

Contents



TEACHER GUIDE

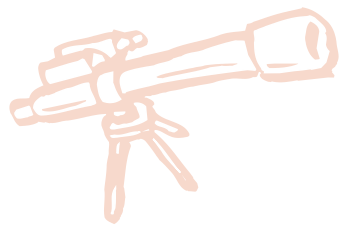
• Assessment Rubric	4
• How Is Our Resource Organized?	5
• Bloom's Taxonomy for Reading Comprehension	6
• Vocabulary	6



STUDENT HANDOUTS

READING COMPREHENSION

• <i>Etiquette</i>	
• <i>Fostering Relationships</i>	
• <i>Personal Development</i>	
• <i>Self-Reliance</i>	
• <i>Accountability</i>	7
• <i>Collaboration</i>	
• 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

- Go to our website:
www.classroomcompletepress.com/bonus
- Enter item CC5814
- Enter pass code CC5814D

FREE!





Accountability

1. Emil forgot to lock the door at work when he left for home. His manager was very mad at him the next day. How should Emil react to his manager?

2. After her training, Bella still doesn't know how to process a customer return. What should she do before her next shift?



3. Write five sentences that include one word each from the list below.

criticism hardworking clarification contribute accountable

- a) _____

- b) _____

- c) _____

- d) _____

- e) _____



Accountability

Can you be counted on? How do people know you will do a good job? In a workplace, it is important to be **reliable**. You can do this by doing the best job you can and asking for help when you need it. Sometimes, there may be a time when you have made a mistake at work. It is important to be able to accept **criticism**. No matter how reliable and **hardworking** you may be, there might be a time to take advice.

When you start a new job, you always learn the basics first. Not only do you know what you need to do during your shift, but you must follow a schedule. Most jobs will give you a schedule ahead of time. It is very important you show up for your shifts on time. If you need time off, you must ask your boss. If you decide to skip a shift, you could be fired. If you call in sick a lot, without being ill, you could lose your job. By showing up to work, ready and able, you will be seen as a reliable employee.

Even the most hardworking employees can make a mistake. Sometimes, it is a simple mistake. When you realize you've made a little mistake, it is important to tell your boss right away. This way, the mistake can be fixed as soon as possible. There may be a time when you make a big mistake. In this case, your boss will have to **approach** you. It is important you take their advice and criticism.

How to Behave When Hearing Criticism:

- Stay calm
- Be polite
- Ask for **clarification** if you need it
- Ask what you should do differently next time

A good employee is reliable, hardworking and listens to criticism. You can apply these values to your personal life too. Be reliable with your friends and show up on time. Listen to them when they are **frustrated** with you.

Arianna has been late for work three times this week. The first time she missed her bus. The second time she slept in. The third time she just forgot when her shift started. Her boss was very mad on the third time. Arianna got very defensive. She yelled at her boss and swore out loud. She was angry for the rest of her shift.

- a) Is Arianna a reliable employee? Yes No
- b) What things showed that she was not handling criticism well?



Accountability

1. Read the statements below. Circle TRUE if the statement is true or FALSE if it is false.

- a) If you're confused at work, just keep on working and hope it will work out.
TRUE **FALSE**
- b) Avoid your boss if you think they're going to get you in trouble.
TRUE **FALSE**
- c) Getting into an argument is fine, if you take blame for your role.
TRUE **FALSE**
- d) Accept the blame for something, even if it wasn't your fault.
TRUE **FALSE**

2. Imagine you are having a difficult conversation with a manager over a mistake. Put the steps below in the correct order that this conversation should be in.

- a) Listen to their side of the story.
- b) Agree to meet with them at work
- c) Thank them for talking to you.
- d) Ask for clarification.
- e) Take responsibility for your actions.



Accountability



3. Landon and Samantha are having a difficult time in their relationship. They have been friends since they were little kids. They decided to become roommates when they went to college. It has been hard living together. They fight over chores, bills and having guests over. Landon has his friends over very late on weeknights. Samantha doesn't talk to him for days when his friends are too loud. Samantha always leaves dirty dishes in the sink. What can they do to solve this problem and stay friends?

Graphic Organizer

4. Use the graphic organizer on page 12 to measure your emotions.

How do you keep your cool? When you're about to have a hard conversation, what do you do? How do you stay calm under pressure? It is not a good idea to let our emotions get the best of us. If you have difficulty staying positive and calm at work, it could be a problem. If you find yourself hot headed often, think about ways to change. What can you do to stay level headed? One strategy may be to take a deep breath.

