

Employment

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Objective

In this unit, you will learn vocabulary related to occupations and job searching. You will work on finding information from help wanted ads and practice filling out job applications. You'll also learn some useful abbreviations. Let's start by having a group discussion about employment. Circle any words you don't know.

Employment

A. Discussion

Discuss the following questions in groups.

1. Do you have a job now? If so, where do you work?
2. How many hours per week do you work?
3. What did you do in your country?
4. Did you belong to a union?
5. If you could choose any occupation, what would it be? Why?
6. Which jobs do you think are the most stressful? Why?
7. Which jobs in your country are considered the most prestigious (highest status and respect)?
8. Do most women work outside the home in your country?
9. Do men and women receive equal pay for the same job?
10. At what age do people generally retire in your country?
11. How many hours per week do people generally work in your country?
12. How much paid vacation time do people generally have in your country?

Employment cont.

B. Chart

Complete the chart below by asking your classmates questions.

Examples

- What did you do in your country?
- Where did you work?

| | Classmate #1: | Classmate #2: | Classmate #3: |
|---|---------------|---------------|---------------|
| Occupation in own country | | | |
| Place of work | | | |
| Number of hours per week | | | |
| Job description / responsibilities | | | |
| Skills, training, and education required for the job | | | |
| Frequency of payment | | | |
| How long at that job | | | |

Occupations

A. Matching

Match the occupations on the left with the job descriptions on the right.

- | | | |
|-------|----------------------|---|
| _____ | 1. mechanic | a) designs houses and buildings |
| _____ | 2. real estate agent | b) writes for magazines and newspapers |
| _____ | 3. accountant | c) helps people with family problems |
| _____ | 4. secretary | d) installs and fixes lights, wiring, etc. |
| _____ | 5. tailor | e) sells houses, property, and buildings |
| _____ | 6. plumber | f) builds furniture and houses |
| _____ | 7. nanny | g) keeps financial records and does tax forms |
| _____ | 8. carpenter | h) looks after children |
| _____ | 9. receptionist | i) works as a cashier in a bank |
| _____ | 10. architect | j) repairs car engines |
| _____ | 11. waiter | k) answers the phone and greets people in an office |
| _____ | 12. journalist | l) takes orders and serves people in restaurants |
| _____ | 13. social worker | m) makes and alters clothes |
| _____ | 14. teller | n) fixes water pipes, toilets, and sinks |
| _____ | 15. electrician | o) types letters and files office information |

B. Descriptions

Read the sentences below and write the name of the described occupation.

| # | Description | Occupation |
|----|---|------------|
| 1 | This person works in a flower shop and arranges flowers. | |
| 2 | This person works in a courthouse. | |
| 3 | This person makes and sells breads, cakes, cookies, etc. | |
| 4 | This person works in a hospital, looks after patients, and helps the doctors. | |
| 5 | This person wears a uniform and patrols buildings. | |
| 6 | This person fills prescriptions in a drugstore. | |
| 7 | This person is an animal doctor. | |
| 8 | This person cleans buildings such as schools. | |
| 9 | This person gives religious guidance. | |
| 10 | This person prepares meals in a restaurant. | |

Personal Qualities

A. Matching

Match each quality with the correct definition.

- | | |
|-------------------------------|---|
| _____ 1. responsible/reliable | a) is on time |
| _____ 2. punctual | b) doesn't tire easily |
| _____ 3. energetic | c) acts like an adult, not a child |
| _____ 4. mature | d) does what he/she says that he/she will do |
| _____ 5. honest | e) has good manners |
| _____ 6. conscientious | f) works well with others |
| _____ 7. polite | g) tells the truth, doesn't lie or steal |
| _____ 8. cooperative | h) takes the job seriously |
| _____ 9. thorough | i) orderly, works according to plans |
| _____ 10. patient | j) can accept new or different ideas |
| _____ 11. organized | k) stays with the job, doesn't give up easily, can wait without being mad |
| _____ 12. open-minded | l) does a good job, doesn't forget anything, pays attention to details |
| _____ 13. neat | m) correct |
| _____ 14. flexible | n) can accept change easily |
| _____ 15. accurate | o) clean and tidy, not messy |
| _____ 16. motivated | p) pushes himself/herself to do a good job |
| _____ 17. creative | q) not lazy |
| _____ 18. hardworking | r) can control himself/herself |
| _____ 19. resourceful | s) has new ideas and a talent for making new things |
| _____ 20. disciplined | t) good at solving problems with whatever is available |
| _____ 21. well-groomed | u) sociable and talkative, not shy |
| _____ 22. articulate | v) neat and clean in appearance |
| _____ 23. self-confident | w) feels good about himself/herself |
| _____ 24. outgoing | x) speaks well |

Personal Qualities cont.

