

UNIVERSITY OF EL SALVADOR
SCHOOL OF SCIENCES AND HUMANITIES
FOREIGN LANGUAGE DEPARTMENT



Universidad de El Salvador
Hacia la libertad por la cultura

TOPIC:

HOW ORGANIZATIONAL SKILLS COULD HELP TO SUCCESSFULLY PERFORM ACADEMIC RESPONSIBILITIES AT COLLEGE AND LABOR ACTIVITIES OF WORKING STUDENTS REGISTERED IN THE MAJORS OFFERED BY THE FOREIGN LANGUAGE DEPARTMENT AT THE UNIVERSITY OF EL SALVADOR.

TÍTULO:

COMO LAS HABILIDADES ORGANIZATIVAS PUEDEN AYUDAR AL DESARROLLO EFECTIVO DE LAS RESPONSABILIDADES ACADÉMICAS EN LA UNIVERSIDAD Y EN LAS ACTIVIDADES LABORALES DE LOS ESTUDIANTES QUE TRABAJAN INSCRITOS EN LAS CARRERAS OFRECIDAS POR EL DEPARTAMENTO DE LENGUAS EXTRANJERAS EN LA UNIVERSIDAD DE EL SALVADOR.

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MODERNAS OPCIÓN FRANCÉS E INGLÉS**

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Joshua 1:9

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RESUMEN

This research presents essential information and options about difficult situations faced by working-learners, mostly related to the organization of time and the abilities to accommodate all activities as student, worker and family member; in a specific way, trying to avoid schedule conflicts and seeking to have all the activities accomplished. This investigation is essentially bibliographical research, for which was important to gather as much information as possible coming from different types of sources such as handbooks, articles, surveys results, books, webpages and others related to the topic. In addition, this investigation helps to understand the most common reasons why an individual decides to become a working-learner, the main challenges these individuals face and, more importantly; the specific strategies suggested by experts about how to accomplish all activities without compromising the effective performance of students overall. All information selected and analyzed presents a clear idea about modifications needed for the individual's schedule, in order to avoid feeling overwhelmed by all activities to be accomplished daily, as well as to reduce dropout rates at work, at university or educational institution. In addition to the modifications suggested, the investigation, also presents: The most used and effective tools (apps, note-taking sources, etc) to apply the changes effectively, the importance of the delegation when working as a team member / leader, and the relevance of the holistic individual care and the connection this has with the effective and outstanding performance in the studies or at work.

Key Words: communicational skills, organizational skills, study habits, time management skills, working-learner

2. STATEMENT OF THE PROBLEM

Professional growth is a priority for young adults in the modern economy. An obstacle to this is that companies require them to possess high levels of skills, knowledge and expertise to be hired. The consequence is that unemployment levels remain high, as companies are constantly increasing their hiring requirements. Despite these circumstances, the number of students attending college has increased.

College students are now facing high tuition rates, as cuts in public funding has caused prices to soar and joblessness has forced working families to reduce the amount of financial assistance they can provide to their children. The results have been that the amount of college students that work full or part time has increased. These students face serious challenges balancing work with school, but this has also the side effect of providing them early job experience (Fletcher, 2017).

For decades, in first world countries like the United States, the norm has been that financially supported high school graduates enroll in a five-year college career (Georgetown University, 2012-2013). In El Salvador, unfortunately, this is not the standard. Salvadorian high school graduates who seek higher education require a job in order to afford it. These students are referred with the term *working-learners*. It is estimated that 14.5% of people in the urban areas of El Salvador between the ages of 18 and 29 years old are active in the labor market, while simultaneously enrolled in higher education (El Salvador Labor Force [ESLF], 1990-2019).

Nowadays being a working-learner is becoming more common since it is considered a way to keep learning while earning a paycheck, which can give economic support to the individual at the same time, as per this is a new phenomenon happening on most Salvadorans young

people researchers consider crucial to provide substantial information about working-learner's situation.

Since the main purpose of this investigation is to provide tools that can be used by the working-learners to stablish a purposely balance in their life, researchers needed to give a holistic idea which takes into account not just the working side and the learner aspect of the individual, but the personal life as well as aspects such as health, financial, family, intellectual, social, professional and spiritual areas that are behind this problem.

Managing information concerning the most frequent and useful study habits that have produced effective results to working-learners in their daily tasks, was essential to make this topic the core target of this investigation.

2.1. RESEARCH TOPIC

How organizational skills could help to successfully perform academic responsibilities at college and labor activities of working students registered in the majors offered by the Foreign Language Department at the University of El Salvador.

2.2. RESEARCH QUESTIONS

1. What are the organizational skills and study habits that working students based on writers should have in order to succeed in both activities at the same time, so they supplement family and personal development?
2. Does it exist a connection or relationship between organizational skills and effective performance on working students?
3. Which can be some specific strategies working students apply to achieve their academic and work related goals?
4. What do experts on this topic say about managing completion of activities that working students carry out?

2.3. OBJECTIVES

GENERAL OBJECTIVE

- The general purpose of the research is to provide a solid background about what writers have said regarding working students, their organizational skills and study habits, thus to be able to succeed in both activities at the same time. This will help students who work to supplementing family and personal development.

SPECIFIC OBJECTIVES

1. To find out the connection or relationship between organizational skills and effective performance on working students.
2. To determine specific strategies working-learners apply to achieve their academic and work related goals
3. To analyze what experts have written about working students' issues (time management, organizational skills, commitment to work and studies)

3. IMPORTANCE

Working-learner students face high levels of stress and attrition. This statement is based on the results of a survey done to the students of the Foreign Language Department of the University of El Salvador. The purpose of the survey was to measure the levels of stress of working-learners and how this affects their performance. The results revealed that stress is the main factor that influences academic performance, and balancing the work-related with the university-related needs was the main cause of the stress.

The purpose of this investigation is to provide a solution to the levels of stress. High levels of stress have proven to cause negative effects in the long-run such as: heart disease, high blood pressure, diabetes, depression and gastrointestinal diseases (US National Institute of Health, 2021). Seen as working-learners have been subject to unhealthy levels of stress, not providing them practical guidelines on how to manage it could prove a potential public health crisis that would affect workplace productivity, university dropout rates and the overall quality of life of the working-learner population.

Considering the information above, this investigation is critical to help the students who decided to be working-learners, to understand the importance of establishing a balance on which every single area of their life can be placed in a weekly or monthly schedule, letting them not to only take care of working matters or student's activities but also of health, and family time, so they can avoid feeling overwhelmed about it.

4. THE METHOD

This investigation is rooted on the bibliographical research, for which was important to gather as much information as possible coming from different types of sources such as handbooks, articles surveys results, books, webpages and others related to the topic.

To conduct this investigation successfully, researchers considered crucial to make a careful selection of material according to the subject in question. For this study, to make an accurate selection of information researchers needed to consider these elements:

- Working-Learners organizational skills and study habits.
- Organizational skills and effective performance relation (Work/University)
- Theory about what experts have written about the benefits of having organizational skills or the consequences of not having them.

In the development of this investigation, researchers looked for information related to the topic of study, but there were a lot of different sources found. Nonetheless, researchers classified the material by:

***Creation/Release date:** Among all the information found there was a portion of material created more than 10 years ago, but just general concepts and opinions were selected from them, however researchers gave priority to material published or created sooner with less than 10 years of antiquity.

***Accurate Content:** Some materials provide information about part of the topic but oriented to a different area therefore the researchers read the information and took the details that can be used on the investigation, however, data selected was at least 80% related to the topic and the objectives.

***Information from experts on the topic:** One of the most important criteria to select information was writers' experience (language teachers, masters in linguistics, etc.) or knowledge area (psychology, education, sociology). Criteria was important since it guaranteed accuracy of information.

***Information from reliable sources:** All the information was selected from reliable sources such as Psychology virtual magazines, Topic related investigations, e-books, etc.

After classifying the right material, researchers deeply analyzed the information by reading it, in order to enlighten the most important aspects and establish the background of the topic, then the material categorized gave the researchers more accurate ideas to propose solutions for the investigation matter, still oriented to furnish the best supported information possible to be deployed between university students efficiently.

The analysis of the material selected on this investigation was oriented to provide ideas that helped students to perform better at work and at the University having organizational skills that will help them establish a balance between their professional responsibilities and their personal life.

