Reading for Life
Volume 1

A Resource of Instructional and Curricular Activities to Assist ABE Learners
# Reading for Life
## Volume 1
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Pre Literacy Activities
Unit 1

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Alphabet Letters Activities

*Teacher Instructions:* Duplicate an alphabet set for each student. Have the students cut the letters apart and put them in a paper clip or envelope.

Using their sets of letters, have the students…

1. Sort and match the upper and lower case letters.
2. Put the letters in alphabetical order.
3. Have the students “Hold up the lower case t, s, b etc.” Then continue with upper case letters.
4. Have the students remove the letters that are called vowels.
5. Have the students say the sound of each short vowel sound
6. Have the students say the name of each consonant.
7. Remove the letters c and q from the consonants. (C and K share a sound. Q has no sound when it stands alone.)
8. In alphabetical sequence, have the students say the letter and then the sound the letter makes.
9. Each student selects letters to spell his/her name. Discuss using capital letters at the beginning of names.
10. “I will say a word. Please hold up the letter that makes the first sound in the word.”

<table>
<thead>
<tr>
<th>Words</th>
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</tr>
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<tbody>
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<td>van</td>
</tr>
<tr>
<td>pan</td>
<td>wig</td>
</tr>
<tr>
<td>stop</td>
<td>yes</td>
</tr>
<tr>
<td>zoo</td>
<td>go</td>
</tr>
<tr>
<td>month</td>
<td>down</td>
</tr>
</tbody>
</table>

11. Ask the students to hold up a letter. The student says the name of the letter and the sound that the letter makes. Then the student gives a word that begins with that letter. The teacher records the word on a chalkboard, flip chart or overhead. Ask the student (or other students), how the word should be spelled.
<table>
<thead>
<tr>
<th>A</th>
<th>a</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>C</td>
<td>c</td>
</tr>
<tr>
<td>D</td>
<td>d</td>
<td>E</td>
</tr>
<tr>
<td>e</td>
<td>F</td>
<td>f</td>
</tr>
<tr>
<td>G</td>
<td>g</td>
<td>H</td>
</tr>
<tr>
<td>h</td>
<td>I</td>
<td>i</td>
</tr>
<tr>
<td>J</td>
<td>j</td>
<td>K</td>
</tr>
<tr>
<td>k</td>
<td>L</td>
<td>l</td>
</tr>
<tr>
<td>M</td>
<td>m</td>
<td>N</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>n</td>
<td>O</td>
<td>o</td>
</tr>
<tr>
<td>P</td>
<td>p</td>
<td>Q</td>
</tr>
<tr>
<td>q</td>
<td>R</td>
<td>r</td>
</tr>
<tr>
<td>S</td>
<td>s</td>
<td>T</td>
</tr>
<tr>
<td>t</td>
<td>U</td>
<td>u</td>
</tr>
<tr>
<td>V</td>
<td>v</td>
<td>W</td>
</tr>
<tr>
<td>w</td>
<td>X</td>
<td>x</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Address</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td>Telephone</td>
<td>Day</td>
<td>Year</td>
</tr>
<tr>
<td>Signature</td>
<td>Birth date</td>
<td>Social Security</td>
</tr>
<tr>
<td>Men</td>
<td>Women</td>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
<td>Name</td>
<td>Play</td>
</tr>
<tr>
<td>Stop</td>
<td>Go</td>
<td>Small</td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Medium</td>
<td>Large</td>
<td>Up</td>
</tr>
<tr>
<td>Down</td>
<td>Left</td>
<td>Right</td>
</tr>
<tr>
<td>Month</td>
<td>Off</td>
<td>On</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Telephone</td>
</tr>
<tr>
<td>Bus</td>
<td>No</td>
<td>Nickel</td>
</tr>
<tr>
<td>Dime</td>
<td>Quarter</td>
<td>Penny</td>
</tr>
<tr>
<td>Cup</td>
<td>Pint</td>
<td>Quart</td>
</tr>
<tr>
<td>Gallon</td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td></td>
<td>(Mon.)</td>
<td>(Tues.)</td>
</tr>
<tr>
<td>Wednesday (Wed.)</td>
<td>Thursday (Thurs.)</td>
<td>Friday (Fri.)</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Saturday (Sat.)</td>
<td>Sunday (Sun.)</td>
<td>Clock</td>
</tr>
<tr>
<td>January (Jan.)</td>
<td>February (Feb.)</td>
<td>March (Mar.)</td>
</tr>
<tr>
<td>April (Apr.)</td>
<td>May</td>
<td>June</td>
</tr>
<tr>
<td>July</td>
<td>August (Aug.)</td>
<td>September (Sept.)</td>
</tr>
<tr>
<td>October (Oct.)</td>
<td>November (Nov.)</td>
<td>December (Dec.)</td>
</tr>
<tr>
<td>Fast Forward (FF)</td>
<td>Rewind (Rew)</td>
<td>Dollar</td>
</tr>
<tr>
<td>How much</td>
<td>What</td>
<td>Which</td>
</tr>
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</table>
Activities for Must Know Words

