WORKPLACE ENGLISH II . Part II

Calendar Vocabulary & Career Matching Worksheet

1. PROFESSIONAL PROFILE (SELF INTRODUCTION)

EMPLOYEE NAME:

CURRENT ROLE:

START DATE:

2. DAYS & MONTHS (10 CHALLENGES) 10 pts.

Complete the missing days of the week and months of the year for work schedules.

- Monday, Tuesday, _____
- Thursday, _____, Saturday
- First month of the year: _____
- March, April, _____, June
- Day after Friday: _____
- August, September, _____
- Day before Wednesday: _____
- Tenth month of the year: _____
- The weekend: Saturday and _____
- Last month of the year: _____

3. COMMON JOBS MATCHING 10pts

Match the job title on the left with its correct workplace duty description (A-E).

Duties:

[A] Prepares food and manages kitchen operations.
[B] Helps patients and assists doctors in hospitals.
[C] Designs systems, software, or construction sites.
[D] Teaches students and prepares daily lessons.
[E] Welcomes office visitors and answers phone calls.

1. Nurse
Healthcare & Medical Service

2. Chef
Culinary & Restaurant Operations

3. Receptionist
Front Desk & Administrative Support

4. Teacher
Education & Training

5. Engineer
Technology & Infrastructure

6. Fill the gaps with the correct response. 10 pts.

MY INFORMATION

PERSONAL DETAILS

My name is ..... _____

My occupation is ..... _____

I work at ..... _____

I have been in this role for ..... _____

My birthday is on ..... _____

LIVEWORKSHEETS