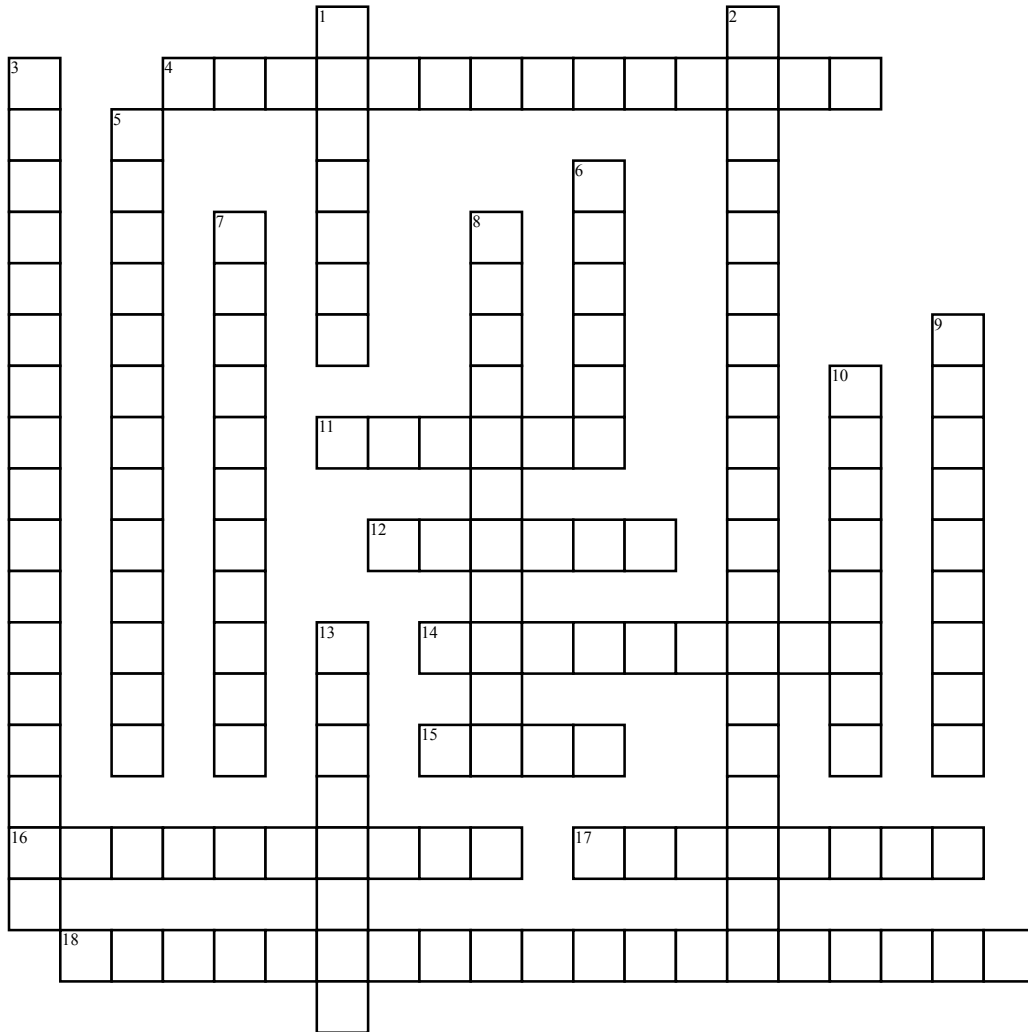


# AOT-1 Vocabulary Review



**Across**

- 4. Interactions among people
- 11. A letter written by an employee notifying an employer on the intent to quit a job:
- 12. The list of items to be discussed at a meeting:
- 14. A work group formed to to accomplish a particular objective:
- 15. The government agency that sets and enforces standards for safe and healthful working conditions:
- 16. Name given to a group of similar tasks that a person performs for pay:

- 17. Acts of kindness, consideration or assistance:

- 18. A pay statement showing all deductions, taxes, overtime, etc.:

**Down**

- 1. Customers of certain service producing businesses or institutions:
- 2. The exact way that a meeting is to be ran in order:
- 3. A set of policies and programs designed to correct past discrimination
- 5. Sending information, ideas or feelings from one person to another:
- 6. The amount of pay that the employee takes home after all deductions:

- 7. The lowest hourly wage that can be paid to an employee:

- 8. Pieces of equipment attached to the main computer such as the keyboard, mouse, and monitor:

- 9. The length of time someone has worked for a company:

- 10. The amount of salary or wages earned during a certain period of time, before deductions are withheld:

- 13. Time worked beyond a 40 hour work week:

**Word Bank**

- |                        |               |                 |                    |
|------------------------|---------------|-----------------|--------------------|
| Gross Pay              | Occupation    | Human Relations | Overtime           |
| Minimum Wage           | Net Pay       | Goodwill        | Affirmative Action |
| Net Pay                | Communication | Patrons         | Agenda             |
| Statement of Earnings  | Peripherals   | Seniority       | Task Group         |
| Roberts Rules of Order | OSHA          |                 |                    |