

CAREER READINESS VOCABULARY STUDY GUIDE

Key Workplace Terms • Definitions • Course Examples • Personal Reflection Prompts

1. Punctuality

Definition: The habit or practice of arriving on time or completing tasks at the scheduled time.

Course / Workplace Example: Demonstrating punctuality by arriving in your seat before the bell rings ensures you don't miss essential daily instructions.

Your Turn: Write a sentence describing how punctuality impacts your success in class, sports, or your daily routine:

2. Initiative

Definition: The ability to assess situations and act independently without needing to be told what to do.

Course / Workplace Example: Checking your workstation cables and troubleshooting a missing mouse before asking the teacher shows great initiative.

Your Turn: Write a sentence showing how you can take initiative in your game design pod or personal projects:

3. Dependability

Definition: The quality of being trustworthy, reliable, and consistent in performance and attendance.

Course / Workplace Example: Your podmates rely on your dependability to finish character art assets on schedule so the programming team can test movement.

Your Turn: Write a sentence explaining why dependability is crucial when working on a team or group project:

4. Responsibility

Definition: Being accountable for one's own actions, obligations, and deliverables.

Course / Workplace Example: It is the student's responsibility to check Google Classroom and make up missing work after an absence.

Your Turn: Write a sentence about a key responsibility you hold at school, home, or work:

5. Work Ethic

Definition: A belief in the moral benefit and value of hard work, dedication, and thoroughness.

Course / Workplace Example: Consistently refining game mechanics through multiple playtests demonstrates a strong work ethic.

Your Turn: Write a sentence about how a strong work ethic helps you master difficult skills like coding or digital art:

6. Integrity

Definition: Adhering to strict moral and ethical principles, including honesty and academic fairness.

Course / Workplace Example: Maintaining integrity means properly citing open-source assets and explaining the logic behind any AI-generated code.

Your Turn: Write a sentence about why maintaining integrity matters in both school and future careers:

7. Self Control

Definition: The ability to regulate one's emotions, thoughts, and behaviors in the face of temptations and impulses.

Course / Workplace Example: Practicing self control means keeping cell phones put away and remaining focused during screen-free tabletop play sessions.

Your Turn: Write a sentence describing a time you exercised self control to stay focused on a goal:

8. Workplace Policies

Definition: Established rules and guidelines that govern employee behavior, operations, and standards within an organization.

Course / Workplace Example: Following class rules regarding assigned seating and pod boundaries mirrors professional workplace policies.

Your Turn: Write a sentence connecting a classroom policy to a rule you expect to follow in a professional job:

9. Workplace Procedures

Definition: Step-by-step instructions or established methods for carrying out daily tasks and routines safely and efficiently.

Course / Workplace Example: Standard workplace procedures require charging laptops and cleaning up workstations at the end of each period.

Your Turn: Write a sentence describing a daily procedure you follow in class or at home:

10. Confidentiality

Definition: The obligation to protect sensitive, proprietary, or private information from unauthorized disclosure.

Course / Workplace Example: Game developers sign Non-Disclosure Agreements (NDAs) to maintain confidentiality regarding unreleased game features.

Your Turn: Write a sentence explaining why protecting confidential information is vital for companies:

11. Constructive Criticism

Definition: Specific, actionable feedback offered in a helpful manner to promote improvement and growth.

Course / Workplace Example: During playtesting, giving constructive criticism helps developers fix bugs and balance game difficulty.

Your Turn: Write a sentence showing how you can use constructive criticism to improve a project:

12. Conflict Resolution

Definition: The process of settling a dispute, disagreement, or friction between parties peacefully and constructively.

Course / Workplace Example: Effective conflict resolution allows podmates to resolve creative differences over game art style through respectful dialogue.

Your Turn: Write a sentence describing a healthy way to resolve a disagreement with a peer or teammate:

13. Professionalism

Definition: The conduct, behavior, attitude, and appearance expected of a person in a professional environment.

Course / Workplace Example: Communicating respectfully with peers and presenting clean documentation reflects a high level of professionalism.

Your Turn: Write a sentence describing what professionalism looks like in a high school or workplace setting:

14. Harassment

Definition: Unwelcome, offensive, or intimidating conduct directed at an individual that creates a hostile environment.

Course / Workplace Example: Modern game studios strictly prohibit harassment to ensure all team members feel safe and valued.

Your Turn: Write a sentence explaining why a harassment-free environment is essential for team collaboration:

15. Discrimination

Definition: Unfair or prejudicial treatment of individuals or groups based on characteristics such as race, gender, age, or disability.

Course / Workplace Example: Building an inclusive studio culture prevents discrimination and encourages diverse perspectives in game design.

Your Turn: Write a sentence about the importance of treating all individuals fairly and equally:

16. Title VII

Definition: A provision of the Civil Rights Act of 1964 prohibiting employment discrimination based on race, color, religion, sex, or national origin.

Course / Workplace Example: Title VII ensures that job applicants and employees are evaluated solely on merit, skills, and qualifications.

Your Turn: Write a sentence about why federal protections like Title VII are important for workers:

17. Employee Handbook

Definition: A document given by an employer to employees detailing company policies, procedures, benefits, and expectations.

Course / Workplace Example: Reviewing the course syllabus is like checking an employee handbook—it outlines all grading, late work, and behavioral rules.

Your Turn: Write a sentence explaining why new employees should carefully read their employee handbook:

18. Civil Rights Act

Definition: Landmark federal legislation enforcing equal protection and outlawing discrimination in voting, schools, public places, and employment.

Course / Workplace Example: The Civil Rights Act established foundational workplace protections that continue to safeguard employees nationwide.

Your Turn: Write a sentence summarizing the historical significance of the Civil Rights Act:

19. Professional Development

Definition: Continuous learning and specialized training undertaken to maintain and advance technical skills, knowledge, and career growth.

Course / Workplace Example: Learning new scripting techniques in Godot or studying official documentation is an active form of professional development.

Your Turn: Write a sentence describing a professional development goal or new skill you want to learn: