

# Review: Succeeding in the Workplace

Name \_\_\_\_\_ Date \_\_\_\_\_

## Your Turn

Answer each of the following questions.

1. What is the purpose of the child-labor laws?

**To protect young workers from unfair and unsafe working conditions**

2. Which of the following are sources of job opportunities?

- |                        |                        |
|------------------------|------------------------|
| a. Recommendations     | d. Help-wanted signs   |
| b. Chamber of commerce | <b>e. All of these</b> |
| c. Want ads            | f. None of these       |

3. How can a gathering grid help you when you search for a job?

**A gathering grid can help you compare different jobs.**

4. When preparing for a job interview, what three questions should you be ready to answer?

**Why are you interested in the job? What makes you qualified for the job?**

**How can you help the company or organization?**

5. How would you define the following banking terms?

deposit **the amount of money put into an account**

withdrawal **the amount of money taken out of an account**

overdraft **not having the money in an account to cover a check**

## Reflect:

In this chapter, what did you learn about finding a job? (Name two things.)

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What did you learn about planning your own business? (Name two things.)

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