

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

