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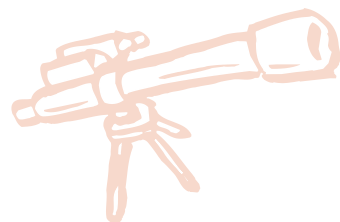
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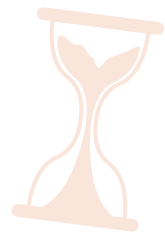
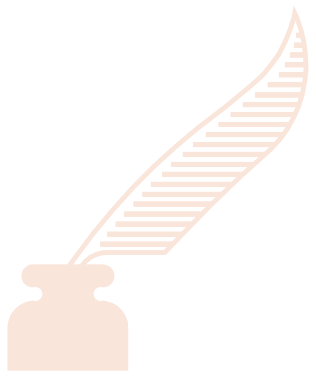
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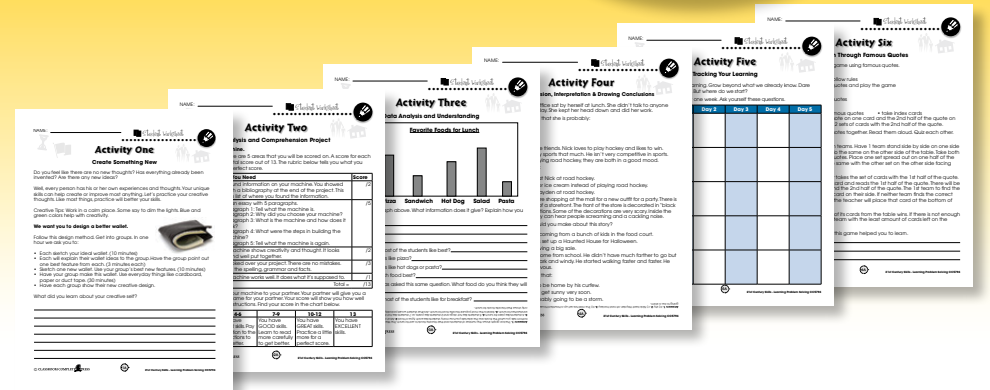
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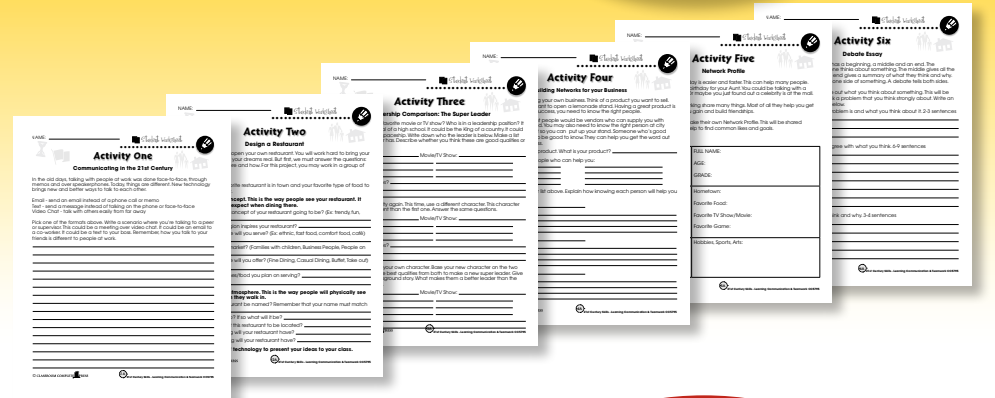
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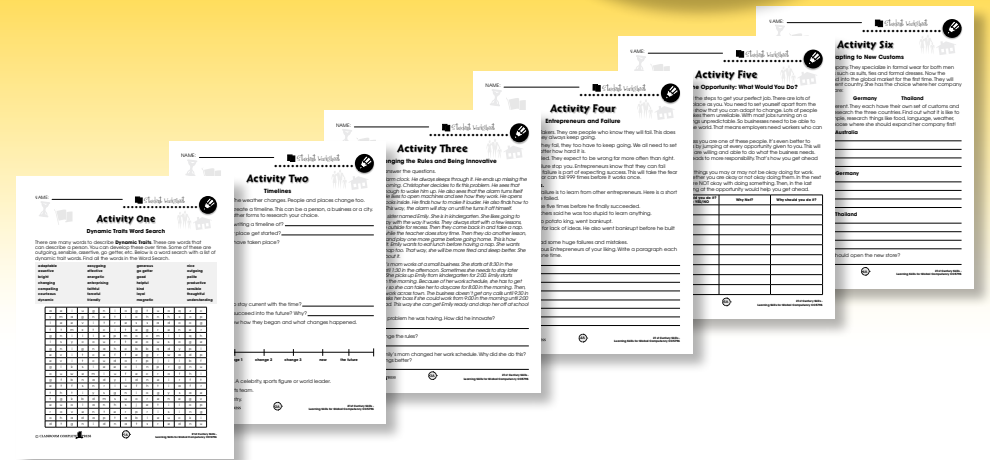
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## How to Comprehend and Analyze

