

WORKPLACE ENGLISH II . Part II

Calendar Vocabulary & Career Matching Worksheet



1. PROFESSIONAL PROFILE (SELF INTRODUCTION)



EMPLOYEE
NAME:

CURRENT
ROLE:

START DATE:

2. DAYS & MONTHS (10 CHALLENGES) 10 pts. 3. COMMON JOBS MATCHING 10pts

Complete the missing days of the week and months of the year for work schedules.

 Monday, Tuesday, _____

 Thursday, _____, Saturday

 First month of the year: _____

 March, April, _____, June

 Day after Friday: _____

 August, September, _____

 Day before Wednesday: _____

 Tenth month of the year: _____

 The weekend: Saturday and _____

 Last month of the year: _____

Match the job title on the left with its correct workplace duty description (A-E).

Duties:

- [A] Prepares food and manages kitchen operations.
- [B] Helps patients and assists doctors in hospitals.
- [C] Designs systems, software, or construction sites.
- [D] Teaches students and prepares daily lessons.
- [E] Welcomes office visitors and answers phone calls.



1. Nurse

Healthcare & Medical Service



2. Chef

Culinary & Restaurant Operations



3. Receptionist

Front Desk & Administrative Support



4. Teacher

Education & Training



5. Engineer

Technology & Infrastructure

6. Fill the gaps with the correct response.
10 pts.

MY INFORMATION



PERSONAL DETAILS

My name is _____



My occupation is _____



I work at _____



I have been in this role for _____



My birthday is on _____