

VOCABULARY

WORKPLACE AND CAREER WORDS

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

VOCABULARY
in context

ELLIOTT QUINLEY

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



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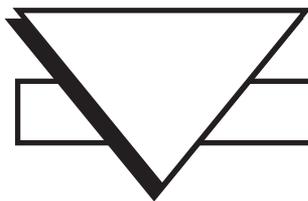
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INTRODUCTION

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.

PREVIEW

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

TRUE OR FALSE?

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

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

ELEMENTS OF VOCABULARY

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

income the money a person receives, usually for working

internship an on-the-job learning and training program

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

journeyman a skilled worker who has mastered a trade

mentor an experienced person who helps and advises an inexperienced person

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

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

WORDS IN CONTEXT

Use words from the glossary to complete the sentences.

1. Job application forms are available in the department of _____.

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

First Impressions Count

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

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

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

- sloppy written materials
 - no advance preparation
 - inappropriate dress
 - late arrival
 - negative or indifferent attitude
 - profanity; sexist or racist language
 - arrogance or rude behavior
 - dishonesty, exaggeration, inconsistency
 - lack of career direction
 - poor eye contact
 - negative body language
- 
- extreme nervousness
 - embarrassing dining skills
 - limp or overly aggressive handshake
 - inability to communicate strengths and skills
 - lack of self-confidence
 - inappropriate conversational topics
 - failure to follow up

WORD SEARCH

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

a _____

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

i _____

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

e _____

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

i _____

ANTONYMS

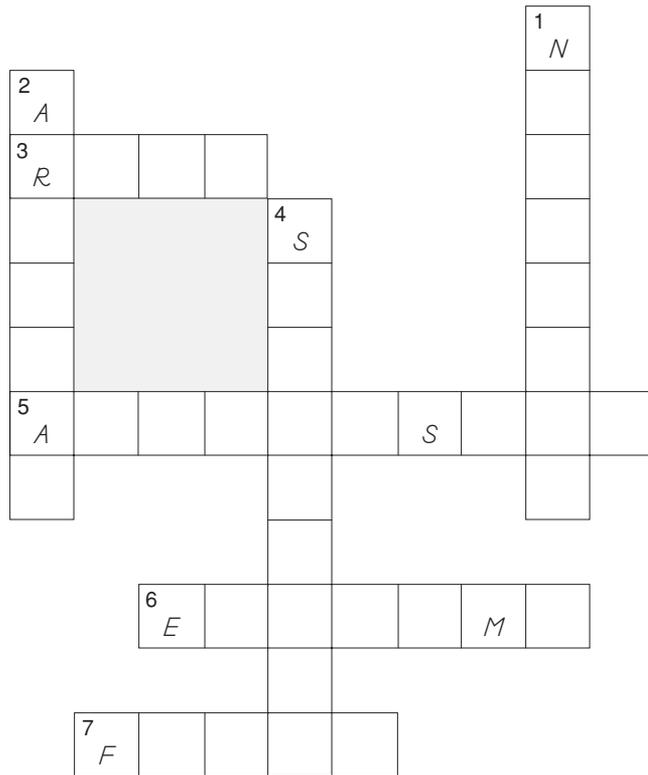
Complete the puzzle with words from the reading. Clue words are *antonyms* (words with opposite meanings) of the answer words.

ACROSS

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

DOWN

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



SYNONYMS

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

- 1. **TAIDDANCE** _____
- 2. **SHONESTIDY** _____
- 3. **POSPLY** _____
- 4. **SIMSKATE** _____

- messy
- errors
- applicant
- untruthfulness

INTERPRETING PHRASES

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

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

RECOGNIZING EXAMPLES

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

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

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

v_____

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

p_____

ANTONYMS

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

- | | | |
|---------------------|-------|-----------------|
| 1. DAVEDANC | _____ | a. occasional |
| 2. LENEXTLEC | _____ | b. inferior |
| 3. TANCTONS | _____ | c. professional |
| 4. RUTEAMA | _____ | d. beginning |

CATEGORIES

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

1. **musical instruments**

violin cymbals vibraphone telephone

2. **types of music**

poetic country-western classical jazz

3. **personal characteristics**

poise creativity study versatility

SYNONYMS

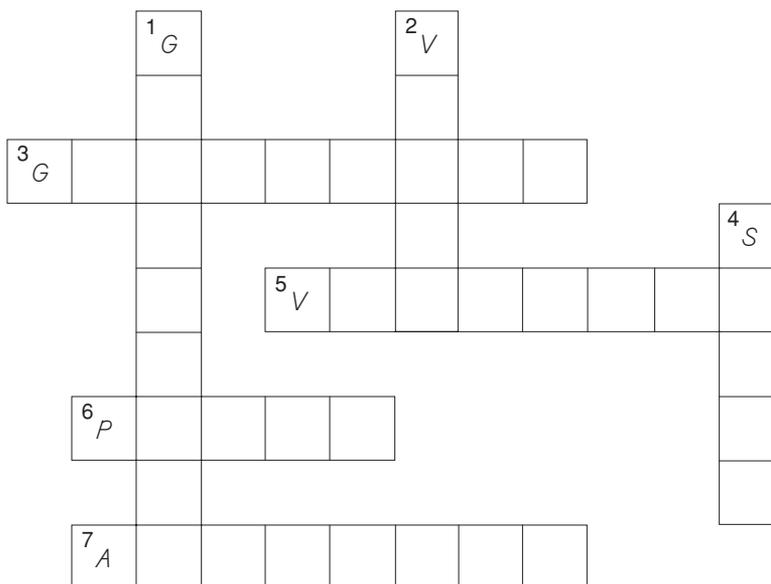
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

ACROSS

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

DOWN

1. attractive
2. crucial
4. to grab

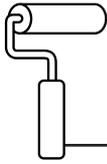


WORDS IN CONTEXT

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

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

Comparing Two Job Ads



**ONLY THE BEST
NEED APPLY**

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 *superservice* they deserve? Currently, Perfecto Paint has both full- and part-time positions open in our eight neighborhood stores.

Store Associates

- Receive, store, distribute, and sell paint and related products
- Fill orders, arrange deliveries, provide *superservice* assistance to our valued customers
- Maintain stock, clean store and warehouse, mix and tint paint

Requirements

- A high school diploma or equivalent
- A friendly, outgoing, energetic personality; customer-service oriented
- Neat, clean-cut appearance

Perfecto Paint is an Equal Opportunity Employer. Send us your résumé today!



**A GREAT PLACE
TO GET STARTED!**

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!

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”? e _____
2. What five-letter noun in the reading means “the group thought of as being the finest or the best”? e _____
3. What seven-letter noun in the reading means “money paid to attend a college or private school”? t _____
4. What twelve-letter compound noun in the reading was created by a company to characterize its great treatment of customers? s _____

ANTONYMS

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

TYDRIVEIS _____ **DUELAV** _____

TAGSOUNDNIT _____ **DRYNIFEL** _____

1. unappreciated / _____
2. mediocre / _____
3. sameness / _____
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 delegate tasks
 - b. great effort to get the job done
 - c. strict obedience to the rules

2. Do you and your employer have **values in common**?
 - a. equal pay and benefits
 - b. shared beliefs and principles
 - c. socialize after hours

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

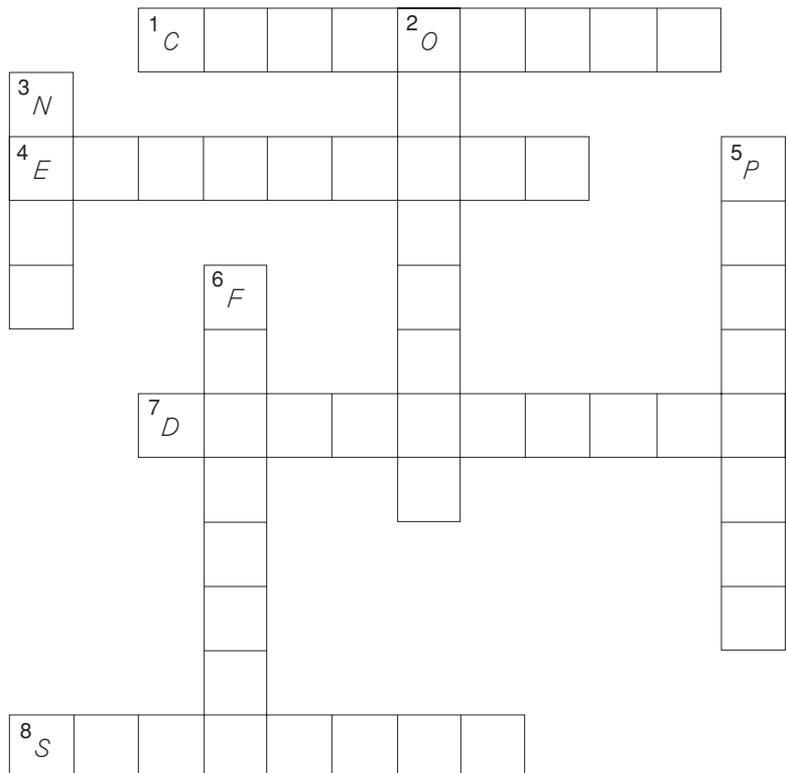
Complete the crossword puzzle with words from the reading. Clue words are *synonyms* (words with a similar meaning) of the answer words.

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.

