



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>	
• <i>Collaboration</i>	7
• 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!





Collaboration

1. Addison has a group project for her class. She doesn't like group projects in school. She decides to do all of the work herself and let her peers sign it. Is this a good idea?



2. Hiroshi wants to apply for a promotion at work. He has been working at his job for several years. He is afraid to tell his manager he is interested. Hiroshi is afraid he won't get the position. What should Hiroshi do?

3. Match the definition with the correct word.

1	Rigid	To be open to change.	A
2	Flexible	A start without being prompted.	B
3	Asset	Not changing; one-way.	C
4	Distraught	Something valuable.	D
5	Initiative	Upset or worried.	E



Collaboration

Ask Yourself:

How open minded are you? Are you willing to take on new challenges?
Are you the first to volunteer to try something new?

An open mind is a great **asset** to have, both at work and in your social life. **Collaboration** is how you work with others. Working with others can be tricky. You must be respectful of other opinions. Groups should include ideas from all the members. There should be lots of ways for everyone to be heard. If you won't listen to others, how can you expect others to listen to you? Even if you don't agree with someone, listen to what they have to say.

Tools that will help you be more open: collaboration, flexibility and coping with change.

Flexibility means being able to change or **adapt**. You may have to change how you think or act, depending on the situation. Imagine you are meeting a friend for pizza. If they mention they are lactose free, a flexible friend would find a different place. If you are too determined to get your way, others may find it hard to work with you. You may be considered **rigid**. Doing things on the spur of the moment and changing as you need to can make your workday easier. Go with the flow!

Dealing with change can be hard. Even a little change can affect your daily routines. How do you usually feel about change? Are you easygoing? Or **distraught**? Staying open to new things can make changes easier to follow. People may begin to rely on you as a person who can handle any problem. This is a great asset to have as an employee and friend.

Makayla volunteers at an animal shelter. They have noticed they need to have more pet adoptions. Makayla usually has a bake sale to raise money in the summer. Other volunteers have said they want to do something different. They think a silent auction will raise more money. Makayla refused to listen to their ideas and said she wouldn't help at the auction.

- a) Does Makayla have an open mind? Yes No
b) What are some good things that could happen if she was more flexible?



Collaboration



1. Put a checkmark (✓) next to the answer that is most correct.

- a) Which action shows initiative?
- A Being late for a dentist appointment.
 - B Asking for extra responsibility at work.
 - C Lying to a friend.
 - D Losing your car keys twice a week.

- b) Why is your group of friends important?

- A They influence your decisions.
- B They choose your breakfast choices.
- C They aren't important.
- D They will pay your bills.



2. Give an example of someone who is being rigid with their Saturday night plans.



Collaboration



3. Owen has a group project at work. He is used to doing all the research for these types of tasks. One of his group members really wants to research. They suggest Owen makes the visuals for the presentation. This makes Owen feel uneasy. He already has started note taking for the group. How can Owen show he is willing to work with others? How can he show flexibility?

Graphic Organizer

4. Use the graphic organizer on page 12 to track your habit changing process.

Habits, especially bad ones, can be hard to break. They can get in the way of reaching your goals and having the life you want. Habits are hardwired into our brains. We do them without even thinking! That's how you can brush your teeth automatically in the morning without a lot of thought. We create routines and patterns in our lives that don't require us to decide each time. It makes simple tasks a lot easier.

There are a lot of scientific theories that say it takes about thirty days for a habit to change. We need to rewire the patterns in our brain to make a change. Things will be less automatic after thirty days. So, what do you want to change? The graphic organizer shows a calendar for thirty days. Think about a habit you want to grow or eliminate. Would you like to eat more healthy foods? Do you want to read more? Write down your ideas of how you are going to change your habits at the bottom. For each day you are successful, mark it on your calendar. Even if you don't have a perfect score, any start is better than none at all!



Who Said It?

A big part of social life is speaking to others. We can laugh and talk easily with our friends. Our jobs may need us to talk with a lot of people every day. Public speaking is a skill that a lot of people don't enjoy. Some people have phobias of public speaking! Often, we need to be able to share our ideas with a group. Getting better at public speaking can help with that.

