WORKPLACE AND CAREER WORDS

◆ Aptitude and Attitude
◆ Comparing Careers
◆ Education and Earnings
◆ Finding and Keeping a Job

ELLIOTT QUINLEY
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**Word List**
Welcome to VOCABULARY IN CONTEXT!

A well-developed vocabulary pays off in many important ways. Better-than-average “word power” makes it easier to understand everything you read and hear—from textbook assignments to TV news reports or instructions on how to repair a bicycle. And word power obviously increases your effectiveness as a communicator. Think about it: *As far as other people are concerned, your ideas are only as convincing as the words you use to express them.* In other words, the vocabulary you use when you speak or write always significantly adds or detracts from what you have to say.

VOCABULARY IN CONTEXT was written especially for you. The program was designed to enrich your personal “word bank” with many hundreds of high-frequency and challenging words. There are six thematic books in the series—*Everyday Living, Workplace and Careers, Science and Technology, Media and Marketplace, History and Geography,* and *Music, Art, and Literature.* Each worktext presents topic-related readings with key terms in context. Follow-up exercises provide a wide variety of practice activities to help you unlock the meanings of unfamiliar words. These strategies include the study of synonyms and antonyms; grammatical word forms; word roots, prefixes, and suffixes; connotations; and the efficient use of a dictionary and thesaurus. Thinking skills, such as drawing conclusions and completing analogies, are included as reinforcement.

A word of advice: Don’t stop “thinking about words” when you finish this program. A first-class vocabulary must be constantly renewed! In order to earn a reputation as a first-rate communicator, you must incorporate the new words you learn into your everyday speech and writing.
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: ____________________
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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>benefits</strong></td>
<td>employer-provided advantages such as health insurance, sick leave, etc.</td>
</tr>
<tr>
<td><strong>career path</strong></td>
<td>plan for an employee's step-by-step advancement in a company</td>
</tr>
<tr>
<td><strong>competition</strong></td>
<td>rivalry among those who are attempting to achieve the same goal</td>
</tr>
<tr>
<td><strong>contract</strong></td>
<td>verbal or written agreement between two or more people or groups of people</td>
</tr>
<tr>
<td><strong>discrimination</strong></td>
<td>unfair treatment because of race, sex, color, religion, age, etc.</td>
</tr>
<tr>
<td><strong>entrepreneur</strong></td>
<td>person who sets up and runs his or her own business</td>
</tr>
<tr>
<td><strong>executive</strong></td>
<td>high-ranking employee who manages the affairs of a department in a company</td>
</tr>
<tr>
<td><strong>human resources</strong></td>
<td>the department in a company that screens job applicants and manages employee records and benefits</td>
</tr>
<tr>
<td><strong>income</strong></td>
<td>the money a person receives, usually for working</td>
</tr>
<tr>
<td><strong>internship</strong></td>
<td>an on-the-job learning and training program</td>
</tr>
<tr>
<td><strong>job review</strong></td>
<td>an evaluation of an employee's work by an employer</td>
</tr>
<tr>
<td><strong>journeyman</strong></td>
<td>a skilled worker who has mastered a trade</td>
</tr>
<tr>
<td><strong>mentor</strong></td>
<td>an experienced person who helps and advises an inexperienced person</td>
</tr>
<tr>
<td><strong>minimum wage</strong></td>
<td>the lowest hourly pay rate that a business can legally pay its workers</td>
</tr>
<tr>
<td><strong>pension</strong></td>
<td>a regular payment to a retired person by a former employer</td>
</tr>
</tbody>
</table>

**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 __________________.

2. *Spend* is to *outgo* as *earn* is to __________________.

3. *Employed* is to *salary* as *retired* is to __________________.

4. *Inexperienced* is to *beginner* as *experienced* is to __________________.
Lesson 2

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

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

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

**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. POSPL Y
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
   - b. some kind of
   - c. sportsmanlike
   - between
   - advantage
   - behavior

2. An interviewer **gets a fix on** a job candidate in just a few seconds.
   - a. creates a mental
   - b. decides whether
   - c. can fix whatever
   - image of
   - or not to hire
   - is wrong

3. **Negative body language** reveals a lot about a job-seeker.
   - a. clothing that
   - b. extremely
   - c. behaviors like
   - is wrinkled
   - strong cologne
   - or dirty
   - or body odor
   - 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.”
Many talented individuals would love to become professional “music-makers.” But competition for jobs in this glamorous field is very keen. Those who play several different instruments and types of music have the best job prospects.

Aspiring musicians usually begin studying an instrument at an early age. To gain valuable experience, they seize every opportunity to perform. Some do advanced study at a college or conservatory. Musical talent alone does not guarantee a successful career in music. Versatility, creativity, poise, and an appealing stage presence are also required. And because quality performance demands constant study and practice, self-discipline is vital. Musicians need physical stamina to endure frequent travel and night performances. And they must have emotional stamina to deal with rejections when auditioning for work.

Even excellent musicians must deal with frequent unemployment as a fact of life. Many supplement their income with other types of jobs.

Advancement for musicians usually means becoming better known and performing for greater earnings. Serious musicians often hire agents or managers. These representatives find their clients performing engagements, negotiate contracts, and help them develop their careers.

WORD SEARCH

1. What twelve-letter noun in the reading means “an academy of art or music”? _________________________

2. What seven-letter noun in the reading means “the strength to carry on or endure”? _________________________
3. What eleven-letter noun in the reading names “the quality of being able to do a number of things well”? ________________

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

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 designer clothing
   c. expensive

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 professionals in music
   b. practice with in music
   c. earn a degree

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
### Comparing Two Job Ads

<table>
<thead>
<tr>
<th><strong>ONLY THE BEST NEED APPLY</strong></th>
<th><strong>A GREAT PLACE TO GET STARTED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Our people and our paint have a lot in common. Both are the very best; they set the standard in the industry. Are you one of the elite? Can you give our pampered customers the <em>superservice</em> they deserve? Currently, Perfecto Paint has both full- and part-time positions open in our eight neighborhood stores.</td>
<td></td>
</tr>
<tr>
<td><strong>Store Associates</strong></td>
<td><strong>Vertex Video is a great place to get started on your career path! Earn while you learn in a friendly working environment. We're looking for dependable individuals who love movies and have superior communication skills. Your “can do” attitude will take you a long way at Vertex!</strong></td>
</tr>
<tr>
<td>• Receive, store, distribute, and sell paint and related products</td>
<td></td>
</tr>
<tr>
<td>• Fill orders, arrange deliveries, provide <em>superservice</em> assistance to our valued customers</td>
<td></td>
</tr>
<tr>
<td>• Maintain stock, clean store and warehouse, mix and tint paint</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements</strong></td>
<td></td>
</tr>
<tr>
<td>• A high school diploma or equivalent</td>
<td></td>
</tr>
<tr>
<td>• A friendly, outgoing, energetic personality; customer-service oriented</td>
<td></td>
</tr>
<tr>
<td>• Neat, clean-cut appearance</td>
<td></td>
</tr>
<tr>
<td>Perfecto Paint is an Equal Opportunity Employer. Send us your résumé today!</td>
<td></td>
</tr>
</tbody>
</table>

| **Positions Available** | |
| --- | |
| • Store Manager | |
| • Assistant Manager | |
| • Customer Service Representative | |

| **Outstanding Benefits** | |
| --- | |
| • Competitive salaries | |
| • Medical/dental/life insurance for both full-time and part-time workers | |
| • Tuition reimbursement | |
| • Flexible schedules | |
| • Free movie rentals and employee discounts on purchases | |

Every Vertex Video store is a drug-free environment that values diversity.

Apply in person at the Vertex Video location near you.
WORD SEARCH

1. What ten-letter adjective in the reading means “equal or the same in amount, value, or meaning”?

2. What five-letter noun in the reading means “the group thought of as being the finest or the best”?

3. What seven-letter noun in the reading means “money paid to attend a college or private school”?

4. What twelve-letter compound noun in the reading was created by a company to characterize its great treatment of customers?

ANTONYMS

Unscramble the words from the reading. Then write each unscrambled word next to its antonym (word that means the opposite).

| TYDRIVEIS | DUELAIV |
| TAGSOUNDNIT | DRYNIFEL |

1. unappreciated / _________________  3. sameness / _________________

2. mediocre / _________________  4. hostile / _________________

WORDS IN CONTEXT

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

1. The manager appreciates that employee’s “can-do” attitude.

   a. ability to   b. great effort to   c. strict obedience
delegate tasks   get the job done   to the rules
2. Do you and your employer have **values in common**?
   a. equal pay  b. shared beliefs  c. socialize and benefits and principles after hours

3. All the Perfecto stores sell paint and **related products**.
   a. things like rollers  b. color-coordinated  c. bricks, wallboard, and brushes sheets and towels cement mix, etc.

4. **Customer-service oriented** employees will do well at Perfecto.
   a. very competitive  b. patron-pleasing  c. well-informed

5. **Diversity** in the workplace is achieved by fair and open hiring practices.
   a. variation of daily tasks  b. equal division of responsibility  c. employees of different races, sexes, ages, etc.

**SYNONYMS**

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

**ACROSS**
1. patrons  
4. vigorous  
7. reliable  
8. extraordinary

**DOWN**
2. congenial  
3. well-groomed  
5. coddled  
6. adaptable
Labor Unions

Labor unions are organizations that fight for workers' rights, wages, and benefits in a particular industry. About 150 years ago, when the first modern union was formed in America, workers were treated unfairly. They worked in dangerous conditions for long hours and very low wages. There were no laws against child labor.

By joining together in a union, workers had the power to demand fair wages and safe working conditions. To a large extent, Americans now enjoy the eight-hour workday, overtime pay, health benefits, and compensation when hurt on the job. These benefits are largely due to the efforts of labor unions.

But union membership has been decreasing for the past 30 years or so. In 1970, 24.7 percent of the labor force belonged to unions. By the year 2000, this figure had dropped to 13.9 percent. One reason is the sharp decrease in manufacturing industries in the United States. Another reason is that many people believe that unions are no longer necessary.

Changing times, however, do not mean that unions will soon disappear. Many unions are working hard to maintain existing worker benefits, rather than to increase them. Other unions are offering retraining for displaced workers. As the economy changes, the American workforce—as well as the unions that served workers in the past—must change, too.

WORD SEARCH

1. What seven-letter noun in the reading means “the management of the income, expenditures, and so on of a nation or government”? ____________
2. What six-letter adjective in the reading means “having to do with the present time rather than the past”?
   ______________________

3. What six-letter verb in the reading means to “boldly ask for something as your right”?
   ______________________

4. What ten-letter verb in the reading is a synonym of “shrinking” or “lessening”?
   ______________________

**WORDS IN CONTEXT**

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

1. Pressure from unions forced management to provide workers with **health benefits**.
   a. healthy food     b. medical       c. time off to for lunch insurance exercise

2. **To a large extent**, labor unions get the credit for improving working conditions in the United States.
   a. reaching out     b. as union membership    c. for the most over time grew larger part

3. America’s **manufacturing industries** have been in decline for many years.
   a. businesses that make goods     b. computerized enterprises   c. agricultural production

4. To get new jobs, **displaced workers** often need retraining.
   a. people who quit their jobs     b. employees who moved out of town     c. people whose jobs disappeared
SYNONYMS

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

ACROSS
4. just; proper
5. payment; earnings
6. expand; enlarge

DOWN
1. created; organized
2. preserve; continue
3. alliance; coalition

THE PREFIX re-

The prefix re- means “again” (as in reglue and relock). When this prefix is added to a base word that begins with e, you may be tempted to add a hyphen because the new word “looks funny.” Examples are reelect and reestablish. But the hyphen is only necessary when the new word would have the same spelling as another word with a different meaning. An example is the word re-sort, meaning to “sort again.” Without the hyphen, the word resort means “to turn to” or “a place to go on vacation.”

Add the prefix re- to each boldface word below. Check a dictionary if you’re uncertain about whether or not to use a hyphen.

1. to launder again
2. to create again
3. to wash again
4. to furnish again
5. to form again
6. to sign again
7. to teach again
8. to define again
9. to evaluate again
10. to cover again
Many beginning workers are pleasantly surprised when they receive their first paycheck. Why? Their take-home pay is a lot less than they thought it would be! The earnings statement, or checkstub, attached to the paycheck explains the deductions withheld. Study the example earnings statement below.

<table>
<thead>
<tr>
<th>Gunderson Landscape Services</th>
<th>EMPLOYEE: Jake Ross</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAY PERIOD ENDING: 3/31/01</td>
<td>SOCIAL SECURITY NUMBER: 999-01-0009</td>
</tr>
<tr>
<td>GROSS PAY</td>
<td>FEDERAL TAX</td>
</tr>
<tr>
<td>$1,126.00</td>
<td>$132.00</td>
</tr>
</tbody>
</table>

Here are the deductions most often taken from paychecks. The deductions on your own paycheck may be different. But the first two deductions listed—federal income tax and Social Security (FICA)—are withheld from almost every paycheck.

