

JOB ROUTINE

VOCABULARY

1. Fill the blanks with the words below

schedule boss routine job activities workplace shifts job routine experience team
work instructions fixed schedule coworkers fixed shifts

Having a _____(1) means having a _____(2). Sometimes, you have _____(3) and sometimes your _____(4) changes. It all depends on your _____(5) and the needs of your _____(6).

If you have a _____(7), it means that you always work at the same time every day or every week. This can be good because you can plan your other _____(8) around your work hours. However, if you have _____(9) that change, it can be more difficult to plan your free time.

Your _____(10) is the person who tells you what to do at _____(11). They are in charge of making sure that everything runs smoothly and that everyone is doing their _____(12) correctly. It's important to listen to your _____(13) and follow their _____(14).

When you start working, you will learn about your _____(15) and what is expected of you. You will also get to know your _____(16) and work together as a _____(17). Remember, having a _____(18) is a responsibility but it can also be a rewarding _____(19).

2. Match the definitions

- a. A paid position of regular employment.
- b. A sequence of actions regularly followed.
- c. Predetermined and unchanging work hours.
- d. A plan for carrying out a process or procedure.
- e. A person who is in charge of an organization or department and has the power to make decisions and give orders.
- f. A location where someone works, such as an office, factory, or store.
- g. A set timetable that does not change.
- h. Things that are done for enjoyment or as part of a job or course of study.
- i. Periods of time during which different groups of workers do the same jobs in relay.
- j. Activity involving mental or physical effort done in order to achieve a purpose or result.
- k. Detailed information telling how something should be done, operated, or assembled.
- l. The usual series of tasks performed as part of one's job.
- m. People with whom one works, especially on a regular basis.
- n. A group of people who work together to achieve a common goal.
- o. Knowledge or skill gained through involvement in or exposure to a particular activity or event.
- 1. shifts
- 2. experience
- 3. job
- 4. team
- 5. coworkers
- 6. schedule
- 7. boss
- 8. work
- 9. fixed shifts
- 10. routine
- 11. activities
- 12. workplace
- 13. instructions
- 14. fixed schedule
- 15. job routine

