A. Fill in the blanks with the words in the box.

stable	assure	transit	widespread	protocol
internal	accurate	income	refine	disproportionate

1. Try to _____ your child that everything is OK when they make a mistake.

2. We must follow company _____ when it comes to how to pursue a company sponsorship.

3. The company is working to remedy the _____ ratio of male to female employees.

4. Although his condition is _____ right now, it could get worse at any moment.

5. This article needs to be edited as the data included is not _____ and contains several mistakes.

6. Josh was asked to _____ his thesis statement as it was not very clear.

7. Although the disease is not currently _____, the government wants to stop it before it spreads farther.

8. The _____ of fruit and vegetables needs a lot of attention as they can spoil quickly if not stored and shipped properly.

9. Marge has had no source of _____ for the past six months, so she is behind on her bills.

10. Although he looked fine on the outside, Mark had sustained several _____ injuries.

B. Match each word with its definition.

1. technical_____	a. extremely important
2. inhibited_____	b. not confident enough to say or do what you want
3. revolutionary_____	c. mainly
4. dynamic_____	d. relating to the knowledge and methods of a particular subject or job
5. principally_____	e. completely new and having a great effect
6. uniform_____	f. in an opposite way
7. crucial_____	g. to be the parts or members of something; to make up something
8. conversely_____	h. having or showing a lot of energy
9. acknowledge_____	i. of the same form with others; conforming to one rule or mode
10. comprise_____	j. to accept, admit, or recognize something

C. Read the excerpt from a reading below and answer the questions.

Today's labor force possesses considerable expertise. And yet, it is no secret that those who are dissatisfied in their current position will look for opportunities to join a different company that might offer them more. To ensure and sustain their success, companies need to work hard at keeping their talented employees happy. After all, a house is only as strong as its foundation, and the foundation of a company is the well-being and satisfaction of its employees.

However, holding on to a loyal workforce can be challenging. There are aggressive recruiters out there who have no problem stealing other companies' top performers. They lure potential employees with promises of high salaries, supportive work environments, and profit-sharing plans.

Thus, the critical issue for executives is how to reduce their company's turnover rate. According to an article by the Center for American Progress, "it costs businesses about one-fifth of a worker's [annual] salary to replace that worker. For businesses that experience high levels of turnover, this can add up to represent significant costs that can potentially be avoided by implementing workplace flexibility and earned sick days at little or no cost at all." So it is extremely important for companies to think of insightful approaches to keep their employees happy.

For eleven years in a row, Google has been first on Fortune magazine's list of 100 top companies to work for. The benefits of employment with Google include free food and clothing, on-site health care, laundry services, a gymnasium, and free haircuts, among other things. Also, in the unfortunate event of an employee dying, his or her legal partner is entitled to fifty percent of the worker's income for one decade. In terms of the working conditions, compensation package, and perks it offers, Google is exemplary.

However, there are also implications of Google's employment practices that might prompt employees to move elsewhere. For example, there are overqualified workers who have grown tired of what they see as menial labor. A former employee lists providing tech support for Google ad products, manually taking down flagged content from YouTube, and writing basic software to test the color of a button on the website as reasons for leaving. These people have studied at some of the most prestigious institutions in the world only to be given uninspiring work. And since all employees in a workplace like Google have excellent educations and are generally adept at doing what they do, there is little opportunity to move up the ladder.

Then there is the question of work-life balance. Evidently, some wage-earners at Google feel as though they have lost their autonomy in the process of working for Google. An anonymous former employee describes "spending the majority of your life eating Google food, with Google coworkers . . . you eventually lose sight of what it's like to be independent of the big G." It is possible that Google has lost track of the bigger picture in that workers are also individuals. Employees have their own lives and interests outside the office, which sometimes take precedence over work. There are exceptions. For example, Amrita Kohli, a writer for New Dehli Television, wrote about how a little girl had asked Google to let her father have one day off besides Saturday. The girl wanted to be with her dad for his birthday. To their credit, Google complied with this request by granting the man an entire week off.

