

A large white circle is centered on the page, containing the main text. A smaller, semi-transparent light green circle overlaps the bottom right edge of the white circle.

**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](http://www.the-design-mill.co.uk)

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## Time

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

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

# Schedules

## Days of the week

<b>Mon</b>	<b>Monday</b>
<b>Tue</b>	<b>Tuesday</b>
<b>Weds</b>	<b>Wednesday</b>
<b>Thurs</b>	<b>Thursday</b>
<b>Fri</b>	<b>Friday</b>
<b>Sat</b>	<b>Saturday</b>
<b>Sun</b>	<b>Sunday</b>

## Months

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

## 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

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

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