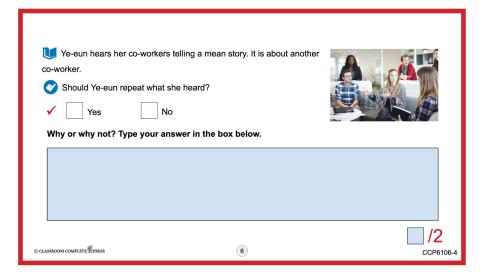
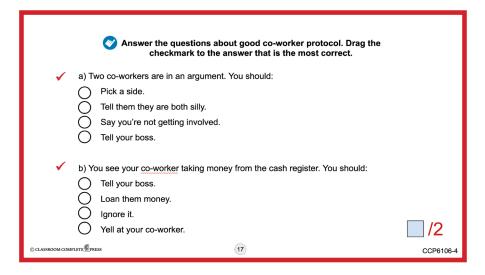
## **Short Answer Question**



## **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	ı 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.						
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## **Comprehension Questions**



## **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.	Demonstrates a basic understanding of the concepts. Requires some intervention.	Demonstrates a good understanding of the concepts. Requires no intervention.	Demonstrates an excellent understanding of the concepts. Requires no intervention.		
	Responses to the text	Expresses responses to the text with limited effectiveness; inconsistently supported by proof from the text.	Expresses responses to the text with some effectiveness; supported by some proof from the text.	Expresses satisfactory responses to the text with some effectiveness; supported by satisfactory proof from the text.	Expresses thorough responses to the text with some effectiveness; thoroughly supported by proof from the text.		
	Analysis of Concepts	Interprets various concepts from the text with limited, unrelated details and incorrect analysis.	Interprets various concepts from the text with some details but also some incorrect analysis.	Interprets various concepts from the text with satisfactory details and good analysis.	Interprets various concepts from the text with excellent details and thorough analysis.		
	Application of Concepts	Demonstrates a limited ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a basic ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a satisfactory ability to apply various concepts from the text to activities, discussions, and situations.	Demonstrates a strong ability to apply various concepts from the text to activities, discussions, and situations.		
Total Score = /23							
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