### Higher Order Thinking Skills – H.O.T.S.

There are 6 tools students will get when they practice Higher Order Thinking Skills. These tools will help to find solutions to problems.

Below is a list of the tools. Below each tool are words that describe them.

Remember	Understand	Apply	Analyze	Evaluate	Create
Remind	Know	Practice	Take Apart	Decide	Build
Look Back	Learn	Exercise	Study	Check	Form
Relive	Get	Use	Figure Out	Weigh	Plan
Recall	See	Employ	Test	Argue	Make

Choose a word from each list. Write the word. Now, write a sentence with that word.

- \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_
- \_\_\_\_\_ - \_\_\_\_\_
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## Growth Mindset

### Fixed Mindset vs. Growth Mindset

There are 2 types of students. One goes on to achieve success. This is a growth mindset. The other achieves less and less over time. This is a fixed mindset.

Below is a chart to explain these mindsets.

FIXED MINDSET	GROWTH MINDSET
Skill and future are set in stone.	Skill can be grown.
Wants to look smart so they:	Wants to learn so they:
<ul style="list-style-type: none"> <li>avoid challenges</li> <li>see failure as a disaster</li> <li>see effort as useless for success</li> <li>ignore good feedback</li> <li>are threatened by others' success</li> </ul>	<ul style="list-style-type: none"> <li>love challenges</li> <li>see failure as a chance to improve</li> <li>see effort as a path to success</li> <li>learn from criticism</li> <li>are inspired by others' success</li> </ul>

Below are some questions to ask yourself. These will help you develop a Growth Mindset. Explain each answer.

- Do you work as hard as you can? \_\_\_\_\_
- Do you ask questions if you need help? \_\_\_\_\_
- Do you check your homework for errors? \_\_\_\_\_
- Do you spend enough time on your work? \_\_\_\_\_
- What can you do to improve your work? \_\_\_\_\_
- What can you do to improve your talent? \_\_\_\_\_

## Communicating with Peers and Supervisors

### How Do You Communicate?

- Use the right body language.
- Stop and listen.
- Think of what you're going to say before talking.
- Find the right time to talk to someone.
- Don't attack the other person.
- Be honest.
- Talk face to face (if you can).

There are two ways to talk to each other. Different places or people need one of these ways. **Formal** means proper or professional. This would be the government or churches. **Informal** means relaxed or casual. This would be the grocery store or water park.

1. List 3 or more formal and informal people or places.

FORMAL	INFORMAL
Police Officer	Brother/Sister
Doctor's Office	Schoolyard

Circle One:

- TRUE/FALSE** 2. It is okay to talk to your boss the same way you talk to your friends.
- TRUE/FALSE** 3. You have a problem with something your boss said. You should complain to your co-workers.
- TRUE/FALSE** 4. Listen and encourage ideas. This will show respect.
5. Think of a time when talking to someone didn't go the way you wanted. Why did this happen? How can you share your message better next time?
- \_\_\_\_\_
- \_\_\_\_\_
6. A boss should speak nicely with his employees. Why?
- \_\_\_\_\_
- \_\_\_\_\_

## Leadership

### When You Were a Leader

1. a) **Circle** the words that describe a good leader.

honest shy good attitude unsure talking skills  
bad attitude inspire others motivate liar

b) Are there any other traits you think a leader should have? List them below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Write about a time in your life when you were a good leader. Was it during a project? Was it when you were on a sports team? What traits made you a good leader? Did you like being in the lead?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Using the internet, look up two leaders you think were good at their job. It can be someone from the past, or a person you know. Write down four traits each that you think helped them be good leaders.

