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Communicating with Peers & Supervisors

1. Carlos' boss is very nice. He makes some jokes about a sports team they both like. Carlos wants to send him some funny emails after work. Should Carlos start doing this?

2. Ye-eun hears her co-workers telling a mean story. It is about another co-worker. Should Ye-eun repeat what she heard?



3. Write each word beside its definition.

communication boundary protocol supervisor respect

- a) Steps to follow.
- b) Your boss or leading co-worker.
- c) Talking or writing to another.
- d) Limit to guide a person or thing.
- e) Admiring someone.



Communicating with Peers & Supervisors

You can meet some great friends at work. You may meet people you don't like. It is important to be professional. It may be tempting to joke around. Try to be friendly while getting your work done. Stay on task!

Social Tip

Be sure to help your customers and remain professional. Don't joke around too much in front of clients. Avoid talking too much. Check if others are uncomfortable. Some people may not like your jokes or slang.

Work can be a lot of fun. When you work with people you like, time can go by quickly. Co-workers can make a boring job more fun. You can rely on them. They will help you out. Angry customer? A friendly co-worker can make you feel better. No matter how well you get along, remember you are at work.

You may not get along with everyone. It can be hard to be nice when you disagree. When you are at work, you must be neutral. There is a protocol to follow. Try to deal with problems yourself. Only tell your supervisor about a problem if you can't solve it. If someone is doing something against the rules, tell your supervisor. Things like theft should be reported.

Keep a healthy boundary between yourself and others. Avoid gossiping about others. If you wouldn't want to say it to the person, don't say it at all. If two people aren't getting along, don't get involved. It is best to stay neutral. This means you shouldn't take sides. Don't add to the problem. It is best to be friendly to everyone.

Owen can't stand his new co-worker. They laugh too loud and put gum on the counter. Owen stays quiet and doesn't sit with him at lunch. He is polite to everyone.

1. Answer the following questions.

- a) If you don't get along with your co-worker you should:
 - A Tell your boss.
 - B Be polite.
 - C Get in an argument.
- b) What should you tell your co-workers about?
 - A Your pets.
 - B Your last medical test.
 - C Your credit card debt.



Communicating with Peers & Supervisors

1. List three ways a co-worker can make a job better.

2. Answer the questions about good co-worker protocol.

a) Two co-workers are in an argument. You should:

- A Pick a side.
- B Tell them they are both silly.
- C Say you're not getting involved.
- D Tell your boss.

b) You see your co-worker taking money from the cash register. You should:

- A Tell your boss.
- B Loan them money.
- C Ignore it.
- D Yell at your co-worker.



Communicating with Peers & Supervisors

3. You and a co-worker are in a fight. You get so angry you almost lose your cool. The other person won't let it go. They keep teasing you. What are some things you can do? What should you do first?

Graphic Organizer

4. Use the graphic organizer on page 12 to understand proper workplace behavior.

You know it's important to be professional at work. You must make this choice. It can be hard to do this when you have friends at work. How do you know how to act? You may love your boss, but they don't love you texting at work. Does your co-worker always share memes? How do you react?

Knowing how to treat people is a key to being successful. Everyone likes to have respect. That is easy. How do you know what to talk about? What should you share? Your boss doesn't want to hear complaints.

You will create a chart. You will think about how you will act with others. There is a place for your boss and for your co-workers. Think of things that are safe to talk about. You can add things you shouldn't do. Use it to remind yourself of what reputation you want.



A Hard Day's Work

Every job can be tough at times. People can be discouraged. They may not like their job. They may feel unnoticed. Do you see this at your work? In your school? It is easy to get discouraged if you aren't getting credit. Everyone likes a pat on the back!

You will write a letter to a co-worker. Your boss may also be a good choice. It will be a letter of appreciation. If you don't work, you can choose a friend. You can also choose someone in your class. You don't have to be best friends. Choose someone who always works hard. Show your kindness!

Your letter should be dated. Make sure it is addressed to the right person. Find out how they spell their name. Is there something they really like to talk about? You can add it in the letter. Pick something specific to mention. Did they do something nice for someone? When were they kind to a customer? Do they do a job no one else wants to do? The more detail you add, the better.

