

DOING THE RIGHT THING

On the Job

The goal of this book is to help people make ethical decisions in the work place. Each lesson presents a commonly found work situation that requires discussing and clarifying individual and group values.

How should I handle criticism?



Should I take time off to help a friend?



Should I report someone stealing?



What should I do when I know I'll be late?



Should I punch in for someone else?



Should I stay late to finish my work?



Should I lie to help my boss?



How should I make a suggestion?



Should I work on my own time to finish my work?



Should I borrow company property?



How should I defend my work quality?



Should I tell my boss I had an accident?



Should I say that I don't understand?



How do I say that I still don't understand?



Should I take a lesser paying job or not?



How do I tell my boss about a coworker?



How should I keep busy at work?



Should I take a "mental health" day?



Should I keep a company secret?



Which supervisor should I listen to?



DOING THE RIGHT THING On the Job

By Paul J. Hamel

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TABLE OF CONTENTS

	<i>Page</i>
Introduction	1
Doing Poor Quality Work	2
Needing Time Off From Work	3
Reporting Stealing	4
Coming to Work Late	5
Breaking a Work Rule	6
Doing Extra Work	7
Not Telling the Truth	8
Making a Suggestion	9
Finishing Your Work On Time	10
Stealing at Work	11
Having Low Productivity	12
Getting Hurt at Work	13
Not Understanding	14
Understanding Directions	15
Taking the Job or Not	16
Having a Personality Clash	17
Staying Busy at Work	18
Using Sick Days for a Day Off	19
Keeping a Secret at Work	20
Applying for a Promotion	21
Following Orders	22

INTRODUCTION

These lessons are appropriate for students in English-as-a-Second-Language (ESL) and Vocational ESL classes as well as for native English speakers entering the work force. The goal of this book is to help people make ethical decisions in the work place. Each lesson presents a commonly-found work situation that requires discussing and clarifying individual and group values. These lessons are not meant to provide a right or wrong response to a decision. They are only a means to clarify an individual's or a group's choices in making an ethically-based decision. Instead of a right or wrong answer, the decision made about a specific situation might be a question between different views of what is right. The lessons help the participants explore the different reasons for their views. Instead of asking the participants to make generalized decisions about ethical questions, the lessons present specific situations in which a variety of good decisions can be made. Some participants may disagree among different versions of what appears right. Participants are encouraged to discuss different perspectives, values, and actions to the same situation. Also be aware that our actions also tend to rely on our experiences, social status, culture, and assumptions. Hopefully, the participants will respond to each other with respect and increase mutual recognition of each other as persons who want to do the right thing.

TEACHING NOTES

1. Before distributing the handout, read the situation and ask basic comprehension questions to check for understanding.
2. Distribute the worksheet to the student, and read the situation to the class. Discuss any unfamiliar vocabulary and expressions.
3. Read the possible solutions to the problem. Again, discuss any unfamiliar vocabulary and ask basic questions to check for understanding. Tell the students that they are free to come up with other practical possibilities in addition to the ones presented.
4. Direct the students to rank the possibilities in order from the best solution to the worst, the best being the box at the top and the worst at the bottom. Have the students prioritize their personal ranking in the column named "**MY RANKING**."
5. Then, gather in groups of four or five students.
6. Tell each group of students to discuss their ranking. Instruct them that they must come up with a single ranking that they must all agree on. Identify one person in each group to record the group's ranking in the column labeled "**GROUP RANKING**." Tell students to talk about what should be done, state the other practical possibilities, and ask about the reasons that support these proposals: observations, values, and assumptions.
7. Have each group report on its ranking to the whole class. You may also want to write the various rankings on the blackboard/whiteboard or overhead transparency for comparison.
8. Discuss other possible solutions with the students and write them on the chalkboard.
8. Finally discuss the pros and cons of each ranking, and lead the class in coming to a general consensus.
9. Write other possible solutions to the problems --on the blackboard as a follow-up exercise.
10. As a follow-up activity, use the exercises as a basis for role playing. When doing a role playing exercise, allow students to .prepare themselves in pairs or small groups before having them perform before the whole class. Give the students the freedom to vary the situation and be creative. Don't over-correct. Note major mistakes; discuss and correct them later. To practice active listening, have the other students in the class note the errors, too. Discuss the role-playing exercises afterwards for students' reaction and interpretations.

