



MIDDLE SCHOOL  
HIGH SCHOOL  
COLLEGE & BEYOND

# WORK WORDS

Job / Business / Career Words & Terms You Need to Know!



soft skills?

corporate  
culture?

R&D?

CAROLE MARSH

Do yourself a favor—read this book! Nothing's more embarrassing than "getting the job" and then feeling clueless because you don't understand half of what your boss is saying!

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# A-Z Career Words

## assets...

The collection of job-ready skills and abilities you accumulate, like good public speaking skills.

## background check...

An investigation into a potential employee's past to find out if they've ever been convicted of a crime or other misdeed. Today, background checks often include checks into social media, like Facebook and Twitter, so always be careful of what you share and what your friends share about you!



## certificate...

A document that shows that you have earned the ability to do a certain job in a certain field because of specialized training or education, which may or may not include a college diploma. Teaching is an example of a career that requires college and a separate certification, while nurse's aides, pharmacy technicians, and paralegals all just need a certificate.

## deduction...

An amount that may be subtracted from a total, most often used in regard to taxes.

## ethics...

Principles, morals, something to live and work by—a sort of code that can help keep people out of trouble should they follow them. Examples are not cheating or stealing.

## etiquette...

The proper or best way of acting, dressing, and speaking, particularly with good manners. Etiquette is extremely vital during a job interview, as first impressions are always important.

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## freelancer...

A self-employed person, like a writer or an artist, who is not employed continuously but hired for a specific assignment.



## goal...

Something desired or wanted that is usually specific and within a certain time frame, like trying to learn Spanish by the end of the school year.



## headhunter...

A person hired by a business to find a qualified individual for a specific job. Headhunters are often used to find people for high-level or hard-to-fill positions.





# Acronyms

## ASAP...

As soon as possible. This term can be used if you need information very quickly, but it doesn't have a set due date.



## B2B (Business-to-Business)...

The interaction between two businesses, such as that between the manufacturer and the retailer, like when Apple and Target agree that Target can sell iPods.

## B2C (Business-to-Consumer)...

The direct interaction between the purchaser of the product and the creator of the product, like when you buy an iPod directly from Apple.

## BBB...

Better Business Bureau. This organization aims to promote more ethical business practices, hoping to achieve mutual trust between buyers and sellers. As a consumer, you can file a complaint that the BBB will try to resolve.

## CC (Carbon Copy)...

This CC is the same CC you see next to the "To:" field in every email you write! Putting an email address here means that person will receive the email as well. In businesses, this spot is usually used for a person to whom the email is relevant but is not necessarily the intended recipient of the email.

## CEO...

Also known as the Chief Executive Officer. This is an incredibly important person within the company – the head of all heads, the boss of all bosses. They can sometimes be the director on the Board of Directors, but almost always have some position on the board.



## CFO...

Chief Financial Officer. The person in charge of all the financial happenings in a company.

## CIO...

Chief Information Officer. This title is given to the person responsible for the information technology and computer systems within a company.

## CMYK...

Cyan, Magenta, Yellow, Black. This set of colors is used to produce images for printing purposes. These pigment colors can be combined to produce any other color.

## CO...

Company. Usually used as an abbreviation, but occasionally used within a company's name, such as PepsiCo or Costco.

## COO...

Chief Operating Officer. The person who has responsibility for the day-to-day activities of a company.

# Human Resources

## 401(k)...

A type of retirement plan that takes a portion of the salary before taxes and saves it for use only after retirement.

## 401(k) match...

When the company you work for is willing to contribute to your 401(k) plan, too. It's like getting free money!

## age discrimination...

Prejudice against a person due to their age. The law protects anyone over 40 from age discrimination.



## annual wage...

The amount of money an employee makes for a year's worth of work. This is also known as a salary.

## back pay...

The compensation owed to an employee from some previous work or from an increase in pay.

## background check...

An investigation in a potential employee's past in order to find out if they've ever been convicted of a crime or anything like that. Nowadays, these can also and usually do include checks into social media, like Facebook and Twitter, so always be careful of what you share and what your friends share about you!

