**Construction**

**Tool kit**



* **Construction**
* **Employability**

|  |
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| **Candidate Name: ……………………………………………………………………………………………………………………** |

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**Structuring a letter**

When applying for a job, or writing to a customer it is important to know how to structure a letter in the correct way. Below is a guide on how to structure a letter. This guide will be useful for your Employability course, writing to employers/customers in the future

[Your Street Address]  
[Your City]  
[Your Postcode]  
  
[Month, Day, Year]

[Name & Title of recipient if known]   
[Company Name]  
[Company Street Address]  
[Company City]  
[Company Postcode]

Dear [ "Mr/Mrs/Miss Surname" if the recipient is known],

[Main body – the letter]

Yours [faithfully/sincerely – faithfully if you do not know the name of the person, sincerely if you do],

[Your written Signature]

[Your Name]

**A Glossary of Terms.**

Look up the following terms and complete the definitions;

HASWA(1974)……………………………………………………………………………………………………………………………………………….

LEGISLATION……………………………………………………………………………………………………………………………………………….

EMULSION…………………………………………………………………………………………………………………………………………………….

ROLLER SLEEVE ………………………………………………….. ………………………………………………………………………………..

HOP-UP …………………………………………………………... ………………………………………………………………………………….

PAINT KETTLE …………………………………………..……………..

BRICK BOND ………….………………………………………………… …………………………………………………………………………………

TILE ADHESIVE …………………….………………………………………

SCUMBLE……...……………………………………………………………………………………………………………………………………………

COPING SAW…………………………………………………………

MORTAR…………………………………………………………….

QUOTATION…………………………………………………………………………………………………………………………………………………..

Write down any new words and their meanings as you come across them during the course.

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**Decorating and employability Word Search.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E** | **M** | **U** | **L** | **S** | **I** | **O** | **N** | **R** | **E** | **D** | **E** | **R** | **T** | **F** | **S** |
| **B** | **C** | **S** | **A** | **R** | **T** | **H** | **J** | **U** | **M** | **O** | **P** | **M** | **A** | **G** | **L** |
| **L** | **O** | **C** | **W** | **Q** | **W** | **B** | **R** | **A** | **P** | **D** | **I** | **N** | **P** | **Q** | **E** |
| **P** | **R** | **U** | **C** | **R** | **O** | **L** | **L** | **E** | **L** | **Y** | **W** | **Y** | **P** | **Z** | **G** |
| **Q** | **L** | **T** | **Q** | **W** | **Y** | **O** | **C** | **Y** | **O** | **Q** | **Z** | **Q** | **L** | **Q** | **I** |
| **I** | **W** | **T** | **W** | **Q** | **W** | **W** | **Z** | **W** | **Y** | **R** | **W** | **N** | **I** | **W** | **S** |
| **N** | **Z** | **L** | **C** | **Z** | **A** | **N** | **W** | **Q** | **E** | **Z** | **O** | **Y** | **C** | **Y** | **L** |
| **T** | **V** | **E** | **O** | **T** | **E** | **V** | **R** | **O** | **R** | **O** | **L** | **L** | **E** | **R** | **A** |
| **E** | **Q** | **U** | **O** | **T** | **E** | **I** | **R** | **A** | **T** | **E** | **G** | **Y** | **T** | **W** | **T** |
| **R** | **Z** | **E** | **W** | **Q** | **Z** | **N** | **Z** | **O** | **Q** | **Y** | **Z** | **Q** | **I** | **C** | **I** |
| **V** | **R** | **Z** | **Q** | **W** | **Y** | **Y** | **M** | **W** | **S** | **E** | **L** | **L** | **O** | **Y** | **O** |
| **I** | **W** | **D** | **Z** | **Z** | **C** | **L** | **I** | **E** | **N** | **T** | **W** | **Q** | **N** | **Q** | **N** |
| **E** | **Z** | **E** | **M** | **E** | **R** | **C** | **H** | **A** | **Z** | **A** | **R** | **D** | **I** | **N** | **G** |
| **W** | **Y** | **S** | **W** | **P** | **Q** | **Z** | **W** | **W** | **Q** | **E** | **W** | **Y** | **Q** | **W** | **Q** |
| **I** | **N** | **I** | **Y** | **Q** | **W** | **C** | **T** | **A** | **R** | **G** | **E** | **T** | **Z** | **Y** | **Z** |
| **D** | **W** | **G** | **Z** | **W** | **Y** | **U** | **Y** | **W** | **Y** | **Z** | **W** | **D** | **Y** | **Q** | **Q** |
| **E** | **Y** | **N** | **C** | **O** | **M** | **T** | **E** | **T** | **I** | **T** | **O** | **R** | **S** | **Y** | **Z** |
| **M** | **A** | **R** | **K** | **E** | **T** | **T** | **N** | **G** | **W** | **Y** | **Q** | **W** | **Q** | **W** | **Y** |
| **S** | **S** | **L** | **A** | **Z** | **I** | **E** | **F** | **O** | **R** | **Z** | **A** | **L** | **A** | **Z** | **I** |
| **D** | **R** | **A** | **G** | **G** | **E** | **R** | **L** | **A** | **R** | **E** | **C** | **O** | **S** | **H** | **H** |

