

Workplace Basics

Directions: Read each sentence and write the missing word(s) in the space provided. Choose from the words in the list. Not all words will be used. Then follow the directions in *What Is So Important About Communication?*

Work ethic	Academic Skills	Harassment
Passive	Downsizing	Employability Skills
Teamwork	Thinking Skills	Discrimination

- _____ is necessary for a group of people to reach a common goal.
- Workers rely on _____ to find creative solutions and make sound decisions.
- Working hard, being honest, and staying committed to work are signs of _____.
- _____ laws protect employees and people who are applying for jobs.
- An employee might be forced to pursue another job due to _____.
- Unwelcome and disturbing behavior is called _____.
- Core _____ are tools for learning.

What Is So Important About Communication?

Since Matt would rather work alone than with other people, he plans to start his own business where he does not interact much with others. He figures he does not really need to develop good communication skills for the type of work he will be doing. On separate paper, identify what's wrong with Matt's assumptions. Why might Matt need good communication skills, such as speaking, listening, and writing, even in a solitary job?

Skills and Characteristics for Employment

Directions: Write the words from the list under the headings where they belong. Not all words will be used.

Interpersonal	Initiative	Positive attitude	Strategizing	Thinking
Technology	Speaking	Culture	Flexibility	Reading
Environment	Resources	Leadership	Science	Honesty
Writing	Communication	Math	Teamwork	Work Ethic

Academic Skills	Employability Skills	Employee Characteristics

Directions: Write *academic* or *employability* in the spaces provided to identify each skill listed.

- | | |
|-------|--|
| _____ | 1. Cooperate rather than compete |
| _____ | 2. Write a speech |
| _____ | 3. Figure out a budget |
| _____ | 4. Use a spreadsheet |
| _____ | 5. Research information |
| _____ | 6. Read instruction manuals |
| _____ | 7. Motivate others through encouragement |
| _____ | 8. Analyze a problem |

Handling Workplace Issues

Directions: Put a check mark under yes or no after each question below to show your knowledge about handling workplace issues. Then follow the directions in *Harassed at Work*.

Workplace Issues		Yes	No
1	Is it permissible to treat those who work under you differently than those who supervise you?		
2	Do discrimination laws apply to people who are applying for a job as well as to employees?		
3	Should you become defensive when your work is criticized?		
4	Is age discrimination legal?		
5	Do some workplace conflicts take time and effort to be resolved?		
6	Can constructive criticism help improve your performance?		
7	Is pressuring someone for a date allowable in the workplace?		
8	Can personality differences cause conflict?		
9	When your work is criticized, should you just shrug it off?		
10	Do you have to put up with harassment if you want to keep your job?		
11	Can interpersonal conflicts in the workplace affect your work?		
12	Does taking responsibility for your mistakes make you look weak?		

Harassed at Work

Natasha is being harassed at work. Another employee, Tony, has made inappropriate comments and jokes to her and has asked her several times to go out with him. So far Natasha has tried to ignore Tony’s behavior, but it continues to get worse. She is afraid that Tony will get mad and try to retaliate if she does or says anything about it. Natasha really needs this job, but she wonders whether she should quit and find another one. On separate paper, describe two things Natasha should not do in this situation and two things she should do to try to resolve the problem.