



## LEVEL 2: WORKPLACE BEHAVIOR UNIT

### LESSON 4: SUCCESSFUL VS PROBLEMATIC BEHAVIOR

#### LESSON OVERVIEW

Use this lesson plan to help guide the facilitation of Digitability's Level 2. This lesson plan will help you take the learning offline and into the whole classroom where collaborative learning, direct instruction and guided practice will help your students reach their goal of achieving digital literacy. This lesson will assist students in developing successful workplace behavior and effective communication skills.

**Time:** ~45 minutes

#### OBJECTIVE

Student will be able to demonstrate both successful and problematic workplace behaviors.



#### SUCCESSFUL

Participation/contribution  
Sharing/helping  
Greeting a guest

Following directions/  
Staying on-task  
Encouraging



#### PROBLEMATIC

Off-task  
Off topic/inappropriate comment  
Disrespect/teasing  
Complaining/whining

Interrupting  
UMAPA  
Arguing

#### PRINT PREPARATION


1. Print this lesson's Dollar Tracker.
2. Review sequence of activities in lesson.
3. Learn which supplements you will use.
4. Print/Copy/Laminate materials that fit your student's needs.
5. Refer to your Level 2 Guide to read about effective practices



## LESSON PLAN

### WARM UP



1. Distribute **WB.4.1** to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



**Pro tip:** EBP Increasing Attendance feel free to change time according to students' needs



### DIFFERENTIATION

**T1**

Students use **Warm up sheet 1** to write and sort successful and problematic workplace behaviors. [WB.4.1.1]

**T2**

Students use **Warm up sheet 2** to cut and paste written workplace behaviors. [WB.4.1.2]

**T3**

Students use **Warm up sheet 3** to point to successful and problematic workplace behavior icons. [WB.4.1.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [WB.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

### +\$ PARTICIPATION

*"Nice job participating, Marcus. You earned a participation dollar. Let's hear more about your work."*

### -\$ PROBLEMATIC

You will learn strategies for teaching self-regulation in Lesson 3. This orange box will prompt you with these strategies beginning in Unit 9.



2. *"I'm setting the timer for [two\*] minutes. If you complete the warm up on time, you earn \$1."*



3. Ask, *"For a participation dollar, who would like to share some ways that they have earned a participation dollar?"*

**Possible Answers:** Greeting a guest, sharing, participating, encouraging, following directions.

## GUIDED WATCHING



1. Divide students into small groups (2-3 students per group). Cut out Roll Play cards **WB.4.2** and place into a container. Each group will choose a charade card until there are no more.



## DIFFERENTIATION

T1

Verbal response and role playing.

T2

Verbal response or holds up **Successful Image Exchange Cards** [WB.IEC.SUCCESS] and **Problematic Image Exchange Cards** [WB.IEC.PROBLEM] (see lesson supplements)

T3

Holds up or points to **YES/NO IEC cards** [WB.IEC.Y/N] or **Behavior Bingo Cards** (see lesson supplements). [WB.4.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [WB.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

### +\$ PARTICIPATION

*"Nice job participating, Marcus. You earned a participation dollar. Let's hear more about your work."*

### -\$ PROBLEMATIC

You will learn strategies for teaching self-regulation in Lesson 3. This orange box will prompt you with these strategies beginning in Unit 9.



3. Tell students, *"We are going to Role Play. Each student (or team) will choose a behavior card. The person must act out the behavior with their team. The other team must guess which behavior they are showing."*



4. Ask, *"For a participation dollar, who can guess what behavior the other team is showing?"*




5. Ask, *"For a participation dollar, who can tell me if that behavior is successful or problematic for the workplace?"*

Repeat until all behaviors are shown or time permits.

## INFORMAL ASSESSMENT



1. Distribute **WB.4.3** Behavior Bingo to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



## DIFFERENTIATION

**T1**

Students use **Behavior Bingo Board** [WB.4.3]

**T2**

Students use **Behavior Bingo Board** [WB.4.3]

**T3**

Students use **Behavior Bingo Board** [WB.4.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [WB.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

### +\$ PARTICIPATION

*"Nice job participating, Marcus. You earned a participation dollar. Let's hear more about your work."*


### -\$ PROBLEMATIC

You will learn strategies for teaching self-regulation in Lesson 3. This orange box will prompt you with these strategies beginning in Unit 9.



## EXIT TICKET: BEHAVIOR AND CONSEQUENCES



1. Distribute **WB.4.4**, Behaviors and Consequences Exit Ticket to students. See  **DIFFERENTIATION** for this activity to identify supplements needed for your students.



