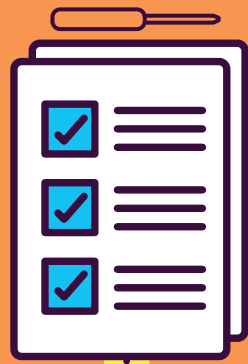


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**JOB SKILLS  
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STUDENT BOOK

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Workplace Readiness



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**Workplace Readiness**

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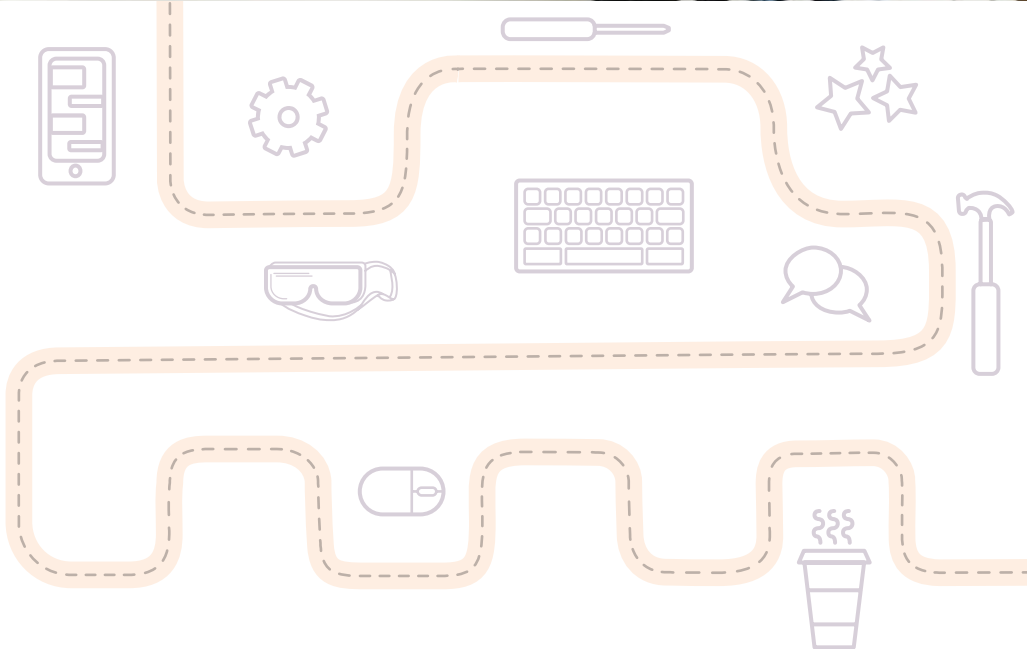
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STORY 1

# Hygiene Steps



# 1 Hygiene Steps Vocabulary



## presentable

Keeping yourself clean and orderly.  
You are expected to be *presentable* at work.



## wrinkled

Little folds in your clothes.  
You cannot look neat if you have *wrinkled* clothes.



## hamper

Basket to put clothes in that you need to wash.  
Put your socks in the *hamper* when you take them off.



## image

How other people see you.  
The best way to see your *image* is by looking in a mirror.

# 1 Hygiene Steps

*Two friends are riding to work together when one tells the other that she needs to improve her hygiene at work.*

“Hey, Sofia,” Ava said when Sofia answered the phone. “I’m running late this morning, so I’m going to miss the bus. Could you please give me a ride to work?”

Sofia replied, “Sure. I’m leaving in five minutes. See you in 10.”

“I’ll watch for you. Thanks!” Ava said. She then finished getting ready and ate breakfast. She was sitting on the front step when Sofia drove up.

Ava got in Sofia’s car and said, “You’re a lifesaver! Thanks so much.”

Sofia looked at Ava for a few seconds without saying a word. Then Sofia said, “You’d never think we were headed to the same place! Are you wearing that to work?”

“Well, yes,” Ava said.

Sofia said, “Ava, your shirt is all **wrinkled**. It looks like you took it out of the **hamper**.”