The thermometer graphic organizer will show your whole range of emotions in a stressful time. The bottom is for behaviors that are happy and calm. What does that look like for you? Write those in. As the temperature rises, so do your actions. If you were very mad, how do you usually react? Would you storm off? Would you stop talking? Plot those in too. These are to be avoided. Once you can see how you may react, it is easier to avoid those hot headed emotions.

Dinner Party!

Etiquette is constantly changing. What is polite and proper now, looked different a few generations before us. For example, school classrooms used to separate boys and girls. In most places today, all genders are in one school setting. Emily Post was an expert in etiquette in the early 20th century. She is famous for publishing books on how to have good etiquette. She was considered to know the right solution for a problem with manners. Many volumes of her etiquette rules were published, and they continue to be written and updated today.

Research a few of the manners of the past. How are they different from how we act today? You are going to host a dinner party! Guests (and hosts) must follow the rules of Emily Post. Pick any year to set your dinner party in. Will it be in the 1950s? Or perhaps in the 1920s? In addition to a guest list, you will create an invitation to send. Remember, in your invitation include:

- Date, time and location
- Dress code
- What's on the menu
- An RSVP deadline

If you want to be very specific, make your menu accurate to the time era. For example, a lot of the foods we love today didn't exist fifty years ago. You may want to find out what popular foods of the time were as well. As an added bonus, draw what your table setting would look like. Who will sit where? How will you arrange the cutlery? All of these things will give you a very proper dinner party.

YOU'RE INVITED!

Date & Time: _____

Location: _____

Menu:

Dress Code: _____

RSVP: _____

Crossword Puzzle!

Across

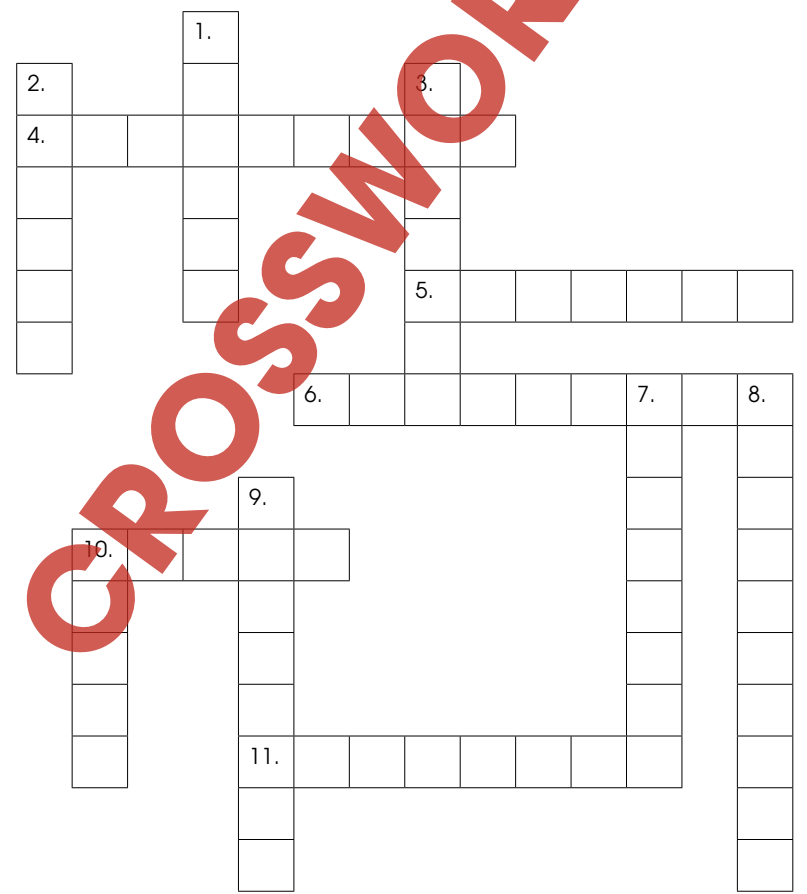
- Likely to happen in life.
- This may prevent you from meeting your goals.
- Wanting to do something strongly.
- Something you do repeatedly.
- Views on a topic.

