

Name _____

Date _____

Follow Workplace Directions

Directions: Read each direction. Check the two actions you should do.



1. Please wipe the table and put the chairs in place.

- Wipe the table
- Turn off the lights
- Put chairs in place

2. Sort the mail, then place it on the front desk.

- Sort the mail
- Place mail on the front desk
- Throw mail away

3. Wash your hands before serving snacks.

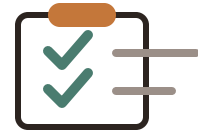
- Wash your hands
- Serve snacks
- Leave snacks outside

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Answer Guide: Read each direction. Check the two actions you should do.



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Place mail on the front desk

Throw mail away

3. Wash your hands before serving snacks.

Wash your hands

Serve snacks

Leave snacks outside