## base pay rate...

An employee's initial rate of compensation before bonuses, commissions, or raises.

## benefits...

As far as employment goes, job benefits generally include vacations, holidays, and insurance, among others.



## cross training...

(But not the shoes!) When an employee is trained in more than one field in order to make them a more efficient worker, like if you are technically a salesperson, but you are also trained to hire new employees.

## curriculum vitae (CV)...

A longer version of a resume, with more details on educational, academic, and professional experiences. These are typically only used for jobs in the academic and science professions, which required more details.

## deduction...

Can be for taxes, but also relates to any expenses, such as deductions for insurance.

## disability insurance...

Insurance that covers an employee's income against the risk of a disability that makes working and earning a living impossible.



# Interview • Job Search

## amenities...

Features that increase attractiveness or value. For example, you may prefer a job at a company that offers its employees amenities such as free meals and a workout gym.

## apprenticeship...

Working for a specific period of time for a skilled craftsman or trade worker in order to learn how to perform the job and perform it well. Apprenticeships typically happen in vocational careers.



## background check...

Used often in screening job candidates, this is an investigation into a person's (or business entity's) criminal, financial, and public records. For the best chance at a great job, keep your nose clean!

## certificate...

Document that shows that you have earned the ability to do a certain job in a field because of specialized training or education, which may or may not include a college diploma. One job that does require college and a separate certification is teacher. Nurse's aides, pharmacy technicians, and paralegals all just need a certificate.

## commute...

The distance you travel between your home and your place of work.



## cover letter...

A letter to the person in charge of interviewing and hiring employees that briefly states why the candidate is interested and would be qualified for a certain position. Many jobs, internships, and some volunteer opportunities require such a letter because it helps the company get to know the person a bit more in depth, rather than relying only on an application or resume.

## due diligence...

Investigation and research on a topic. Before an interview with a potential employer or before you attempt to go into business, you should do research to show your knowledge and interest in that company or business.

## expectation...

Anything wanted or desired. Your employer will expect you show up to work on a regular basis.

## finder's fee...

Money paid to someone for recommending a job candidate who is ultimately hired.

## five-year plan...

Where do you see yourself in five years? This is a common interview question and one for which you better have an answer! Your answer tells employers about your plans, your ambitions, and your interest in future work.

## goal...

Something desired or wanted that is usually specific and within a certain time frame, like wanting to be a art director in 5 years.

## headhunter...

A person hired by a business to find a qualified individual for a specific job. Headhunters are often used to find people for high-level or hard-to-fill positions.



# Personal Skills

## adapt to change...

Being able to take changes in stride and make them into a positive situation.

## administrative skills...

A set of abilities that is useful and necessary to work in Administration. These skills can include experience working with phones, computers, and customers and being well organized and able to communicate, among others.



## common sense...

The knowledge of things you can't really learn in books. Plain ordinary good judgement.

## detail-oriented...

Paying close attention to detail in everything.

## ethics...

Principles, morals, something to live and work by—these are a sort of code that can help keep people out of trouble should they follow them. Examples are not cheating or stealing.



## etiquette...

The proper or best way of acting, dressing, and speaking, particularly with good manners. Etiquette is extremely vital during a job interview, as first impressions are always important.

## generalist...

The opposite of a specialist, this is someone who knows about several different things. This would be your regular family doctor, rather than a pediatrician or cardiologist.

## goal setting...

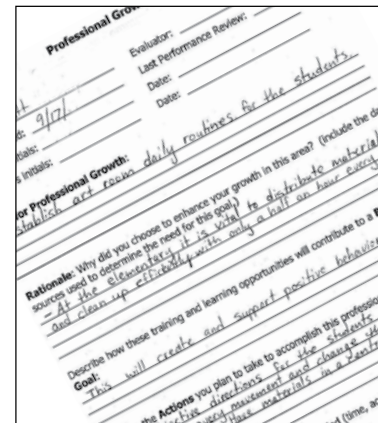
As the name says, this is finding some sort of end point that you want to reach by a certain time, like selling \$4,000.00 in ads by month end.

## good-faith...

Acting with honest intentions, without intent to trick or deceive others.

