

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

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Total Score = /75

Matching

Sometimes, you will need to work together with other people to solve a problem. There are 8 steps in the life cycle of collaboration. Match each step with its meaning. Type the number of the step next to its meaning.

1	Compromise	Figuring out a timeline for yourself to know when things need to be done.	<input type="checkbox"/>
2	Reflect	Members find areas they can agree on.	<input type="checkbox"/>
3	Motivate	Look over everything. Can it be changed?	<input type="checkbox"/>
4	Self-coordinate	You are ready to find a solution to a problem.	<input type="checkbox"/>

/4

Reading Passage

Group Tower Building

It is good for people to work together. We can fix problems and build projects faster and better. In small groups of 3-4, build a tower with marshmallows and toothpicks to hold weight.

What you will need:

- box of toothpicks
- bag of marshmallows
- objects of various size and weight



Start with 20 toothpicks and 10 marshmallows. Work together to build a tower. Place a small item on the top. Does it hold? If it does, add 20 more toothpicks and 10 more marshmallows to build higher.

Comprehension Questions

Read the following questions on this slide and the next slide. Drag the red circle to GOOD if the sentence shows good conflict. Drag it to BAD if it is an example of bad conflict in a group. Explain each answer. Type your answer in the boxes.

1. Emily does not feel as if Joan is pulling her weight within the team. She is secretly asking the other team members if she should kick her out of the group.



GOOD

BAD

/2

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Total Score = /62

Matching

Match the word with its definition. Type the word in the boxes below.

confident

loyal

wise

a) True to one's commitment and people.

b) To be sure of oneself.

c) To be able to judge what is right and what is true.

/3

Reading Passage

Qualities of a Leader

A leader is someone that takes charge of something. This may sound fun, but it isn't an easy job.

Everyone will be looking to you for answers. It's hard to be a leader, but it's also important. Learning to be a good leader will make you a better choice for future jobs. It will give you the skills you need to be a success.

Here are the qualities of what it takes to be a leader.

Motivation: The reason to do something.

Confidence: To believe in yourself.

Communication: To get someone to know what you are trying to say.

Integrity: To be honest and fair.

Creativity: To have great ideas and can think on your feet.

Commitment: To work just as hard as everyone else.

Comprehension Questions

What a Leader Means to You

Companies, Nations and your home town all have Leaders. A person who is looked up to for guidance. But this is not the only trait they have. So much more is needed.

1. Who comes to mind as a good Leader? Type your answer in the box below.

2. What traits do these people have in common? What are the differences? Type your answer in the box below.

/3

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Total Score = /67

Short-Answer Questions

Good Traits + First Impressions

When looking for a job, it's good to know the good things about you. These are your traits. Sometimes it is hard to think of good things about yourself.

Group activity: Talk to 2 different classmates. Ask them to describe you. This will help you start to make a list of good things about yourself. Use the questions below:

a) What are some good things about me? Type your answer in the box below.

b) What are the first three words you think of when you think of me? Type your answer in the box below.

/6

Reading Passage

Build Your Personal Brand

The first step of a network is making a personal brand for yourself. Branding is used in business. It helps companies sell things to people. A Personal Brand is the same thing. It is how YOU sell YOURSELF to the world.

You need to think about:

- the image you want to show the world
- the message you want to give
- what makes you special

Ask yourself:

- What am I good at? What am I already known for?
- What am I passionate about? What makes me different?
- What would I like to achieve in my life?
- How do I define success?
- What do I want a boss to remember about me?

Comprehension Questions

What is Your Social Media Reputation?

Many people use social media for job building. They also use it for work networking. Companies look for people online. They look for good character. Companies look at your poor posts or links. Check your Social Media Status. Is what you post helping or hurting you? See what's out there: Search online for yourself on all the major browsers. Go to at least 5 pages in on the results. Review all your social media's site profiles: See how you look to others.

What did you find out about yourself? What is your personal brand? Is it helping or hurting your name?

Type your answer in the box below.

/3

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Total Score = /91

Short-Answer Questions

Pros and Cons

The purpose of a debate is to argue two sides of something. These sides are the pros and cons. Pros: For something or the advantages of something. For example, having an ice cream shop down the street. The pros is that it's so close and you can get ice cream whenever you want. Cons: Against something or the disadvantages of something. The cons is spending all your money on ice cream.

1. Get into small groups of at least 4 people. Think of an argument. It could be whether school should continue through the summer. It could be whether homework should be banned. It could be if you should wear school uniforms. Type your argument in the box below.

/1

Reading Passage

Four Opinion Debate

This activity will teach students how to debate. They will learn to express their opinion. They will learn how to oppose a topic.

1. Students will work in groups. They will express positions on a topic.
2. Students will learn to listen. They will listen to the other groups' views.
3. Students will learn how to sway others' opinions.
4. Students will write an essay. It will present their point of view. It will address opposing positions.

On the board, make 4 headings: Strongly Agree, Somewhat Agree, Strongly Disagree, Somewhat Disagree

Comprehension Questions

Classroom Team Debate Format

A simple debate can happen in one class period. Think of a topic to debate that has two sides. Here are some examples:

- climate change
- ban alcohol
- ban homework
- ban pets
- ban junk food
- smart phones in school
- ban boxing
- lower the legal driving age
- forced voting
- ban cosmetic surgery

Debate Topic:

/1

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