The following chart provides detailed visibility about the most relevant material found related to the topic and aforementioned objectives:

Author	Article, book, web page, magazine, etc.	Main ideas / Key Information Found
P.K.Jassal. (2016).	P.K.Jassal. (2016). Rise of the Working Learner. ACT Foundation Magazine.	*Working-Learner concept *Reasons to become a working-learner.
Donald Wetmore	The Productivity Handbook: New ways of leveraging your time, information, and communications	*Importance of each one of the individuals' life aspects. *Benefits for individuals to have all aspects of their life in balance.
Atland, S. (2015)	How to develop organizational strategies for students	*Ways to develop organizational skills. *How to reinforce study habits *Time Management Benefits *Note-Taking Sources
Common Sense Media. (2018, August 17).	11 apps to help kids with note-taking.	*Apps which students may struggle with writing and organizing their notes while work and study at the same time. *Description and examples of technological resources to take notes, record audios, draw, make mind-maps, etc.
Stephanie Kirby (March 5th, 2020)	13 Most Successful Time Management Strategies	*Detailed time management strategies. *Procrastination definition
Astin, A. (1999).	Student Involvement Theory	*Reasons and factors that could modify students' involvement at work or in studies (Internal/external factors, environment, etc.)

5. FINDINGS

5.1 WORKING-LEARNER CONCEPT

Become a working-learner is a decision that should be taken considering the responsibilities it implies. First of all, it is necessary to have a clear idea about what is a working-learner. According to P.K.Jassal, (2016) *“working learners are individuals who work for pay and learn towards a credential at the same time”*. In addition to that concept, the magazine explains *learning is no longer an activity that only takes place in limited, formal setting; instead, it has evolved and now dominates and connects all other aspects of life. For working learners, learning occurs continuously and simultaneously with working and living.*

In other words, is preferable to use the concept Working-Learner than the concept Working Student as per the word *“student”* is making reference to a formal scenario, however; *“working learner”* is a holistic idea which takes into account all the possible ways on which individual can gather and update knowledge.

5.2 REASONS FOR BEING A WORKING-LEARNER

Working and learn at the same time is not an easy task, hence it is important to understand the reasons why a person wants to become a Working-Learner.

Being a working-learner is a personal decision, in other words there is no exact answer to this question, however some of the most common ones can be pointed out (P.K.Jassal, 2016) :

- Provide financial support or pay for education expenses
- Gain or maintain useful skills and experience
- Build or maintain professional networks
- Complement and reinforce classroom learning

- Cultural reasons
- Lack of family finance in regards of their education
- Due to other preferences related to debt, financial independence or lifestyle.

In El Salvador the most predominant reason for an individual to choose working while studying is to provide financial support or pay education expenses, meaning that, it is not necessarily a complete refuse from the family to support their studies, it is the lack of economic resources to do it, even if the family wants to. On top of it, since the working learner is an adult, he/she is forced to take economic responsibilities, not just to pay for his/her own expenses but to support family economic needs as well.

5.3 AREAS TO BE CONSIDERED IN THE ORGANIZATIONAL STRATEGIES OF A WORKING-LEARNER

Being a working-learner is a new phase on the individual's life which implies as much responsibilities as benefits, that is why it is very important to make specific and effective changes to the lifestyle in order to find the new balance for the entire individual's life. According to Wetmore, (2005) who is explaining the balanced life, life consists in seven areas which are:

a) HEALTH

It is always taken for granted until is not present anymore. Individuals may invest more time to correct damages created in health by carelessness than the time they may invest taking care of it in a regular basis.

When it relates to health and productivity, is preferable to take time for health and fitness today than take time for sickness and illness tomorrow, which won't only imply a time but

money investment as well as it will reduce productivity and will diminish the chances to have another job.

b) FAMILY

As part of a balanced life, it is important to take into account family quality time. *“Few need to be convinced about the importance of spending time, quality time with family and extended family. For many, the events of September 11, 2001 brought that issue closer to home”*.

If it is related to the core family (spouses, children, mother, father), the financial and emotional implications of a crumbling relationship can set the individual’s back for years, taking into account that a problem not solved with the loved ones threaten the productivity, concentration and creativity of an individual making him/her unable to accomplish all the task given at workplace.

As an example, it can be mentioned that the primary cause of divorce is a lack of communication. The average working person spends less than two minutes a day in meaningful communication with his/her spouse or significant other and less than thirty seconds each day in meaningful communication with his or her children so is evident the 50 percent of the marriages are going down the drain.

Bottom line, it is crucial for the mental stability of the individual and for the productivity not to be affected, to take quality family time into consideration when creating a schedule or when setting priorities.

c) FINANCIAL

The financial category covers the financial health and money-related goals. Earning levels in this world range from anywhere from zero (do nothing and get nothing) to the billion-dollar

salaries of Bill Gates and Oprah Winfrey. Even if they seem to be talented, the notion that they are billions of times more talented than the average person is not realistic.

In fact, they achieve billions of times more than the average person because they *use their time differently*. The main difference between those who are wildly wealthy and those who are not, it is that successful people take time away from their expense column and allocate it to their investment column.

Highly productive achievers leave their televisions off and spend that same time pursuing further education, sharpening their communication skills and other activities that will produce more income over their work life and afford them more rewards during their lifetime.

Meaning that, even if the economic environment or the family support is not the same for everyone, the success key is not just the quantity of money is being paid in certain job, it is actually more related to the way the time is being invested.

d) INTELLECTUAL

The intellectual area covers the knowledge that is acquired and applied toward the individual's life as well as in his/her career.

Nowadays, Internet is one of the most powerful information tool an individual can have, taking into account that it is being updated daily by approximately 50,000 volumes of information. The best thing about internet is that it is not a tool exclusive for students at college/school or for someone working in an office, it is available for everyone, even if the working-learner can't pay for it there are a lot of places (libraries, coffee shops, universities campus) that are offering Internet (WiFi) for free as a public service.

Between the important things of being updated are the business needs. Meaning that, since enterprises needs to keep competitive in market, they are constantly offering renewals in the

way they do business or offering innovative services/products that will satisfy the new demands.

It is important to remember as well, that some years ago the general rule was to enter into the adulthood as a young person and just learned a skill, trade or profession. For those who didn't update the information they know they were in risk of having the same salary (even if the evolving economy is making it insufficient) or to have less tasks to do resulting in less money.

In other words, if the individuals keep doing what they are doing in their various occupations without any improvement over the next several years, they are going to face the real prospect of *obsolescence*.

Thus, the individual is responsible to take benefit of every single opportunity to update the knowledge he/she has, some enterprises offer trainings on a regular basis, or they offer different kinds of sources, such as: books, articles, videos, interactive material for the employees to gather as much information as possible not just in the area they were hired for, but as well as a general culture/knowledge.

Sometimes the employees that have many years in the company feel intimidated for the young ones that has just been hired, because they consider them as a threaten for their position as per the fresh skills they have just acquired before to graduate from college. However, the age or the fact they have just graduated from college is not the real threaten, it is the fact the employee considers his/her position is secured and they are doing always the same, so they are not considering they need to keep learning new ways to improve the job they are doing.

The success of an individual, five years from now, depends on what he/she is doing this week / month to upgrade the skills and polish the talents.

e) SOCIAL

The social category covers all the relationships with friends, colleagues and people the individual meets.

Social skills are bringing various and different benefits to the working-learner, besides the emotional benefits, the help of other people can save enormous amounts of time, providing answers, making introductions, or giving advices that would take forever to the individual to gather.

Meaning that, for those who have not developed their social skills, they will never know the invitations they did not receive or the networking opportunities that were never offered to them.

Social skills are very important when talking about working-students, as per those relationships can result in a work-team. The social relationship can help the working learner to have a second opinion, to take decisions, to gather information about the experiences following a schedule or to have explanation about certain topics.

f) PROFESSIONAL

The professional category covers job satisfaction and career ambition. In other words, independently of the financial compensation, every single person needs to feel like he/she is putting some footprints in the sand, that the daily actions made at work are having a significant impact. This is critical to a balanced life. Why be productive in a career on which the individual won't find fulfilling?

A fulfilling career is more related to what the individual wants to do in life to impact others than a profession *per se*. For example, a woman can receive university education and finish a career as a professional, however if she feels more comfortable being a housewife and taking

care of her children, she can perfectly do it as a fulfilling activity for her, or she can do both activities if that is not making her feel overwhelmed, as long as she feels she is making a daily significant impact to the others.

g) SPIRITUAL

Beyond the religion, the spiritual area makes references to the personal outlook on life. Productivity is not the opposite of spirituality; in fact, it is taken into account, since thanks to spirituality, the individual is able to have ideas about how to solve the daily problems arise in a better way. The spirituality will help the working-learner to achieve this balance and maintain an outlook on life that will empower the individual to do more things. The time invested in spiritual pursuit or meditation will help the working-learner in the other areas of his/her life. Without that center the individual can be easily struggling.

In short, (Wetmore, 2005) considers it is essential for the individual (working-learner) to have the control of those seven areas, since they can be easily controlled by someone else or something else. Taking the control and keep the balance between those seven areas implies a specific arrangement in the current individual's schedule which will guarantee the accomplishment of most of the activities with the best performance possible, thus avoiding a crisis in one or more areas.

5.4 WORKING BENEFITS

Certainly, having a job is a time-consuming activity, but it doesn't mean that all aspects of having a job are negative. Besides, the economic compensation is received biweekly or monthly, according to University California San Diego (2018) jobs have a vast list of benefits listed as follows:

- Perfect time-management skills.
- Punctuality
- Planning
- Prioritizing
- Self-Discipline
- Ability to deal with a diverse array of people

College or high school can promote those qualities as well; however, the student is taking them as a recommendation/option rather than a responsibility considering he/she is not losing that much if they are not accomplishing them.

On the other hand, at job; responsibility, punctuality, proactivity, etc; are special characteristics which are showing the potential of an individual as an employee, since they give the idea the employee is capable of having greater responsibilities different from the ones he/she has been hired for. On the contrary, if an employee is not having those soft skills, he/she will have fewer opportunities, even if he/she has enough knowledge to be promoted

For example, at job 1 minute late twice a week can lead to important consequences such as reduction on the payment or disciplinary actions affecting the individual curriculum. As well, 1 day late in a specific task will delay and modify an entire project affecting the work team done.

5.5 WHAT IF THE ORGANIZATION PROCESS FAILS?

Organization is not just to have a schedule or a calendar with the tasks to complete daily. It is mostly a process and a supplementary job, on which delegation and teamwork should be implied. A working-learner has two big responsibilities, work and learn, besides those the rest

of the activities should be delegated to someone else to guarantee the good performance of the individual.

Delegation enables management to make the best use of their time and skills as well as ensuring that staff and subordinates are assisted in their growth and development whilst building trust and confidence as well as increasing the amount of expected work to be completed (Hubbard, 2016.).

In addition, delegation promotes efficiency and promotes flexibility. It allows work to be done by different people in different ways thereby ensuring a high level of success and achievement of objectives (Muir, 2006). It is hence important to ensure that simple daily tasks are delegated to individual staff whilst ensuring that they have been empowered to undertake such tasks. (H Riisgaard, 2016)

Do the laundry, iron clothes, prepare meals, clean the house, doing homework with the children, wash the dishes or buying groceries; should be done by someone else. In El Salvador, is usual that those activities are done by the family / spouse or a roommate as a shared responsibility, in other countries, the individual choose to hire someone else to specifically complete those tasks. In that sense, the organization should be seen as a process, rather than an individual skill or task, as per more than one person should be involved on it.

5.6 ARE THE ORGANIZATIONAL STRATEGIES INDIVIDUAL RESPONSIBILITIES?

Organization process can't be seen just as an individual responsibility, mostly if it is related to a working learner, since a working learner needs to accommodate his/her schedule to the available time provided by either the workplace or the institution where he/she is taking

courses; even if the individual is learning online, it is crucial he/she has diverse options to arrange the schedule in an effective and productive way.

Time and schedule availability sometimes becomes an obstacle to the working-learner, especially because when the individual is arranging the schedule, needs to consider various aspects such as: transportation time, work shift, university courses attendance; time to do homework/projects/university meetings, etc.

On purpose, (Astin, 1999) remarks “*The most precious institutional resource may be student time. According to the Student Involvement theory, the extent to which students can achieve particular developmental goals is a direct function of the time and effort they devote to activities designed to produce these gains. Thus, educators are competing with other forces in the student’s life for a share of that finite time and energy that student invests in family, friends, job, and other outside activities represent a reduction in the time and energy the student has to devote to educational development*”.

5.7 ARE THE ORGANIZATIONAL STRATEGIES JUST APPLICABLE TO WORKING-LEARNER SITUATION?

Considering organizational skills are defined as “skills related to create structure and order, boosting productivity and prioritizing tasks that must be completed immediately, versus those that can be postponed, delegated to another person, or eliminated altogether”, it is possible to infer the organizational skills can be applied to any other area in life or any other individual’s profession (Doyle, 2019).

On the other hand, *individuals apply what they are learning to real-life and study in groups. These skills help students to be accountable and efficient as they study to become effective working-learners*” (Social Work Degree Guide, 2021).

In addition, frequently working students struggle devoting time to study, read or prepare exams, they should look for another way to withhold what they are learning so “*to better retain and understand the material, students have found great success likening the material to their own lives, the lives of people they know or even the lives of fictional characters. This makes the subject matter more memorable and deepens the student's understanding of the information*”. (Social Work Degree Guide, 2021)

The same way organizational skills are helping a student they can help a housewife, an entrepreneur, an artist, etc. Since those skills are not related with the institutional work but with the wise usage of the time and the resources in the best effective way possible.

Also, it is important to consider that maintaining strong organizational skills can reduce the chance of developing poor work habits such as procrastination, clutter, miscommunication and inefficiency (Doyle, 2019).

5.8 TIME MANAGEMENT STRATEGIES

Time is one of the most important resources of the working-learner so it should be used wisely. It is about it that (Kirby, 2005) writes the most effective Time Management techniques which are:

a) ROUTINIZATION

According to the Merriam-Webster dictionary, a *Routine* is a habitual or mechanic performance of an established procedure.

However, for this investigation, it is necessary to have the concept of Routine to make reference to organization; for that purpose to be accomplished (Nelson, 1982) states that “*A routine may refer to a repetitive pattern of activity in an entire organization to an individual*

skill, or, as an adjective, to the smooth uneventful effectiveness of such an organizational individual performance”.

Having a routine makes tasks almost automated. When the individual does the same tasks every day at the same time, it builds predictability and organization into his/her schedule. Working-learner can make almost anything into a routine. He/she can have a routine for checking email and messages at specific times throughout the day or a routine of doing certain types of tasks at specific times of the day.

b) PRIORITIZATION

According to the Cambridge Dictionary: Prioritize means *to arrange in order of importance so that the individual can deal with the most important things before the rest*. In other words, doing the most important or most difficult tasks first makes it more likely to the individual will get everything done on his/her list.

When the working-learner tackles important and difficult tasks first, it allows him/her to focus on those tasks completely to get them finished. Then, all the tasks have been left are small tasks that can be easily knocked out one after another. This is a much more effective way to use the time than to do tasks in a disorganized manner.

c) EFFECTIVE TO-DO LISTS

Effective to-do lists are extremely important for time management. It is not enough to simply make a list of the tasks individual needs to complete. If the working-learner lists every task imaginable on the list, it will become disorganized and overwhelming. Instead, it will be better he/she makes use of multiple lists and organize them.

The recommendation is to create a list each morning of the tasks must be completed for the day. The working-learner does not need to include small routine tasks, as these should be taken care of in the routinization strategy. Individual can also create a separate list of tasks that need to be done long-term or a bit each day that is not part of the normal routine. Then the working-learner should prioritize the list so that the most important and difficult tasks are at the top.

d) MINIMIZE DISTRACTIONS

Minimizing distractions is one of the most important and easiest time management strategies. Distractions are big time wasters. Some of the most common distractions are email, social media, phone calls, and other technology notifications.

The best thing the individual can do to minimize distractions is to put his/her phone on silent and turn off all notifications on the phone, tablet, and computer while he/she is working on a task. It is very easy to eliminate these distractions, and he/she'll find that tasks are completed faster.

e) ELIMINATE MULTI-TASKING

Many people think that they are getting more done when they multi-task, but the fact of the matter is that true multitasking is impossible for the human mind. Individual's mind needs wind up and wind down time each time he/she starts or stops a task. When he/she is constantly bouncing between multiple tasks, working-learner's mind is spending a lot of time trying to adjust.

