

Name _____

Career Scene Practice Answer Key

Answers will vary but should show awareness of workplace communication skills.

Examples:

- Positive communication: active listening, polite tone, making eye contact, using "please" and "thank you."
- Professional behavior: taking responsibility, showing teamwork, offering solutions, staying calm.
- Improvement: speaking more clearly, being more confident, preparing answers.

Teacher's Guide

- **Objective:** Develop students' workplace social skills by practicing realistic job-related interactions that emphasize professionalism, communication, and self-awareness.
- **Differentiation Tips:**
 - Model a short role-play before students try their own.
 - Provide cue cards with sample phrases ("I understand your concern," "May I offer a solution?").
 - Allow students with anxiety or speech challenges to act as observers or write scripts instead.
- **Engagement Ideas:**
 - Set up a "mock workplace" classroom with simple props like name tags or clipboards.
 - Have peers or staff act as interviewers or supervisors.
 - Record performances (with permission) for self-assessment or reflection.
- **Extension Activities:**
 - Conduct mock job interviews and provide structured feedback.
 - Create a "Professional Communication Toolkit" with sample dialogue for future use.
 - Discuss differences between school communication and workplace communication expectations.