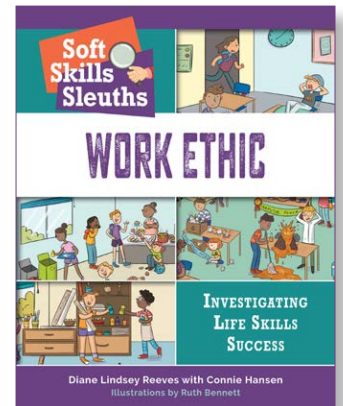
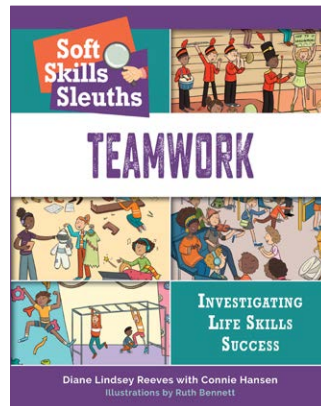
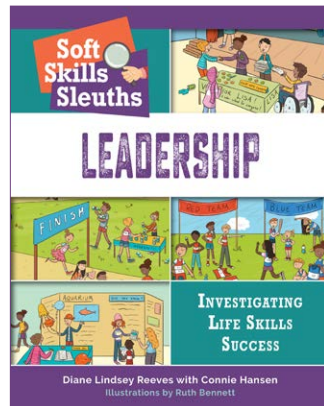
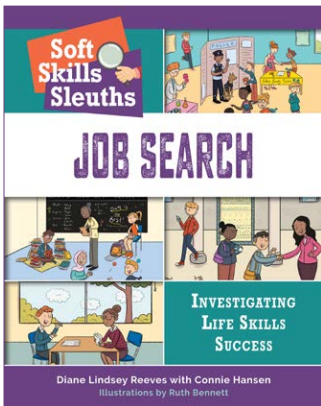
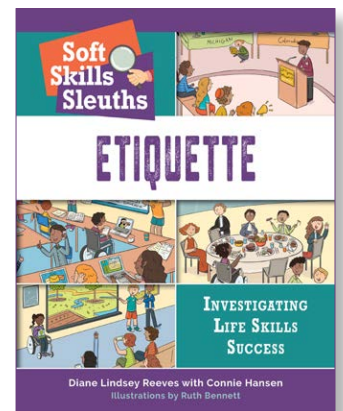
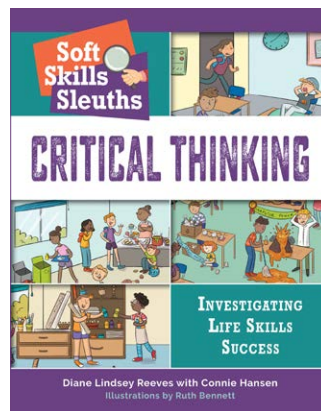
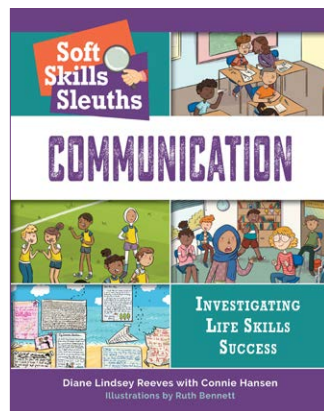
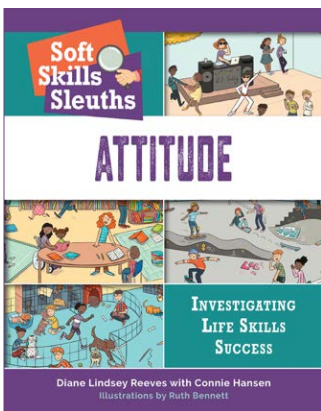


# CLASSROOM ACTIVITY GUIDE



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# LET THE SOFT SKILLS INVESTIGATIONS BEGIN...

