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TEACHER GUIDE

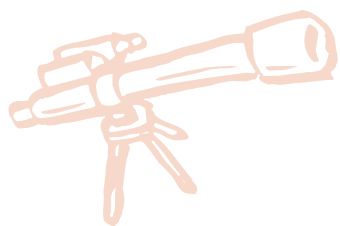
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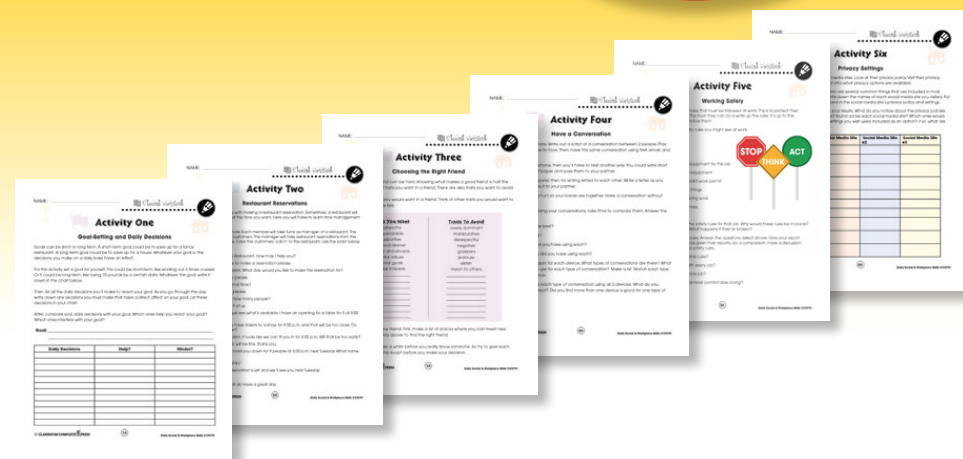
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Workplace & Volunteering Behaviors

1. Olivia works as a cashier at a grocery store. She is friendly and polite to the customers. She gets to work right on time. She leaves 5 minutes early. What good and bad behaviors does Olivia show?



2. François volunteers at his local library. He is quiet and keeps to himself. When asked for help, he sends them to someone else. He gets all his work done by the end of his shift. What good and bad behaviors does François show?

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

- | | | | |
|---|------------|--------------------------------------|---|
| 1 | safety | To speak on behalf of someone. | A |
| 2 | represent | To start a task without being asked. | B |
| 3 | uniform | To put your trust in someone. | C |
| 4 | initiative | To be protected from danger. | D |
| 5 | dependable | What you wear to work. | E |



Workplace & Volunteering Behaviors

How you behave in the workplace is important. Volunteering follows these same rules. First of all, you must always be professional. You can start by always showing up on time and leaving on time.

Workplace Tip:
Be at work at least 5 minutes early. This will make sure you never start late.

While at work, never waste any time. This means you should only be doing work-related activities while on the clock.

How to Behave at Work:

- have a positive attitude
- be courteous
- show loyalty
- be honest
- be polite and respectful

Don't socialize too much with your co-workers. Don't be on the internet for personal reasons. Don't talk on the phone with friends and family.

Above all, be safe. Your work will have certain rules in place. These are for your safety. Make sure you know what the rules are and why they are in place. Rules will usually be posted on a bulletin board in the worker's lounge. Be respectful of these rules.

Noah gets to work right on time every day. He always lets his boss know when he gets there. He starts by answering work emails. Then, he goes on a social media site for a few minutes. He works hard for the rest of the time until lunch. He goes out for his lunch break, but always comes back 5 minutes late. He works again, but neglects the safety regulations. He ends his day by leaving 10 minutes early.

What good and bad behaviors does Noah show? How should he have acted?

Good: He lets his boss know when he gets to work. He answers work emails. He works hard until lunch.

Bad: _____



Workplace & Volunteering Behaviors

1. Fill in each blank with the correct word from the reading.

Showing _____ means you can start a project without being told to. This will show your boss that you understand what is needed. It also tells your boss that you can be _____.

Being _____ means your boss can _____ and trust you to do something.

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

a) Always show up on time for work. Always leave a little early.
TRUE FALSE

b) Don't talk on the phone with friends and family while at work.
TRUE FALSE

c) While at work, you are representing yourself.
TRUE FALSE

d) A good workplace behavior can lead to a better job.
TRUE FALSE



Workplace & Volunteering Behaviors

3. Gabriel has to finish 24 hours of volunteering for school. He decides to be a role model for young kids. Here is a list of behaviors. Put this list into the chart below. Put all the behaviors that Gabriel should do in the "Do" column. Put all the behaviors that Gabriel shouldn't do in the "Don't" column.

- | | | | |
|---------------|---------------|-------------|-------------|
| friendly | inappropriate | listen | be flexible |
| disrespectful | ask questions | opinionated | ignore |

DO	DONT

Graphic Organizer

4. Use the graphic organizer on page 12 to help you plan your career path.

Knowing what you want to do is hard. Knowing how to set a plan is hard. Use the organizer to help set a plan and navigate it.

