

# Multiple Choice

Pick the best answer for each question.

## Workplace Behavior

- ✓ 1. Mary comes into work on Monday morning. She hears two co-workers talking about another co-worker. What should Mary do?
- Talk to the two co-workers and tell them what they are saying is mean.
  - Talk to her boss and let him deal with them.
  - Tell the co-worker what they were talking about.
- ✓ 2. John shows up late for work all the time. His co-workers are having to cover for him. What should his co-workers do?
- Continue to cover for him.
  - Talk to him.
  - Report him to the boss.

/2

# Reading Passage

## What is Communication?

Communicating comes in different types. It is used every day. It can be with family and friends. Or with schoolmates and teachers. Or even your dog and cat. Speaking clearly will help to fully know what someone is sharing with you. This makes it one of the most important tools you'll use.

## What is communicating?

To share information. To share ideas. To share concerns with others. To know what someone means.

## What are the different forms?

Verbal is a form. It means talking. So is written. Body language can also tell you something.

# Comprehension Questions

Below are different ways to communicate and examples of when to use each one. Match the way to communicate with its example. Type the number of the way to communicate next to its example.

<input type="text" value="1"/>	Telephone	Ali found a funny video online. She wants to share it with her friends.
<input type="text" value="2"/>	E-mail	Spencer wants to interview Brad for a job. Brad lives in another city.
<input type="text" value="3"/>	Text Message	Seb wants to send Natalie a document. It tells her how to update her website.
<input type="text" value="4"/>	Social Networking	Landon is picking up his friend Michelle. She wants him to let her know when he gets there.
<input type="text" value="5"/>	Video Chat	Jackson has a question for his boss. He needs an answer right away.

/5

# Marking Rubric

Name:

	Level 1	Level 2	Level 3	Level 4
<b>Understanding Concepts</b> ✓	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> ✓	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> ✓	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> ✓	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 =  /75