

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Extra Reading Comprehension Exercises**  
**(Unit 6, page 70)**

**COMPREHENSION QUESTIONS**

**A. Based on the information in the Reading, complete each statement by matching a phrase on the left with a phrase on the right.**

- |                                              |                                 |
|----------------------------------------------|---------------------------------|
| 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 co-workers.  |

**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 stay focused on your goals."  
\_\_\_\_\_
5. "When you bring problems and not solutions, people may think of you as a 'complainer.'"  
\_\_\_\_\_