1. Have the learners cut apart the “must know” words and store them in an envelope. Label the envelope.

2. Find all of the words for days of the week.

3. Find all of the words for months of the year.

4. Find the following words: day, birth date, women, men, telephone etc.

5. Find the word(s):
   - That tells what you use to call someone.
   - That tells where you live.
   - That tells the name of money that is paid to older Americans or Americans on Disability.
   - That are measurement words (cup, pint, quart, gallon)
   - For days of the week.
   - For months of the year.
   - For money. (nickel, dime, quarter, penny)
   - For sizes.
   - That begin with “w”.
   - That you might see on a sign. (no smoking, telephone, bus, men, women)
   - That you might see on equipment.
   - That show which hand you use for writing.
   - That tells you to sign your name.
   - That are question words. What other words can you think of that are question words?
   - That have abbreviations. What are abbreviations?
   - That show what SS# means?

6. Play bingo using the “must know” words. (Bingo templates are on pages 11 and 12.)
Bingo

Teacher Instructions: Choose either nine or fifteen sight words. Write the words on the board or have the learners choose the words you say from their sight word cards. Instruct the learners to randomly write one of the words in each square. You will need a copy of the words from which to draw. Play as traditional bingo. For beginning readers, nine squares might be more appropriate. Provide buttons, corn, or a marker of your choice.
Bingo

Your Name
### Alphabet Find

Directions: In the first column, you will find both the upper and lower case letters of the alphabet. Find all of the letters in each line that match the beginning letter. Practice reading all of the letters as quickly as possible after you have completed the worksheet.

<table>
<thead>
<tr>
<th>Column</th>
<th>↓</th>
<th>Aa</th>
<th>b j e A c L a q A e a w</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bb</td>
<td>K l B v b N b u e b a B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cc</td>
<td>t c u C m n C p c a o w</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dd</td>
<td>D d p v D z o d x z d l</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ee</td>
<td>v E t o e j J e U E y b</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ff</td>
<td>m q F f u j y r F w f z</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gg</td>
<td>G r t Y g x c g r R G p</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hh</td>
<td>I h q w H b B h H y Y e</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ii</td>
<td>p e i r R I m b I e i k</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jj</td>
<td>z x n J w j u U J j Y p</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kk</td>
<td>h k l r R K q p w m K k</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ll</td>
<td>y l m L R w l T L c z L</td>
<td></td>
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</table>
**Page 2 Alphabet Find**

<table>
<thead>
<tr>
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<th>M e q E m u P m R r M x</th>
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<tbody>
<tr>
<td>Nn</td>
<td>j q N p z a e n N r R n</td>
</tr>
<tr>
<td>Oo</td>
<td>Z x o c v B O N O M o a</td>
</tr>
<tr>
<td>Pp</td>
<td>a s p d D P f g D p d P</td>
</tr>
<tr>
<td>Qq</td>
<td>Q w E r T q y U I q L Q</td>
</tr>
<tr>
<td>Rr</td>
<td>z r e p R p P u r o R N</td>
</tr>
<tr>
<td>Ss</td>
<td>H n h S s U Y s w e E S</td>
</tr>
<tr>
<td>Tt</td>
<td>P a t E T N r T b t r T</td>
</tr>
<tr>
<td>Uu</td>
<td>o K L U e u R z U W u V</td>
</tr>
<tr>
<td>Vv</td>
<td>J h H V v U W w v c V M</td>
</tr>
<tr>
<td>Ww</td>
<td>W y w L K w Q U w v W R</td>
</tr>
<tr>
<td>Xx</td>
<td>q x l M X c w C X Y x T</td>
</tr>
<tr>
<td>Yy</td>
<td>p Y I y u t Y r t y a A</td>
</tr>
<tr>
<td>Zz</td>
<td>k Z U R z e E z B Z z l</td>
</tr>
</tbody>
</table>
Alphabet Sequence Lesson

