

# WORD BANK

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WORKING IN NHSSCOTLAND		
Health centre	Ward	Engine Room
Office	Surgery	Clinic
Patients' home	Laboratory	Hospital
Operating theatre		

JOB ADVERTISEMENTS		
Vacancy	Post	Candidate
Role	Tasks	Skills
Job description	Attributes	Curriculum vitae (CV)
Personal statement	Opportunity	Interviewer/interviewee
Challenge	Workload	Manual
Experience/work experience	Specialist	Support
Colleagues	Degree	Qualification
Award	Graduate	

SKILLS		
Communication	Problem solving	Numeracy
IT	Organisation	Team working
Multi-tasking	Analysis	Decision-making

QUALITIES		
Reliable	Patient	Helpful
Understanding	Friendly	Adaptable
Responsible	Practical	Motivated
Confident	Organised	Initiative
Decisive	Sympathetic	Caring
Team player		

WORK ACTIVITIES		
Assisting	Organising	Managing
Installing	Maintenance	Repair
Respond	Systems	Programmes
Records	Planning	Administration
Checking	Reporting	Dispatching
Arranging	Caring	

# WORD BANK DEFINITIONS

## JOB ADVERTISEMENTS

**Vacancy** – available job

**Candidate** – person who applies for a job

**CV** – information about someone’s education, qualifications, experience and skills

**Attributes** – the characteristics or qualities a person has

**Personal statement** – information about a person’s achievements, interests, skills, qualities.

**Manual** – done by hand or physically

**Specialist** – a person who knows a lot about a specific subject

**Colleagues** – people you work with

**Graduate** – a person who has completed a course of study or training at University

## SKILLS

**Multi-tasking** – being able to do several tasks at the same time

**IT** – Information Technology e.g. computers

**Analysis** – using a logical approach to decide about something

## QUALITIES

**Reliable** – being dependable, able to be trusted

**Adaptable** – flexible e.g. able to adjust to new situations

**Practical** – doing or using things (not just knowing things)

**Initiative** – the ability to do things independently e.g. come up with new ideas on your own

**Decisive** – good at making decisions

**Sympathetic** – caring about the feelings of others

## WORK ACTIVITIES

**Installing** – setting up a system or equipment

**Maintaining** – regularly making sure that systems and equipment work

**Dispatching** – sending something