### DIFFERENTIATION

**T1** Student will complete **Exit slip 1**. [WB.4.4.1]

**T2** Student will complete **Exit slip 2**. [WB.4.4.2]

**T3** Student will complete **Exit slip 3**. [WB.4.4.3]



2. Give immediate feedback to each student (see below). Record Workplace Behavior earnings and/or spending on the **Dollar Earnings Tracker**. [WB.4.DollarTracker]

[NAME] + [BEHAVIOR] + [CONSEQUENCE] + [REPLACEMENT BEHAVIOR/REINFORCEMENT]

#### +\$ PARTICIPATION

*"Nice job participating, Marcus. You earned a participation dollar. Let's hear more about your work."*

#### -\$ PROBLEMATIC

You will learn strategies for teaching self-regulation in Lesson 3. This orange box will prompt you with these strategies beginning in Unit 9.

3. Students will read the sample scenario and determine what behavior the scenario is depicting and label if it is an successful or problematic behavior.



## IMMEDIATE FEEDBACK/NEXT STEPS

1. Read off Dollar Earnings Tracker and announce how many dollars each student earned during the lesson.
2. Students will fill in their dollar earnings from the lesson using their My Digitability Earnings sheet [WB.4.6]. Have students staple this sheet into their notebooks so they can use it for the entire unit.
3. Ask students, “For a participating dollar, what will you do with your earnings?”
4. If time permits, students can log into their student accounts for independent practice. Remember to set a boundary for students when completing lessons independently. For example, say; “You can unlock badges up until [name of badge you want students to stop at]. Then stop what you are doing and put your thumbs up.”



## DIFFERENTIATION

T1

Login independently **using password cards**.

T2

Login independently **using password cards** with the help from a Tier 1 partner for any required troubleshooting.

T3

Teacher or Tier 1 assistance to help student login using their password card.



## Behaviors

## Name

EX: Sam

### Successful +\$

Participation/  
Contributing

||||

Sharing/Helping/  
Collaborating

|||

Greeting a Guest

|

Following Directions/  
Staying on-task

|||

Encouraging/  
Complementing

||

### Problematic -\$

Off-task

|

Off-Topic/  
Inappropriate  
Comment

Disrespect/Teasing

Complaining/Whining

Arguing

Interrupting

||

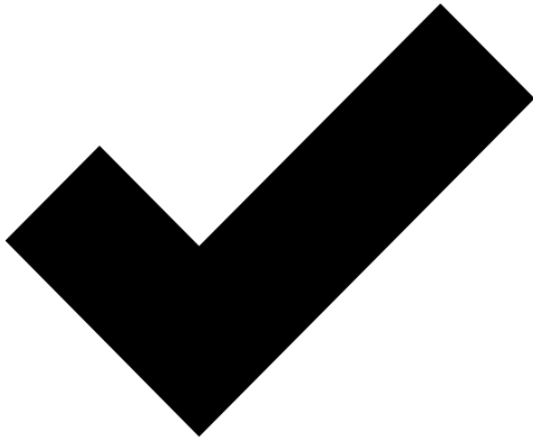
UMAPA

Unlock problematic behaviors in Unit 9.  
Begin looking at problematic behaviors for  
preparation of Unit 9.

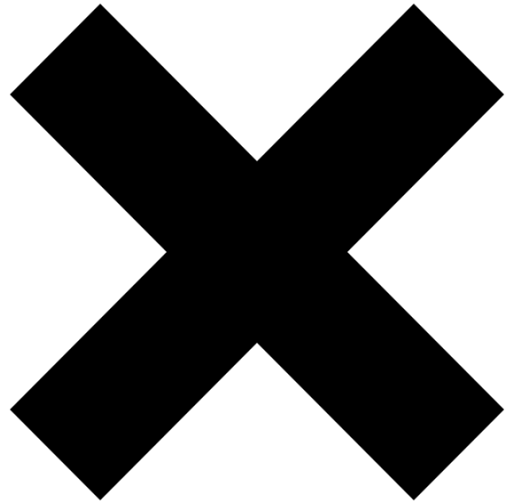


**YES OR NO IMAGE  
EXCHANGE CARD**

**WB.IEC.Y/N**



**Yes**



**No**





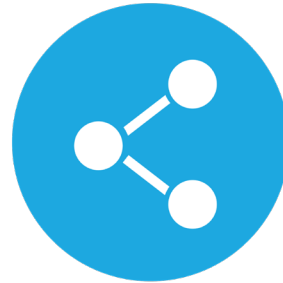
## SUCCESSFUL BEHAVIOR IMAGE EXCHANGE CARDS