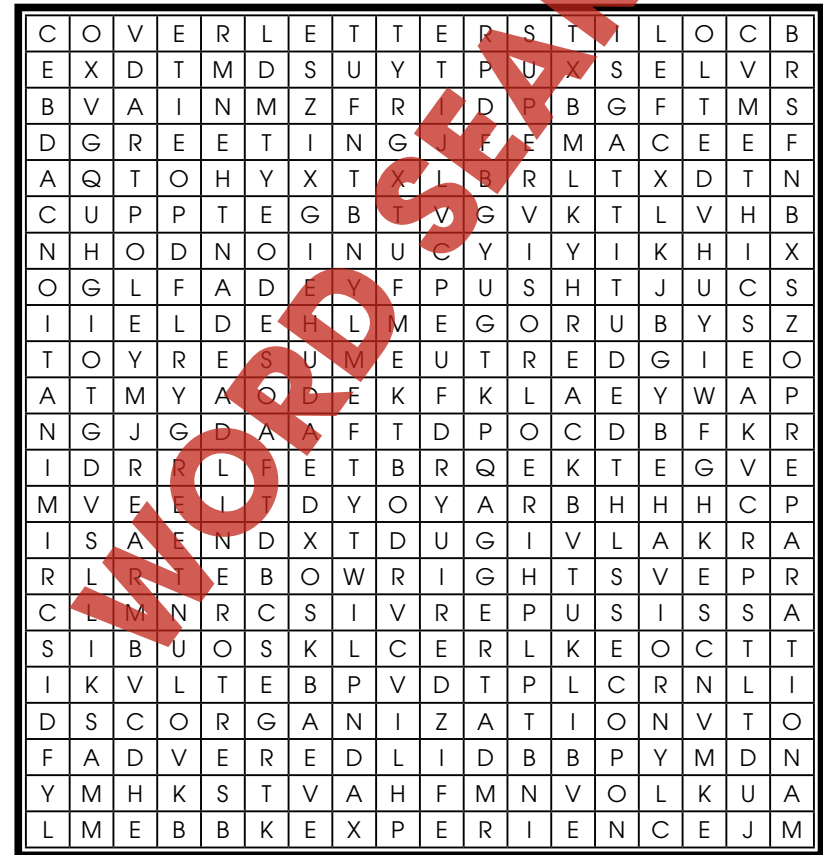
You may want to sign your name on the letter. You could leave out your name. You don't want to embarrass the person. They should be pleased! Use kind words. Spread happiness at work!



Word Search

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

- attitude
- behavior
- cover letter
- deadline
- discrimination
- ethics
- experience
- goal
- greeting
- organization
- preparation
- protocol
- resume
- rights
- skills
- supervisor
- traits
- union
- upgrade
- volunteer



Comprehension Quiz

Part C

Answer each question in full sentences.

- What should you know about a charity before volunteering?

- What is discrimination at work?

- Why should you volunteer?

- What makes a good employee?

SUBTOTAL: /13

Pay Stub Sample

EARNINGS STATEMENT		EMPLOYEE ID	SSN	PAY PERIOD	PAY DATE
Bayside Cleaners 123 Main Street		123	XXX-XX-01234	12/22-12/28	12/29
EMPLOYEE NAME	EMPLOYEE ID	SSN	PAY PERIOD	PAY DATE	
Josh O'Brien	123	XXX-XX-01234	12/22-12/28	12/29	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	YEAR-TO-DATE
REGULAR	17.00	40	680.00	FICA MED TAX	98.60
OVERTIME	0.00	0	0.00	FICA SS TAX	421.60
HOLIDAY	0.00	0	0.00	FED TAX	646.00
VACATION	0.00	0	0.00	STATE TAX	391.00
BONUS	0.00	0	0.00		
FLOAT	0.00	0	0.00		
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY
6,800.00	1,557.20	5,242.80	680.00	155.72	524.28



Communicating with Peers & Supervisors

1. List three ways a co-worker can make a job better.

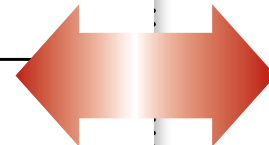
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- C Ignore it.
- D Yell at your co-worker.



1.

Answers will vary, but may include:
1. A co-worker can help you out.
2. A co-worker will listen to you.
3. With a co-worker, time goes by quickly.

2.

a) C

b) A

10

EASY MARKING ANSWER KEY





Communicating with Peers & Supervisors

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