

Select Readings, Second Edition Intermediate, Chapter 11 Test

Read the passage and answer the questions that follow.

First Week on the Job

Your application letter was written with flair and your stunning résumé got you in the door. Your charming personality saw you successfully through the interview process. Pat yourself on the back—you got the job. Now what?

Get Ready

If you are like most people, in the excitement of getting a new job, you forget to actually prepare for the role you will be expected to fill. To ensure success with your new employer, you need to make a good first impression. Your first week on the job can set the tone for your entire career. Here are some tips to make it work.

Dress the Part

Be sure to dress appropriately. Check with the human resources department or other employees to see what is expected of your appearance. If you are given a uniform, wear it. If there is no formal dress code, dress professionally until you have a *feel* for what others are wearing.

Be Prepared

Come prepared! Bring any supplies that you expect to need. There is no better indication of carelessness than showing up unprepared. You will also waste time locating the things you need on the spot, so have everything you need the moment you step through the door.

Ask Questions

Don't be afraid to ask questions. If you don't understand something or an explanation was too fast, do not hesitate to politely request things be repeated or clarified. This will save time in the end and your boss will appreciate your attention. Taking notes can also be a good way to make sure you have all the information you need.

Go Offline

Lose the technology. Turn off your cell phone and stay off the Internet unless it is required for your job. You can return calls and check e-mails during a break or mealtime; don't do it while you are supposed to be focused on the job at hand.

Pace Yourself

As you get started on tasks, be sure to pace yourself. Don't get ahead of yourself and try to work too fast. Always have someone check your work when you're first starting out to verify you're doing it correctly. Once you've learned the task you will naturally become faster, but don't try to impress everyone with your speed. You will make fewer mistakes if you take your time.

Be a Team Player

Finally, stay upbeat and always try to be a team player. Starting a new job is stressful enough, don't make it more so by competing with other employees or letting things get you down. Demonstrate an endless amount of energy so that all anyone sees is a productive, confident addition to the team.

1. The reading is primarily about _____.
 - A. how to get a job
 - B. how to prepare for the start of a job
 - C. how to succeed in an interview
 - D. how to make friends at a new job

2. The author says that after getting a new job, most people forget to _____.
 - A. make a good impression
 - B. show their excitement
 - C. prepare for their new role
 - D. set the tone for their career

3. Under what heading can you find information about what to wear?
 - A. Dress the Part
 - B. Ask Questions
 - C. Go Offline
 - D. Be a Team Player

4. Under what heading does it tell you to turn off your cell phone?
 - A. Be Prepared
 - B. Go Offline
 - C. Pace Yourself
 - D. Be a Team Player

5. Under what heading does it warn against going too fast?
 - A. Be Prepared
 - B. Ask Questions
 - C. Pace Yourself
 - D. Be a Team Player

6. The reading advises against using the Internet unless _____.
 - A. you need it for your job
 - B. your boss isn't watching
 - C. you need to check your e-mail
 - D. your cell phone is off

7. According to the reading, you shouldn't try to go too fast at first, because _____.
 - A. someone will check your work
 - B. everyone will be impressed by your speed
 - C. if you do, you'll probably make a lot of mistakes
 - D. you won't have to verify that you're doing it correctly

8. In the last paragraph in the reading, "it" refers to _____.
 - A. a team player
 - B. the competition
 - C. starting a new job
 - D. more stress

9. Which of the following statements is true, according to the reading?

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- A. It's not OK to check your e-mail, even at lunchtime.
 - B. You should wear a suit on your first day, no matter what the dress code is.
 - C. Asking too many questions in the beginning will probably upset your boss.
 - D. Being upbeat and energetic are ways to show you are a good team player.
10. This reading is most likely intended for _____.
- A. people who have just been hired for new jobs
 - B. employers hiring new staff
 - C. human resources staff
 - D. managers getting ready to welcome new employees