Contents

TEACHER GUIDE

- Assessment Rubric 4
- How Is Our Resource Organized? 5
- Bloom's Taxonomy for Reading Comprehension 6
- Vocabulary 6

STUDENT HANDOUTS

READING COMPREHENSION

- *Daily Routines & Time Management* .....
- *Making Appointments & Filling Out Forms* .....
- *Friendships, Communication & Problem Solving* .....
- *Texting, Email & Telephone Manners* .....
- *Workplace & Volunteering Behaviors* .....
- *Social Media Behaviors & Cyber Bullying* 7
- Hands-on Activities 13
- Crossword 17
- Word Search 18
- Comprehension Quiz 19

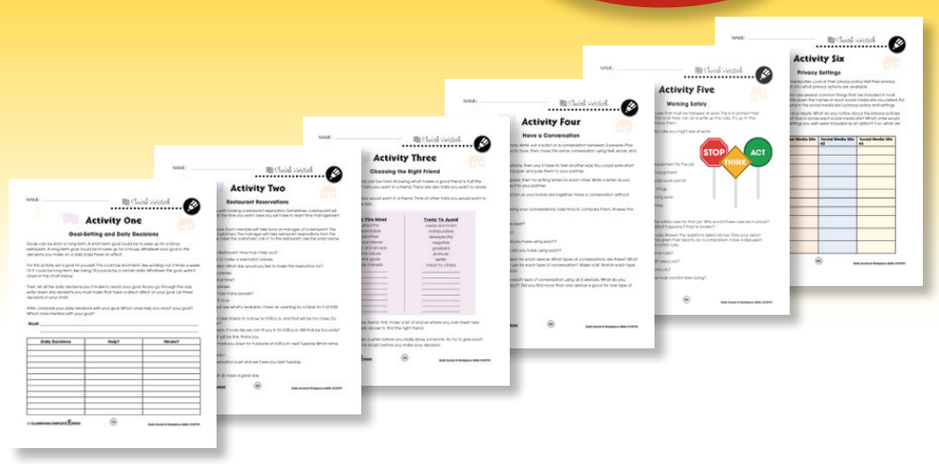
EASY MARKING™ ANSWER KEY 21

MINI POSTERS 23

✔ **6 BONUS Activity Pages! Additional worksheets for your students**

FREE!

- Go to our website: **www.classroomcompletepress.com/bonus**
- Enter item CC5791
- Enter pass code CC5791D

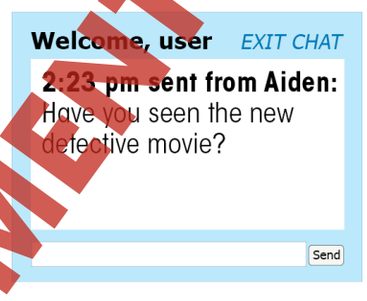


NAME: _____

Before You Read

Social Media Behaviors & Cyber Bullying

1. Aiden visits a chat room online. He starts talking to one person about a movie. He doesn't agree with the person's opinions. He says mean things and makes fun of this person. How should Aiden have behaved?



_____

_____

_____

2. Harper runs her company's social media site. The company has a family-friendly image. She likes and shares things that are for adults. What did Harper do wrong?

_____

_____

3. **Finish each sentence with a word(s) from the list.**

share	**report**	**hacked**
privacy settings	**cyber bullying**	**discussion boards**

a) Luke doesn't like to _____ his snacks with his friends.

b) Hiding your profile can be done by visiting the _____.

c) Someone _____ into her account and stole her passwords.

d) Sharing mean pictures is _____.

e) People get together in _____ to talk about things they like.

f) Owen sent his _____ to his boss.

PREASSESSMENT

Reading Passage

NAME: _____

Social Media Behaviors & Cyber Bullying

So much of our lives are on the internet. It is important for us to be responsible. We can do this by having good social media behaviors. To start, think about who your audience is. Then, think about who you are representing.

Social Tip

What you share on the web has to be right for you and your audience.

Think before you share. What do you want to share? What do you not want to share? How does what you're sharing affect yourself or others? Is it positive? Is it negative? These are just some of the questions you should be asking yourself.

There is no privacy for your information on the web. If it's on the internet, it can be found. The best way to protect yourself is by changing your privacy settings. But remember, anything and anyone can be hacked. This means someone can break into your account and see all your private things.

Remember: once the information is shared, it's out there forever.

A music store is looking to hire a new salesperson. It is down to 2 people. To help decide, the employer looks at the social media pages of both candidates. Dylan's page shows he likes music. He posts things on bands he likes. He shares things from bands that he follows. He also runs a fan page for a local band. Cristoph's page shows he likes music, drugs and alcohol. He posts pictures of himself getting too drunk at concerts. He shares bad things from 'friends'. He also runs a fan page for a local dance club.

Who gets hired for the job and why?

☐ Dylan _____

_____

☐ Cristoph _____

_____

READING PASSAGE

After You Read

NAME: _____

Social Media Behaviors & Cyber Bullying

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

a) What's the difference between bullying and cyber bullying?

- ○ **A** Teasing and being mean.
- ○ **B** Leaving someone out on purpose.
- ○ **C** On the internet.
- ○ **D** Starting rumors.

b) How do you stop cyber bullying?

- ○ **A** Report it.
- ○ **B** Respect others.
- ○ **C** Know what it is.
- ○ **D** All of the above.

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

a) No one will ever see what you put on the internet.

TRUE **FALSE**

b) It's easy to take down something put on the internet.

TRUE **FALSE**

c) Anything and anyone can be hacked.

TRUE **FALSE**

d) Don't cheer on cyber bullies. Don't give them attention.

TRUE **FALSE**

COMPREHENSION QUESTIONS

NAME: _____

After You Read

Social Media Behaviors & Cyber Bullying

3. Isaac is looking to change his privacy settings. Below are the options he has. Isaac wants to keep his information secret from people he doesn't know. How should Isaac do this?

Your Social Media Privacy Settings

Who can search you:	☐ Your Friends	☐ Your Friends' Friends	☐ Anyone
Who can add you as a friend:	☐ No One	☐ Your Friends' Friends	☐ Anyone
Who can send you messages:	☐ No One	☐ Your Friends	☐ Anyone
Who sees your posts:	☐ Only You	☐ Your Friends	☐ Anyone
Who sees posts you make on your friends' profiles:	☐ Only You	☐ Your Friends	☐ Anyone
Who sees your pictures:	☐ Only You	☐ Your Friends	☐ Anyone

SAVE

Graphic Organizer

4. Use the graphic organizer on page 12 to think of ways to stop cyber bullying.

Compare bullying with cyber bullying in the first part. Write what each has in common in the middle. Write what is different about them in the outside.

Now you should know what cyber bullying is. Think of ways you can fight it. Use the web to come up with ideas to stop cyber bullying.

SHORT ANSWER QUESTIONS

Hands-On Activity #2

Team Building Exercises

Get into groups of 6 or more people. Try to get into groups with people you don't know well. Below are 3 different team-building games. Each game is meant to build communication skills. Finish each game in your group. How are your group's communication skills after finishing each game?

1. Blindfold Maze

Split your group in half. One half will be blindfolded. Pair one blindfolded person with someone who isn't. Make a maze using different obstacles. Have the blindfolded person at the start of the maze. Have their partner at the finish line. Using communication, the blindfolded person will be moved through the maze to the finish line by their partner. The pair with the fastest time wins. Have each pair take turns being blindfolded.

2. One-Sided Debate

Get into pairs. Write a bunch of topics on cards. Mix them up. Pick a card without looking. One person will start by saying what they think about the topic. This person will list reasons for why they think this way. The other person will sit quietly and listen. When done, the listener will tell the speaker what he or she said. The listener will not agree, disagree, or say what they think about the topic. When done, have the pairs switch roles.

3. Building Communication

Split the group in half. Separate the groups so they can't see each other, but can hear each other. The group will have to build a bridge. Use different materials, like wooden sticks, straws, string, glue, and tape. Have each group make one side of the bridge. These two sides will then be brought together. The two groups will have to work together by only talking to each other.

