



“The other night they were interviewing Snoop Dogg and others and they asked them a question about what they thought about the dress code that the NBA players now had to follow. Snoop Dogg was the one who said, ‘If you’re not writing the check then you dress the way your boss says to dress. (In my business) I write the checks, and I can dress any way I want.’ And I think that is a very key point.”

David Porter, Administrator, Detroit Public Schools, MI (2006)



Vocabulary

Receptionist • Reputation • Professional • Appointments

Reading Selection 1.1

Alyssa – Looking Professional

Alyssa just started working as a receptionist for a law firm. The law firm has many cases each year. The firm has a good reputation for being very professional; however, the lawyers and their clients are a little old-fashioned.

Alyssa is a smart young woman. She has a great voice on the phone. She makes people feel comfortable. She is very good at setting up appointments. She always makes sure that phone messages are correct.

Alyssa rides motorcycles on the weekends. Her friends have been trying to talk her into getting a tattoo and piercing her eyebrow. Alyssa likes the idea and is thinking about it. She thinks tattoos are really cool.

Alyssa told her friend Nancy that she was thinking about getting a tattoo and piercing her eyebrow. Nancy told her to think about how it might affect her job. Alyssa loves her job and hopes to stay with the firm. She is going to school at night studying to be a legal assistant.

EFF Work Readiness Profile Tasks

Acquire, use, and share information accurately and in a timely manner in order to respond to requests from internal and external customers.

Self Management: display responsible behaviors at work (maintain appropriate grooming and hygiene).



Acquire and Use Information

Think About It and Discuss!

1. What should Alyssa do? Why? State the likely result of each choice.
 - a. Get the tattoo and body-piercing. It's her body and her business.
 - b. Get the tattoo, but forget the body-piercing. She can cover up the tattoo.
 - c. Forget about both.
 - d. Ask her boss what he thinks.
 - e. Other ideas:

Write About It!

Pretend that you are Alyssa. Think about how you would approach your boss about his/her opinion on the appropriateness of tattoos and facial piercings in the workplace. Write a short email to the law firm's boss, asking for his/her opinion regarding an employee having visible tattoos and facial piercings in the workplace. Make sure to use complete sentences and formal language when writing your email.