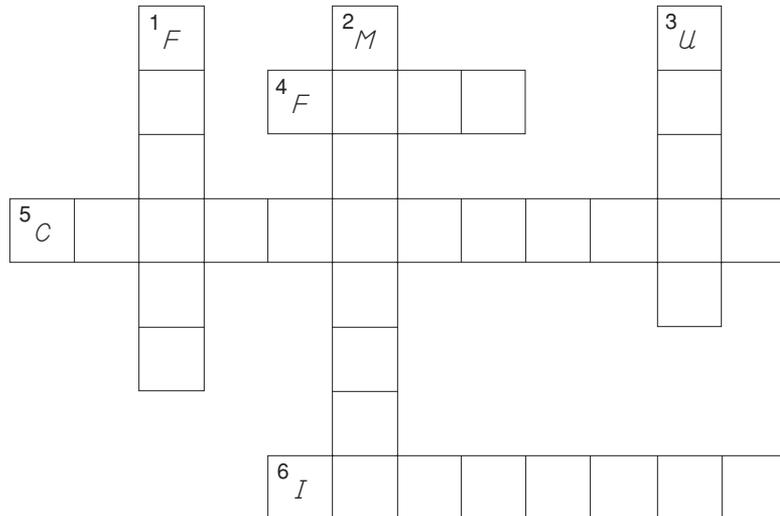
WORD SEARCH

1. What seven-letter noun in the reading means “the management of the income, expenditures, and so on of a nation or government”?

e _____

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

Earnings Statement

Many beginning workers are unpleasantly 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.

Gunderson Landscape Services

EMPLOYEE: Jake Ross

PAY PERIOD ENDING: 3/31/01

SOCIAL SECURITY NUMBER: 999-01-0009

GROSS PAY	FEDERAL TAX	STATE TAX	FICA	HEALTH INSURANCE	DISABILITY INSURANCE	UNION DUES	CREDIT UNION	UNITED FUND	NET PAY
\$1,126.00	\$132.00		\$84.56	\$114.00	\$13.51		\$10.50	\$3.00	\$768.43

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? t_____
2. What twelve-letter noun in the reading means “the amount given”? c_____
3. What ten-letter plural noun in the reading means “the amounts subtracted”? d_____
4. What four-letter noun in the reading means “money someone pays regularly for being a member of an organization”? d_____

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 / _____
2. association / _____
3. astonished / _____
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

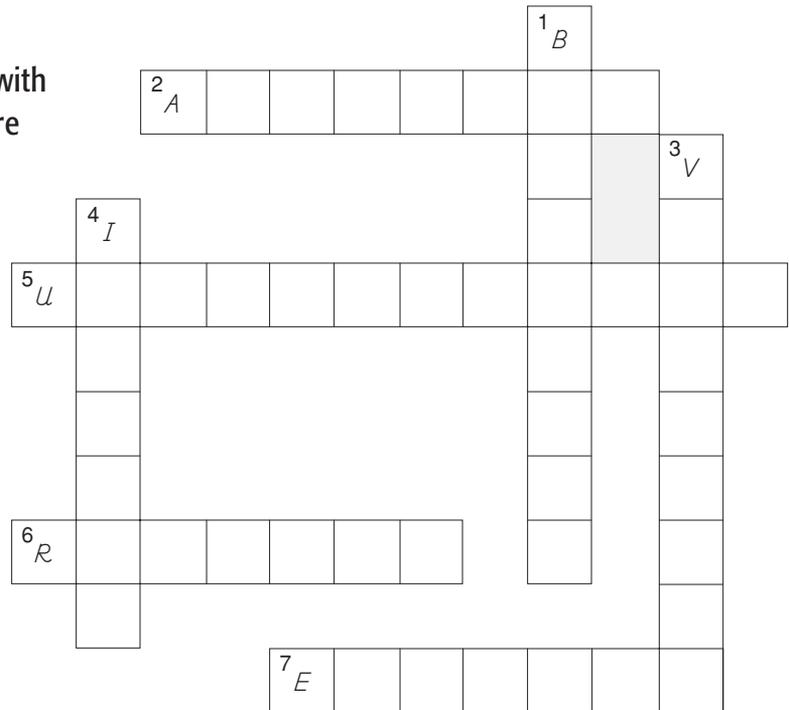
Complete the crossword puzzle with words from the reading. Clues are *antonyms* (words that mean the opposite) of the answer words.

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.

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. <i>Well</i> is to <i>healthy</i>
as <i>ill</i> is to
<i>s</i>_____. | <ol style="list-style-type: none"> 3. <i>More</i> is to <i>less</i>
as <i>gross</i> is to
<i>n</i>_____. |
| <ol style="list-style-type: none"> 2. <i>Contribute</i> is to <i>contribution</i>
as <i>insure</i> is to
<i>i</i>_____. | <ol style="list-style-type: none"> 4. <i>Donation</i> is to <i>United Fund</i>
as <i>savings</i> is to
<i>c</i>_____ <i>u</i>_____. |

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.

in the works work on work out work off work up the works

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.

locksmith	auditor	to jump ship
Hernandez	to get cold feet	architect
to play with fire	Donatelli	Van Roy

SURNAMES

OCCUPATIONS

_____	_____
_____	_____
_____	_____
_____	_____

IDIOMS

REVIEW

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**

V	O	L	U	N	T	A	R	Y	M	S	C
B	S	E	I	R	T	S	U	D	N	I	U
P	R	L	K	W	E	Q	A	I	T	B	S
S	E	O	A	T	R	T	Y	E	O	S	T
D	P	L	I	C	V	B	G	A	T	D	O
X	F	L	G	R	D	R	S	C	K	E	D
E	E	J	H	F	E	D	E	R	A	L	I
M	A	S	D	N	C	P	V	M	N	B	A
O	Z	R	E	T	S	U	U	H	J	A	N
C	L	K	B	O	A	O	F	S	D	S	W
N	E	C	R	O	F	K	R	O	W	I	L
I	M	P	R	E	S	S	I	O	N	D	A

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 _____.

PREVIEW

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. <i>admin. asst.</i> | a. administrative assistant |
| 2. <i>exc. bnfts.</i> | b. full time, part time |
| 3. <i>FT/PT</i> | c. excellent benefits |

ANSWERS: TRUE OR FALSE? 1. F 2. T 3. F 4. F 5. T 6. T 7. F 8. T ABBREVIATIONS: 1. a 2. c 3. b

GLOSSARY

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

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).

SPURSUL _____	MOTRIP _____
ALRITE _____	TRIMYAUT _____

1. export / _____
2. shortage / _____
3. childishness / _____
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.

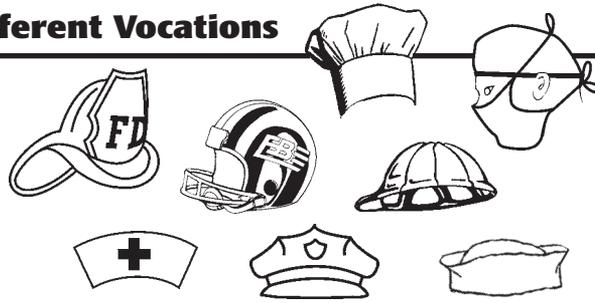
penman	relation	sportsman	scholar
owner	citizen	chairman	censor

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 _____ .

Considering Different Vocations

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"?

1 _____

p _____

3. What eleven-letter adjective in the reading means “physically, intellectually, or psychologically demanding”?

c _____

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

p _____

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

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. *Untrained* is to *trained*
as *amateur* is to

p _____.

3. *Recognize* is to *recognition*
as *satisfy* is to

s _____.

2. *Do* is to *due*
as *write* is to

w _____.

4. *Conferences* are to *meetings*
as *characteristics* are to

t _____.

SYNONYMS

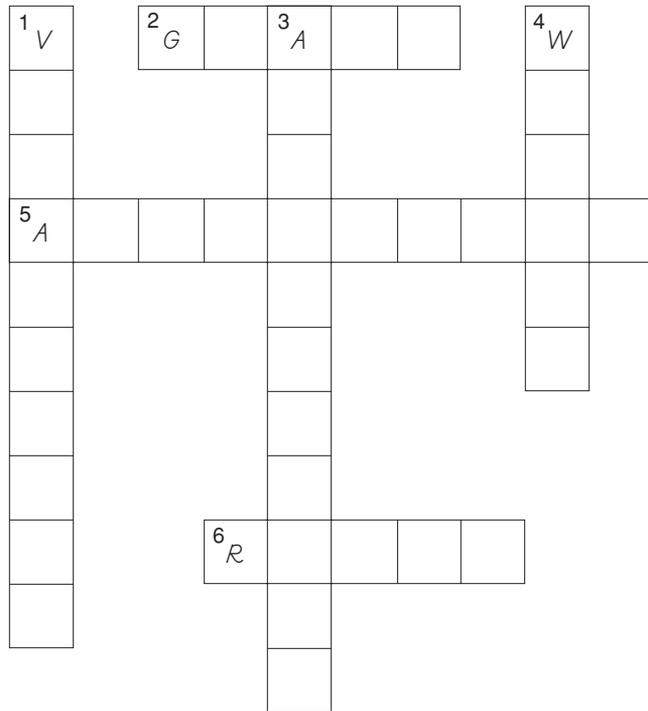
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

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**) _____.

Career Focus: Emergency Medical Technician



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 _____

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?