B. List

Some qualities are very important for all jobs. Others are important for certain jobs, but not for others. In your notebook, write down three or four qualities that you think are desirable for all jobs. Then make a list of ten occupations and write two qualities that you feel are most important for each job. Share your ideas with your classmates.

Example

CHILDCARE WORKER

- patient
- energetic

C. Sentences

Fill in the blanks with the correct word from the list on the right.

1. A person who can adapt to change easily is _____.
2. Mary is a very _____ person. I can always depend on her.
3. Artists and musicians are usually very _____ people.
4. It is important for an accountant to be _____ in his/her work.
5. You don't have to be very _____ if you work in construction. It is different if you are working with the public.
6. He is rarely on time. He is not a very _____ person.
7. An _____ person plans things carefully and keeps things in order.
8. A _____ student likes to learn and doesn't have to be pushed to do it.
9. She is a very _____ worker. She completes everything and pays attention to detail.
10. He is not very _____. He doesn't work well with his coworkers.
11. His desk is never _____. He can never find anything on it.
12. She is a very _____ cook. If she doesn't have one of the ingredients, she just substitutes something else.
13. He hates waiting in lines. He is not a very _____ person.
14. He is a very _____ person. He can work long hours without getting tired.
15. Even though he is still a teenager, he is very _____ and responsible.
16. When an interviewer asks you about your _____, he wants to know about your good qualities.

Word List:

- well groomed
- mature
- reliable
- strengths
- motivated
- neat
- flexible
- creative
- punctual
- thorough
- energetic
- organized
- patient
- cooperative
- resourceful
- accurate

Help Wanted Ads

A. Abbreviations

Newspapers usually use abbreviations in advertisements in order to save space. There are different ways of forming abbreviations.

Some abbreviations may use the first few letters of the word.

- nec. (necessary)

Others are formed by using consonants without any vowels.

- afts. (afternoons)

When there is a compound word or an expression with two or more words, often the abbreviation is formed from the initial letter of each word.

- w.p.m. (words per minute)

Abbreviations without a period are possible, but using a period is more common. There may be slight variations in abbreviations in want ads from one region of the country to another. By reading the want ads in your local newspaper, you will become familiar with many common abbreviations.

| Abbreviation | Word |
|--------------|---------------|
| afts. | afternoons |
| appt. | appointment |
| approx. | approximately |
| asst. | assistant |
| btw. | between |
| cert. | certified |
| co. | company |
| comm. | commission |
| dent. | dental |
| eves. | evenings |
| exc. | excellent |
| exp. | experience |
| fin. | financial |
| f/t | full-time |
| hr. | hour |
| immed. | immediately |
| incl. | include |

| Abbreviation | Word |
|--------------|----------------|
| info. | information |
| jr. | junior |
| lic. | license |
| ltd. | limited |
| max. | maximum |
| mech. | mechanical |
| med. | medical |
| m/f | male or female |
| mfg. | manufacturing |
| min. | minimum |
| mo. | month |
| nec. | necessary |
| neg. | negotiable |
| nr. | near |
| pd. | paid |
| p/t | part-time |
| perm. | permanent |

| Abbreviation | Word |
|--------------|------------------|
| ph. | phone |
| p.o. | post office |
| pref.(d) | preferred |
| ref. | references |
| req.(d) | required |
| resp. | responsible |
| rge. | range |
| sal. | salary |
| sr. | senior |
| temp. | temporary |
| vic. | vicinity |
| w. | with |
| wk. | week or work |
| w.p.m. | words per minute |
| wtd. | wanted |
| yr. | year |

Help Wanted Ads cont.