- **Federal income tax** is the money you pay to the treasury of the United States.
- **State tax** is the part of your salary that goes to the treasury of your state.
- **Social Security (FICA)** pays for a plan that makes payments to disabled and elderly people.
- **Health insurance** pays for a plan that helps pay your medical bills.
- **Disability insurance** is your contribution to a plan that pays sick or injured employees who are unable to work.
- **Union dues** are the membership fees paid to an organization that helps workers get what they need from employers.
- **Credit union** is your voluntary contribution to a savings and loan business that serves company employees.
- **United Fund** is your voluntary contributions to a group of organizations that help needy and deserving people.
WORD SEARCH

1. What eight-letter noun in the reading names the government department that issues money, collects taxes, and so on? ________________________

2. What twelve-letter noun in the reading means “the amount given”?

3. What ten-letter plural noun in the reading means “the amounts subtracted”?

4. What four-letter noun in the reading means “money someone pays regularly for being a member of an organization”?

SYNONYMS

Unscramble the words from the reading. Then write each unscrambled word next to its synonym (word with a similar meaning).

GINAZOOTRAIN ______________________ ARASLY ______________________
RUDERSIPS ______________________ LOSTAM ______________________

1. nearly / ______________________ 3. astonished /__________________
2. association/__________________ 4. wages / ______________________

UNDERSTANDING THE READING

Circle the word that correctly completes each sentence.

1. A worker’s salary before deductions is his or her ( gross / net ) pay.

2. Jake Ross ( does / does not ) live in a state that withholds state taxes.

3. Jake’s ( health / disability ) insurance will support him if he’s too sick to work.
4. Jake can borrow money from the (United Fund / credit union) to buy a car.

5. Jake (does / does not) belong to a labor union.

6. The difference between Jake’s gross pay and his net pay is ($367.47 / $357.57).

ANTONYMS

Complete the crossword puzzle with words from the reading. Clues are antonyms (words that mean the opposite) of the answer words.

ACROSS
2. detached
5. pleasantly
6. send
7. youthful

DOWN
1. ending
3. mandatory
4. unhurt

ANALOGIES

Analogies are statements of relationship. Figure out the relationship between the first two words. Then show the same relationship by completing each analogy with the correct word from the reading.

1. Well is to healthy as ill is to
   __________________________.

2. Contribute is to contribution as insure is to
   __________________________.

3. More is to less as gross is to
   __________________________.

4. Donation is to United Fund as savings is to
   __________________________.
Exploring Language

**IDIOMS**

*Idioms* are phrases or expressions that have a different meaning from what the words usually suggest. Notice that the idioms in the box all include the word *work*. Use one of these common English idioms to complete each sentence. Check a dictionary or thesaurus if you need help.

<table>
<thead>
<tr>
<th>in the works</th>
<th>work on</th>
<th>work out</th>
<th>work off</th>
<th>work up</th>
<th>the works</th>
</tr>
</thead>
</table>

1. The sales manager’s pep talk was intended to ______________________ some interest in the new product line.

2. Bev’s plan looked good at first, but somehow it didn’t ______________________.

3. You can usually get Marcus to agree if you ______________________ him long enough.

4. I like a hot dog with all ______________________ —catsup, mustard, relish, and onions!

5. If you stop wasting money, you can ______________________ your debt very quickly.

6. Sam says that something special is ______________________ for the company’s annual meeting.

**SURNAMES**

Many English *surnames* (last names) came from the type of work that was once done by a person or family. Look up the following names in the dictionary. Then write a sentence for each name, explaining what kind of work the original family did.

1. Chandler ______________________
2. Miller __________________________________________________________

________________________________________________________________

3. Turner _________________________________________________________

________________________________________________________________

4. Smith __________________________________________________________

________________________________________________________________

5. Cooper _________________________________________________________

________________________________________________________________

6. Mason _________________________________________________________

________________________________________________________________

**SCRAMBLED OCCUPATIONS**

Unscramble the job title to correctly complete each sentence.

1. Today, Melissa is setting a precious gemstone in a gold ring.
   Melissa is a REJELWE ______________________.

2. Simon’s regular customers like the way he cuts their hair. Simon
   is a ARBREB ______________________.

3. Margie fills prescriptions for eyeglasses and contact lenses. She is
   an ITOPNAIC ______________________.

4. Frederick rings up people’s purchases and gives them the correct
   change. Frederick is a ACHESIR ______________________.

5. Hamburger will be on sale today, so J.R. is working at the grinder. J.R.
   is a CHUBRET ______________________.
6. Marilee orders books, classifies them, and prepares them to be checked out. Marilee is a RAILBRAIN ______________________.

7. Thanks to Mr. Ackerman, the school’s bathrooms and hallways are kept clean and shiny. Mr. Ackerman is a SUANDOTIC ______________________.

8. When the window cracked, Mom asked Roger to install a new pane of glass. Roger is a LAGRIZE ______________________.

CATEGORIES
Write terms from the box under the correct headings. Then add an appropriate term of your own to each category.

<table>
<thead>
<tr>
<th>locksmith</th>
<th>auditor</th>
<th>to jump ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hernandez</td>
<td>to get cold feet</td>
<td>architect</td>
</tr>
<tr>
<td>to play with fire</td>
<td>Donatelli</td>
<td>Van Roy</td>
</tr>
</tbody>
</table>

SURNAMES

OCCUPATIONS

IDIOMS
Here’s your chance to show what you’ve learned in this unit.

**WORDS IN CONTEXT**
Complete the sentences with words you studied in Unit 1. Use context clues for help.

1. Our chief financial officer is the **e**_________ who manages the company’s money.

2. *Employed* is to *salary* as *retired* is to **p**_________.

3. When you meet an interviewer, your handshake should be neither limp nor overly **a**_________.

4. Some musicians earn an advanced degree from a college or a **c**_________.

5. Membership in **u**_________ has been decreasing for the past 30 years or so.

6. An employee whose work is now being done by a robot is called a **d**_________ worker.

7. The **c**_________ you receive from your employer includes both your salary and your benefits.

8. Your earnings statement appears on the **c**_________ of your paycheck.
WORD FORMS
Rewrite the boldface words from the reading as a different part of speech. If you need help, check a dictionary.

1. noun: discrimination
   verb: ____________________
2. adjective: arrogant
   noun: ____________________
3. noun: diversity
   adjective: ____________________
4. noun: competition
   adjective: ____________________

HIDDEN WORDS PUZZLE
Find and circle the words in the puzzle. Words may go up, down, across, backward, or diagonally. Check off each word as you find it.

____ ENERGETIC ______ CUSTODIAN
____ VOLUNTARY ______ ELITE
____ DISABLED ______ SUPERIOR
____ FEDERAL ______ PROSPECTS
____ WORKFORCE ______ IMPRESSION
____ INDUSTRIES ______ INCOME

Now use each puzzle word in a sentence of your own. Be sure that your sentence makes the word’s meaning clear.

1. custodian __________________________________________
   ____________________________________________________

2. energetic __________________________________________
   ____________________________________________________

3. voluntary __________________________________________
   ____________________________________________________
4. elite ______________________________________________________________
   __________________________________________________________________

5. disabled __________________________________________________________
   __________________________________________________________________

6. superior ___________________________________________________________
   __________________________________________________________________

7. federal _____________________________________________________________
   __________________________________________________________________

8. prospects _________________________________________________________
   __________________________________________________________________

9. workforce _________________________________________________________
   __________________________________________________________________

10. impression _________________________________________________________
   __________________________________________________________________

11. industries _________________________________________________________
   __________________________________________________________________

12. income ___________________________________________________________
    __________________________________________________________________

SYNONYMS AND ANTONYMS
Unscramble the words from Unit 1 to correctly complete each sentence.

1. An **antonym** of *positive* is EVENGAIT _______________________.

2. A **synonym** of *endurance* is MAINATS ________________________.

3. An **antonym** of *rude* is SUREUCOOT _______________________.

4. A **synonym** of *appreciated* is LADUVE ________________________.
Here’s an introduction to the vocabulary terms 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. _____ Most large businesses employ a vocational guidance counselor.

2. _____ The words contagious and communicable are synonyms.

3. _____ The word shift can be used either as a noun or as an adjective.

4. _____ Classified ads in the newspaper always list the salary being offered.

5. _____ The abbreviated words min. off. exp. mean “minimum office experience.”

6. _____ Beyond high school, lawyers must have seven years of formal education.

7. _____ Synonyms always have exactly the same meanings.

8. _____ The fastest-growing occupations require postsecondary education.

**ABBREVIATIONS**

Draw a line to match each abbreviation with the complete words it represents.

1. *admin. asst.*  a. administrative assistant

2. *exc. bnfts.*  b. full time, part time

3. *FT/PT*  c. excellent benefits
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.

**administration** the direction and management of institutional or government affairs

**apprenticeship** the training period during which a beginning worker learns a trade

**clerical** relating to office clerks and their work with records, accounts, customers, and so on

**export** to send a country’s goods to other countries to be sold

**goods** merchandise or wares

**grammar** the body of rules for correctly speaking and writing a given language

**import** to bring goods into one country from another

**inventory** the stock of goods a company has on hand

**maturity** the condition of being fully developed

**memorandum** informal note to help a person remember something or to give information to someone in another office; also called a *memo*

**partnership** association of two or more persons in the same business enterprise, sharing its profits and risks

**productivity** the amount of work accomplished relative to the number of workers, the resources used, and the time spent

**regulations** rules or laws that control the way something is done

**retail** the sale of goods in small amounts to customers who will use them

**surplus** an amount more than what is needed; amount left over

**wholesale** the sale of goods in large amounts to be resold by retail stores

**WORDS IN CONTEXT**

Write the glossary word that correctly completes each sentence.

1. After making drapes, Kathy used the ______________ fabric to cover some throw pillows.
2. Carlo served his ______________________ under the supervision of a master craftsman.

3. This year, Brazil will ______________________ more coffee than in previous years.

4. Joy hopes to find a ______________________ job in an office near her home.

5. I pinned a ______________________ on my bulletin board to remind me of my dental appointment.

6. The shareholders criticized the ______________________ of the failing company.

7. Because of increased sales, our ______________________ of products needs to be replenished.

8. A ______________________ dealer buys directly from the manufacturer and sells to chain stores.

9. Does Roseanne have the ______________________ to handle customer complaints calmly and wisely?

10. Can the United States ______________________ enough oil to meet its needs?

11. The founders of this law firm began their ______________________ more than 20 years ago.

12. Nearly all the ______________________ in the warehouse were damaged in the flood.

13. Safety ______________________ require air traffic controllers to take frequent breaks.

14. A competent secretary has an excellent grasp of ______________________ and spelling.

15. ______________________ improved when workers got better training.

16. A “mom and pop” candy store is a ______________________ operation.
ANTONYMS

Unscramble the terms from the glossary. Then write each unscrambled word next to its antonym (word with the opposite meaning).

<table>
<thead>
<tr>
<th>SPURSUL</th>
<th>MOTRIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALRITE</td>
<td>TRIMYAUT</td>
</tr>
</tbody>
</table>

1. export / _____________________ 3. childishness / ________________
2. shortage / _________________ 4. wholesale / _________________

THE SUFFIX -ship

The suffix -ship changes the meaning of a base word in one of three ways. It can mean (1) quality or state of (as in friendship), (2) rank or office (as in professorship), or (3) skill as (as in leadership). Using base words in the box, complete each sentence with the correct word ending in -ship. Hint: You will not use all the words in the box.

<table>
<thead>
<tr>
<th>penman</th>
<th>relation</th>
<th>sportsman</th>
<th>scholar</th>
</tr>
</thead>
<tbody>
<tr>
<td>owner</td>
<td>citizen</td>
<td>chairman</td>
<td>censor</td>
</tr>
</tbody>
</table>

1. It was an honor to be named to the ____________________ of that important committee.
2. People who get along well together are said to have a good ____________________ .
3. Use the registration certificate to prove your ____________________ of the vehicle.
4. Pam has better ____________________ than any student in our class.
5. Bonnie hopes to win a ____________________ to the university.
6. The coach is proud of his athletes’ good ____________________ .
Choosing your vocation is one of the most important and difficult decisions you will make in life. All of us want to enjoy what we do for a living. But for a job to provide satisfaction, it must give the reward a person wants—and rewards differ for different people. Earning the highest possible salary is the top priority for some people. Others get their greatest satisfaction from helping other people, working with their hands, or solving challenging problems. Self-knowledge is the key—because your vocation should reflect what you want from life.

Finding the right job for you isn’t a matter of luck. It is your responsibility to plan for the future and take the necessary steps to reach your goals. Plan wisely. This means using every tool available to help you recognize your occupational potential.

In many ways, job happiness depends on being yourself. That’s why it is important to take a thorough inventory of your interests, skills, natural abilities, and personality traits. How can you get a clearer picture of vocations that match your personal attributes? Take a look at your achievements in school, your leisure-time activities, and the part-time jobs you’ve held.

A vocational guidance counselor can also be very helpful. A few conferences with one of these skilled professionals may open up exciting possibilities you hadn’t considered.

**WORD SEARCH**

1. What hyphenated noun in the reading means “understanding of your own motives and behavior”? _______________________

2. What eight-letter noun in the reading means “something or someone ranked highly in terms of importance”? _______________________
3. What eleven-letter adjective in the reading means “physically, intellectually, or psychologically demanding”? _______________________

4. What nine-letter noun in the reading means “capacity for future development or achievement”? _______________________

MULTIPLE-MEANING WORDS

Some words have entirely different meanings in different contexts. Write two definitions for each **boldface** word from the reading. If you need help, check a dictionary.