Down

- To be courteous, respectful.
- An increase in size.
- Your way of thinking.
- Actions that cause others to do something.
- To convince someone not to do something.
- For the duration of your life.
- An activity to do in your spare time.

Word List

discourage
growth
habit
hobby
lifelong
mindset
motivated
opinions
polite
realistic
setback
triggers



Comprehension Quiz

Part A

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

- Etiquette means always saying how you feel.
- You should always be respectful of other's customs.
- Asking for help is a good idea at work.
- Always do what most of your friends want to do.
- A true friend will never want you to be uncomfortable.
- Showing up on time for work is positive accountability.
- Working in a group is best when you insist you are in charge.

Part B

List three ways you can have an open mind.

Dining with Manners





Accountability

1. Read the statements below. Circle TRUE if the statement is true or FALSE if it is false.

a) If you're confused at work, just keep on working and hope it will work out.

TRUE FALSE

b) Avoid your boss if you think they're going to get you in trouble.

TRUE FALSE

c) Getting into an argument is fine, if you take blame for your role.

TRUE FALSE

d) Accept the blame for something, even if it wasn't your fault.

TRUE FALSE

2. Imagine you are having a difficult conversation with a manager over a mistake. Put the steps below in the correct order that this conversation should be in.

a) Listen to their side of the story.

b) Agree to meet with them at work.

c) Thank them for talking to you.

d) Ask for clarification.

e) Take responsibility for your actions.



1.

a) FALSE

b) FALSE

c) TRUE

d) FALSE

2.

a) 2

b) 1

c) 5

d) 3

e) 4



EASY MARKING ANSWER KEY



Accountability

Can you be counted on? How do people know you will do a good job? In a workplace, it is important to be **reliable**. You can do this by doing the best job you can and asking for help when you need it. Sometimes, there may be a time when you have made a mistake at work. It is important to be able to accept **criticism**. No matter how reliable and **hardworking** you may be, there might be a time to take advice.

When you start a new job, you always learn the basics first. Not only do you know what you need to do during your shift, but you must follow a schedule. Most jobs will give you a schedule ahead of time. It is very important you show up for your shifts on time. If you need time off, you must ask your boss. If you decide to skip a shift, you could be fired. If you call in sick a lot, without being ill, you could lose your job. By showing up to work, ready and able, you will be seen as a reliable employee.

Even the most hardworking employees can make a mistake. Sometimes, it is a simple mistake. When you realize you've made a little mistake, it is important to tell your boss right away. This way, the mistake can be fixed as soon as possible. There may be a time when you make a big mistake. In this case, your boss will have to **approach** you. It is important you take their advice and criticism.

How to Behave When Hearing Criticism:

- Stay calm • Be polite • Ask for **clarification** if you need it
- Ask what you should do differently next time

A good employee is reliable, hardworking and listens to criticism. You can apply these values to your personal life too. Be reliable with your friends and show up on time. Listen to them when they are **frustrated** with you.

.....

Arianna has been late for work three times this week. The first time she missed her bus. The second time she slept in. The third time she just forgot when her shift started. Her boss was very mad on the third time. Arianna got very defensive. She yelled at her boss and swore out loud. She was angry for the rest of her shift.

- a) Is Arianna a reliable employee? Yes No
- b) What things showed that she was not handling criticism well?




Dinner Party!

Etiquette is constantly changing. What is polite and proper now, looked different a few generations before us. For example, school classrooms used to separate boys and girls. In most places today, all genders are in one school setting. Emily Post was an expert in etiquette in the early 20th century. She is famous for publishing books on how to have good etiquette. She was considered to know the right solution for a problem with manners. Many volumes of her etiquette rules were published, and they continue to be written and updated today.

Research a few of the manners of the past. How are they different from how we act today? You are going to host a dinner party! Guests (and hosts) must follow the rules of Emily Post. Pick any year to set your dinner party in. Will it be in the 1950s? Or perhaps in the 1920s? In addition to a guest list, you will create an invitation to send. Remember, in your invitation include:

- Date, time and location
- What's on the menu
- Dress code
- An RSVP deadline

If you want to be very specific, make your menu accurate to the time era. For example, a lot of the foods we love today didn't exist fifty years ago. You may want to find out what popular foods of the time were as well. As an added bonus, draw what your table setting would look like. Who will sit where? How will you arrange the cutlery? All of these things will give you a very proper dinner party.



YOU'RE INVITED!