WB.IEC.SUCCESS

### Participating/Contributing



### Sharing/Helping/ Collaborating



### Encouraging/Complimenting



### Following Directions/ Staying On-Task



### Greeting a guest





## PROBLEMATIC BEHAVIOR IMAGE EXCHANGE CARDS

WB.IEC.PROBLEM

**Off-Task**



**Complaining/Whining**



**Disrespect/Teasing**



**Off-Topic/Inappropriate  
Comments**



**UMAPA**



**Interrupting**





## Arguing





# T1 WARM UP

WB.4.1.1

**Directions:** Sort and write the appropriate and inappropriate workplace behaviors into the correct column.

Sharing/Helping/Collaborations(+\$1), Off task(+\$1), Encouraging/  
Complimenting(+\$1), Off-topic/Inappropriate Comment(+\$1),  
Disrespect/Teasing(+\$1), Complaining/Whining(+\$1), Greeting  
Visitors(+\$1), Following Directions/Staying on-task(+\$1),  
UMAPA(+\$1), Arguing(+\$1), Interrupting(+\$1), Participating/

Successful	Problematic



# T1 WARM UP

## WB.4.1.2

**Directions:** Read each behavior. Circle whether it is successful or problematic

Off task

Successful / Problematic

Following directions/  
Staying on-task

Successful / Problematic

Disrespect/  
Teasing

Successful / Problematic

Encourage/  
Compliment

Successful / Problematic

Greeting a Guest

Successful / Problematic

Interrupting

Successful / Problematic

UMAPA

Successful / Problematic

Participating/  
Contribution

Successful / Problematic

Sharing/Helping/  
Collaborating

Successful / Problematic

Arguing

Successful / Problematic

Complaining/  
Whining

Successful / Problematic

Off-topic/Inappropriate Comments

Successful / Problematic



## T3 WARM UP

### WB.4.1.3

**Directions:** Student will go through each behavior and point whether it is a successful or problematic workplace behavior.



Following directions/  
Staying on Task



Participating/  
Contribution



Complaining/  
Whining



Off Task



Encourage/  
Complement



Arguing



Sharing/  
Helping/  
Collaborating



UMAPA



Disrespect/  
Teasing



Greeting  
a Guest



Off-Topic



Interrupting

**Successful**

**Problematic**



T1

## ROLE PLAY CARDS

## WB.4.2

**Directions:** students role play/act out all scenarios (+/-), and the teacher must respond accordingly. Teacher will award \$1 for every response that is appropriate and students will earn \$1 every time they participate in a role-play.

Scenario 1 (Teacher and student)

**Teacher:** *"For a participation dollar, who can tell me something they think of when they hear the word, 'internet?'"*

**Student:** *Raises hand and waits to be called on.*

**Teacher:** *Calls on [student].*

**Student:** *Responds, "YouTube!"*

Did the teacher guess correct? **Yes / No**

Scenario 2 (Teacher and student)

**Teacher:** *"Alright class we are going to open up your math books and turn to page 38"*

**Student:** *"Ugh I hate math." Shuts down, avoids his math book.*

Did the teacher guess correct? **Yes / No**

Scenario 3 (Teacher and Two students)

**Teacher:** *"[Student], can you come up to the board and choose what you think the correct answer is." Points to student 1*

**Student 1:** *Comes up to the board and stands there struggling.*

**Student 2:** *From desk, clapping. "Come on Marcus, You can do it!"*

Did the teacher guess correct? **Yes / No**



Scenario 4 (3 people: Teacher and Two students)

**Teacher:** *"[Student], did you get new sneakers? Wow those are really nice!"*

**Student 1:** Shows off your new shoes proud. "Yes [Teacher] I did get new shoes. Thanks you!"

**Student 2:** From desk pointing. "Oh wow, [Student], those shoes are ugly!."

Did the teacher guess correct? **Yes / No**

Scenario 5 (2 people: Teacher and student)

**Teacher:** *"OK class, wrap up your answer for your Do Now activity. We are going to start math. Open your books and get into your math groups."*

**Student:** huffs and puffs. "Oh no. Not math groups. Ugh. "

Did the teacher guess correct? **Yes / No**

Scenario 6 (2 people: Teacher and student)

**Teacher:** *"There is a Do Now assignment on the board. You have 20 minutes to complete this activity."* Walks around the room reviewing student work as they complete their Do Now.

**The class opens their notebooks and starts their assignment.**

**Student:** starts rubbing his pencil on his desk.

Did the teacher guess correct? **Yes / No**





Scenario 7 (2 people: Teacher and student)

**Teacher:** Sits with [Student] writing three tasks on a piece of paper. "[Student], these three tasks I need done before lunch." Walks away.

