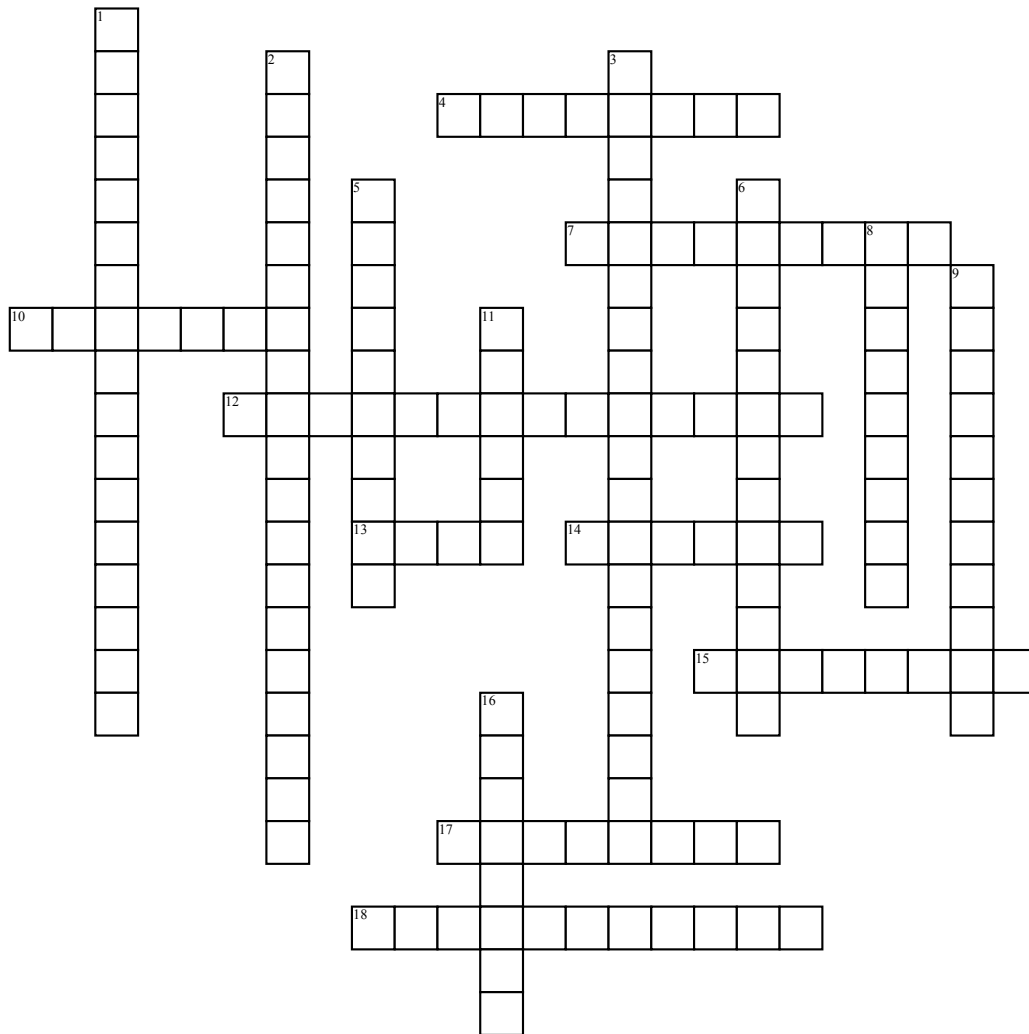


Name: \_\_\_\_\_

# AOT-1 Vocabulary Review



## Across

- 4. Time worked beyond a 40 hour work week
- 7. The length of time someone has worked for a company
- 10. Customers of a certain business
- 12. Interactions among people
- 13. The government agency that sets and enforces standards for safe and healthy working conditions
- 14. The amount of pay that the employee takes home after deductions
- 15. Acts of kindness, condiseration or assistance

- 17. The amount of salary or wages earned during a certain period of time before deductions
- 18. The smallest hourly amount that can be paid to an employee

## Down

- 1. Sending information, ideas or feelings from one person to another:
- 2. The exact way that a meeting should be ran in order
- 3. A pay statement showing deductions, taxes and overtime
- 5. Name given to a group of similar tasks that a person performs for pay:

- 6. Sending information, ideas or feelings from one person to another
- 8. A work group formed to accomplish a particular objective
- 9. Pieces of equipment attached to the main computer such as a keyboard, monitor and mouse
- 11. The list of items to be discussed at a meeting
- 16. Time worked beyond a 40 hour work week:

## Word Bank

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