Workplace Vocabulary Worksheet



Instructions: Answer the questions about the workplace vocabulary words below. If you need help, watch the workplace vocabulary video.

Questions:

1. Manager is another word for Boss. TRUE FALSE
2. A co-worker is someone who you work for. TRUE FALSE
3. What is another word for job description? Duties Resume Boss
4. What do you call the block of time you work? Duties Shift Wages
5. How many hours is Full-time work? 10-20 20-30 30-40
6. Vacation time and sick days are the same. TRUE FALSE
7. Salary and wages are different. TRUE FALSE
8. Only some jobs have benefits. TRUE FALSE
9. What do you call a 1-1 meeting for a job? application resume interview
10. References are people who will say bad things about you. TRUE FALSE
11. What is name of department that looks after paperwork? PP HR MD

LIVEWORKSHEETS