**Keeping a Job**

Directions: Use the words on the other side of this page to complete the sentences below.

1. My supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees twice a year to make sure they’re doing a

good job.

2. If you are absent a lot, you may be guilty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ absenteeism.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_ around; they are not productive.

4. Employers value employees who demonstrate ind\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

r\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and c\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

5. It’s a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of our company’s safety policy to not wear gloves.

6. Smoking in class is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Hubbs Center.

7. If you b\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inappropriately at work, your boss might l\_\_\_\_ you g\_\_\_\_, or fire you.

8. A good manager can h\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a variety of responsibilities.

9. You might receive a w\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from your shift supervisor they feel your behavior in the workplace is im\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or un\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

10. Companies are eager to hire s\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ workers who can p\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ well on the job.

11. Helpful people like to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ others.

12. Co-workers who work well together can d\_\_\_\_\_\_\_\_ on and r\_\_\_\_\_\_\_\_ on each other.

Practice with Vocabulary: **Keeping a Job**

1. My supervisor **evaluates** employees twice a year to make sure they’re doing a good job.

2. If you are absent a lot, you may be guilty of **excessive** absenteeism.

3. **Lazy** employees **loaf** around; they are not productive.

4. Employers value employees who demonstrate **independence**, **reliability** and **creativity**.

5. It’s a **violation** of our company’s safety policy to not wear gloves. You shouldn’t do that.

6. Smoking in class is **prohibited** at the Hubbs Center. It’s not allowed. You can’t do that.

7. If you **behave** inappropriately at work, your boss might **let you go,** or fire you.

 8. A good manager can **handle** a variety of responsibilities.

9. You might receive a **warning** from your shift supervisor if they feel your behavior in

the workplace is **improper** or **unacceptable**.

10. Companies are eager to hire **skilled** workers who can **perform** well on the job.

11. Helpful people like to **assist** others.

12. Co-workers who work well together can **depend** on and **rely** on each other.