## individual growth plan...

This is a plan that charts your career path, letting you know what you need to learn when, and how to achieve your career goals.



## initiative-taking...

When someone does things on their own without being told or waiting for instruction. This person is a self-motivated doer.

## know-how...

This is the knowledge of how to do something, like computer know-how—the skill or ability to work well with computers.

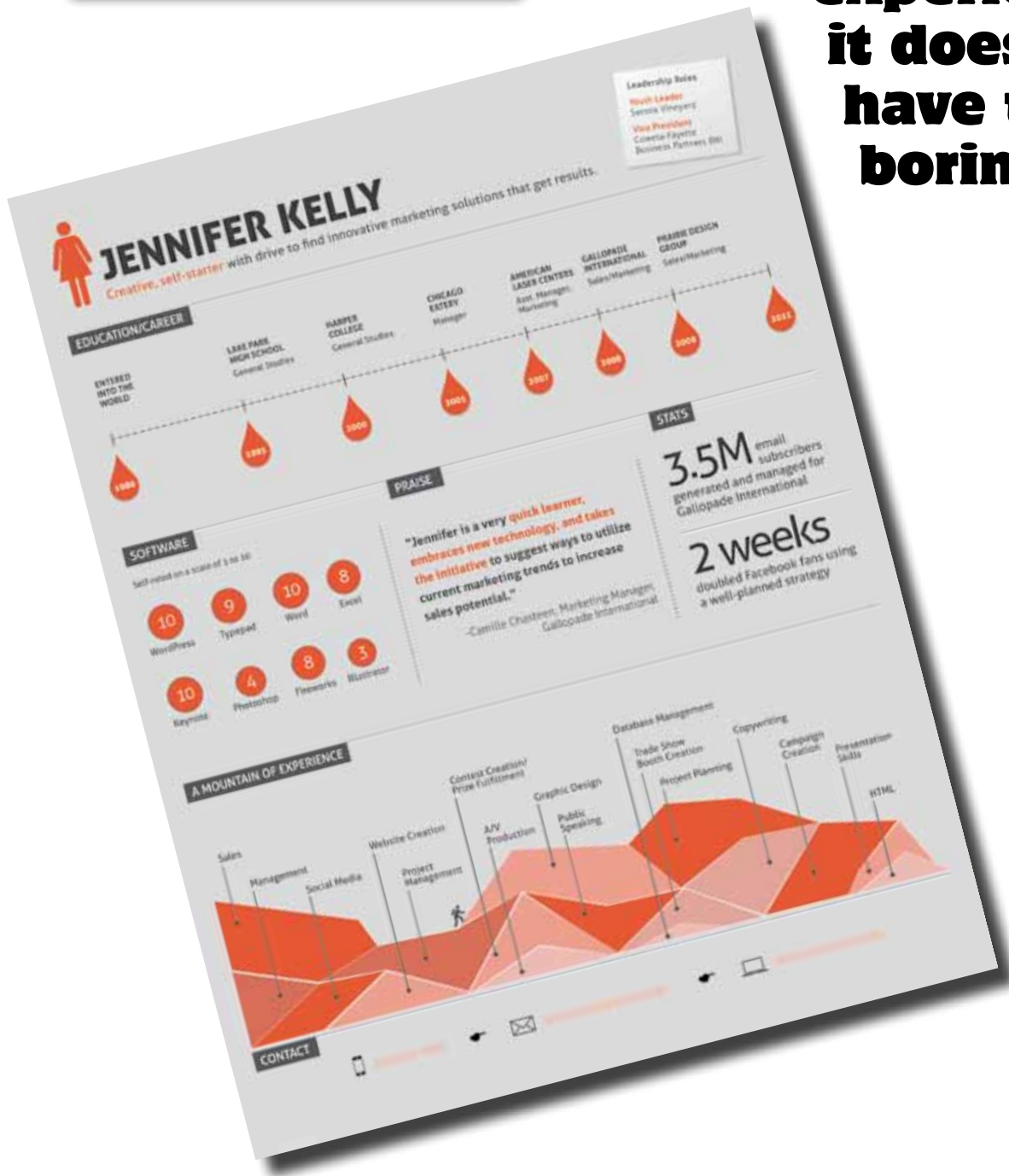


whistle-blower...

