

Name _____

Meeting The Manager Answer Key

1. He felt nervous but wanted to make a good impression.
2. She smiled and welcomed him warmly by name.
3. He greeted her politely, thanked her, and expressed excitement to begin.
4. His polite and positive tone made her think he would fit in well.
5. His tone was respectful and enthusiastic, showing confidence and kindness.
6. Answers will vary (example: "Smile, greet politely, and thank the manager for the opportunity").

Teacher's Guide:

- Highlight how **tone, posture, and polite words** create strong first impressions in workplace settings.
- For differentiation, have students **role-play the conversation** using different tones (confident, nervous, rude) to compare results.
- Encourage discussion about **nonverbal communication** such as smiling, shaking hands, and eye contact.
- As an extension, ask students to **write a continuation paragraph** describing Kai's second day and how he continues to use polite greetings with coworkers.