Directions: Fill in the missing letters in each sequence.

a b ___ d e f ___ h i j
k ___ m n o p q ___ s t
u v ___ x y ___

___ B C ___ E F ___ H I

J ___ L M N ___ P ___ R
S ___ U V ___ X Y Z

___ A b C ___ E f ___ h I j
___ L M N ___ p q R ___
T u ___ w x ___ Z
Complete the Sequences.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td></td>
<td></td>
<td>D</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d</td>
<td></td>
<td></td>
<td>e</td>
<td>f</td>
</tr>
<tr>
<td>c</td>
<td>d</td>
<td></td>
<td></td>
<td>F</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>H</td>
<td></td>
<td>J</td>
<td></td>
<td></td>
<td>l</td>
<td>n</td>
</tr>
<tr>
<td>I</td>
<td>K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T</td>
<td>V</td>
</tr>
<tr>
<td>O</td>
<td>P</td>
<td>Q</td>
<td></td>
<td>v</td>
<td>w</td>
<td>y</td>
<td>z</td>
</tr>
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<td>Q</td>
<td>S</td>
<td></td>
<td></td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>d</td>
<td></td>
<td></td>
<td>M</td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>g</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>e</td>
<td>f</td>
<td></td>
<td>g</td>
<td>h</td>
</tr>
</tbody>
</table>
Personal Information

Fill in the following personal information.

Name: _____________________________________________________________

Address: __________________________________________________________

Telephone Number: ________________________________________________

Social Security Number: _____________________________________________

Birth date: _________________________________________________________

Emergency Contact: ________________________________________________

Your School Telephone Number: _____________________________________

Your School Address: ________________________________________________

Signature: _________________________________________________________

Draw a line from the upper case word to the matching lower case word.

NAME       time
DAY        stop
STOP       date
DATE       left
YEAR       name
TIME       right
LEFT       year
RIGHT       day
Upper and Lower Case Words

Write the upper case word with lower case letters. If it is a word that requires a capital letter, begin the word with a capital letter.

NAME

ADDRESS

MONDAY

JULY

STOP

YEAR

DATE

TIME

MONTH

TELEPHONE
Reading for Life

Ads: Job, Product, and Housing

Unit 2

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28-29 Using Coupons
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33 Housing Ads
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35-36 Answer Key

Linda Strand
RFL volume 1
Category: Ads (Job)

Daily Living Activities

- Bring in a variety of daily newspapers (week-day, Sunday, local, USA Today). Have the students find the Classified Section in each of the papers. Which has the largest classified section? Find the job ads within the classified section.
- How is the classified section on jobs divided? Is there an index? If so, where?
- Are all of the words in the ads complete words? Do you know what the abbreviations mean? Ask the class to help you make a list of abbreviations found in the ads. Record them on a white board or flip chart. Determine the meaning of each abbreviation.
- Instruct the learner to choose a job he/she wants and locate that type job in the ads.
- Have the learner rewrite the ad without any abbreviations.
- Answer the following questions.
  1. How can the learner apply for the job (calling, in person, by letter)?
  2. Why did the learner choose this job?
  3. What are the qualifications for this job? Does the learner qualify?

