



## Missed Deadline

**Directions:** Read the passage carefully about a workplace situation. Then answer the reflection questions that follow.

Riley had been working at a marketing firm for three months and wanted to prove they could handle big projects. Their supervisor, Ms. Grant, asked Riley to complete a presentation for an important client by Friday morning. Riley worked hard on it all week but underestimated how long it would take to gather all the data. When Friday arrived, the presentation was only halfway done.

Ms. Grant was disappointed and had to present the client with incomplete information. Riley felt embarrassed and nervous. Instead of making excuses, Riley took a deep breath and said, "Ms. Grant, I'm really sorry I missed the deadline. I should have asked for help earlier. I'll stay late today to finish it and make sure it's ready for next time." Ms. Grant appreciated the honesty and responsibility. She said, "Everyone makes mistakes. What matters is how you handle them."

The following week, Riley finished a new project early and shared updates along the way. The experience taught Riley that accountability and communication build trust more than trying to look perfect.

1. What mistake did Riley make in this story?
2. How did Ms. Grant react to the missed deadline?
3. What made Riley's apology effective?
4. What lesson did Riley learn from the situation?
5. How can taking responsibility help you in school or work?
6. Write an example of how you'd apologize if you missed a group project deadline.