**Student 1:** Sits on desk and pulls out a video game when the teacher leaves.

**Teacher:** Walks back. "Hey, [Student], did you finish those tasks?"

Did the teacher guess correct? Yes / No

Scenario 8 (2 people: Teacher and 4 students)

**Teacher:** "OK class, we are going to start our group activity."

**All Students:** Get in group separate groups (2 students each).

**Teacher:** "Is everyone ready?"

**Student 1:** Throws a paper ball at the other group. "We're number 1!"

Did the teacher guess correct? Yes / No

Scenario 9 (3 people: Teacher and student 1 and new student)

**Teacher:** Brings in a new student, "Class, this is Kayla. She is new and excited to be here."

**New Student:** Stands next to teacher.

**Student 1:** Walks over. "Hi, I'm [Your name], nice to meet you [Their name]."

**Both students:** Shake hands.

Did the teacher guess correct? Yes / No

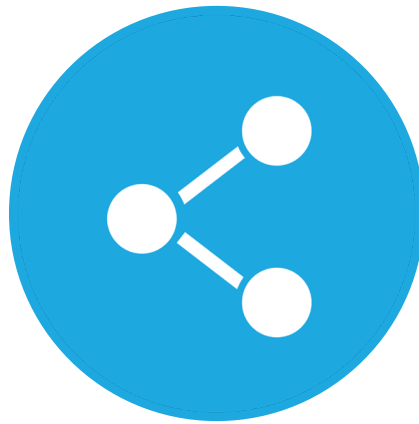


## BEHAVIOR BINGO

**Directions:** Teacher calls out workplace behaviors (+/-), Students act out the called out behavior that matches their board. If they act out the behavior correctly, they can cover that behavior until someone has bingo!



Off-Task



Sharing/Helping/Collaborating



Complaining/Whining



Participating/Contribution



Off-Topic/Inappropriate Comments



Encourage/Complement



Disrespect/Teasing



Following directions/Staying On-Task

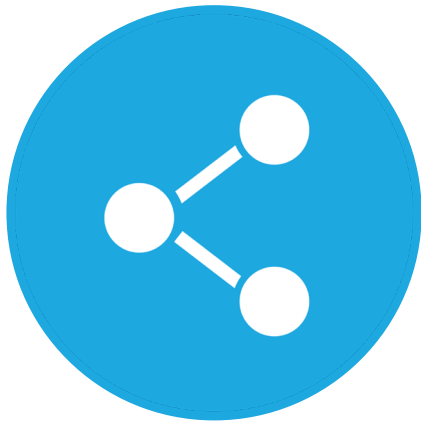


Greeting a Guest



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Off-Task



Off-Topic/Inappropriate Comments



Interrupting



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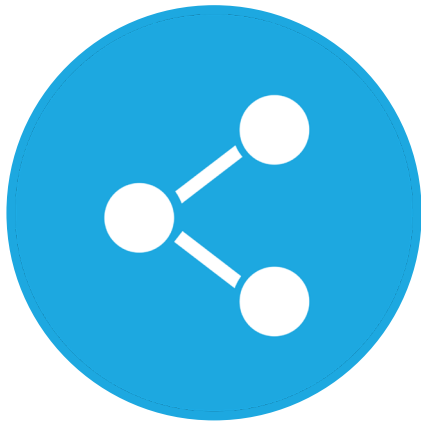


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Sharing/Helping/Collaborating



UMAPA



Complaining/Whining



Interrupting



Encourage/Complement



Arguing



Following directions/Staying on Task



Disrespect/Teasing

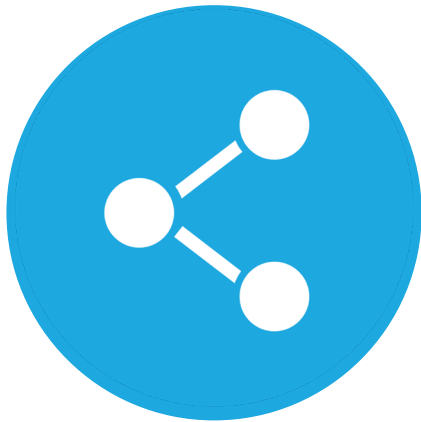


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Sharing/Helping/Collaborating



Off-Task



Off-Topic/Inappropriate Comments



Interrupting



UMAPA



Participating/ Contribution



Arguing



Following directions/Staying on Task



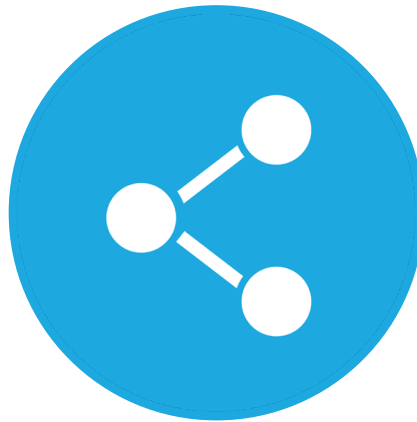
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Encourage/Complement