DOING POOR QUALITY WORK

1 Read the situation below.

THE SITUATION



You have just completed a task at work. Your supervisor looks at your work and says it is not good. He is upset and wants you to stay past your quitting time to finish the task because it is part of your job, and it must be finished today. What would you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<p>1. Quit the job because the supervisor is unreasonable.</p> <p>2. Explain you did not understand how to do the job. Agree to stay and finish the work.</p> <p>3. Tell the supervisor that you are sorry, but you cannot stay, but you can finish tomorrow.</p> <p>4. Tell the supervisor's boss that he is unreasonable. Refuse to stay. Promise to finish tomorrow.</p> <p>5. Tell the supervisor you are sorry. Tell him you will try harder next time. Agree to stay and finish the job.</p> <p>6. Tell the supervisor that you are sorry. Agree to stay and finish the Job.</p> <p>7. (Other) _____ _____</p>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

NEEDING TIME OFF FROM WORK

1 Read the situation below.



You started a new job only a few weeks ago. Last week you were sick at home with the flu for two days. Yesterday your best friend called you and asked you to take off a day this week from work to take her to several scheduled job interviews. She doesn't have a car. What should you do?

THE SITUATION

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Agree to take your friend. Call your supervisor early the day of the interview. Tell him you are sick.	<input type="text"/>
<input type="text"/>	2. Tell your friend you are very sorry, but you cannot take time off to drive her to the interviews.	<input type="text"/>
<input type="text"/>	3. Tell your friend you will lose your job if you take her to the interviews.	<input type="text"/>
<input type="text"/>	4. Take the day off. When you come back, tell your supervisor you were sick.	<input type="text"/>
<input type="text"/>	5. Go to your supervisor first, and tell her the problem. Ask for time off without pay.	<input type="text"/>
<input type="text"/>	6. Don't do anything.	<input type="text"/>
<input type="text"/>	7. (Other) _____ _____	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

REPORTING STEALING

1 Read the situation below.

THE SITUATION



You and a friend work as stock clerks at the same store. While you are checking the inventory and stocking the shelves, you find that there is an extra small computer in stock. Your friend decides to take the computer, but you don't think that it's a good idea. The store manager finds out and blames you for taking it. He threatens to fire you. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Ask your friend to tell the store manager that he or she took the computer.</p>	<input type="text"/>
<input type="text"/>	<p>2. Be quiet. Don't tell the store manager anything.</p>	<input type="text"/>
<input type="text"/>	<p>3. Tell the store manager that your friend took the computer.</p>	<input type="text"/>
<input type="text"/>	<p>4. Tell the store manager that someone else took the computer.</p>	<input type="text"/>
<input type="text"/>	<p>5. Buy another computer and replace the stolen computer.</p>	<input type="text"/>
<input type="text"/>	<p>6. Tell another co-worker and get some advice.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

COMING TO WORK LATE

1 Read the situation below.

THE SITUATION



You scheduled an appointment for a job interview today at 2 p.m. When you get into your car, it won't start because the battery is dead. If you take the bus, you will be late. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Stay home and do not go to the job interview.	<input type="text"/>
<input type="text"/>	2. Stay home and decide to go tomorrow.	<input type="text"/>
<input type="text"/>	3. Call immediately and cancel your appointment.	<input type="text"/>
<input type="text"/>	4. Call immediately and ask if you can reschedule the appointment for tomorrow.	<input type="text"/>
<input type="text"/>	5. Call today just before 2 p.m. and ask if you can come tomorrow.	<input type="text"/>
<input type="text"/>	6. Write a letter that explains why you could not come to the interview.	<input type="text"/>
<input type="text"/>	7. (Other) _____ _____	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

BREAKING A WORK RULES

1 Read the situation below.

THE SITUATION



Troy is going to be late to work today. He calls you at home and asks you to punch his time card so that the employer will not know he was late. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Tell Troy that you would be happy to do this for him.	<input type="text"/>
<input type="text"/>	2. Tell Troy that you cannot do it. Suggest that he explain to the employer why he is late and try to arrange for a time to make up the time.	<input type="text"/>
<input type="text"/>	3. Tell Troy you will do it this time only, but never again in the future.	<input type="text"/>
<input type="text"/>	4. Tell Troy that you are very sorry, but you are uncomfortable doing this for him.	<input type="text"/>
<input type="text"/>	5. Tell your employer that Troy asked you to punch in for him.	<input type="text"/>
<input type="text"/>	6. Do nothing at all.	<input type="text"/>
<input type="text"/>	7. (Other) <hr/> <hr/>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

