

3.

Job Duties

Directions: Cross out the job duties that don't belong in each category.

Secretary

Puts information into a computer
Paints rooms
Files
Operates office machines
Sorts mail
Answers the phone
Guides tourists
Repairs machines
Proofreads documents

Carpenter

Fixes machines
Builds buildings
Cuts wood
Repairs furniture
Sells things
Delivers mail
Supervises people
Operates machines
Keeps records

Gardener

Plans a flower garden
Sells houses
Trims bushes and trees
Cares for animals
Plants and cultivates flowers
Paints pictures
Checks bills for mistakes
Cuts grass
Operates machines

Medical Assistant

Cares for sick people
Delivers packages
Finds out reasons for poor health
Assists doctors and nurses
Supervises people
Works with medical equipment
Studies science
Prepares reports
Studies the way people behave

Homemaker

Uses monthly budget
Teaches children
Cares for the elderly
Manages a home

Interprets foreign languages
Fixes electrical appliances
Decorates rooms in houses
Directs recreation programs