**VOCAB: Workplace Culture Parts 1 and 2**

Schedule: a plan that indicates the time and sequence of tasks or activities

Appointment: an arrangement for a meeting

Lazy: moving slowly; not energetic

Break: to stop one's activity or occupation for a brief period

Late: coming or leaving after the proper time

Early: coming or leaving before the proper time

Appearance: outward features of a person or object

Dress: covering, adornment, or appearance appropriate for one type of activity

Hygiene: conditions or practices helpful to health

Smell: to have an odor or scent

Interview: a meeting at which information is obtained from a person; often used to determine if a person is a good fit for a job

Dress code: standards of dress

Deodorant: a preparation that destroys or masks unpleasant odors

Fresh: not having an unpleasant smell

Body language: movements or positions of the body that express a person's thoughts or feelings

Back: the part of the body that is opposite to the stomach and chest and that goes from the neck to the top of the legs

Shoulders: the part of your body where your arm is connected

Head: the part of the body containing the brain, eyes, ears, nose, and mouth

Eyes: the part of the body that you see with

Smile: an expression on your face that makes the corners of your mouth turn up and that shows happiness

Hands: the body part at the end of your arm that includes your fingers and thumb

Straight: not having curves, bends, or angles

Confidence: feeling or belief that you can do something well or succeed at something

Fear: a feeling of being afraid

Boldness: not afraid of danger or difficult situations

Warmth:  the quality or state of being kind or friendly

Handshake: the act of grasping someone's right hand with your right hand and moving it up and down

Touch: to put your hand, fingers, or other body part on someone or something

Wave: to move your hand or something held in your hand usually in a repeated motion in order to signal or greet someone

Point: to show someone where to look by moving your finger or an object held in your hand in a particular direction

Rude: not having or showing concern or respect for the rights and feelings of other people**:** not polite

Aggressive: using forceful methods to succeed or to do something

Valuable: very useful or helpful

Efficiency: the ability to do something or produce something without wasting materials, time, or energy

Patience: the ability to remain calm and not become annoyed when dealing with problems or with difficult people

Separate: different from something else

Personal time: the part of a day, week, month, or year made or designed to be used by one person

On the clock: work time that a person gets paid for

Off the clock: time at work that is not counted towards hourly pay

Formal: done in a proper way according to the law

Casual: designed for or permitting ordinary dress, behavior, etc: not formal

Personal care products: something that is made to be used for bathing, grooming or other hygiene

Embarrass: to make someone feel confused and foolish in front of other people

Offend: to be unpleasant to someone or something

Dress code: a set of rules about what clothing may and may not be worn at a business or other place of work.

Body odor: an unpleasant smell from the body of a person who has been sweating or is not clean