

NAME: _____

DATE: _____

Extra Reading Comprehension Questions
(Unit 6, page 70)

COMPREHENSION QUESTIONS

A. Based on the information in the article, complete each statement by matching a phrase on the left with a phrase on the right. Write the letter in the space.

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|--|---------------------------------|
| 1. To show you want to learn, _____ | a. be more productive. |
| 2. Whatever a person's position, _____ | b. be sure to offer a solution. |
| 3. Prioritizing your work helps you to _____ | c. volunteer for assignments. |
| 4. Stay positive and _____ | d. avoid office politics. |
| 5. If you complain about something, _____ | e. be nice to your coworkers. |

CRITICAL THINKING

B. Read the following statements from the article. Do you agree or disagree with them? Explain your reasons.

1. "Before volunteering for a task, be sure you have the skills and knowledge to accomplish it successfully."

2. "When you are nice to people, they go out of their way to help you."

3. "When you prioritize your work, you are more productive, and that increases your chances of career success."

4. "When you are positive, you remain focused on your goals."

5. "When you bring problems and not solutions, people may think of you as a 'complainer.'"
