

# Matching

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

1	manners	rules of behavior in a certain place	<input type="checkbox"/>
2	code of conduct	thoughtful and respectful	<input type="checkbox"/>
3	tradition	how you act socially	<input type="checkbox"/>
4	polite	suitable behavior for a time or place	<input type="checkbox"/>
5	appropriate	customs and beliefs over time	<input type="checkbox"/>

/5

# Reading Passage

What is important to you? How do you want others to think of you? Keep this in mind when you think of etiquette. By knowing what is most important in your life, it will be easy to respect other's beliefs. Do you think it is important to be on time? Then you will be on time for others. Maybe you feel that it is best to say "please" and "thank you." Now you will really like it when someone does the same for you! Most importantly, etiquette helps you know the basics of how to behave. Being sincere means believing what you are saying. Remember, if you don't have anything nice to say, don't say anything at all!

### Key etiquette tips:

- Thank others often and sincerely.
- Say "please" and "thank you".
- Stay calm when you are angry.
- Treat others how you want to be treated.

# Comprehension Questions

Circle YES or NO if the following statements are appropriate actions. Use the circles to answer.

- YES  NO Telling someone their religion is silly.
- YES  NO Calling a peer crazy for their choice in hair color.
- YES  NO Asking a stranger how much money they make.

/3

# Marking Rubric

Name: \_\_\_\_\_

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Total Score =  /31

# Short Answer Question

📖 Maria is hard of hearing. She is having a hard time hearing her teacher during class.

📝 Should she bring her problem up with them?

✓  Yes  No

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

/2

# Reading Passage

📖 If a friend isn't being nice, you should advocate for yourself. This means you may have to stand up for what you believe in. This is a form of self-care. Standing up for yourself doesn't mean you have to be rude or insult the other person.

How to let someone know you aren't happy with how they are treating you:

- Change the topic of the conversation.
- Let them know you're uncomfortable.
- Provide them with something different to do.
- Remind them of your personal beliefs.
- Tell them how you will act if their behavior continues.

# True or False

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

- You should always lie when talking about hard topics.  
TRUE FALSE
- A true friend only wants to hear good things.  
TRUE FALSE
- It is important to be patient and kind with friends.  
TRUE FALSE
- Never change the topic of conversation if you're uncomfortable.  
TRUE FALSE
- The best friendships are based on honesty.  
TRUE FALSE

/5

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Total Score =  /30

# Short Answer Question

📖 Eli wants to build a birdhouse for his mother. Mother's Day is a few weeks away. He thinks he can start and finish the project in a few hours. He starts the morning of Mother's Day.



✓ Is this a good idea?

✓  Yes  No

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

/2

# Reading Passage

📖 Have you ever heard the saying, "You can't teach an old dog new tricks?" Well, it's not true! People can always learn something new. It is never too late to try something different or get new skills. Finding what motivates you and gives you purpose is exciting and fun.

A lifelong love for learning will open doors.

What would you do every day if you didn't have other commitments? Would you go surfing every morning? Maybe you would learn to play piano. There are ways to build these things into your everyday life. Growing a passion into a regular hobby has many rewards. You will meet new people and find ways to improve all areas of your life. If you find you love to bike, you will be healthier. This will make many other parts of your life better!

# Comprehension Questions

📖 You have decided to set a goal of running a 6-mile (10-kilometer) race. Put the events in the correct order of achieving this goal.

- Run the race.
- Set a date for your race.
- Practice four times a week.
- Note that you usually watch tv after work every day.
- Decide that four days a week, you will go for a run instead of watching tv.

/5

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Total Score =  /36

# Short Answer Question

 Caleb's mother always books his dentist appointments. Now that he lives alone, Caleb wants his mother to keep booking them.




 Is Caleb being independent?

Yes  No

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

/2


# Reading Passage

 Do you have what it takes to be a boss? No matter what type of job you have, there is one person you are always in charge of. You! You are the only person who can take charge of yourself.

**How to Stay in Charge:**  
Manage your time, be responsible in your daily life, and control your actions.

Are you always late? Or are you the first one to arrive to a meeting? Can your friends and family count on you to be there for them? Being the best boss to yourself means managing your time. If you want to be respected and relied on, you need to be on time. Keeping a schedule is important to living on your own. The more reliable you are, the more people will trust you.

# Comprehension Questions

 Choose the best answer when hanging out with a group of friends. Drag the checkmark to the answer that is the most correct.

- a) The group thinks it's funny to be loud and rowdy on a subway car. You should:
  - play along with your friends.
  - spread all your things out on the seat so no one else can sit.
  - stay polite and offer your seat to someone in need.
  
