsius units, normal body temperature is 37 C.*

# Measurements

- In the metric system, unit size increases or decrease in multiples of 10, as these prefixes indicate:
  - kilo- (one thousand, or *1,000*)
  - hecto- (one hundred, or *100*)
  - deka- (ten, or *10*)
  - deci- (one-tenth, or *0.1*)
  - centi- (one-hundredth, or *0.01*)
  - milli- (one-thousandth, or *0.001*)





# Measurements

- Changing units can be a confusing process in the U.S. customary system, but is much easier in the metric system.
- Simple formulas convert between measurement systems.

# Measurement Conversions

Converting to Metric				
Known		Multiplied by		Equals
<b>Distance</b>				
inches	x	25.4	=	millimeters
inches	x	2.54	=	centimeters
feet	x	0.3	=	meters
yards	x	0.91	=	meters
miles	x	1.61	=	kilometers
<b>Weight</b>				
ounces	x	28.35	=	grams
pounds	x	0.45	=	kilograms
<b>Volume</b>				
fluid ounces	x	29.57	=	milliliters
pints	x	0.47	=	liters
quarts	x	0.95	=	liters
gallons	x	3.79	=	liters
<b>Temperature</b>				
Fahrenheit	x	0.56 (after subtracting 32)	=	Celsius

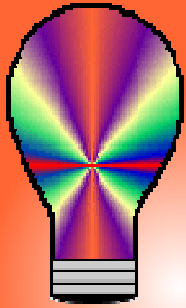
# Measurement Conversions

Converting from Metric				
Known		Multiplied by		Equals
<b>Distance</b>				
millimeters	x	0.04	=	inches
centimeters	x	0.39	=	inches
meters	x	3.28	=	feet
meters	x	1.09	=	yards
kilometers	x	0.62	=	miles
<b>Weight</b>				
grams	x	0.04	=	ounces
kilograms	x	2.2	=	pounds
<b>Volume</b>				
milliliters	x	0.03	=	fluid ounces
liters	x	2.11	=	pints
liters	x	1.06	=	quarts
liters	x	0.26	=	gallons
<b>Temperature</b>				
Celsius	x	1.80 (then add 32)	=	Fahrenheit



# Computer Skills

- In today's workplace, many jobs require the use of a computer.
- Employers expect job applicants to have basic computer skills, including
  - word processing
  - sending e-mail
  - accessing the Internet
  - managing data
  - creating presentations



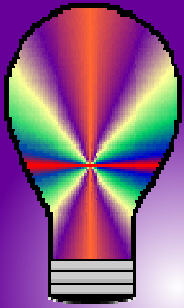
# Think About It

- ❖ *Name several ways that reading and writing skills are used on the job.*
- ❖ *List ways to improve your reading, writing, and math skills by using a computer.*
- ❖ *Describe the best way to count change.*
- ❖ *Identify how the U.S. customary system differs from the metric system.*



# Chapter 17: In the Know

- The basic skills of reading, writing, and math are needed in all walks of life.
- Writing requires expressive language and accurate spelling, grammar, and punctuation.
- Computers can sharpen your reading, writing, and math skills.
- Counting change and using measurements are basic job functions that you must know.
- Employers will expect you to have basic computer skills.



# Chapter 17: Think More About It

- ❖ *What can you do to build your vocabulary?*
- ❖ *What additional writing can you do to improve your writing skills?*
- ❖ *Do you always proofread everything you write?*
- ❖ *Can you accurately convert between measurement systems?*
- ❖ *Do you have the basic computer skills employers expect?*