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**PREVIEW**

Here's an introduction to the vocabulary terms, skills, and concepts you will study in this unit. Answers are upside down on the bottom of the page.

**TRUE OR FALSE?**

Write **T** or **F** to show whether each statement is *true* or *false*.

1. \_\_\_\_ Minimum wage is the lowest hourly pay rate that any worker will accept.
2. \_\_\_\_ The words *mentor* and *advisor* are **synonyms**.
3. \_\_\_\_ Great talent alone doesn't guarantee a successful career as a musician.
4. \_\_\_\_ A *reimbursement* for an expense is a reminder to repay it promptly.
5. \_\_\_\_ The prefix *re-* means "again."
6. \_\_\_\_ Your *net pay* is usually a good bit more than your *gross pay*.
7. \_\_\_\_ Your *surname* is the last name used by your family members.
8. \_\_\_\_ The words *custodian* and *janitor* are **antonyms**.

**ELEMENTS OF VOCABULARY**

First, circle the correctly spelled word in each pair. Then write *noun*, *verb*, or *adjective* to name that word's part of speech.

1. entrepreneur / entrepruner: \_\_\_\_\_
2. intence / intense: \_\_\_\_\_
3. negotiate / negociate: \_\_\_\_\_
4. treasery / treasury: \_\_\_\_\_

ANSWERS: TRUE OR FALSE? 1. F 2. T 3. T 4. F 5. T 6. F 7. T 8. F  
 ELEMENTS OF VOCABULARY: 1. entrepreneur, noun 2. intense, adjective 3. negotiate, verb 4. treasury, noun

## GLOSSARY

A *glossary* is an alphabetical list of useful terms in a certain area of interest. In this book, glossary entries are drawn from the working world.

**benefits** employer-provided advantages such as health insurance, sick leave, etc.

**career path** plan for an employee's step-by-step advancement in a company

**competition** rivalry among those who are attempting to achieve the same goal

**contract** verbal or written agreement between two or more people or groups of people

**discrimination** unfair treatment because of race, sex, color, religion, age, etc.

**entrepreneur** person who sets up and runs his or her own business

**executive** high-ranking employee who manages the affairs of a department in a company

**human resources** the department in a company that screens job applicants and manages employee records and benefits

**income** the money a person receives, usually for working

**internship** an on-the-job learning and training program

**job review** an evaluation of an employee's work by an employer

**journeyman** a skilled worker who has mastered a trade

**mentor** an experienced person who helps and advises an inexperienced person

**minimum wage** the lowest hourly pay rate that a business can legally pay its workers

**pension** a regular payment to a retired person by a former employer

### WORDS IN CONTEXT

Use words from the glossary to complete the sentences.

1. Job application forms are available in the department of \_\_\_\_\_.

2. Does this company provide \_\_\_\_\_ such as tuition reimbursement?
3. The terms of a \_\_\_\_\_ are legally binding on both the seller and the buyer.
4. Ms. Andrea Filipi is the \_\_\_\_\_ in charge of all new product development.
5. The \_\_\_\_\_ for that good job was fierce; more than 200 people applied!
6. Fast food outlets usually pay beginning workers no more than the \_\_\_\_\_.
7. Companies that refuse to hire workers over 40 years old are guilty of age \_\_\_\_\_.
8. After several years as a carpenter's apprentice, Rudy is now a \_\_\_\_\_.
9. With each new job promotion, Harley's \_\_\_\_\_ increased.
10. Nan Brady, my \_\_\_\_\_ at the company, helped me avoid many common mistakes.
11. Dean has always wanted to be his own boss; he plans to become an \_\_\_\_\_.
12. After many years of hard work, Grandpa will retire and receive a \_\_\_\_\_ from the company.
13. At Andy's six-month \_\_\_\_\_, the supervisor made several suggestions for improvement.

14. The company's summer \_\_\_\_\_ program offers little pay but lots of valuable experience.
15. Reggie's outstanding job performance will help him advance quickly on his \_\_\_\_\_.

### SYNONYMS

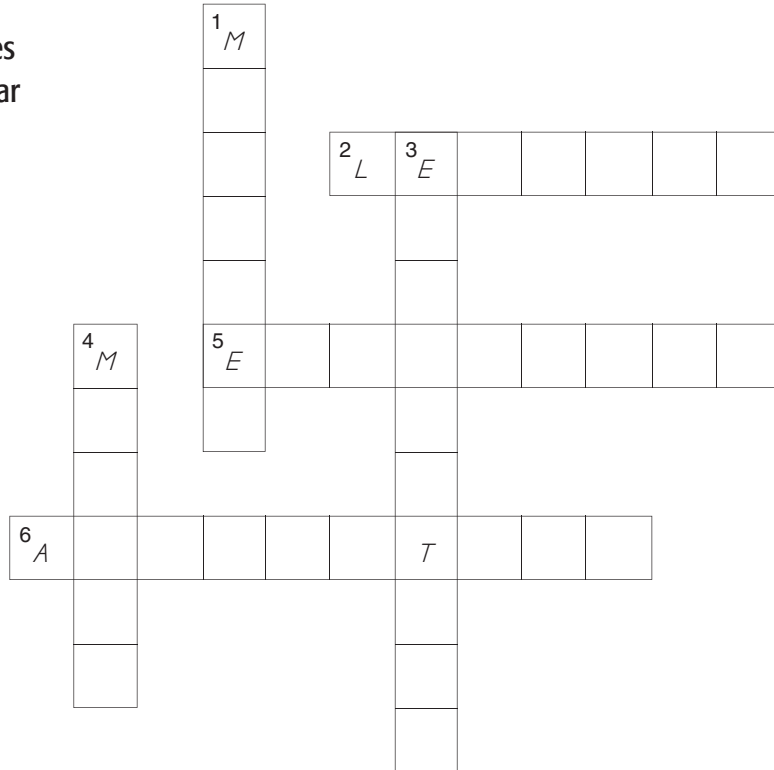
Complete the crossword puzzle with words from the reading. Clues are *synonyms* (words with a similar meaning) of the answer words.

#### ACROSS

2. lawfully
5. workers
6. trying

#### DOWN

1. directs
3. judgment
4. advisor



### ANALOGIES

*Analogies* are statements of relationship. Figure out the relationship between the first two words. Then write a word from the reading to show the same relationship in the second pair of words.

1. *Unskilled* is to *apprentice*  
as *skilled* is to  
*j*\_\_\_\_\_.

3. *Employed* is to *salary*  
as *retired* is to  
*p*\_\_\_\_\_.

2. *Spend* is to *outgo*  
as *earn* is to  
*i*\_\_\_\_\_.

4. *Inexperienced* is to *beginner*  
as *experienced* is to  
*m*\_\_\_\_\_.