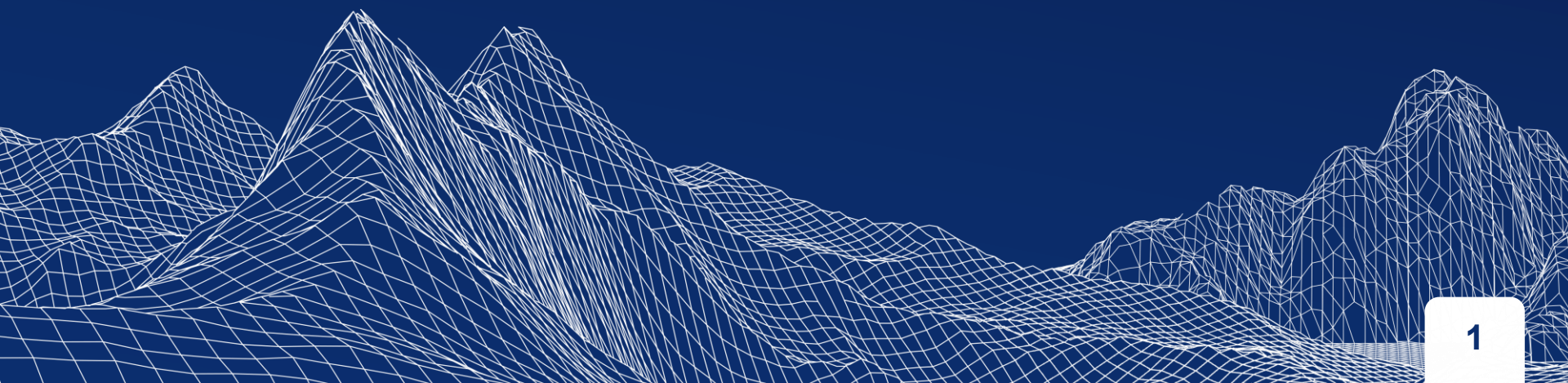
NATIONAL GEOGRAPHIC LEARNING

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STANDOUT 4

Team Project 7



Read the conversation.

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[Approx. 1 min]

1.**Q:** Is it appropriate to ask a coworker for help?
A: Yes, it's appropriate. Teamwork is encouraged.
2.**Q:** Is it appropriate to take products home for your friends and family?
A: No, that's inappropriate. It's considered stealing.
3.**Q:** Is it appropriate to ask your supervisor a question?
A: Yes, it's appropriate. Supervisors are there to support you.
4.**Q:** Is it appropriate to call in sick when you are really sick?
A: Yes, it's appropriate. Staying home helps you recover and protects others.
5.**Q:** Is it appropriate to come to work sick?
A: No, it's inappropriate. It can spread illness to coworkers.
6.**Q:** Is it appropriate to send personal emails at work?
A: No, it's usually inappropriate unless it's urgent and allowed.
7.**Q:** Is it appropriate to sit on your desk?
A: No, that's inappropriate. It looks unprofessional.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

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[Approx. 3 mins]

1. **Q:** Is it appropriate to ask a coworker for help?
2. **Q:** Is it appropriate to take products home for your friends and family?
3. **Q:** Is it appropriate to ask your supervisor a question?
4. **Q:** Is it appropriate to call in sick when you are really sick?
5. **Q:** Is it appropriate to come to work sick?
6. **Q:** Is it appropriate to send personal emails at work?
7. **Q:** Is it appropriate to sit on your desk?

Select pairs to change the conversation with your prompts.

Read the conversation.

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[Approx. 1 min]

Raquel: Did you see the note I put on your screen?

Bruno: Was that note from you? I thought Jim put it there.

Raquel: Actually, the note was written by Jim, but I taped it to your screen. I wanted to make sure you got it before you left for lunch.

Bruno: I did get it. The orders were sent to me yesterday, and I'll have them ready for your signature before I leave today.

Raquel: Great! I'll sign them in the morning, and then you can send them to the finance department. Make sure they are sent by Package Express.

Bruno: I'll take care of it right away.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

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[Approx. 3 mins]

Raquel: Did you see the note I put on your screen?

