

Office Talk Tips Answer Key

1. D
2. B
3. C
4. A
5. C

Teacher's Guide

Skill Focus: Students learn to distinguish **professional vs. personal conversation topics** to improve **social communication and workplace readiness**.

Differentiation Tips:

- Read the passage aloud and pause to define key terms such as *professional* and *personal*.
- Use real-world examples of school or job situations to model appropriate workplace talk.
- Allow verbal discussion before answering questions to support students who process better through speech.

Engagement Ideas:

- Role-play two short workplace conversations: one appropriate, one not, and have students identify the difference.
- Use "Boss Test": students decide whether a topic would pass the "boss-friendly" rule by holding up thumbs up or down.

Extension Activities:

- Ask students to write a short blog paragraph giving advice to a new employee on what to talk about at work.
- Have students brainstorm a "Safe Workplace Topics" list for classroom display, reinforcing communication boundaries and professionalism.