

## CHAPTER 2 Employability Skills



### Certification Test Practice

#### What to Ask Before a Test

**Directions** Read the tips for what to ask before a test. Then complete the sample true-or-false test. In the table, on the right, put a check mark (✓) under **T** for true or **F** for false.

#### Questions to Ask Before a Test

Before the day of a test, ask your teacher these questions:

- What material and objectives will be covered on the test?
- What type of questions will appear on the test—multiple choice, true or false, fill in the blank, or essay?
- How much time will I have to complete the test?
- Will the test be on a computer or in printed form?
- Will the test be open book or closed book?
- How much will this test count toward my grade for this class?

	T	F
1. Body language reveals your feelings and reactions to what you say or hear.		
2. Responsible employees do not show up to work on time.		
3. Team members show leadership by taking initiative to accomplish team tasks.		
4. Networking is the most direct and successful way of finding a job.		
5. A cover letter is a summary of your career objectives, work experience, education, and training.		
6. Making eye contact during an interview shows that you are interested in what the interviewer is saying.		
7. Technology resources on the job should be used only for work-related business.		
8. Your total compensation includes both wages and benefits.		
9. Sexual harassment is a form of probation.		
10. Taking continuing education classes shows your employer that you are interested in advancing on the job.		

**CHAPTER 2****Employability Skills****Content and Academic Vocabulary**  
**English Language Arts**

**Directions** Write the vocabulary term that best completes each sentence. Not all vocabulary words will be used.

Content Vocabulary		Academic Vocabulary
active listening	ethics	foundation
body language	workers' compensation	responsibility
work ethic	minimum wage	
flexibility	compensatory time	
networking	labor union	
trade publications	collective bargaining	
service learning	discrimination	
résumé	sexual harassment	
prioritize	probation	
empathy		

1. You must \_\_\_\_\_, or put tasks in order of importance, to use time effectively and to complete tasks efficiently.
2. A/An \_\_\_\_\_ is a required task or duty.
3. A/An \_\_\_\_\_ is a summary of career objectives, work experience, qualifications, education, and training.
4. The ability to adapt willingly to change is called \_\_\_\_\_.
5. \_\_\_\_\_ is the lowest hourly wage an employee can earn.
6. Having basic skills, such as communication and math skills, provides a strong \_\_\_\_\_ for finding and keeping a job.
7. Employers must protect their employees from \_\_\_\_\_, which is unfair treatment based on age, gender, race, religion, disability, or other factors.
8. One's \_\_\_\_\_ is a personal commitment to work hard and to do one's very best.
9. An employer may set a period of \_\_\_\_\_ for a new employee in order to assess the employee's work and behavior.
10. Practicing the skill of \_\_\_\_\_ involves avoiding distractions, focusing on what a speaker says, and asking questions for clarification.