Instead of multi-tasking, the student should tackle the to-do list one item at a time. Focusing all his/her attention on that one task will allow him/her to complete it and move on much more quickly.

f) MAKE USE OF TECHNOLOGY

Working-Students must utilize technology to keep themselves organized and on task. There are a ton of different applications out there, either for download or use online, including apps for the smartphone or tablet. These applications are designed for time management. They help to create and manage effective to-do lists and help the individual prioritize them.

g) GET AND STAY ORGANIZED

If an individual is disorganized, he/she is going to waste a lot of time just trying to get ready to perform a task. When a working-learner is fully organized, he/she knows where each tool needed for a task is located. The idea is the individual can have all the sources needed to complete a task at his/her fingertips.

When he/she gets and stays organized, individual eliminates time trying to find what he/she is looking for or getting things situated to be able to begin a task. There are a lot of different methods of organization. Working-learner can choose a method that will work best for him/her.

h) GOAL SETTING

Goal setting is extremely important in time management. When the working-learner has a list of tasks to complete without a clear goal, it becomes difficult to prioritize and work his/her

way efficiently through the list. It is also difficult to ensure he/she remember everything that needs to be done if he/she does not have a clear goal.

Remember that goals should be:

SMART: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime sensitive. Working-learner should have goals for larger projects, but also for each day, week or month. The clearer goals he/she has, the better him/her will be able to manage the time and task lists.

i) DAILY AND WEEKLY SCHEDULING

Individual shouldn't be afraid to use his/her daily and weekly calendars to schedule the time. Especially when a working-learner first starts trying to get a handle on time management strategies it can be helpful to schedule every part of his/her day. As he/she gets better with time management, he/she may be able to start only putting meetings or important calls on the calendar.

5.9 SPECIFIC STUDY HABITS STUDENTS APPLY

Every single working-student has a particular study habit related to the individual learning method. The study technique is one of the most important strategy to stablish a balance between learning and working and to get as much knowledge as possible. Between the most popular, according to (Altland, 2015) study techniques are listed:

5.9.1 NOTE-TAKING TECHNIQUES

a.-Traditional Outline: Traditionally these types of notes are organized with Roman numerals and letters, but bullet points, dashes, and other symbols can be utilized. In general,

the student begins with an initial topic and breaks it down into subcategories. For each subcategory, he/she would add more ideas and details that stem from it and support it.

b.-The Two-Column Method: The *two-column method* is a note-taking method that visually separates information into main ideas and details.

To model, simply draw a line down a sheet of paper, with about one-third of the page on the left and two-thirds of the page on the right. Have her record the main ideas on the left side and list the accompanying details on the right side of the page. By placing the details to the right of the main ideas, she can easily identify which details support each specific main idea.

c.-Concept Mapping: The mapping method is simply a graphic representation of a concept. This method emphasizes critical thinking and helps the student visually track relationships among concepts and ideas and then fill in the details. Maps can be simple or complex. They can be a template or an organic creation by the student. This type of note taking is easy to edit, highlight, and revise.

d.- Combination Notes: Combination notes are useful for students who learn well through visualizing concepts. The note page has two columns. The left column is for notes, and the right column is for illustrations to help him understand and recall information. This method is very effective for math notes, in which the steps or procedure can be written out on the left and the visual can show the steps to a solution, a diagram, or a sketch of graph.

e.- Highlighting Information: This technique is used when a student is reading, books, handbooks, etc. The strategy relies on the usage of markers and highlighters to organize notes on the page. Below are some guidelines to use this technique:

- Draw a horizontal line across the page to indicate the end of one main idea or concept and the start of another.

- Number key details that are important to the main idea or process of the topic.
- Use one color to highlight or underline main ideas and another to highlight supporting details.
- Insert questions marks and bracket paragraphs to pinpoint information that is unclear or that may require more information from the instructor or further research.
- Use sticky notes to write comments, connect concepts, or to serve as reminders.

When the student is using online tools and electronic devices, he/she can use the different apps are available online:

f.- *Note-taking Resources Available as Apps or Online:* Explore the many online programs and apps that allows students to create virtual flashcards, study guides, virtual notebooks, and quizzes. These learning resources are stored online, making filing folders and easily-misplaced notebooks unnecessary.

Between the most useful and popular Note-taking Apps, the following can be listed (Common Sense Media, 2018):

EVERNOTE: This app lets students take notes across multiple devices. Students can create and organize notebooks for different subjects, using lists, text, images, sounds and other media. Students can also customize the app's appearance through highlighting, fonts and color-coding, and share notes they've created.

Notability: This tool helps individuals to take and organize notes. Students can draw and type notes, or record audio notes. There are features to capture sound and images from the classroom or the learning center, as well as add media like photos. Notes can be shared via e-mail or through services like Google Drive and Dropbox.

Whink: It allows students to draw, type notes or record audio notes. Students can add sound and images from the classroom and from the web. Notes can be shared as well.

Inspiration Maps: It is a mind-mapping tool. It lets students create several kinds of mind maps. These include diagrams, brainstorming and outlines. The app also has built-in templates for taking notes in various subjects, like English, history and science.

MindMeister: Is another mind-mapping app. Students can customize the color and look of their maps. Also, this app has some options for letting different users work together on the same mind map. The app allows students to assign dates and priorities to different ideas and notes.

Microsoft OneNote: Is a well-known app that lets students capture, organize and share notes. Students can organize their notes in folders, as well as sort and search quickly. The app works across multiple devices and allows the sharing of notes with others.

MarginNote: This app lets students import digital text and then take notes in the margin of that text. After they make their notes, students can use the app's tools to create notes for a summary, mind maps and flashcards.

LiquidText: This app works through gestures like pinching and swiping, students can import and manipulate digital text. They can grab a piece of text from one page and move it to another page to compare it. Or they can scroll through different parts of a book at the same time.

Squid: With this app, students can handwrite notes on a tablet or mobile phone with their finger, digital pen or stylus. It lets students choose various kinds of digital paper, including ruled and graph.

Otter Voice Notes: Lets students record lectures and meetings, while creating digital transcripts of the recordings. As people talk, the app displays their words on screen, so students can see what the speaker is saying in addition to listening. Once recordings are created, students can listen to them and follow along with the transcript at the same time.

To distinguish what is the best learning-method is not easy, in fact it can take some years for the student to recognize it and then to realize what is the best or the most effective study technique. It is possible that student tries them all to discover which is the one best fits his/her needs, taking into account as well the type of information is being analyzed, the time can be invested to study, and the tools student has access to.

Aside from the study techniques listed above, there are some other techniques that are more related to the human resources or the support the working-student needs in relation with his/her own capacity. The most important one explained by (Social Work Degree Guide, 2021)

5.9.2 TO FIND A PARTNER

Communication skills, interpersonal skills and empathy are all important skills for working learners to possess. Studying with a partner or in groups gives the individual the chance to practice these skills together while increasing their understanding of the coursework.

Individuals who study with a partner or group experience greater accountability for their work, develop compassionate friendships with people who understand the rigors of work and study and benefit from the experiences of others. Studying in a group setting allows group members to share effective study tips and materials, such as flash cards, study guides or websites.

6. CONCLUSIONS

Through this bibliographical investigation, and after the analysis of all the information gathered about the working-learner situation. Researchers conclude being a working-learner is not impossible and the accomplishment of both activities can be improved by the organizational skills and the effective time management. As well, researchers made the following conclusions:

- The balance and the quality of every single aspect of the individual's life is directly related to the effective performance of the working-learner at job, at the university or the learning center. Becoming the key element to guarantee the completion of all activities in the best way possible.
- The delegation in some daily tasks is crucial for the working -learner not to feel overwhelmed and for him/her to be concentrated on the main activities: working or learning.
- Some people can consider working while studying is not a good idea due to the stress this may cause, nonetheless having a job has proven to furnish specific soft skills that will help the individual to improve the accomplishment of activities in work or in learning process.
- Nowadays lifestyle implies to have multitasking skills since there are a lot of activities to accomplish daily, so the organizational skills and the time management strategies can be used by anyone since the manager of a company, a housewife, a university student, entrepreneur, etc. It is not exclusive for the working-learners.

- Time Management strategies and organizational skills are personalized tools that will help the individual to overcome the complications of working and study at the same time. Even if the organization strategies seem to be known and used when the individual decides to become a working-learner, those strategies need to be modified and adapted to the schedule and the type of activities the working-learner is accomplishing daily.
- Mobile apps are used by students frequently to engage in learning activities related to academic studies, with a particular focus on communication and collaborative working, accessing academic resources. In addition, Apps can act as built-in lessons and aid a teacher in tracking a student's progress. Furthermore, the right app can enhance a teacher's lesson by offering another approach to a subject.