B. Reading

1. Waiters / Waitresses

Wtd. immed. for busy new rest., f/t and p/t, ref. & exp. req, must be well groomed. Call btw. 9:00 & 11:00, wkdays. 457-0987

2. Secretary

Large law office needs exp. resp. sec. Typing 60 w.p.m., exc. tel. skills, min. 5 yrs. exp. Send resume to ABC Law Firm, 120 Main St., Toronto, Ontario

3. St. Regis Hotel Cook

Exp. cook wanted to work 12 noon to 8pm f/t inc. wkends. Perm. position. Ph. btw. 10 & 4pm. 964-3452

4. Nanny

Live-in nanny for busy young family, some housework req. Mature, resp., exp. nec. Driv. lic. an asset. Ref. req. Sal. neg. Call 489-2098.

5. Req. exp. receptionist

For busy doctor's office. 15 hrs. weekly, 3 days/wk. Good org. skills, good tel. manner essential, typing 45 w.p.m. Email resume to dr.smith@abc.net

6. Service Station Attendant

P/T eves. & wkends., must be polite, hardworking, no exp. nec., will train. \$10 per hr. Apply in person to 123 Pembina Ave. wkdays btw. 9:00 & 4:00.

C. Discussion

Read the ads in Part B.

With your partner, discuss the following for each ad:

- Job Description**
kind of work, hours, salary, benefits, etc.
- Qualifications / Requirements**
skills, qualities, education, experience, etc.
- How to Apply**
in person, by phone, fax or email, in writing

D. Comprehension

Read the ads again and answer the following questions:

- Are there any jobs that do not require experience? If so, which one(s)? _____
- Which job(s) do you need to have references for? _____
- Which jobs are full-time? _____
- Explain the term "asset" in ad #4.

- Which job requires a neat appearance? _____
- Which job mentions salary? _____
- Which ad says the employer will teach you how to do the job? _____
- Two ads ask for two similar qualifications. Which ads are they? _____
- What are the two similar qualifications?

Pair Work (Student A)

You and your partner each have the same application form, but some information is missing from each one. Complete the form by asking your partner questions.

Examples

- What is the applicant's surname (last name)?
- Is the applicant male or female?

Application for Employment

Jan. 10 / 17 bartender
Application Date Position Applied For

PERSONAL INFORMATION

Name: Luke Chicago
First Name Last Name

Address: 2-8908 Chicago
Apt/House # Street City State Zip Code

Contact: _____ **Sex:** Male Female **SSN:** _____
Phone Number Social Security Number

Are you legally able to work in this country? Yes No **Are you bondable?** Yes No

Do you have a driver's license? Yes No

EMPLOYMENT HISTORY

| Employment Dates | Company Name | Job Title | Duties |
|----------------------------|-----------------------------|----------------|------------------------|
| <u>Jan. '12 - Dec. '16</u> | <u>Blue Moon Restaurant</u> | | |
| <u>Feb. '08 - Dec. '11</u> | | <u>bus boy</u> | |
| | <u>Joe's Pizza</u> | | <u>delivered pizza</u> |

EDUCATION & TRAINING

Schooling: University of the North West - B.A. 2004 _____
University High School

Other: Bartending School - Jan. 2005 _____
Other Training Other Skills

Signature

Pair Work (Student B)

You and your partner each have the same application form, but some information is missing from each one. Complete the form by asking your partner questions.

Examples

- What is the applicant's surname (last name)?
- Is the applicant male or female?

Application for Employment

Application Date _____ Position Applied For _____

PERSONAL INFORMATION

Name: _____ *Sampson* _____
First Name Last Name

Address: _____ *Water St.* _____ *IL* _____ *60005-1234* _____
Apt/House # Street Address City State Zip Code

Contact: *(220) 779-2000* _____ **Sex:** Male Female **SSN:** *403-73-0000* _____
Phone Number Social Security Number

Are you legally able to work in this country? Yes No **Are you bondable?** Yes No

