## Office Rules: What You Must Do

1. **You must on time.**
   - Punctuality is crucial for a smooth workflow.
2. **You must your ID badge at all times.**
   - This ensures security within the office.
3. **You must your workspace clean.**
   - A tidy desk helps maintain a professional environment.
4. **You must any issues to your supervisor.**
   - Open communication is key for resolving problems.
5. **You must the dress code.**
   - Dressing appropriately sets a professional tone.
6. **You must all mandatory meetings.**
   - Meetings are essential for team coordination.
7. **You must office equipment with care.**
   - This helps prolong the lifespan of office resources.
8. **You must your colleagues.**
   - A respectful atmosphere promotes teamwork.
9. **You must breaks in designated areas only.**
   - This minimizes distractions for others.
10. **You must your tasks by the given deadlines.**
    - Timely completion of work is essential for project success.

LIVEWORKSHEETS