Date & Time: _____

Location: _____

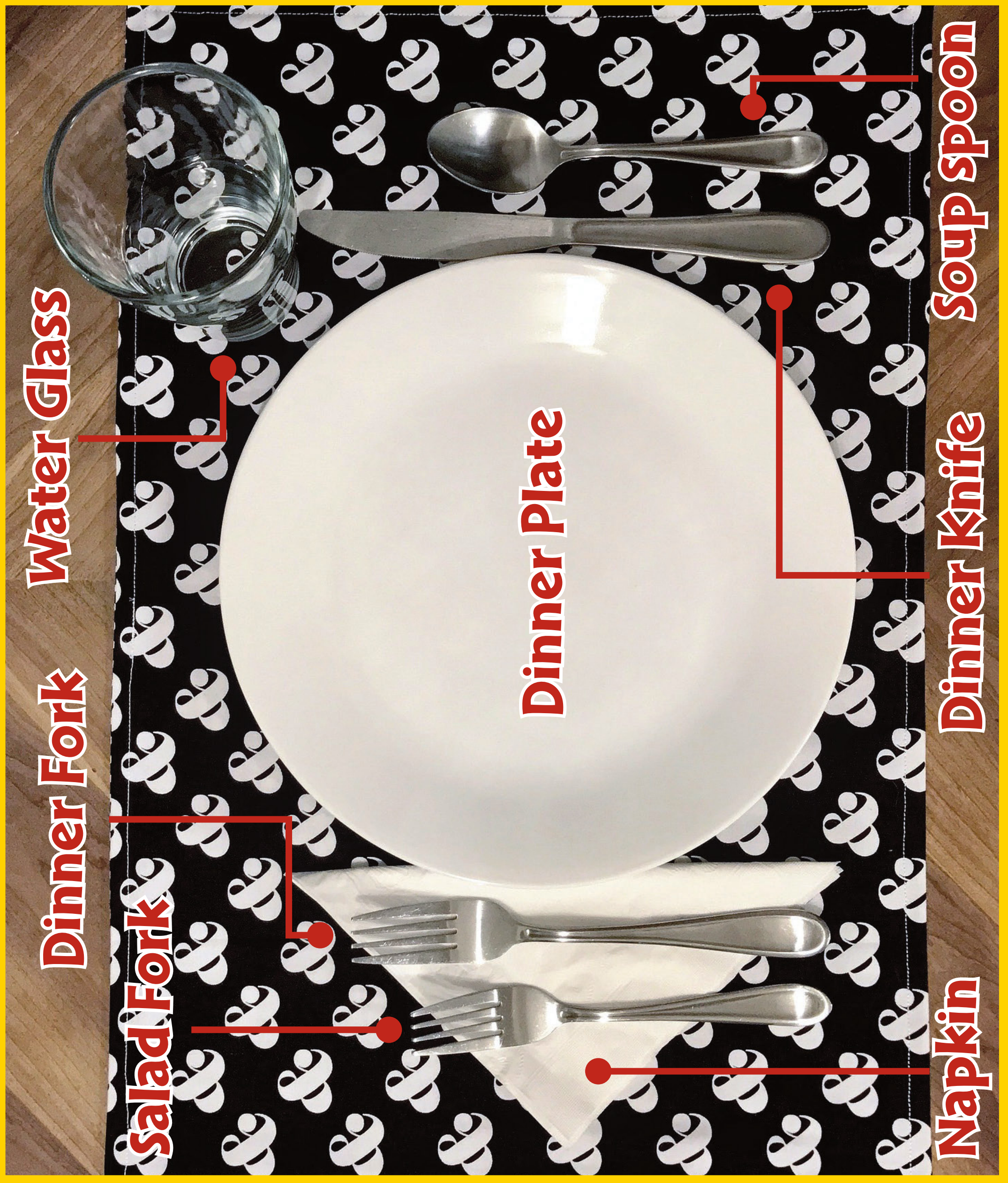
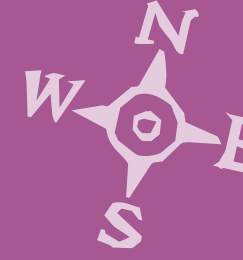
Menu:

Dress Code: _____

RSVP: _____



Dining with Manners



Water Glass

Dinner Fork

Salad Fork

Dinner Plate

Soup spoon

Dinner Knife

Napkin