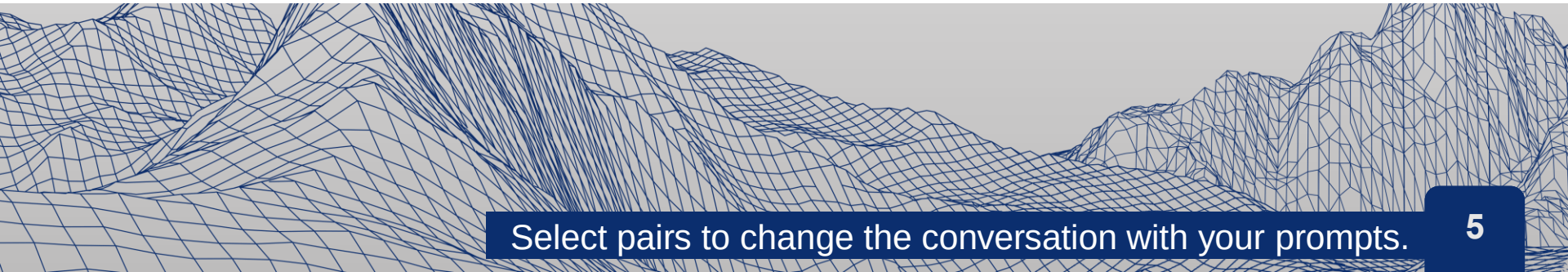
Bruno: Was that note from you? I thought Jim put it there.

Raquel: Actually, the note was written by Jim, but I taped it to your screen. I wanted to make sure you got it before you left for lunch.

Bruno: I did get it. The orders were sent to me yesterday, and I'll have them ready for your signature before I leave today.

Raquel: Great! I'll sign them in the morning, and then you can send them to the finance department. Make sure they are sent by Package Express.

Bruno: I'll take care of it right away.



Select pairs to change the conversation with your prompts.

Read the conversation.

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[Approx. 1 min]

Construction worker: Excuse me, do you have a second?

Supervisor: Sure. What is it?

Construction worker: Well, there's a small problem. The shipment of lumber didn't arrive, so we have to stop construction until it gets here. What would you like us to do?

Supervisor: There's nothing else you can do while you are waiting for it?

Construction worker: No. We need that lumber to start working on the door frames.

Supervisor: OK. Well, why don't you guys take lunch early, and I'll call and see where the lumber is.

Construction worker: Let me make sure I understand you correctly. You want all of us to go on lunch break right now while you call and find out where the lumber is?

Supervisor: That's right.

Construction worker: When should we come back?

Supervisor: In about an hour.

Construction worker: Thank you. See you in an hour.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

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[Approx. 3 mins]

Construction worker: Excuse me, do you have a second?

Supervisor: Sure. What is it?

Construction worker: Well, there's a small problem. The shipment of lumber didn't arrive, so we have to stop construction until it gets here. What would you like us to do?

Supervisor: There's nothing else you can do while you are waiting for it?

Construction worker: No. We need that lumber to start working on the door frames.

Supervisor: OK. Well, why don't you guys take lunch early, and I'll call and see where the lumber is.

Construction worker: Let me make sure I understand you correctly. You want all of us to go on lunch break right now while you call and find out where the lumber is?

Supervisor: That's right.

Construction worker: When should we come back?

Supervisor: In about an hour.

Construction worker: Thank you. See you in an hour.

Select pairs to change the conversation with your prompts.

Read the conversation.

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[Approx. 1 min]

1. **Do you deserve a raise? Why or why not?**
   Yes, I do. I have improved my performance and contribute more to the team.
2. **How long have you been working at your job?**
   I have been working there for about three years.
3. **When was the last time you got a raise?**
   I got a raise about a year ago.
4. **Have you been working harder or working more hours?**
   Yes, I have been working harder and sometimes staying late.
5. **Have you been given more responsibilities?**
   Yes, I am now responsible for more tasks and projects.
6. **Have you gotten good reviews from your supervisors?**
   Yes, my supervisors have given me positive feedback.

Review the conversation and select pairs to read the conversation.

Practise the conversation.