1. **right** (noun) __________________________________________________
   **right** (adjective) _____________________________________________

2. **practice** (verb) ______________________________________________
   **practice** (noun) _____________________________________________

3. **match** (noun) _________________________________________________
   **match** (verb) ________________________________________________

ANALOGIES

*Analogy*es are statements of relationship. Figure out the relationship between the first two words. Then complete the analogy with a word from the reading that shows the same relationship.

1. **Untrained** is to **trained** as **amateur** is to ________________.
2. **Do** is to **due** as **write** is to ________________.
3. **Recognize** is to **recognition** as **satisfy** is to ________________.
4. **Conferences** are to **meetings** as **characteristics** are to ________________.
SYNONYMS

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

ACROSS
2. aims
5. characteristics
6. attain

DOWN
1. occupational
3. accomplishment
4. prudently

ANTONYMS

Unscramble the words from the reading. Then complete each sentence with the unscrambled word that means the opposite of the boldface word.

| DRAWER | DONCRESIDE |
| TRUEFU | SPINSHAPE |

1. You’re likely to have (grief) ____________________ on the job if your work matches your natural abilities.

2. A counselor may suggest a career path that you’d never before (disregarded) ________________.

3. The greatest (punishment) ________________ a job can offer may not have to do with money.

4. A wise career choice will bring you satisfaction, both now and in the (past) ________________.
Can you think and act quickly in a life-or-death situation? At all hours of the day and night, emergency medical technicians (EMTs) are required to do just that. Typically, a 911 operator dispatches EMTs after receiving a call for immediate medical attention. Emergencies such as automobile accidents, heart attacks, childbirth, and gunshot wounds are routine occurrences on any EMT's working shift. The EMT's vital task, as you may know, is to care for the sick or injured while quickly transporting them to a medical facility.

EMTs often work with police and fire department personnel. Usually, they respond to a call in pairs. One EMT drives while the other monitors the patient's vital signs. Additional care is given as needed. At the medical facility, the EMTs transfer patients to the emergency department, where they report their observations and actions to the staff. After each run, they replace supplies they have used and check equipment. Then, if the patient had a contagious disease, they must decontaminate the ambulance and report the case to the proper authorities.

Employment for EMTs is expected to grow much faster than average in the next several years. Most opportunities are predicted to arise in hospitals and private ambulance services. Much of this growth will occur as paid EMTs replace unpaid volunteers.

More information about this career is available from the following:

National Association of Emergency Medical Technicians
408 Monroe St.
Clinton, MS  39056
Internet: http://www.naemt.org

**WORD SEARCH**

1. What seven-letter noun in the reading means “condition of not being healthy; a sickness or illness”?
   
   d
2. What thirteen-letter plural noun in the reading means “occasions when the time is right for doing something”? _______________________

3. What nine-letter noun in the reading means “persons in any work, service, etc.”? _______________________

4. What five-letter adjective in the reading means “necessary to life”? _______________________

ANTONYMS

Unscramble the words from the reading. Then write each unscrambled word next to its antonym (word with the opposite meaning).

RUNELOVET ________________________ NEFTO ________________________
CHESTPAIDS ________________________ OUTNIRE ________________________

1. recalls / ________________________ 3. professional / ________________________
2. unusual / ________________________ 4. seldom / ________________________

SYNONYMS

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

ACROSS
1. ill
2. answer
5. contagious
6. appropriate

DOWN
1. circumstances
3. happenings
4. oversees
WORDS IN CONTEXT

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

1. The **proper authorities** must be notified when a contagious disease is discovered.
   a. the highest-ranking doctors in the hospital
   b. officials responsible for keeping records, enforcing laws, etc.
   c. a local committee of senior EMTs

2. A quick check of **vital signs** tells the EMT whether a patient is still alive.
   a. pulse, blood pressure, breathing, and body temperature
   b. ability to speak, walk, and hear
   c. paleness, level of pain, and amount of blood lost

3. Have you ever heard a siren as an ambulance speeds its way to a medical **facility**?
   a. building designed to provide a service
   b. major trauma center
   c. team of medical personnel

4. Unless EMTs **decontaminate** the ambulance, dangerous germs could spread to other patients.
   a. leave at the garage for repairs
   b. park a safe distance from the hospital
   c. eliminate poisonous or otherwise harmful substances

LOOK IT UP!

Check a dictionary to find two entirely different meanings for each word below. Write the definitions on the lines.

1. **shift** (noun) ___________________________________________________________________
   **shift** (verb) ___________________________________________________________________

2. **patient** (adjective) __________________________________________________________________
   **patient** (noun) ___________________________________________________________________
Looking for Work in the “Want Ads”

Every day, numerous jobs are listed in the classified section of most newspapers. Read the example listings below. Do you understand the meaning of all the abbreviations?

<table>
<thead>
<tr>
<th>ADMINISTRATIVE ASST.</th>
<th>CASHIER</th>
<th>BANKING</th>
<th>BOOKKEEPER/ADMIN. ASST.</th>
<th>CUSTOMER</th>
<th>CARPENTER</th>
<th>CARPET</th>
<th>WAREHOUSE</th>
</tr>
</thead>
</table>

Here are some tips to keep in mind when using classified ads:

- The Sunday edition of the newspaper usually includes the most listings.
- For future reference, keep a record of all ads to which you have responded.
- Answer ads promptly. The best jobs may be filled quickly.
- Don’t rely solely on classified ads to find a job; be sure to follow other leads as well.
WORD SEARCH

1. What seven-letter noun in the reading names a person who handles money in a store, restaurant, and so on?

2. What six-letter adverb in the reading means “alone; only; without others”?

3. What six-letter noun in the reading means “a written record of a job-seeker’s educational and work experience”?

4. What eleven-letter adjective in the reading means “at least as good as others”?

WORDS IN CONTEXT

Circle a letter to show the meaning of the boldface term in each sentence.

1. Lindsay works the **graveyard shift** so she can be at home in the daytime.

   a. next door to   b. 6:00 P.M. to   c. 10:00 P.M.
      the cemetery   midnight   to 6:00 A.M.

2. When the retired nurse needs extra money, she works on a **per diem** basis.

   a. hired for and   b. mornings   c. for reduced
      paid by the day   only   wages

3. A **temp to perm** position offers a chance for job security.

   a. temporal
      permission to
      prove yourself
      on the job
   b. temptation
      to try for a
      permanent job
   c. temporary at
      first, but leading
      to permanent
      employment
ABBREVIATIONS

• Complete the crossword puzzle with the complete words represented by the abbreviations.

ACROSS
3. co.          1. wkr.
5. mgr.         2. exp.
6. asst.        4. yr.
7. req.

• Now write a letter to match each abbreviation on the left with its meaning on the right.

1. _____ elect. cntrctr.          a. apply in person
2. _____ exc. bnfts.             b. inventory control
3. _____ app. in pers.           c. high school diploma required
4. _____ HS dip. req.            d. electrical contractor
5. _____ invent. contrl.         e. position available
6. _____ pos. avail.             f. excellent benefits

ANALOGIES

Analogies are statements of relationship. Figure out the relationship between the first two words. Then complete the analogy with a word or abbreviation from the reading to show the same relationship.

1. Taxicab is to taxi
   as advertisement is to
   ________________.

2. Accounts Payable is to A/P
   as Accounts Receivable is to
   ________________.

3. Licensed Vocational Nurse is to LVN
   as Certified Nursing Assistant is to
   ________________.

4. Spanish is to Span.
   as English is to
   ________________.
LAWYERS

Lawyers, also called attorneys, act as both advocates and advisors in our society. As advocates, they represent both parties in a trial by presenting evidence and arguments to support their clients. As advisors, they counsel their clients regarding their legal rights and obligations. In both roles, they must research the intent of the law and apply the law to their clients' circumstances.

About seven out of 10 lawyers practice privately—either in law firms or alone. Most of the remaining lawyers work for the government at the federal, state, or local level. Some lawyers work for legal aid societies—private, nonprofit organizations that serve disadvantaged people.

Formal educational requirements for lawyers include a four-year college degree, three years in law school, and successful completion of a written bar examination.

Information on law schools and a career in law may be obtained from:

American Bar Assn.
750 Lakeshore Dr.
Chicago, IL 60611
Internet: http://www.abanet.org

PARALEGALS

Paralegals help lawyers prepare for hearings, trials, and corporate meetings. They investigate the facts of cases and make sure that all relevant information is considered. After organizing the information, they write reports for attorneys to use in preparing their cases.

Today, paralegals perform many tasks that were formerly carried out by lawyers. But they are legally prohibited from such duties as setting legal fees or giving legal advice—tasks considered to be "the practice of law."

Formal paralegal training is offered by four-year colleges, community colleges, and business schools. The programs vary. Many certificate programs take only a few months to complete. Other programs take four years and result in a bachelor's degree.

Through 2008, paralegals are projected to be one of the fastest-growing occupations.

For more information, contact:

National Assn. of Legal Assistants, Inc.
1516 S. Boston St., Ste. 200
Tulsa, OK 74119
Internet: http://www.nala.org
WORD SEARCH

1. What nine-letter plural noun in the reading means “lawyers who argue their clients’ cases in court”? __________________________

2. What eight-letter plural noun in the reading means “court appearances before a judge, other than formal trials”? __________________________

3. What nine-letter plural noun in the reading means “reasons given for or against something”? __________________________

WORD COMPLETION

Add vowels (a, e, i, o, u) to complete the words from the reading.

1. P__r__l__g__ls are not allowed to engage in the pr__ct__c__ of law.

2. __tt__rn__ys gather evidence to support their cl__ __nts when they go to tr__ __l.

3. Some c__rt__f__c__t__ programs for paralegals may be c__mpl__t__d in a few months’ time.

4. Lawyers must __dv__s__ clients of their l__g__l rights.

MYSTERY WORDS

Unscramble the words to complete the sentences.

1. The ASTRIPE ________________ in a lawsuit are the opposing sides.

2. Poor people can get legal help from PINTFROON ________________ organizations.

3. An attorney may attend a PROOTRACE ________________ meeting to advise businesspeople of their legal responsibilities.
SYNONYMS

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

ACROSS

4. lawyer
5. charges
6. duties
7. counselor

DOWN

1. to differ
2. applicable
3. forbidden

LOOK IT UP!

First look up the definition of the prefix para- as it is used in the word paralegal. Then find any two of the following words in the dictionary and write the definitions on the lines: paramedic, paranormal, paraplegic, paratrooper, paramilitary.

1. The meaning of para- in paralegal is ______________________________.

2. WORD: ___________________________ DEFINITION: ________________________________

3. WORD: ___________________________ DEFINITION: ________________________________

SENTENCE COMPLETION

Circle the word that correctly completes each sentence.

1. Voting in an election is a citizen’s legal ( obligation / right ).

2. Paying taxes on earnings is a citizen’s legal ( obligation / right ).

3. The intent of a law is its ( impact / purpose ).
Advanced education or training is increasingly demanded in the American workplace. Study the bar chart. Notice that five of the six top job growth categories require at least a bachelor's degree. These five categories account for one-third of all employment growth projected for the 10-year period.

Employment in occupations that do not require postsecondary education is shrinking. Jobs for those with only a high school education are projected to increase by a scant 12 percent. Occupations that necessitate at least a bachelor’s degree are expected to increase by 22 percent.

Education is essential in getting a high-paying job. All but a few of the highest paying occupations require a college degree. There are still some occupations, however, that do not mandate a college degree and do offer higher-than-average earnings. Police officers, blue-collar worker supervisors, and electricians fall into this category.
**WORD SEARCH**

1. What six-letter noun in the reading means “an educational qualification awarded by a college or university”? ______________________

2. What ten-letter plural noun names groups of persons or things with common characteristics? ______________________

3. What eleven-letter plural noun in the reading means “managers who oversee and direct the work of others”? ______________________

4. What eleven-letter plural noun in the reading means “jobs by which people earn a living”? ______________________

**PREFIXES post- and pre-**

The prefix *post-* means “after” or “behind,” and the prefix *pre-* means “before” or “ahead.”

**EXAMPLES:** After earning his bachelor’s degree, Paul began his *postgraduate* studies.

We saw the *preview* of our favorite actor’s upcoming movie.

Rewrite each *boldface* word, adding *pre-* or *post-* to correctly complete each sentence.

1. Food shortages were commonplace in _________________ war Europe.

2. The _________________ mature baby weighed only four pounds.

3. After writing Jon a letter, Sue added a _________________ script.

4. Fossils tell us something about how people lived in _________________ historic times.

5. The concert that will be televised tonight was _________________ recorded last spring.

6. After her surgery, Grandma developed a _________________ operative infection.

7. A _________________ fabricated house can be constructed very quickly.
SYNONYMS
Complete the crossword puzzle with words from the reading. Clues are synonyms (words with a similar meaning) of the answer words.

ACROSS
1. classifications
5. diminishing
6. wages

DOWN
2. necessary
3. require
4. forecasted; expected

WORDS IN CONTEXT
Unscramble the words to correctly complete the sentences.

1. The highest rank awarded by a college or university is the
   LADCROOT ____________________ degree.

2. After completing a four-year course of study in music, Lan received a
   ROBLEACH ____________________ of Arts degree.

