

Name:

Date:

Subject: Bahamian Civics

Grade: 12

Topic: **Quality in the Workplace**

INSTRUCTIONS: Use the words in the word bank to fill in the answers for **Part A, B, and C.**

Profession	Problem- Solving	university degree	diploma
Communication skills	Occupation	Work Ethic	
Job experience	BGCSE	Employability	

Part A. Fill in the blank using the correct term.

1. _____ Having and using your life skills to be hired and stay hired.
2. _____ Requires a degree of completed studies at a University or higher institution of learning.
3. _____ The job you are paid to do, it is the way you earn a living.

Part B. Comprehension Passage. Fill in the blank with the correct word from the word bank.

In the work environment qualifications for each profession may vary. A doctor or teacher may need a _____ to be hired into their professional arena, but for a Police Officer it may only be necessary that they provide their high school _____. Results to be enrolled in the training college. Other jobs may simply require you to have _____. It is also very important to complete your high school _____ as this can also be a requirement of many employers. Other than qualifications, workplace skills are also very important to have.

Part C. What kind of skills are required below:

- a. _____ Your manager needs you to inform customers about the new insurance policy.
- b. _____ Susan the store manager needed someone to stock the shelves, Marcus the shelf boy offered to complete the task despite the fact that it was time for him to get off.
- c. _____ The principal has not shown up for work today, a situation arises that needs immediate attention.