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[Approx. 3 mins]

1. Do you deserve a raise? Why or why not?
2. How long have you been working at your job?
3. When was the last time you got a raise?
4. Have you been working harder or working more hours?
5. Have you been given more responsibilities?
6. Have you gotten good reviews from your supervisors?

Select pairs to change the conversation with your prompts.

[Approx. 5 mins]

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SCENARIO :

A company called **Package Express Logistics**, which manages shipping, office administration, and construction of a new storage facility.

Purpose of the Role-Play:

Employees are attending a **Workplace Professionalism and Communication Day**. During the day, different real-life situations happen involving office work, health and safety, construction delays, and a performance review.

ROLES (3 PEOPLE)

1. Bruno – Office Assistant

Personality/Goal: Responsible but sometimes unsure about workplace rules. Wants to do well and possibly get a raise.
Duties: Handles documents, emails, and shipping paperwork. Communicates between departments.

2. Raquel – Office Supervisor

Personality/Goal: Organized and professional. Supports employees but expects proper behavior and responsibility.
Duties: Reviews and signs documents, answers staff questions, evaluates employee performance.

3. Daniel – Construction Team Leader

Personality/Goal: Practical and respectful. Leads the construction workers building the new company facility. Communicates problems to management.

Explain the scene to the students.

Sample Conversations

[Approx. 5 mins]

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Setting: Morning in the office break area before work.

Bruno: Raquel, can I ask you something?
Raquel: Of course. Is it appropriate to ask your supervisor a question?
Bruno: Yes, it's appropriate. Supervisors are there to support you.
Raquel: Exactly. What's on your mind?
Bruno: Well… is it appropriate to ask a coworker for help?
Raquel: Yes, it's appropriate. Teamwork is encouraged.

Daniel enters coughing

Raquel: Daniel, you don't look well.
Bruno: Is it appropriate to come to work sick?
Raquel: No, it's inappropriate. It can spread illness to coworkers.
Daniel: You're right. Is it appropriate to call in sick when you are really sick?
Raquel: Yes, it's appropriate. Staying home helps you recover and protects others.

Bruno (joking, sitting on desk): What about this?
Raquel: Bruno, is it appropriate to sit on your desk?
Bruno: No, that's inappropriate. It looks unprofessional. Sorry!

Daniel: One more question. Is it appropriate to send personal emails at work?
Raquel: No, it's usually inappropriate unless it's urgent and allowed.
Bruno: And taking company products home?
Raquel: No, that's inappropriate. It's considered stealing.

Setting: Later that morning in the main office.

Raquel: Bruno, did you see the note I put on your screen?
Bruno: Was that note from you? I thought Jim put it there.
Raquel: Actually, the note was written by Jim, but I taped it to your screen. I wanted to make sure you got it before you left for lunch.

Bruno: I did get it, and I'll have them ready for your signature before I leave today.

Raquel: Great! I'll sign them in the morning, and then you can send them to the finance center. Make sure they are sent by Package Express.
Bruno: I'll take care of it right away.

Setting: Outside at the new company building site.

Daniel: Excuse me, do you have a second?
Raquel: Sure. What is it?
Daniel: Well, there's a small problem. The shipment of lumber didn't arrive, so we have to stop construction until it gets here. What would you like us to do?
Raquel: There's nothing else you can do while you're waiting for it?
Daniel: No. We need that lumber to start working on the door frames.
Raquel: OK. Why don't you guys take lunch early, and I'll call and see where the lumber is.
Daniel: Let me make sure I understand you correctly. You want all of us to go on lunch break right now while you call and find out where the lumber is?
Raquel: That's right.
Daniel: When should we come back?
Raquel: In about an hour.
Setting: End of the day in Raquel's office.

Raquel: Bruno, let's talk about your performance. Do you deserve a raise? Why or why not?
Bruno: I think I do. I've been working harder and helping my coworkers.
Raquel: How long have you been working at your job?
Bruno: I've been working here for two years.
Raquel: When was the last time you got a raise?
Bruno: About a year ago.
Raquel: Have you been working harder or working more hours?
Bruno: Both. I've also been given more responsibilities.
Raquel: Have you gotten good reviews from your supervisors?
Bruno: Yes, my last review was very positive.
Raquel: That's good to hear. I'll review everything and let you know soon.

