

The title text is centered within a large white circle that occupies the middle of the page. The text is in a bold, green, sans-serif font. The words "YOU CAN" and "WORK IT OUT" are stacked on two lines. Below them, the words "ENGLISH AND MATHS TIPS" and "FOR NHS CATERING STAFF" are stacked on two more lines in a smaller font size.

**YOU CAN
WORK IT OUT**
ENGLISH AND MATHS TIPS
FOR NHS CATERING STAFF

We have produced a set of pocket-sized resources offering literacy and numeracy tips to different groups of workers. This one is aimed at UNISON members working in catering settings.

It's an update of a resource that UNISON originally developed with the National Institute of Adult Continuing Education (NIACE), now Learning & Work Institute (LWI).

Design: www.the-design-mill.co.uk

Contents

Time	4
Schedules	5
Useful spellings	6
Spelling tips	10
Initials and abbreviations	11
Answering the telephone	12
Religious festivals	13
Metric and imperial	15
Multiplication table	17
Resources	18

Time

1am	01:00
2am	02:00
3am	03:00
4am	04:00
5am	05:00
6am	06:00
7am	07:00
8am	08:00
9am	09:00
10am	10:00
11am	11:00
12pm	12:00 midday / noon

1pm	13:00
2pm	14:00
3pm	15:00
4pm	16:00
5pm	17:00
6pm	18:00
7pm	19:00
8pm	20:00
9pm	21:00
10pm	22:00
11pm	23:00
12am	24:00 / 00:00 / midnight

Schedules

Days of the week

Mon	Monday
Tue	Tuesday
Weds	Wednesday
Thurs	Thursday
Fri	Friday
Sat	Saturday
Sun	Sunday

Months

1	Jan	January
2	Feb	February
3	Mar	March
4	Apr	April
5	May	May
6	Jun	June
7	Jul	July
8	Aug	August
9	Sep	September
10	Oct	October
11	Nov	November
12	Dec	December

Useful spellings

Breakfast

Bacon

Baked beans

Eggs – boiled,
scrambled, poached

Mushrooms

Tomatoes

Soups

Asparagus

Carrot and coriander

Carrot and parsley

Cauliflower

Celery and potato

Leek and potato

Lentil

Minestrone

Mulligatawny

Scotch broth

Tomato

Vegetable broth

Mains

Casserole

Chilli con carne

Chicken

Cottage pie

Dumplings

Grilled gammon

Lasagne

Lamb

Useful spellings

Mains

Pasta carbonara

Ploughman's platter

Sausage

Shepherd's pie

Spaghetti Bolognese

Turkey breast

Vegan / vegetarian mains

Cauliflower gratin

Cheese and onion flan

Dahl

Courgette and mushroom

Provencale

Mushroom stroganoff

Rice and peas

Quiche

Vegetable curry / biryani

Vegan / vegetarian lasagne

Vegetables

Baton carrots

Broccoli florets

Celery

Diced swede

Peppers

Useful spellings

Vegetables

Peas – garden,
marrowfat

Potatoes –
croquette, creamed,
jacket, mashed,
roast, savoury
diced, wedges

Sprouts

Sweetcorn

Tomato

Puddings

Coconut cake

Cheesecake

Cheese and biscuits

Crème caramel

Crumble

Custard

Ginger parkin

Mincemeat slice

Mousse

Sago

Semolina

Syrup sponge

Trifle

Yoghurt

Fruit

Apple

Banana

Orange

Useful spellings

Fruit

Peaches

Pear

Pineapple

Raspberry

Rhubarb

Sandwiches

Cottage cheese

Corned beef
and pickle

Egg mayonnaise

Flaked tuna

Hummus

Roast beef /
chicken / ham

Salmon and
cucumber

Herbs

Coriander

Oregano

Parsley

Rosemary

Thyme

Spelling tips

For tricky words like diarrhoea, you can use a sentence where the first letters of each word spell it in the right order e.g., **D**oesn't **I**t **A**lways **R**eally **R**un **H**orribly **O**ver **E**ach **A**nkle

You can exaggerate how you say a word to yourself to remind you of the silent letters

Feb-**RU**-ary

Wed-**NES**-day

Look for words within words:

Cat-**he**-ter = catheter

Try out a couple of different spellings and see which one looks right.