“I was hoping no one would notice,” Ava said. “All my clothes are dirty.”

“And did you also have trouble with your hair this morning? It doesn’t look like you even combed it,” Sofia added.



***You need to practice good personal hygiene at work.***

“Thanks for reminding me. I was going to comb it on the way,” Ava said as she pulled out a comb.

“And, you’ve got something yellow in your teeth,” Sofia went on.

“I had sweet corn last night,” Ava said. She looked in the mirror and picked the sweet corn out of her teeth.

“Didn’t you brush your teeth this morning?” Sofia asked.

“Again, I was hoping no one would notice. I overslept and just didn’t have time,” Ava said.

“What’s that on your pants?” Sofia asked as she pointed to a spot.

“Oh dear,” Ava said as she tried to rub it off. “It’s mustard. I had a brat with my sweet corn.”

Sofia gave Ava a serious look. Then she said, “Ava, I try to look my best every day. It helps me make a good **image** at work. Every day, I shower, fix my hair, brush my teeth, and put on clean clothes. Looking **presentable** matters.”

Ava said, “You do always look nice. But do you think looking nice helps you do better work?”

Sofia said, “Ava, you look and smell dirty, like you don’t care. I doubt most people want to be around you. It does matter how you look at work.”

Ava stopped talking. She leaned her head on the window of her door and looked out.



***Before you go to work, make sure to shower, style your hair, use deodorant, and brush your teeth.***



Sofia said, “I’m sorry for hurting your feelings, Ava. But you are my friend. I want you to keep your job.”

Ava said, a little bit angry, “Who says I’m not going to keep my job?”

Sofia said, “No one said that. But I worry you will lose your job if you keep going to work looking like a mess. I know this issue is sensitive, and I didn’t mean to hurt you. But I want you to hear my opinion.”

“I heard you alright,” Ava said.

“Ava, I’ve seen you look messy at work before. You need to clean up your image. I know you can do good work, but you need to start looking like a good worker.”

Ava looked at Sofia and sort of smiled. “You really think I do good work?”

Sofia smiled and said, “Yes, Ava, I do think you do good work. And, I’m not just saying that because you are my friend. I think you are the best worker in your department. But I don’t think everyone sees how good you are because you do not look like a good worker.”

“Fine,” Ava said. “I’ll do laundry tonight, and I’ll set a double alarm so I don’t oversleep.”

“And your teeth, your hair, and general hygiene things?” Sofia asked.

“I’ll start showering more often and fix my hair,” Ava said.

“Good plan!” Sofia said with a smile. Then she said, “Did you see *Good Luck Girls* last night?”



***Do not wear dirty clothes to work. Wash and dry your clothes to keep them fresh and clean.***

Ava laughed. “Good idea to change the topic, Sofia! And, yes, I did see it. I couldn’t believe that Lucy ate those pickles!” They were still talking about the show when they pulled into the parking lot at work.

The next morning, Ava rode the bus to work as usual. On her way to her office, several people said, “You look nice today, Ava.”

A little later, she ran into Sofia in the breakroom. Sofia looked at Ava and broke into a big smile. Sofia said, “You look great! You also look like a good worker.”

Ava said, “I think good hygiene must matter more than I realized. Everyone is being so nice to me today. They listen more when I talk. And the boss even stopped to look at the project I was working on. Then he said that he had a special project he’d like me to do. I think I’m going to turn over a new leaf. No more ‘Bad Image Ava.’”

“I’m so glad to hear you say that!” Sofia said.

“Yeah, well, the next time you want to tell me something for my own good, don’t try to be so polite and nice about it,” Ava laughed.

“Sorry about that,” Sofia said. “I didn’t know how else to tell you that you needed to step up your hygiene!”



***Good personal hygiene is important.  
Your boss will notice and want to  
keep you as an employee.***

# 1 Hygiene Steps Quiz

Select the correct answer.

