

7th Grade – Career Discovery
Unit 2: Work Ethics
Teacher: Keri Beth Jones

Standard(s) Covered: MSCD7-1: Students will identify and evaluate work ethics and behavior characteristics needed for success in a career and in life.

EQ: What are work ethics and what do I need to do now in order to be more successful in the workplace in the future?

Objectives:

- Students will take a work ethic inventory online to see what their strongest category of work ethic is (Interpersonal, Initiative, Dependability)
- Students will be placed in groups by their teacher depending on their scores above
- Students will work in groups to do the work below
- Students will learn how to create a flyer in Microsoft Publisher
- Students will learn good/bad techniques for creating a flyer
- Students will learn how to use cooltext.com to create text blocks that will enhance their flyers
- Students will create an account on Zondle.com and connect to our class group using a code
- Students will learn information about work ethics and workplace readiness by playing games assigned to them on these topics in Zondle.com
- Students will monitor their progress by comparing their PRE-test and POST-test scores in zondle.
- Students will learn how to graph their grades using Excel.

Time: 6 Days

Activities:

Day 1 –

- Please take this work ethic inventory: [CLICK HERE](#)
- When it gives you your scores, please put your results in the form posted on Edmodo.
- Go back to the inventory and click Continue.
- Food for Thought: How do you compare against the female and male populations listed in the final results? Which area did you have the highest score in?
- Come and check in with Mrs. Jones in order to be put in a group once you have determined which area you scored the highest in (interpersonal, initiative, dependability). **Teacher will put students in groups of 2-3 depending on which area they scored the highest marks in.**
- Once you are in your groups, research what each of those words mean and then create a flyer in Microsoft Publisher. If you have never created a flyer, visit this website for [HELP!](#)
- Mrs. Jones will go over the website above and will show you some things you can do to “spice up” your flyer (cooltext.com, Google search for “free to use and share” photos)

Day 2 –

- Login to Edmodo and fill out the review form about creating flyers. This form is NOT for a grade but it is to see how much you remember from our last 2 class periods. Please look at this as a review and NOT a quiz. Feel free to look back at our MBMScareers.com website or check other resources to find the answers if you do not remember.
- Mrs. Jones will take a few minutes to go over this review form with you before you get into your groups so please wait quietly for her to give instruction before you begin.
- Get with your group and finish creating your flyer. The flyer is due by Wednesday at the end of class. Show your flyer to Mrs. Jones for approval when you think you are finished.

- **HEADS UP!** - You will not have time to work on this assignment tomorrow because we have to take a survey for the school instead and then we will go to the Media Center for the remaining class time. So, use your time wisely today and Wednesday to get this completed.

Day 3 –

- Get with your group and finish creating your flyer.
- Make sure your flyer has the following requirements: "Work Ethics" title, 3 areas of work ethics defined, examples of characteristics that fall under each of those categories, pictures you have found through searching for copyright free images on Google, cooltext text blocks, fonts from cooltext, and **CREATIVITY!!!**
- The flyer is due by today at the end of class. Show your flyer to Mrs. Jones for approval when you think you are finished.
- Once Mrs. Jones approves your flyer, turn it in to the assignment on Edmodo.
- After you have finished, create a www.zondle.com account and put in your class code: 23370-46955
- Then play the zondle games for the topics assigned to your class! Note: You can preview the questions and answers by clicking on the plus sign beside the topic before you play the games!

Day 4 –

- Make sure your flyer is turned into Edmodo using the Assignment for the Work Ethics Flyer. **YOU MUST ATTACH YOUR FILE!** - Mrs. Jones will go over this just to make sure everyone is good to go on this.
- Create your account on www.zondle.com.
- Our class code is 23370-46955.
- Take the two quizzes that are there for you: Work Place Readiness Quiz and Work Quiz.
- Once you have taken the quizzes, you can play the games in order to learn and review this information. The student with the highest amount of points tomorrow will receive a prize!

Day 5 –

- Continue playing the zondle games on work place readiness, workplace terms, and working together. Remember, you need to finish a game in each section and continue playing AND answering questions **CORRECTLY** to get more points!
- **YOU CAN PLAY THE GAMES AT HOME THIS WEEKEND AND REVIEW THE MATERIAL USING ANY INTERNET CONNECTION!**
- You will take your POST ASSESSMENT on this material on MONDAY!!

Day 6 –

- You have twenty (20) minutes to review the information posted in Zondle.
- When the timer goes off, please take the 2 quizzes again for your POST-TEST. Remember: **THESE GRADES WILL BE ENTERED INTO THE GRADEBOOK SO TRY YOUR BEST!**
- At the end of class, the top 3 on the leaderboard will be given an award.
- I will also award a prize to any student who scores a 100 on BOTH quizzes.
- **HEADS UP!** - Mrs. Mattison will be in here tomorrow to do an interest survey with you.
- At the end of class, students will graph their Pre-Test/Post-Test grades in Excel following Mrs. Jones's direction in order to have a visual representation of what they accomplished.

