



# 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>Active Listening Skills</i> .....	
• <i>Understanding Social Situations</i> .....	
• <i>Self-Advocacy</i> .....	
• <i>Adaptability</i> .....	7
• <i>Self-Awareness</i> .....	
• <i>Emotional Intelligence</i> .....	
• Hands-on Activities .....	13
• Crossword .....	17
• Word Search .....	18
• Comprehension Quiz .....	19



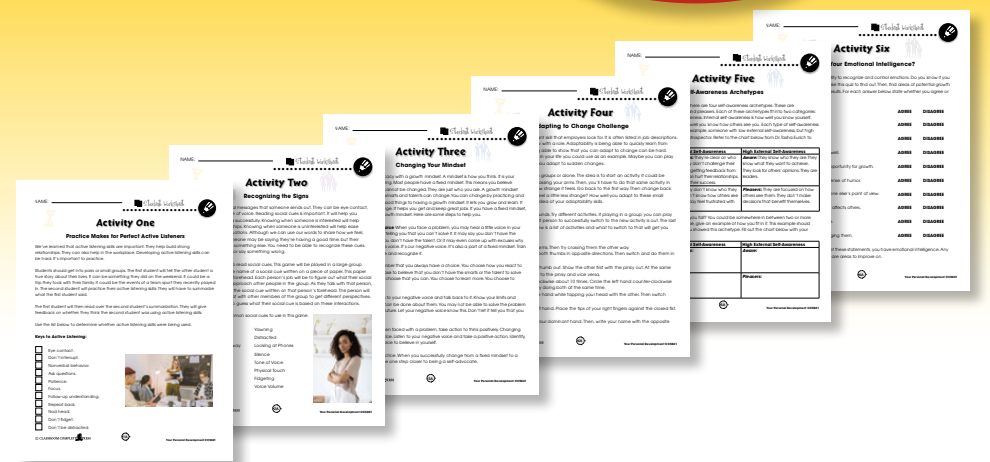
<b>EASY MARKING™ ANSWER KEY</b> .....	21
---------------------------------------	----

<b>MINI POSTERS</b> .....	23
---------------------------	----

✓ **6 BONUS Activity Pages!** Additional worksheets for your students

**FREE!**

- Go to our website:  
[www.classroomcompletepress.com/bonus](http://www.classroomcompletepress.com/bonus)
- Enter item CC5821
- Enter pass code CC5821D





## Adaptability

1. Haruto is trying out for the lead role in the school play. He thinks he does well. When the parts are assigned, Haruto is upset. He didn't get the role he wanted. Instead, he's playing a supportive role. How does Haruto react? Choose the option below that shows he has adaptability skills.

- A Haruto quits the play and storms off.
- B Haruto takes on the new role with passion.

2. Mavis is on the softball team. She is the pitcher. Lately she's been struggling. Her coach pulls her aside and gives her some advice. Mavis goes off and practices. She listens to her coach and tries his suggestions. Does Mavis show adaptability skills? Why or why not? Predict whether she will get better.



3. Use the words in the box to answer each question. You may use a dictionary to help you.

interpersonal collaborative resourcefulness criticism anticipate

- a) What does it mean when you welcome others' ideas?
- b) What does it mean when you use creativity to solve a problem?
- c) What does it mean when you expect something to happen?
- d) What does it mean when someone doesn't like what you're doing?
- e) What does it mean when you get along well with others?



## Adaptability

**Adaptability** is being able to quickly learn from changing situations. It is an important skill that employers look for. It is often listed in job descriptions. This is because it shows ability to grow with a role. Imagine you want to get a promotion at work. Your boss will want to know if you can adapt to the new responsibilities.

**Traits That Show Adaptability in the Workplace:**

- Handle criticism.
- Solve problems.
- Collaborate.

Adaptability Skills	
<b>Communication</b>	You listen to others. You give clear instructions. Others understand you.
<b>Interpersonal</b>	You get along well with others.
<b>Resilience</b>	You take <b>criticism</b> well. You learn from it.
<b>Problem-Solving</b>	You meet a problem head-on. You know the steps to solve it.
<b>Collaborative</b>	You welcome others' ideas.
<b>Resourcefulness</b>	You use imagination and creativity to solve problems.
<b>Strategic Thinking</b>	You <b>anticipate</b> things. You use logic to make decisions.
<b>Teamwork</b>	You work well with others.

Victoria is team leader for a project at work. She is running a brainstorming session with her team. She encourages everyone to speak up. When everyone talks over one another, Victoria's manager pulls her aside. Her manager tells Victoria that she needs to take charge of the situation. Victoria goes back to her team and has them all speak one at a time. She writes down each member's ideas. Then, as a team, they work together to pick the best idea. From the following list of adaptability traits, which ones does Victoria show? Circle all that apply.

- communication
- interpersonal
- resilience
- problem-solving
- collaborative
- resourcefulness
- teamwork
- strategic thinking



## Adaptability

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

a) Which is NOT a trait that shows adaptability in the workplace?