Over history, there have been many famous speeches. These were usually delivered during a hard time in history. They were meant to inspire people and give them hope. Usually, the people giving the speech were trying to make a difference.

What are some famous speeches you know? One of the most famous speeches is Martin Luther King Jr.'s speech, "I Have a Dream." He was trying to get equal rights for African Americans. He spoke in front of thousands of people.

You will find a famous speech that you enjoy. Listen to it a few times. How does it make you feel? What message is it sending to people? What is the purpose? Videos of the speeches are often online. How does the speaker sound? What gestures do they do?

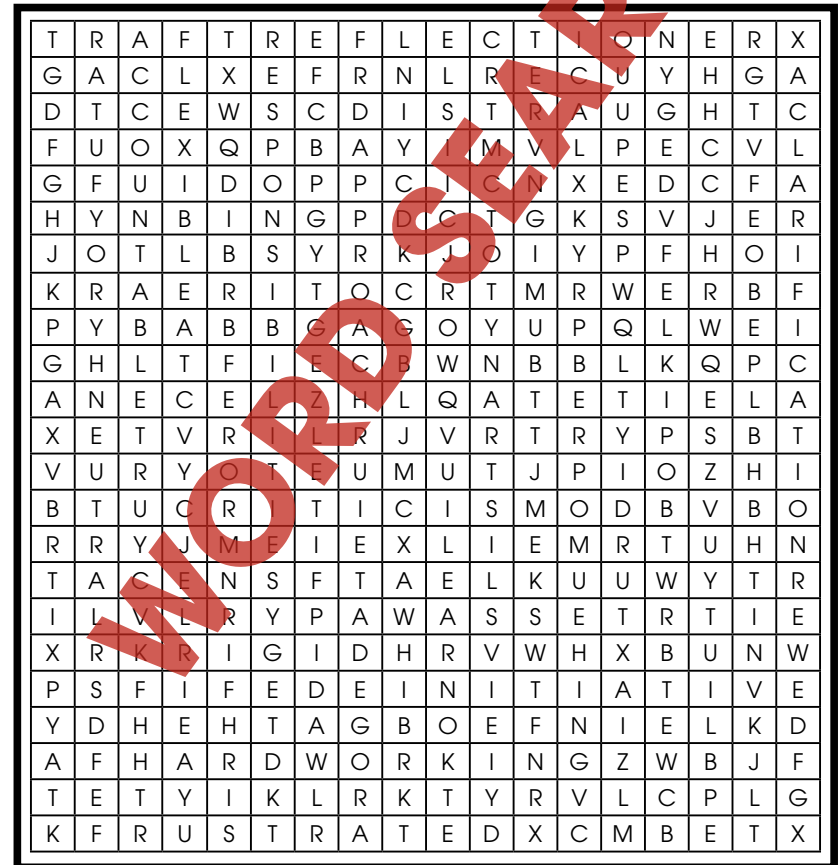
You will take your information and use it to deliver the speech to your class. You can use a script. Think of all the things the speaker did to get people interested. Be confident! Use the words of the past to be a better speaker today!



Word Search

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

- accomplish
- accountable
- approach
- asset
- clarification
- contribute
- criticism
- distraught
- flexible
- frustrated
- hardworking
- initiative
- neutral
- reflection
- responsibilities
- rigid



Comprehension Quiz

Part C

Answer each question in full sentences.

- Why is taking responsibility for your actions important?

- What can you do to make a difficult conversation easier?

- If you are irresponsible with money, what could happen?

- How can you show responsibility at work?

Sample Work Schedule

		DEPARTMENT:	SUN	SAT	FRI	THURS	WED	TUES	MON
WEEK BEGINNING:	EMPLOYEE		9-4:30pm		ALL DAY vacation	2-10pm	ALL DAY vacation	2-10pm	9-4:30pm
	Hannah - Employee 116								22.5 hours
	Joseph - Employee 117								24 hours
	Lin - Employee 118								10 hours
	Simone - Employee 119								21 hours
	Julia - Employee 120								16 hours



Collaboration



1. Put a checkmark (✓) next to the answer that is most correct.

a) Which action shows initiative?