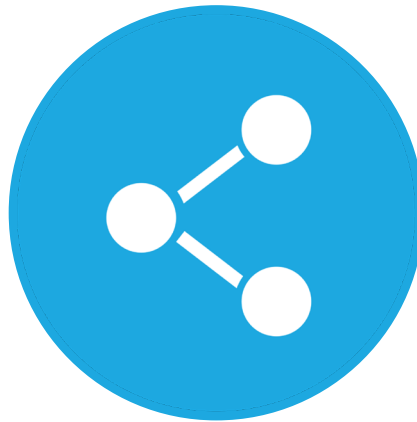


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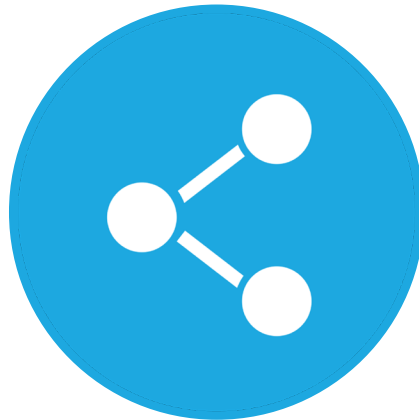


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Off-Task



Sharing/Helping/Collaborating



Off-Topic/Inappropriate Comments



Participating/Contribution



Greeting a Guest



Encourage/Complement



Disrespect/Teasing



Following directions/Staying on Task



Off-Topic/Inappropriate Comments



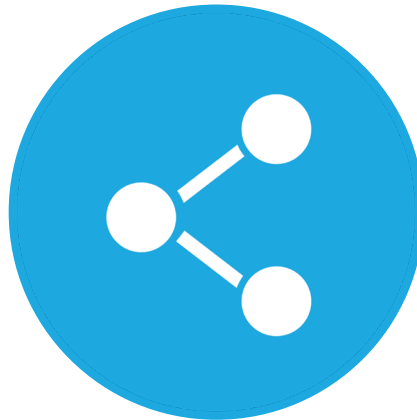


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Off-Task



Sharing/Helping/Collaborating



Participating/Contribution



Off-Topic/Inappropriate Comments



UMAPA



Complaining/Whining



Arguing



Following directions/Staying on Task



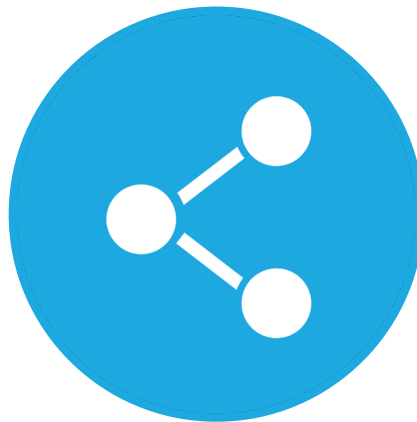
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Off-Task



Sharing/Helping/Collaborating



Participating/Contribution



Greeting a Guest



UMAPA



Encourage/Complement



Arguing



Following directions/Staying on Task



Complaining/Whining

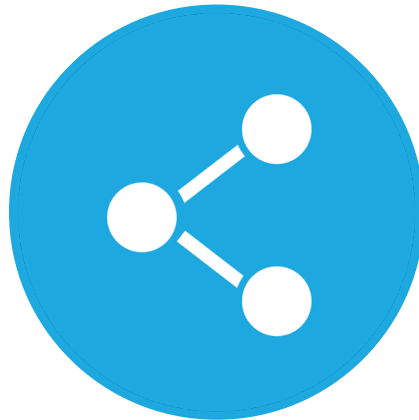


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Off-Task



Sharing/Helping/Collaborating



Complaining/Whining



Participating/Contribution



Interrupting



Encourage/Complement



Disrespect/Teasing



Following directions/Staying on Task



Off-Topic/Inappropriate Comments



# T1 EXIT SLIP

## WB.4.4.1

**Directions:** Match the scenario behavior and circle **Successful** or **Problematic** behavior.

1. Jimmy was listening to music instead of doing his work.

2. Carol made fun of JaVonte when he answered a question wrong.

3. Megan did as the teacher asked and sat quietly. Georgina showed Kevin where to find the answer.

5. Lauren huffed and puffed when she was told to take a test.

6. While Jake was trying to answer the question, Megan blurted it out before he could finish.

7. Faith was using the computer to watch music videos instead of working on her project.

8. Sharon told Bill he was doing a great job with his part of the research project.

9. Christine said "Hello" to the new classmate and introduced herself.

10. Carlos raised his hand to tell the teacher the correct answer.

11. While discussing the math problem, Jax asked the teacher when football season would start.

A.	Participating/ Contributing	Successful Problematic
B.	Sharing/Helping/ Collaborating	Successful Problematic
C.	Encouraging/ Complementing	Successful Problematic
D.	Following directions/ Staying on Task	Successful Problematic
E.	Greeting a guest	Successful Problematic
F.	Off task	Successful Problematic
G.	Off topic/Inappropriate comments	Successful Problematic
H.	Disrespect/Teasing	Successful Problematic
I.	Complaining	Successful Problematic
J.	UMAPA	Successful Problematic
K.	Arguing	Successful Problematic
L.	Interrupting	Successful Problematic