Vacation allowance is not the only policy that Google has looked at revising. In January of 2013, Farhad Manjoo, a columnist for Slate Magazine, wrote about Google's workplace practices and argued that Google's ability to keep its female staff needed to be improved upon. When the human resources department investigated, they discovered that women were quitting because they were given inadequate maternity leave. So Google changed its policy to make it more attractive for women to stay. It increased its maternity leave from three months to five. And when these women return from their leave, they can work part-time until they feel comfortable coming back full-time.

Even though companies like Google provide phenomenal benefits, there still seems to be a huge gap between profits and profit-sharing. When successful ideas are generated by employees, should those employees not also share in the financial rewards above and beyond their salaries? Yet, under Google's current model, an individual employee's work is company property. By providing perks and benefits, Google strives to keep its staff's brilliant ideas safely within its domain. However, although the employees use tools provided by Google, the company does not own the employees' minds. It does not own the passion or the creativity of its workers. This may be something Google should look into. After all, Twitter was founded by Evan Williams, and Instagram by Kevin Systrom, both former employees of Google. And if Google does not improve its employee retention rate, a future former employee might well start the next big thing on the Internet.

Google is still an excellent company to work for. And it has extensively modified its employee retention strategies. For the success of the business, Google and other similar companies should set an example for other corporations by investing in their employee pool. It is through their talent as innovators that these companies will adapt and survive well into the future.

a. Answers the following questions.

1. What does the author compare employee happiness to?

2. According to the passage, how does a high turnover rate affect a company?

3. What is the author's opinion about Google in this article?
   a. It should encourage its employees to start their own companies.
   b. It should share its profit with its employees.

b. Choose the best answer.

1. What is the main idea of paragraph 4?
   a. Google attracts the most talented people in the field.
   b. Workers at Google have no reason to complain.
   c. Google does many things to keep employees happy.
   d. Most employees at Google say they like working there.

2. According to paragraph 5, what are two possible disadvantages of working at Google?
   a. Long hours
   b. Lack of benefits
   c. Few chances for promotion
   d. Dull tasks

3. According to paragraph 6, Google responded to a little girl's request by _____.
   a. throwing her father a birthday party
   b. giving her father a job
   c. raising her father's salary
   d. giving her father extra time off

4. We can infer from paragraph 7 that the author _____.
   a. agrees with Farhad Manjoo's opinion
   b. thinks Google does not hire enough women
   c. thinks everyone should have the option to work part-time
   d. disagrees with Google's current maternity leave policy

5. What does the author imply about Evan Williams and Kevin Systrom in paragraph 8?
a. They owe most of their wealth and success to Google.
b. They quit Google so they could profit from their own ideas.
c. They probably made a mistake by leaving Google.
d. They are examples of how Google dominates its employees' lives.

C. Complete the following chart of key terms.

1.

Premise 1	It is more expensive for companies to hire new workers than to keep their existing ones.
Premise 2	When given two options, companies should choose the cheaper one.
Conclusion	Thus, companies should try to keep their existing workers.

Fact Fallacy

If a fallacy, explain why. _____
_____

2.

Premise 1	Google gives its employees free food and clothing.
Premise 2	Google provides its employees with health care and a gym.
Conclusion	Google is a good employer.

Fact Fallacy

If a fallacy, explain why. _____
_____

3.

Premise 1	Google used to offer limited maternity leave.
Premise 2	Google had trouble keeping its female employees.
Premise 3	Google changed its maternity leave policy.
Conclusion	Google changed its maternity leave policy in order to keep its female employees.

Fact Fallacy

If a fallacy, explain why. _____
_____

Answer Key

Part A:

1. assure
2. protocol
3. disproportionate
4. stable
5. accurate
6. refine
7. widespread
8. transit
9. income
10. internal

Part B:

1. d
2. b
3. e
4. h
5. c
6. i
7. a
8. f
9. j
10. g

Part C:

a.

1. the strong foundation of a home
2. It costs the company 1/5th of the employee they lost's salary to replace them.
3. b

b.

1. c
2. c, d
3. d
4. a
5. b

c.

1. Fallacy: It may be better to have an employee quit and then hire someone new if their old employee does more damage to the company.

2. Fallacy: Giving free food and clothes as well as health care and a gym do not equal a good employer, there are more things that make a good employer.

3. Fact