Part 3: Reading

You are going to read an article about what NOT TO DO when starting a new job. The title of each of the paragraphs has been removed from the article. Choose from the titles (a-k) the one which best fits each gap (1-10). Use each letter only ONCE. There is ONE extra title you DO NOT need to use.

10 things you should never do when starting a new job

Congratulations! You've finally secured a new job, and now you want to start off on the right foot. You want to be careful not to make any career-ending mistakes. So, what should you NEVER do when starting a new job?

Title1 _____
You learned this in first grade, when the teacher began keeping track of tardies: Being on time matters. Factor in extra time if there's traffic, construction, or other reasons to expect a delay.

Title 2 _____
Before starting your job, talk with the hiring manager or human resources professional to make sure you understand what constitutes acceptable outfit for your new workplace. There's nothing more embarrassing than showing up wearing something that doesn't fly with your supervisors.

Title 3 _____
Many companies require new employees to go through a training process before starting a new position. While it may be tempting to skip these sessions or treat them lightly, don't do it. Even if your training managers won't be your direct supervisors, they are watching you.

Title 4 _____
No matter where you're working, there are certain processes, tools, and forms that make up the standard operating procedures of your company. You may have been introduced to these through a very organized, systematic orientation, or you may feel like you're expected to absorb them by osmosis. If you were formally informed, consider yourself fortunate, if not, don't feel shortchanged or frustrated. Instead, take initiative and master the basics on your own.

Title 5 _____
It's understandable that you may need help or guidance during your first few weeks at a new job, and asking co-workers for assistance or just to answer questions can be perfectly acceptable. But remember, you were hired because managers believed in your ability to get the job done. Ask for help if you need it, but believe in yourself and prove that you can do the work yourself.

Title 6 _____
Your employer isn't paying you to chat with your girlfriend or even your kids' babysitter. Make a personal policy of limiting personal phone calls and texts to your lunch break, except for emergencies.

go to part 2 -->

LIVEWORKSHEETS