1. A company uses a(n) _______ to state how it does business.
2. Someone who can vouch for your skills, experience, and work habits is a(n) _______.
3. Substances known as _______ can be manufactured by the human body, found in specific plants, or produced in a lab.
4. The way you act, speak, and dress is called _______
5. Another term for work habit is _______.
6. Although _______ is closely related to self-presentation, it relies more on your integrity and manner.
7. When you break _______, you share with other people information that belongs to the company.
8. You will gain the respect of your supervisor if you regularly take the _______ to complete additional tasks when your work is done.
9. A(n) _______ approach should be used when approaching a co-worker about negative behavior.
10. When a worker has a problem with ________, they are always running late.
11. In order to resolve some situations, there must be a _______.
12. Advice that is given to point out or correct a mistake is called _______.
13. Reinforcing the importance of minor infringements is known as _______.
14. When someone is harassing a person in an offensive or threatening manner, often based on a real or perceived imbalance of power, it can likely be considered _______.
15. A person who sets an example for other people to follow is generally demonstrating good _______ skills.
16. Racial jokes are considered a form of ______._
17. Unwelcome sexual advances or requests are considered _______.
18. Uppers are another word for _______.
19. Drugs that cause you to feel sedated are known as _______.
20. The drug LSD is considered a(n) _______.
21. The crystalline derivative of amphetamines is called _______.
22. Heroin is known to be the most commonly used _______.
23. When a person has a problem with ________, co-workers cannot depend on them.
24. Since _______ are different from specific illegal or restricted substances, they may not be illegal.

Trade Terms

Absenteeism  Hallucinogen  Reference
Amphetamine  Harassment  Self-presentation
Barbiturate  Initiative  Sexual harassment
Bullying  Leadership  Synthetic drugs
Cannabinoids  Methamphetamine  Tactful
Compromise  Mission statement  Tardiness
Confidentiality  Opiates  Work ethic
Constructive criticism  Professionalism  Zero tolerance

NAME:  Mod 8  Employability Skills

Module Eight