- b) Your friends want to sneak into a movie by the fire exit. You should:
  - sneak in too because you don't have a lot of money.
  - tell their parents what they want to do.
  - tell them you are uncomfortable with that and don't join them.

/2

# Marking Rubric

Name:

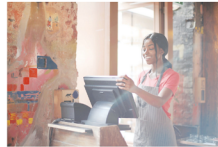
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Total Score =  /28

# Short Answer Question

After her training, Bella still doesn't know how to process a customer return.



What should she do before her next shift? Type your answer in the box below.

/1

# Reading Passage

Even the most hardworking employees can make a mistake. Sometimes, it is a simple mistake. When you realize you've made a little mistake, it is important to tell your boss right away. This way, the mistake can be fixed as soon as possible. There may be a time when you make a big mistake. In this case, your boss will have to approach you. It is important you take their advice and criticism.

### How to Behave When Hearing Criticism:

- Stay calm • Be polite • Ask for clarification if you need it
- Ask what you should do differently next time

A good employee is reliable, hardworking and listens to criticism. You can apply these values to your personal life too. Be reliable with your friends and show up on time. Listen to them when they are frustrated with you.

# Comprehension Questions

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

- If you're confused at work, just keep on working and hope it will work out.  
TRUE      FALSE
- Avoid your boss if you think they're going to get you in trouble.  
TRUE      FALSE
- Getting into an argument is fine, if you take blame for your role.  
TRUE      FALSE
- Accept the blame for something, even if it wasn't your fault.  
TRUE      FALSE

/4

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Total Score =  /25

# Drag and Drop

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

- |   |            |                                 |                          |
|---|------------|---------------------------------|--------------------------|
| 1 | Rigid      | To be open to change.           | <input type="checkbox"/> |
| 2 | Flexible   | A start without being prompted. | <input type="checkbox"/> |
| 3 | Asset      | Not changing; one-way.          | <input type="checkbox"/> |
| 4 | Distraught | Something valuable.             | <input type="checkbox"/> |
| 5 | Initiative | Upset or worried.               | <input type="checkbox"/> |

/5

# Reading Passage

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!

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

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.

# Comprehension Questions

Answer the following questions. Drag the checkmark to the answer that is the most correct.

- ✓ a) Which action shows initiative?
- Being late for a dentist appointment.
  - Asking for extra responsibility at work.
  - Lying to a friend.
  - Losing your car keys twice a week.
- ✓ b) Why is your group of friends important?
- They influence your decisions.
  - They choose your breakfast choices.
  - They aren't important.
  - They will pay your bills.

/2

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Total Score =  /20

# Hands-on Activity

## Hands-on Activity: 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.

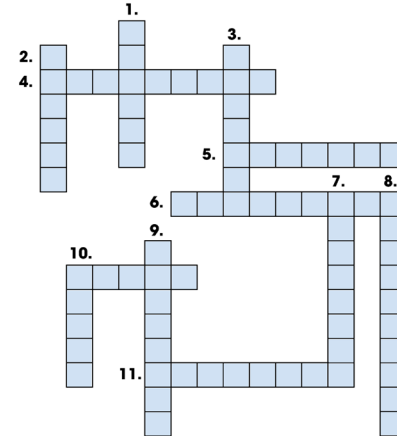
Over history, there have been many famous speeches. These were usually delivered during a hard time in history. They were meant to inspire people and give them hope. Usually, the people giving the speech were trying to make a difference.

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.

# Crossword


## Word List

discourage  
growth  
habit  
hobby  
lifelong  
mindset  
motivated  
opinions  
polite  
realistic  
setback  
triggers



/12

# Word Search

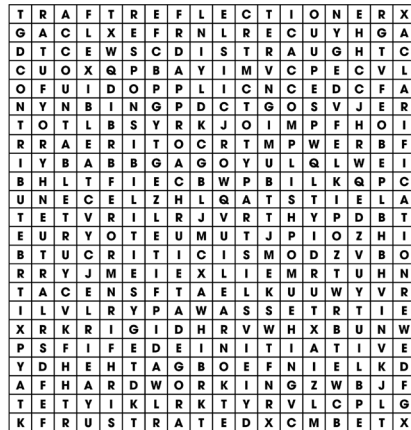
 Drag the red circles

over top of the words

you find in the word

search.

/16



# Comprehension Quiz

1. Why is taking responsibility for your actions important?

2. What can you do to make a difficult conversation easier?

/2