Do you have a driver's license? Yes No

EMPLOYMENT HISTORY

| Employment Dates | Company Name | Job Title | Duties |
|-----------------------------|-----------------------------|------------------------|-------------------------|
| | | <i>waiter</i> | <i>served customers</i> |
| | <i>Big Apple Restaurant</i> | | <i>cleared tables</i> |
| <i>April '05 – Jan. '08</i> | | <i>pizza deliverer</i> | |

EDUCATION & TRAINING

Schooling: _____ *River Bend High School, Chicago, IL – 2000* _____
University High School

Other: _____ *Bilingual – speak English and Spanish* _____
Other Training Other Skills

Signature

Application for Employment

A. Form

Complete the following application form. Filling out an application form for a job is very important. The application must be neat, accurate, and complete. Print clearly and check your spelling. Do not leave

out any important information. Make sure that all the information you give is correct. If there is something you don't understand on the form, ask about it.

Application for Employment

Application Date _____

Position Applied For _____

PERSONAL INFORMATION

Name: _____

First Name

Last Name

Address: _____

Apt/House #

Street

City

State

Zip Code

Contact: _____

Phone Number

Sex:

Male

Female

SSN: _____

Social Security Number

Are you legally able to work in this country?

Yes

No

Are you bondable?

Yes

No

Do you have a driver's license?

Yes

No

EMPLOYMENT HISTORY

| Employment Dates | Company Name | Job Title | Duties |
|------------------|--------------|-----------|--------|
| | | | |
| | | | |
| | | | |

EDUCATION & TRAINING

Schooling: _____

University

High School

Other: _____

Other Training

Other Skills

Signature

Application for Employment cont.

B. Matching

Match the expressions on the left with the correct meanings on the right.

- | | | |
|-----|-----------------------------|---|
| ___ | 1. position desired | a) place you last worked |
| ___ | 2. surname | b) abilities, things you can do |
| ___ | 3. maiden name | c) not applicable, doesn't apply in this situation |
| ___ | 4. bondable | d) money earned per hour |
| ___ | 5. valid | e) late-night work period |
| ___ | 6. previous employer | f) last name or family name |
| ___ | 7. legally entitled to work | g) money earned per month or year |
| ___ | 8. duties | h) no criminal record, so employer can get insurance on the employee |
| ___ | 9. skills | i) person applying for a job |
| ___ | 10. qualifications | j) effective, current, legal |
| ___ | 11. salary | k) woman's surname before marriage |
| ___ | 12. wages | l) allowed by law to work |
| ___ | 13. graveyard shift | m) job wanted or applied for |
| ___ | 14. references | n) skills, experience, education needed for a job |
| ___ | 15. applicant | o) move to a different place |
| ___ | 16. job title | p) responsibilities, things employee must do at work |
| ___ | 17. relocate | q) name of the work position |
| ___ | 18. N/A | r) names of the people who can give positive opinions about the applicant |

Application for Employment cont.

C. Sentences

Fill in the blanks with the correct word or expression from the list on the right.

1. His previous employer gave him a very good _____ because he was an excellent worker.
2. You don't need experience for that job. The company will _____ you.
3. You shouldn't hire a cleaning company to clean your home unless their workers are _____.
4. The restaurants will _____ many waiters when the tourist season is over.
5. When you write your _____, you should include your education, skills, and work experience.
6. Mario wants to quit his job. He doesn't like working the night _____.
7. When Joe applied at the store, the manager told him there were no jobs _____.
8. Knowing a second language is an _____ if you work in a hotel.
9. Besides a good salary, the company offers many _____ such as medical insurance, a pension plan, and a three-week paid holiday.
10. He works at a fast-food restaurant. His hourly _____ is eight dollars.
11. He won't get the job. He doesn't have the necessary _____.
12. A _____ is an organization of workers.
13. It is _____ to have a car if you are a traveling salesperson.
14. John earns \$10.00 an hour, but his boss promised to give him a _____ in a few months. He'll probably be making \$11.50 an hour then.
15. Most workers _____ by the age of 65.
16. You should apply to ABC Co. right away.
I hear they are planning to _____ 20 new employees.
17. The boss is going to _____ John because he is always late.