Someone who exposes some sort of wrongdoing in a business.



**RESUME: a one-page sheet of your educational accomplishments, achievements and awards, and work experience; it does not have to be boring!**



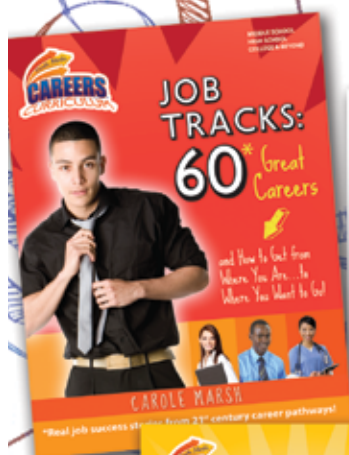




FOR MIDDLE SCHOOL, HIGH SCHOOL, COLLEGE AND BEYOND!

*"If you are ready for 'readiness'...for choosing a career pathway... deciding what to do after high school...or for a first job, or raise and promotion - THIS SERIES IS FOR YOU!"*

— James Barnard



**Job Tracks: 60\* Great Careers and How to Get from Where You Are... to Where You Want To Go!**

This book is filled with unique and effective approaches for helping students find their career pathway! Featuring 60 careers from today's job market, this book allows young people to hear first-hand from a person with the job: how they got it, what they do, what education and skills were required, and "what I would have done differently!" Readers get the feel of what particular careers might actually be like—essential knowledge for that all-important decision!

*"Entertaining and charming to read!"*



**Essential Skills for the Real World of Work: Things EVERY Student Must Know!**

There's no other book that does a better job of sharing essential skills for the real business world and explaining why they are essential! This book dishes out the subtleties, nuances, and in-between-the-lines considerations of job interviewers who are not only interested in candidates with essential skills, but are actually desperate for them! It includes a fun and effective scoring system to encourage students to rack up job-readiness skills long before they are required.

*"Highly encouraging and enlightening!"*



**Would You Hire This Person? A Look at Getting Hired (or Not!)...from the Point of View of Your (Possible!) Future Employer**

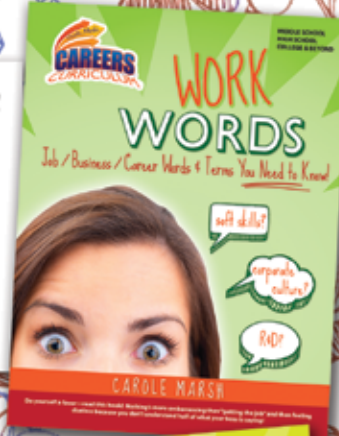
Read verbatim interviews that are both entertaining and enlightening! In this book, students hear both sides of the interview, including the employer and job candidate's unspoken thoughts. The reader can decide for himself or herself if they would hire the job candidate before learning the actual outcome.

*"Such realistic scenarios – I got nervous reading them! I wanted the person to get the job, but, gee...I can see why some would not!"*

**Work Words: Job/Business/Career Words & Terms You Need to Know!**

Get ready for lots of insider information and a few inside jokes! Written by a real employer, this book defines essential job, business, and career words and terms with insight, humor, and pizzazz! The contents of the book are organized into entertaining and effective groupings.

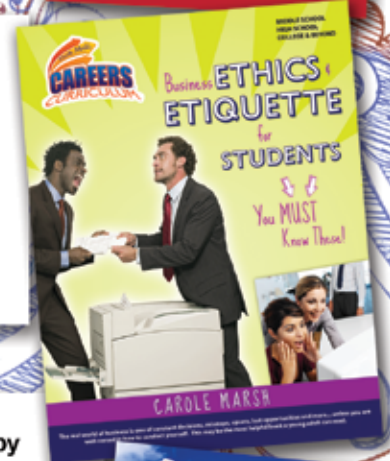
*"Why be embarrassed when you can be empowered by knowing 'job speak' BEFORE you even get the job?"*



**Business Ethics & Etiquette for Students: You MUST Know These!**

This highly entertaining and immensely practical book is an eye-opening must-read for students and new hires! It provides them with the confidence to avoid embarrassment, misstep, lost opportunity, and more.

