



Name: _____.

Grade: _____. Group: _____. Date: _____.

Complete the sentences with the following words:

therefore	requirements	implementing	find out
however	strengthen	avoid	frequently

After that, compare with the article to check if your answers are correct.

1. More and more companies are _____ photo ID systems in the workplace.
2. The contents of your cards should _____ be determined well before other elements are considered, such as the design.
3. The above list contains the elements we _____ use to create professional cards for clients, and a few more.
4. Adding the above features to your cards will overrule the security risks and _____ your workplace security.
5. In addition, you should _____ including sensitive data on cards.
6. If you decide to use a third party company to print your cards, you will need to inform them of your content _____.
7. _____, printing services also remain common, with some companies preferring to outsource their ID card printing.
8. Alternatively, now you know what information to include on your ID badges, _____ how to keep them safe and how to prevent photo ID cards snapping.

Choose the main idea of each subtitle, summarize it, and write it in the chart.

Subtitle	Main idea
What information should be printed on photo ID cards?	
What to include on your ID card	
Additional items to include For added security	
COVID-related additions	
What should go on the front of an ID card?	
What should go on the reverse of an ID card?	
Should you be making changes to your ID cards in 2022?	