

Name _____

Meeting Manners Answer Key

- | | |
|------|-------|
| 1. B | 6. A |
| 2. D | 7. D |
| 3. A | 8. A |
| 4. C | 9. A |
| 5. B | 10. C |

Teacher's Guide

- **Skill Focus:** Practicing **professional communication**, **respectful timing**, and **polite phrasing** when entering or leaving workplace-style group activities.
- **Differentiation Tips:**
 - Pre-teach workplace vocabulary (appointment, project, discussion, meeting).
 - Provide role-play scripts for students who benefit from modeling.
 - Offer visual cue cards (e.g., "Wait for a pause," "Say thank you") for concrete learners.
- **Engagement Ideas:**
 - Have students act out correct vs. incorrect examples to compare professionalism.
 - Discuss how these skills can apply to school group projects, volunteer work, or part-time jobs.
- **Extension Ideas:**
 - Ask students to write their own short "meeting scenario" showing polite entry and exit.
 - Encourage reflection on how tone, posture, and word choice affect others' impressions in professional settings.