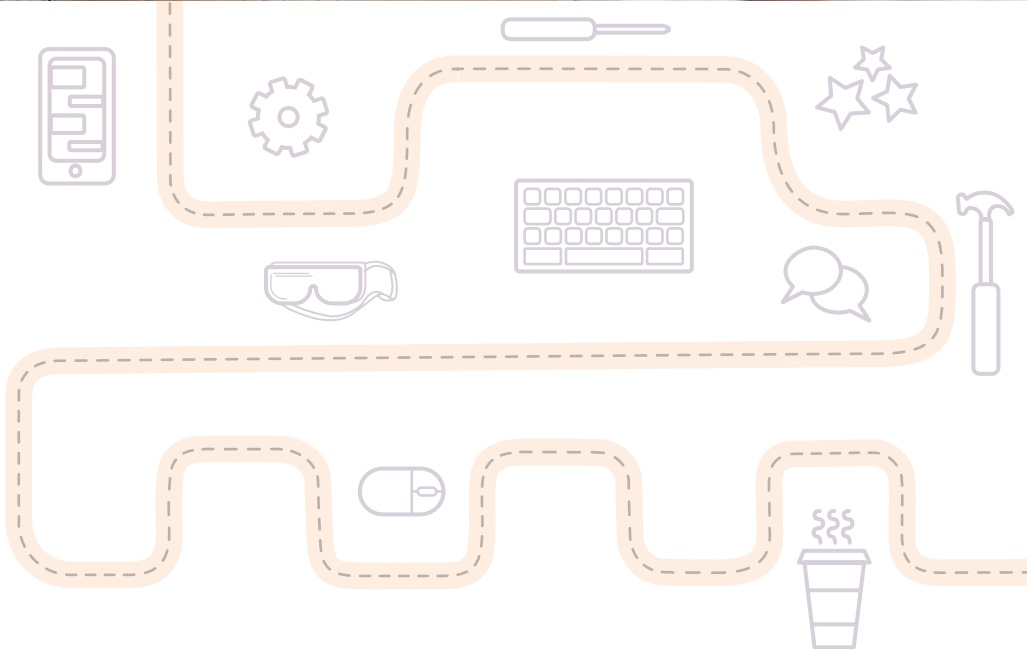
1. What is an example of good hygiene?
  - A wearing shoes
  - B brushing your teeth
  - C going to bed early
2. What should you do every day before going to work?
  - A comb your hair
  - B wear sunglasses
  - C put on a warm jacket
3. You should not wear dirty clothes because they will have a bad \_\_\_\_\_.
  - A design
  - B smell
  - C sound
4. What is one thing you can do to have a good image at work?
  - A sing often
  - B have clean hair
  - C take your lunch
5. What daily task is this person doing?
  - A taking a shower
  - B eating breakfast
  - C putting deodorant on





STORY 2

# Time Matters



# 2 Time Matters Vocabulary



## **dependable**

Being on time and present every day.

To be *dependable*, you have to prove yourself by showing up every day ready to work.



## **time management**

Taking action to make sure you get places on time.

Knowing how long an activity takes will help with *time management*.



## **plan**

Figuring out how you are going to get something done.

We have a *plan* for our school report on rivers.



## **hectic**

Feeling of being rushed.

The days before leaving on a trip can be *hectic*.

# 2 Time Matters

*A family of five experiences some time management issues and decides to take charge of the time issues in their lives.*

It was August 8th when the whole Metzger family realized the importance of punctuality and **time management**.

Mom came rushing in the door and said, “I had to get carry-out for dinner. I was going to make meatloaf, mashed potatoes, and green beans, but I got hung up in a meeting. I couldn’t just leave the meeting.”

“And, we’d be eating very late if you started cooking now,” Lucy said.

“That’s for sure,” Mom said. “I wouldn’t be done until 10:00 p.m.”

Nora said, “Meatloaf and mashed potatoes are my favorites. But you get home late a lot. When will we ever have a meal like that?”

