

Drag and Drop

Finish each sentence with a word from the list. Drag and drop the words in the boxes.

strategy

clarification

attentive

- a) I need _____ after reading the contract.
- b) Playing chess requires a great deal of _____ to win.
- c) He was a very _____ student during math class.

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Reading Passage

Listening is one of the most important skills. If you are narrow-minded, you will not reach a deal. Being focused on one thing will prevent you from listening to what others are saying. You may miss key information and details. It is also a sign of respect when it is clear you are listening. When there is respect, the negotiation should end positively.

Sometimes, coming to an understanding can be confusing. People may be talking loudly or quickly. You may have more questions to ask. Getting clarification will help you feel that you're getting what you want. Don't be afraid to ask more questions. Have a strategy! It may be helpful to arrive with prepared questions. If you have thought of issues before you come to bargain, then you can save time.

Comprehension Questions

Layla runs a cleaning service. She is trying to decide on a price for her new client. The client refuses to pay her full asking price. Layla can't afford to charge less than what she offered. A conversation is shown below. Put the parts of their conversation in the correct order.

- Layla: "Thank you for your time. Please take my business card in case you change your mind."
- The client: "yells and calls Layla insulting names".
- Layla: "I charge \$80 per day."
- Layla: "I can throw in a small cleaning job for free each session."
- The client: "I'm sorry, but I cannot pay what you charge, even with the bonus job."

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Marking Rubric

Name:

	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 = /26