



New Job Lessons

Directions: Read the story carefully. Then answer the multiple-choice questions (A-D) that follow. Choose the best answer for each question.

First Day at Work

Jordan's first day at the community center started with excitement and nerves. He had been hired as a part-time assistant to help with the children's after-school program. When he arrived, he greeted the supervisor, Ms. Clark, with a big smile and said, "Hey, what's up?" Ms. Clark smiled back but gently replied, "Good morning, Jordan. We like to keep things professional here."

Jordan quickly realized that his usual friendly tone wasn't wrong—it just needed to be adjusted for the workplace. During the day, he made sure to listen carefully to directions and speak politely to parents and coworkers. When one of the kids spilled paint, Jordan helped clean it up calmly instead of joking around.

At the end of the day, Ms. Clark told him, "You did great today. You learned fast." Jordan felt proud. He realized that being professional didn't mean being boring—it meant knowing when to be friendly and when to be respectful.

- What was Jordan's job at the community center?
 - Supervisor of the after-school program
 - Part-time assistant for the after-school program
 - Volunteer helping in the office
 - Coach for the sports team
- How did Jordan greet his supervisor when he arrived?
 - "Hi, Ms. Clark, nice to meet you."
 - "Good morning, Ms. Clark."
 - "Hey, what's up?"
 - "Hello, ma'am."
- What did Jordan learn about his behavior at work?
 - He needed to use a professional tone in a work setting.
 - He didn't need to change how he spoke.
 - He should be more serious all the time.
 - He should avoid talking to supervisors.
- How did Jordan handle the situation when the child spilled paint?
 - He made a joke about it.
 - He ignored the mess.
 - He asked someone else to clean it.
 - He calmly helped clean it up.
- What did Jordan realize by the end of the story?
 - Being professional means being quiet.
 - Professional behavior is about timing and respect.
 - Friendly behavior is not allowed at work.
 - It is better to keep to yourself at work.