

Good Employees Get the Good Jobs

Pre-reading

Questions:

- What makes a good employee?
- Are you a good employee?

Definitions:

- Promote – to give a higher rank, better job, more importance
- Complete – finished
- Finances – the money it takes to run a business, the money the business has



Reading

13 Employers like employees who work hard and do a good job. Most employers promote good
27 employees by giving them a better job. A better job usually pays more. So, what makes a good
employee?

34 ♦ A good employee takes **initiative**. There is a big difference between an employee who does
47 things on his or her own and one who has to be told what to do all the time. An employee
64 with initiative finds things to do to keep busy. An employee with initiative learns new things
81 to do their job even better.

93 ♦ A good employee takes responsibility. When given a task they do a good job. They
108 thoroughly complete the task. They are proud of their work.

119 ♦ A good employee understands the finances of the business. They understand getting paid
131 depends on the business making money. They know they need to do their part to make sure
144 the business makes money.

154 ♦ A good employee keeps their **commitments**. If they say they are going to do something, they
169 get it done.

174 ♦ A good employee knows that customers are important. A good employee takes time to ask
187 people how they are doing.

195 ♦ A good employee does their job cheerfully, even if they don't like some tasks.

210 ♦ A good employee works hard all the time, not just when the boss is watching.

226 ♦ A good employee always does a good job.

235 ♦ A good employee does more than they are asked. They do more than is expected.

250 Adapted from an online Guide To The Real World

Level 5.0

Understanding

1. How does a good employee keep her commitments? _____

2. What does it mean to take **initiative**? _____

3. What do most employers do to good employees? _____

4. Even if an employee doesn't like doing every task, how should he do his job? _____

5. What does a good employee need to understand about a business? _____

6. What are two things that make a good employee? _____

7. Why is being promoted a good thing? _____

Writing

Option A: What do you do at work to show you are a good employee?

Option B: In your own words, summarize what you know about being a good employee.
