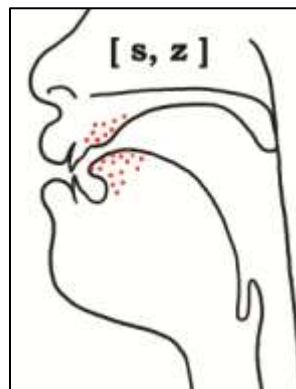


/s/, /z/ PRACTICE: “THE TEMPORARY JOB”

1 This assignment is for this Thursday from 7 a.m. to 3:30 p.m. The business is located at
2 the intersection of First Street and Sanford Street. Stop at the entry gate. Tell the security guard
3 that you are a temporary worker and Sandra in Human Resources is waiting for you. After he
4 confirms this, he will issue you a visitor’s parking permit. Place the permit in a visible place on
5 your car’s dashboard.

6 Park in front in the visitor parking area after you drive through the gate. The main lobby
7 is in the building on the left side. Visitors must always sign in at the front desk. The receptionist
8 will issue you a visitor’s badge. It is a clip-on badge. It has “VISITOR” printed on it. The badge
9 must be worn at all times and must always be visible. Before you leave, you must surrender your
10 visitor’s badge to the receptionist. Sometimes visitors forget to do this.

11 The receptionist will call Sandra and will announce your arrival. Sandra will meet you in
12 the lobby. She will escort you to your work area. Your job is to answer the phones, make copies,
13 and file documents. You may have to lift and carry some cartons. At the end of the workday,
14 please make sure she verifies your work hours and signs your timecard, because you will not
15 receive a paycheck without her signature.



business /'bɪz-nəs/: commercial enterprise
Human Resources /'ri:-sɔʊr-səz/: personnel
security /sɪ-'kyʊər-ə-ti:/: protection
receptionist /rɪ-'sep-shə-nɪst/: receives guests