- A Handle criticism.
- B Collaborate.
- C Inflexibility.
- D Solve problems.

b) Which adaptability skill means you take criticism well and learn from it?

- A Collaborative
- B Resourcefulness
- C Interpersonal
- D Resilience

c) Which is NOT a way to improve adaptability?

- A Avoid making mistakes.
- B See the future.
- C Don't procrastinate.
- D Be willing to learn.

2. Match the adaptability skill to its meaning.

- |                      |   |   |
|----------------------|---|---|
| 1 Collaborative      | You listen to others. You give clear instructions. Others understand you. | A |
| 2 Strategic Thinking | You get along well with others.   | B |
| 3 Communication      | You use imagination and creativity to solve problems.                     | C |
| 4 Resourcefulness    | You anticipate things. You use logic to make decisions.                   | D |
| 5 Interpersonal      | You welcome others' ideas.  | E |

## Adaptability

3. Employers want people who can adapt. They will look for this in an interview. Below are some example questions they may ask. Write down possible answers. You want to show you can adapt.



a) Question: How do you react to changes at work?

---



---

b) Question: How do you react to changes you have no control over?

---



---

c) Question: How do you help a new co-worker adapt?

---



---

### Graphic Organizer

4. Use the graphic organizer on page 12 to learn how to react to sudden changes.

Coping with change in a positive way shows adaptability. Changes happen in our lives. Sometimes we welcome them. Sometimes we don't. How you react to these changes is important. The choices web will help you navigate sudden changes.



# All the Colors of Emotions

Below is a chart of the 5 basic emotions. However, there are so many more. All of the emotions should fall underneath one of these 5 categories. Your job is to list as many emotions as you're familiar with. A few have been done for you.

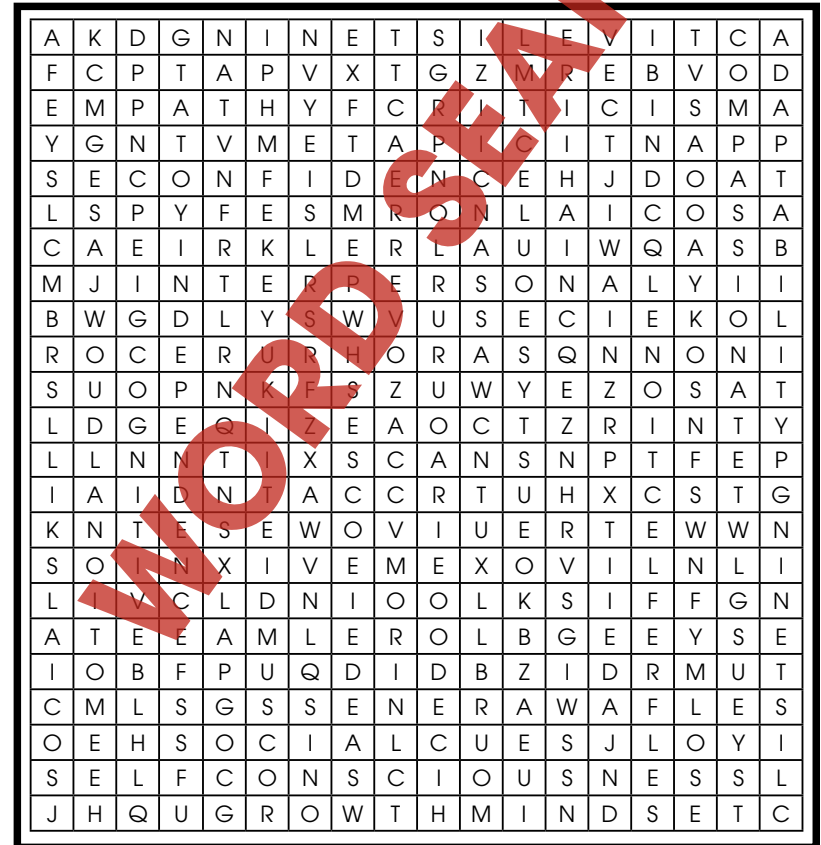
HAPPY	SAD	ANGER	FEAR	DISGUST
Glad	Upset	Mad Furious	Anxious	Offended Uncomfortable



# Word Search

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

- active listening
- adaptability
- anticipate
- cognitive
- compassionate
- confidence
- criticism
- driven
- emotional
- empathy
- growth mindset
- independence
- interpersonal
- limits
- listening
- overreact
- resourcefulness
- self-advocacy
- self-awareness
- self-consciousness
- self-reflection
- social cues
- social norms
- social skills
- stress



# Comprehension Quiz

## Part C

Answer each question in full sentences.

- How does understanding someone's point of view help make relationships strong? 4
- What are the 3 types of empathy? How are they different? 3
- What are some traits that show adaptability in the workplace? Why are they important? 4
- Why is self-awareness important? 3



# Metacognition: Developmental Stages of Self-Awareness



Metacognition is when you think about how you think and learn. Self-awareness is knowing yourself inside and out. There are different stages that lead to self-awareness. These are the developmental stages.

