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TEACHER GUIDE

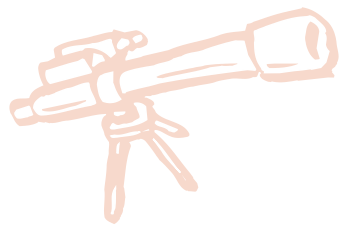
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STUDENT HANDOUTS

READING COMPREHENSION

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FREE!

- Go to our website:
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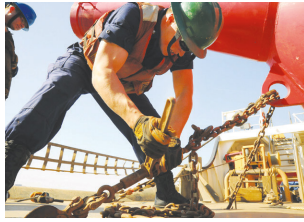




Employee Rights

1. Ximena feels like she is getting less shifts than she used to get. Her boss commented that she can't handle more shifts because she uses a cane. Is this right?

2. Cameron doesn't have a hard hat. He is doing construction. His boss said he has to keep working. Should Cameron keep working?



3. Match the word to its definition.

discrimination rights code of conduct
 compensation union

- a) Treating people differently based on how they look.
- b) A group that helps workers have good conditions.
- c) How someone should act in a certain place.
- d) What you are given automatically as a human.
- e) Being given something to make up for a loss.



Employee Rights

What is discrimination? Have you seen it? It is when you are treated differently. It could be for how you look or speak. It could be for what you believe. It should never happen at work. Everyone has the right to respect. You have options if you feel like you are being discriminated against. You have rights! Stick up for others too.

The Human Resources

department hires and fires workers. They deal with complaints. They make sure work is fair. They will help if you have an issue with your boss. They keep your privacy. They will help you follow the code of conduct. They are there to help.

VS

Unions help workers by making sure they are treated fairly. They work with the company to decide what workers must do. They want workers to have a say. They can also call a strike. This is when workers refuse to do their work until their conditions are met. See them if you think your rights are being taken away.

Haruka hears others talking about her. They are annoyed she leaves to attend a support group. She has permission from her boss. She explains this to her co-workers. Haruka no longer hears her co-workers complaining about her.

1. Identify each scenario as an example of human resources or a union.

- a) Negotiates for a pay raise.
- b) Makes sure of safe work conditions.
- c) Puts into effect current laws in the workplace.
- d) Takes complaints from co-workers.
- e) Promotes an employee to a new position.



Employee Rights

1. Answer the questions about employee rights.

- a) Which of these are worker rights? Check all that apply.

- A Earn minimum wage.
- B Have training.
- C Lunch provided.
- D A parking space.

- b) What is the job of Human Resources? Check all that apply.

- A To hire.
- B To cater.
- C To help solve problems.
- D To fire.

2. Read the sentences below. Are these things allowed? Answer with either Yes or No.

- | | | |
|---|-----|----|
| a) Your boss says you are too old. | YES | NO |
| b) You're given an extra break time. | YES | NO |
| c) A co-worker makes a racial insult. | YES | NO |
| d) You are told to not wear a hard hat. | YES | NO |
| e) You can earn tips. | YES | NO |



Employee Rights

3. Tomás hears racial comments at work. They are about his heritage. He wants it to stop. What are some steps he can take?

Graphic Organizer

4. Use the graphic organizer on page 12 to create a help pyramid.

Do you know where to get help? Who can you turn to at work? You must know this when you have a problem. Different issues will be solved at different places. Some problems are big. Some problems are small. You don't need to go to the top boss for something small. It is best when you can fix things yourself.

Think about where you can seek help before you need it. Think ahead! On the chart, there are different levels. The base of the pyramid is the first place you can go. This may be your boss. It could be your co-worker. As you move up, it will be more serious. If you don't work, think about school. The principal would be at the top. Your teachers may be in the middle. Your friends would be at the bottom. Think of some other examples. Add them to your pyramid.



What Should I Wear?