<p>ADMINISTRATIVE ASST. propty. mgmt. co. FT data entry, xInt. commun. skills. 2 yr. min. ofc. exp. Prof. in Excel/Word 50-60 wpm. Call an HR Rep at 555-0303.</p>	<p>CASHIER immed. open for grvyd. 10p-6a, Fri/Sat. avail. req. Swing 7p-10p. wkends. 5a-9a M-F, \$8+/hr. to start DOE, will train. App. in pers. 790 Barry Ave. Noon-8p.m. Watertown.</p>
<p>APARTMENT MGR. Asst. P/T Some exper. pref. Lite maint. & grounds policing. Send résumé to: P.O. Box 2342, Watertown, Attn: Yuri.</p>	<p>CUSTOMER Service Rep. Lrg. elect. cntrctr. req. well org. indiv. w/some exp. Exc. bnfts./sal., wkg. cond. Fax résumé to 555-0022.</p>
<p>BANKING Teller, FT, fast paced environ. Medical/dental, 401k, 40-hr. wk. HS dip. req. Fax résumé or call 555-0000.</p>	<p>DENTAL Hygienist 2-3 days wk., temp. to perm. Southside, grt. oppty.! Fax résumé to 555-0101.</p>
<p>BOOKKEEPER/ADMIN. ASST. for dwntwn. publishing co. Skills req: A/P, A/R, GL, word proc., gen off. Competitive salary & exc. bnfts. Fax or email résumé to VW at 555-4444.</p>	<p>INSURANCE CSR, P&C lic., sal. to be negot. Fax résumé + sal. hist. to 111-2222, Attn: Irene.</p>
<p>CARPENTER, Comm'l/resid. exp. w/remod. projs. Fast, clean wkr. 555-1234</p>	<p>NURSING RN/LVN CNA, per diem pos. avail. Span. spkr. a plus. 555-2222</p>
<p>CARPET Clean tech. PT/FT. Will train. Cln. DMV, gd. Eng. req. 555-0000</p>	<p>WAREHOUSE: Shpg./Recg. invty. control. Drug Tstg. req. Fax résumé: 555-8888</p>

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? c
2. What six-letter adverb in the reading means “alone; only; without others”? a
3. What six-letter noun in the reading means “a written record of a job-seeker’s educational and work experience”? r
4. What eleven-letter adjective in the reading means “at least as good as others”? c

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 the cemetery
 - b. 6:00 P.M. to midnight
 - c. 10:00 P.M. to 6:00 A.M.
2. When the retired nurse needs extra money, she works on a **per diem** basis.
 - a. hired for and paid by the day
 - b. mornings only
 - c. for reduced 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

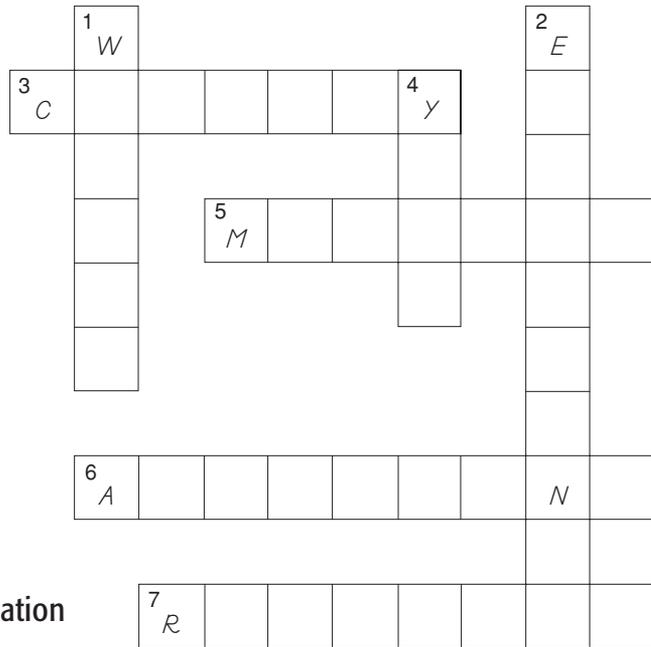
- Complete the crossword puzzle with the complete words represented by the abbreviations.

ACROSS

- co.
- mgr.
- asst.
- req.

DOWN

- wkr.
- exp.
- yr.



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

- _____ elect. cntctr.
- _____ exc. bnfts.
- _____ app. in pers.
- _____ HS dip. req.
- _____ invent. contrl.
- _____ pos. avail.

- apply in person
- inventory control
- high school diploma required
- electrical contractor
- position available
- 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.

- Taxicab* is to *taxi* as *advertisement* is to _____.
- Accounts Payable* is to *A/P* as *Accounts Receivable* is to _____.
- Licensed Vocational Nurse* is to *LVN* as *Certified Nursing Assistant* is to _____.
- Spanish* is to *Span.* as *English* is to _____.

Two Careers in the Law**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>

SYNONYMS

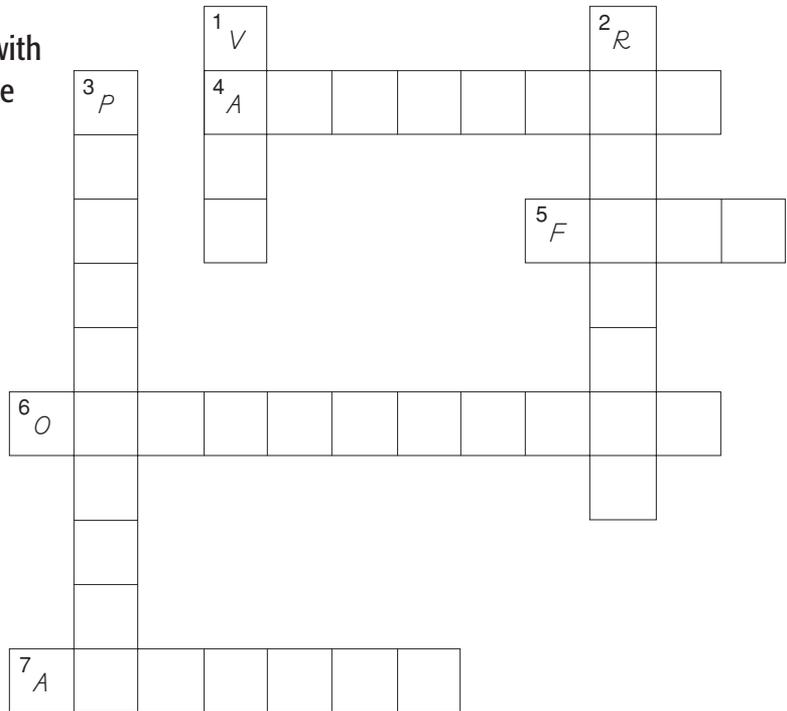
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

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

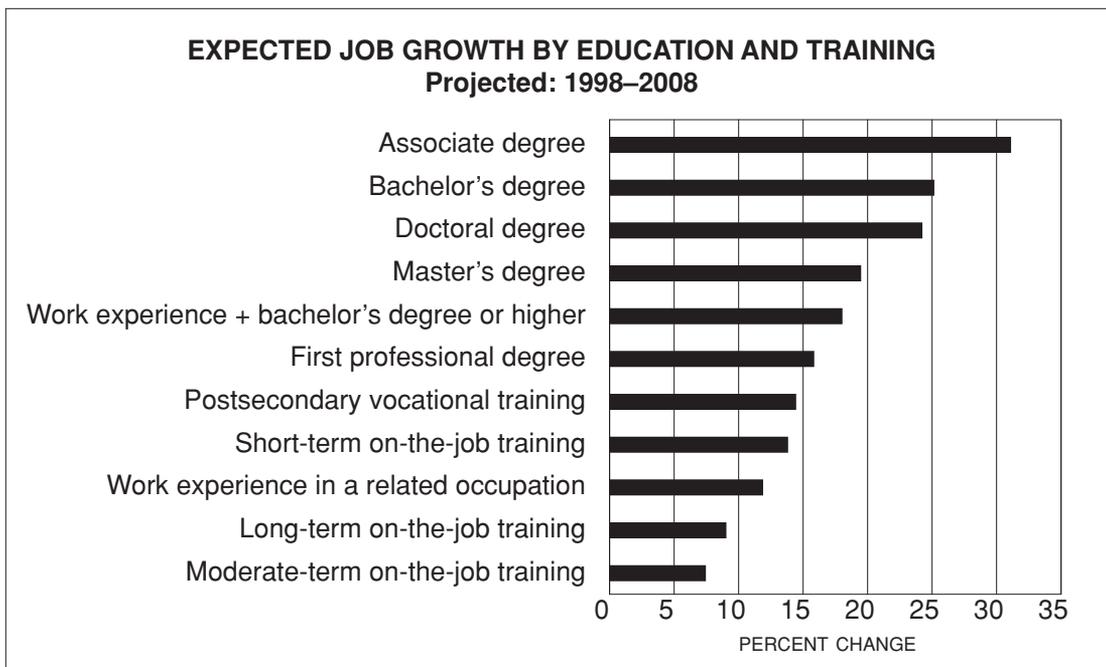
Circle the word that correctly completes each sentence.

- 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).

Want a Good Job? Stay in School!

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.



Source: U.S. Dept. of Labor

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”? d _____
2. What ten-letter plural noun names groups of persons or things with common characteristics? c _____
3. What eleven-letter plural noun in the reading means “managers who oversee and direct the work of others”? s _____
4. What eleven-letter plural noun in the reading means “jobs by which people earn a living”? e _____

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.

Exploring Language

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.