<b>Level 0: Confusion</b>		<b>You have no self-awareness. You don't understand that a mirror reflects.</b> Example: getting scared of your own reflection for a second.
<b>Level 1: Differentiation</b>		<b>You know that the mirror reflects things. You know the difference between movement in a mirror and in the environment.</b>
<b>Level 2: Situation</b>		<b>You recognize movement in the mirror is your own body.</b>
<b>Level 3: Identification</b>		<b>You know that what's in the mirror is yourself and not another person.</b>
<b>Level 4: Permanence</b>		<b>You recognize yourself in pictures where you look different or younger.</b>
<b>Level 5: Self-Awareness</b>		<b>You know how you are seen by others.</b>



# Adaptability



## 1. Put a checkmark next to the answer that is most correct.

a) Which is NOT a trait that shows adaptability in the workplace?

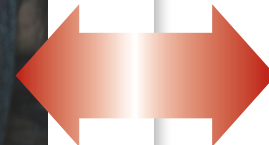
- A Handle criticism.
- B Collaborate.
- c Inflexibility.
- D Solve problems.

b) Which adaptability skill means you take criticism well and learn from it?

- A Collaborative
- B Resourcefulness
- c Interpersonal
- D Resilience

c) Which is NOT a way to improve adaptability?

- A Avoid making mistakes.
- B See the future.
- c Don't procrastinate.
- D Be willing to learn.



1.

a)  C

b)  D

c)  A

2.

1 E

2 D

3 A

4 C

5 B

10

# EASY MARKING ANSWER KEY

## 2. Match the adaptability skill to its meaning.

- 1 Collaborative
- 2 Strategic Thinking
- 3 Communication
- 4 Resourcefulness
- 5 Interpersonal

- A You listen to others. You give clear instructions. Others understand you.
- B You get along well with others.
- C You use imagination and creativity to solve problems.
- D You anticipate things. You use logic to make decisions.
- E You welcome others' ideas.

10





# Adaptability



**Adaptability** is being able to quickly learn from changing situations. It is an important skill that employers look for. It is often listed in job descriptions. This is because it shows ability to grow with a role. Imagine you want to get a promotion at work. Your boss will want to know if you can adapt to the new responsibilities.

**Traits That Show Adaptability in the Workplace:**

- Handle criticism.
- Solve problems.
- Collaborate.

Adaptability Skills	
<b>Communication</b>	You listen to others. You give clear instructions. Others understand you.
<b>Interpersonal</b>	You get along well with others.
<b>Resilience</b>	You take <b>criticism</b> well. You learn from it.
<b>Problem-Solving</b>	You meet a problem head-on. You know the steps to solve it.
<b>Collaborative</b>	You welcome others' ideas.
<b>Resourcefulness</b>	You use imagination and creativity to solve problems.
<b>Strategic Thinking</b>	You <b>anticipate</b> things. You use logic to make decisions.
<b>Teamwork</b>	You work well with others.

.....

Victoria is team leader for a project at work. She is running a brainstorming session with her team. She encourages everyone to speak up. When everyone talks over one another, Victoria's manager pulls her aside. Her manager tells Victoria that she needs to take charge of the situation. Victoria goes back to her team and has them all speak one at a time. She writes down each member's ideas. Then, as a team, they work together to pick the best idea. From the following list of adaptability traits, which ones does Victoria show? Circle all that apply.

**communication**

**interpersonal**

**resilience**

**problem-solving**

**collaborative**

**resourcefulness**

**teamwork**

**strategic thinking**



# All the Colors of Emotions

Below is a chart of the 5 basic emotions. However, there are so many more. All of the emotions should fall underneath one of these 5 categories. Your job is to list as many emotions as you're familiar with. A few have been done for you.

HAPPY	SAD	ANGER	FEAR	DISGUST
Glad	Upset	Mad Furious	Anxious	Offended Uncomfortable

# Metacognition: Developmental Stages of Self-Awareness

**Metacognition** is when you think about how you think and learn. **Self-awareness** is knowing yourself inside and out. There are different stages that lead to self-awareness. These are the **developmental stages**.

<b>Level 0: Confusion</b>	 <p>You have no self-awareness. You don't understand that a mirror reflects. Example: getting scared of your own reflection for a second.</p>
<b>Level 1: Differentiation</b>	<p>You know that the mirror reflects things. You know the difference between movement in a mirror and in the environment.</p>
<b>Level 2: Situation</b>	<p>You recognize movement in the mirror is your own body.</p> 
<b>Level 3: Identification</b>	<p>You know that what's in the mirror is yourself and not another person.</p>
<b>Level 4: Permanence</b>	<p>You recognize yourself in pictures where you look different or younger.</p>
<b>Level 5: Self-Awareness</b>	 <p>You know how you are seen by others.</p> 