

WORKSHEET: ALL ABOUT REGULATIONS

วิชา: ภาษาอังกฤษสถานประกอบการ (English for Enterprise)

PART 1: General Workplace Regulations | ระดับชั้น ปวช. 2



 **Directions: Read the questions carefully and choose the most appropriate answer for each sentence.**



1. Employees _____ be at work by 8:00 AM every day according to the company rules.

☐ (a) must

☐ (b) can

☐ (c) shouldn't

☐ (d) may



2. You must always _____ your employee ID badge while working inside the building.

☐ (a) wear

☐ (b) hide

☐ (c) throw

☐ (d) sell



3. What is the result of repeatedly violating the company dress code policy?

☐ (a) A pay rise

☐ (b) A verbal or written warning

☐ (c) Extra day off

☐ (d) Free lunch coupon



4. Personal phone calls _____ only be made during official rest breaks.

☐ (a) cannot

☐ (b) must not

☐ (c) should

☐ (d) shouldn't



5. If you are sick and cannot attend work, you must _____ your supervisor immediately.

☐ (a) ignore

☐ (b) notify

☐ (c) blame

☐ (d) forget



6. All team members _____ attend the weekly orientation meeting every Monday morning.

☐ (a) must

☐ (b) cannot

☐ (c) shouldn't

☐ (d) needn't



7. You are not allowed to use office computers for _____ social media activities.

☐ (a) business

☐ (b) personal

☐ (c) professional

☐ (d) official



8. Eating or drinking liquids is strictly _____ in the computer server room.

☐ (a) allowed

☐ (b) permitted

☐ (c) prohibited

☐ (d) recommended



9. Where _____ employees park their vehicles?

☐ (a) In front of main entrance

☐ (b) In customer VIP area

☐ (c) In designated parking area

☐ (d) On the sidewalk



10. All trash and recyclable materials must be correctly _____ into the labeled bins.

☐ (a) sorted

☐ (b) mixed

☐ (c) hidden

☐ (d) burnt

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PART 2: Safety and Health Regulations | ระดับชั้น ปวช. 2



 **Directions:** Read the questions carefully and choose the most appropriate answer for each sentence.



11. Personal Protective Equipment (PPE) _____ be worn at all times in the workshop.



(a) might



(b) must



(c) shouldn't



(d) need not



12. A yellow triangular sign with an exclamation mark (!) usually represents a _____.



(a) mandatory rule



(b) prohibition



(c) hazard warning



(d) safe zone



13. Before operating any heavy machinery, every worker must receive proper _____.



(a) training



(b) permission letter



(c) discount



(d) lunch box



14. Workshop floors must be kept dry and clean to prevent _____ accidents.



(a) fire



(b) chemical



(c) slip and fall



(d) electrical shock



15. Emergency exits and fire escape routes must remain _____ at all times.

☐ (a) locked

☐ (b) blocked

☐ (c) clear

☐ (d) closed permanently



16. What is the correct action to take immediately when the fire alarm sounds?

☐ (a) Continue working

☐ (b) Evacuate via safety stairs

☐ (c) Pack your personal items

☐ (d) Use the central elevator



17. Any minor injury or cut sustained during work must be reported to the _____ unit.

☐ (a) marketing

☐ (b) first aid

☐ (c) accounting

☐ (d) purchasing



18. Hazardous chemical substances must be safely stored in a _____ area.

☐ (a) locked and ventilated

☐ (b) public

☐ (c) random

☐ (d) crowded



19. You _____ touch electrical switches or wires with wet hands.

☐ (a) must

☐ (b) should

☐ (c) must not

☐ (d) have to



20. Do not exceed the _____ weight capacity when operating the hydraulic lift.

☐ (a) minimum

☐ (b) maximum

☐ (c) average

☐ (d) lowest

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PART 3: Conduct & Data Security | ระดับชั้น ปวช. 2



 **Directions:** Read the questions carefully and choose the most appropriate answer for each sentence.



21. All internal company documents and client information must be kept _____.

☐ (a) public

☐ (b) confidential

☐ (c) open

☐ (d) online



22. You _____ lock your computer screen every time you step away from your desk.

☐ (a) should

☐ (b) must not

☐ (c) shouldn't

☐ (d) cannot



23. Employees should maintain a professional and polite tone when writing business _____.

☐ (a) rumors

☐ (b) emails

☐ (c) complaints

☐ (d) personal notes



24. Staff members _____ share their computer passwords with external parties or friends.

☐ (a) have to

☐ (b) can

☐ (c) must not

☐ (d) should



25. Always treat clients and visitors with respect and a high level of _____.

☐ (a) professionalism

☐ (b) anger

☐ (c) carelessness

☐ (d) rudeness



26. Posting confidential workplace photos or negative comments online is against company _____.

☐ (a) policy

☐ (b) fashion

☐ (c) style

☐ (d) trend



27. Workplace bullying, discrimination, and verbal abuse are strictly _____.

☐ (a) encouraged

☐ (b) forbidden

☐ (c) promoted

☐ (d) welcomed



28. If you wish to take annual leave, you must submit a leave form at least one week in _____.

☐ (a) advance

☐ (b) delay

☐ (c) past

☐ (d) behind



29. Being punctual for appointments and business conferences shows good _____.

☐ (a) discipline

☐ (b) laziness

☐ (c) weakness

☐ (d) stress



30. Employees are required to regularly report their work progress to their direct _____.

☐ (a) rival

☐ (b) supervisor

☐ (c) customer

☐ (d) trainee