

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Group: \_\_\_\_\_

## Chapter 6: Eight \_\_\_\_\_ (...的關鍵) Employability

### 1. Personal Values

Valued workers are honest and have good s \_\_\_\_\_ -e \_\_\_\_\_ (自尊) and a positive self-image. They have personal and career goals, demonstrate emotional stability, exhibit a good attitude, are s \_\_\_\_\_ -m \_\_\_\_\_ d (自我激勵), and do not l \_\_\_\_\_ t (限制) themselves.

### 2. Problem-Solving and Decision-Making Skills

Valued workers are flexible, creative, and innovative, can a \_\_\_\_\_ (適應) the changing demands of a job, can plan and organize work, can make o \_\_\_\_\_ e (客觀的) judgments, and keep their mind on several parts of a job \_\_\_\_\_ (一次).

### 3. \_\_\_\_\_ (複合形容詞：「和任務有關的」) Skills

Valued workers complete work \_\_\_\_\_ (「準時」；比較：及時 \_\_\_\_\_), can follow oral, visual, written, and multistep directions, work neatly, stick with a task and keep busy, and p \_\_\_\_\_ e (精確的) and meticulous, c \_\_\_\_\_ (關心) tools and materials, are a \_\_\_\_\_ e (準確的), and constantly improve their performance.

### 4. Communication Skills

Valued workers ask questions, seek help when needed, n \_\_\_\_\_ (通知...) s \_\_\_\_\_ rs (監督者) \_\_\_\_\_ a \_\_\_\_\_ es (缺席) and the reasons \_\_\_\_\_ a \_\_\_\_\_ es (缺席), clearly express themselves orally, and listen well.

### 5. Relations \_\_\_\_\_ Other People

Valued workers are team members and are friendly, c \_\_\_\_\_ e (合作的), and t \_\_\_\_\_ l (圓滑的). They have leadership qualities, respect the rights and property of others, and accept authority, supervision, and c \_\_\_\_\_ e (建設性的) c \_\_\_\_\_ m (批評). They respect d \_\_\_\_\_ y (多樣性).

### 6. M \_\_\_\_\_ y (成熟)

Valued workers work well without supervision, are reliable and dependable, accept responsibility, don't let their personal problems i \_\_\_\_\_ (干擾...) their work, \_\_\_\_\_ w \_\_\_\_\_ (願意...) perform extra work and w \_\_\_\_\_ o \_\_\_\_\_ (超時工作), \_\_\_\_\_ always p \_\_\_\_\_ (準備好...) work, s \_\_\_\_\_ p \_\_\_\_\_ (對...感到驕傲) their work, show initiative, r \_\_\_\_\_ (「保持」 = \_\_\_\_\_ = \_\_\_\_\_) calm and self-controlled, accept responsibility \_\_\_\_\_ their own behavior, demonstrate m \_\_\_\_\_ y (成熟) in thoughts and deeds, e \_\_\_\_\_ e (評估) their own work, are patient, use time wisely, are a \_\_\_\_\_ e (果斷的) when necessary, and show self-confidence.

### 7. Health and Safety Habits

Valued workers observe safety rules, maintain a good work pace and production rate, practice good grooming and personal hygiene, dress a \_\_\_\_\_ y (適當地), perform well \_\_\_\_\_ s \_\_\_\_\_ (在壓力下) and tension, have appropriate physical stamina and t \_\_\_\_\_ e (包容) for the kind of work they're doing, and are \_\_\_\_\_ h \_\_\_\_\_ (健康狀況良好).

### 8. Commitment \_\_\_\_\_ Job

Valued workers are p \_\_\_\_\_ l (守時的) and have good attendance records, observe all organizational policies, and consider their work \_\_\_\_\_ (不只是) a job. They are interested and

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enthusiastic, want to learn more, exhibit l \_\_\_\_\_ y (忠誠) to the organization and its employees, give their best efforts consistently, strive to please, and s \_\_\_\_\_ c \_\_\_\_\_ (對...表達關心) their future career with the organization.

authority

consistently

demonstrate

dependable

exhibit

maintain

observe

tension

1. He \_\_\_\_\_ s his works at the art gallery frequently.
2. They bought a telescope to \_\_\_\_\_ the movement of stars.
3. She goes to the gym twice a week to \_\_\_\_\_ a good shape.
4. Teachers should have the \_\_\_\_\_ to discipline their students.
5. The man is looking for someone \_\_\_\_\_ to take care of his children when he's working.