

# *Workplace and Career Words*



Aptitude and Attitude

Comparing Careers

Education and Earnings

Finding and Keeping a Job

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**PREVIEW**

Here's an introduction to the vocabulary terms, skills, and concepts you will study in this unit. Answers are upside down on the bottom of the page.

**TRUE OR FALSE?**

Write **T** or **F** to show whether each statement is *true* or *false*.

1. \_\_\_\_\_ Minimum wage is the lowest hourly pay rate that any worker will accept.
2. \_\_\_\_\_ The words *mentor* and *advisor* are **synonyms**.
3. \_\_\_\_\_ Great talent alone doesn't guarantee a successful career as a musician.
4. \_\_\_\_\_ A *reimbursement* for an expense is a reminder to repay it promptly.
5. \_\_\_\_\_ The prefix *re-* means "again."
6. \_\_\_\_\_ Your *net pay* is usually a good bit more than your *gross pay*.
7. \_\_\_\_\_ Your *surname* is the last name used by your family members.
8. \_\_\_\_\_ The words *custodian* and *janitor* are **antonyms**.

**ELEMENTS OF VOCABULARY**

First, circle the correctly spelled word in each pair. Then write *noun*, *verb*, or *adjective* to name that word's part of speech.

1. entrepreneur / entrepruner: \_\_\_\_\_
2. intence / intense: \_\_\_\_\_
3. negotiate / negociate: \_\_\_\_\_
4. treasery / treasury: \_\_\_\_\_

ANSWERS: TRUE OR FALSE? 1. F 2. T 3. T 4. F 5. T 6. F 7. T 8. F  
 ELEMENTS OF VOCABULARY: 1. entrepreneur, noun 2. intense, adjective 3. negotiate, verb 4. treasury, noun

## GLOSSARY

A *glossary* is an alphabetical list of useful terms in a certain area of interest. In this book, glossary entries are drawn from the working world.

**benefits** employer-provided advantages such as health insurance, sick leave, etc.

**career path** plan for an employee's step-by-step advancement in a company

**competition** rivalry among those who are attempting to achieve the same goal

**contract** verbal or written agreement between two or more people or groups of people

**discrimination** unfair treatment because of race, sex, color, religion, age, etc.

**entrepreneur** person who sets up and runs his or her own business

**executive** high-ranking employee who manages the affairs of a department in a company

**human resources** the department in a company that screens job applicants and manages employee records and benefits

**income** the money a person receives, usually for working

**internship** an on-the-job learning and training program

**job review** an evaluation of an employee's work by an employer

**journeyman** a skilled worker who has mastered a trade

**mentor** an experienced person who helps and advises an inexperienced person

**minimum wage** the lowest hourly pay rate that a business can legally pay its workers

**pension** a regular payment to a retired person by a former employer

### WORDS IN CONTEXT

Use words from the glossary to complete the sentences.

1. Job application forms are available in the department of \_\_\_\_\_.

2. Does this company provide \_\_\_\_\_ such as tuition reimbursement?
3. The terms of a \_\_\_\_\_ are legally binding on both the seller and the buyer.
4. Ms. Andrea Filipi is the \_\_\_\_\_ in charge of all new product development.
5. The \_\_\_\_\_ for that good job was fierce; more than 200 people applied!
6. Fast food outlets usually pay beginning workers no more than the \_\_\_\_\_.
7. Companies that refuse to hire workers over 40 years old are guilty of age \_\_\_\_\_.
8. After several years as a carpenter's apprentice, Rudy is now a \_\_\_\_\_.
9. With each new job promotion, Harley's \_\_\_\_\_ increased.
10. Nan Brady, my \_\_\_\_\_ at the company, helped me avoid many common mistakes.
11. Dean has always wanted to be his own boss; he plans to become an \_\_\_\_\_.
12. After many years of hard work, Grandpa will retire and receive a \_\_\_\_\_ from the company.
13. At Andy's six-month \_\_\_\_\_, the supervisor made several suggestions for improvement.

14. The company's summer \_\_\_\_\_ program offers little pay but lots of valuable experience.
15. Reggie's outstanding job performance will help him advance quickly on his \_\_\_\_\_.