DOING EXTRA WORK

1 Read the situation below.



THE SITUATION

You have been working at the same job for a few months. You have regular work to finish by the end of the week. Your boss asks you to do an “extra” task that must be completed as soon as possible. You do not have enough time to do both jobs by Friday. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Do not do the extra work. Wait until your boss mentions it again.	<input type="text"/>
<input type="text"/>	2. Wait until the end of the week. Then tell your boss that you are sick and have to go home early.	<input type="text"/>
<input type="text"/>	3. Explain the problem to your boss and ask if it is okay to finish the extra work next week.	<input type="text"/>
<input type="text"/>	4. Complain to your co-workers and maybe someone will offer to help you.	<input type="text"/>
<input type="text"/>	5. Work overtime so that you can finish both jobs on time.	<input type="text"/>
<input type="text"/>	6. Ask someone else to help you complete the two jobs.	<input type="text"/>
<input type="text"/>	7. (Other) _____ _____	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

NOT TELLING THE TRUTH

1 Read the situation below.



THE SITUATION

You have been working as a mechanic for a few months. Your supervisor gives you a work order to check the brakes on a car. The brakes are good so you clean them and put them back on the car. When the customer comes to check on his car, your supervisor asks you where the old brakes are. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	
<input type="text"/>	↑ BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST ↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

POSSIBLE SOLUTIONS

1.

Tell them that you threw the old brakes away because your boss might be charging for new ones.

2.

Tell them that you cleaned the old brakes and put them back on the car.

3.

Say that you do not remember.
Talk it over with the supervisor later.

4.

Tell the customer you think that he is being cheated.

5.

Quit the job because the boss is not honest.

6.

Report your supervisor to the police.

7. (Other)

GROUP RANKING	
<input type="text"/>	↑ BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST ↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Please free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

MAKING A SUGGESTION

1 Read the situation below.

THE SITUATION



Your supervisor tells you to do your job differently than the way you were trained to do it. You know that your way of doing the job is better and more efficient than doing it his way. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Ignore your supervisor and continue doing it your way.	<input type="text"/>
<input type="text"/>	2. Do what the supervisor says although you disagree because he is the supervisor.	<input type="text"/>
<input type="text"/>	3. Explain to the supervisor why you think that your way is better than his.	<input type="text"/>
<input type="text"/>	4. Ask your co-workers which way they think is better, and if they agree with you, tell your boss what they decided.	<input type="text"/>
<input type="text"/>	5. Quit the job because you know more than the supervisor.	<input type="text"/>
<input type="text"/>	6. Report your supervisor to the owner of the business.	<input type="text"/>
<input type="text"/>	7. (Other) <hr/> <hr/>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

FINISHING YOUR WORK ON TIME

1 Read the situation below.

THE SITUATION



Your supervisor has given you a task which must be finished by 5 p.m., but it is already 4 p.m. This task usually takes more than two hours to finish. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Do the task. Rush through it by 5 p.m. even if you make mistakes.</p>	<input type="text"/>
<input type="text"/>	<p>2. Work at your regular speed and finish as much as you can by 5 p.m. Say you will finish tomorrow.</p>	<input type="text"/>
<input type="text"/>	<p>3. Tell your supervisor the job normally takes longer. Do as much as you can by 5 p.m. Offer to stay overtime.</p>	<input type="text"/>
<input type="text"/>	<p>4. Ask a co-worker to help you finish the job by 5 p.m.</p>	<input type="text"/>
<input type="text"/>	<p>5. Tell the supervisor that you can't do the task because you don't have the time.</p>	<input type="text"/>
<input type="text"/>	<p>6. Do your regular job. Pretend that you did not hear the supervisor.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

STEALING AT WORK

1 Read the situation below.

THE SITUATION



Some of your coworkers at your company borrow tools and take them home to do work on their homes. They take building materials, too. You also notice that many other people do this. You want to tell your supervisor about this. When you go to speak to him, you see him putting building materials into his car. Then you overhear him telling someone that he is remodeling his house with the materials. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Do nothing. The company's owner will find out sooner or later.</p>	<input type="text"/>
<input type="text"/>	<p>2. Don't worry. Take some materials home like everyone else.</p>	<input type="text"/>
<input type="text"/>	<p>3. Call the owner and tell him about it, but don't give your name.</p>	<input type="text"/>
<input type="text"/>	<p>4. Don't tell anyone. Be quiet, but don't take anything home.</p>	<input type="text"/>
<input type="text"/>	<p>5. Write a note to the owner. Tell him about it, but don't give any names.</p>	<input type="text"/>
<input type="text"/>	<p>6. Speak to your supervisor. Tell him why you believe it hurts the company when employees steal.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

