 **1st Evening Vocational High School of Trikala**

**School Year 2019 – 2020**

**Economy and Administration**

**FIRST DAY IN THE OFFICE - WORKSHEET**

**A. Choose the correct answers**

**1. What is the purpose of the text?**

1. to help you prepare for your first day in the office
2. to help you impress your co-workers

**2. According to the text, introducing yourself confidently**

1. will discourage your new colleagues
2. will help establish yourself as a new member of the team

**3. According to the text, being over-smart**

1. creates a positive impression
2. may lead you to failure

**4. Why is it a good idea to ask questions?**

1. to show that you’re interested in learning
2. to cover your inexperience

**5. Why is it important to stay organized?**

1. to be able to remember the people you meet
2. to be able to deal with all the work you may be assigned

**6. Which of the following shows your professionalism?**

1. to be eager to follow instructions
2. to show that you know how to do things in your own way

**B. Match the following words with their definitions on the right:**

|  |  |
| --- | --- |
| 1. impression | a. enthusiasm |
| 2. confidence | b. a piece of work to be done |
| 3. attitude | c. a fellow member of a working group |
| 4. enhance | d. an idea or opinion of what someone or something is like |
| 5. efficiency | e. the quality of trusting your abilities or someone else’s |
| 6. eagerness | f. the quality of working well and fast |
| 7. assign | g. to give a particular piece of work to someone |
| 8. professionalism | h. to increase or improve |
| 9. task | i. the way we feel, think or act toward something |
| 10. teammate | j. the skill and high standards of a working person |

**C. Complete the following table**

|  |  |
| --- | --- |
| **VERB** | **NOUN** |
|  | perception |
| achieve |  |
| assign |  |
| fail |  |
| enhance |  |
|  | demonstrate |
| enter |  |
| discuss |  |
| introduce |  |
| declare |  |

**MORE VOCABULARY PRACTICE**

Fill in the following sentences with the correct form of the words in brackets:

1. I feel so stressed when I have to deal with difficult \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (ASSIGN)
2. Use your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and experience to complete this report. (KNOW)
3. She made a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the new process. (DEMONSTRATE)
4. In his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the author thanked his family for their support. (INTRODUCE)
5. Food is a basic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (REQUIRE)
6. The company’s network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ left the employees without work. (FAIL)

7. We need to hire an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ secretary. (EXPERIENCE)