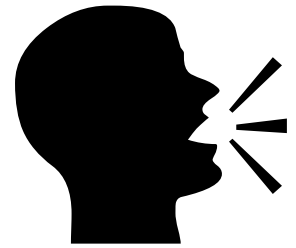


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# WORKPLACE EXPRESSIONS TERMINOLOGY MATCH UP

Directions: Match the term to the definition.



## TERMS

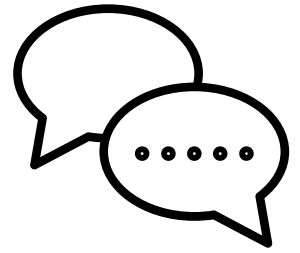
1. \_\_\_\_ To “call in sick”
2. \_\_\_\_ To do something “ASAP”
3. \_\_\_\_ To “pick up” a shift
4. \_\_\_\_ To “call it a day”
5. \_\_\_\_ To take “PTO”
6. \_\_\_\_ To be “running” late
7. \_\_\_\_ To “request time off”
8. \_\_\_\_ To be “out sick”
9. \_\_\_\_ To “no-call-no-show”
10. \_\_\_\_ To be “behind schedule”
11. \_\_\_\_ To have a “doctor’s note”
12. \_\_\_\_ To “cover” a shift
13. \_\_\_\_ To take a “leave of absence”
15. \_\_\_\_ To be “OOO”
16. \_\_\_\_ To “swap” a shift

## DEFINITIONS

- A. To Take *Paid Time Off* – for vacation or personal Leave
- B. To finish working for the day
- C. To miss work and not notify anybody.
- D. To be slightly late, but still coming into work.
- E. To agree to work an extra shift.
- F. To be *Out Of Office* – notifies people that you are on vacation or sick leave and will cannot immediately reply to messages
- G. To work in place of another person.
- H. Extended time off for a specific reason (ex: health, family, etc.), usually unpaid.
- I. To have written proof from a doctor that you’re sick.
- J. To complete a task *As Soon As Possible*.
- K. To trade shifts with a coworker.
- L. To formally ask to not work on specific dates in advance.
- M. To not be at work because of an illness.
- N. To call your manager and let them know you’re too sick to work.
- O. To finish a task or project later than the expected deadline.

# WORKPLACE EXPRESSIONS

## FILL IN THE BLANK



Directions: Your coworker is texting you to tell you that they cannot come to work today. Use the phrases below to fill in the blank (some may be used more than once):

pick up	doctor's note	ASAP	call in sick
swap	behind schedule	call out	cover

**Coworker:** Hello. I'm not feeling well today. I think I need to \_\_\_\_\_.

**You:** I'm sorry to hear that! Do you need me to \_\_\_\_\_ your shift this afternoon?

**Coworker:** That would be great, thank you. I can \_\_\_\_\_ yours for tomorrow morning.

**You:** Sure! We can \_\_\_\_\_ our shifts. I will take yours this afternoon, and you can take mine tomorrow.

**Coworker:** Great, thank you. I will let our manager know \_\_\_\_\_.

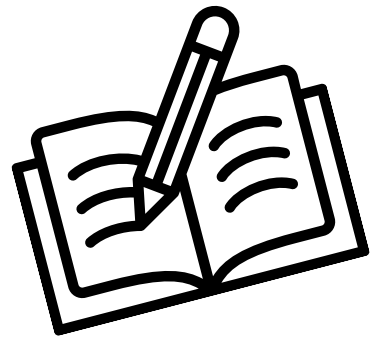
**You:** Sounds good. Were you able to get a \_\_\_\_\_.

**Coworker:** No! Hopefully our manager is not mad. I am already \_\_\_\_\_ for our last project.

**You:** Oh no! Now you have to \_\_\_\_\_ of work without a \_\_\_\_\_.

**Coworker:** Oh well... Anyways, thanks again for your help!

# WORKPLACE EXPRESSIONS PRACTICE



Directions: For each situation, select at least one vocabulary word from about and answer the prompts in a complete sentence(s):

Your coworker asked you why you were not at work yesterday. What will you tell them?

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A client asked to set up a meeting with your boss, but they will not be at work for the next 4 days. What will you tell the client?

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You slept through your alarm and work starts in 5 minutes! What will you tell your manager?

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