EMULSION LEGISLATION

ROLLER LAW

BLOWN VINYL EMPLOYER

SCUTTLE CLIENT

DRAGGER HAZARD

CUTTER COSHH

APPLICATION INTERVIEW

QUOTE

**Quiz: Do you know your HEALTH AND SAFETY law?**

Test your knowledge of HEALTH AND SAFETY IN CONSTRUCTION

**1. You witnessed an accident of a colleague at work, what should you do?**

A give a full account of what you saw

B don’t mention it unless someone asks you

C report it to the h.s.e.

**2. you are about to start working from a stepladder what should you do before you start?**

A check the ladder yourself

B make sure the ground is suitable

C make sure it is the correct access equipment for the task

**3. what should you do if you discover a fire at work?**

A raise the alarm and leave the building immediately by the nearest fire exit and go to the assembly point

B find the nearest fire extinguisher and fight the fire yourself

C call your manager an inform him that there is a fire.

**4. you are required to work from an extension ladder, how often should you take a break?**

A whenever you feel the need to

B every 30 minutes

C every hour.

**5. you have been given the task to complete some decorating in a public area, what should you do to protect the work and the general public?**

A tell people as they walk past to be careful of wet paint

B place a wet paint sign up.

C close off the area and place wet paint signs up

6. you have been given a method statement for the job you are about to do and you notice that the products detailed in the specification do not match the ones you have. what should you do?

A start the job anyway as you do not have time to waste

B contact your manager to check the specification

c wait for someone else to spot the error

**7. what is the purpose of reporting all accidents including near misses?**

A so that recurring incidents can be spotted and rules changed if required. this can prevent accidents

B to keep records for insurance purposes

C so that management can check to see who is most likely to have an accident in the future

**8. who is responsible for health and safety at work?**

A the management team

B the health and safety officer.

c all staff

**9. why is it important to keep up to date with health and safety rules?**

A because employers want their employees to stay up to date

B because legislation can change and we must be up to date to keep ourselves safe

C there is no need to stay up to date with any changes

**10 who is responsible for looking after ppe?**

A the employer.

B the manufacturer

c the person who uses the ppe

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCLmhqfmP8MgCFUm3FAodlgIEhw&url=http://www.processexcellencenetwork.com/lean-six-sigma-business-transformation/columns/how-about-this-for-customer-service/&psig=AFQjCNHSMFq-7JeOv047WuY0x0M507QiPw&ust=1446497905105250)

|  |
| --- |
| **WATCH YOUR LANGUAGE!** |

We are often unaware of the impact that our words have on other people, language is important when working with others (colleagues) or dealing with the public (customers). When we use language that is negative or abrupt, we create communication barriers that will frustrate and offend people.

Below are four types of phrases that most people find irritating, how could you make this more positive?

**GIVING ORDERS TO YOUR CUSTOMERS**

|  |  |
| --- | --- |
| **Instead of…** | **Use…** |
| “You have to log in so I look at it”. |  |
| “You must order now”. |  |

**FOCUSING ON WHAT YOU CAN'T DO INSTEAD OF WHAT YOU *CAN* DO**

|  |  |
| --- | --- |
| **Instead of…** | **Use…** |
| “We don’t have that”. |  |
| “I can’t do that now”. |  |

**CRITICIZING OR "BLAMING" YOUR COLLEAGUE**

|  |  |
| --- | --- |
| **Instead of…** | **Use…** |
| “You should have got a different one”. |  |
| “You should never have used it like that”. |  |

**APPEARING UNKNOWLEDGEABLE OR UNWILLING TO HELP**

|  |  |
| --- | --- |
| **Instead of…** | **Use…** |
| “I don’t know”. |  |
| “That’s not my job”. |  |

**thinking about structuring sentences to form written answers**

**Basic Sentence Parts**

Three little words you often see  
Are **ARTICLES**: *a, an,* and *the*.  
  
A **NOUN**'s the name of anything,  
As: *school* or *garden*, *toy*, or *swing*.  
  
**ADJECTIVES** tell the kind of noun,  
As: *great, small, pretty, white,* or *brown*.  
  
**VERBS** tell of something being done:   
*To read, write, count, sing, jump,* or *run*.  
  
How things are done the **ADVERBS** tell,   
As: *slowly, quickly, badly, well.*  
**CONJUNCTIONS** join the words together,  
As: men *and* women, wind *or* weather.  
  
The **PREPOSITION** stands before  
A noun as: *in* or *through* a door.  
  
The **INTERJECTION** shows surprise  
As: *Oh, how pretty! Ah! how wise!*  
  
The whole are called the **PARTS of SPEECH**,  
Which reading, writing, speaking teach.

Structure and plan a draft of your CV

Include:

* personal details such as name, address, date of births, contact details
* history of employment
* history of education
* any training, professional development you have completed
* personal statement – to describe your background and experiences/interests

|  |  |
| --- | --- |
| **Capital Letters**  **(AEIOU)**  Used at the beginning of every sentence.  In abbreviations  In titles and places (for main words, not connecting words). | **Using full stops**  **Beginning of a sentence:**  **T**he sunset was beautiful**.**  **I**’m not a good cook, but I try my best**.**  **BBC**  **Pride and Prejudice.**  **Newcastle upon Tyne.** |
| **Full Stop (.)**  Used to mark the end of a sentence.  **Also used in abbreviations** | **Using full stops**  **End of a sentence:**  The sunset was beautiful**.**  I’m not a good cook, but I try my best**.**  **In abbreviations:**  You can buy wine, beer, etc**.** at the bar.  Please return it by 29th Oct**.** at the latest. |
| **Comma (,)**  Used in four main cases:   * lists * direct speech * to separate clauses * to mark off parts of a sentence | **Using commas**    **In lists:**  There’s a choice of duck**,** pork**,** beef or fish.  **In direct speech:**  “Pass the salt**,**” he said.  **To separate clauses in complex sentences:**  We met in York**,** where I was living then.  **To mark off parts of a sentence:**  My brother**,** David**,** will be joining us. |
| **Apostrophe (’)**  Used in two main ways:   * to show possession  **(belonging to)** * to show omission  **(missing letters)** | **Using apostrophes**  **Showing possession:**  This pen is Priya**’**s.  **Showing possession (plural ending in ‘s’):**  She attends a girls**’** school in Cornwall.  **Showing omission:**  Don**’**t use those stairs.  It**’**s cold today. |
| **Inverted commas (‘’)**  Used to indicate direct speech or quotation.  **Also known as quotation marks or speech marks.**  **Can be single ‘’ or double “”** | **Using inverted commas**  **Direct speech:**  **“**You never listen to me,**”** she said.   **“**Why should I?**”** he replied.  **Quotation:**  The minister’s plans were described as **‘**too  ambitious**’** and lacking **‘**a clear focus**’**. |
| **Exclamation mark (!)**  Used to end a sentence expressing an exclamation.  **In direct speech it can also be used to indicate dialogue spoken loudly.** | **Using exclamation marks**  “Look out**!**” he cried.  These are best avoided in formal writing. |
| **Question mark (?)**  Used to end a sentence or statement which poses a question.  **Questioning words: how, why, where, when, who, what.** | **Using question marks**  How do I get to the library**?**  Why do giraffes have long necks**?** |
| **Colon (:)**  Used in between two related clauses, where the second clause cannot stand alone.  **Also used**   * **to introduce a list** * **before quotation or direct speech** | **Using colons**  **Between two clauses:**  I knew what I had to do**:** confess my crime.  **Introducing a list:**  You will need the following ingredients**:**  flour, sugar, eggs, milk  **Before a quote:**  Everyone remembers Hamlet’s dilemma**:**  “to be or not to be.” |
| **Semicolon (;)**  Used in between two equal clauses, which are closely related but could stand alone. | **Using semicolons**  Call me tomorrow**;** I’ll know the answer  then.  The flight was long**;** Australia is very far  away. |