The Soft Skill Sleuths series offers a fun, interactive way for students to explore essential workplace skills with titles for Attitude, Communication, Critical Thinking, Etiquette, Job Search, Leadership, Teamwork, and Work Ethic. Each title unpacks four attributes related to each skill and provides an introduction and how-to tips to build knowledge. This relevant knowledge is followed by illustrated vignettes that allow students to apply their new knowledge in an age-appropriate and memorable way.

Students follow a three-step process for each of four chapters in each of the Soft Skills Sleuths titles:

**1 Gather evidence** by reading a one-page introduction describing each attribute and featuring a skill-building list to encourage personal mastery of each attribute.

**2 Investigate clues** in an illustrated scenario to identify soft skills successes and mistakes.

**3 Crack the case** by confirming that all the clues are discovered and debriefed.

A reading comprehension quiz is included at the end of each book.

The Soft Skills Sleuths reproducible hand-outs included in this guide offer readers a chance to reflect on each attribute, record their investigative findings, and record answers for the comprehension quiz.

Reading Levels	Grade Reading Level	Grade Level Equivalent	Interest Level by Grade
Attitude	Q	4	4 – 7
Communication	R	4	4 – 7
Critical Thinking	Q	4	4 – 7
Etiquette	Q	4	4 – 7
Job Search	R	4	4 – 7
Leadership	R	4	4 – 7
Teamwork	Q	4	4 – 7
Work Ethic	Q	4	4 – 7

## More Career Exploration from Bright Futures Press



*Choose a Career Adventure* (8 titles) introduces cool careers in some of America's coolest places like Hollywood, the Military, NASA, and the White House.



*Emerging Tech Careers* (8 titles) introduces tomorrow's high-tech opportunities today!



*Find Your Future in STEAM* (5 titles) introduces careers related to Science, Technology, Engineering, the Arts, and Mathematics.



*Get a Job* (6 titles) introduces surprising opportunities in familiar places like the Airport, Construction Site, Grocery Store, Hospital, Landfill, and Shopping Mall.



*World of Work* (16 titles) introduces students to each of the nationally recognized career clusters.

To order books go to [www.brightfuturespress.com](http://www.brightfuturespress.com)



Name \_\_\_\_\_

I read **Soft Skills Sleuths**: \_\_\_\_\_

(title of book you read)

## GATHER THE EVIDENCE

### SOFT SKILL # 1:

Describe this skill in your own words:

---

---

List one way you can practice this skill in your own life:

---

---

### SOFT SKILL # 2:

Describe this skill in your own words:

---

---

List one way you can practice this skill in your own life:

---

---

### SOFT SKILL # 3:

Describe this skill in your own words:

---

---

List one way you can practice this skill in your own life:

---

---

### SOFT SKILL # 4:

Describe this skill in your own words:

---

---

List one way you can practice this skill in your own life:

---

---



Name \_\_\_\_\_

I read **Soft Skills Sleuths**: \_\_\_\_\_

(title of book you read)

# CRACK THE CASE!

Describe the clues you discovered in your investigation of each of the four cases included in this book.

## **SOFT SKILL #1:**

Successes:

---

---

---

---

Mistakes:

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---

---

## **SOFT SKILL #2:**

Successes:

---

---

---

---

Mistakes:

---

---

---

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## **SOFT SKILL #3:**

Successes:

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Mistakes:

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## **SOFT SKILL #4:**

Successes:

---

---

---

---

Mistakes:

---

---

---

---



\_\_\_\_\_

Name

**I read Soft Skills Sleuths:** \_\_\_\_\_  
*(title of book you read)*

## WHAT HAVE YOU Learned?

Write your answers to the quiz on page 30 in the spaces below.

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

8: \_\_\_\_\_

**Describe how mastering this soft skill can help now as a student:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe how mastering this soft skill can help you later in your career as an adult:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_