## T2 EXIT SLIP

WB.4.4.2

**Directions:** On the line, write if each behavior is a **Successful** or **Problematic** workplace behavior.

**Participating/Contribution:**

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**Sharing/Helping/Collaborating:**

---

**Encourage/Compliment:**

---

**Following directions/Staying On-Task:**

---

**Greeting a guest:**

---

**Off-Task:**

---

**Off-Topic/Inappropriate comments:**

---

**Disrespect/Teasing:**

---

**Complaining/Whining:**

---

**UMAPA:**

---

**Arguing:**

---

**Interrupting:**

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## T3 EXIT SLIP

WB.4.4.3

**Directions:** Circle or Point if this is **Successful** or **Problematic** behavior.

**Participating/Contribution:**

**Successful / Problematic**

**Sharing/Helping/Collaborating:**

**Successful / Problematic**

**Encourage/Compliment:**

**Successful / Problematic**

**Following directions/Staying On-Task:**

**Successful / Problematic**

**Greeting a guest:**

**Successful / Problematic**

**Off-Task:**

**Successful / Problematic**

**Off-Topic/Inappropriate comments:**

**Successful / Problematic**

**Disrespect/Teasing:**

**Successful / Problematic**

**Complaining/Whining:**

**Successful / Problematic**

**UMAPA:**

**Successful / Problematic**

**Arguing:**

**Successful / Problematic**

**Interrupting**

**Successful / Problematic**



# SCENARIO TASK CARDS

WB.4.5

**Directions:** Read each scenario. Fill in the blanks, and, if applicable, circle the correct workplace behavior.

## Scenario 1

Mrs. Smith told the class to take out their notebooks for a quiz. Carl yelled, "Oh man! Why do we have to take a quiz?"

Carl thats \_\_\_\_\_. \_\_\_\_\_ costs a dollar. Next time, follow directions to earn a dollar. (complaining, off task, arguing)

## Scenario 2

Natalie did her homework and knew the correct answer to the math problem. She raised her hand and offered to give the answer to the rest of the class. She was correct.

Natalie, great job \_\_\_\_\_. You \_\_\_\_\_.

## Scenario 3

The class was given their laptops to complete their Digitability work. Instead, JaVonte was looking at music videos.

Javonte you're \_\_\_\_\_. Being \_\_\_\_\_ costs a dollar. Next time, stay on task to earn a dollar. (UMAPA, off task, disrespect)



Scenario 4

When Mrs. Smith was giving a lesson, Charlotte screamed the answer aloud without raising her hand.

Charlotte, thats \_\_\_\_\_. \_\_\_\_\_ costs a dollar. Next time, raise your hand before participating to earn a dollar. (arguing, Interrupting, off-topic)

Scenario 5

David's boss sits with him and goes over five tasks for him to finish by the end of the day. At the end of the day, David is finished with all the tasks that were assigned.

David, great job \_\_\_\_\_. You \_\_\_\_\_.

Scenario 6

Mrs. Smith asked Patrick to give the pencil back to Maria because it was hers. Patrick yells, "But she dropped it. I didn't take it!"

Patrick thats \_\_\_\_\_. \_\_\_\_\_ costs a dollar. Next time follow directions and give Maria her pencil back. (arguing, teasing, off-topic)

Scenario 7

Jane needed to know where to find information about the science fair. She wanted to sign up. Brandon had already signed up. He showed Jane where to get the permission slip so that she could sign up for the fair.

Brandon, great job \_\_\_\_\_. You \_\_\_\_\_.





## MY DIGITABILITY EARNINGS TRACKER

### Workplace Behavior Unit | WB.4.6

**DIRECTIONS:** Keep this page safe! After each lesson, mark down the date and the dollars you earned.

**Name:** \_\_\_\_\_

**DATE:**

**DOLLARS EARNED:**

**LESSON 1:**

Welcome to Workplace Behavior

**LESSON 2:**

Successful Behavior

**LESSON 3:**

Problematic Behavior

**LESSON 4:**

Workplace Behavior Master Badge

**TOTAL DOLLARS EARNED:**



## LEVEL 2: INTRO UNIT

### SHOW WHAT YOU KNOW

#### LEVEL GOAL

Student is able to identify successful and problematic behavior in the workplace.