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8. APPENDIXES

1. STUDY HABITS

a) TRADITIONAL OUTLINE

Traditional outline format

INTRODUCTION

BODY

I. MAIN POINT

- A. Subordinate point (level 1)**
 - 1. Subordinate point (level 2)**
 - a. Subordinate point (level 3)**
 - b. Subordinate point (level 3)**
 - i. Subordinate point (level 4)**
 - ii. Subordinate point (level 4)**
 - 2. Subordinate point (level 1)**

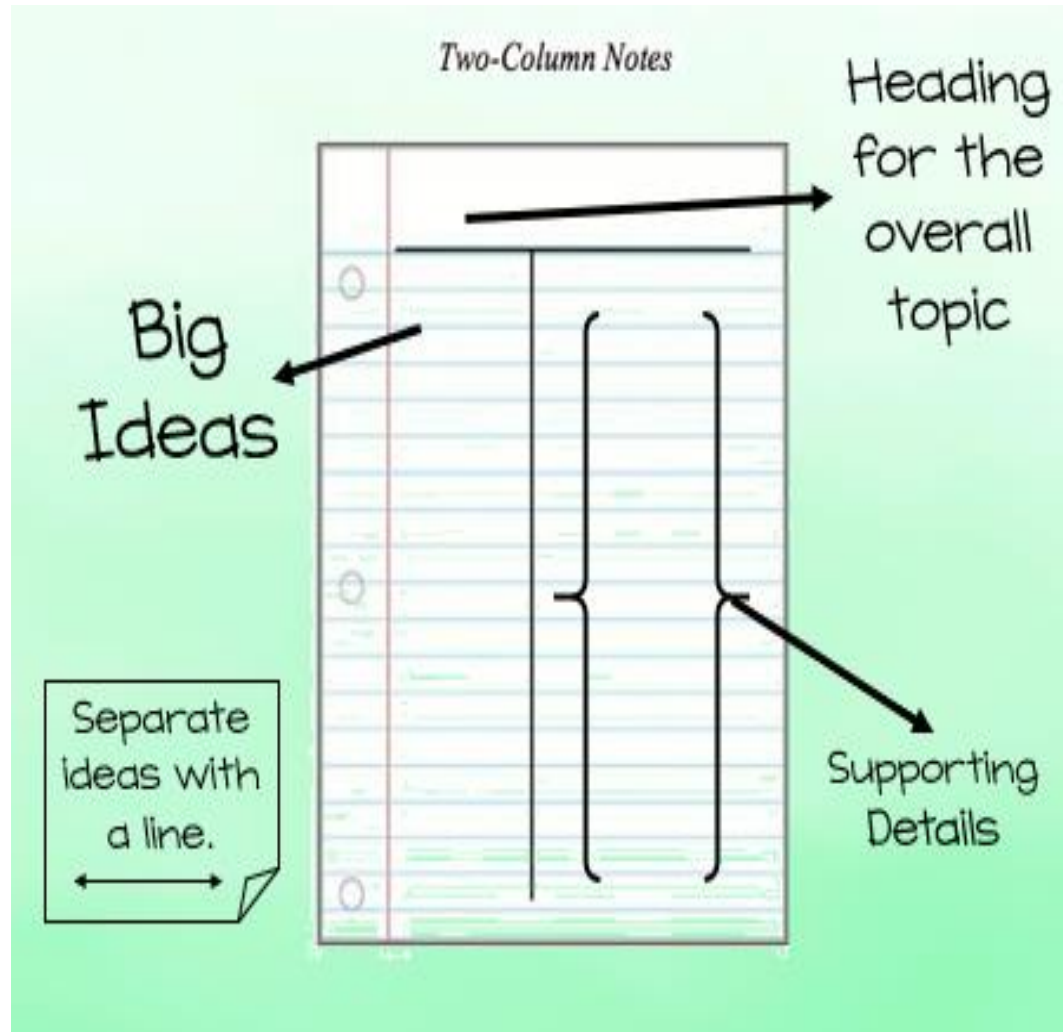
II. MAIN POINT

- A. Subordinate point (level 1)**
- B. Subordinate point (level 1)**
 - 1. Subordinate point (level 2)**
 - 2. Subordinate point (level 2)**

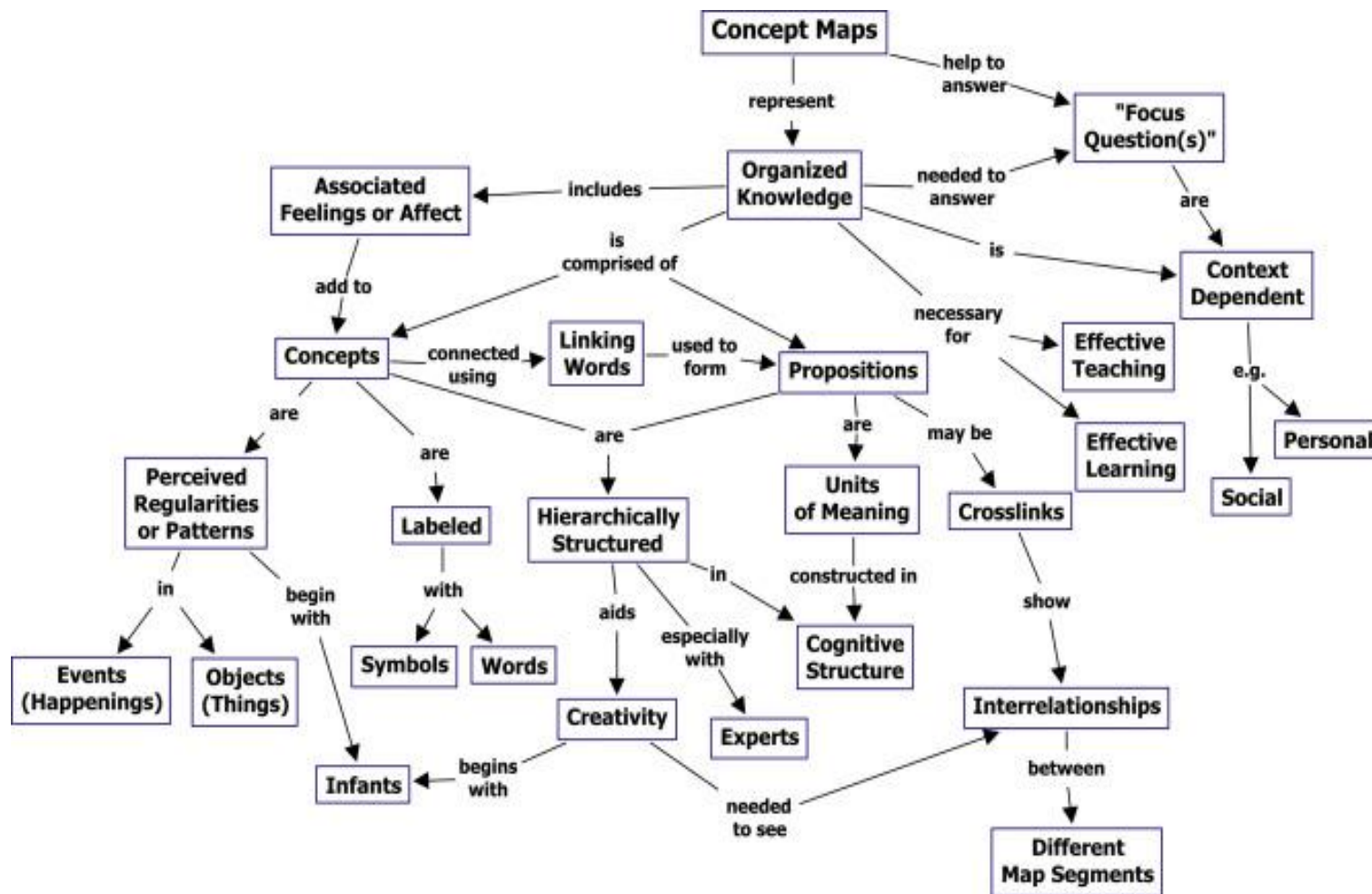
III. MAIN POINT

CONCLUSION

b) TWO-COLUMN NOTES:



c) CONCEPT MAPPING



d) COMBINATION NOTES:



Combination Notes

Getting Ready

Draw a line down the middle of the paper. The left-hand side of the paper is for notes and the right-hand side of the paper is for non-linguistic representations.

