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TEACHER GUIDE

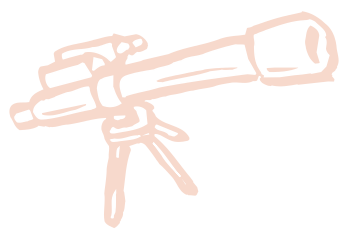
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STUDENT HANDOUTS

READING COMPREHENSION

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Thriving on the Job

1. Jun-seo has just started a new job. He has been late three times. His boss has asked him to attend a class to learn a new hairstyle technique. He doesn't want to go. What should he do?

2. Valeria wants to go to a spin class. It starts ten minutes before her shift is over. She thinks it would be okay to leave early. Is this a good idea?



3. Finish each sentence with a word from the list.

- | | | |
|----------------|------------|-------------|
| responsibility | deadline | preparation |
| ethics | reputation | upgrade |

- a) It is your _____ to show up for work on time.
- b) Look for ways to _____ your skills.
- c) Things are easier with _____.
- d) _____ are rules you live your life by.
- e) You must meet the _____ this week.
- f) His _____ is based on good work.



Thriving on the Job

You've got a job! Great work! The hard part may be coming. You need to be a good employee. There are many things you can do that will help you get noticed. Your boss will like your hard work. These tips will help your day go more smoothly. Your co-workers will appreciate you more and so will your customers!

BE ON TIME:

The best way to start a day at work is to be on time. Some people say that you're late if you are there right on time. They feel that five minutes early is the right time!

BE PREPARED:

What exactly is your job? You need to find out what has to be done. What is your responsibility? Ask your boss if you're not sure. Once you know your role, you won't have to ask. This will get you a reputation of being reliable.

BE SOCIABLE:

It's important to get along with your co-workers. You should always be friendly. Be sure that you aren't too casual. You don't want to ignore your duties. Your work ethics will be rewarded.

Logan works at a coffee shop. There are no customers. He has cleaned the sink. Instead of doing nothing, he wiped tables. His boss gave him an extra break for good work!

1. Order the events for a work day.

- _____ a) Clean the floors.
- _____ b) Get to work five minutes early.
- _____ c) Say hello to your co-workers.
- _____ d) Serve customers.
- _____ e) Clock out.



Thriving on the Job

1. Answer the questions about being a good employee.

a) What is a great way to show interest in your job?

- A Ask about upgrading your skills.
- B Taking a quick lunch.
- C Being friends with your co-workers.

b) What is NOT a good trait of a mentor?

- A Patience
- B Hardworking
- C Anger



2. Answer the questions with either TRUE or FALSE.

- | | | |
|--------------------------------------|------|-------|
| a) A mentor will give you a raise. | TRUE | FALSE |
| b) You should always arrive on time. | TRUE | FALSE |
| c) Your co-workers are always right. | TRUE | FALSE |
| d) It's smart to do extra tasks. | TRUE | FALSE |
| e) You should never swear at work. | TRUE | FALSE |



Thriving on the Job

3. Alyssa's co-worker is always late. They text when there are no customers. They are rude to older staff. They ask Alyssa for advice on how to get a raise. What advice should she give?

Graphic Organizer

4. Use the graphic organizer on page 12 to map out your skills and traits.

What are you good at? What makes you special? Usually this question is hard to answer. People often can describe others better than themselves. Everyone has something to offer. All jobs need different things from their workers. What will your job need you to do?

Before you hunt for a job, think about what you bring to a job. Are you organized? Do you like to help others? How well do you use social media? Everyone has skills and traits. Skills are things you are good at. Traits are what kind of person you are.

You will make a Venn diagram. This will show your skills and traits. In the middle is where you will list things that will be helpful at work.

Follow the Code!

How do you act at work? Do you always do your best job? What do you always do? What do you need to be reminded about? What do you need to get done? These are all things on a code of conduct.

A code of conduct can be a list. It tells others what is expected of them. They can be used in different places. Some schools have them. Sports teams may use them. Lots of workplaces post them for all to see.

You will write a code of conduct. You can choose which place it will be used for. If you don't work, you can think of a job. What would you like to see? Does your job already have one? What changes would you make? It's up to you!

Your code of conduct should:

- Be in list form.
- Be in clear language.
- Be fair.
- Be realistic.
- Be suited for the job.

