

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.'"
- _____