- A Being late for a dentist appointment.
- B Asking for extra responsibility at work.
- C Lying to a friend.
- D Losing your car keys twice a week.



b) Why is your group of friends important?

- A They influence your decisions.
- B They choose your breakfast choices.
- C They aren't important.
- D They will pay your bills.



2. Give an example of someone who is being rigid with their Saturday night plans.

EASY MARKING

1.

a) B

b) A

2.

Answers will vary, but may include: Not wanting to change their plans. Choosing all of the activities. Only going to one diner.



ANSWER KEY





Collaboration

Ask Yourself:

How open minded are you? Are you willing to take on new challenges?
Are you the first to volunteer to try something new?

An open mind is a great **asset** to have, both at work and in your social life. **Collaboration** is how you work with others. Working with others can be tricky. You must be respectful of other opinions. Groups should include ideas from all the members. There should be lots of ways for everyone to be heard. If you won't listen to others, how can you expect others to listen to you? Even if you don't agree with someone, listen to what they have to say.

Tools that will help you be more open: collaboration, flexibility and coping with change.

Flexibility means being able to change or **adapt**. You may have to change how you think or act, depending on the situation. Imagine you are meeting a friend for pizza. If they mention they are lactose free, a flexible friend would find a different place. If you are

too determined to get your way, others may find it hard to work with you. You may be considered **rigid**. Doing things on the spur of the moment and changing as you need to can make your workday easier. Go with the flow!

Dealing with change can be hard. Even a little change can affect your daily routines. How do you usually feel about change? Are you easygoing? Or **distraught**? Staying open to new things can make changes easier to follow. People may begin to rely on you as a person who can handle any problem. This is a great asset to have as an employee and friend.

Makayla volunteers at an animal shelter. They have noticed they need to have more pet adoptions. Makayla usually has a bake sale to raise money in the summer. Other volunteers have said they want to do something different. They think a silent auction will raise more money. Makayla refused to listen to their ideas and said she wouldn't help at the auction.

a) Does Makayla have an open mind? Yes No

b) What are some good things that could happen if she was more flexible?



Who Said It?

A big part of social life is speaking to others. We can laugh and talk easily with our friends. Our jobs may need us to talk with a lot of people every day. Public speaking is a skill that a lot of people don't enjoy. Some people have phobias of public speaking! Often, we need to be able to share our ideas with a group. Getting better at public speaking can help with that.

Over history, there have been many famous speeches. These were usually delivered during a hard time in history. They were meant to inspire people and give them hope. Usually, the people giving the speech were trying to make a difference.

What are some famous speeches you know? One of the most famous speeches is Martin Luther King Jr.'s speech, "I Have a Dream." He was trying to get equal rights for African Americans. He spoke in front of thousands of people.

You will find a famous speech that you enjoy. Listen to it a few times. How does it make you feel? What message is it sending to people? What is the purpose? Videos of the speeches are often online. How does the speaker sound? What gestures do they do?

You will take your information and use it to deliver the speech to your class. You can use a script. Think of all the things the speaker did to get people interested. Be confident! Use the words of the past to be a better speaker today!



Sample Work Schedule

WEEKLY WORK SCHEDULE

WEEK BEGINNING: _____

DEPARTMENT: _____

EMPLOYEE	MON	TUES	WED	THURS	FRI	SAT	SUN
Hannah - Employee 116 22.5 hours	9-430pm		9-430pm		ALL DAY vacation		9-430pm
Joseph - Employee 117 24 hours		2-10pm	ALL DAY vacation	2-10pm	2-10pm		
Lin - Employee 118 10 hours					ALL DAY vacation	12-5pm	12-5pm
Simone - Employee 119 21 hours	ALL DAY vacation	ALL DAY vacation	1-8pm	1-8pm		1-8pm	
Julia - Employee 120 16 hours	1-6pm		11-5pm			1-6pm	