“I think we need to make a new **plan** for making meals. We can all work together to get meals ready ahead of time. Then, whoever gets home first can just pull it out of the refrigerator and get it started,” Mom said. “You are all out of high school. You don’t need to wait for me to make dinner.”



***It is very important to be on time to your job. Make a plan so you can be on time.***

“That sounds like a good plan!” Dad said. “We could all use a little practice with time management. We can start practicing with our meals.”

“I also need to practice getting to work on time,” Ryan said. “I can’t believe I overslept. I guess I just didn’t hear my alarm. My boss was really angry. She said one more time and I’d be fired.”



***Set an alarm to wake up so that you have time to get ready.***

“How are you going to make sure it doesn’t happen again?” Mom asked.

Ryan answered, “I’m going to set both my clock-radio alarm and my cell phone. And, I’m not going to stay up so late on a work night.”

Lucy said, “You sound like an old person. That’s something Mom and Dad would say.”

“I’d rather sound like an old person than lose my job,” Ryan said.

“You’re not the only one having issues being **dependable**,” Nora said. “I walked to the store this afternoon. I thought I could get home in time to be here when they came to pick me up to babysit. I had to make a **hectic** call to Dad.”

Dad smiled, “Luckily, I was close by and had some free time.”

“Thanks for picking me up, Dad,” Nora said. “I wouldn’t have made it home in time without your help.”



Dad asked, “How are you going to keep that problem from happening again?”

“I’m going to quit trying to squeeze so much into a day. For example, I didn’t really need to go to the store today. I just wanted to. Now, I realize that I didn’t have enough time.” Nora answered.

Lucy said, “Unlike my dear siblings, I had a good experience with time management today.”

Mom said, “That sounds great!”

Lucy said, “I figured out it would take 15 minutes to take the bus to my job interview. So, I took a bus that left 30 minutes before my interview. The interviewer noted how punctual I was.”

“Now who sounds like an old person?” Ryan asked.

“Well, like you said, I’d rather sound like an old person than be late for my interview. And, I think it might be part of the reason I got the job.” Lucy said.

“You might be right about that, Lucy,” Mom said. “Employers like punctual workers.”

Dad said, “Well, I had a punctuality problem today. I had a meeting at 10:00 a.m., and I couldn’t find my report. I had it in my hand, but I couldn’t find it when it was time to go.”

“Is that sort of like not being able to find the remote when you want to turn the TV on?” Ryan asked with a laugh.

“Sort of like that. Turns out that I stopped in



***Write down what you need to do and how long it takes.***

Al's office to talk a minute, and I put it down on his filing cabinet. By the time I got to the meeting, they had gone past my time to give my report. So, I didn't get to give my idea. While I wasn't there, they decided to go another way."

Mom said, "Maybe they will listen to your report at the next meeting."

Dad said, "No, I just have to accept the group decision even though I don't agree. If I had been there to give my report, they might have agreed with me. My new goal is to be more aware so that I don't do absent-minded things."

"Look at us," Mom said. "We've all had time issues today. I think today has been a good reminder of the importance of time management and punctuality."

Nora said, "You are right, Mom. And, I'm going to be punctual right now. My show starts in three minutes. I'm going to grab some of this food Mom brought home, turn the TV on, and sit on the couch and eat."

"Funny, Nora," Dad said. "But punctuality is actually important in both our home and work lives."



***When working on a team, workers depend on you to be punctual and prepared for work meetings.***

# 2 Time Matters Quiz

Select the correct answer.

1. Time management is helpful for both \_\_\_\_\_ and home.
  - A blankets
  - B cars
  - C work
2. What does it mean to be hectic?
  - A to be funny
  - B to be rushed
  - C to be very tall
3. How can people use time well?
  - A play a game
  - B sit very still
  - C work together
4. It might be a problem if you try to do \_\_\_\_\_ in a day.
  - A fun things
  - B too much
  - C work
5. Why will the clock help the woman get up on time?
  - A the clock is in the kitchen
  - B she can't reach the clock
  - C the clock will be loud