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

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.
6. The quality of Ali's _____ makes him a model employee.
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 | 6. devestation / devastation |
| 2. changeable / changable | 7. dependant / dependent |
| 3. irresistable / irresistible | 8. leisurely / liesurely |
| 4. cemetery / cematary | 9. mischievous / mischievious |
| 5. attendence / attendance | 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.

not	together	self	many	out	wrong	twice	down
------------	-----------------	-------------	-------------	------------	--------------	--------------	-------------

	MEANING	EXAMPLE
1. <i>im-</i>	<u>not</u>	<u>impossible</u>
2. <i>con-</i>	_____	_____
3. <i>bi-</i>	_____	_____
4. <i>auto-</i>	_____	_____
5. <i>ex-</i>	_____	_____
6. <i>mis-</i>	_____	_____
7. <i>multi-</i>	_____	_____
8. <i>de-</i>	_____	_____

SYNONYMS WITH PREFIXES

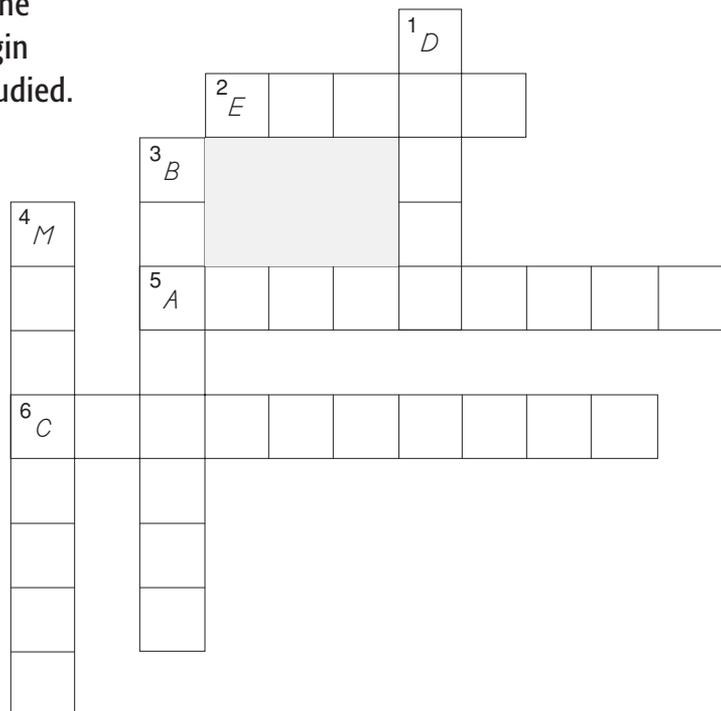
Use the clues to help you complete the crossword puzzle. Answer words begin with some of the prefixes you just studied. If you need help, check a dictionary.

ACROSS

- to banish someone or make him or her leave
- a person's signature
- meeting for the purpose of discussion

DOWN

- to correct errors in a computer program
- coming twice a year
- to count incorrectly



REVIEW

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 *i*_____.
2. In the word *degrade*, the prefix *de-* means *d*_____.
3. Grant learned to repair photocopiers at a *n*_____ 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 *E*_____ 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**

V	E	D	U	T	I	T	R	O	F	A	S
E	L	T	N	A	V	E	L	E	R	N	W
C	F	O	A	K	R	J	H	G	O	X	P
A	C	A	G	D	H	E	O	I	Q	R	O
L	T	Y	C	M	N	O	T	P	C	E	T
P	S	D	N	I	P	A	L	A	E	I	E
K	T	N	E	I	L	C	M	R	I	D	N
R	F	G	H	U	K	I	G	L	S	L	T
O	A	Z	G	O	P	E	T	R	E	W	I
W	S	E	F	G	D	H	J	Y	K	L	A
P	R	O	F	E	S	S	I	O	N	A	L
C	E	V	I	T	I	T	E	P	M	O	C

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** _____

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*: _____

PREVIEW

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

ANSWERS: TRUE OR FALSE? 1. F 2. T 3. T 4. F 5. T 6. T 7. F 8. F
 ABBREVIATIONS: 1. commission 2. bureaucracy 3. harassment 4. competitive 5. desirable 6. ambitious

GLOSSARY

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

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

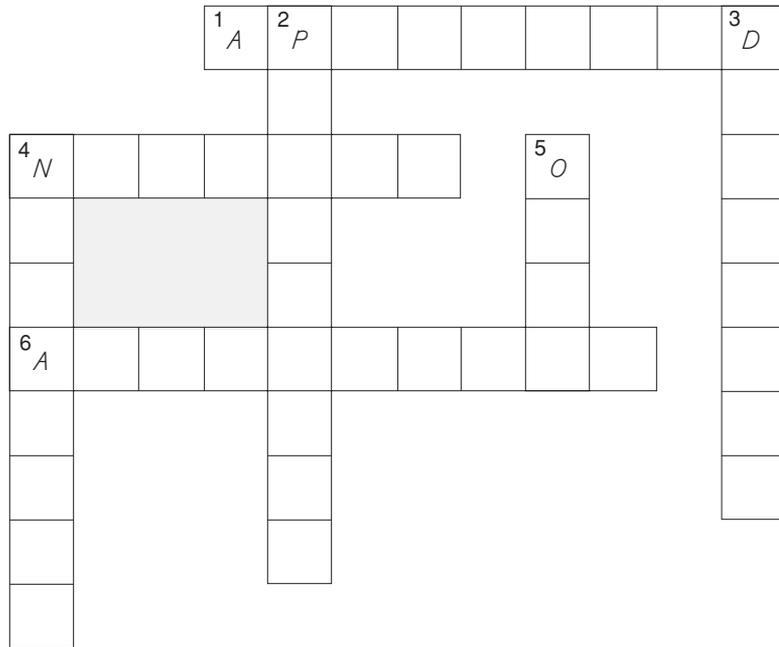
Complete the crossword puzzle with words from the glossary definitions. Clues are *antonyms* (words that mean the opposite) of the answer words.

ACROSS

1. elected
4. acquired
6. repelling

DOWN

2. sold
3. sketchy
4. positive
5. closed



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

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

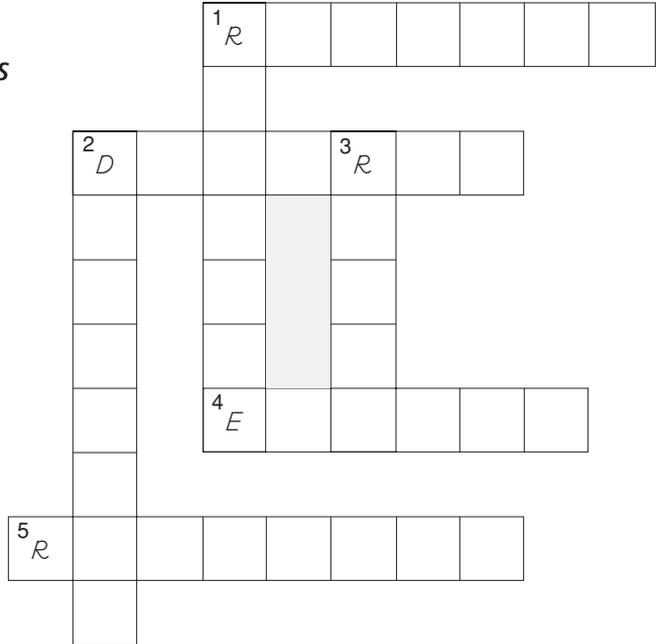
Complete the crossword puzzle with words from the reading. Clue words are *synonyms* (words with a similar meaning) of the answer words.

ACROSS

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

DOWN

1. to settle
2. disagreements
3. to respond



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. AFQUILIED _____ | 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 Risks of Job-Hopping

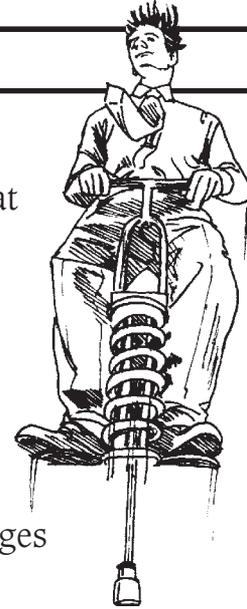
The job market can change quite rapidly. When there are many more jobs than job-seekers, prospective employees have the advantage. Some highly skilled workers can practically name their price in an “employee’s market.” But in an “employer’s market,” the situation is reversed. During these periods, many 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 _____

2. What eleven-letter adjective in the reading means “likely or hoping to become”? p_____
3. What five-letter adjective in the reading means “regarding with suspicion”? l_____

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)** TIMOMCENTM _____.
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.

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. <i>Never</i> is to <i>always</i>
as <i>occasional</i> is to
<u>c</u>_____. | <ol style="list-style-type: none"> 3. <i>Adverb</i> is to <i>badly</i>
as <i>adjective</i> is to
<u>h</u>_____. |
| <ol style="list-style-type: none"> 2. <i>Commit</i> is to <i>commitment</i>
as <i>expect</i> is to
<u>e</u>_____. | <ol style="list-style-type: none"> 4. <i>Truely</i> is to <i>truly</i>
as <i>defanitely</i> is to
<u>d</u>_____. |

ANTONYMS

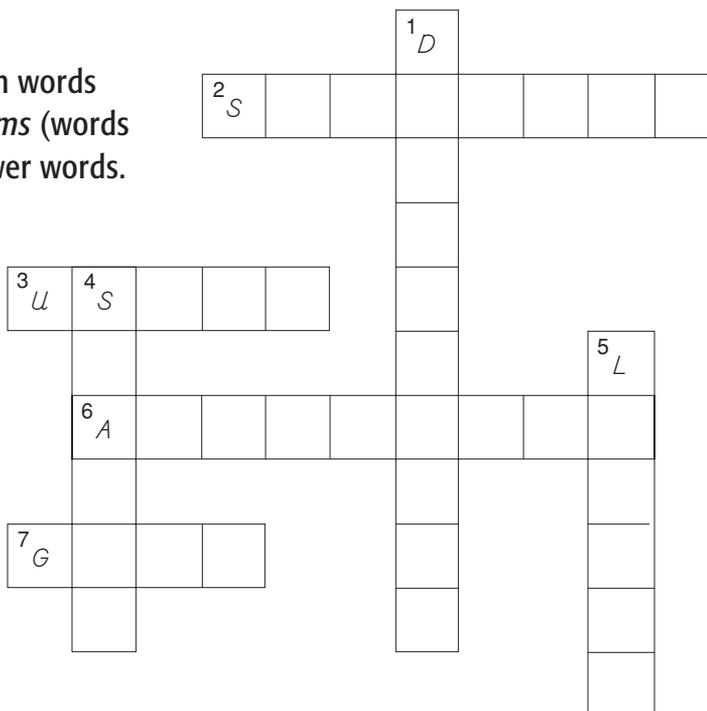
Complete the crossword puzzle with words from the reading. Clues are *antonyms* (words with the opposite meaning) of answer words.