3. After earning his B.S. in chemistry, Larry will work toward a
   STREAM ____________________ of Science degree.

4. It took Vicki two years to earn her COASTIAES ____________________
   degree at the community college.

5. Doug wants to study auto mechanics at a LOVCOATIAN
   ____________________ training school.
SHADES OF MEANING

_Synonyms_ are words with similar definitions—but no two words have exactly the same meaning. The slight differences between words are often called “shades of meaning.” In order to make precise word choices, you must learn to recognize these subtle differences.

Think about the following two sets of synonyms.

<table>
<thead>
<tr>
<th>Work</th>
<th>Courage</th>
</tr>
</thead>
<tbody>
<tr>
<td>is a general word for the effort—physical or mental, pleasant or unpleasant—that goes into doing something.</td>
<td>means strength that enables a person to face danger.</td>
</tr>
<tr>
<td>Labor</td>
<td>Fortitude</td>
</tr>
<tr>
<td>more often suggests very hard physical work.</td>
<td>emphasizes the ability to endure difficulty.</td>
</tr>
<tr>
<td>In contrast, the word toil means long, tiring work, whether physical or mental.</td>
<td>Tenacity means persistence in overcoming obstacles.</td>
</tr>
<tr>
<td>Optional: Boldness suggests daring and willingness to take dangerous risks.</td>
<td></td>
</tr>
</tbody>
</table>

Use the most appropriate _boldface_ word above to complete each sentence.

1. The judge sentenced the prisoner to three years at hard _______________.

2. Avery showed great _______________ when he leapt off the bridge to save the drowning swimmer.

3. When everyone is against you, it takes _______________ to stand up for your principles.

4. After years of _______________ in the coal mines, Mr. Craft decided to retire.
5. Without __________________, Jay could not have survived the bankruptcy of his business.


7. Once Frieda takes on a problem, she won’t stop until it’s solved; her __________________ is legendary.

LOOK IT UP!

• Some words are often misspelled because of tricky vowels. Circle the correctly spelled word in each pair below. Check a dictionary to be certain.

1. tendancy / tendency
2. changeable / changable
3. irresistable / irresistible
4. cemetery / cematary
5. attendence / attendance
6. devestation / devastation
7. dependant / dependent
8. leisurely / liesurely
9. mischievous / mischievious
10. emporer / emperor

• While you’re checking the dictionary, notice the number of syllables in each word above.

1. Which word has five syllables?

_____________________________

2. Which two words have four syllables?

_____________________________       _____________________________
PREFIXES AND MEANING

First, read the meanings in the box. Then write the correct meaning next to each prefix. Finally, write an example word. The first one has been done for you.

<table>
<thead>
<tr>
<th>not</th>
<th>together</th>
<th>self</th>
<th>many</th>
<th>out</th>
<th>wrong</th>
<th>twice</th>
<th>down</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEANING</strong></td>
<td><strong>EXAMPLE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <em>im-</em></td>
<td>not</td>
<td>impossible</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. <em>con-</em></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <em>bi-</em></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. <em>auto-</em></td>
<td></td>
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<td>5. <em>ex-</em></td>
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<td>6. <em>mis-</em></td>
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<td>7. <em>multi-</em></td>
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<td>8. <em>de-</em></td>
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</tbody>
</table>

SYNONYMS WITH PREFIXES

Use the clues to help you complete the crossword puzzle. Answer words begin with some of the prefixes you just studied. If you need help, check a dictionary.

**ACROSS**

2. to banish someone or make him or her leave
5. a person’s signature
6. meeting for the purpose of discussion

**DOWN**

1. to correct errors in a computer program
3. coming twice a year
4. to count incorrectly
Here’s your chance to show what you’ve learned in this unit.

**WORDS IN CONTEXT**
Use words you studied in Unit 2 to complete the sentences.

1. The annual count of all goods in a warehouse is known as taking __________________.
2. In the word degrade, the prefix de- means d________________________.
3. Grant learned to repair photocopiers at a w________________________ training school.
4. Today, p________________________ perform many tasks that were formerly carried out by lawyers.
5. All Americans have the r________________________ to free speech.
6. The Legal Aid Society is a n________________________ organization that serves poor people.
7. Doctor is to physician as lawyer is to a________________________.
8. An Ę________________________ races to an accident scene to offer immediate assistance.

**ANTONYMS**
Write an *antonym* (word that means the opposite) for each word listed below.

1. wisely ___________________ 4. shortage ___________________
2. future ___________________ 5. lawful ___________________
3. import ___________________ 6. essential ___________________
HIDDEN WORDS PUZZLE
Find and circle the words in the puzzle. Words may go up, down, across, backward, or diagonally. Check off each word as you find it.

___ RELEVANT ___ REGULATIONS

___ WORKPLACE ___ PROFESSIONAL

___ POTENTIAL ___ COMPETITIVE

___ FACILITY ___ RETAIL

___ MANDATE ___ CLIENT

___ DEGREE ___ FORTITUDE

Now use each puzzle word in a sentence of your own. Be sure that your sentence makes the word’s meaning clear.

1. relevant _________________________________________________________

___________________________________________________________

2. workplace _____________________________________________________

___________________________________________________________

3. potential _____________________________________________________

___________________________________________________________

4. facility _______________________________________________________

___________________________________________________________

5. mandate ______________________________________________________

___________________________________________________________

6. degree _______________________________________________________

___________________________________________________________

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7. fortitude

8. regulations

9. professional

10. client

11. retail

12. competitive

WORD FORMS
Rewrite each italicized word from the unit, changing its form as directed.

1. noun form of contagious: ________________________

2. adjective form of productivity: ________________________

3. adjective form of vocation: ________________________

4. singular form of activities: ________________________

5. adverb form of personal: ________________________

6. noun form of observe: ________________________
Here’s an introduction to the vocabulary terms, skills, and concepts you will study in Unit 3. 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. _____ The words *handbook* and *manual* are homonyms.
2. _____ A company’s human resources department sets up benefit programs for employees.
3. _____ Future employers might be leery of hiring a *job-hopper*.
4. _____ The Latin phrase *status quo* means “having full right and authority.”
5. _____ If you see *ASAP* on a work order, you know that this job is a top priority.
6. _____ The word *commodity* means “anything that is bought or sold.”
7. _____ *Entrepreneurs* are those who loan money to help others start small businesses.
8. _____ The words *bookkeeper* and *paperhanger* are contractions.

**SPELLING**

Circle the correctly spelled word in each pair.

1. comission, commission
2. bureaucracy, buracracy
3. harrassment, harassment
4. competative, competitive
5. desirable, desireable
6. ambitious, ambitious

**ABBREVIATIONS:**

1. commission
2. bureaucracy
3. harassment
4. competitive
5. desirable
6. ambitious

**ANSWERS:**

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.

**Aptitude** natural ability to learn, understand, or do something well

**Attitude** thinking and/or behavior—whether positive or negative—that shows one’s state of mind

**Bureaucracy** systematized government by appointed officials

**Civil Service** government jobs obtained by scoring well on exams that are open to all

**Commission** percentage of a sale paid to the salesperson

**Comply** to do what is asked or demanded

**Faculty** all the teachers in a school, college, or other learning institute

**Franchise** the right purchased by a dealer to sell the products of a certain company

**Manual** a small book of facts or instructions

**Recruitment** the practice of attracting and hiring new employees

**Services** paid activities performed for others, such as teaching or nursing

**Specifications** detailed description of materials, size, etc. necessary for completion of a project

**Trade** work done with the hands that requires special training, such as plumbing, carpentry, and so on

**Transcript** a student’s record, showing grades received

**Words in Context**

Use a word from the glossary to correctly complete each sentence. Context clues will help you select the appropriate word.

1. Most electricians learn their ________________ by completing an apprenticeship program.

2. For every luxury car he sells, Leo earns an especially good ________________.
3. Instead of selling products, the property management company sells the _________________________ of its employees.

4. The corporation demands that all employees _________________________ with its dress code.

5. A prospective employer often wants to review a job candidate’s college _________________________.

6. _________________________ for minimum-wage jobs is difficult when better-paid work is available.

7. Jeff’s _________________________ for math earned him good grades with little effort.

8. Most members of a _________________________ follow all the rules without question.

9. The building inspector carefully studied the _________________________ for the new parking garage.

10. Kim’s unfailingly helpful _________________________ makes her an excellent customer service representative.

11. After 30 years, Professor Evangeline Harris retired from the _________________________ of the community college.

12. In order to work for the federal government, Javier will have to take a _________________________ _________________________ test.

13. To install the new fax machine, Rhonda carefully followed the instructions in the operator’s _________________________.

14. He is saving money to buy a _________________________ from a popular chain of restaurants.
**ANTONYMS**

Complete the crossword puzzle with words from the glossary definitions. Clues are *antonyms* (words that mean the opposite) of the answer words.

**ACROSS**
1. elected
2. sold
4. acquired
5. closed
6. repelling

**DOWN**
3. sketchy
4. positive

**SYNONYMS**

Unscramble the words from the glossary definitions. Then replace the *boldface* word in each sentence with its unscrambled *synonym* (word with a similar meaning).

**ERCOSS** ____________________  **STUCDROP** ____________________
**ALANUM** ____________________  **PUTDATIE** ____________________

1. What does the first-aid *handbook* ____________________ say about treating a minor burn?

2. The candidates with the highest *grades* ____________________ on the test will be invited for an interview.

3. Mr. Muñoz stocks a wide array of hair care *goods* ____________________ in his drugstore.

4. Someone with clumsy hands would not have the *talent* ____________________ to become a skillful dentist.
Meet the HR Department

All large companies—and many small ones—have a human resources department. In any company, HR is the function “caught in the middle.” Why? Because the role of this department is to listen to and react to management’s desires as it advocates for employees. Read the overview of HR’s duties.

**General Responsibilities**

- sees that employees are paid
- sets up benefit programs, such as health care, retirement, vacation policies, and so on
- gathers facts from the industry about minimum and maximum pay for each job so management can decide whether to pay high, middle, or low
- coordinates company celebrations and parties
- assists top management with organizational development

**Legal Responsibilities**

- advises management on legal issues related to such things as hiring, firing, layoffs, bonus plans, and harassment
- prevents managers from asking illegal questions during interviews
- ensures that a diverse workforce is hired and maintained
- responds to government labor audits
- investigates and tries to resolve disputes arising from charges of harassment or discrimination
- defends the rights of employees as well as management

**Employment Responsibilities**

- develops a process for attracting good employees through such methods as advertising, use of headhunters, temporary placement agencies, job fairs, websites, etc.
- helps managers screen qualified applicants from the unqualified
- develops an interview process that meets legal and ethical requirements
- ensures that every job candidate has the opportunity to “sell” him- or herself in an interview
- retains all applications and résumés according to legal requirements
- helps a manager develop a competitive offer to entice qualified applicants
- tries to find out why a desirable job candidate rejected the company’s offer
WORD SEARCH

1. What fourteen-letter noun in the reading means “unfair, unequal treatment because of prejudice”? _______________________
   
2. What ten-letter noun in the reading means “the illegal practice of persistently annoying or attacking an employee”? _______________________
   
3. What six-letter plural noun in the reading means “official examination of a business’s records to see if they are accurate”? _______________________

WORDS IN CONTEXT

Circle a letter to show the meaning of each boldface word or phrase from the reading.

1. The human resources department assists top executives with organizational development.
   a. deciding how different departments in the company should work together
   b. arranging more elaborate and exciting company conventions and celebrations
   c. ways to get rid of trouble-making employees without getting sued

2. The law requires that all large companies have a diverse workforce.
   a. equal number of high- and low-paid workers
   b. different benefits for different workers
   c. staff members of varied races, sexes, ages, and religions

3. HR must advocate for employees as well as for management.
   a. invite to all company functions
   b. support the rights of
   c. exclusively represent
4. To find excellent job candidates, HR sometimes hires headhunters.
   a. people fired by another company
   b. businesses that recruit qualified employees
   c. those already employed by other companies

SYNONYMS

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

ACROSS
1. keeps
2. wishes
4. to lure
5. refused

DOWN
1. to settle
2. disagreements
3. to respond
4. E

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. RISEBLADE ____________________ a. abandon
2. AFQUALIED ____________________ b. unattractive
3. ENDFED ____________________ c. inadequate

HOMONYMS

Homonyms are words that sound exactly alike but have different meanings and spellings. Write a word from the reading next to the homonym it matches below.

1. higher ____________________ 4. meat ____________________
2. weather ____________________ 5. four ____________________
3. roll ____________________ 6. sight ____________________
The job market can change quite rapidly. When there are many more jobs than job-seekers, prospective employees have the advantage. Some highly skilled workers can practically name their price in an “employee’s market.” But in an “employer’s market,” the situation is reversed. During these periods, many workers are glad to take any job they can get.

What happens when employees have the advantage? It may be tempting to flit from one job to another when better pay is offered. But how does a pattern of job-hopping look on your résumé? Will future employers be leery of hiring you? Will they think you lack commitment?

The usual expectation is for people to stick with a job for at least two years. The idea is that it takes a new employee one year to learn the job and figure out how the company works. It’s the next year that is truly productive. All managers want a return on their investment before an employee leaves. That’s why a record of constant job changes can definitely work against you.

