



Vocabulary Worksheet

1 Circle the correct answers.

1. My manager likes workers who **make suggestions** / **tell the truth** that improve business.
2. Jacob always **goes the extra mile** / **gets better results** when his coworkers need help.
3. Serena tries to be **honest** / **creative** and think of new ways to do the same tasks.
4. Sometimes people are **dishonest** / **fair** and don't always tell the truth.
5. The mechanic **appreciated** / **assumed** that I didn't know anything about cars.
6. Employees should **share ideas** / **show integrity** by being honest and fair.
7. Jose's coworkers like him because he **volunteers** / **treats** to help whenever he can.

2 Which sentence explains the words in bold? Circle the correct answers.



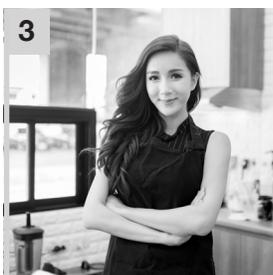
I always **do what's best for everyone**.

- a. I do the right thing for my customers and coworkers.
- b. I do what is easiest for me.



I **go the extra mile**.

- a. I complete the tasks needed for my job.
- b. I always try hard and look for tasks I can do.



At work, I **make suggestions** to improve things.

- a. I share my ideas with my coworkers.
- b. I'm careful not to share my ideas.

**3 Complete the dialogues. Then practice them with a partner.**

take initiative • honesty • get better results • share your ideas • fair

a	Mechanic: I don't think you need a new headlight. I can fix the old one.
	Customer: That sounds great. Thank you for your ¹ _____.
	Mechanic: I always try to be ² _____ to my customers.
b	Worker: How can I improve and move ahead in my career?
	Manager: I'd like to see you ¹ _____ to make things better at work.
	Worker: Can you give me an example of what you expect?
	Manager: Yes. You can ² _____. You can also make suggestions to ³ _____.

4 Talk to a partner. Explain the following expressions in your own words.

1. go the extra mile
2. do what's best for everyone
3. get better results