#### OBJECTIVE

Student will be able to identify successful and problematic workplace behavior in a paragraph using TAG writing strategy as measured by Digitability's Intro Unit: Show What You Know rubric.

Student will be able to count denominations of money in their equivalent amounts in order to add up the total sum of money earned as measured by Digitability's Intro Unit: Show What You Know rubric.



# 1 SHOW WHAT YOU KNOW

WB.4.6.1

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Use the word bank and choose a writing prompt to answer using the TAG writing strategy. Use the writing rubric to guide your writing prompt. Every word you use is worth \$1:

- What are successful workplace behaviors?
- What are problematic workplace behaviors?

## WORD BANK

Sharing/Helping/Collaborating (\$1) Encouraging (\$1) Off-Topic/Inappropriate comments (\$1)  
Disrespect/Teasing (\$1) Complaining/Whining (\$1) Following Directions/Staying On-Task (\$1)  
Greeting Visitors (\$1) UMAPA (\$1) Arguing (\$1) Interrupting (\$1) Off-Task (\$1)  
Participation/Contributing

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1

# SWYK ADD IT UP!

WB.4.6.1

Name: \_\_\_\_\_

Date: \_\_\_\_\_

WORD USED:

AMOUNT FOR USING THE  
WORD CORRECTLY:

FIND THE SUM OF  
EACH WORD USED CORRECTLY:

Greeting Visitors

\$1

+ \_\_\_\_\_

Sharing

\$1

+ \_\_\_\_\_

Off-Task

\$1

+ \_\_\_\_\_

Encouraging

\$1

+ \_\_\_\_\_

Off-Topic

\$1

+ \_\_\_\_\_

Teasing

\$1

+ \_\_\_\_\_

Complaining

\$1

+ \_\_\_\_\_

Following Directions

\$1

+ \_\_\_\_\_

UMAPA

\$1

+ \_\_\_\_\_

Arguing

\$1

+ \_\_\_\_\_

Interrupting

\$1

+ \_\_\_\_\_

DOLLARS EARNED: \$ \_\_\_\_\_



Name: \_\_\_\_\_

Date: \_\_\_\_\_

	<b>ADVANCED 4 POINTS</b>	<b>PROFICIENT 3 POINTS</b>	<b>BASIC 2 POINTS</b>	<b>BELOW BASIC 1 POINT</b>
<b>T &amp; A: Turn Question into a Topic Sentence and Answer Question (4/4)</b>	Topic sentence clear, correctly placed and correctly answered.  <b>Nice Job!</b>	Topic sentence is either unclear or incorrectly placed but has a correct answer.  <b>Next Steps:</b> For homework, you will rethink and rewrite your topic sentence.	Topic sentence is unclear but is correctly placed and has a correct answer.  <b>Next Steps:</b> For homework, you will rethink and rewrite your topic sentence.	Topic sentence is unclear, incorrectly placed and did not have an accurate answer.  <b>Next Steps:</b> For homework, you will rethink and rewrite your topic sentence.
<b>G: Give Supporting Examples (4/4)</b>	Paragraph(s) has/ have three or more supporting example sentences that relate back to the topic sentence.  <b>Nice Job!</b>	Paragraph(s) has/have two supporting detail sentences that relate back to the topic sentence.  <b>Next Steps:</b> For homework, you will compose three supporting example sentences that relate back to the topic sentence.	Paragraph(s) has/have one supporting example sentence that relates back to the topic sentence.  <b>Next Steps:</b> For homework, you will compose three supporting example sentences that relate back to the topic sentence.	Paragraph(s) has/have no supporting example sentences that relate back to the topic sentence  <b>Next Steps:</b> For homework, you will compose three supporting example sentences that relate back to the topic sentence.
<b>Legibility (4/4)</b>	Legible handwriting, typing, or printing.  <b>Nice Job!</b>	Writing is legible in most places.  <b>Next Steps:</b> For homework, you will either rewrite or type up your paragraph(s) so that they are completely legible.	Writing is legible in places.  <b>Next Steps:</b> For homework, you will either rewrite or type up your paragraph(s) so that they are completely legible.	Writing is not legible.  <b>Next Steps:</b> For homework, you will either rewrite or type up your paragraph(s) so that they are completely legible.
<b>Mechanics (4/4)</b>	Paragraph(s) has/have no errors in punctuation, capitalization and spelling.  <b>Nice Job!</b>	Paragraph(s) has/have 1-2 punctuation, capitalization and/or spelling errors.  <b>Next Steps:</b> For homework, you will correct all errors.	Paragraph(s) has/have 3-5 punctuation, capitalization and/or spelling errors.  <b>Next Steps:</b> For homework, you will correct all errors.	Paragraph(s) has/have 6+ punctuation, capitalization and/or spelling errors.  <b>Next Steps:</b> For homework, you will correct all errors.
<b>Creativity/Style (4/4)</b>	Makes Writing descriptive by using 5-10 adverbs, adjectives and/or prepositional phrases appropriately in each paragraph ALL of the time.  <b>Nice Job!</b>	Makes Writing descriptive by using 5-10 adverbs, adjectives and/or prepositional phrases appropriately in each paragraph MOST of the time.  <b>Next Steps:</b> For homework, you will rewrite your paragraph(s), implementing 5-10 adverbs, adjectives and/or prepositional phrases appropriately.	Makes Writing descriptive by using 5-10 adverbs, adjectives and/or prepositional phrases appropriately in each paragraph SOME of the time.  <b>Next Steps:</b> For homework, you will rewrite your paragraph(s), implementing 5-10 adverbs, adjectives and/or prepositional phrases appropriately.	Does not use adverbs, adjectives and/or prepositional phrases to make writing descriptive.  <b>Next Steps:</b> For homework, you will rewrite your paragraph(s), implementing 5-10 adverbs, adjectives and/or prepositional phrases appropriately.