Topic: Date:	
Notes	Non-linguistic (visual) representation Graphic organizer Charts and graphs Pictures and pictographs Concrete representations Mental pictures
Summary or Conclusion	

e) HIGHLIGHTING INFORMATION:

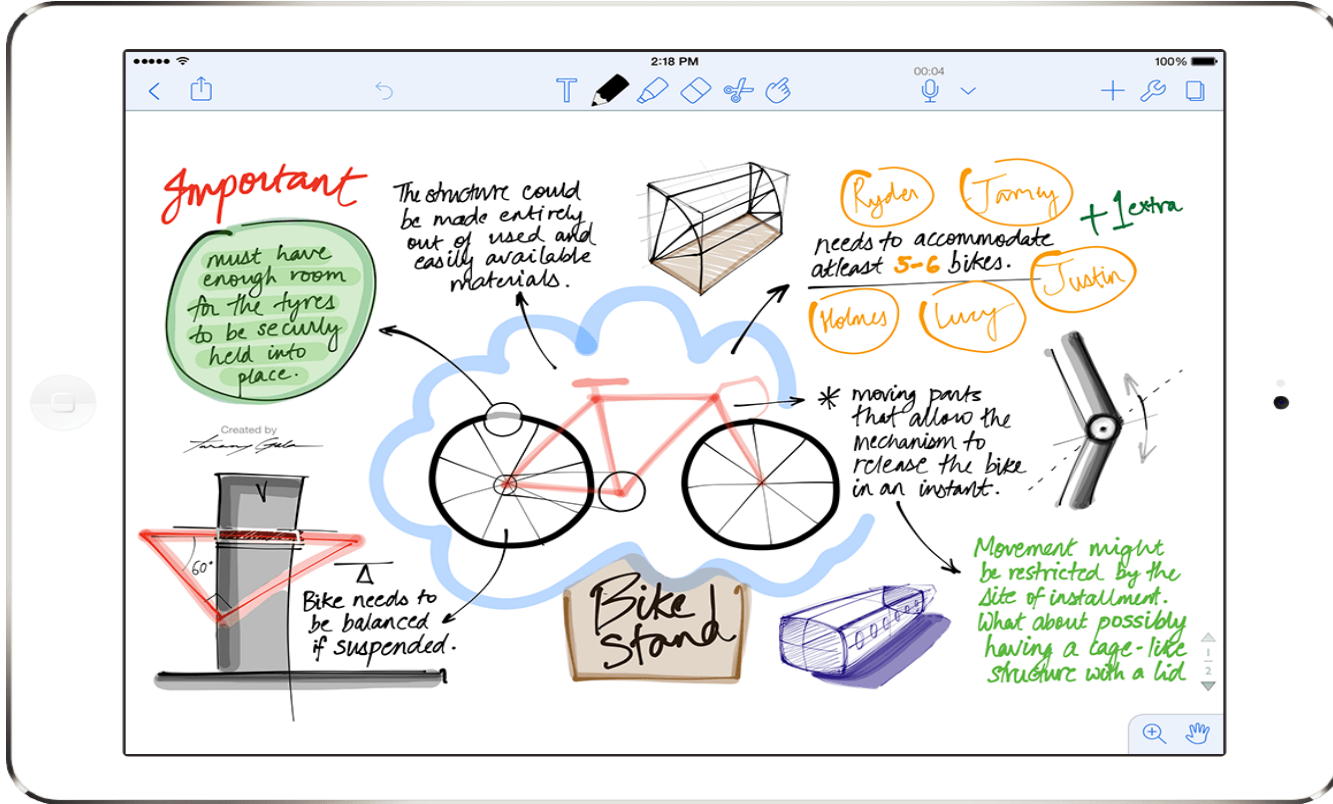
Strategy	Description
Using pause time	The teacher pauses during the presentation of new content to highlight important points. The use of pause time when presenting information helps ensure that students have sufficient opportunity to take in and process content.
Identifying critical-input experiences	The teacher identifies those experiences that involve critical information. Critical-input experiences introduce important new content to students and are vital to enhancing student learning. The teacher takes special care in planning for these experiences.
Using explicit instruction to convey critical content	The teacher uses plain, clear language to identify and convey critical content and paces the delivery of content so that students have plenty of time to process the information.
Using dramatic instruction to convey critical content	The teacher asks students to participate in a dramatic activity that conveys the critical content. Dramatic activities can range from skits and role playing to hand gestures and other body movements.
Providing advance organizers to cue critical content	The teacher designs advance organizers that identify and preview critical content for students. Advance organizers can be anything from a simple verbal cue to a classroom chart to a descriptive metaphor for the content.
Using what students already know to cue critical content	The teacher uses what students already know to explain critical content. Specifically, the teacher provides students with a link to old knowledge for every critical aspect of new knowledge.

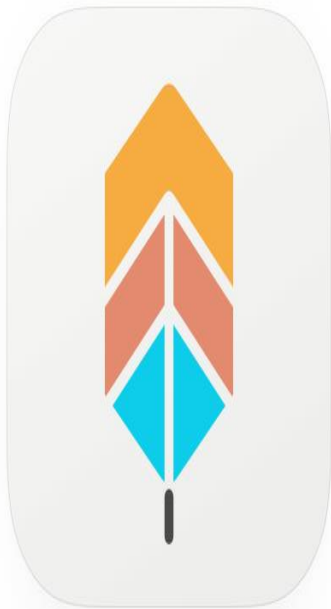


Source: Adapted from Marzano Research, 2016q.

