

Matching

Match the word on the left with its meaning on the right. Type the number of the word next to its meaning.

1	safety	To speak on behalf of someone.	2
2	represent	To start a task without being asked.	
3	uniform	To put your trust in someone.	
4	initiative	To be protected from danger.	1
5	dependable	What you wear to work.	

/5

Reading Passage

How to Behave at Work:

- have a positive attitude
- be courteous
- show loyalty
- be honest
- be polite and respectful

Drag the white box over the orange box to see how to behave at work.

Above all, be safe. Your work will have certain rules in place. These are for your safety. Make sure you know what the rules are and why they are in place. Rules will usually be posted on a bulletin board in the worker's lounge. Be respectful of these rules.

TRUE OR FALSE

Are the following statements TRUE or FALSE? Use the circles to answer.

Always show up on time for work. Always leave a little early.
 TRUE FALSE

Don't talk on the phone with friends and family while at work.
 TRUE FALSE

While at work, you are representing yourself.
 TRUE FALSE

A good workplace behavior can lead to a better job.
 TRUE FALSE

/4

Marking Rubric

Name:

Marking Rubric

	Level 1	Level 2	Level 3	Level 4
Understanding Concepts	Demonstrates a limited understanding of the concepts. Requires teacher intervention. <input type="checkbox"/>	Demonstrates a basic understanding of the concepts. Requires some intervention. <input type="checkbox"/>	Demonstrates a good understanding of the concepts. Requires no intervention. <input type="checkbox"/>	Demonstrates an excellent understanding of the concepts. Requires no intervention. <input type="checkbox"/>
Responses to the text	Expresses responses to the text with limited effectiveness; inconsistently supported by proof from the text. <input type="checkbox"/>	Expresses responses to the text with some effectiveness; supported by some proof from the text. <input type="checkbox"/>	Expresses satisfactory responses to the text with some effectiveness; supported by satisfactory proof from the text. <input type="checkbox"/>	Expresses thorough responses to the text with some effectiveness; thoroughly supported by proof from the text. <input type="checkbox"/>
Analysis of Concepts	Interprets various concepts from the text with limited, unrelated details and incorrect analysis. <input type="checkbox"/>	Interprets various concepts from the text with some details but also some incorrect analysis. <input type="checkbox"/>	Interprets various concepts from the text with satisfactory details and good analysis. <input type="checkbox"/>	Interprets various concepts from the text with excellent details and thorough analysis. <input type="checkbox"/>
Application of Concepts	Demonstrates a limited ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a basic ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a satisfactory ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a strong ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>

Total Score = /28