Some job changes, of course, are reasonable and necessary. If the pay is poor, your manager is bad, or there’s no room for advancement, a job change makes sense. But most employers are looking for stable employees. So think hard before changing your job on a whim. In future interviews, you may be asked to explain why each move occurred. If you don’t have a good reason, another applicant is likely to be selected.

WORD SEARCH

1. What four-letter verb in the reading means to “quickly move from place to place without stopping long”? f

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2. What eleven-letter adjective in the reading means “likely or hoping to become”?  

3. What five-letter adjective in the reading means “regarding with suspicion”?  

SYNONYMS
Unscramble the words to correctly complete the sentences. The unscrambled words are synonyms (words with a similar meaning) of the boldface words.

1. Workers who change jobs too frequently appear to be incapable of (dedication) TIMOMCENM _________________.

2. When jobs are plentiful, highly skilled workers can (almost) TAILCALCPRY ________________ name their price.

3. An employee’s second year on the job is more (fruitful) ROVEDIPCUT ________________ than the first year.

4. It is (sensible) SNARELOABE ________________ to change jobs if you have no chance for advancement.

ANALOGIES
Analogies are statements of relationship. Figure out the relationship between the first two words. Then complete the analogy with a word from the reading that shows the same relationship.

1. Never is to always as occasional is to ______________________.  

2. Commit is to commitment as expect is to ______________________.  

3. Adverb is to badly as adjective is to ______________________.  

4. Truely is to truly as defanitely is to ______________________.
**ANTONYMS**

Complete the crossword puzzle with words from the reading. Clues are *antonyms* (words with the opposite meaning) of answer words.

**ACROSS**
2. rejected  
3. extraordinary  
6. handicap  
7. unhappy

**DOWN**
1. possibly  
4. unpredictable  
5. arrives

**MULTIPLE-MEANING WORDS**
Notice how the words *periods* and *pattern* are used in the reading. Then write a sentence using each word to convey an entirely different meaning. Check a dictionary if you’re not sure of the alternate meanings.

1. **periods** __________________________________________________________
2. **pattern** __________________________________________________________

**WORDS IN CONTEXT**
Circle a letter to show the meaning of each *boldface* word or phrase.

1. Does your current job offer **room for advancement**?
   - a. a large enough  
   - b. a gym or  
   - c. an opportunity  
     work area  
     recreational area  
     for promotion

2. Is it ever a good idea to change jobs **on a whim**?
   - a. because someone  
   - b. for no particular  
   - c. because you’re  
     dared you to  
     reason  
     ambitious

3. All businesses hope to get a **good return on their investments**.
   - a. some kind of  
   - b. money repaid  
   - c. refunds  
     gain from  
     after being  
     promptly  
     money spent  
     loaned  
     remitted
Painters and paperhangers make up one of the larger building trades. More than 40 percent of these workers are self-employed, independent contractors. Many are hired by general contractors on new construction projects. Others specialize in repair, restoration, or remodeling work.

Working conditions are often fairly strenuous. Painters and paperhangers must stand for long periods of time. Their jobs also require a considerable amount of climbing and bending. Because much of their work is done with their arms raised overhead, stamina is an absolute necessity.

The formal apprenticeship for painters and paperhangers consists of three to four years of on-the-job training plus classroom instruction. Most beginners, however, learn the trade informally, by working as helpers. In either case, they learn how to prepare surfaces for painting or paperhanging, and to apply paint and wall coverings efficiently and neatly. To succeed in this work, a person must have good manual dexterity and “color sense.”

In general, paperhangers earn more than painters. On occasion, painters’ earnings may be reduced by bad weather. For more information about the work of painters and paperhangers, you can contact Associated Builders and Contractors, 1300 North 17th St., Rosslyn, VA 22209-3801.

WORD SEARCH

1. What eleven-letter plural noun in the reading means “persons in the building trades who agree to supply materials and complete the work”? _______________________
2. What nine-letter adjective in the reading means “requiring much energy or effort”? _______________________

3. What eight-letter verb in the reading means “using the feet and often the hands to move up, down, over, or across”? _______________________

ANTONYMS
Unscramble the word from the reading to correctly complete each sentence.

1. Underfoot is an antonym of HAVERODE _______________________.

2. Increased is the opposite of CURDEED _______________________.

3. Weakness is an antonym of MAINATS _______________________.

4. Lowered is the opposite of RESAID _______________________.

WORDS IN CONTEXT
Circle a letter to show the meaning of the boldface word or phrase.

1. On occasion, heavy rain may prevent a painter from working.
   a. almost never       b. once in a while       c. quite frequently

2. To do their work well, paperhangers must have good manual dexterity.
   a. guidebooks and       b. matching and       c. skill in using training manuals coordinating colors the hands

3. Most beginning painters and paperhangers learn their trades informally.
   a. without strictly       b. wearing suits       c. in lengthy organized instruction instead of tuxedos apprenticeship programs
**SYNONYMS**

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

**ACROSS**
1. efficiently
2. stooping
4. assistants
5. moderately
6. to mend

**DOWN**
1. substantial
3. requirement

**WORD FORMS**
- Complete the chart. Add either the *noun* or *verb* form of each *boldface* word.

<table>
<thead>
<tr>
<th><strong>VERB</strong></th>
<th><strong>NOUN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. apply</td>
<td>information</td>
</tr>
<tr>
<td>2. succeed</td>
<td>information</td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4. prepare</td>
<td>restoration</td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6. require</td>
<td></td>
</tr>
</tbody>
</table>

- Now write sentences of your own, using two of the words you added to the chart.

1. ________________________________________________________________
2. ________________________________________________________________
Which major occupation groups are projected to be most in demand during the next few years? As the bar graph illustrates, professional specialty occupations comprise the fastest-growing category. Jobs in this group include computer analysts, engineers, and scientists—as well as recreation workers and special education teachers.

Over half of the technicians and related support job growth is expected to be among health technicians and technologists. Others in this group include computer programmers and legal assistants.

Most new jobs in service occupations will be in business, health, and social services.

Workers in the executive, administrative, and managerial group plan and establish policies and staffing requirements. They also direct the activities of businesses, government agencies, and other organizations.

Workers in marketing and sales sell goods and services, purchase commodities and property for resale, and stimulate consumer interest.

Most new jobs in the operators, fabricators, and laborers category will be for operators of vehicles and material-moving machines, as well as hand workers such as assemblers.

Workers in administrative support, including clerical—which is the largest major occupational group—perform a variety of tasks necessary to run organizations efficiently. Office supervisors, teacher assistants, bill adjusters, and receptionists are included in this category.
WORD SEARCH

1. What nine-letter noun in the reading means “the work of moving goods from producer to buyer, including selling and advertising”? ___________________________

2. What nine-letter verb in the reading means to “start, found, or build”? ___________________________

3. What eleven-letter plural noun in the reading means “anything bought or sold”? ___________________________

4. What nine-letter verb in the reading means to “arouse or excite”? ___________________________

WORDS IN CONTEXT

Unscramble the words from the reading to complete the sentences. Use context clues to help you find the correct word.

1. Computer MERGROPRAMS ___________________________ write, test, and maintain software.

2. Those who work as ARIBFORCATS ___________________________ make or build things by putting parts together.

3. Health information HINTSCANCIE ___________________________ make sure that patients’ medical records are complete.

4. Some aerospace SEGRINEEN ___________________________ design and develop missiles and rockets.

5. Forklift RATESPOOR ___________________________ move heavy loads around a warehouse or factory.

6. Bill SRUTSJADE ___________________________ handle customers’ complaints about merchandise or service.
SYNONYMS

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

ACROSS
1. to include or embody
2. to administer or manage
5. buyer, customer
6. to reckon or judge

DOWN
1. classification, group
3. to show or exemplify
4. anticipated, awaited

READING A BAR GRAPH

Use the key at the bottom of the bar graph on page 68 to help you determine the exact percentage of job growth. Then circle the number that correctly completes each sentence.

1. Job opportunities in professional specialty occupations are projected to increase by (35% / 27%).

2. Technicians and related support workers will see a (22% / 26%) increase in new jobs.

3. Clerical and other administrative support workers will have (7% / 9%) more jobs available.

4. The number of jobs in marketing and sales is expected to grow by (11% / 15%).

5. Jobs for operators, fabricators, and laborers will increase by about (9.4% / .6%).
Entrepreneurs are people who start up and run their own businesses. The U.S. economy was built on the bright ideas and hard work of its entrepreneurs. Some of America’s first entrepreneurs were trappers who sold wild animal furs.

Henry Ford was a famous American entrepreneur. In 1913, he developed the first assembly line to manufacture cars. When you see someone selling handmade jewelry at a flea market, you are looking at an entrepreneur. Other entrepreneurs you might see every day are operating the neighborhood bakery, taking care of people’s yards, or selling hot dogs from a cart.

What does it take to be a successful entrepreneur? Small business owners are independent, confident people. They are risk-takers who like challenge and are able to make decisions on their own. Many entrepreneurs work 12-hour days. To save money, a small business owner often does the work of many people: owner, office manager, bookkeeper, and salesperson.

Once in a while, a fortunate entrepreneur becomes wealthy. But the reality is that about one-fourth of all new businesses fail within the first three years. Often, the business was launched without enough capital—the money needed to set up and run the business until it makes a profit. Most entrepreneurs don’t make a great deal of money. But people who are determined to work for themselves—no matter what—often value independence more than a high income.

If you’re interested in becoming an entrepreneur, try thinking like one. Can you come up with a good idea for a new or improved product or service? Can you recognize a need that your skills can fulfill? Take economics classes, and learn all you can about businesses in your community.

For more information, write to the American Entrepreneurs Association at 2392 Morse Avenue, Irvine, CA 92714. Or go to the library and look at the Small Business Handbook published by the Small Business Administration, an independent agency of the federal government.
WORD SEARCH

1. What seven-letter noun in the reading means “money put into a business in order to make more money”? __________________________

2. What twelve-letter noun in the reading means “the condition of being free from the control of others”? __________________________

3. What seven-letter noun in the reading means “a country’s system of producing, distributing, and consuming wealth”? __________________________

SYNONYMS

Unscramble the words from the reading. Then write each unscrambled word next to its synonym (word with a similar meaning). Check a dictionary if you need help.

| DIMERENTED | LAWYETH |
| CLHANDUE   | GLINELS |

1. vending / ___________________ 3. prosperous / ___________________

2. staunch / ___________________ 4. commenced / ___________________

WORD FORMS

Circle the form of the word that correctly completes each sentence.

1. Randy’s new T-shirt factory will be in ( operate / operation ) by March 1.

2. Beginning entrepreneurs should be ( realism / realistic ) about the risks they are taking.
3. (Successful / Successfully) entrepreneurs must be willing to work very long hours.

4. Entrepreneurs tend to have upbeat, (confident / confidently) personalities.

ANTONYMS

Complete the crossword puzzle with words from the reading. Clues are antonyms (words that mean the opposite) of the answer words.

ACROSS

1. panicky
2. luckless
3. loss
4. to spurn or disdain
5. fantasy
6. unrecognized
7. outgo
8. wild

DOWN

1. C
2. F
3. P
4. V
5. R
6. F
7. I
8. T

ANALOGIES

Analogy statements of relationship. Figure out the relationship between the first two words. Then complete the analogy with a word from the reading that shows the same relationship.

1. Save is to conserve as produce is to ___________.
2. Child is to childhood as neighbor is to ___________.
3. Managerial is to manager as entrepreneurial is to ___________.
4. Profit is to profitable as independence is to ___________.
FOREIGN PHRASES

• Many phrases from other languages are commonly used by English-speakers. Circle a letter to show the meaning of each boldface phrase. For help, use context clues or check a dictionary.

1. For many years, Pierre has been the maître d’hôtel at that fine French restaurant.
   a. chambermaid    b. headwaiter    c. dishwasher

2. While his boss was away, Nick was given carte blanche to run the office.
   a. full authority    b. many opportunities    c. a fair warning

3. An ambitious person is rarely satisfied with the status quo.
   a. low pay and long hours    b. too many bosses    c. the ways things are at the present

4. Alicia stays au courant regarding trends in her industry.
   a. well informed    b. encouraged by    c. alarmed about

5. Louis was embarrassed by his faux pas at the formal dinner.
   a. sudden illness    b. social blunder    c. friend’s behavior

6. Since joining his law firm, Margarita has been her father’s protégé.
   a. fiercest rival    b. equal partner    c. person helped and guided in every way by another

• Now use any two of the foreign phrases in sentences of your own.

1. ________________________________________________________________

2. ________________________________________________________________
BLEND WORDS

The English language contains many words that have been blended together to make new words. The words *breakfast* and *lunch*, for example, are blended in the word *brunch*.

Complete the crossword puzzle with familiar blended words. Clues are the words that were blended to make the new word.

ACROSS

1. chunk + lump
3. motor + cavalcade
5. sky + laboratory
6. modulator + demodulator

DOWN

2. picture + element
4. television + marathon
5. slop + slush

EVERYDAYIDIOMS

All languages have certain expressions, or *idioms*, that cannot be understood literally. English has many thousands of idiomatic expressions. That’s why understanding idioms is an important part of vocabulary development.

Write a letter to match each idiom with its meaning.

