

# Short Answer Question

Ye-eun hears her co-workers telling a mean story. It is about another co-worker.

Should Ye-eun repeat what she heard?

Yes  No



Why or why not? Type your answer in the box below.

/2

# Reading Passage

Communication is the key to getting along with others.

Knowing how to act in a situation will help you do well at work. Getting to know your boss is a big part of being successful at work. Your boss oversees your tasks. They can promote or fire you. They want you to do the best job possible.

It may be easy to get to know your boss. They may tell funny stories and make jokes. They may swear or complain about work. Some bosses may not mind if you do it too. It is best to avoid this. Work should be professional. Try your best to not swear or share too many personal things.

# Comprehension Questions

Answer the questions about good co-worker protocol. Drag the checkmark to the answer that is the most correct.

a) Two co-workers are in an argument. You should:

- Pick a side.
- Tell them they are both silly.
- Say you're not getting involved.
- Tell your boss.

b) You see your co-worker taking money from the cash register. You should:

- Tell your boss.
- Loan them money.
- Ignore it.
- Yell at your co-worker.

/2

# Marking Rubric

Name:

Marking Rubric

	Level 1	Level 2	Level 3	Level 4
<b>Understanding Concepts</b> <input checked="" type="checkbox"/>	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"/>
<b>Responses to the text</b> <input checked="" type="checkbox"/>	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"/>
<b>Analysis of Concepts</b> <input checked="" type="checkbox"/>	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"/>
<b>Application of Concepts</b> <input checked="" type="checkbox"/>	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 =  /23