Miscellaneous Job Ads Vocabulary  Go over these words with your learners. Have the learners write the words and then practice reading the words for fluency.

wages   sick leave   benefits   vacation  
employer   employee   employment   worker   
overtime   bonus   tax   insurance  
minimum wage   supervisor   salary   income   
salary   paycheck   co-worker   assembly line  
public   apply   application   references   
require   company   experience   communication   
clerical skills   customer service   various   temporary  
college degree   team player   receptionist   customer   
interview   train (training)   shift (first, second)   occupation   
entry level   qualifications   layoff   sick leave
## Job Abbreviations

*Write the word that matches the abbreviation on the line provided.*

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>F T</td>
<td>Full Time</td>
</tr>
<tr>
<td>P T</td>
<td>Part Time</td>
</tr>
<tr>
<td>CPA</td>
<td>Certified Public Accountant</td>
</tr>
<tr>
<td>MBA</td>
<td>Masters in Business</td>
</tr>
<tr>
<td>M B A</td>
<td>Masters in Business</td>
</tr>
<tr>
<td>req’d</td>
<td>Required</td>
</tr>
<tr>
<td>nec.</td>
<td>Necessary</td>
</tr>
<tr>
<td>ben.</td>
<td>Benefits</td>
</tr>
<tr>
<td>w p m</td>
<td>Words Per Minute</td>
</tr>
<tr>
<td>exp.</td>
<td>Experience</td>
</tr>
<tr>
<td>exp.</td>
<td>Experience</td>
</tr>
<tr>
<td>yrs.</td>
<td>Years</td>
</tr>
<tr>
<td>int’l</td>
<td>International</td>
</tr>
<tr>
<td>comm’l</td>
<td>Commercial</td>
</tr>
<tr>
<td>temp.</td>
<td>Temporary</td>
</tr>
<tr>
<td>DL</td>
<td>Driver’s License</td>
</tr>
<tr>
<td>maint.</td>
<td>Maintenance</td>
</tr>
<tr>
<td>loc.</td>
<td>Location</td>
</tr>
<tr>
<td>techn.</td>
<td>Technician</td>
</tr>
<tr>
<td>refs.</td>
<td>References</td>
</tr>
<tr>
<td>grad.</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

*On the back of this page, add other abbreviations that you have found in job ads.*
Read the ad and answer the questions.

► The Clarion Hotel ◄
has immediate FT/PT openings
for dining room servers and
housekeepers. Refs. required.
We offer competitive wages
and benefits. Please apply in
person. 5040 Sunset Avenue,
Minneapolis.

1. Do you need to apply for this job in person? ________________
2. Where would you go to apply? _____________________________
3. Does this ad give a starting salary? _________________________
4. What jobs are being offered? ______________________________
5. Would you be able to apply for either full time or part time? _____
6. Will you need references for this job? _______________________

Read the ad and answer the questions.

► RECEPTIONIST ◄
Exp’d recep’t needed to greet
and register pts., collect co-pays,
verify insur., schedule + more
w/this exccl.clinic. Salary to
$31,000. Call 651-782-4444
between 8 am and 4 pm, M – F
and ask for Ann.

1. How will you apply for this job? _____________________________

__________________________________________________________

2. What are some of the job duties for the receptionist? _________

__________________________________________________________

3. Does “to $31,000” mean you will earn a beginning salary of $31,000?

Explain____________________________________________________

4. Does this job require a college degree? ______________________
Factory Help
FT medical assembly. Days
8:00 - 5:00, $6 per hr. Nights
5:00 pm - 2 am, $5.50 per hr.
Apply in person. Call Dan
Lund, 543-8829 for an appt.

Electronic Installer
Equip & antennas. Will train.
$11/hr start & $43/day per
diem if traveling. Health,
den., life & vac. Call 1-800-
222-6667.

Nursing Assistant
PT positions avail. Hospital
in northern suburban area.
Must be certified. Ref.
required. Call Janice Smith at
332-7800.

Mid-Level Mktg Person
Run marketing dept. for med-
sized co. Lots of exciting
new challenges with
unlimited earning potential.
Must be a college graduate.
Please send resume to
bob@meyerequipment.com
or fax to 612-889-2000.

Read the ads and answer the questions.

1. Which ads give starting salaries?
   ________________________________
   ________________________________

2. Which job must you apply for in person?
   ________________________________

3. Which ad requires references?
   ________________________________

4. Which job requires a college degree?
   ________________________________

5. According to the information given in these adds, which job offers the
   largest salary? ________________________________

6. What should you do to apply for a job as a mid-level marketing
   person? ________________________________
Category: Ads (Product)

Daily Living Materials

- Bring in a variety of product ads (newspapers, magazines, weekly flyers). Have learners sort the ads by grocery, drugstore, furniture, department store, automotive, appliances etc.
- Ask the learners to read ads from several grocery stores. Find the same product in two flyers and compare the prices. Which is the best deal?
- Coupons…do you always need the coupon? Find a coupon you must bring in to get the sale price on the product and which one just shows a sale price. Is there a limit to how many of the product you can purchase?
- Have the students clip grocery store coupons for the products they would buy on their next shopping trip. How much will they save? Is there a problem that they might decide to buy something they don’t need because they have a coupon for it?
- Make a list of abbreviations that you find.
- When the ad says two for $3.00, does it mean you have to buy two in order to get the sale price?
- Can an ad be misleading? Find an example.

Miscellaneous Product Ads Vocabulary  Go over these words with your learners. Have the learners write the words and then practice reading the words for fluency.

cashier  supermarket  coupon  cost
sale  tax  sale price  save
advertising  misleading  product  offer
limit  valid  discount  rebate
comparison  guarantee  payment  purchase
percentage  expiration  refrigerate  content
Buying from Ads

Microwave Sale
$30 off
Top of the line Orvis Microwave

$109
Regular $139

One-touch settings for fresh vegetables, soups and popcorn

1. What was the original price of the microwave? ________________
2. How much will the buyer save by buying the microwave on sale?_____
3. At a 6.5% tax rate, how much sales tax will the buyer pay?___________
4. How much will the buyer pay for this microwave?__________________

All Vacuum Models - One Low Price!

$99 + Sales Tax

Canister or Upright reg. $129.00 ea.

1. How much will you pay for this vacuum?_______________________
2. How much will you save on this vacuum?______________________
Use the ads on page 27 to answer the questions.

**ADS**

1. How much will 2 pounds (lbs.) of butter cost? ________________

2. How many pair of socks will you get for $6.99? ________ Are there other socks on sale? __________ What percentage is taken off all Dockers Socks?_________________________

3. How much will you pay for the Kitchen Trash Bags?__________ How many 30 gallon trash bags will you get in the box?__________

4. Do you really get one bag of lunch bags free? Why or why not? ________________________________

5. What is the sale price on Women’s Athletic shoes?___________

6. Does it give the original price for the shoes?________________

7. What is the percentage (%) taken off the watches?_____________

8. How much will you save on a watch that was originally priced at $14.99?___________________________

9. How much will you save on a toothbrush?____________________

10. What does the claim mean that “the Whitening Toothbrush helps remove stains up to 50% better?”__________________________

11. Which ad is the easiest to understand?_____________________

12. Is there any ad that you think has something that is confusing or misleading? If so, which one and why? ____________________
Use the coupons on page 29 to answer the questions.

Coupons

1. Look at the coupon for Crayola products. How much will you save by buying the Crayola products? __________ How many do you have to buy in order to use this coupon? __________

2. Is there an expiration date on the Crayola ad? __________ If so, when does the coupon expire? __________

3. How many days is the coupon for Mentos Mints valid? __________ What is the beginning and end date for the coupon? __________

4. How much will you pay for two packages of Mints? __________

5. Is there a limit on how many packages you can purchase with this coupon? __________ What is the limit? __________

6. How much does a 24 pack of Cola cost? __________ How many coupons can one family use? __________

7. Find the “$10 off” coupon. What days can you use this coupon? __________ How much do you need to spend to get $10 off? __________

8. What is the coupon price per quart of Motor Oil? __________ How much oil do you need to buy to get the $4.80 rebate? __________

9. How much will the oil cost per quart after the rebate? __________

10. How much is the Tide coupon worth? __________

11. Do you need to buy a certain size bottle of Tide? __________

12. Which coupon is the least confusing or misleading? __________
Category: Ads (Housing)

Daily Living Activities

1. Cut out “For Rent” ads from your local newspaper.
   - Examine the types of information given in a classified ad:
     a. Location (address…area… near schools…bus line…security)
     b. Number of bedrooms
     c. Other rooms
     d. Adults only, no pets, children, no children, etc.
     e. Utilities included or not
     f. Price
     g. Phone number
     h. Added description (clean, quiet, pool)
     i. Furnished/unfurnished
   - Circle all the abbreviations. List them and write what they mean.
   - Take a single ad and write it out without the abbreviated forms.
   - Note the difference in length. Why are abbreviations used?

