

GLOSSARY

MODULE TEN: ON-THE-JOB SKILLS

accountable: Responsible for; required to account for one's conduct.

company policy: The standards and procedures set by a business organization to influence and determine decisions and actions.

credibility: 1. Capable of being believed or trusted. 2. Worthy of credit, confidence, or acceptance.

demeanor: 1. The way in which a person behaves. 2. The attitude with which one carries oneself.

ethical behavior: Behaving in accordance with the accepted principles of right and wrong that govern the conduct of a person or the members of a profession.

jeopardize: To expose to loss or injury.

legible: Possible to read or figure out; clear.

mandatory: Required; necessary.

notation: A brief note or summary used for convenience.

personal ethics: A person's own set of principles of conduct.

recommendation: A favorable statement concerning a person's character or qualifications.

slang: A kind of language occurring mainly in casual or playful speech.

verify: To determine or test the truth or accuracy of something.

work ethic: A set of principles of conduct that involve respect for the rules of the workplace.