



Name _____

Planning With Purpose

Directions: Read the passage about a group working together in a workplace setting. Then answer the comprehension and reflection questions that follow.

At BrightPath Community Center, four employees were assigned to plan the annual volunteer appreciation event. Jordan was in charge of decorations, Maya handled food orders, Chris managed the guest list, and Taylor created the schedule. At first, everyone worked separately and didn't share updates. When the day of the event grew closer, they realized some tasks overlapped. Two people ordered the same food, and the event schedule didn't match the number of volunteers attending.

Jordan called a team meeting to fix the confusion. Each person explained what they had done and listened to one another's suggestions. They agreed to share progress weekly and use a checklist that everyone could edit. By the end of the week, their teamwork paid off. The event ran smoothly, and their supervisor praised them for improving communication and working as a team.

1. What problem did the team face while planning the event?
 - A. They did not have enough decorations.
 - B. They didn't invite enough people.
 - C. They canceled the event.
 - D. They worked separately and didn't communicate.
2. How did the group fix the confusion?
 - A. They asked their supervisor to do the work.
 - B. They ignored the problem and hoped it would go away.
 - C. They met to talk, shared updates, and created a checklist.
 - D. They decided to stop planning the event.
3. What was the main teamwork skill the group improved?
 - A. Competition
 - B. Communication
 - C. Timekeeping
 - D. Independence

Reflection Questions:

1. What can you do if you and your team make a mistake while working together?
2. Why is it important for teams to share updates when working on a project?