

## WORKPLACE WRITING PROMPT- #3

**TOPIC:** Employee Dependability

**QUESTION:** There are many ways that you can be a dependable employee. Which one is the most important when it comes to being a successful employee in the workplace? Write an argumentative essay supporting which example you think is the most important and how it can positively affect your job performance.

### DIRECTIONS:

1. Read the following texts:
  - "Example of Dependability in the Workplace"
  - "Why is Dependability Important for a Person to Have in the Workplace?"
2. As you read the texts, think about details from the texts you might want to use in your essay. You may highlight key points and ideas.
3. After reading the texts, create a plan for your essay. Decide on which example of workplace dependability is the most important. Think about ideas, facts, definitions, details, and other information or examples you want to use to support your claim.
4. Write a 5 paragraph essay with an introduction, 3 body paragraphs, and a conclusion. Each paragraph should contain 3-6 sentences. Follow this outline:
  - **Introduction Paragraph #1** – Introduce the topic clearly and provide a focus. Define what employee dependability means. Introduce your claim stating which example of workplace dependability is the most important.
  - **Paragraph #2** – Support your claim with a piece of evidence from the texts. Provide details and examples to support your claim.
  - **Paragraph #3** – Support your claim with a second fact of evidence from the texts. Provide details and examples to support your claim.
  - **Paragraph #4** – Acknowledge the other side of the argument – *that there are other examples of workplace dependability that could be the most important*. Give reasons and evidence refuting that the other examples are the most important.
  - **Conclusion paragraph #5** – Provide a general statement about your arguments, and briefly summarize your evidences that support that claim.
5. Be sure to use correct sentence structure, grammar, punctuation, and spelling. Use clear language and vocabulary. Use appropriate and varied transitions to create cohesion. Be sure to use information and details from the texts. Be sure to use your own words.

## **Example of Dependability in the Workplace**

*by Mary Ylisela, Demand Media*

A dependable staff member is on time.

Dependability is a valuable quality in the workplace, whether it comes from your employees or vendors. Having a staff of dependable employees and managers helps your business run more smoothly and ensures that tasks are seen through to completion. An employee whom the boss can depend on is beneficial to the business, and a dependable employee has a greater possibility of seeing job growth and security.

### **Timeliness**

Punctuality is an important component of dependability in the workplace. When an employee shows up late for work, especially on a regular basis, it can turn into a snowball effect including lateness to meetings and completing tasks after the deadline. Aside from arriving to work on time, a dependable employee completes projects within the time frame allotted. A repeated lack of timeliness on the part of an employee can cost your business money by turning off customers who have waited too long or by failing to deliver services or goods promised within a certain amount of time.

### **Productivity**

Productive staff members help you achieve the business goals that further your business. A dependable employee can be counted on to do his portion of the work in a timely manner. Once finished with the job at hand, the same employee takes the initiative to speak with a supervisor or manager to find out what else can be done. Rather than spend extra time conducting personal business on the computer or telephone, a dependable, productive employee demonstrates team spirit by being willing to pitch in with other tasks once his task is completed.

### **Works Without Supervision**

Time spent supervising employees prevents you from attending to your own work. Once an employee has completed training necessary to doing the job, the ability to work independently helps build workplace trust and demonstrate the ability to handle other work. When an employee is dependable in the workplace, you don't have to check on him throughout the day to ensure work is being completed. This type of employee will take the initiative to get to work at the start of the workday, work independently and take breaks only when scheduled.

### **Attention to Detail**

Your employees can be the eyes and ears of the company when you're not around. Dependable employees who pay attention to detail can catch mistakes that might cause the business to lose money or credibility. Being able to rely on employees to be your eyes and ears is an important part of quality assurance. Knowing you have employees whom you can trust to pay attention to the little details gives you the confidence to know the job is being done well, products are being made to your specifications and services of value are being offered to customers.

# **Why Is Dependability Important for a Person to Have in the Workplace?**

*by Jonathan Lister , Demand Media*

Dependability is an important quality for a worker to possess because it enhances a wide variety of job performance categories. A dependable employee not only shows up for work on time everyday but also produces consistent work and can apply company policies and business strategies evenly to each task and assignment. Dependability can lead to job security, which is all too important in tough economic times.

## **Becoming an Essential Component**

Dependability in the workplace leads to consistency. As a consistent member of the workforce, you begin to build your own niche as an essential element of the larger team. In short, your employer can count on your level of performance because you're dependable and he doesn't have to worry about you bringing less than your best effort. This can help you garner more highly visible projects within the company and provide you with the opportunity to show your skills to other members of the company's management team.

## **Avoiding Company Layoffs**

As a dependable element of the workforce, an employer may be less likely to single you out for a layoff in the event the company must temporarily downsize. A company looking to shrink its payroll doesn't want to diminish productivity. Management may view your dependability in the workplace as an essential component to keeping productivity at a high level. This means you stay employed while other, less dependable and product members of the workforce must file for unemployment benefits and look for new work.

## **Building Workplace Relationships**

Building workplace relationships is an essential component to your success as an employee in any business. By showing your dependability, you make it easier to establish stronger workplace relationships because your fellow employees see you as a consistent performer. Your co-workers will work harder for you to complete tasks because they can see your steady worth ethic as an example of how a good employee should function in the workplace. This can lead to increased productivity across your entire team.

## **Dependability Leads to Responsibility**

A dependable member of the workforce usually garners steadily increasing levels of responsibility within a department or the larger company. Basically, if you're dependable, you require less supervision, can work with increasing levels of autonomy and management may even begin to trust you to supervise other workers. This may lead to an increase in your pay scale and may begin your ascent up the business leadership structure. Continuing to show dependability and consistency at each job level only increases your value to your employer.