Leader 1:	Leader 2:





# Debating

## Gathering Evidence

An important part of a debate is to say what you think of a topic. Also, to make sure you have enough info to back up what you think. Getting evidence can be hard. You need to make sure that you have the best points ready before going into your debate.

### Tip

To prove a point you are making, a good word to use is 'because'. When you use this word, your points can become clearer.

I think \_\_\_\_\_ because \_\_\_\_\_.

Let's practice getting evidence. Check mark (✓) 3 debate topics from the list below.

- University and College should be free.
- School should be 4 days a week.
- Video games cause violence.
- Every store should be closed on Sundays.
- Mac computers are better than PC's.
- Downloading music should be legal.

Go online and search the 3 topics. Also, go around the school and ask for thoughts from others about your topic. Get a list of 5 pieces of evidence for each topic. Present them to the class.

Topic 1: _____	Topic 2: _____	Topic 3: _____



# Fostering a Culture of Iteration

## 5 Steps to Iterating and Innovating

### 1. Dream

Think of a new method, idea or product. What is yours?

\_\_\_\_\_

### 2. Brave

Stick with your Dream idea, even if others don't like it. What were others saying about your idea? How did you feel?

\_\_\_\_\_

### 3. Share

Tell your friends and family about your Dream idea. Get their points of view. What new ideas did you get?

\_\_\_\_\_

### 4. Stick to It

This is the hardest part. Keep trying new things to make your Dream Idea better. What is the biggest roadblock you had to overcome?

\_\_\_\_\_

### 5. Review

Compare your first Dream Idea to your final idea. What part improved the most?

\_\_\_\_\_



# Bloom's Taxonomy

## Bloom's Taxonomy for Reading Comprehension

The activities in this resource engage and build the full range of thinking skills that are essential for students comprehension. Based on the six levels of thinking in Bloom's Taxonomy, assignments are given that challenge students to move beyond the worksheet to understand the information through higher-order thinking. By using higher-order skills of remembering, understanding, applying, analysing, evaluating, and creating, students become active learners, drawing more meaning from the information, and applying and extending their learning in more sophisticated ways.

Our resource, therefore, is an effective tool for any Social Studies program. Whether it is used in whole or in part, or adapted to meet individual student needs, this resource provides teachers with the important questions to ask and interesting content, which promote creative and meaningful learning.

## Vocabulary

Learning Problem Solving - Learning Communication & Teamwork - Learning Skills for Global Competency - All three

- Adaptability:** Able to change yourself to different conditions.
- Analyze:** To break it down to gain a better sense of the job.
- Auditory Learner:** Learning with your ears. You need to be told or hear something to know it.
- Branding:** Creating your own impression.
- Change:** Exchange for something else.
- Collaboration:** To work together for the same goal.
- Commitment:** To work just as hard as everyone else.
- Communicating:** To share ideas and things with others.
- Communication:** To get someone to know what you are trying to say.
- Comprehend:** To understand the meaning.
- Compromise:** To come to an agreement.
- Conclusion:** The end or finish. A decision reached by reasoning.
- Confidence:** To believe in yourself.
- Conflict:** A fight with something or someone.
- Cons:** The not good things of something.
- Creative Thinking:** To come up with new ways to approach a problem.
- Creativity:** To make meaningful new ideas, methods or ways. To have great ideas and can think on your feet.
- Critical Thinking:** Able to reflect, assess and judge something.
- Debate:** A talk with different sides.
- Digital Communication:** Using things like a computer or cell phone to talk.
- Dynamic traits:** What sets you apart from everyone else.
- Fact:** Can be proven and is true.
- Failure:** Lack of success.
- Fixed Mindset:** Thinks you are born with your skills and talents.
- Flexibility:** Willingness to change or adapt your ideas.