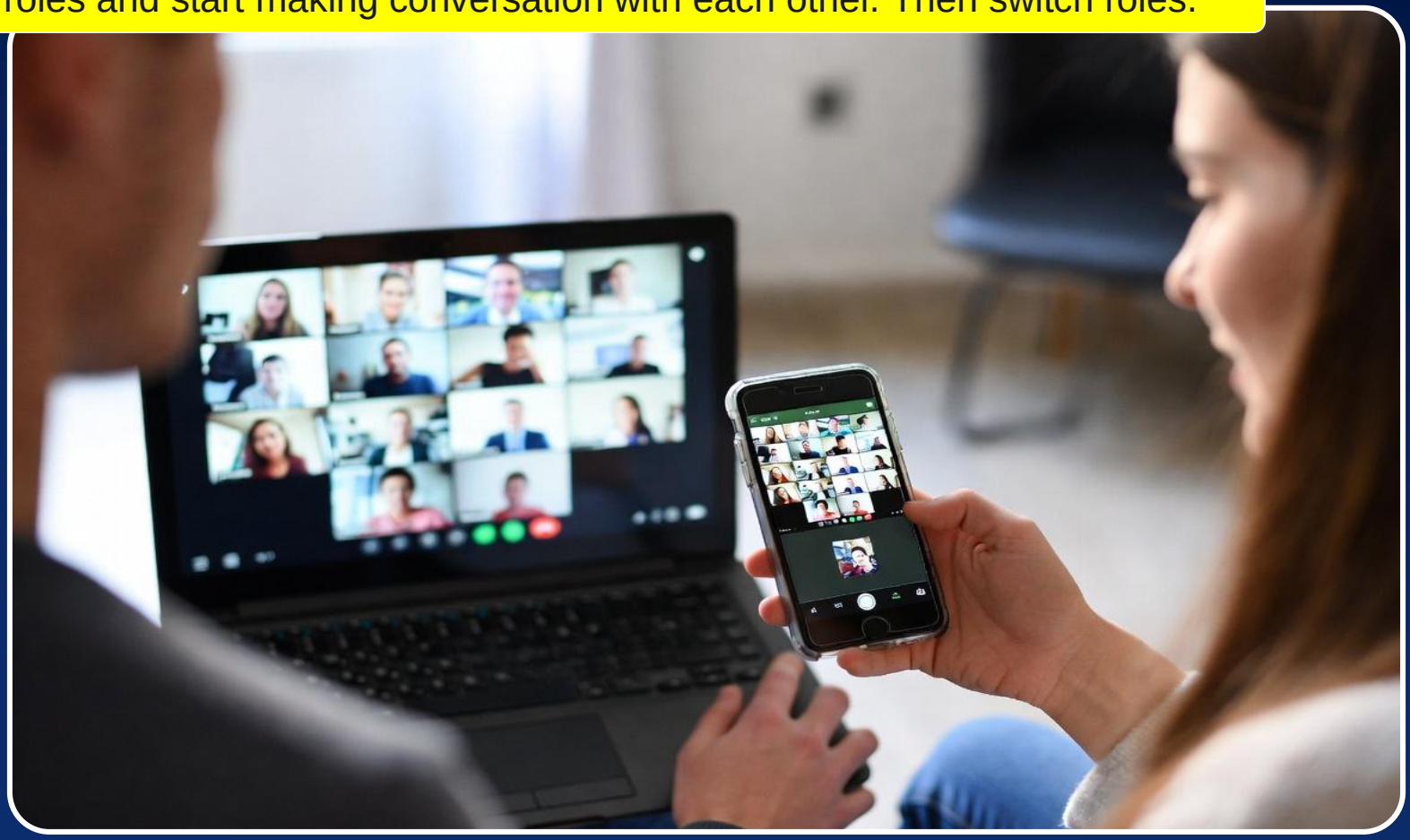
Select groups to read the conversation

In groups

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Take roles and start making conversation with each other. Then switch roles.



[Approx. 6 mins]

Put the Ss in breakout rooms and have them perform the conversation based on the scenario. All the roles must be switched among them.

Class Sharing

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[Approx. 10 mins]



Ask all the groups to quickly share in class.