Day 7 – (Only use a little time at the beginning of a class for this wrap-up)

- **Wrap-Up from this unit:** Please get your notebook out of the bin in the back of the classroom and answer the following reflection questions about your zondle experience. Remember: you can look at the questions and answers for each section in Zondle by clicking on the + sign beside each topic on your dashboard.
1. Did your scores improve from the quizzes (pre-tests) to the post-tests?
 2. Why do you think your grade changed?

3. Write 5 vocabulary words and their definitions which you learned from the work place readiness games/quiz/test.
4. Write 5 things about work that you did not know before (cannot be the same as above). Write in complete sentences and be specific.
5. Write 5 things that you learned from the work place terms games. Write in complete sentences and be specific.

Now show Mrs. Jones your notebook for a notebook check after you finish the questions above.

Resources Needed/Teacher Preparation:

- Update website and include links to work ethic inventory and flyer help website
- Create work ethic inventory form for students to record their inventory results
- Be prepared to go over the flyer help website to explain information to students
- Be prepared to show students how to use cooltext.com and how to do a Google Search for “free to use and share” photos
- Create a pulse check for Day 2 in order to review information from the previous 2 classes (FBLA Friday and Day 1 above)
- Post the form created for the pulse check in Edmodo
- Create an assignment for the Work Ethics flyer in Edmodo
- Set up a Zondle group for 7th grade and add in games that deal with work ethics
- Post group code for Zondle in 7th grade class
- Set-up Work Place Readiness Quiz and Work Quiz for the 7th grade group
- Make sure that students in all classes have completed the pre-test for both quizzes
- Make sure that students in all classes have completed a game in all areas assigned

Work Place Readiness Quiz:

question type	question	answer	distractor
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1 multiple choice

What is the act of conveying messages, ideas, or feelings through the use of your mouth

Verbal Communication

Written Communication

Nonverbal Communication

Cooperative

2 multiple choice

What is the quality of being honest and fair?

Integrity

Initiative

Attitude

Effort

3 multiple choice

What are gestures and facial expressions, that do not involve verbal communication but which may include nonverbal aspects of speech itself (accent, tone of voice, speed of speaking, etc.)

Nonverbal Communication

Verbal Communication

Cooperative

Written Communication

4 multiple choice

What does arriving or doing something at the expected or planned time mean?

Punctual

Initiative

Attitude

Effort

5 multiple choice

What is a cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause?

Teamwork

Dress Code

Effort

Attitude

6 multiple choice

What means a negative attitude toward a person or group?

Prejudice

Attitude

Punctual

Dress Code

7 multiple choice

What is a code that governs the expectations of social behavior in a workplace, in a group or a society?

Workplace Etiquette

Confidentiality

Cooperative

Attitude

8 multiple choice

What is communication by means of written letters, words, or symbols?

Written Communication

Nonverbal Communication

Verbal Communication

Initiative

9 multiple choice

What is a willingness to accept an obligation and to be accountable for an action or situation?

Reponsible

Prejudice

Dependable

Dress Code

10 multiple choice

What is an expression of favor or disfavor toward a person, place, thing, or event?

Attitude

Initiative

Effort

Integrity

11 multiple choice

Good grooming + Appropriate Clothing + Neat Paperwork =

overall appearace

a guaranteed job

nothing

12 multiple choice

How much of your life is spent on the job?

1/3

1/2

1/4

Work Quiz:

question type question answer distractor

1 multiple choice

The money someone earns is called _____.

income

trade

services

factory

2 multiple choice

A building where people produce goods is called _____.

factory

trade

earn

services

3 multiple choice

What are jobs the people do to help others called?

services

trade

factory

income

4 multiple choice

If you buy, sell, or exchange goods you are _____.

trading

income

factory

service

5 multiple choice

Trains and trucks are a means of _____.

transportation

goods

taxes

services

6 multiple choice

In some places, there is a sales ___ on goods you buy.

tax

trade

factory

barter

7 multiple choice

What are ways countries can be linked?

airplane, truck, ship and train

factory, airplane, helicopter and car

truck, car, goods and ship

tax, cars, trucks and planes

8 true or false

Needs include food, home, and shoes

True

9 true or false

Wants are toys, car and clothes.

False

10 true or false

People use their income to buy goods or save it.

True

11 true or false

A firefighter is a service worker

True

12 true or false

Nurses and doctors provide a service.

True