Initials and abbreviations

COSHH	Control of Substances Hazardous to Health
CRES	Cash Releasing Efficiency Savings
EHO	Environmental Health Officer
HACCP	Hazard Analysis and Critical Control Points
HR	Human Resources
HSE	Health and Safety Executive
NICE	National Institute of Clinical Excellence
NVQ	National Vocational Qualification
PEAT	Patient Environment Action Team
PDP	Personal Development Plan
PPE	Personal Protective Equipment
SLA	Service Level Agreement
SSD	Sterile Supply Department

Answering the telephone

An order from the wards

Remember to ask for the ward name and the patient's name. If you're unsure of any spelling, ask the caller to spell it out for you. Keeping a copy of the menu close to the phone helps with the spelling of food items.

Colleagues phoning in sick

Make a note of their name and the reason they are not able to come in to work so it can be passed on to your supervisor.

These are the correct spellings of some common symptoms:

- diarrhoea
- vomiting
- stomach upset
- migraine.

Religious festivals

Chinese New Year marks the new year, usually January or February

Christmas marks the birth of Jesus for Christians, 25 December

Diwali festival of lights for Hindus and Sikhs, usually in October or November

Easter marks the end of Lent for Christians, usually in March or April

Eid al-Fitr marks the end of Ramadan for Muslims, different dates every year

Hanukkah festival of lights for Jewish people, usually in November or December

Pasach marks the freedom from slavery for Jewish people, usually March or April

Religious festivals

- Ramadan** month of fasting for Muslims, different dates every year
- Vaisakhi** marks the solar new year for Hindus and Sikhs, 13 or 14 April
- Wesak** marks the Buddha's birthday, usually in May

Metric and imperial

Length

Metric	Imperial
1cm	½ inch
2.5cm	1 inch
5cm	2 inches
15cm	6 inches
30cm	12 inches

Capacity

Metric	Imperial
0.55 litre (l) or 568ml	1 pint (pt)
1 litre (l)	1.76 or 1 ¾ pints
1000 millilitres (ml)	1 litre (l)
20 fluid ounces (fl oz)	1 pint (pt)

Metric and imperial

Weight

Metric	Imperial
28.35 grams (g)	1 ounce (oz)
0.45 kilograms (kg)	1 pound (lb)
6.35 kilograms (kg)	1 stone
1 kilogram (kg)	2.2 pounds (lb)
2 kilograms (kg)	4.4 pounds (lb)
3 kilograms (kg)	6.6 pounds (lb)
4 kilograms (kg)	8.8 pounds (lb)
5 kilograms (kg)	11 pounds (lb)
1,000 grams (g)	1 kilogram (kg))
16 ounces (oz)	1 pound (lb)
14 pounds (lbs)	1 stone (st)

Multiplication table

0	1	2	3	4	5	6	7	8	9	10
1	1	2	3	4	5	6	7	8	9	10
2	2	4	6	8	10	12	14	16	18	20
3	3	6	9	12	15	18	21	24	27	30
4	4	8	12	16	20	24	28	32	36	40
5	5	10	15	20	25	30	35	40	45	50
6	6	12	18	24	30	36	42	48	54	60
7	7	14	21	28	35	42	49	56	63	70
8	8	16	24	32	40	48	56	64	72	80
9	9	18	27	36	45	54	63	72	81	90
10	10	20	30	40	50	60	70	80	90	100

Resources

ESOL Nexus Resources to help you improve your grammar, vocabulary and English for work when English isn't your first language. **Click here**

Skills Builder Bite-sized modules to help with reading, writing and numbers. **Click here**

Numeracy Challenge 10-minute assessment to give you an idea of where you are with your maths skills and where you might go next. **Click here**

SkillCheck Quick online assessment modules in English, maths and ICT. Recommends next steps when you've finished. **Click here**

Wranx Quick, fun, daily drills to help you improve your English, maths and much more. **Click here**

To find out more and how to join
contact: **UNISONdirect TELEPHONE**
0800 085 7857 textphone users
FREEPHONE 0800 096 7968

Lines open 6am to midnight Monday to
Friday and 9am to 4pm on Saturday

<https://learning.unison.org.uk>
Follow us on Twitter: @unisonlearning