# The Best Ways to Communicate





# Communicating with Peers and Supervisors

## Digital Communication in the Workplace

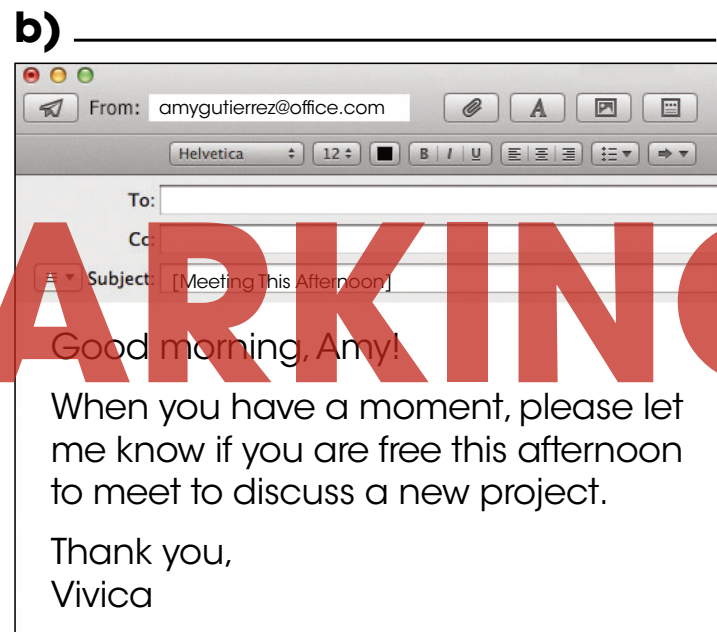
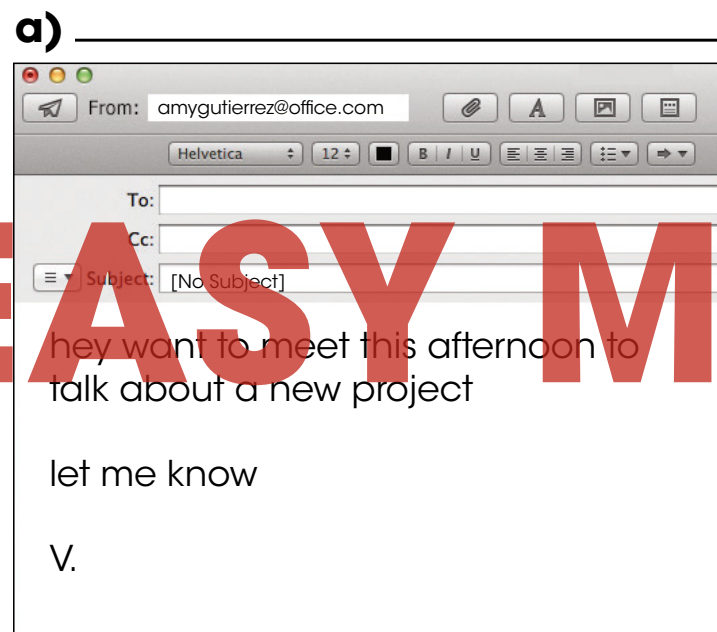
Today is the digital age. So it makes sense that the way we talk to one another is done electronically. **Digital Communication** is sharing information electronically. Cell phones and computers are used for this.

This form is quick and easy. It also has its problems. The biggest one is not seeing the person. A person's face or body language says a lot. Without this, it's harder to get your meaning across with just words. This is a big problem in the workplace. That's why a set of rules to behave online is good to follow.

1. What forms are good to use in the workplace? **Circle** the right answers.

**E-mail   Social Media   Instant Messaging   Cell Phone   Computer**

2. Two different kinds of e-mails are shown. Which one is to a supervisor? Which one is to a peer?



3. Do you think the examples are good for the workplace? **Circle** YES or NO.

- YES/NO**      a) Being on social media at work.
- YES/NO**      b) Sending updates to your supervisor in an e-mail.
- YES/NO**      c) Sending a message to a friend while at work.
- YES/NO**      d) Texting a friend while in a meeting.



Answers will vary.

1 G

2 D

3 A

4 H

5 B

6 E

63

Answers will vary.

Lower Shoulders, Smile, Listen, Relax

7 C

8 F

3.

- a) NO
- b) YES
- c) NO
- d) NO

58

Answers will vary.

59

Answers will vary.

61

64

# EASY MARKING ANSWER KEY