**WRITING PROBE**  
**STUDENT SCORED \_\_\_\_ / 20 POINTS ON THEIR WRITING PROBE RUBRIC**  
**WITH \_\_\_\_\_% ACCURACY.**



2

## SWYK WRITING PROMPT

WB.4.6.2

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## WORD BANK

Sharing/Helping/Collaborating (\$1) Off-Topic/Inappropriate comments (\$1)  
Disrespect/Teasing (\$1) Complaining/Whining (\$1) Following Directions/Staying On-Task (\$1)  
Greeting Visitors (\$1) UMAPA (\$1) Interrupting (\$1)  
Participation/Contributing (\$1) Workplace (\$1) Successful (\$1) Problematic (\$1)

- 1) \_\_\_\_\_ behaviors are important. There are behaviors that will make you  
2) \_\_\_\_\_ in the workplace, such as 3) \_\_\_\_\_,  
4) \_\_\_\_\_, or 5) \_\_\_\_\_. There are also behaviors  
that are 6) \_\_\_\_\_ in the workplace, such as 7) \_\_\_\_\_,  
8) \_\_\_\_\_, 9) \_\_\_\_\_.

**SCORE:** Student correctly answered \_\_\_\_\_ /9 vocabulary terms with \_\_\_\_\_% accuracy.




2

## SWYK CHECK YOUR ANSWER

WB.4.6.2

Name: \_\_\_\_\_

Date: \_\_\_\_\_

WORD USED:	IF YOU GOT IT CORRECT, CIRCLE THE DOLLAR AMOUNT:	IF YOU GOT IT CORRECT, ADD IT UP:
Greeting Visitors		+ _____
Sharing/Helping/ Collaborating		+ _____
Workplace		+ _____
Encouraging/ Complementing		+ _____
Off-Topic/Inappropri- ate		+ _____
Disrespect/Teasing		+ _____
Complaining/ Whining		+ _____
Following Directions/ Staying On-Task		+ _____
UMAPA		+ _____
Successful		+ _____
Problematic		+ _____
Participation/ Contributing		+ _____

Total Dollars \_\_\_\_\_



3

## SWYK WRITING PROMPT

WB.4.6.3

Name: \_\_\_\_\_

Date: \_\_\_\_\_

( **Workplace / Problematic** ) behaviors are important. There are behaviors that will make you ( **off-topic / successful** ) in the workplace, such as ( **teasing / participating** ), ( **sharing / greeting visitors** ), or ( **Interrupting / encouraging** ). There are also behaviors that are ( **successful / problematic** ) in the workplace, such as ( **off-topic / sharing** ), ( **greeting visitors / being off task** ), ( **complaining / participating** ).

**SCORE:** Student correctly answered \_\_\_\_ /9 vocabulary terms with \_\_\_\_% accuracy.





3

## SWYK CHECK YOUR ANSWER

WB.4.6.3

Name: \_\_\_\_\_

Date: \_\_\_\_\_

WORD USED:	IF YOU GOT IT CORRECT, CIRCLE THE DOLLAR AMOUNT:	IF YOU GOT IT CORRECT, ADD IT UP:
Workplace		+ _____
Successful		+ _____
Participating		+ _____
Greeting visitors		+ _____
Sharing		+ _____
Encouraging		+ _____
Problematic		+ _____
Off-topic		+ _____
Off-task		+ _____
Complaining		+ _____

Total Dollars \_\_\_\_\_