

Work Habits Matter

Notice the attitudes and actions that build career success.

CE.14.b “identifying the attitudes and behaviors that strengthen individual work ethic and promote career success;”

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the six action phrases that begin with **arrives, records, asks, listens, finishes,** or **updates**, and circle the four attitude words **dependable, responsibility, respectful,** and **persistent**, to distinguish observable work behaviors from attitudes that support career success.

Maya at Riverbend Bike Shop

- ① During an after-school placement at Riverbend Bike Shop, Maya helps prepare repaired bicycles for customers. She knows that a job affects other people, including teammates and customers who expect accurate information. Maya is dependable, so she arrives before her shift begins and records each bicycle's repair status on the shop list. These actions let the next worker know what is ready. Her supervisor notices that being on time and keeping clear records makes the team more reliable.
- ② When a customer has a question Maya cannot answer, Maya asks the mechanic for correct details instead of guessing. This behavior shows responsibility because customers need honest information. Maya is also respectful. She listens without interrupting while the mechanic explains a safety concern. The mechanic's explanation guides the customer response. Respectful communication builds trust and helps prevent mistakes. Her supervisor can see these choices during everyday workplace conversations, not just hear promises about them afterward.
- ③ Near the end of a busy shift, a repair takes longer than expected. Maya is persistent, so she finishes the required safety check rather than leaving it incomplete. She updates the shop list before she leaves and thanks the mechanic for explaining a new procedure. Her supervisor sees a pattern: Maya follows through, accepts guidance, and treats people well. These attitudes and behaviors can help her earn trust, learn new skills, and succeed in future jobs.

2 ANSWER WITH EVIDENCE Use the passage

1 Which two behaviors in the first paragraph show that Maya is dependable?

2 Why does Maya's choice to ask the mechanic for details show responsibility?

3 What attitude does Maya show when she finishes the required safety check?

4 According to the passage, how can respectful communication help a workplace?

3 YOUR TURN Your own words

Write exactly three sentences about a school, volunteer, or future job situation. Name one work attitude, describe two observable behaviors that show it, and explain how those behaviors could support career success.

PART 1 • READ AND MARK

Underline the six action phrases that begin with **arrives, records, asks, listens, finishes, or updates**, and circle the four attitude words **dependable, responsibility, respectful, and persistent**, to distinguish observable work behaviors from attitudes that support career success. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which two behaviors in the first paragraph show that Maya is dependable?	She arrives before her shift begins and records each bicycle's repair status on the shop list.
2	Why does Maya's choice to ask the mechanic for details show responsibility?	It helps her give customers correct, honest information instead of guessing.
3	What attitude does Maya show when she finishes the required safety check?	Persistence.
4	According to the passage, how can respectful communication help a workplace?	It builds trust and helps prevent mistakes.

PART 3 • YOUR TURN (SAMPLE ANSWER)

At a school event, I will show responsibility by arriving on time. I will check the supply list before guests arrive. These behaviors can build trust and help me learn skills for future jobs.

Accept equivalent answers that accurately connect Maya's stated attitudes and actions to trust, accuracy, safety, teamwork, or future success. For Your Turn, accept responses that have exactly three sentences, name an attitude, describe two observable behaviors, and explain a reasonable connection to career success.