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 work area
 - b. a gym or recreational area
 - c. an opportunity for promotion
2. Is it ever a good idea to change jobs **on a whim**?
 - a. because someone dared you to
 - b. for no particular reason
 - c. because you're ambitious
3. All businesses hope to get a **good return on their investments**.
 - a. some kind of gain from money spent
 - b. money repaid after being loaned
 - c. refunds promptly remitted

2. What nine-letter adjective in the reading means “requiring much energy or effort”? 1 _____
3. What eight-letter verb in the reading means “using the feet and often the hands to move up, down, over, or across”? C _____

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 training manuals
 - b. matching and coordinating colors
 - c. skill in using the hands
3. Most beginning painters and paperhangers learn their trades **informally**.
 - a. without strictly organized instruction
 - b. wearing suits instead of tuxedos
 - c. in lengthy apprenticeship programs

SYNONYMS

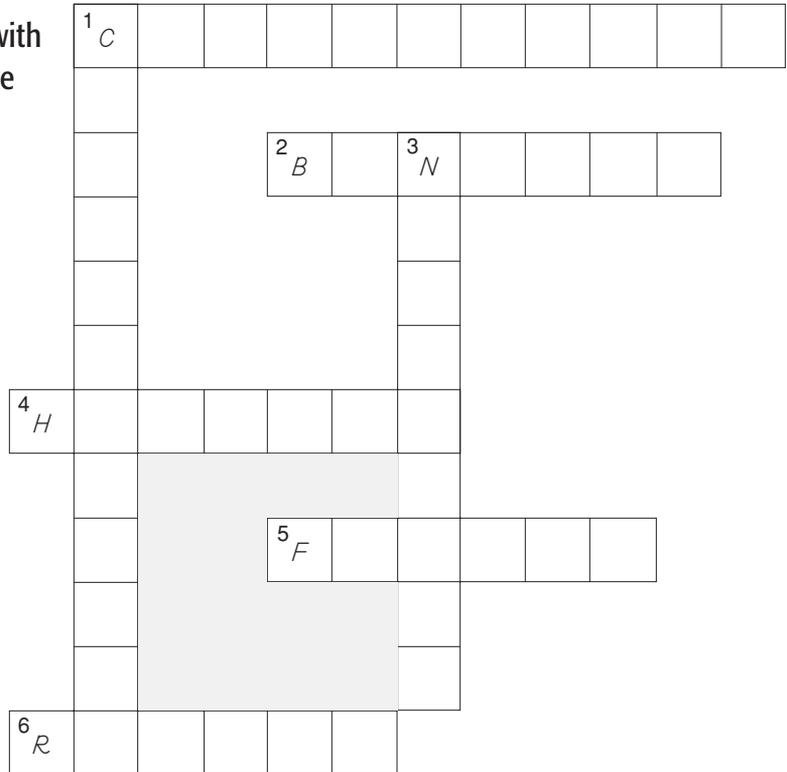
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

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.

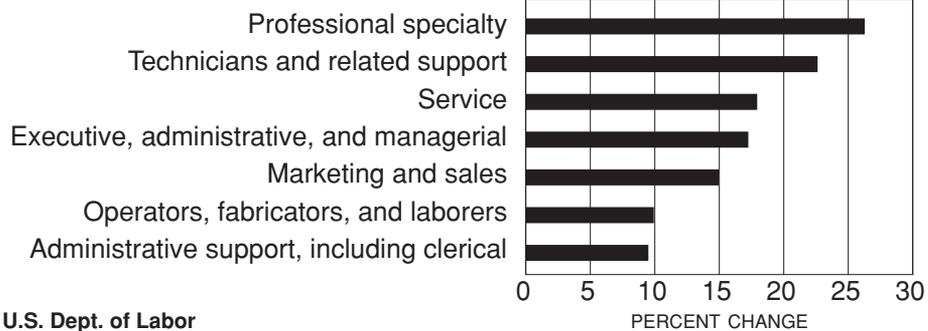
VERB	NOUN
1. apply	_____
2. succeed	_____
3. _____	information
4. prepare	_____
5. _____	restoration
6. require	_____

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

1. _____
2. _____

Occupations in Demand

PROJECTED PERCENT GROWTH IN MAJOR OCCUPATIONAL GROUPS: 1998–2008



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”? m_____
2. What nine-letter verb in the reading means to “start, found, or build”? e_____
3. What eleven-letter plural noun in the reading means “anything bought or sold”? c_____
4. What nine-letter verb in the reading means to “arouse or excite”? a_____

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

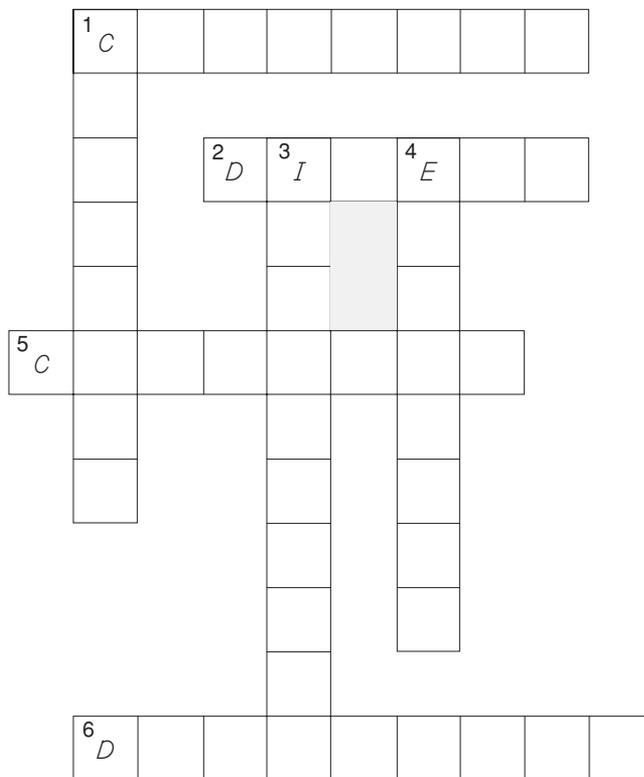
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

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%).

What Does It Take to Be Your Own Boss?

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”? c _____
2. What twelve-letter noun in the reading means “the condition of being free from the control of others”? i _____
3. What seven-letter noun in the reading means “a country’s system of producing, distributing, and consuming wealth”? e _____

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 / _____
2. staunch / _____
3. prosperous / _____
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.

- (Successful / Successfully) entrepreneurs must be willing to work very long hours.
- Entrepreneurs tend to have upbeat, (confident / confidently) personalities.

ANTONYMS

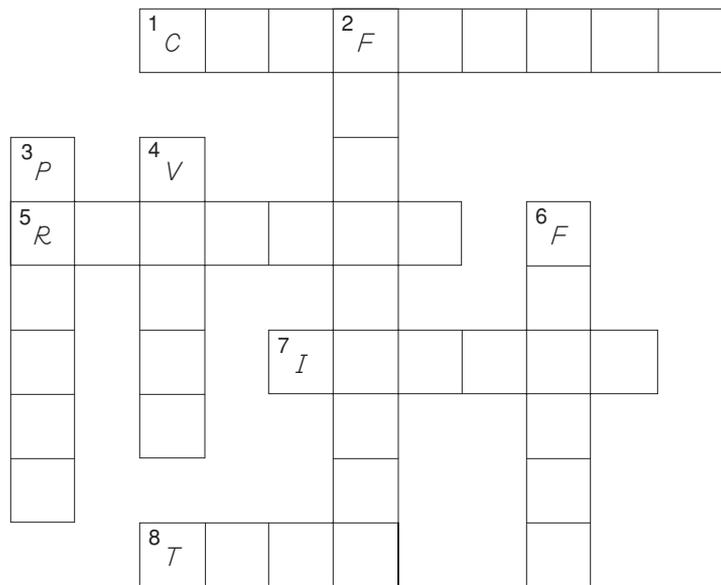
Complete the crossword puzzle with words from the reading. Clues are *antonyms* (words that mean the opposite) of the answer words.

ACROSS

- panicky
- fantasy
- outgo
- wild

DOWN

- luckless
- loss
- to spurn or disdain
- unrecognized



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.

- Save* is to *conserve* as *produce* is to *m*.
- Child* is to *childhood* as *neighbor* is to *n*.
- Managerial* is to *manager* as *entrepreneurial* is to *e*.
- Profit* is to *profitable* as *independence* is to *i*.

Exploring Language

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 and competitor
 - b. equal partner in every way
 - c. person helped and guided by another
- Now use any two of the foreign phrases in sentences of your own.

1. _____
2. _____

BLENDED 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*.