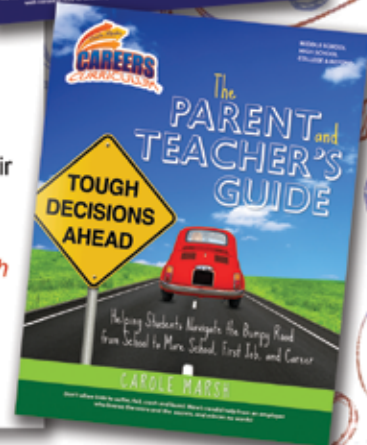
*"Fascinating and quite a lot of material covered. Anyone can benefit from this double-whammy of info book!"*



**The Parent and Teacher's Guide: Helping Students Navigate the Bumpy Road from School to More School, First Job, and Career**

Filled with candid help from someone who has traveled the bumpy road of "non-readiness" from school to job to career, this book boasts timely and honest information that will help kids get ready for the real world of work. The wealth of ideas available to parents and teachers in this book will help them to navigate their student's journey ahead!

*"Marsh has a keen sense of devotion to every type of student truly seeking a path to success. This book is worth the price for the compassion and humor, explanation of 'Rigor vs. Rigor Mortis,' and 'Why Study These Subjects' section. She's clearly 'been there, done that,' and achieved great success despite many obstacles!"*



PLEASE CONTINUE TO VISIT OUR WEBSITE FOR MORE K-12 PRODUCTS IN PRINT & ONLINE FORMATS, INCLUDING:

- INDIVIDUAL CAREER MANUAL
- SCHOOL INFORMATION SHEETS
- COMPANY PROFILE SHEETS
- MAP OF OPPORTUNITIES
- ESSENTIAL SKILLS PASSPORT BOOK
- ... AND MUCH MORE!!

FOR MIDDLE SCHOOL, HIGH SCHOOL, COLLEGE AND BEYOND!



# ARE YOU READY FOR WHAT COMES NEXT?

The truth is that virtually no high school student, college grad, or newly-hired employee is ready for their future. Who says?



Employers, who are often appalled at the lack of basic essential skills of hopeful job candidates



Secondary educational schools of all types, that are dismayed that so many students have to start their futures with remedial classes



Educators, who in spite of their efforts, know their students are neither ready for the real world of work, nor the rigor of additional education or training



Parents, who have a fearful assumption that their children have little readiness to pick a successful future career path

## It doesn't have to be this way!

While my Careers Curriculum can't cure everything, it can offer you a candid glimpse into:

**Job Tracks: 60\* Great Careers—and How to Get from Where You Are...to Where You Want to Go!**

**\*Real job success stories from 21<sup>st</sup> century career pathways!**

**Would You Hire This Person?: A Look at Getting Hired (or Not!)...from the Point of View of Your (Possible!) Future Employer**

**Examples of job interviews that show what employers really expect and think!**

**Essential Skills for the Real World of Work: Things Every Student Must Know!**

**The absolutely essential skills you need to even have a chance to get a job and keep one...no kidding!**

**The Parent and Teacher's Guide to Helping Students Navigate the Bumpy Road from School to More School, First Job, and Career**

**How parents, teachers, and others can help students avoid floundering in all these areas, making false assumptions, assuming unnecessary debt, and failing to successfully launch into their future.**

**WORK WORDS: Job/Business/Career Words and Terms You Need to Know!**

**The actual real-world work words and terms you need to know before you get a job!**

**Business Ethics and Etiquette for Students—You MUST Know These!**

**The everyday ethics and etiquette of the real work world you need to know about.**



"These books reverse the trend of scaring kids into believing that jobs aren't available, or that a four-year college degree is a must, or that there is nothing new and exciting under the work world sun. But here are jobs that sound like fun, lead to highly desirable careers, are truly obtainable, and while hard (as jobs can be), are just plain cool! Surely we want students to be excited about their futures and the difference they can make, while making a very good life for themselves."—James Barnard

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