1. _____ to let the cat out of the bag a. admit an embarrassing mistake
2. _____ to turn over a new leaf b. report someone’s wrongdoing
3. _____ to blow the whistle on c. earn enough to pay your bills
4. _____ to eat humble pie d. reveal a secret
5. _____ to keep the wolf from the door e. make a new start
IDIOMS IN CONTEXT

Choose two of the idioms on page 75 and use them in sentences of your own. Make sure the meaning of the idiom is clear.

1. ________________________________________________________________
2. ________________________________________________________________

CONTRACTIONS

Contractions are often used in informal office communications such as notes and memos. When two or three words are combined or shortened in a contraction, an apostrophe replaces the omitted letters.

Example:  Where is the exit?  Where’s the exit?

Write the contraction that can be made from each pair of words below.

1. here is __________________ 5. who would __________________
2. let us __________________ 6. it will __________________
3. has not __________________ 7. we are __________________
4. these will __________________ 8. Ray is __________________

INITIALIZATIONS

Initializations are common in everyday communications. Circle a letter to show the meaning of each boldface term below. Use context clues for help.

1. Reynaldo has always wanted to work as an FBI agent.

   Internet  of Investigation  Investments

2. The boss ordered me to get the information to him ASAP.
   a. as soon  b. after signing  c. as signatures

   as possible and proofreading are provided

3. Rollie Fuller is our company’s new CEO.
   a. commercial  b. corporate  c. chief executive

   events operator economic official officer

4. I heard that a VIP from the main office is going to be here today.
   a. visionary  b. valuable  c. very

   intelligence internet important

   patron provider person
Here’s your chance to show what you learned in Unit 3.

**WORDS IN CONTEXT**
Complete the sentences with words you studied in Unit 3. Use context clues for help.

1. The company’s HR department is responsible for the ____________ of new employees.
2. Interviewers may suspect that job-hoppers lack ____________.
3. Some painters and paperhangers specialize in restoration and ____________ work.
4. ____________ specialty occupations include computer analysts and engineers.
5. Marketing and sales workers try hard to ____________ consumer interest.
6. Secretaries and clerks provide ____________ support services.
7. Businesses that fail were often launched without enough ____________.
8. Painters and paperhangers must have good manual ____________.

**SYNONYMS AND ANTONYMS**
Write S or A to show whether each pair of words below are *synonyms* or *antonyms*.

1. _____ detailed / sketchy    4. _____ strenuous / effortless
2. _____ entice / lure        5. _____ faux pas / mistake
3. _____ stable / unpredictable 6. _____ include / comprise
HIDDEN WORDS PUZZLE

Find and circle the words in the puzzle. Words may go up, down, across, backward, or diagonally. Check off each word as you find it.

_____ COORDINATES _____ WHIM
_____ FRANCHISE _____ ECONOMY
_____ DISPUTES _____ CAPITAL
_____ HARASSMENT _____ GRAPH
_____ COMPETENTLY _____ STAMINA
_____ ILLUSTRATE _____ LABORER

WORDS IN CONTEXT

Now use each puzzle word in an original sentence. Be sure to make the word’s meaning clear.

1. laborer ________________________________

   _______________________________________

d. economy ________________________________

   _______________________________________

c. coordinates ______________________________

   _______________________________________

d. competently ______________________________

   _______________________________________

e. whim ________________________________

   _______________________________________

f. stamina ________________________________

   _______________________________________
7. franchise ______________________________________________________

______________________________________________________________

8. capital _________________________________________________________

______________________________________________________________

9. harassment ____________________________________________________

______________________________________________________________

10. illustrate _____________________________________________________

______________________________________________________________

11. disputes ______________________________________________________

______________________________________________________________

12. graph _________________________________________________________

______________________________________________________________

ANALOGIES

Analogies are statements of relationship. Figure out the relationship between the first two words. Then complete each analogy with a word from Unit 3 that shows the same relationship.

1. Salesforce is to salesperson as faculty is to ________________.
2. Willingness is to attitude as dexterity is to ________________.
3. Employee is to record as student is to ________________.
4. Assured is to certain as suspicious is to ________________.
5. Chosen is to bypassed as selected is to ________________.
6. Profession is to professional as technology is to ________________.
Here’s an introduction to the vocabulary terms, concepts, and skills 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. _____ The words *proportion* and *ratio* are synonyms.
2. _____ If you have a *civil service* job, you are working for the government.
3. _____ Employees of major corporations work in the *public sector*.
4. _____ A *landmark* change in the law has little long-term effect.
5. _____ The words *sow* and *reap* are antonyms.
6. _____ A government must pay a *customs tax* on goods it sends to another country.
7. _____ People get a certain impression of you from the way you shake hands.
8. _____ The prefixes *pre-* and *ante-* both mean “before.”

SPELLING
Circle the correctly spelled word in each pair.

1. accommodate / accommodate
2. commitment / committment
3. sinsere / sincere
4. arguement / argument
5. substitute / substituate
6. goverment / government

ANSWERS:
SPELLING: 1. accommodate 2. commitment 3. sincere 4. argument 5. substitute 6. government
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.

**attendant** one who takes care of or serves other people

**directory** book containing the names of people or organizations, usually with addresses, phone numbers, and so on to be used for reference

**ethics** the study of moral standards and how they affect human conduct

**hierarchy** ranking of group members according to status, power, seniority, and so on

**intensive** involving concentrated effort, usually to achieve something quickly

**networking** the process of maintaining relationships with people whose friendship could bring job advantages or business opportunities

**persistence** the quality of steadily moving forward in spite of problems or obstacles

**poised** calm, self-assured, and dignified

**prerequisites** the prior conditions required before something else can happen

**probation** period of testing someone’s suitability for a job

**proportion** the relationship between quantities or between the parts of a whole

**recession** period of six months or more when the production of goods and services decreases

**trend** general movement, tendency, or direction toward something

**tactful** showing concern about upsetting or offending people

**WORDS IN CONTEXT**

Write a word from the glossary to complete each sentence. Use context clues to help you select the correct word.

1. The _______________________ of boys to girls in our class is about three to two.
2. The _______________________ of tenants in that skyscraper lists 14 law firms.

3. Mrs. Montez tried to be _______________________ when she terminated the unsatisfactory employee.

4. Veronica took an _______________________ course in French in order to qualify for the job in Paris.

5. According to legal _______________________, a lawyer may not reveal the secrets of a client.

6. After a three-month _______________________ period, Jeff will be considered a full-fledged staff member.

7. ______________________ can accomplish many goals that talent alone cannot.

8. During a _______________________, companies may lay off thousands of workers.

9. A college education is a _______________________ for a career as a teacher.

10. Jeremiah has a part-time job as an _______________________ at a nearby nursing home.

11. That designer is responsible for the latest _______________________ in fashion footwear.

12. The chief executive officer is at the top of the _______________________ in most large companies.

13. Interviewers are always impressed with young applicants who seem self-confident and _______________________.

14. _______________________ is an effective way to find job leads.
SYNONYMS AND ANTONYMS

Complete the crossword puzzle with words from the reading. Clue words are either synonyms or antonyms of the answer words.

ACROSS

2. escalates
5. insulting
6. rude
7. jittery

DOWN

1. ratio
3. behavior
4. rank or position

MYSTERY WORDS

Unscramble the words from the reading to complete the sentences.

1. NOISEITRY ____________________ on the job carries with it certain rights and privileges.

2. Moral DANSDARTS ____________________ are commonly accepted ideas about what is decent and respectable.

3. Which teacher will you name as a NEERCREEF ____________________ on your college application?

4. Nikki knows people in many companies because she is always GROWTINKEN ____________________.
Working for the Government

Did you know that the government is the largest employer in the United States? There are all kinds of jobs in the public sector. Those who work for the federal government include FBI agents, mail carriers, pressworkers at the mints, and custodians who maintain government buildings. The president of the United States is a federal employee.

The 50 states also employ millions of workers. These people operate state parks, unemployment offices, and many other state departments and agencies.

Employees of local governments work for cities, counties, and towns. Sheriffs, building inspectors, animal control officers, and teachers work for local governments.

There are three categories of government workers. Civil service employees are hired by departments or agencies. They include bus drivers, garbage collectors, nurses, and librarians. Many of these jobs are identical to jobs in private businesses. Military personnel—those who enlist in the army, navy, air force, marines, or the coast guard—also work for the federal government. While in military service, these people train for many different careers. The third group of government employees is made up of officials who are elected and appointed. Judges, governors, and mayors are in this group. Unlike civil service workers, people who are elected or appointed don’t have to take tests to get their jobs.

To get a civil service job, you must first fill out an application. Qualified applicants then take a test. Those who pass the test are ranked in order. When a position opens, the agency interviews the top three people on the list and chooses one for the job.

There are several advantages to working for the government. Primarily, government jobs are more secure than jobs in the private sector. Government workers can also transfer between agencies. If one job is cut, a government employee has a good chance to find another. Government workers also have good benefits, such as fully paid medical and dental insurance.
WORD SEARCH

1. What eight-letter verb in the reading means “to move or change from one place to another”? __________________________

2. What seven-letter adjective in the reading describes a union of states having a central government? __________________________

3. What nine-letter adjective in the reading means “exactly alike”? __________________________

4. What nine-letter verb in the reading means “named or chosen for an office or position”? __________________________

WORDS IN CONTEXT

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

1. Public sector employees have jobs in federal, state, or local government.
   a. the portion of national affairs controlled by government agencies
   b. workers in certain sections who must deal with the public on a regular basis
   c. positions filled by public hearings followed by written tests

2. Employees of major corporations work in the private sector.
   a. top-secret clearance given to agents who must protect the president’s privacy
   b. companies and organizations that are not controlled by the government
   c. the portion of the national economy controlled by the government
GOVERNMENT JOBS PUZZLE

Complete the crossword puzzle with government jobs mentioned in the reading.

ACROSS
2. a city’s chief elected official
4. decides cases in a court of law
6. prints money
7. officer of the law in a county
8. chief elected official of a state

DOWN
1. one who instructs students
3. caretaker of a building
5. protects and defends the country

CATEGORIES
Which item fits in each category? Write F for federal, S for state, or L for local.

1. _____ maintains a municipal stadium
2. _____ issues birth certificates
3. _____ repairs broken street lights
4. _____ enforces immigration laws
5. _____ sends out Social Security checks
6. _____ maintains driving records

MULTIPLE-MEANING WORDS
Write sentences showing two different meanings of each word below.

1. (mint) _________________________________________________________
   (mint) _________________________________________________________
2. (position) _____________________________________________________
   (position) _____________________________________________________
In 1970, the federal government passed a law to safeguard all workers. This landmark piece of legislation is called the *Occupational Safety and Health Act*, or OSHA. This law guarantees every employee’s right to a safe and healthful workplace. Primary responsibility for enforcing this law belongs to the Occupational Safety and Healthy Administration in the Department of Labor.

Both employers and employees are required to comply with OSHA standards and regulations. Following are some examples of **employer responsibilities:**

- provide a workplace free from recognized hazards
- not to discriminate against employees who exercise their OSHA rights
- keep records of work-related injuries or illnesses

**Employees’ responsibilities include:**

- comply with all applicable OSHA standards
- wear or use prescribed protective equipment while working
- report hazardous conditions to the supervisor

Under the terms of the law, **employees have the right to:**

- confidentially notify OSHA about hazards in the workplace
- request an OSHA inspection of unhealthful workplace conditions

More information about OSHA programs is available at OSHA’s website: http://www.osha.gov
WORD SEARCH
1. What seven-letter adjective in the reading means “first in importance; chief”? _______________________
2. What ten-letter verb in the reading means “ordered that certain directions should be followed”? _______________________
3. What nine-letter noun in the reading means “special things needed for some purpose”? _______________________
4. What six-letter verb in the reading means “to make certain”? _______________________

COMPOUND WORDS
Unscramble the compound words from the reading to complete the sentences.
1. An employee’s ROPEWALCK _______________________ may be a factory, a machine shop, a mine, or a laboratory.
2. A RAMDANKL _______________________ change in the law can have a dramatic impact on people’s lives.
3. Heavy gloves are a DRAGAFUSE _______________________ against many kinds of hand injuries.

WORD FORMS
Complete the sentences with a different form of the boldface words from the reading. For help, check a dictionary.
1. The noun form of the verb notify is _______________________.
2. The adjective form of the verb apply is _______________________.
3. The verb form of the noun citation is _______________________.
4. The noun form of the verb prescribe is _______________________.

ANALOGIES
Complete the analogies with words from the reading.
1. Privilege is to favor as entitlement is to _______________________.
2. *Infection* is to *illness* as *accident* is to ________________.

3. *Regulation* is to *regulate* as *inspection* is to ________________.

4. *Obey* is to *comply* as *assure* is to ________________.

**WORDS AND MEANINGS**

Complete the crossword puzzle with words from the reading. Clues are definitions of the answer words.

**ACROSS**

4. to gain entry to or to use something
6. the making of a law or laws
7. to supply; furnish; give
8. the condition of being unprotected

**DOWN**

1. items chosen to show what the rest are like
2. to defend against a danger; to protect
3. rules or laws meant to control activities

5. established levels of quality or excellence

**WORDS IN CONTEXT**

Circle a letter to show the meaning of the **boldface** word or words in each sentence.