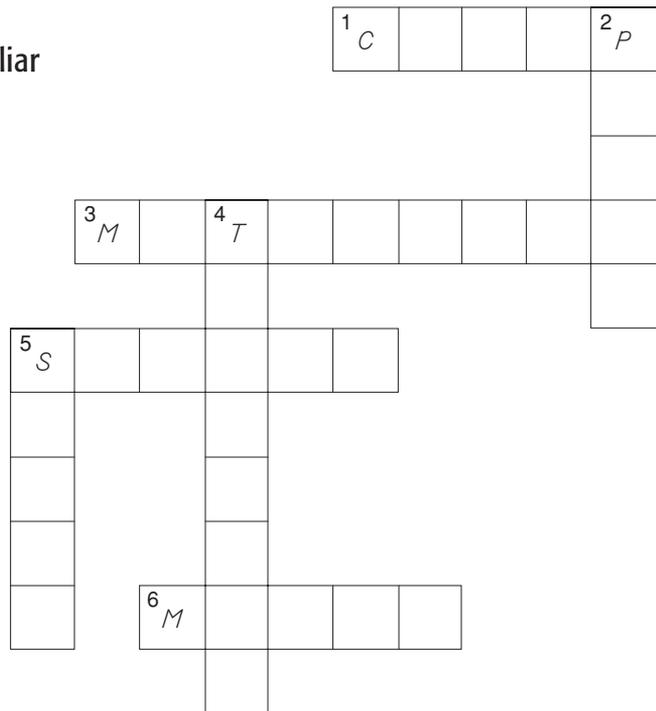
Complete the crossword puzzle with familiar blended words. Clues are the words that were blended to make the new word.

ACROSS

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

DOWN

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



EVERYDAY 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.

Write a letter to match each idiom with its meaning.

- | | |
|--|----------------------------------|
| 1. _____ <i>to let the cat out of the bag</i> | a. admit an embarrassing mistake |
| 2. _____ <i>to turn over a new leaf</i> | b. report someone's wrongdoing |
| 3. _____ <i>to blow the whistle on</i> | c. earn enough to pay your bills |
| 4. _____ <i>to eat humble pie</i> | d. reveal a secret |
| 5. _____ <i>to keep the wolf from the door</i> | 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.
a. Federal Banking Internet b. Federal Bureau of Investigation c. Financial Bond Investments
2. The boss ordered me to get the information to him **ASAP**.
a. as soon as possible b. after signing and proofreading c. as signatures are provided
3. Rollie Fuller is our company's new **CEO**.
a. commercial events operator b. corporate economic official c. chief executive officer
4. I heard that a **VIP** from the main office is going to be here today.
a. visionary intelligence patron b. valuable internet provider c. very important person

REVIEW

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 r_____ of new employees.
2. Interviewers may suspect that job-hoppers lack c_____.
3. Some painters and paperhangers specialize in restoration and r_____ work.
4. P_____ specialty occupations include computer analysts and engineers.
5. Marketing and sales workers try hard to s_____ consumer interest.
6. Secretaries and clerks provide a_____ support services.
7. Businesses that fail were often launched without enough c_____.
8. Painters and paperhangers must have good manual d_____.

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 |

Y	L	A	B	O	R	E	R	G	H	S	V	Y	B
L	F	D	S	X	F	C	V	E	E	W	A	E	S
T	K	N	B	C	X	R	A	T	S	T	H	C	H
N	Y	L	A	T	I	P	A	C	P	P	B	O	A
E	M	K	E	D	R	N	S	N	A	D	O	N	R
T	N	J	T	R	I	E	W	R	C	D	S	O	A
E	F	H	A	D	C	S	G	V	W	H	I	M	S
P	G	G	R	B	N	L	P	K	H	G	I	Y	S
M	L	O	J	H	E	W	Q	U	B	E	O	S	M
O	O	Z	N	S	W	E	R	O	T	P	L	K	E
C	I	L	L	U	S	T	R	A	T	E	P	D	N
A	D	F	N	B	A	N	I	M	A	T	S	O	T

WORDS IN CONTEXT

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

1. **laborer** _____

2. **economy** _____

3. **coordinates** _____

4. **competently** _____

5. **whim** _____

6. **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

p _____.

4. *Assured* is to *certain*
as *suspicious* is to

l _____.

2. *Willingness* is to *attitude*
as *dexterity* is to

a _____.

5. *Chosen* is to *bypassed*
as *selected* is to

r _____.

3. *Employee* is to *record*
as *student* is to

t _____.

6. *Profession* is to *professional*
as *technology* is to

t _____.

PREVIEW

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. accomodate / accommodate | 4. arguement / argument |
| 2. commitment / committment | 5. substitute / substatute |
| 3. sinsere / sincere | 6. goverment / government |

ANSWERS: TRUE OR FALSE? 1. T 2. T 3. F 4. F 5. T 6. F 7. T 8. T
 SPELLING: 1. accommodate 2. commitment 3. sincere 4. argument 5. substitute 6. government

GLOSSARY

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

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

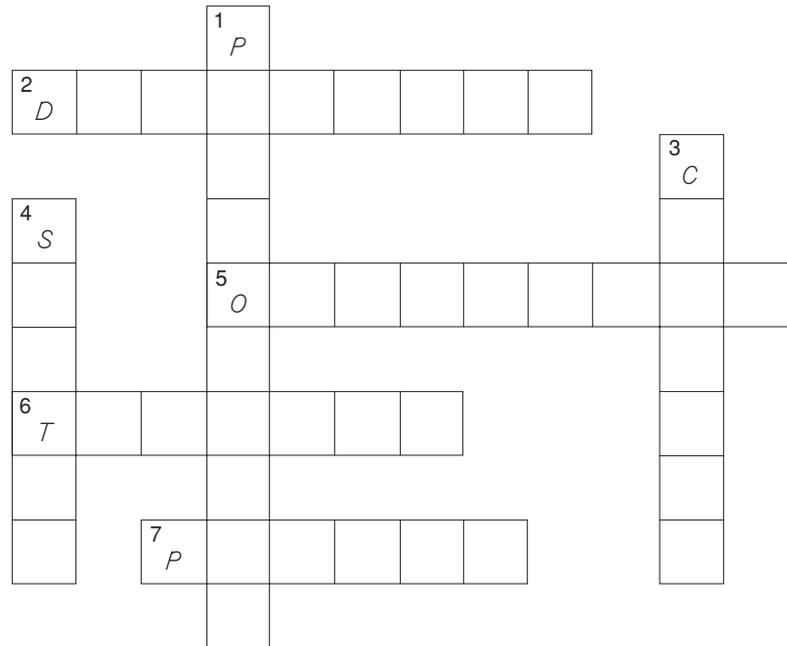
7. jittery

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”? *t* _____
2. What seven-letter adjective in the reading describes a union of states having a central government? *f* _____
3. What nine-letter adjective in the reading means “exactly alike”? *i* _____
4. What nine-letter verb in the reading means “named or chosen for an office or position”? *a* _____

WORDS IN CONTEXT

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

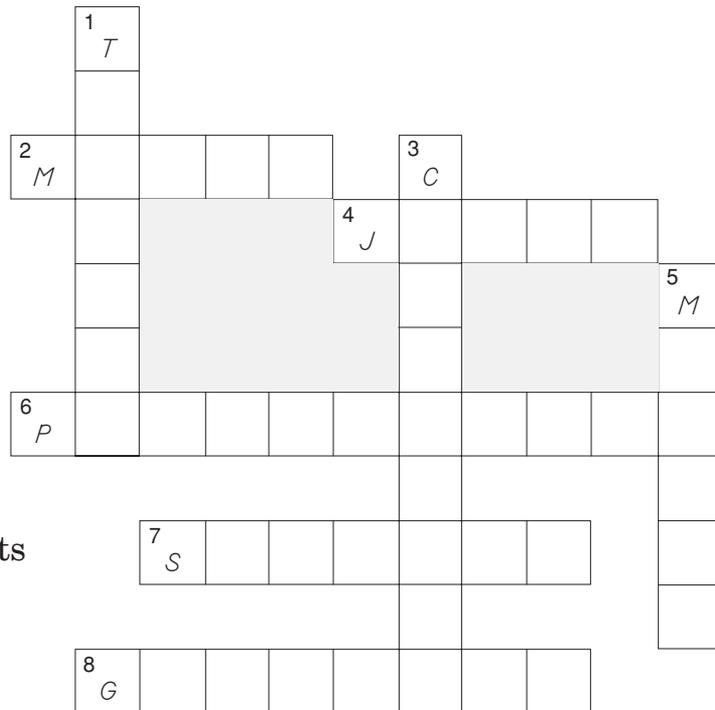
1. **Public sector** employees have jobs in federal, state, or local government.
 - a. the portion of national affairs controlled by government agencies
 - b. workers in certain sections who must deal with the public on a regular basis
 - c. positions filled by public hearings followed by written tests
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 | 4. _____ enforces immigration laws |
| 2. _____ issues birth certificates | 5. _____ sends out Social Security checks |
| 3. _____ repairs broken street lights | 6. _____ maintains driving records |

MULTIPLE-MEANING WORDS

Write sentences showing two *different* meanings of each word below.

1. (mint) _____
- (mint) _____
2. (position) _____
- (position) _____

What You Need to Know About OSHA

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 Health 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
- ensure that employees use safe tools and equipment
- provide access to employee medical records and exposure records
- use color codes or signs to alert employees to possible hazards



Electrical Hazard

Employees' responsibilities include:

- comply with all applicable OSHA standards
- wear or use prescribed protective equipment while working
- report hazardous conditions to the supervisor
- promptly report any job-related illness or injury and seek treatment immediately
- cooperate with the OSHA compliance officer during an inspection
- exercise rights under OSHA in a responsible manner

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
- see OSHA citations that have been issued to the employer
- obtain copies of their medical records or records of their exposure to toxic or harmful substances or 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”? p_____
2. What ten-letter verb in the reading means “ordered that certain directions should be followed”? p_____
3. What nine-letter noun in the reading means “special things needed for some purpose”? e_____
4. What six-letter verb in the reading means “to make certain”? e_____

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 r_____.

