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TEACHER GUIDE

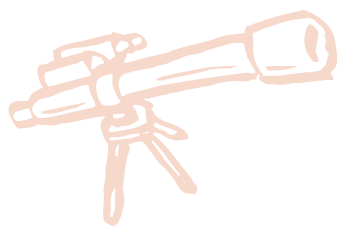
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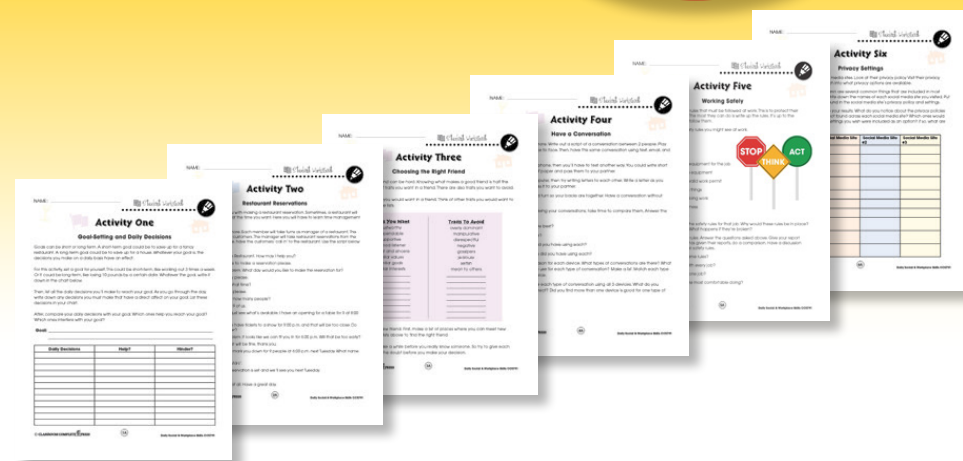
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Friendships, Communication & Problem Solving

1. Penelope is an old friend from school. You talk to her daily and see her once a month. Mason is a friend from work. You don't know much about him. Austin is a neighbor. You wave at each other every time you leave for work. Who is a close friend? Why?



2. Nora is a new friend. You've spent a lot of time together. You've also made plans to take a trip. Franz is a co-worker. You say hi to each other. You don't see much of him outside of work. Riley is a neighbor. You've been friends for years. You occasionally get together to play cards. Who is an acquaintance? Why?

3. With a straight line, connect each word on the left with its meaning on the right.

1	friends	A person you don't know very well.	A
2	interests	To talk with someone.	B
3	acquaintance	Not talking or using words.	C
4	casual	To speak or talk.	D
5	communication	Relaxed state or not regular.	E
6	verbal	A person you know and like.	F
7	nonverbal	Things that you like.	G



Friendships, Communication & Problem Solving

Types of Communication	What is it?
Verbal	Talking
Nonverbal	Body language
Written	Letters, emails and text.

It's important to be clear and understood when communicating. Use the right type to send the right message. Sometimes calling someone on the phone is better than using email.

Social Tip

A good speaker is clear and direct. A good listener pays attention and doesn't interrupt.

Workplace Tip

The way you look says a lot. Make sure you present yourself nicely.

Good communication skills will help you with problem solving. Problem solving is when you look for answers to problems. You will have problems in your daily and work life. You will need to know how to solve them.

- You are giving a talk to the class. After, you answer some questions from the audience. What type of communication is this?

Verbal	Nonverbal	Written
--------	-----------	---------
- You get an inter-office memo. It tells you the tasks that need to be done this week. What type of communication is this?

Verbal	Nonverbal	Written
--------	-----------	---------
- You are in a meeting and need to step out. You signal that you are leaving. What type of communication is this?

Verbal	Nonverbal	Written
--------	-----------	---------



Friendships, Communication & Problem Solving

1. Put a check mark (✓) next to the answer that is most correct.

a) What is NOT a trait you want in a friend?

- A selfish
- B loyal
- C caring
- D trustworthy

b) What is NOT good manners when talking?

- A be positive
- B don't interrupt
- C pay attention
- D be critical

2. Circle the word ACQUAINTANCE, CASUAL, or CLOSE to describe the friend.

a) William is a friend from work. You see him a couple times a month outside of work.

ACQUAINTANCE CASUAL CLOSE

b) Isabella is a friend from class. You sit next to each other. You talk a bit, but don't spend time together.

ACQUAINTANCE CASUAL CLOSE

c) Abigail is a friend from work. You get together once a week outside of work.

ACQUAINTANCE CASUAL CLOSE

d) Daniel is a friend from school. You talk online every so often.

ACQUAINTANCE CASUAL CLOSE



Friendships, Communication & Problem Solving

3. Connor has 3 friends. They are each different types of friends.

Jackson goes to soccer practice with Connor every day. They are also neighbors. They don't talk much when they're together. Connor doesn't know much about Jackson.

Chloe has known Connor for years. They met in kindergarten. They see each other during class and breaks. They also visit on the weekends.

Jacob has known Connor for years. Their parents are close friends. They see each other whenever their parents visit. They don't spend a lot of time together outside of their parents.

What types of friends are Jackson, Chloe and Jacob? Explain why.

Graphic Organizer

4. Use the graphic organizer on page 12 to help you solve a problem. There are 5 steps to problem solving. Follow these steps to solve a problem.

Step 1: Write down the problem. In this section, write down what the problem is. Mention what you would like to change about this problem.

Step 2: List possible solutions. In this section, make a list of all the solutions you can think of. This may take some time and teamwork.

Step 3: Evaluate solutions. Look at all your solutions. Cross-off ones that you know won't work.

Step 4: Pick a solution. Pick one of the solutions that makes the most sense.

Step 5: Result and change. How did your solution work? Is your problem fixed? If not, then pick a new solution from your list and try again.