1. An employee can **confidentially** tell OSHA about dangerous conditions in the workplace.
   a. without fear of    b. with confidence    c. trust the employer being identified in the employer to keep it secret

2. An employer may not **discriminate** against employees who ask for OSHA’s assistance.
   a. distinguish between    b. treat fairly    c. show a bias
What did great thinkers of the past have to say about the meaning of work? Here are some quotations from the past 500 years. Do you see a common thread of experiences and observations running through the centuries?

1. **Thomas Carlyle**: “Work alone is noble. A life of ease is not for any man, not for any god.” (1850)
2. **John Heywood**: “Many hands make light work.” (1946)
3. **Elbert Hubbard**: “The best preparation for good work tomorrow is to do good work today.” (1927)
4. **William Penn**: “Love labor... It is wholesome for the body and good for the mind.” (1693)
5. **Voltaire**: “Work spares us from three great evils: boredom, vice, and need.” (1759)
6. **Theodore Roosevelt**: “Far and away the best prize that life offers is the chance to work hard at work worth doing.” (1903)
7. **Thomas A. Edison**: “I never did anything worth doing by accident, nor did any of my inventions come by accident; they came by work. There is no substitute for hard work.” (1931)
8. **William Graham Sumner**: “Those who start out with the notion that the world owes them a living generally find that the world pays its debt in the penitentiary or the workhouse.” (1913)
9. **Booker T. Washington**: “No race can prosper until it learns there is as much dignity in tilling a field as in writing a poem.” (1895)
10. **C. Northcote Parkinson**: “Work expands to fill the time available for its completion.” (1962)
11. **Helen Keller**: “The world is sown with good; but unless I turn my glad thoughts into practical living and till my own field, I cannot reap a kernel of the good.” (1903)
12. **Ralph Waldo Emerson**: “Every man has his own vocation. The talent is the call.” (1841)
13. **Oliver Wendell Holmes, Jr.**: “Every calling is great when greatly pursued.” (1885)
14. **Grover Cleveland**: “A truly American sentiment recognizes the dignity of labor and the fact that honor lies in honest toil.” (1884)
15. **William du Bois**: “The return from your work must be the satisfaction that work brings you and the world’s need of that work. With this, life is as near heaven as you can get.” (1958)
WORD SEARCH

1. What ten-letter noun in the reading means “something used to take the place of another”? _____________________

2. What seven-letter verb in the reading means “stretches or enlarges”? _____________________

3. What nine-letter noun in the reading means “a thought or opinion mixed with feeling”? _____________________

4. What eight-letter noun in the reading means “a happening that is not expected or planned”? _____________________

ANTONYMS

Unscramble the words from the reading. Then write each unscrambled word next to its antonym (word with the opposite meaning).

<table>
<thead>
<tr>
<th>NOOHR</th>
<th>SEAE</th>
<th>LEBON</th>
<th>TONESH</th>
<th>LIVES</th>
<th>ECIV</th>
</tr>
</thead>
</table>

1. virtue / ___________________ 4. disgraceful /_________________
2. shame / ___________________ 5. blessings / ___________________
3. harshness /_________________ 6. deceitful / ___________________

PARAPHRASES

Write a number from the reading to match each quotation with its paraphrase below.

_____ 1. When you have lots of help, you don’t have to work too hard.
_____ 2. If you have an hour to do a 10-minute job, it will probably take you an hour to finish it.
_____ 3. Working not only pays your bills but also keeps you out of trouble.
_____ 4. Don’t count on luck to help you develop a bright idea.
_____ 5. Those who aren’t willing to work usually end up in bad circumstances.
SYNONYMS

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

ACROSS       DOWN
1. respectability    2. labor
4. reward         3. to harvest
5. esteem          4. succeed
7. healthy        6. thought

MULTIPLE-MEANING WORDS

Find the words mind and race in the reading. Then look up both words in the dictionary and write two original sentences for each word. Be sure to use two different meanings for each word.

1. (mind as a noun) ____________________________________________
   __________________________________________________________________
2. (mind as a verb) _____________________________________________
   __________________________________________________________________
3. (race as a noun) _____________________________________________
   __________________________________________________________________
4. (race as a verb) _____________________________________________
   __________________________________________________________________

HOMONYMS

Find a homonym (word that sounds the same but has a different meaning and spelling) in the reading for each boldface word below. Use each homonym in an original sentence.

1. colonel: HOMONYM: ___________________________ SENTENCE: ___________________________
   __________________________________________________________________
2. sewn: HOMONYM: ___________________________ SENTENCE: ___________________________
   __________________________________________________________________
Comparing Two Careers: Travel Agent and Flight Attendant

**TRAVEL AGENT**

Travel agents help tourists and business people alike to sort out the best fares and scheduling options. They may also make arrangements for hotel accommodations, car rentals, tours, and recreation. For international travel, agents provide information on customs regulations, required papers (passports, visas, and certificates of vaccination), and currency exchange rates. In short, travel agents take the guesswork and confusion out of travel planning.

Travel agents spend most of their time behind a desk. They confer with clients, contact airlines and hotels, and promote group tours. Agents must be well-organized, meticulous, and have strong computer skills. Specialized training is becoming increasingly important in this field. Many vocational schools offer 6- to 12-week training programs for beginning travel agents.

For information on training opportunities, contact: American Society of Travel Agents, Education Dept., 1101 King St., Alexandria, VA 22314. Internet: http://www.astanet.com/education/edu_becoming.asp

**FLIGHT ATTENDANT**

Major airlines are required by law to provide flight attendants for the safety of the flying public. Although attendants serve food and pass out pillows and magazines, their principal responsibility is to implement safety regulations.

In the air, helping passengers in the event of an emergency is the attendant’s primary responsibility. Safety-related duties include reassuring nervous passengers during turbulent weather and evacuating a plane after an emergency landing. Flight attendants often work nights, holidays, and weekends. They usually fly about 80 hours a month. They spend another 80 hours on the ground, preparing planes for flights and writing reports.

Prospective flight attendants must have some college as well as experience in dealing with the public. Once hired, candidates train about seven weeks in the airline’s flight training center.

Flight attendants and their immediate families are entitled to free fares on their own airline and reduced fares on most other airlines.
WORD SEARCH

1. What eight-letter plural noun in the reading means “days, often set aside by law, on which most people don’t have to work”? ___________________________

2. What eight-letter plural noun in the reading means “people who travel for pleasure”? ___________________________

3. What nine-letter adjective in the reading describes wild, choppy weather? ___________________________

4. What eleven-letter adjective in the reading means “likely someday to be”? ___________________________

WORDS AND MEANINGS
Use the clues to help you complete the crossword puzzle with words from the reading.

ACROSS

1. major; primary; most important ___________________________

6. careful about details; fussy ___________________________

7. money paid for a trip in a bus, plane, etc. (plural) ___________________________

8. choices; alternatives ___________________________

DOWN

2. to put into effect ___________________________

3. customers ___________________________

4. upset; worried ___________________________

5. leaving a place for reasons of safety ___________________________
UNDERSTANDING THE READING

For each question, write TA for travel agent or FA for flight attendant.

1. ______ Which job does not require strong computer skills?

2. ______ Which job might call for quick thinking under life-or-death pressure?

3. ______ Which job offers regular hours and nights at home?

4. ______ Which job could allow you to work for yourself?

WORDS IN CONTEXT

Unscramble the words from the reading to complete the sentences.

1. You cannot enter most foreign countries unless you have a SAVI _________________ applied to your passport.

2. In order to travel internationally, a traveler must have a TICETRAFICE _________________ of CANVAINCOIT ________________.

3. Governments issue SOPSTRAPS _________________ to their citizens who will be visiting foreign countries.

4. Before buying something in another country, you must exchange your own country’s CRYRUNCE ________________.

5. A government collects STOCUMS _________________ taxes on goods brought in from another country.

6. Training for travel agents is offered in some LAVACOTNOI _________________ schools.
The handshake is a part of American culture. We use it to greet people, wish them luck, seal an agreement, and to put an end to an argument. Ages ago, extending an open hand was a way to show enemies that you were not carrying a weapon. Today, handshaking has evolved into a powerful way to express feelings.

The handshake is an important communication tool. Most people believe that the “limp-fish” handshake lacks personality and commitment. But just how firm should a handshake be? And how long should you go on shaking hands?

One professional employment agency actually teaches people the fine art of the handshake. “Always smile when you shake hands,” one of the instructors advises. “People can’t help smiling back if you smile at them first.” Clients are further instructed to maintain eye contact for as long as the handshake continues. When the other person finishes greeting you, the handshake should comfortably break off.

The grip used when shaking hands should be neither crushing nor partial or weak. Bend the elbow slightly. (A straight-arm handshake signals fear of having your personal space invaded.) In general, the two-handed handshake is fine for close relationships—but not for greeting business associates for the first time. “If it’s a business situation,” one of the experts says, “you haven’t been given the right to declare that sort of intimacy. Just make sure that your handshake is sincere and has a bit of energy behind it.”

**WORD SEARCH**

1. What nine-letter verb in the reading means “stretching or reaching out”?  
   e ___________________________
2. What seven-letter noun in the reading means “a certain people’s civilization or way of life”? ________________________

3. What five-letter verb in the reading means “to welcome with polite, friendly words”? ________________________

4. What eleven-letter word in the reading means “all the special qualities that make one person different from other people”? ________________________

**ANTONYMS**

Unscramble the words from the reading. Then write each unscrambled word next to its *antonym* (word with the opposite meaning).

<table>
<thead>
<tr>
<th>DANDIVE</th>
<th>NUMGREAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAMINAIT</td>
<td>UPFLOWER</td>
</tr>
</tbody>
</table>

1. helpless / ____________________ 3. discontinue / ____________________
2. retreated / ____________________ 4. agreement / ____________________

**WORDS IN CONTEXT**

Use words from the reading to complete the sentences.

1. In a ____________________ handshake, you might only press the other person’s fingertips.
2. A confident handshake never ____________________ energy.
3. Over the years, the handshake has ____________________ into an important communication tool.
**WORDS AND MEANINGS**

Use the clues to help you complete the crossword puzzle with words from the reading.

**ACROSS**

2. partially, somewhat
3. show; demonstrate
8. closeness; familiarity

**DOWN**

1. heartfelt; honest
4. vigor; force
5. indicates; suggests
6. grasp; hold fast
7. solid; stable

**SYLLABLES**

Write two original sentences using the puzzle answers indicated.

1. word containing four syllables: ______________________
   
   SENTENCE: _____________________________________________

2. word containing three syllables: ______________________
   
   SENTENCE: _____________________________________________

**ANALOGIES**

Complete the analogies with words from the reading.

1. *Ends* is to *prolongs* as *terminates* is to ________.

2. *Partial* is to *partially* as *actual* is to ________.

3. *Has* is to *has not* as *includes* is to ________.

4. *Friend* is to *personal* as ________ is to *business*. 
PREFIXES MEANING “before”

• The prefixes pre-, pro-, and ante- can all mean “before.” First get out your dictionary. Then read the words in the box and look up any words you don’t know. Finally, complete each sentence with the correct word.

prologue precaution antedate antecedent preamble prognosis

1. Did America’s Civil War _____________________ World War II?

2. After operating, the surgeon gave the patient’s family a hopeful ____________________.

3. As a ____________________, the word processor always backs up her work on a floppy disk.

4. The ____________________ to our company’s annual report was a letter from the president.

5. The ____________________ of the giant corporation was a humble machine shop in a garage.

6. The ____________________ of the United States Constitution states its reason and purpose.

• Now unscramble the word beginning with pre-, pro-, or ante- to complete each sentence.

7. One who tells about events before they happen is called a TEPHORP ____________________.

8. We waited in an OMORNEAT ____________________ before being escorted into the grand hall.

9. Employees were given a REVWIPE ____________________ of next year’s exciting new products.
IDIOMS

All languages have certain expressions, or idioms, that cannot be understood literally. English has many thousands of idiomatic expressions. That’s why understanding idioms is an important part of vocabulary development.

• Read the idioms. Then write a letter to match each idiom with its meaning.

1. _____ to put on airs
   a. to find a compromise position

2. _____ to close ranks
   b. to act in a conceited, superior way

3. _____ to go through channels
   c. to route a piece of business through the hierarchy of bureaucracy

4. _____ to strike a happy medium
   d. to band together with others for greater strength against an enemy

• Now use any two of the idioms above in sentences of your own. Make sure your sentence makes the idiom’s meaning clear.

1. ________________________________________________________________
   ________________________________________________________________

2. ________________________________________________________________
   ________________________________________________________________

APPROPRIATE ADVERBS

Complete each sentence with the most appropriate adverb from the box. Check a dictionary if you need help with word meaning.

<table>
<thead>
<tr>
<th>scrupulously</th>
<th>covertly</th>
<th>indignantly</th>
<th>immensely</th>
</tr>
</thead>
</table>

1. Butch __________________ took a cookie from the jar when his mother wasn’t looking.
2. The father was ____________________ proud of his daughter’s great achievement.

3. The bookkeeper ____________________ maintained the company’s financial records.

4. He ____________________ denied that he had stolen the money.

THESAURUS ENTRY WORDS

Complete the crossword puzzle with entry words from a thesaurus. Clues are synonyms you would find for each entry word. *Hint:* All of the answer words are verbs.

