

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

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