Word List:

- hire
- fire
- lay off
- available
- reference
- resume
- retire
- asset
- essential
- bondable
- train
- shift
- wage
- benefits
- union
- qualifications
- raise

Class Activity

Walk around the classroom and ask your classmates questions. Write the questions in the spaces provided below, and write your classmate's name on the right if he/she answers "yes."

| # | Find someone... | Question | Name |
|----|--|----------|------|
| 1 | who can type well. | | |
| 2 | who was laid off recently. | | |
| 3 | who prefers manual work to office work. | | |
| 4 | who has worked a night shift at some time in his/her life. | | |
| 5 | who has belonged to a union. | | |
| 6 | who likes working outdoors. | | |
| 7 | who is willing to train for a new occupation. | | |
| 8 | who enjoys working with computers. | | |
| 9 | who reads the want ads in the newspaper regularly. | | |
| 10 | who has written a resume in English. | | |
| 11 | who looks for jobs on the Internet. | | |
| 12 | who is very resourceful. | | |
| 13 | who always tries to be punctual. | | |
| 14 | who can type quickly. | | |

Review

Your teacher will now assess your ability to read help wanted ads.

Task

READ & RESPOND

Your teacher will give you a page of help wanted ads. Answer the questions.
Your teacher will tell you whether to write or respond orally.

1. Summarize the job description of the first ad.

2. Are there any jobs that do not require experience? If so, which one(s)?

3. Explain the term _____ in ad # _____ .

4. Do any jobs mention a salary or wage?
(Name one or two if available, and indicate the rate.)

5. Which job are you most qualified for? Why?

6. Do any of the ads have abbreviations?
Write any abbreviations you recognize and the meanings.

Teachers' Notes

NOTE:

These activities are designed for low-intermediate ESL learners; however, with some modification, they may also be suitable for upper-beginner through upper-intermediate levels.

LESSON DESCRIPTION:

In this lesson, students learn vocabulary for many types of jobs. They also practice finding information from help wanted ads and filling out job applications.

LEVEL: Int

TIME: 5+ hours

TAGS: employment, work, business English, newcomers, jobs, form, forms, application

FLASHCARDS: Jobs and Occupations

Employment

Break the class into groups of three to discuss the questions in Part A and to complete the chart in Part B. There are some new words you may need to teach in advance of these activities, such as *union, stressful, prestigious, retire*, etc. It's a good idea to teach the new words in context, using several examples, and ask students to give sentences of their own to illustrate meaning. Before students do Part B, ask them to form the questions for the highlighted words to ensure they are asking them correctly. After the students have completed both activities, you may have them report back to the whole class to share their ideas.

Occupations

This worksheet can be used to introduce names of occupations or as a review after occupations and job descriptions have already been taught (with flashcards, for example).

A. MATCHING

- | | | | | |
|------|------|------|-------|-------|
| 1. j | 4. o | 7. h | 10. a | 13. c |
| 2. e | 5. m | 8. f | 11. l | 14. i |
| 3. g | 6. n | 9. k | 12. b | 15. d |

B. DESCRIPTIONS

- | | |
|-------------------|---|
| 1. florist | 6. pharmacist |
| 2. lawyer, judge | 7. veterinarian |
| 3. baker | 8. janitor, custodian |
| 4. nurse | 9. clergyman, priest, minister, rabbi, etc. |
| 5. security guard | 10. chef, cook |

Personal Qualities

Before beginning this section, try to elicit vocabulary from the students. Ask them about qualities they think are important for certain jobs and why. Many of the words on the sheet may be new for the students; therefore, the matching exercise has been divided into groups of four.

A. MATCHING

- | | | | | | |
|------|------|-------|-------|-------|-------|
| 1. d | 5. g | 9. l | 13. o | 17. s | 21. v |
| 2. a | 6. h | 10. k | 14. n | 18. q | 22. x |
| 3. b | 7. e | 11. i | 15. m | 19. t | 23. w |
| 4. c | 8. f | 12. j | 16. p | 20. r | 24. u |

B. LIST

This exercise may be done first in pairs or small groups, but the information should later be shared with the whole class.

C. SENTENCES

- | | | |
|-----------------|-----------------|---------------|
| 1. flexible | 7. organized | 13. patient |
| 2. reliable | 8. motivated | 14. energetic |
| 3. creative | 9. thorough | 15. mature |
| 4. accurate | 10. cooperative | 16. strengths |
| 5. well groomed | 11. neat | |
| 6. punctual | 12. resourceful | |

(continued on the next page...)

