



Fast Facts for Job Hunters

Sue Southwood

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Newly updated as a second edition, Fast Facts for Job Hunters is a resource for unemployed people and organisations working with them, helping to provide the literacy and numeracy support needed in their search for work. Fast Facts booklets equip people from all walks of life with the literacy and numeracy support they need. Designed to fit into a top pocket or purse, Fast Facts are an ideal aid for those who do not have instant access to a dictionary, textbook, calculator or spell-checker. Each Fast Facts booklets contain general information including: Spellings of days of the week; Spellings of months of the year; 24 hour clock; Multiplication table; Weights and Measures; Tips to improve spelling. They also contain specific information that is relevant for peoples' particular situations including: Common Abbreviations; Spellings of useful words and phrases; How to write reports, letters and other paperwork; Useful resources

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