2. NOTE-TAKING RESOURCES APPS/ ONLINE



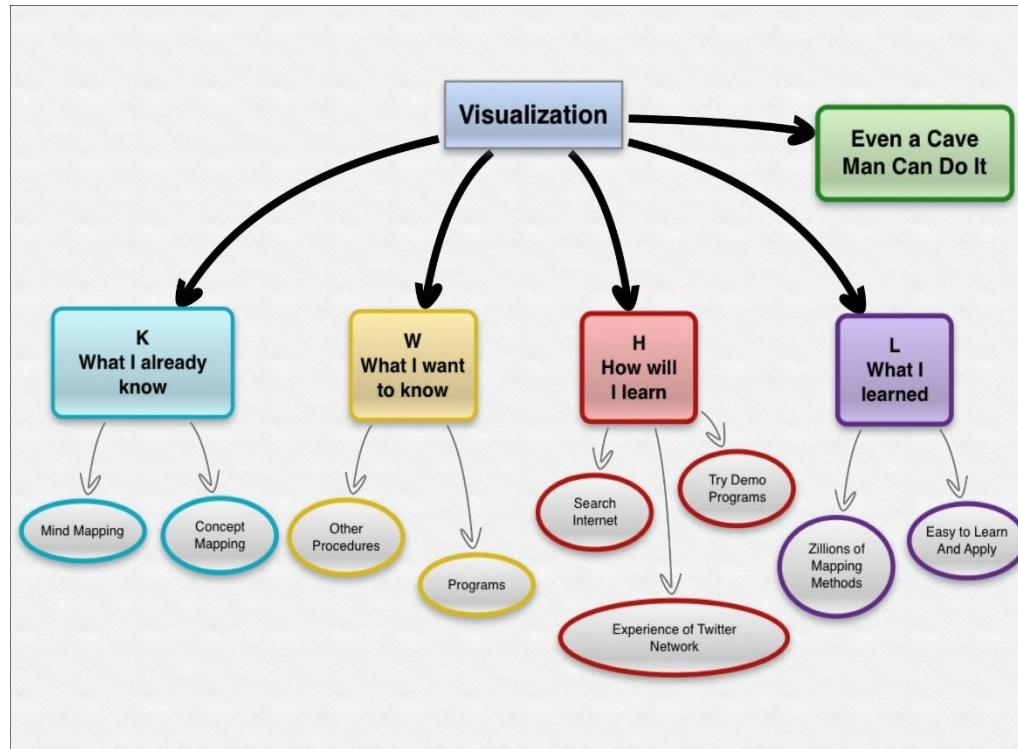


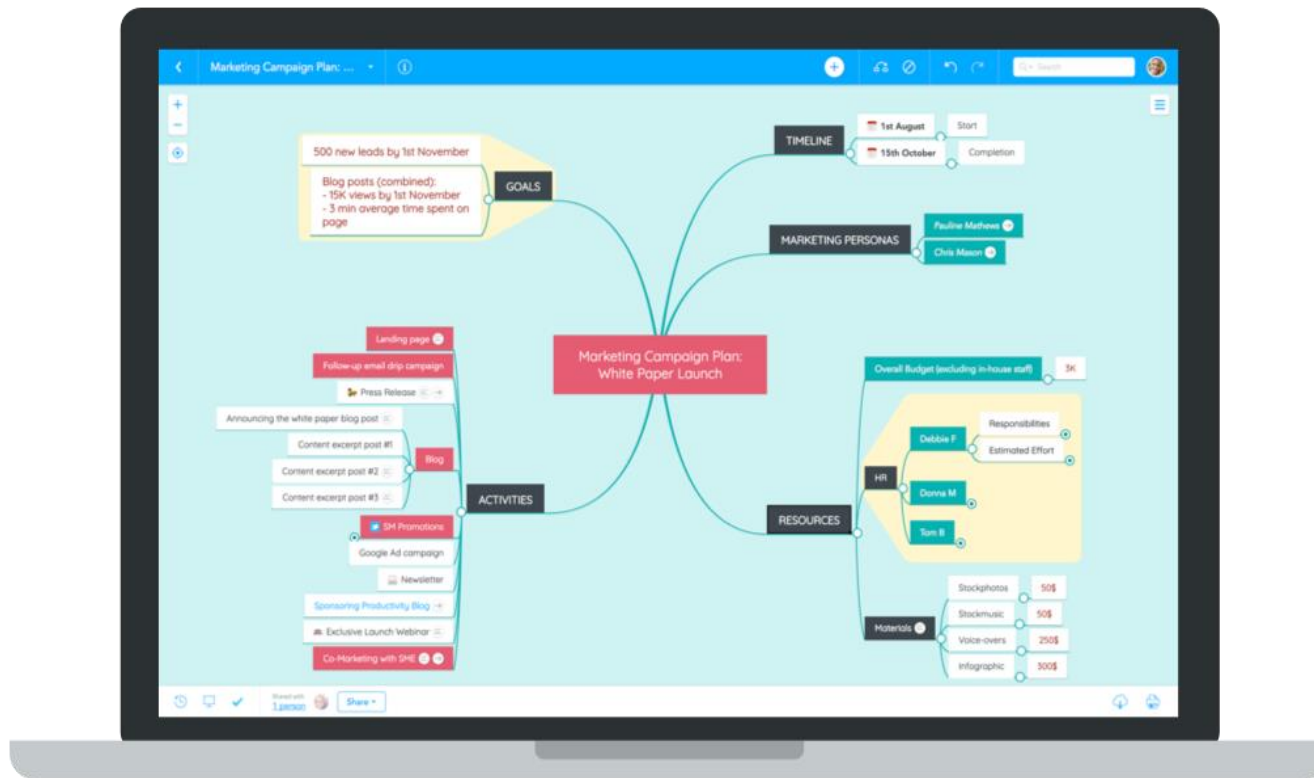


WHINK



Inspiration MapsTM







OneNote

The screenshot shows the OneNote application interface. On the left is a sidebar with a list of subjects: Precalculus 101, Chemistry 206, Geology 101, Architecture 116, and Design 220. The main area is titled "Lab notes" and contains a color scale diagram, handwritten equations, and a table. The color scale ranges from 0 (red, increasing acidity) to 13 (dark blue, increasing alkalinity), with 6 being neutral. The equations are $x + y = 500$ and $0.20x + 0.05y = 60$. The table below is a mixture problem table with handwritten entries.

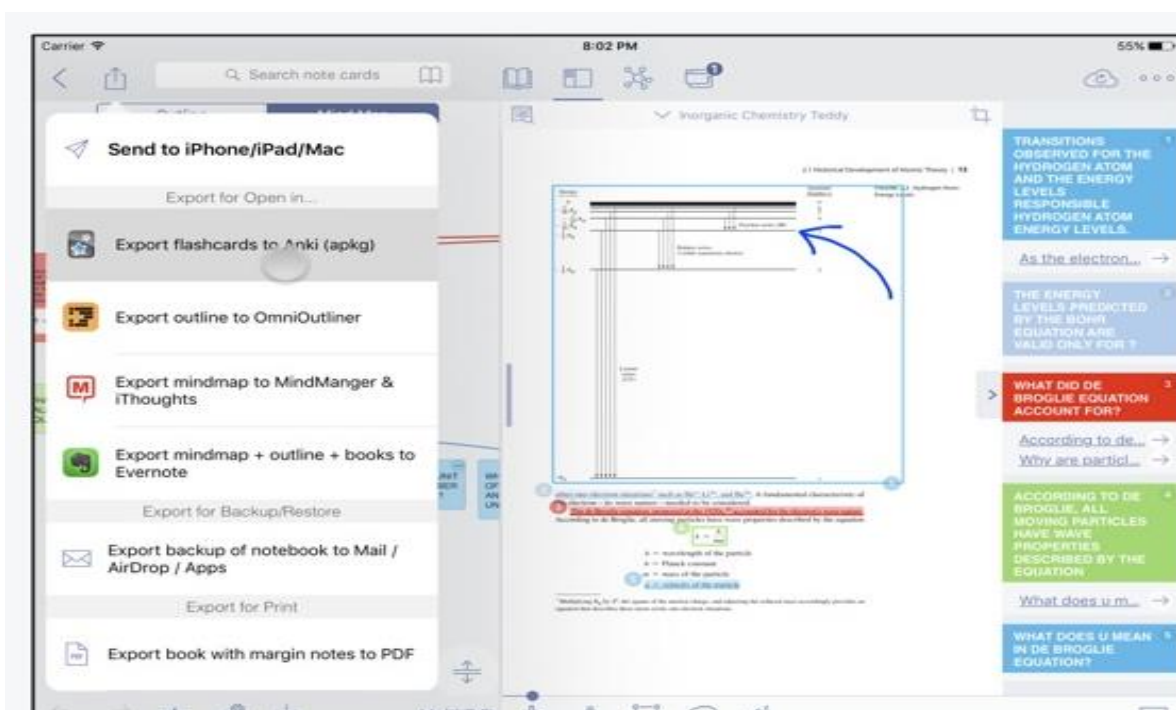
	Volume	Percent	Amount of Acid
Strong Solution	x	0.20	0.20x
Weak Solution	y	0.05	0.05y
Total Mixture	500	0.12	60

On the right side of the interface, a "Math" pane is open, showing the equation $0.20x + 0.05y = 60$ and a list of steps for solving the linear equation:

1. Subtract $0.2x$ from both sides.
 $0.05y = 60 - 0.2x$
2. The equation is in standard form.
 $0.05y = \frac{x}{5} + 60$
3. Multiply both side by 20.
 $\frac{0.05y}{0.05} = \frac{\frac{x}{5} + 60}{0.05}$
4. Dividing by 0.05 undoes the multiplication by 0.05.
 $y = \frac{\frac{x}{5} + 60}{0.05}$
5. Divide $60 - \frac{x}{5}$ by 0.05 by multiplying $60 - \frac{x}{5}$ by the reciprocal of 0.05.