### SYNONYMS

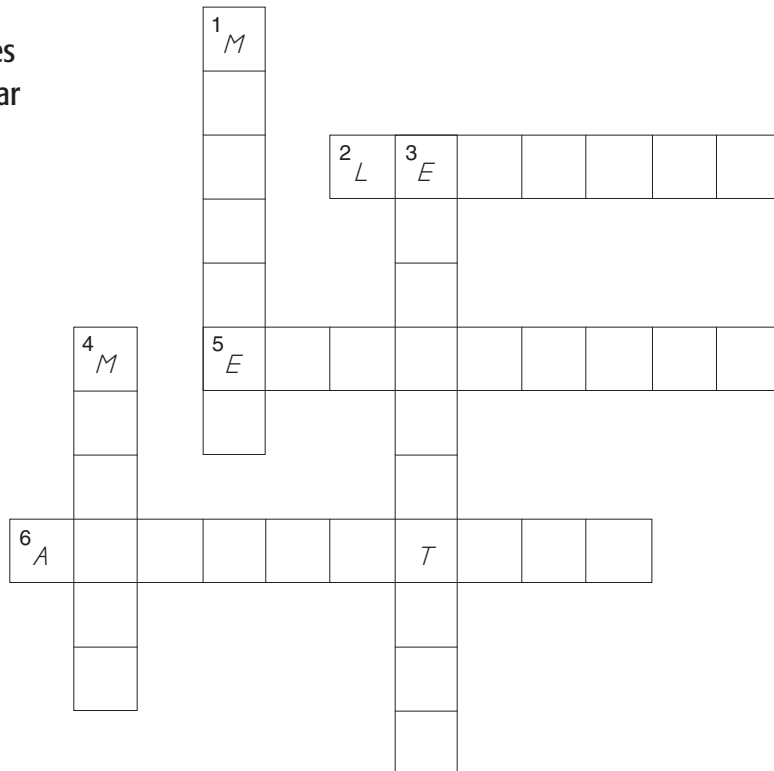
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

#### ACROSS

2. lawfully
5. workers
6. trying

#### DOWN

1. directs
3. judgment
4. advisor



### ANALOGIES

*Analogies* are statements of relationship. Figure out the relationship between the first two words. Then write a word from the reading to show the same relationship in the second pair of words.

1. *Unskilled* is to *apprentice* as *skilled* is to j\_\_\_\_\_.
2. *Spend* is to *outgo* as *earn* is to i\_\_\_\_\_.
3. *Employed* is to *salary* as *retired* is to p\_\_\_\_\_.
4. *Inexperienced* is to *beginner* as *experienced* is to m\_\_\_\_\_.

**First Impressions Count**

Competition for good jobs is intense. How can you get a competitive edge over other candidates for the same job? What will convince decision-makers that they simply can't afford *not* to hire you?

Many competent, qualified job-seekers are not hired because they don't project a professional image. They fail the test of "first impressions." How quickly are first impressions made? According to experts, interviewers "get a fix on" a job candidate within just three to 11 seconds!

Here are some of the most commonly made (and avoidable) mistakes made during job interviews.

- sloppy written materials
- no advance preparation
- inappropriate dress
- late arrival
- negative or indifferent attitude
- profanity; sexist or racist language
- arrogance or rude behavior
- dishonesty, exaggeration, inconsistency
- lack of career direction
- poor eye contact
- negative body language



- extreme nervousness
- embarrassing dining skills
- limp or overly aggressive handshake
- inability to communicate strengths and skills
- lack of self-confidence
- inappropriate conversational topics
- failure to follow up

**WORD SEARCH**

1. What nine-letter noun in the reading means "the quality of being overly self-confident and prideful"?

*a* \_\_\_\_\_

2. What twelve-letter adjective in the reading describes an unconcerned, uninterested attitude?

*i* \_\_\_\_\_

3. What twelve-letter adjective in the reading means “causing extreme self-consciousness or pain”?

*e* \_\_\_\_\_

4. What five-letter noun in the reading means “the impression or mental picture we have of someone else”?

*i* \_\_\_\_\_

**ANTONYMS**

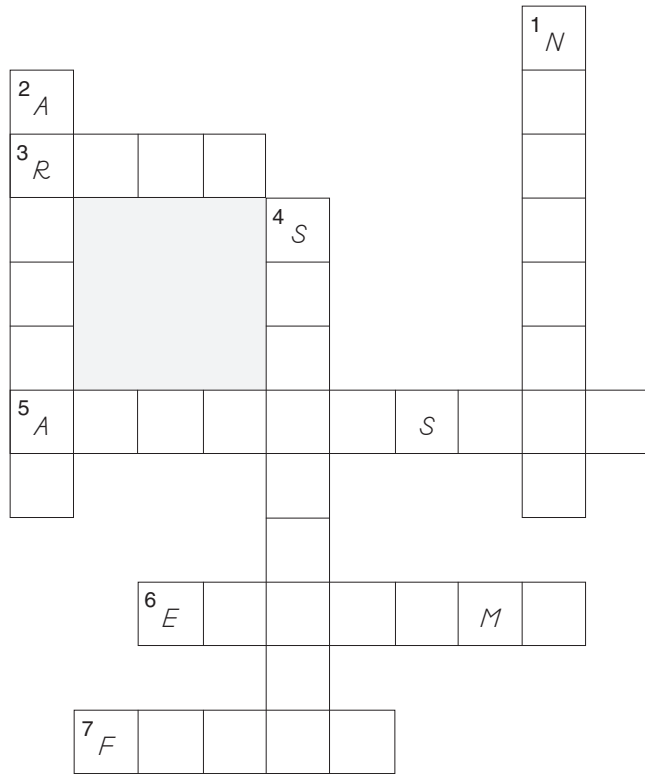
Complete the puzzle with words from the reading. Clue words are *antonyms* (words with opposite meanings) of the answer words.

