

Name: _____ Date: _____

Career Management Vocab

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| 1. Willingness to take credit and blame for actions. | A. Memorandum |
| 2. to say that something is true in a confident way | B. Accountability |
| 3. expecting or requiring people to obey rules or laws : not allowing personal freedom | C. Democratic |
| 4. a tendency to believe that some people, ideas, etc., are better than others that usually results in treating some people unfairly | D. Integrity |
| 5. movements or positions of the body that express a person's thoughts or feelings | E. Inferior |
| 6. a formal letter following the business letter template | F. Gossip |
| 7. being aware that cultural differences exist and have an effect on values, learning, and behavior. | G. Mature |
| 8. a way of thinking in which a person expects to lose or fail | H. Business letter |
| 9. relating to the idea that all people should be treated equally | I. Harassment |
| 10. or netiquette as its sometimes called, is a basic set of rules you should follow in order to make the internet better for others, and better for you. | J. Nonverbal Communication |
| 11. Unequal treatment based on such factors as race, religion, nationality, gender, age, or physical appearance. | K. Ethics |
| 12. Variety; the positive result of people in different racial, ethnic, and cultural backgrounds working together. | L. Cultural Sensitivity |
| 13. The principles of conduct that govern a group or society. | M. Fairness |
| 14. the rules indicating the proper and polite way to behave | N. Affirmation |
| 15. the process of eliminating or reducing a conditioned response by not reinforcing it | O. Discrimination |
| 16. treating people in a way that does not favor some over others | P. Etiquette |
| 17. information about the behavior and personal lives of other people | Q. Bias |
| 18. to annoy or bother (someone) in a constant or repeated way | R. Laissez-faire |
| 19. feelings of having little or less importance or value | S. Authoritarian |

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| 20. Following a strict code of conduct or standard of values. | T. Diversity |
| 21. operate with very little interference from authority. | U. Body Language |
| 22. having or showing the mental and emotional qualities of an adult | V. Motivation |
| 23. a usually brief written message or report from one person or department in a company or organization to another | W. Optimism |
| 24. the act or process of giving someone a reason for doing something | X. Extinction |
| 25. communication without the use of words. | Y. Defeatist |
| 26. a feeling or belief that good things will happen in the future : a feeling or belief that what you hope for will happen | Z. Digital etiquette |