

Career Prep

Name _____ **Per** ____

Refer to want-ad abbreviations in Figure 11-2 in your textbook. Write the correct word from the word bank next to each abbreviation. Then define each word or phrase.

business
department
evenings
excellent
experience

full-time
hours
minimum
negotiable
part-time

references
required
temporary
transportation
week *or* work

1. dept. = _____

2. exc. = _____

3. min. = _____

4. f/t = _____

5. eves. = _____

6. bus. = _____

7. hrs. = _____

8. neg. = _____

9. p/t = _____

10. trans. = _____

11. wk. = _____

12. refs. = _____

13. req. = _____

14. temp. = _____

15. exp. = _____

Check Your Grooming Habits

Activity B
Chapter 20

Name _____
Date _____ Period _____

Answer the following questions by placing a check in the column that best describes your grooming habits.

	Always	Usually	Sometimes	Never
1. Do you keep your hair neat and clean?				
2. Do you shower or bathe daily?				
3. Do you use a deodorant or antiperspirant daily?				
4. Are your nails clean and well manicured?				
5. Do you brush and floss your teeth regularly?				
6. If you wear makeup, is it applied lightly for a natural look?				
7. If you wear fragrance, is it light and pleasant?				
8. Do you wear appropriate clothing to school?				
9. Do you wear appropriate clothing to work?				
10. If you wear jewelry, does it accent your clothing?				
11. Do your accessories coordinate with your clothing?				
12. Does your clothing fit properly?				
13. Do you wear clean clothing?				
14. Is your clothing free from wrinkles?				
15. Are your shoes clean or shined?				

What can you do to improve your grooming habits? _____