**ACROSS**

- 3. polite
- 5. passive
- 6. mild
- 7. last

**DOWN**

- 1. positive
- 2. departure
- 4. weaknesses



**SYNONYMS**

Unscramble the words from the reading. Then draw a line to match each word with its *synonym* (word with a similar meaning).

- 1. **TAIDDANCE** \_\_\_\_\_
- 2. **SHONESTIDY** \_\_\_\_\_
- 3. **POSPLY** \_\_\_\_\_
- 4. **SIMSKATE** \_\_\_\_\_

- messy
- errors
- applicant
- untruthfulness



## INTERPRETING PHRASES

Circle a letter to show the meaning of the **boldface** words.

1. An applicant wants to have a **competitive edge** over the other candidates for the same job.
  - a. clear distinction between
  - b. some kind of advantage
  - c. sportsmanlike behavior
2. An interviewer **gets a fix on** a job candidate in just a few seconds.
  - a. creates a mental image of
  - b. decides whether or not to hire
  - c. can fix whatever is wrong
3. **Negative body language** reveals a lot about a job-seeker.
  - a. clothing that is wrinkled or dirty
  - b. extremely strong cologne or body odor
  - c. behaviors like twitching, slumping, toe tapping

## RECOGNIZING EXAMPLES

Eighteen job interview mistakes are listed in the reading. Write the name of the mistake that matches each example below. The first one has been done for you.

1. profanity: using swear words for emphasis
2. \_\_\_\_\_: wiping your mouth on the tablecloth
3. \_\_\_\_\_: wearing clean gym clothes
4. \_\_\_\_\_: forgetting to write a thank you note
5. \_\_\_\_\_: answering questions with "I'm not sure," or "I don't really care."



3. What eleven-letter noun in the reading names “the quality of being able to do a number of things well”?

      *v*      

4. What nine-letter plural noun in the reading means “likely chances of succeeding”?

      *p*      

### **ANTONYMS**

Unscramble the words from the reading. Then draw a line to match each unscrambled word with its *antonym* (word with the opposite meaning).

1. **DAVEDANC** \_\_\_\_\_

a. occasional

2. **LENEXTLEC** \_\_\_\_\_

b. inferior

3. **TANCTONS** \_\_\_\_\_

c. professional

4. **RUTEAMA** \_\_\_\_\_

d. beginning

### **CATEGORIES**

Cross out one item that does *not* belong in each category.

#### **1. musical instruments**

violin      cymbals      vibraphone      telephone

#### **2. types of music**

poetic      country-western      classical      jazz

#### **3. personal characteristics**

poise      creativity      study      versatility

## SYNONYMS

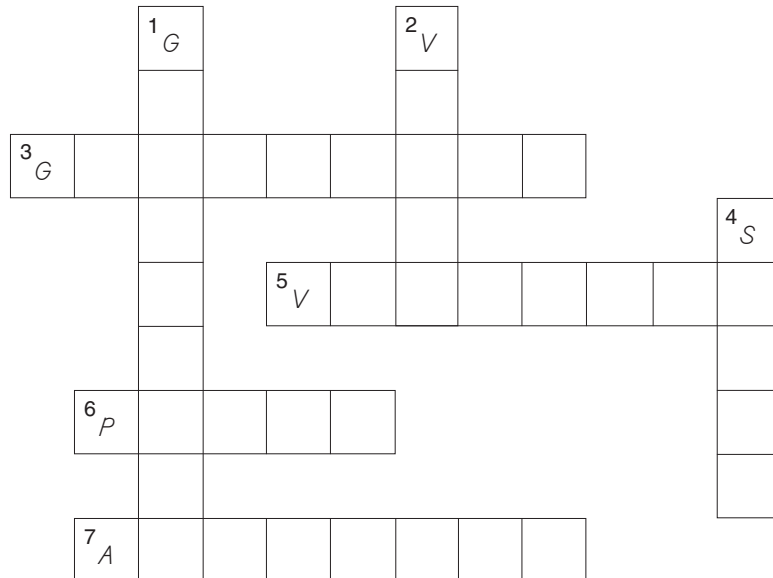
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

### ACROSS

3. to assure
5. beneficial
6. self-assurance
7. ambitious

### DOWN

1. attractive
2. crucial
4. to grab



## WORDS IN CONTEXT

Circle a letter to show the meaning of the **boldface** words. For help, use the other words in the sentence as context clues.

1. A musician should have an **appealing stage presence**.
  - a. show up prepared and on time
  - b. pleasing image while performing
  - c. expensive designer clothing
2. Agents **negotiate** contracts for the musicians they represent.
  - a. bargain for the best terms
  - b. record and file away
  - c. legally comply with
3. Musicians can do **advanced study** at a college or conservatory.
  - a. build their reputations
  - b. practice with professionals
  - c. earn a degree in music
4. The competition is **keen** for every well-paid job as a musician.
  - a. amazing and wonderful
  - b. scathing and malicious
  - c. intense and demanding