



Name \_\_\_\_\_

## Meeting The Manager

**Directions:** Read the passage carefully. Then answer the comprehension and tone questions that follow. Think about how the greeting and attitude affected the first impression.

It was Kai's first morning at his new job at the community center. He took a deep breath before walking into the main office, hoping to make a good impression. The manager, Ms. Patel, looked up from her computer and smiled.

"Good morning, you must be Kai," she said warmly. "Welcome to the team." Kai smiled back and said, "Good morning, Ms. Patel. Thank you for having me. I'm really excited to start helping out." Ms. Patel nodded. "That's great to hear. I'll give you a quick tour so you can meet the rest of the staff."

As they walked through the building, Kai made eye contact with each person and greeted them politely. By the time they reached the end of the tour, Ms. Patel said, "You've already made a great first impression. I can tell you'll fit in here perfectly."

1. How did Kai feel before meeting Ms. Patel?

\_\_\_\_\_

2. What did Ms. Patel do to make Kai feel welcome?

\_\_\_\_\_

3. What words or actions showed that Kai was polite and professional?

\_\_\_\_\_

4. How did Kai's attitude affect the manager's opinion of him?

\_\_\_\_\_

5. What tone did Kai use in his greeting, and why was it effective?

\_\_\_\_\_

6. Write one thing you could say or do to make a good first impression on your first day at work.

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