

Chapter 4 Review Quiz

This section contains quizzes to help you verify what you have learned in the chapter. Your instructor may ask you to submit your work for grading. Also, the Review Quiz is a good study tool because many of the questions in exams for the course will be taken from the quizzes.

Fill in the Blank

Fill in the missing word or words in each sentence.

1. Recording your work schedule and personal appointments in a _____ will help you plan your life.
2. To avoid missing work, try to schedule personal _____ outside of regular work time.
3. You can reduce the amount of _____ in your life by practicing good health habits.
4. The amount of _____ you get at night affects your job performance.
5. The way you live your life from day to day is your _____.
6. A reliable way to get to work each day with other workers is called _____.
7. Employee absence costs a business _____.
8. If you are not able to get to work, _____ your supervisor as soon as possible.
9. Planning to get to work 8 to 10 minutes early will help you avoid being _____.
10. A _____ is a child, an elderly adult, or a person with disabilities who lives in your home and is supported financially by you.

sleep
lifestyle
calendar
call
late
carpooling
appointments
dependent
money
stress

Multiple Choice

Circle the letter that best completes each statement or answers each question.

1. Getting to work on time
 - a. is the same as arriving to work anytime less than 15 minutes late.
 - b. is *not* expected if you have young children.
 - c. will *not* impress your employer.
 - d. will positively influence your supervisor's evaluation of you.
 - e. will not affect your pay.
2. Employee absence affects
 - a. supervisors.
 - b. promotions.
 - c. customer satisfaction.
 - d. coworkers.
 - e. All of the above.

3. Arriving to work _____ shows your supervisor that you are eager to work.
 - a. 8 to 10 minutes early
 - b. 8 to 10 minutes late
 - c. right on time
 - d. when scheduled
 - e. an hour early
4. If you are sick and cannot get to work, you should
 - a. go back to sleep and not worry about work.
 - b. tell someone in your carpool to tell your boss you are sick.
 - c. not worry about contacting your supervisor.
 - d. contact your supervisor as soon as possible to explain why you can't get to work.
 - e. do nothing and then apologize to your supervisor when you get back to work.
5. When employees are absent, businesses lose money because
 - a. employees receive docked pay.
 - b. other employees don't work as hard.
 - c. they're not producing as many goods.
 - d. nobody knows what to do without the absent employee.
 - e. other employees leave the workplace.
6. You should _____ because snow (or extreme weather) is predicted tomorrow.
 - a. plan to sleep late
 - b. go to work later
 - c. call your supervisor and take the day off
 - d. leave for work early
 - e. leave for work at the usual time
7. Your coworkers
 - a. will not be affected if you miss work.
 - b. are an excellent source of romantic relationships.
 - c. might be among your closest friends.
 - d. always expect you to take sides in a dispute with the supervisor.
 - e. should never be your friends.
8. As a working parent, you should
 - a. expect your supervisor to help you find emergency child care.
 - b. expect your workplace to hire a babysitter.
 - c. have at least two dependable people to call for emergency child care.
 - d. leave your child at home alone when the daycare center closes because of bad weather.
 - e. send your sick child to school and let the school nurse handle the problem.

9. To schedule a vacation, you should _____ as a first step.
 - a. find out when other workers are taking vacations
 - b. talk to your supervisor to find out what needs to be done
 - c. ask for time off
 - d. tell your supervisor on Tuesday that you are taking two weeks off starting Thursday
 - e. expect to be gone from work on any dates you choose
10. Dependable workers
 - a. cause problems for their coworkers.
 - b. plan ahead and prepare for emergencies.
 - c. are born organized.
 - d. never miss work.
 - e. don't have the same problems undependable workers have.

True or False

Read the following statements. Put a *T* after each true statement and an *F* after each false one.

1. A business can't reduce a worker's paycheck because of tardiness. _____
2. Many organizations offer incentives and help for employees who want to quit smoking. _____
3. Staying up late and getting up early will not affect your work. _____
4. Spending time in jail is not an excuse for missing work. _____
5. An employee who lies to coworkers or the supervisor will not be trusted. _____
6. Arriving at work 8 to 10 minutes early will help reduce stress and prepare you for the work day. _____
7. Tardy workers have little impact on a supervisor's work day. _____
8. Your work should be your social life. _____
9. Avoiding excesses will make your life less stressful. _____
10. Most employers are not concerned about drug use on the job. _____