**ACROSS**

3. chuckle, giggle, guffaw, snicker
4. record, correspond, jot, scribble
6. succeed, prevail, triumph, conquer
7. contradict, dispute, protest, refute
9. inquire, question, request, interrogate

**DOWN**

1. freshen, wash, purify, sanitize
2. construct, assemble, erect, create
5. attempt, endeavor, strive, undertake
6. amble, stroll, roam, stride
8. consume, munch, dine, gobble
Here’s your chance to show what you learned in Unit 4!

**WORDS IN CONTEXT**

Use words from the readings in Unit 4 to complete the sentences.

1. Most supervisors try to be ___________ when pointing out an employee’s shortcomings.

2. The offices of the ___________ government are centered in Washington, D.C.

3. OSHA laws ___________ every employee’s right to a safe workplace.

4. The belief that “honor lies in honest toil” is a truly American ___________.

5. Travel agents can advise their clients about ___________ exchange rates.

6. The main responsibility of a flight attendant is to ___________ safety regulations.

7. The handshake is an important ___________ tool.

8. The ___________ of the United States Constitution states its reason and purpose.

**WORD FORMS**

Complete each sentence by adding a *suffix* (word ending) to each *boldface* word. Write the new words on the lines.

1. Government is the largest employ ___________ in the country.
2. The federal government enforces **immigrate** ________________ laws.

3. The best work for you is an occupation that brings you **satisfy** ________________.

**HIDDEN WORDS PUZZLE**

Find and circle the words in the puzzle. Words may go up, down, across, backward, or diagonally. Check off each word as you find it.

| _____ NETWORKING _____ | _____ COMPLY _____ |
| _____ PROSPER _____ | _____ TREND _____ |
| _____ MILITARY _____ | _____ NOTION _____ |
| _____ APPOINTED _____ | _____ CUSTOMS _____ |
| _____ PERSONNEL _____ | _____ EVOLVED _____ |
| _____ HAZARDS _____ | _____ LACKS _____ |

Now use each puzzle word in a sentence of your own. Be sure that your sentence makes the word’s meaning clear. To get ideas for sentences, check the dictionary definitions.

1. **evolved** ______________________________________________________________________

2. **lacks** ______________________________________________________________________

3. **hazards** _____________________________________________________________________

4. **personnel** __________________________________________________________________
5. trend ____________________________________________________________

6. comply __________________________________________________________

7. networking ________________________________________________________

8. prosper __________________________________________________________

9. military __________________________________________________________

10. notion ____________________________________________________________

11. appointed _________________________________________________________

12. customs __________________________________________________________

SYNONYMS AND ANTONYMS
Write S for synonyms or A for antonyms next to each pair of words.

1. _____ behavior / conduct 4. _____ shame / honor

2. _____ decreases / escalates 5. _____ principal / primary

3. _____ assure / guarantee 6. _____ hierarchy / ranking
## SYNONYMS

Find and circle the hidden words. Words may go up, down, across, backward, or diagonally. Check off each word as you find it. After you have checked off all the words, write each word next to its *synonym* (word with a similar meaning).

<table>
<thead>
<tr>
<th>_____ OBLIGATIONS _____</th>
<th>_____ DISABLED _____</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ APPLICANT _____</td>
<td>_____ MENTOR _____</td>
</tr>
<tr>
<td>_____ PROHIBITED _____</td>
<td>_____ GOODS _____</td>
</tr>
<tr>
<td>_____ COMPETITION _____</td>
<td>_____ SURPLUS _____</td>
</tr>
<tr>
<td>_____ TENACITY _____</td>
<td>_____ TRAITS _____</td>
</tr>
<tr>
<td>_____ STAMINA _____</td>
<td>_____ AGENT _____</td>
</tr>
</tbody>
</table>

**Hidden Words:**  
- OBLIGATIONS  
- DISABLED  
- APPLICANT  
- MENTOR  
- PROHIBITED  
- GOODS  
- COMPETITION  
- SURPLUS  
- TENACITY  
- TRAITS  
- STAMINA  
- AGENT

** partes de Suffixos:**

Next to each word, write **N** for *noun*, **V** for *verb*, or **A** for *adjective*.

1. _____ hire  
2. _____ personnel  
3. _____ versatility  
4. _____ superior  
5. _____ persistence  
6. _____ confer  
7. _____ aptitude  
8. _____ dexterity  
9. _____ establish

1. characteristics /______________  
2. responsibilities / _____________  
3. representative /______________  
4. forbidden / __________________  
5. handicapped /________________  
6. rivalry / _____________________  
7. advisor /_____________________

8. merchandise /________________  
9. endurance / __________________

10. extra / ______________________

11. candidate / __________________

12. persistence / ________________

**CERAYTICANETOP**  
**ODMIPTRAITSXCK**  
**MRTYAPSDFNCPOY**  
**PSDFGHLAOWQERT**  
**EPDPROHIBITEDO**  
**TRIGFDTOCSASMC**  
**IUSYTARFTADELN**  
**TXAOGHASTNEGA**  
**IKBILPMOETSDF**  
**OYLUIJIFROQWEAS**  
**NBEDNOPRLDNTSD**  
**OZDASULPRUSER**
ANTONYMS

Complete the crossword puzzle with words you studied in this book. Clue words are antonyms (words with the opposite meaning) of the answer words.

ACROSS
1. shrinks
4. complete
5. trustful
6. unnecessary

DOWN
1. difficulty
2. receives
3. fantasy
4. secondary

ANALOGIES

Analogies are statements of relationship. Figure out the relationship between the first two words. Then complete each analogy with a word from the readings that shows the same relationship.

1. Manager is to staff as professor is to ___________________.
2. Confidence is to attractive as arrogance is to ___________________.
3. College is to tuition as union is to ___________________.
4. Capitol is to capital as principle is to ___________________.
5. Post- is to prefix as -ship is to ___________________.
6. Carpenter is to hammer as musician is to ___________________.
7. Send is to export as receive is to ___________________.
8. Occupation is to occupational as vocation is to ___________________.
MYSTERY WORDS
Add vowels (a, e, i, o, u) to complete the words.

1. Workers in marketing and sales try to S T __ M _ L __ T __
   consumer interest.
2. H __ R __ S S M _ N T in the workplace is illegal.
3. __ N T R __ P R __ N __ R S often have to do the work of
   many people.
4. What is the P R __ P __ R T __ N of trucks to cars in our
   parking lot?
5. __ L __ C T __ D officials are not required to take a civil service test.
6. An OSHA inspector may issue a C __ T __ T __ N to your employer.
7. Felix became a J __ __ R N __ Y M __ N after working as an
   apprentice for several years.
8. D __ S C R __ M __ N __ T __ N in hiring practices is against
   the law.

IDIOMS
Write one or two sentences giving an example of each idiom.

1. (to turn over a new leaf) _______________________________________

   __________________________________________________________
   __________________________________________________________

2. (to let the cat out of the bag) _________________________________

   __________________________________________________________
   __________________________________________________________
SPELLING CHALLENGE

Find at least two spelling errors in each sentence. Then rewrite the sentences correctly on the lines.

1. A good menter offers many benifits to a beginning worker.
   ______________________________________________________________________

2. Try to get a competative edge over other canidates for the job you want.
   ______________________________________________________________________

3. Musicians must sieze every oppertunity to preform.
   ______________________________________________________________________

4. Vertex Video garantees a freindly, drug-free enviroment.
   ______________________________________________________________________

5. How much is witheld from your paycheck for disibility insurance?
   ______________________________________________________________________

WORDS IN CONTEXT

Use words from the readings to complete the sentences.

1. Your ______________________ pay is always less than your ______________________ pay.

2. ______________________ stores mark up the prices on the goods they buy from wholesale dealers.

3. A ______________________ guidance counselor can help you decide what career to pursue.

4. ______________________ help lawyers prepare for hearings and trials.

5. The ______________________   ______________________ department recruits employees and screens job candidates.
Accommodations
acquired
adaptable
adjuster
administration
administrative
advancement
advantage
advertising
advisor
advocate
aerospace
agents
aggressive
agreement
agricultural
alliance
amateur
ambitious
ambulance
analyst
antecedent
antedate
anticipated
appealing
appearances
applicable
applicant
appointed
apprenticeship
aptitude
architect
arguments
arise
arouse
arrogance
aspiring
assembler
associates
assure
astonished
attain
attendance
attendant
attitude
attorney
attributes
au courant
auditioning
audits
awaited
Banish
bankruptcy
bar exam
beneficial
benefits
biannual
binding
blunder
body language
bookkeeper
bureaucracy
butcher
Candidate
capacity
capital
career path
caretaker
carpentry
carte blanche
cashier
categories
cavalcade
cemetery
censor
chambermaid
chandler
changeable
characterize
checkstub
child labor
citation
civil service
classified
clean-cut
clerical
clerk
coalition
coddled
cologne
commenced
commission
commitment
commodity
communicable
communicate
compensation
competent
competition
competitive
comply
comprise
compromise
computerized
conceited
confer
conference
confidentially
congenial
conservatory
consumer
contagious
contract
contractor
contribution
conventions
convey
coordinate
corporate
corporation
counsel
counselor
courteous
covetely
craftsman
creativity
credit union
crucial
culture
currency
custodian
Debug
deceitful
decision-makers
decontaminate
decreasing
dedication
deductions
degrade
degree
delegate
departure
dependable
dependent
desirable
detached
devastation
dexterity
differ
diminishing
diploma
direction
directory
disability
disadvantaged
disability
discrimination
disdain
dishonesty
dispatches
displaced
disputes
disregarded
distinction
distinguish
distribute
diversity
doctoral

Earnings
statement
ease
economics
economy
efficiently
elaborate
elected
elite
embody
emergency medical
technician (EMT)
emphasize
employee
employer
endeavor
endure
energetic
enforce
engagements
engineer
enlist
enterprise
entice
entitlement
entrepreneur
equivalent
erect
escalate
escorted
essential

esteem
ethics
evacuation
evaluation
evidence
exaggeration
exclusively
executive
exemplify
expectation
expel
expenditures
experience
export
extending
extent
extraordinary
eye contact

Fabricator
facility
faculty
fares
faux pas
federal
flexible
flit
forbidden
forecasted
foreign
forklift
formal
fortitude
fortunate
founders
franchise
fruitful
function

Gemstone
glamorous
glazier

goals
goods
grammar
graveyard shift
grinder
gross pay

Handbook
handicap
handshake
harassment
hazards
headhunters
headwaiter
hearings
hierarchy
hostile
human resources
humble

Illustrate
image
immensely
immigration
impact
implement
import
impression
inability
inappropriate
incapable
income
inconsistency
indifferent
indignantly
industries
inferior
informal
institutional
instrument
intellectually
intensive

intent
internship
interrogate
interview
interviewer
intimacy
inventory
investigate
investment
irresistible

Jeweler
job fair
job review
job-hopper
job-seeker
journeyman

Keen

Labor union
landmark
launched
lawfully
lawsuit
lawyer
layoffs
leery
legal
legendary
legislation
leisurely
lessening
librarian
limp
locksmith
lure
luxury

Maintain
maître d’hôtel
malicious
management
managers
mandate
mandatory
manual
manufacturer
marathon
marketing
mason
maturity
mediocre
memorandum
( memo )
mentor
merchandise
meticulous
military
miller
minimum wage
mischievous
modem
moderately
monitors
motorcade
municipal
musician

Necessitate
necessity
negative
negotiate
nervousness
net pay
networking
noble
nonprofit
notified

Obligations
obstacles
occupation
Occupational
Safety & Health
Act ( OSHA )
occurring
officials
operator
opportunity
opposing
organizational
organizations
oriented
outgoing
overcome
oversee
overtime pay
overview

Pampered
pane
paperhanger
paralegal
paramedic
paratrooper
partial
partnership
passive
patron
pay rate
paycheck
penmanship
pension
per diem
performance
persistence
physician
pixel
plentiful
plumbing
poised
positive
postgraduate
postsecondary
potential
practice
preamble
precaution
prefabricated
prehistoric
prejudice
premature
prerequisites
pressworker
prevail
prideful
primary
priority
private sector
probation
productivity
profanity
professional
prognosis
programmer
prohibited
projected
prologue
prolong
promotion
proper
proportion
proposition
prospective
prospects
prosperous
protégé
prudently
psychologically
public sector
purify

Qualifications
qualified

Racist
ratio
reality
reap
reassure
receptionist
recession
recon
recruitment
reference
refute
regulations
rejections
relative
relevant
reliable
remitted
remodeling
repelling
replenished
requirements
resale
resolve
respond
restoration
résumé
retail
retain
retired
retraining
rivalry
robot
role
routine

Safeguard
salary
sameness
sanitize
scant
scathing
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</table>

Tactful
take-home pay

Vaccination
values
variation
vending
versatility
vice
vigor
vigorous
virtue
visa
vital signs
vocational
voluntary

Wages
wares
weaknesses
wealthy
website
whim
wholesale
wholesome
withhold
workers
workforce
workplace
VOCABULARY in context

VOCABULARY ...

EVERYDAY LIVING WORDS
HISTORY AND GEOGRAPHY WORDS
MEDIA AND MARKETPLACE WORDS
MUSIC, ART, AND LITERATURE WORDS
SCIENCE AND TECHNOLOGY WORDS
WORKPLACE AND CAREER WORDS

WORKPLACE AND CAREER WORDS

- Appitude and Attitude
- Comparing Careers
- Education and Earnings
- Finding and Keeping a Job

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