

Name:

Date:

Subject: Bahamian Civics

Grade: 12

Topic: **Quality in the Workplace**

INSTRUCTIONS: Use the words in the word bank to fill in the answers for **Part A, B, and C.**

Profession	Problem- Solving	university degree	diploma
Communication skills	Occupation	Work Ethic	
Job experience	BGCSE	Employability	

**Part A. Fill in the blank using the correct term.**

1. \_\_\_\_\_ Having and using your life skills to be hired and stay hired.
2. \_\_\_\_\_ Requires a degree of completed studies at a University or higher institution of learning.
3. \_\_\_\_\_ The job you are paid to do, it is the way you earn a living.

**Part B. Comprehension Passage. Fill in the blank with the correct word from the word bank.**

In the work environment qualifications for each profession may vary. A doctor or teacher may need a \_\_\_\_\_ to be hired into their professional arena, but for a Police Officer it may only be necessary that they provide their high school \_\_\_\_\_. results to be enrolled in the training college. Other jobs may simply require you to have \_\_\_\_\_. It is also very important to complete your high school \_\_\_\_\_ as this can also be a requirement of many employers. Other than qualifications, workplace skills are also very important to have.

**Part C. What kind of skills are required below:**

- a. \_\_\_\_\_ Your manager needs you to inform customers about the new insurance policy.
- b. \_\_\_\_\_ Susan the store manager needed someone to stock the shelves, Marcus the shelf boy offered to complete the task despite the fact that it was time for him to get off.
- c. \_\_\_\_\_ The principal has not shown up for work today, a situation arises that needs immediate attention.