HAVING LOW PRODUCTIVITY

1 Read the situation below.

THE SITUATION



Your supervisor calls you into her office and tells you that your work output is not as good as your coworkers. You know that your coworkers only work hard when the supervisor is watching and that your output is higher than all of them. What should you say?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Tell the supervisor that you are sorry and look busier when she is around.</p>	<input type="text"/>
<input type="text"/>	<p>2. Thank the supervisor for her comments and agree to try harder.</p>	<input type="text"/>
<input type="text"/>	<p>3. Tell the supervisor about your coworkers' habits.</p>	<input type="text"/>
<input type="text"/>	<p>4. Tell your supervisor that you haven't been feeling well, and will try to increase your output.</p>	<input type="text"/>
<input type="text"/>	<p>5. Tell your supervisor that you are working as hard as you can.</p>	<input type="text"/>
<input type="text"/>	<p>6. Say nothing. Just smile and listen to your supervisor.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

GETTING HURT AT WORK

1 Read the situation below.

THE SITUATION



You are hurt in an accident while you are working. What would you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Tell your coworkers about the accident, but not your supervisor.</p>	<input type="text"/>
<input type="text"/>	<p>2. Go to your supervisor immediately and tell him or her what happened.</p>	<input type="text"/>
<input type="text"/>	<p>3. Do not say anything to anyone and leave work early.</p>	<input type="text"/>
<input type="text"/>	<p>4. Say nothing about the accident and go to the doctor's office after work.</p>	<input type="text"/>
<input type="text"/>	<p>5. Say nothing and go to the doctor's office immediately.</p>	<input type="text"/>
<input type="text"/>	<p>6. Write a note about the accident and leave it on your supervisor's desk after work.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

NOT UNDERSTANDING

1 Read the situation below.

THE SITUATION



You are in a job training class. Your teacher is explaining something and giving instructions. She is talking fast and using words that you do not understand. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	
<input type="text"/>	↑ BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST ↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

POSSIBLE SOLUTIONS

1.

Visit the director of the school and tell him or her your problem.

2.

Ask a friend to help you.

3.

Do nothing
Just listen and try to understand.

4.

Guess what the instructor is saying and try to do it.

5.

Wait until the end of the class and tell your teacher that you did not understand.

6.

Ask the teacher to slow down and repeat the instructions.

7. (Other)

GROUP RANKING	
<input type="text"/>	↑ BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST ↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

UNDERSTANDING DIRECTIONS

1 Read the situation below.



THE SITUATION

Your boss needs a letter in an hour and tells you to type it in a certain way, but you don't understand her directions. You ask her to repeat the directions, but you still don't understand. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	
<input type="text"/>	←BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST→

POSSIBLE SOLUTIONS

1.

Ask a co-worker to type the letter for you.

2.

Type the letter the way you usually do it even if it is wrong.

3.

Do not type the letter.

4.

Ask your boss again specifically how to do it and ask questions if you are not sure.

5.

Pretend that you did not hear your boss's request.

6.

Tell the boss that you are too busy and that she should ask another person to type the letter.

7. (Other)

GROUP RANKING	
<input type="text"/>	←BEST
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	WORST→

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

TAKING THE JOB OR NOT

1 Read the situation below.

THE SITUATION



You do not have a job at the moment. You apply for an office job for \$15 per hour, but you are offered another job as a janitor for \$9 per hour. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Do not take the job. Thank the employer and leave.</p>	<input type="text"/>
<input type="text"/>	<p>2. Take the job. Ask the employer about other positions you could apply for.</p>	<input type="text"/>
<input type="text"/>	<p>3. Take the job, but ask the employer if he or she will consider you as soon as another office job opens.</p>	<input type="text"/>
<input type="text"/>	<p>4. Refuse to take the job. Tell the employer that you are only interested in the office job.</p>	<input type="text"/>
<input type="text"/>	<p>5. Take the job. Tell the employer you will do it for a short time and that you want an office job as soon as possible.</p>	<input type="text"/>
<input type="text"/>	<p>6. Tell the employer to give the office job because you work better than the employees in the office.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

HAVING A PERSONALITY CLASH

1 Read the situation below.

THE SITUATION



Your supervisor moved you from one area of the company to another. You find out that you will be working with someone who does not get along well with others. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	<p>1. Talk to the other employees about your situation and see if you can resolve the problem.</p>	<input type="text"/>
<input type="text"/>	<p>2. Try and get along while you are on the job.</p>	<input type="text"/>
<input type="text"/>	<p>3. Ask your supervisor to move the other person.</p>	<input type="text"/>
<input type="text"/>	<p>4. Tell your supervisor that you will quit if you are moved.</p>	<input type="text"/>
<input type="text"/>	<p>5. Ask your supervisor for a transfer to another department.</p>	<input type="text"/>
<input type="text"/>	<p>6. Ask your supervisor to move you next to someone else.</p>	<input type="text"/>
<input type="text"/>	<p>7. (Other) _____ _____</p>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