2. Students select several housing places advertised in the classified ads which would be large enough for the needs of their family. Compare the rents.
   - Locate each property on a map.
   - Is the cost affected by the location? Why? Why not?
   - Give two reasons why you would select one location over another.

3. List the monthly rental costs for several of the classified ads.
   - Calculate the cost per week; per year.
   - If the total cost of your rent should not exceed ¼ of your take-home pay, which apartments are affordable?

4. Compare two ads to determine the best buy.
   - Discuss size, location, condition, cost, etc.
   - Chart the information
   - Evaluate what you need compared to what you can afford.

Source: Literacy Training Network

More Suggestions

- Locate the housing ads from the classified section. Make a list of all of the different types of available housing.
- Look for hidden meanings in the housing ads.
- Discuss the benefits and costs of owning a home versus renting.
- From the ads, each learner chooses a house he/she would like to purchase. How much would be needed for a down payment? How much would the monthly payments be?
- Invite a realtor to talk to the class.
- Are some areas/locations more expensive than others? Why
- Look for other types of classified ads for cars, and other deals.
### Miscellaneous Housing Ads Vocabulary

*Go over these words. Write the words and then practice reading the words for fluency.*

<table>
<thead>
<tr>
<th>apartment</th>
<th>furnished</th>
<th>unfurnished</th>
<th>garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>location</td>
<td>available</td>
<td>rent</td>
<td>urban</td>
</tr>
<tr>
<td>suburban</td>
<td>rural</td>
<td>efficiency apartment</td>
<td>mobile home</td>
</tr>
<tr>
<td>security deposit</td>
<td>address</td>
<td>unit</td>
<td>utilities</td>
</tr>
<tr>
<td>property</td>
<td>condition</td>
<td>description</td>
<td>afford</td>
</tr>
<tr>
<td>income</td>
<td>lease</td>
<td>discrimination</td>
<td>references</td>
</tr>
<tr>
<td>special features</td>
<td>occupancy</td>
<td>subsidized</td>
<td>low income</td>
</tr>
</tbody>
</table>

*Write the actual word beside each abbreviation.*

<p>| air cond  | ____________________________ |
| appls.    | ____________________________ |
| apt       | ____________________________ |
| bldg      | ____________________________ |
| br, bdrm, BR | ____________________________ |
| bth, ba   | ____________________________ |
| cnt       | ____________________________ |
| condo     | ____________________________ |
| cpt       | ____________________________ |
| décor     | ____________________________ |
| dep       | ____________________________ |
| dw, d/wsh | ____________________________ |
| drps      | ____________________________ |
| elec      | ____________________________ |
| elev      | ____________________________ |</p>
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition and Complete Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>exc</td>
<td></td>
</tr>
<tr>
<td>refrig, frig</td>
<td></td>
</tr>
<tr>
<td>furn</td>
<td></td>
</tr>
<tr>
<td>gar</td>
<td></td>
</tr>
<tr>
<td>gd loc</td>
<td></td>
</tr>
<tr>
<td>inc</td>
<td></td>
</tr>
<tr>
<td>lge</td>
<td></td>
</tr>
<tr>
<td>lndry</td>
<td></td>
</tr>
<tr>
<td>mo</td>
<td></td>
</tr>
<tr>
<td>modrn</td>
<td></td>
</tr>
<tr>
<td>nr</td>
<td></td>
</tr>
<tr>
<td>refrig</td>
<td></td>
</tr>
<tr>
<td>req</td>
<td></td>
</tr>
<tr>
<td>rm</td>
<td></td>
</tr>
<tr>
<td>trans</td>
<td></td>
</tr>
<tr>
<td>utils. pd.</td>
<td></td>
</tr>
</tbody>
</table>