At the top, write down any interests you have. Based on this list, write down your ideal career job at the bottom. Then, do some research.

Find out what skills you will need. Find out what you need to learn. Find out what courses you will need to take. Write all this down in the "Education" area. Also write down any extra certification you will need to stand out.

Find out what job positions you will have to start with and move up to. Write these down in the "Steps" area. Each job will get you closer to your final career job.



Make a Doctor's Appointment

Get into groups of 3 or 4. One person will play the receptionist at a doctor's office. One will play someone making an appointment. The other people will watch and take notes.

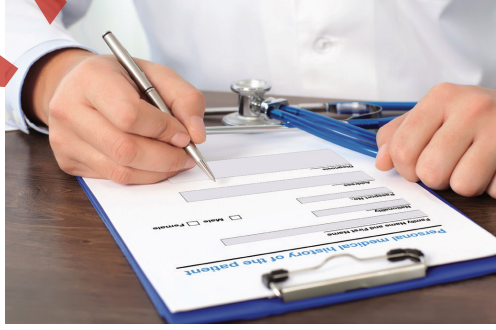
Work together. Come up with questions the receptionist would ask. Taking turns, each person will "phone in" to make an appointment to see the doctor.

Try to have each person come up with different answers to the questions. See how the questions will change with the answers.

The other people in the group will take notes. At the end, go through the notes. Discuss what questions and answers worked, and what didn't.

After each person has had a turn in each role, go over all the notes. Make a chart to compare the different answers. See how they changed the list of questions. Were there any questions you should have asked but didn't?

Then, come together as a class or a larger group. Make a master list of questions based on everything you've collected.



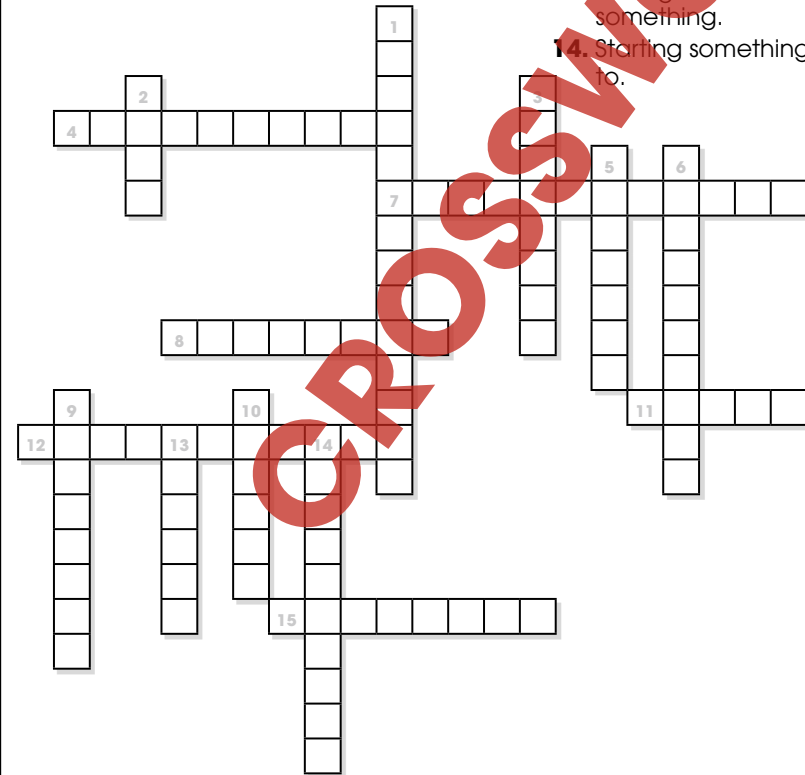
Crossword Puzzle!

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

18

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?

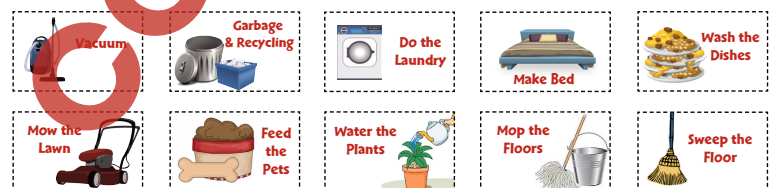
- A be honest
- B be selfish
- C show loyalty
- D be kind

SUBTOTAL: /8

Weekly Home Chore Chart

MY CHORE CHART

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.





Workplace & Volunteering Behaviors

1. Fill in each blank with the correct word from the reading.

Showing _____ **a** means you can start a project without being told to. This will show

your boss that you understand what is needed. It also tells your boss that you can be

_____ **b**. Being _____ **c** means your boss can _____ **d** and trust you to do

something.



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

a) Always show up on time for work. Always leave a little early.
TRUE **FALSE**

b) Don't talk on the phone with friends and family while at work.
TRUE **FALSE**

c) While at work, you are representing yourself.
TRUE **FALSE**

d) A good workplace behavior can lead to a better job.
TRUE **FALSE**

1.

a) initiative

b) trusted
c) dependable
d) rely

2.

a) FALSE

b) TRUE

c) FALSE

d) TRUE

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EASY MARKING ANSWER KEY