USING SICK DAYS FOR A DAY OFF

1 Read the situation below.

THE SITUATION



Your company is on a strict budget and schedule to complete a project. You have earned sick time, but no vacation time. You want to take some time off from work, but if you take sick time the company may not get the required work done in time and may have to lay-off employees in a few weeks. You have a lot of seniority and need to take a “mental health” day even if you are not physically sick. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	
<input type="text"/>	↑BEST WORST↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

POSSIBLE SOLUTIONS

- 1.**
Take off a few days.
You deserve it for all your hard work.
- 2.**
You may feel really tired,
but go to work anyway.
- 3.**
Ask for a day off
without pay.
- 4.**
Ask your supervisor if you can work
on Saturday to make up the work.
- 5.**
Wait until you earn enough vacation time
to take a day off.
- 6.**
Take the day off to see a psychiatrist
about your mental health.
- 7. (Other)**

GROUP RANKING	
<input type="text"/>	↑BEST WORST↓
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

KEEPING A SECRET AT WORK

1 Read the situation below.



THE SITUATION

You have learned some “confidential information” about future layoffs. Some of your friends will be laid off. What should do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Do nothing and say nothing to anyone.	<input type="text"/>
<input type="text"/>	2. Tell only one friend that the rumor is that some people will be laid off.	<input type="text"/>
<input type="text"/>	3. Write an anonymous note and put it on the bulletin board.	<input type="text"/>
<input type="text"/>	4. Tell your friends and tell them not to say you knew.	<input type="text"/>
<input type="text"/>	5. Tell your friends to start looking for another job.	<input type="text"/>
<input type="text"/>	6. Ask your supervisor if you can tell your friends.	<input type="text"/>
<input type="text"/>	7. (Other) <hr/> <hr/>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

APPLYING FOR A PROMOTION

1 Read the situation below.



THE SITUATION

Your company has an opening for a promotion in your department. You and another co-worker are both qualified and interested in the job. What should you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Ask a friend in the other department to help you get the job by giving a good recommendation to the boss.	<input type="text"/>
<input type="text"/>	2. Talk to your co-worker and let him or her know that you are competing for the same promotion.	<input type="text"/>
<input type="text"/>	3. Apply for the promotion and hope for the best.	<input type="text"/>
<input type="text"/>	4. Speak to the other supervisor and tell him or her that your co-worker has problems.	<input type="text"/>
<input type="text"/>	5. Tell your co-worker that the supervisor in the other department is difficult to work for.	<input type="text"/>
<input type="text"/>	6. Ask your co-worker not to apply for the promotion because you need the money.	<input type="text"/>
<input type="text"/>	7. (Other) <hr/> <hr/>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

FOLLOWING ORDERS

1 Read the situation below.

THE SITUATION



Your immediate supervisor gives you a special task that must be completed by the end of the day. While your immediate supervisor is out of the office, another supervisor assigns you to complete a rush job in another department. You know that the first task will not be done on time. What would you do?

2 Read the possible solutions to the problem above. Rank the solutions in order from the best to the worst. (The top box is the best and bottom box is the worst.) Write your ranking in the column **MY RANKING** to the left below. Please feel free to come up with other practical solutions.

MY RANKING	POSSIBLE SOLUTIONS	GROUP RANKING
<input type="text"/>	1. Give one assignment to another co-worker.	<input type="text"/>
<input type="text"/>	2. Do as much as you can on both assignments even if you can't finish on time.	<input type="text"/>
<input type="text"/>	3. Ask the second supervisor to call your immediate supervisor about your assignment.	<input type="text"/>
<input type="text"/>	4. Call your immediate supervisor and ask him or her if you can do the rush job and finish the first task later.	<input type="text"/>
<input type="text"/>	5. Ignore the second supervisor and finish the task that your immediate supervisor gave you.	<input type="text"/>
<input type="text"/>	6. Do what the second supervisor tell you to do.	<input type="text"/>
<input type="text"/>	7. (Other) <hr/> <hr/>	<input type="text"/>

3 Break up into small groups and discuss your ranking with the rankings of the other members in your group. Feel free to discuss other practical possibilities. Finally, decide on a group ranking. Again, rank the possible solutions in order from the best to the worst. All members of the group must agree before you write the numbers in the column **GROUP RANKING**.

4 As a whole class, discuss the best and worst solutions to the situation.

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