2. *Infection* is to *illness* as *accident* is to *i*_____.
3. *Regulation* is to *regulate* as *inspection* is to *i*_____.
4. *Obey* is to *comply* as *assure* is to *g*_____.

WORDS AND MEANINGS

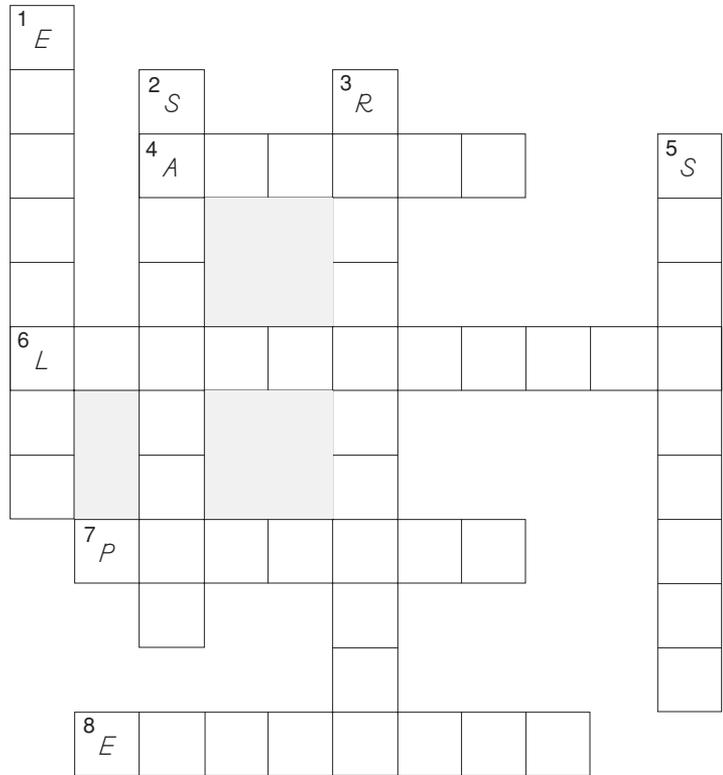
Complete the crossword puzzle with words from the reading. Clues are definitions of the answer words.

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 being identified
 - b. with confidence in the employer
 - c. trust 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

Wise Words About Working



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”? s _____
2. What seven-letter verb in the reading means “stretches or enlarges”? e _____
3. What nine-letter noun in the reading means “a thought or opinion mixed with feeling”? s _____
4. What eight-letter noun in the reading means “a happening that is not expected or planned”? a _____

ANTONYMS

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

NOOHR _____	SEAE _____
LEBON _____	TONESH _____
LIVES _____	ECIV _____

1. virtue / _____
2. shame / _____
3. harshness / _____
4. disgraceful / _____
5. blessings / _____
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

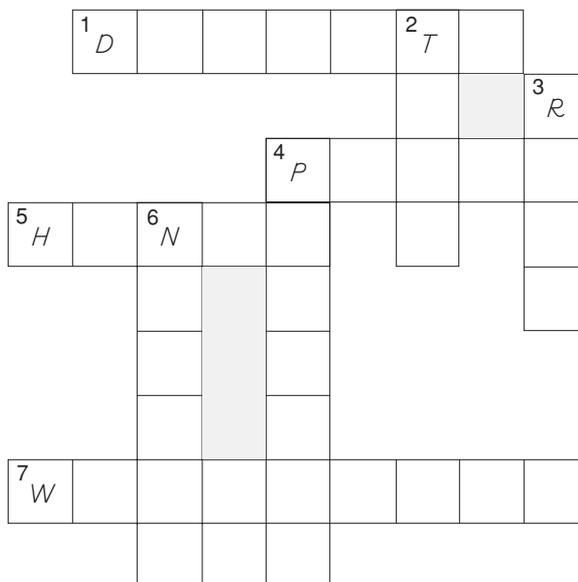
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

ACROSS

1. respectability
4. reward
5. esteem
7. healthy

DOWN

2. labor
3. to harvest
4. succeed
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**

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”? *h* _____
2. What eight-letter plural noun in the reading means “people who travel for pleasure”? *t* _____
3. What nine-letter adjective in the reading describes wild, choppy weather? *t* _____
4. What eleven-letter adjective in the reading means “likely someday to be”? *p* _____

WORDS AND MEANINGS

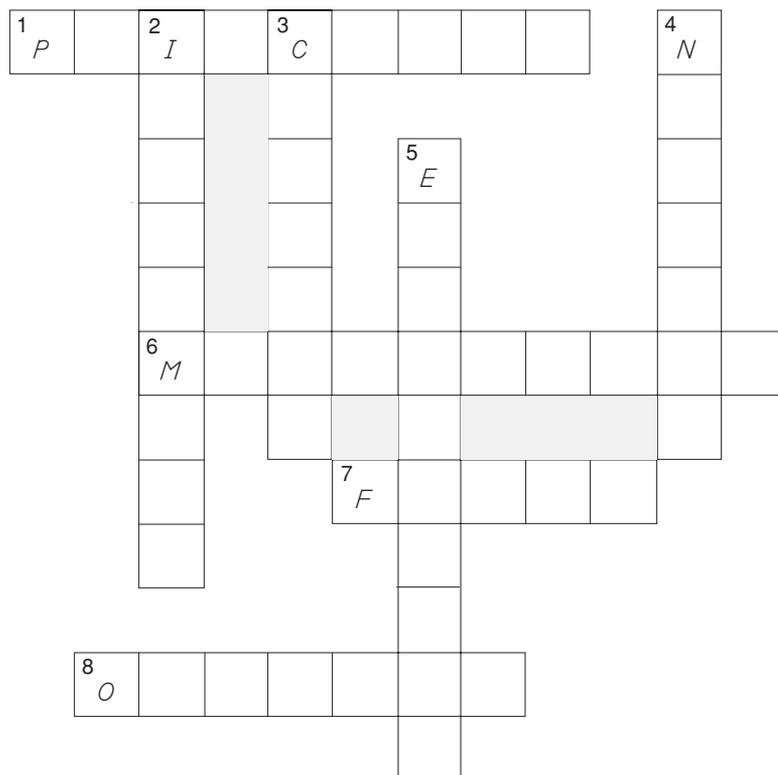
Use the clues to help you complete the crossword puzzle with words from the reading.

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.

Business Communication: The Art of the Handshake

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.



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."

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

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”? c_____
3. What five-letter verb in the reading means “to welcome with polite, friendly words”? g_____
4. What eleven-letter word in the reading means “all the special qualities that make one person different from other people”? p_____

ANTONYMS

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

DANDIVE _____	NUMGREAT _____
NAMINAIT _____	UPFLOWER _____

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

WORDS IN CONTEXT

Use words from the reading to complete the sentences.

1. In a p_____ handshake, you might only press the other person’s fingertips.
2. A confident handshake never l_____ energy.
3. Over the years, the handshake has e_____ into an important communication tool.

WORDS AND MEANINGS

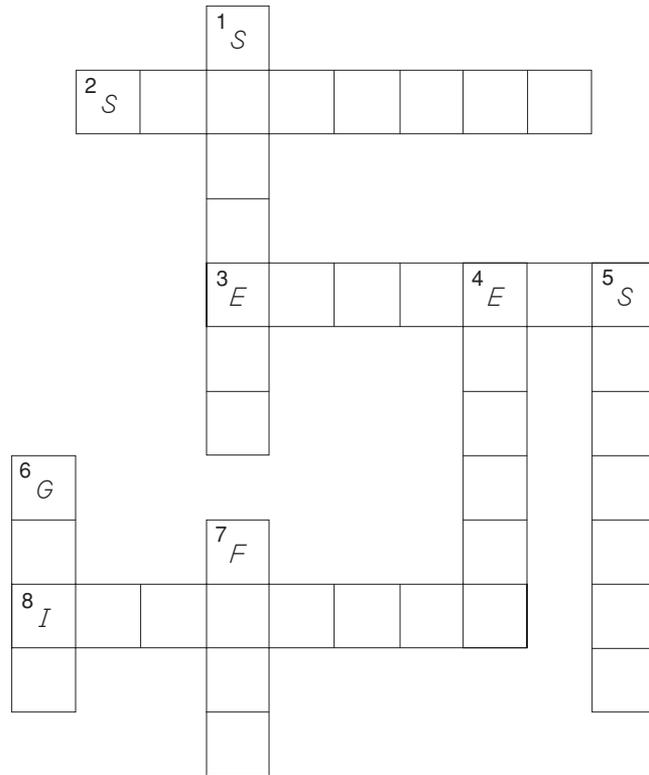
Use the clues to help you complete the crossword puzzle with words from the reading.

ACROSS

- partially, somewhat
- show; demonstrate
- closeness; familiarity

DOWN

- heartfelt; honest
- vigor; force
- indicates; suggests
- grasp; hold fast
- solid; stable



SYLLABLES

Write two original sentences using the puzzle answers indicated.

- word containing four syllables: _____

SENTENCE: _____

- word containing three syllables: _____

SENTENCE: _____

ANALOGIES

Complete the analogies with words from the reading.

- Ends* is to *prolongs* as *terminates* is to *c* _____.
- Partial* is to *partially* as *actual* is to *a* _____.
- Has* is to *has not* as *includes* is to *l* _____.
- Friend* is to *personal* as *a* _____ is to *business*.

