

# Check Your Answers: After You Read

## Section 22.1

### Review Key Concepts

1. It may be tempting to favor a coworker who is a friend, but this should not be done in the workplace.
2. 1. Respect others' ideas. 2. Respect others' time. 3. Respect others' space. 4. Respect others' privacy.
3. Unlike coworkers who are responsible solely for their own performances, supervisors are responsible for ensuring that the people who are assigned to them do their work. Coworkers may work side by side to accomplish tasks, while supervisors will assign those tasks and monitor their progress.

### Practice Academic Skills

4. Students' work will vary but e-mails should use wording that reflects the workplace relationship guidelines covered in the chapter regarding respect for coworkers and supervisors.
5. Qualities might include: team player, friendly, enthusiastic, self-starter, initiative, leadership qualities, and drive. Students should point out the connections between these phrases and information on workplace relationships.

## Section 22.2

### Review Key Concepts

1. Rivalry has a positive effect when it motivates employees to do their best, and it has negative effect when it results in anger and resentment.
2. A distraction from within: a coworker who disrupts workflow. A distraction from without: a friend who calls you frequently at work.

### Practice Academic Skills

3. Students' answers should show they understand what constitutes a positive or negative working relationship.
4. Sample answer: 1. It is defined as unwelcome conduct based on race, color, sex, religion, national origin, disability, and/or age. 2. It is considered a form of employment discrimination. 3. It violates the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. 4. It is considered unlawful when it creates "a work environment that would be intimidating, hostile, or offensive to reasonable people."