Volunteering

Choose a place to volunteer for a week. This could be at a retirement home, a soup kitchen, or even a hospital. The choice is yours.

Here is a list of volunteer behaviors. Check off each thing as you finish it.

- **Showing up on time.**
- **Nice and clean clothes.**
- **Good manners.**
- **Ready to listen and learn.**
- **Friendly.**
- **Trustworthy and reliable.**



Here is a list of tasks. Check off each one as you finish it. Depending on the volunteering experience you picked, you won't need to do some of these.

Social	Work
<input type="checkbox"/> Help someone	<input type="checkbox"/> Clean
<input type="checkbox"/> Have the answers to questions	<input type="checkbox"/> Organize
<input type="checkbox"/> Show initiative	<input type="checkbox"/> File documents
<input type="checkbox"/> Prepare and hand out things	<input type="checkbox"/> Sort documents and things
<input type="checkbox"/> Register people	<input type="checkbox"/> Look over things
<input type="checkbox"/> Finish a task	<input type="checkbox"/> Set up

What have you learned from your experience?

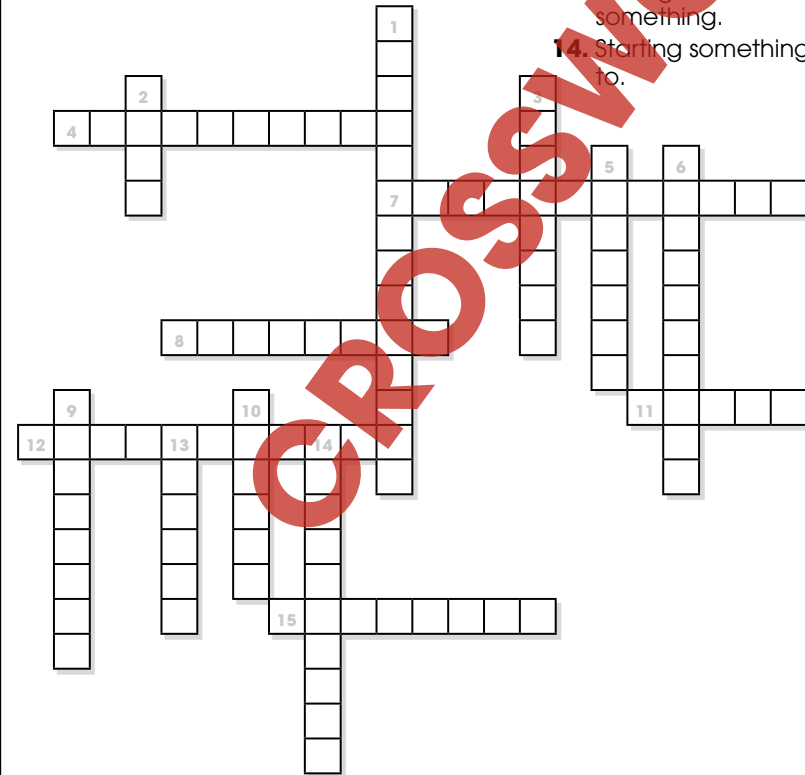
Crossword Puzzle!

Across

4. Rely and trust to do something.
7. A friend you don't know very well.
8. Things you do every day.
11. Things you want to reach in your life.
12. An appointment you make with a restaurant.
15. When people show up without an appointment.

Down

1. Not wasting time.
2. Junk mail.
3. How you act.
5. What you wear at work.
6. An exact copy of something.
9. When something applies to something else.
10. When someone breaks into your account.
13. Letting someone know about something.
14. Starting something without being told to.



Word List

- acquaintance
- behavior
- carbon copy
- dependable
- goals
- hacked
- initiative
- relevant
- report
- reservation
- routines
- spam
- time
- management
- uniform
- walk-ins

Comprehension Quiz

Part A

Circle **TRUE** if the statement is TRUE or **FALSE** if it is FALSE.

1. Saving up for a new car is a daily routine.
TRUE FALSE
2. Appointments help manage time.
TRUE FALSE
3. A friend is someone you like to spend time with.
TRUE FALSE
4. It's okay to text for work.
TRUE FALSE
5. It's good to be at least 5 minutes early for work.
TRUE FALSE
6. The best way to protect yourself is to set your privacy.
TRUE FALSE

Part B

2. Put a check mark (✓) next to the answer that is most correct.

a) Which is an example of relevant information?

- A Name
- B Address
- C Gender
- D Allergies

b) What is NOT a way to behave at work?

- A be honest
- B be selfish
- C show loyalty
- D be kind

SUBTOTAL: /8

Job Application Form

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name: _____
Last First Middle

Address: _____
Street (Apt) City/State Zip

Contact Information: () () _____
Home Telephone Mobile Telephone Email

How did you learn about our company? _____

POSITION SOUGHT: _____ Available Start Date: _____

Desired Pay Range: _____ Are you currently employed? _____
Hourly or Salary

EDUCATION

	Name and Location	Graduate? - Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.



Friendships, Communication & Problem Solving

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2. Circle the word **ACQUAINTANCE**, **CASUAL**, or **CLOSE** to describe the friend.

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ACQUAINTANCE **CASUAL** **CLOSE**

b) Isabella is a friend from class. You sit next to each other. You talk a bit, but don't spend time together.

ACQUAINTANCE **CASUAL** **CLOSE**

c) Abigail is a friend from work. You get together once a week outside of work.

ACQUAINTANCE **CASUAL** **CLOSE**

d) Daniel is a friend from school. You talk online every so often.

ACQUAINTANCE **CASUAL** **CLOSE**

1.

a) A

b) D

2.

a) Casual

b) Acquaintance

c) Close

d) Casual

10

EASY MARKING ANSWER KEY