Do you like fashion? Are you always on trend? Work may not be the place for this. It is important you dress for the job. Some places have a dress code. All workplaces need you to be clean and tidy. Make sure you know how you must dress. It can make a difference.

You will make a poster showing what to wear for an interview. Choose what kind of job it is. You may dress differently for an office job than a sports job. Your poster should:

- Model an entire outfit.
- Have labels.
- Be suited for most jobs.
- Be easy to read.
- Have color.

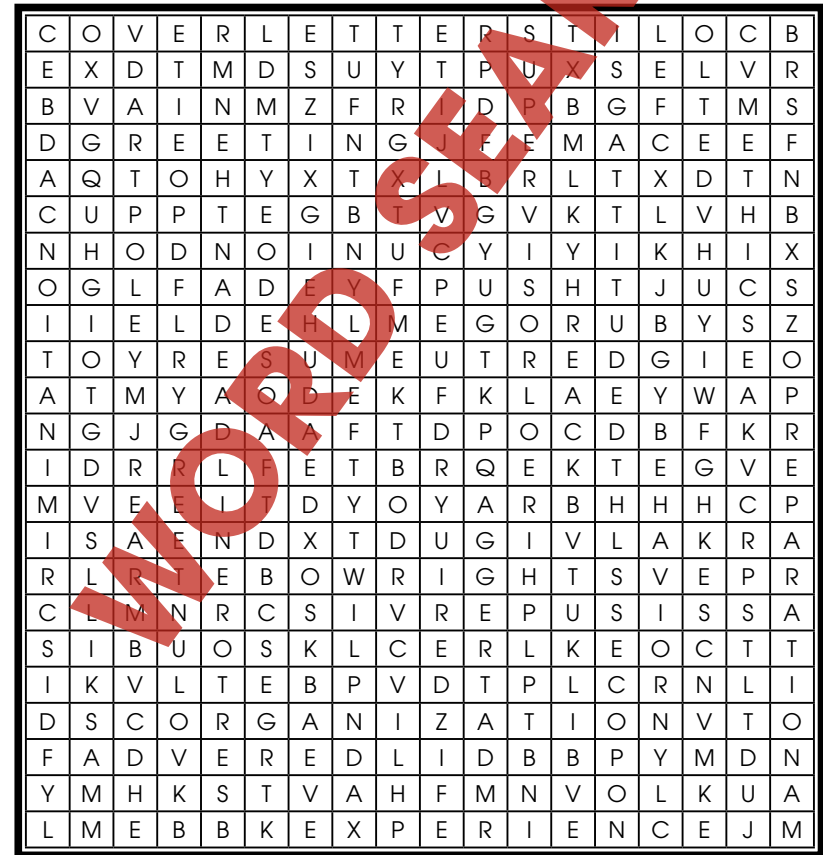
Be creative! How you show the right attire is up to you. Maybe you will show an example of what NOT to wear. You could show different choices. It's up to you! Help everyone look their best! When you look good, you feel good!



Word Search

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

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



Comprehension Quiz

Part C

Answer each question in full sentences.

- What should you know about a charity before volunteering? 3

- What is discrimination at work? 2

- Why should you volunteer? 4

- What makes a good employee? 4

Cover Letter

VIENNA HURST

123 Main Street
123-456-7890
vienna@email.com

September 27

Sandra Whatley
Hometown Diner

I am writing in regards to your line cook position at Hometown Diner. Please accept my enclosed resume along with this letter.

I believe my qualifications and previous work experience are a perfect fit for this position. I am a food service worker with fast food, retail and customer service experience. I am organized and hardworking with training in food safety and handling.

I am available for an interview at your convenience.

Sincerely,

Vienna Hurst

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| e) You can earn tips. | YES | NO |

1.

- a) A
- B

- b) A
- C
- D

2.

- a) NO
- b) YES
- c) NO
- d) NO
- e) YES

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EASY MARKING ANSWER KEY





Employee Rights

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