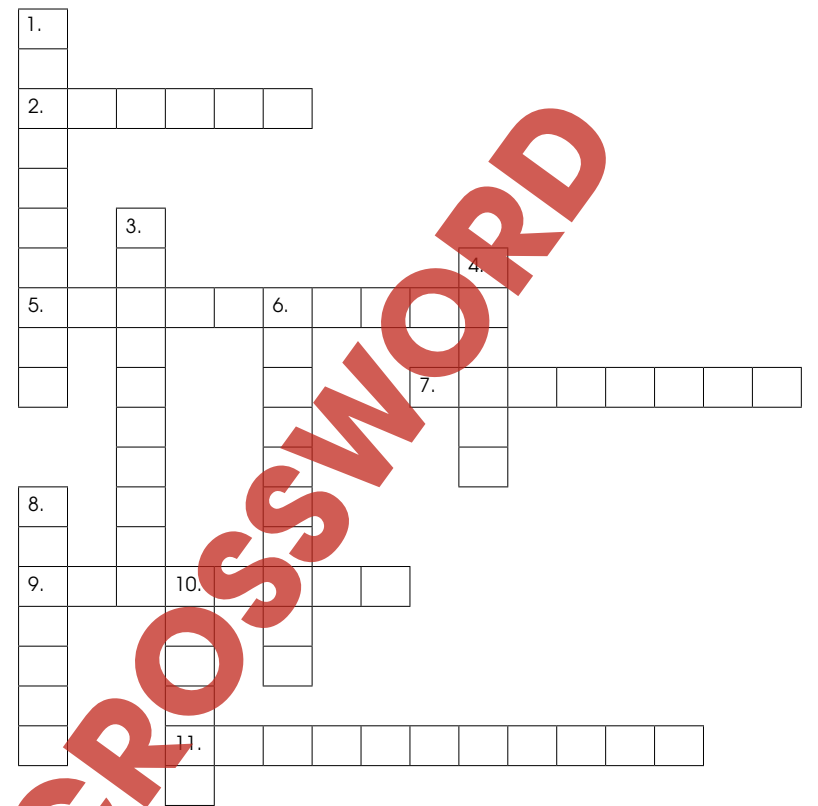
Maybe you can post it where you work. Inspire others! Thinking about what you want to do at work can make you work better. Will you be employee of the month? Follow the code! The sky's the limit!



Crossword Puzzle!

Word List

appearance
cover letter
enthusiasm
ethics
experience
greeting
outreach
reputation
resume
traits
upgrade



Across

2. Your personality _____ can help you on the job.
5. Keep a clean _____ at work.
7. The charity had a great _____ program.
9. Use a pleasant _____ in an interview.
11. A _____ is put before a resume.

Down

1. Your _____ will spread.
3. Work _____ is put on a resume.
4. Always have an updated _____.
6. Build a good _____ by working hard.
8. A course is a smart way to _____.
10. Your _____ are how you live your life.

Comprehension Quiz

Part A

1. Choose the correct answer.

a) What is the most important thing to have when looking for a job?

- A A good handshake.
 B A resume.
 C A cover letter.
 D Volunteer experience.

b) What is the purpose of a cover letter?

- A To brag.
 B To introduce yourself.
 C To sell a product.
 D Get sponsors for your charity.

Part B

2. Answer the questions with either TRUE or FALSE.

- | | | |
|---|------|-------|
| a) Always dress your best for an interview. | TRUE | FALSE |
| b) You can be a bit late for an interview. | TRUE | FALSE |
| c) You should argue at work. | TRUE | FALSE |
| d) Keep your personal life private at work. | TRUE | FALSE |
| e) Be respectful of all your co-workers. | TRUE | FALSE |

Safety Bulletin

IN CASE OF INJURY AT WORK

1
Get first aid if needed.

Worker
Tell your employer about the injury.

Employer
Arrange and pay for transportation to get medical care, if needed.

2
Employer
Pay worker's wages for day of injury.

4
Employer
Report injury within 3 days if it involves:

- health care treatment
- time away from work
- lost wages



Thriving on the Job

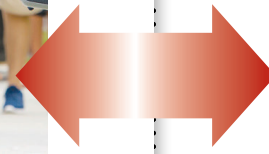
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1.

a) A

b) C

2. Answer the questions with either TRUE or FALSE.

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| d) It's smart to do extra tasks. | TRUE | FALSE |
| e) You should never swear at work. | TRUE | FALSE |

2.

a) FALSE

b) TRUE

c) FALSE

d) TRUE

e) TRUE

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EASY MARKING ANSWER KEY





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IN CASE OF INJURY AT WORK

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if needed.**

Worker
**Tell your employer
about the injury.**

Employer
**Arrange and pay for
transportation to get
medical care, if
needed.**

Employer
**Pay worker's wages
for day of injury.**

Employer
**Report injury within
3 days if it involves:**

- **health care treatment**
- **time away from work**
 - **lost wages**