

Name:

Date:

Class:

Lesson 14.2

Build Your Vocabulary

As you progress through this text, develop a personal glossary of key terms. This will help you build your vocabulary and prepare you for a career. Write a definition for each of the following terms and add them to your personal glossary.

- employee-complaint procedure

Definition:

- employee handbook

Definition:

- ergonomics

Definition:

- intranet

Definition:

- labor relations

Definition:

- onboarding

Definition:

- orientation

Definition:

- performance appraisal

Definition:

- policy manual

Definition:

- professional development

Definition:

- promotion

Definition: