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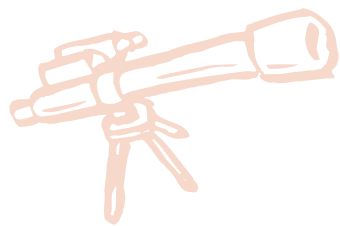
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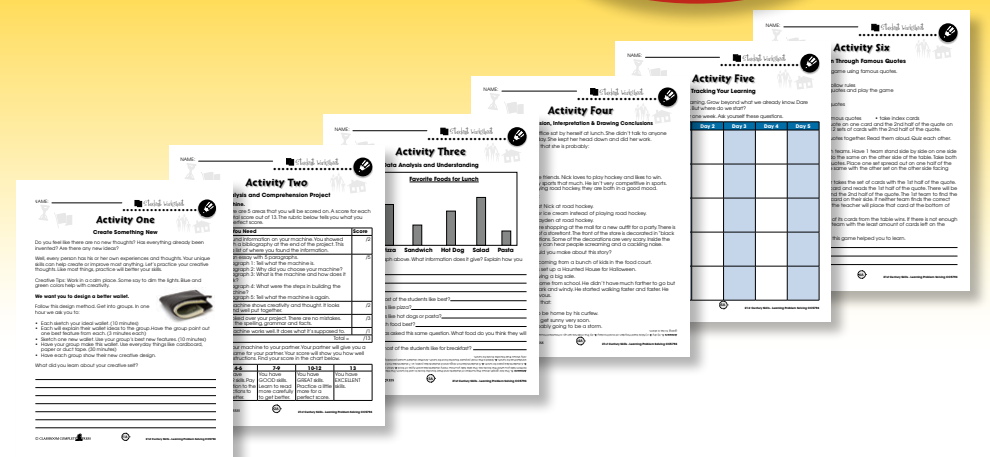
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## How to Comprehend and Analyze

### 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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## How to Comprehend and Analyze

### How to Comprehend and Analyze: Emails From Your Boss

At work you will have different jobs to do. You may get an email with instructions for a job. Sometimes you will be told over the phone. However, you need to be able to comprehend and analyze what is being asked of you. To comprehend is to get what is being asked. To analyze is to break it down to gain a better sense of the job.

**TIP: When you get an email with a job, print it out. Then, highlight all of the important parts. This will split up the important stuff from the stuff that isn't as serious.**

This is an email to Justin. It is from his boss Maria. Read the email and answer the following questions:

Hi Justin,

I have a job that I would like you to start doing each month. Attached to this email is the work schedule from the last three months. Use this as a reference. Please make the work schedule for August. Make sure each worker has at least 3 shifts a week. Shaun wants August 15th off. Pierre only works Monday, Tuesday and Wednesday each week. Jennifer has every Saturday off. Please have this done by the third week of every month. When you are done, send it to Carla for review. Once she has approved, send it back to me. I will post it for everyone to see. This is so people can make any changes before it begins.

Thanks, Maria

**a) Comprehend:** What is Maria asking Justin to do? Write this down in your own words.

\_\_\_\_\_

**b) Analyze** all the parts of the job in the space below: What are the steps Justin would need to do? Is there part of the job that requires help from a co-worker? Is there a time limit for the job to be done? Explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## How to Comprehend and Analyze

### Analyzing a Job Posting

When you apply for a job, most will want to see a resume. This is info on your past and how it relates to the job. The parts of a resume are: objective, experience, education, and other skills. Use the Internet to look up the parts of a resume. Read the job posting below. Then, fill out the resume.

#### JOB OPPORTUNITY

Master Clothing Inc. is looking for a sales person for our downtown office. The job will be full-time days. The person should be a graduate from a sales program. Must have 2 years of sales experience. This person must be outgoing and can work in a fast-paced job. Must be able to work with many clients at a time. We will train. Must have own vehicle.

Interested candidates may send their resume to work@masterclothinginc.com

Deadline to apply is November 16.

<b>Name &amp; Contact Information:</b>	_____
<b>Objective</b>	_____
•	_____
•	_____
<b>Experience</b>	_____
•	_____
•	_____
•	_____
<b>Education</b>	_____
•	_____
•	_____
<b>Other Skills</b>	_____
•	_____
•	_____

## How to Comprehend and Analyze

### Comprehension – A Short Story

#### The Job Interview

Antonia is 16 years old. She is looking for her first job. She would like to save some money to travel in her senior year. She has an interview at a clothing store. Antonia gets up on Saturday morning.

Antonia takes a shower. She brushes her teeth. She puts on a nice skirt and top. She fixes her hair and applies light makeup. She grabs a pair of low heel shoes and then heads out.

She gets to the store at 10:45. She arrives 15 minutes early. She doesn't want to be late. She tells the sales person that she is there for an interview. The sales person tells her to have a seat.

Antonia is nervous but also very excited. Antonia gets very good marks in school. She is very good at Math. She is also very friendly.

There are several other people there applying for the same job. Antonia is very positive. She thinks she has a very good chance of getting the job.

Antonia thinks about what she learned at school. What to do in an interview.

**Look people in the eye.**

**Shake their hand.**

**Speak clearly.**

The sales person tells Antonia that the manager is ready to see her. Antonia goes into the office. She greets Miss Jones with a handshake and a smile.

- What is one thing Antonia does to get ready?
  - She talks to her mom.
  - She calls a friend.
  - She takes a shower.
- What time is Antonia's interview?
  - 9:30
  - 11:00
  - 10:30
- What has Antonia learned to do in an interview?
  - Tell good jokes.
  - Be positive.
  - Look people in the eye.
- Why might Antonia be positive about getting this job?
  - She knows the sales person well.
  - She does very well in school.
  - She's the only one applying.

# How to Comprehend and Analyze

## Interpreting a Chart

Last Monday and Wednesday, your school had a bake sale. The chart below shows the number of items sold each day. Look at the information and answer the following questions.

Item	Monday	Wednesday
Chocolate Chip Cookies	54	12
Rice Krispy Squares	35	45
Brownies	28	22
Vanilla Cupcakes	16	30
Carrot Muffins	40	16
Cinnamon Rolls	33	30

1. What was the most popular item on Monday? \_\_\_\_\_
2. What was the most popular item on Wednesday? \_\_\_\_\_
3. What was the total number of items sold on Wednesday? \_\_\_\_\_
4. Was there an item that was popular on Monday but not on Wednesday? \_\_\_\_\_
5. On what day were the most brownies sold? \_\_\_\_\_
6. How many more cinnamon rolls were sold on Monday than Wednesday? \_\_\_\_\_
7. What was the total number of items sold on Monday? \_\_\_\_\_
8. Did the school sell more items on Monday or on Wednesday? \_\_\_\_\_
9. If you had to remove one of the items for next year's bake sale, what would it be? \_\_\_\_\_

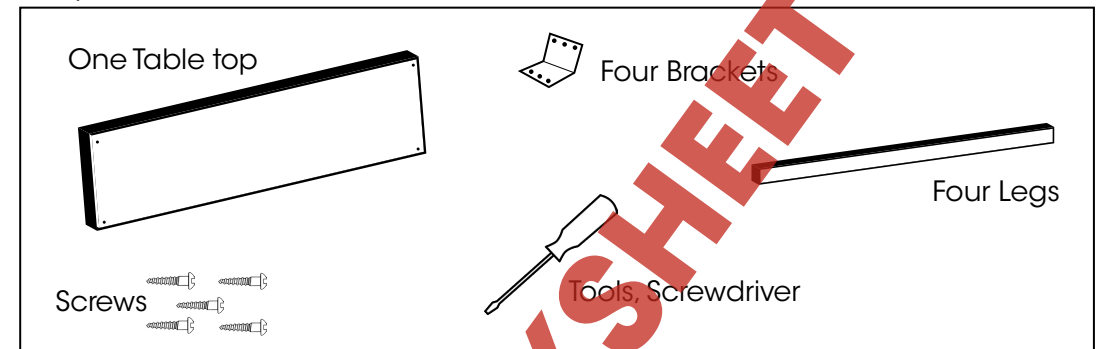
# How to Comprehend and Analyze

## Comprehension and Analysis Project

It is important to be able to give and take instructions. To make them clear and easy to follow.

You will write instructions on how to build a table.

The parts for the table are:



Use easy-to-follow steps. Put pictures with the steps to help.

Give your instructions to another student. See how easy-to-follow your instructions were.

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# 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.

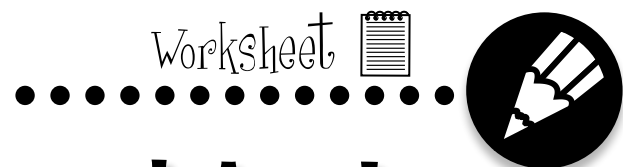
## Vocabulary

- 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.
- Comprehend:** To understand the meaning.
- Conclusion:** The end or finish. A decision reached by reasoning.
- Creative Thinking:** To come up with new ways to approach a problem.
- Creativity:** To make meaningful new ideas, methods or ways.
- Critical Thinking:** Able to reflect, assess and judge something.
- Fact:** Can be proven and is true.
- Fixed Mindset:** Thinks you are born with your skills and talents.
- Growth Mindset:** Thinks skills can grow over time with hard work.
- Inferences:** A conclusion reached.
- Learning:** To get knowledge of or skill in, by study, instruction or experience.
- Mindset:** An attitude or mood.
- Opinion:** How you or someone feels about a topic.
- Physical Learner:** Learning with your hands. You need to try something to know it.
- Prediction:** A guess as to what will happen.
- Problem-Solving Process:** A series of actions that help find answers to something that needs taken care of.
- Problem-Solving Skills:** How you find issues and answers.
- Problem:** Something that needs to be taken care of.
- Process:** A series of actions directed to some end.
- Solving:** To find an answer to something.
- Verbal Learner:** Learning with a book. You need to read something and write it down to know it.
- Visual Learner:** Learning with your eyes. You need to see something or see it in your mind to know it.

# Personal SWOT Analysis

What do you do well? What skills can you draw on? What do others think you're good at?	What could you do better? Where do you struggle? What do others think you could be better at?
What is open to you? What could you take advantage of? How can you turn your strengths into opportunities?	What threats could hurt you? What are others doing? What threats are affected by your weaknesses?

NAME: \_\_\_\_\_



# How to Comprehend and Analyze

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**a)** Maria wants Justin to start making the work schedule every month. He must accommodate everyone's requests and give everyone at least 3 shifts a week.

**b)** Answers will vary but may include: Justin hasn't done this task before but he can ask another employee for advice or help. He needs to highlight each of the different employee's availability. He would mark down any requested days off. He would compare the work schedule from the last two months to see if there is a pattern to follow. He has to complete the schedule by the third week of every month for the following month. He has to get it approved by Carla. Then he needs to send it to his boss Maria so she can post it for everyone to see.



Resumes will vary.



- 1.  C
- 2.  B
- 3.  C
- 4.  B



- 1. Chocolate Chip Cookies
- 2. Rice Krispy Squares
- 3. 155
- 4. Chocolate Chip Cookies and Carrot Muffins
- 5. Monday
- 6. 3
- 7. 206
- 8. Monday
- 9. Vanilla Cupcakes



EASY MARKING ANSWER KEY