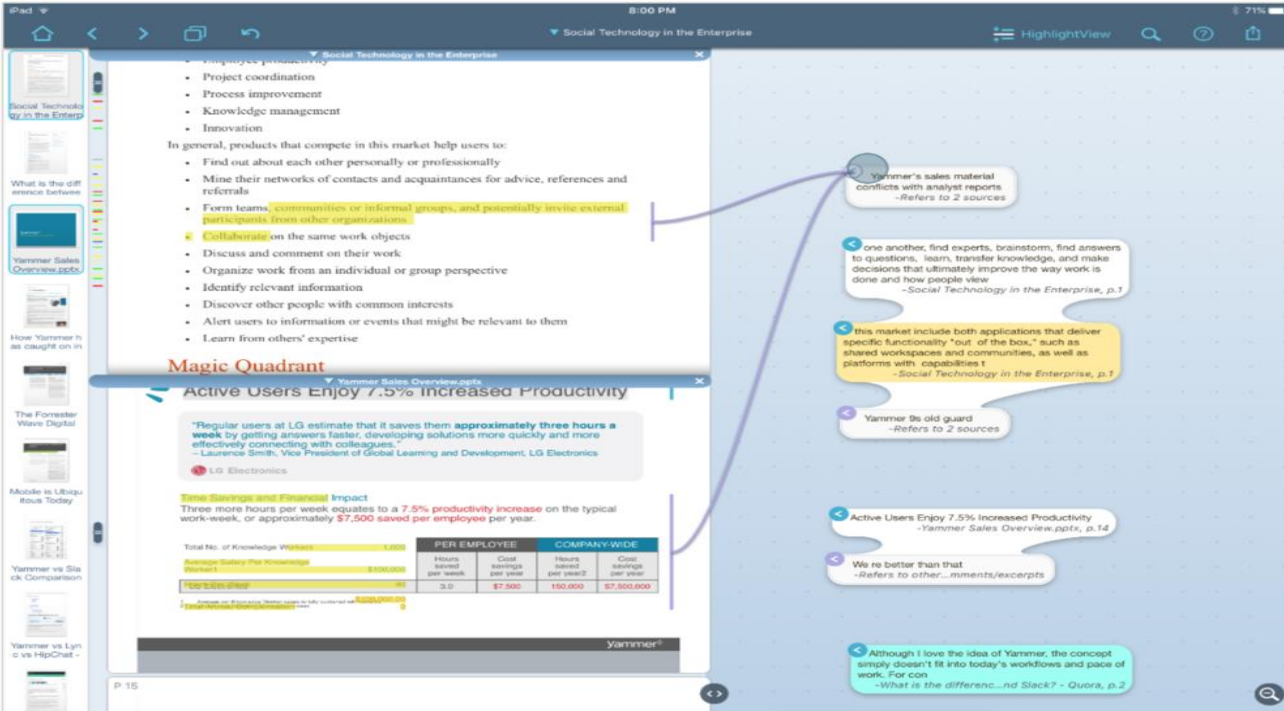
MarginNote





LiquidText™

Better than Paper



Social Technology in the Enterprise

- Project coordination
- Process improvement
- Knowledge management
- Innovation

In general, products that compete in this market help users to:

- Find out about each other personally or professionally
- Mine their networks of contacts and acquaintances for advice, references and referrals
- Form teams, communities or informal groups, and potentially invite external participants from other organizations
- Collaborate on the same work objects
- Discuss and comment on their work
- Organize work from an individual or group perspective
- Identify relevant information
- Discover other people with common interests
- Alert users to information or events that might be relevant to them
- Learn from others' expertise

Magic Quadrant

Active Users Enjoy 7.5% Increased Productivity

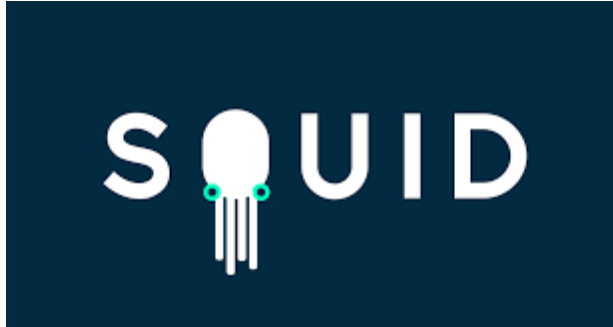
"Regular users at LG estimate that it saves them **approximately three hours a week** by getting answers faster, developing solutions more quickly and more effectively connecting with colleagues."
— Laurence Smith, Vice President of Global Learning and Development, LG Electronics

Time Savings and Financial Impact
Three more hours per week equates to a **7.5% productivity increase** on the typical work-week, or approximately **\$7,500 saved per employee** per year.

	PER EMPLOYEE		COMPANY-WIDE	
	Hours saved per week	Cost savings per year	Hours saved per week	Cost savings per year
Hours saved	3.0	\$7,500	150,000	\$7,500,000

Annotations:

- Yammer's sales material conflicts with analyst reports -Refers to 2 sources
- one another, find experts, brainstorm, find answers to questions, learn, transfer knowledge, and make decisions that ultimately improve the way work is done and how people view -Social Technology in the Enterprise, p.1
- this market include both applications that deliver specific functionality "out of the box," such as shared workspaces and communities, as well as platforms with capabilities t -Social Technology in the Enterprise, p.1
- Yammer the old guard -Refers to 2 sources
- Active Users Enjoy 7.5% Increased Productivity -Yammer Sales Overview.pptx, p.14
- We're better than that -refers to other...ments/excerpts
- Although I love the idea of Yammer, the concept simply doesn't fit into today's workflows and pace of work. For con -What is the difference...nd Slack? - Quora, p.2



← Weekl...genda < 1 >+ ⋮

1. Call to order - Donner absent
2. Calendar
 - a. Week - Toney on sound
Green on schedule
Tops needs 2+ volunteers
 - b. Month - promotions - Tops
- analyzing shares - Donner
 - c. Year - on track for July
- Boeing on August + Sept.
3. Unfinished Business
 - a. Managing case loads
- Interview Ms. Lawrence Thur
10 am
 - b. Working on payment schedule
- Green getting outside help
 - c. Parking + ride-share
- location downtown
4. New Projects
 - a. Freely - Melton
 - b. Next years Tandem - Hold
5. Confidentiality Conference
- May 3-6 - Green, Tops & Donner

don't forget
to pick up milk
on the way home!

← Subtr...ion 12 < 1 > ⋮

Name: Jane R. Date: 2/2/00

Subtraction

11) $\begin{array}{r} 9,283 \\ - 50 \\ \hline 9,233 \end{array}$	21) $\begin{array}{r} 3,982 \\ - 12 \\ \hline 3,970 \end{array}$	31) $\begin{array}{r} 8,278 \\ - 31 \\ \hline 8,247 \end{array}$	41) $\begin{array}{r} 7,496 \\ - 55 \\ \hline 7,441 \end{array}$	51) $\begin{array}{r} 1,957 \\ - 30 \\ \hline 1,927 \end{array}$
61) $\begin{array}{r} 6,124 \\ - 24 \\ \hline 6,100 \end{array}$	71) $\begin{array}{r} 9,066 \\ - 10 \\ \hline 9,056 \end{array}$	81) $\begin{array}{r} 9,038 \\ - 31 \\ \hline 9,007 \end{array}$	91) $\begin{array}{r} 9,389 \\ - 62 \\ \hline 9,327 \end{array}$	101) $\begin{array}{r} 6,266 \\ - 13 \\ \hline 6,253 \end{array}$
111) $\begin{array}{r} 6,699 \\ - 30 \\ \hline 6,669 \end{array}$	121) $\begin{array}{r} 9,056 \\ - 32 \\ \hline 9,024 \end{array}$	131) $\begin{array}{r} 8,579 \\ - 52 \\ \hline 8,527 \end{array}$	141) $\begin{array}{r} 3,659 \\ - 46 \\ \hline 3,613 \end{array}$	151) $\begin{array}{r} 1,676 \\ - 32 \\ \hline 1,644 \end{array}$
161) $\begin{array}{r} 8,847 \\ - 43 \\ \hline 8,804 \end{array}$	171) $\begin{array}{r} 4,883 \\ - 40 \\ \hline 4,843 \end{array}$	181) $\begin{array}{r} 8,589 \\ - 59 \\ \hline 8,530 \end{array}$	191) $\begin{array}{r} 7,765 \\ - 34 \\ \hline 7,731 \end{array}$	201) $\begin{array}{r} 4,398 \\ - 37 \\ \hline 4,361 \end{array}$
211) $\begin{array}{r} 2,363 \\ - 22 \\ \hline 2,341 \end{array}$	221) $\begin{array}{r} 1,545 \\ - 10 \\ \hline 1,535 \end{array}$	231) $\begin{array}{r} 5,839 \\ - 22 \\ \hline 5,817 \end{array}$	241) $\begin{array}{r} 2,178 \\ - 43 \\ \hline 2,135 \end{array}$	251) $\begin{array}{r} 1,164 \\ - 13 \\ \hline 1,151 \end{array}$
261) $\begin{array}{r} 1,078 \\ - 16 \\ \hline 1,062 \end{array}$	271) $\begin{array}{r} 2,935 \\ - 30 \\ \hline 2,905 \end{array}$	281) $\begin{array}{r} 6,154 \\ - 32 \\ \hline 6,122 \end{array}$	291) $\begin{array}{r} 6,990 \\ - 20 \\ \hline 6,970 \end{array}$	301) $\begin{array}{r} 2,074 \\ - 52 \\ \hline 2,022 \end{array}$

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