Teachers' Notes cont.

Help Wanted Ads

A. ABBREVIATIONS

Explain that want ads do not use sentences, but rather shortened forms and abbreviations. Explain the different ways abbreviations are made and give several examples. Have students take turns reading the words aloud to monitor pronunciation and check for comprehension.

B. READING

Have the students first read the want ads individually and then discuss the questions in Part C with a partner.

C. DISCUSSION

Answers will vary.

D. COMPREHENSION

1. Job #6 doesn't require experience.
2. References are required for jobs #1 and #4.
3. Jobs #1, #3, and #4 are full-time.
4. This means it is helpful to have but not required.
5. Job #1 requires a neat appearance.
6. Job #6. Job #4 mentions that the salary is negotiable.
7. Job #6 says the employer will teach you how to do the job.
8. Jobs #2 and #5 ask for similar qualifications.
9. The similar qualifications are good telephone manners and typing skills (45/60 w.p.m.).

Pair Work

Pair up students and have them ask each other for the missing information. Check to ensure they are forming the questions correctly.

Date: Jan. 10 / 17

Position Applied For: bartender

Name: Luke Sampson

Address: 2-8908 Water St., Chicago, IL, 60005-1234

Phone No.: (220) 779-2000

Sex: male

Are you legally able to work in this country? yes

Social Security Number: 403-73-0000

Are you bondable? yes

Do you have a driver's license? yes

Employment History:

Jan. '12 – Dec. '16: Blue Moon Restaurant,
waiter, served customers

Feb. '08 – Dec. '11: Big Apple Restaurant,
bus boy, cleared tables

April '05 – Jan. '08: Joe's Pizza, pizza deliverer, delivered pizzas

Education and Training:

University: University of the North West – B.A. 2004

High School: River Bend High School, Chicago, IL – 2000

Other: Bartending School – Jan. 2005

Other Skills: Bilingual – speak English and Spanish

(continued on the next page...)

Teachers' Notes cont.

Application for Employment

A. FORM

Have students fill in the form individually in class or assign it for homework. This task can be used or repeated for assessment. Use page 9 from Shared Criteria for Success for an assessment tool, or personalize your own. <https://esllibrary.com/resources/2352>

B. MATCHING

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. m | 4. h | 7. l | 10. n | 13. e | 16. q |
| 2. f | 5. j | 8. p | 11. g | 14. r | 17. o |
| 3. k | 6. a | 9. b | 12. d | 15. i | 18. c |

C. SENTENCES

- | | | |
|--------------|--------------------|---------------|
| 1. reference | 7. available | 13. essential |
| 2. train | 8. asset | 14. raise |
| 3. bondable | 9. benefits | 15. retire |
| 4. lay off | 10. wage | 16. hire |
| 5. resume | 11. qualifications | 17. fire |
| 6. shift | 12. union | |

Class Activity

Elicit question formation for the first few questions before beginning this activity. You can choose to have students write all the questions before they circulate or write them out as they go.

Review (Assessment Task)

Print or take a screenshot of a page of help wanted ads (about 5–8 ads, local and current if possible). Hand out the ads and the question sheet. Add your own word to question 3. You can decide whether you want your students to respond orally (one-to-one) or in writing. For a Reading assessment tool, you can personalize one of these forms: <https://esllibrary.com/resources/2132>. For a ready-made tool, use page 10 from Shared Criteria for Success: <https://esllibrary.com/resources/2352>.

SPELLING NOTE:

This lesson shows the American spelling of the words *License, Traveling, and Practice*. Most other English-speaking countries spell these words this way: *Licence, Travelling, and Practise* (when used as a verb; *Practice* when used as a noun). Make it a challenge for your students to find these words in the lesson and see if they know the alternate spellings.

EDITOR'S NOTE:

Teach your students that certain adjectives such as *well groomed* and *well known* use a hyphen before a noun but don't use one after the Be verb.

- The well-groomed executive addressed the employees.
- It's important to be well groomed when you work in an office.