HANDS-ON ACTIVITIES

After You Read

NAME: _____

Word Search

Find all of the words in the Word Search. Words are written horizontally, vertically, diagonally, and some are even written backwards.

rely	trusted	initiative	social media	acquaintance
goals	uniform	personal	appointment	privacy settings
spam	hacked	behavior	professional	communication
verbal	relevant	nonverbal	carbon copy	time management
report	interests	impersonal	dependable	
casual	routines	reservation	cyber bullying	

S	V	G	N	I	Y	L	L	U	B	R	E	B	Y	C	J	N	A
G	N	S	W	C	Z	A	Y	V	G	X	C	H	O	B	Y	C	P
N	E	O	S	Y	R	I	P	E	R	S	O	N	A	L	Q	U	P
I	T	C	N	H	B	F	O	R	H	U	M	B	I	U	Z	W	O
T	N	I	Q	V	Y	S	C	B	S	R	M	L	A	S	L	M	I
T	M	A	P	S	E	X	N	A	G	I	U	I	J	I	X	C	N
E	B	L	D	P	H	R	O	L	R	T	N	T	R	N	M	G	T
S	J	M	K	T	O	G	B	R	O	T	I	M	U	T	F	I	M
Y	A	E	V	Z	D	I	R	A	A	N	C	X	N	E	U	J	E
C	Q	D	A	J	E	U	A	N	L	O	A	L	G	R	Y	K	N
A	D	I	M	Q	P	N	C	H	N	I	T	A	U	E	R	C	T
V	K	A	R	X	E	E	R	O	U	T	I	N	E	S	F	D	F
I	D	Z	O	Y	N	D	Q	M	A	A	O	O	E	T	M	T	L
R	E	W	F	C	D	Y	I	V	E	V	N	S	B	S	Q	N	E
P	K	C	I	M	A	E	P	A	T	R	L	R	U	D	P	A	P
L	C	W	N	Z	B	Z	T	N	Y	E	W	E	E	Q	H	V	K
C	A	S	U	A	L	P	W	S	L	S	D	P	G	L	O	E	C
E	H	V	U	D	E	Q	J	L	U	E	J	M	X	T	Y	L	V
G	B	W	O	T	R	T	N	A	D	R	O	I	V	A	H	E	B
P	O	F	N	Z	X	R	E	P	O	R	T	X	S	O	G	R	L
S	L	A	U	T	N	E	M	E	G	A	N	A	M	E	M	I	T
S	X	K	L	P	R	O	F	E	S	S	I	O	N	A	L	R	K
B	M	E	V	S	J	F	I	N	I	T	I	A	T	I	V	E	O

WORD SEARCH

After You Read

NAME: _____

Comprehension Quiz

Part C

Answer each question in complete sentences.

1. What is the difference between short-term and long-term goals? (2)

2. Why is it a good thing to set up an appointment? (2)

3. What are the 3 different types of communication? (3)

4. Why is the subject line important in an email? (3)

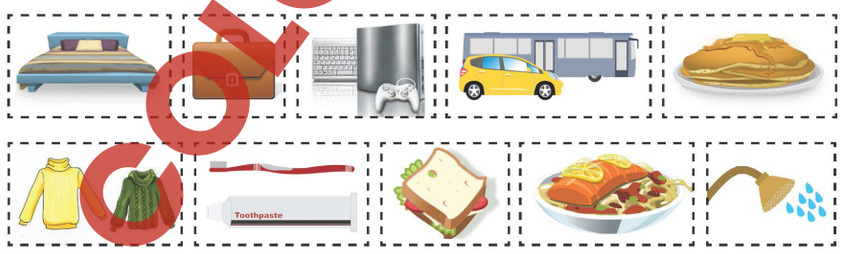
SUBTOTAL: /10

ASSESSMENT

Planning Your Day Chart

Daily Planner

7am _____	2pm _____
8am _____	3pm _____
9am _____	4pm _____
10am _____	5pm _____
11am _____	6pm _____
12pm _____	7pm _____
1pm _____	8pm _____



COLOR POSTER

After You Read

NAME: _____

Social Media Behaviors & Cyber Bullying

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

a) What's the difference between bullying and cyber bullying?

- ○ **A** Teasing and being mean.
- ○ **B** Leaving someone out on purpose.
- ○ **C** On the internet.
- ○ **D** Starting rumors.

b) How do you stop cyber bullying?

- ○ **A** Report it.
- ○ **B** Respect others.
- ○ **C** Know what it is.
- ○ **D** All of the above.

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

a) No one will ever see what you put on the internet.

TRUE **FALSE**

b) It's easy to take down something put on the internet.

TRUE **FALSE**

c) Anything and anyone can be hacked.

TRUE **FALSE**

d) Don't cheer on cyber bullies. Don't give them attention.

TRUE **FALSE**

© CLASSROOM COMPLETE PRESS

EASY MARKING ANSWER KEY

1.

a) ✓ **C**

b) ✓ **D**

2.

a) FALSE

b) FALSE

c) TRUE

d) TRUE

10

EZ