Fill in the *Tips for Employees* below with the adjectives and adverbs from the list. Can you tell which word is an adjective and which is an adverb?

[Adv] appropriately [ ] hard

[ ] courteous [ ] optimistic

[ ] dependable [ ] pleasant

[ ] excellent [ ] trustworthy

***Tips for Employees:*** *An employer expects you to:*

* Have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ demeanor and be \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dress \_\_\_\_\_\_\_\_\_\_\_\_\_\_, have a good posture and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ hygiene
* Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and show enthusiasm for the job
* Be willing to work \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Be reliable, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Be a team player
* Fit in with the organization

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