Exploring Language

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. _____ <i>to put on airs</i> | a. to find a compromise position |
| 2. _____ <i>to close ranks</i> | b. to act in a conceited, superior way |
| 3. _____ <i>to go through channels</i> | c. to route a piece of business through the hierarchy of bureaucracy |
| 4. _____ <i>to strike a happy medium</i> | 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.

scrupulously

covertly

indignantly

immensely

1. Butch _____ took a cookie from the jar when his mother wasn't looking.

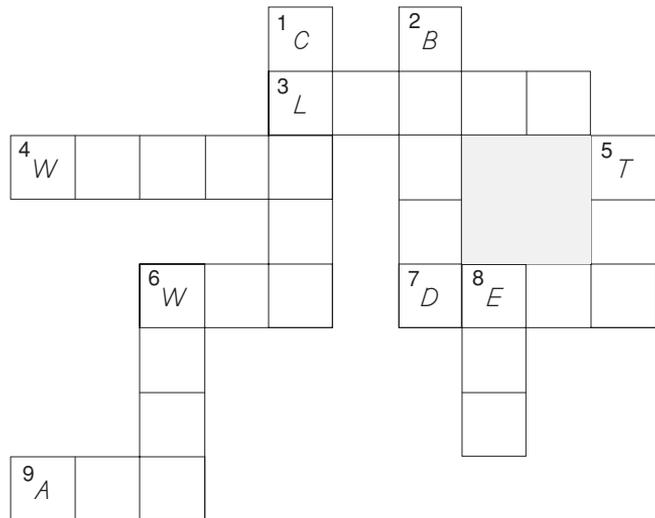
2. The father was _____ proud of his daughter's great achievement.
3. The bookkeeper _____ maintained the company's financial records.
4. He _____ denied that he had stolen the money.

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

REVIEW

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 *t*_____ when pointing out an employee's shortcomings.
2. The offices of the *f*_____ government are centered in Washington, D.C.
3. OSHA laws *g*_____ every employee's right to a safe workplace.
4. The belief that "honor lies in honest toil" is a truly American *s*_____.
5. Travel agents can advise their clients about *c*_____ exchange rates.
6. The main responsibility of a flight attendant is to *i*_____ safety regulations.
7. The handshake is an important *c*_____ tool.
8. The *p*_____ 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

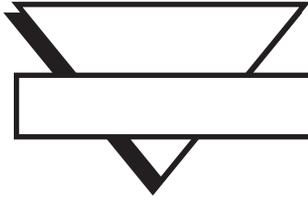
4. _____ shame / honor

2. _____ decreases / escalates

5. _____ principal / primary

3. _____ assure / guarantee

6. _____ hierarchy / ranking



END-OF-BOOK TEST

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).

- _____ **OBLIGATIONS** _____ **DISABLED**
- _____ **APPLICANT** _____ **MENTOR**
- _____ **PROHIBITED** _____ **GOODS**
- _____ **COMPETITION** _____ **SURPLUS**
- _____ **TENACITY** _____ **TRAITS**
- _____ **STAMINA** _____ **AGENT**

C	E	R	A	Y	T	I	C	A	N	E	T	O	P
O	D	M	I	P	T	R	A	I	T	S	X	C	K
M	R	T	Y	A	P	S	D	F	N	C	P	O	Y
P	S	D	F	G	H	L	A	O	W	Q	E	R	T
E	P	D	P	R	O	H	I	B	I	T	E	D	O
T	R	I	G	F	D	T	O	C	S	A	S	M	C
I	U	S	Y	T	A	R	F	T	A	D	E	L	N
T	X	A	O	G	H	G	A	S	T	N	E	G	A
I	K	B	I	L	P	M	O	E	T	S	T	D	F
O	Y	L	U	J	I	F	R	O	Q	W	E	A	S
N	B	E	D	N	O	P	R	L	D	N	T	S	D
O	Z	D	A	S	U	L	P	R	U	S	E	R	T

- 1. characteristics / _____
- 2. responsibilities / _____
- 3. representative / _____
- 4. forbidden / _____
- 5. handicapped / _____
- 6. rivalry / _____
- 7. advisor / _____
- 8. merchandise / _____
- 9. endurance / _____
- 10. extra / _____
- 11. candidate / _____
- 12. persistence / _____

PARTS OF SPEECH

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

ANTONYMS

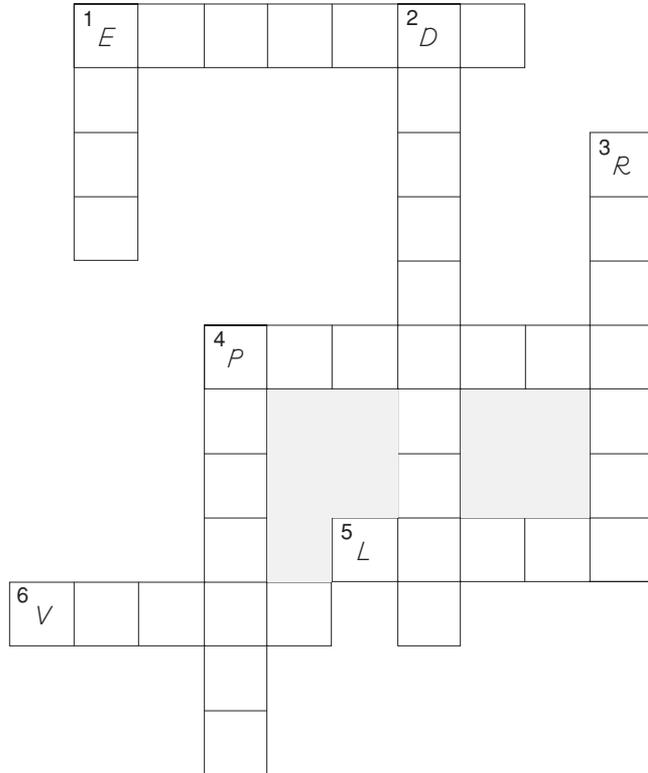
Complete the crossword puzzle with words you studied in this book. Clue words are *antonyms* (words with the opposite meaning) of the answer words.

ACROSS

- shrinks
- complete
- trustful
- unnecessary

DOWN

- difficulty
- receives
- fantasy
- 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.

- Manager* is to *staff* as *professor* is to f_____.
- Confidence* is to *attractive* as *arrogance* is to u_____.
- College* is to *tuition* as *union* is to d_____.
- Capitol* is to *capital* as *principle* is to p_____.
- Post-* is to *prefix* as *-ship* is to s_____.
- Carpenter* is to *hammer* as *musician* is to i_____.
- Send* is to *export* as *receive* is to i_____.
- Occupation* is to *occupational* as *vocation* is to v_____.

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 withheld 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.

WORD LIST

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

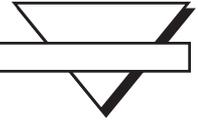
intent
 internship
 interrogate
 interview
 interviewer
 intimacy
 inventory
 investigate
 investment
 irresistible

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	Occupational	postsecondary	R acist
managers	Safety & Health	potential	ratio
mandate	Act (OSHA)	practice	reality
mandatory	occurrences	preamble	reap
manual	officials	precaution	reassure
manufacturer	operator	prefabricated	receptionist
marathon	opportunity	prehistoric	recession
marketing	opposing	prejudice	reckon
mason	organizational	premature	recruitment
maturity	organizations	prerequisites	reference
mediocre	oriented	pressworker	refute
memorandum	outgoing	prevail	regulations
(memo)	overcome	prideful	rejections
mentor	oversee	primary	relative
merchandise	overtime pay	priority	relevant
meticulous	overview	private sector	reliable
military	P ampered	probation	remitted
miller	pane	productivity	remodeling
minimum wage	paperhanger	profanity	repelling
mischievous	paralegal	professional	replenished
modem	paramedic	prognosis	requirements
moderately	paratrooper	programmer	resale
monitors	partial	prohibited	resolve
motorcade	partnership	projected	respond
municipal	passive	prologue	restoration
musician	patron	prolong	résumé
N ecessitate	pay rate	promotion	retail
necessity	paycheck	proper	retain
negative	penmanship	proportion	retired
negotiate	pension	proposition	retraining
nervousness	per diem	prospective	rivalry
net pay	performance	prospects	robot
networking	persistence	prosperous	role
noble	physician	protégé	routine
nonprofit	pixel	prudently	S afeguard
notified	plentiful	psychologically	salary
O bligations	plumbing	public sector	sameness
obstacles	poised	purify	sanitize
occupation	positive	Q ualifications	scant
	postgraduate	qualified	scathing

**WORKPLACE AND CAREERS WORDS****WORD LIST**

screen
scrupulously
section
seize
self-assurance
self-confidence
self-consciousness
self-knowledge
seniority
sensible
sentiment
services
sexist
shareholders
shortage
shortcomings
siren
situation
sketchy
skills
Social Security
(FICA)
social services
socialize
software
solely
sow
specialize

specialty
specifications
sportsmanlike
sportsmanship
spurn
stable
stage presence
stamina
status quo
staunch
stimulate
strenuous
substantial
substitute
subtle
sued
superior
supervisor
supplement
surname
surplus
suspicion
swing shift
systematized
Tactful
take-home pay
technician

technologist
temporal
temptation
tenacity
terminate
tint
toil
toxic
trade
traits
transcript
transfer
transport
trauma
treasury
trend
trial
tuition
reimbursement
turbulent
Unappreciated
unconcerned
unemployment
unfailingly
union dues
upbeat

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

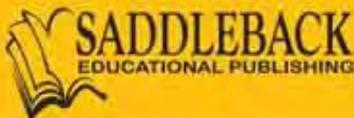
HISTORY AND GEOGRAPHY WORDS

MEDIA AND MARKETPLACE WORDS

MUSIC, ART, AND LITERATURE WORDS

SCIENCE AND TECHNOLOGY WORDS

WORKPLACE AND CAREER WORDS



Saddlebook eBook