*On another piece of paper, make a list of abbreviations that you find in housing ads that are not on the list. Write the definition and the complete word.*
Read the ads to answer the questions.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fergus Falls</td>
<td>1BR Studio apt. in 7 unit quiet bldg. Walking distance to shopping/bus. New apps, no pets, $550 mo. Avail.8/1</td>
<td>672-444-5566 Craig</td>
</tr>
<tr>
<td>Maplewood</td>
<td>Lg 1&amp;2 BR, great loc, Quiet bldg, $580 &amp; $695</td>
<td>4825 Waverly 651-444-8989</td>
</tr>
<tr>
<td>Brooklyn Park</td>
<td>NICE 3BR, GAR, C/A $1275 + utils. Avail Now</td>
<td>612-727-7338</td>
</tr>
<tr>
<td>Alexandria</td>
<td>Newly remodeled 1&amp; 2 BR Furnished, $595/$695. Outdoor pool, AC, off street parking, Indry in building, garages avail.</td>
<td>320-666-2279</td>
</tr>
<tr>
<td>Minneapolis</td>
<td>House for Rent, 3BR, 2BA, Fireplace, attach gar, newly updated $2100/mo, avail. immed.</td>
<td>612-339-8066</td>
</tr>
<tr>
<td>Plymouth</td>
<td>MY PLACE 1 &amp; 2 BRs from $700 *Small dogs welcome *Heated Garage *Elevator *Indoor &amp; Outdoor Pool</td>
<td>763-551-2788</td>
</tr>
</tbody>
</table>

1. Which apartment is furnished?  
   ________________________________

2. Which apartment offers both indoor and outdoor pools?  
   ________________________________

3. What apartment is close to a bus line and shopping?  
   ________________________________

4. Which apartment allows you to have a dog?  
   ________________________________
   What kind of a dog can a renter have?  
   ________________________________

5. Which ad offers a 3-bedroom apartment?  
   ________________________________

6. Which apartment is available now?  
   ________________________________

7. What number should you call if you want to rent a house?  
   ________________________________

8. What is off-street parking?  
   ________________________________

9. Look at the **Brooklyn Park** ad. What does $1275 + utils. mean?  
   ________________________________

10. Read the **Plymouth** ad. What would you like to know about the apartment in addition to what the ad tells?  
    ________________________________
Classified Ads

<table>
<thead>
<tr>
<th>2-498 Deals</th>
<th>902-906 Cars</th>
</tr>
</thead>
<tbody>
<tr>
<td>311 Auctions and Antiques</td>
<td>922 Autos</td>
</tr>
<tr>
<td>302 Garage Sales</td>
<td>936 Sport Utility Vehicles</td>
</tr>
<tr>
<td>402 Pets</td>
<td>942 Trucks</td>
</tr>
<tr>
<td>440 Sporting Goods</td>
<td>966 Motorcycles</td>
</tr>
<tr>
<td>603-897 Homes</td>
<td>500-550 Jobs</td>
</tr>
<tr>
<td>717 Lots for Sale</td>
<td>500 Accounting</td>
</tr>
<tr>
<td>725 Condos and Townhouses</td>
<td>520 General Part Time</td>
</tr>
<tr>
<td>633 Apartments for Rent</td>
<td>525 Healthcare</td>
</tr>
<tr>
<td>653 Houses for Rent</td>
<td>536 Technology</td>
</tr>
</tbody>
</table>

1. You are looking for a lot on which to build a house. Under what section of the classified ads would you look? _______________

2. You are looking for an apartment to rent. Under what sections of the classified ads would you look? _______________

3. Under what section would you find ads for SUV’s? ____________

4. You would like to work part time at a floral shop. Under what section would you look? _______________

5. Under what section would you look if you wanted to buy used golf clubs? _______________

6. Under what section would you look if you wanted to be a nursing assistant? _______________

7. You want to buy a dog for your children. Under what section would you look? _______________

8. You want to rent a 4 bedroom house. Under what section would you look? _______________
**Answer Key:** Ads: Job, Product, and Housing

### Page 21

**Column 1:**
- Benefits
- necessary
- Certified Public Accountant
- month
- communication
- location
- extension
- full time
- technician
- references
- graduate

**Column 2**
- commercial
- Masters in Business
- required
- maintenance
- temporary
- international
- driver’s license
- part time
- words per minute
- experience
- years

### Page 22
1. Yes
2. 5040 Sunset Avenue
3. No
4. Dining Room Servers, Housekeeper
5. Yes
6. Yes

- 1. Call and ask for Ann
- 2. register patients, collect co-pay, verify insurance, schedule
- 3. No – Answers vary
- 4. No

### Page 23
1. Factory Help, Electronic Installer
2. Factory Help
3. Nursing Assistant
4. Mid-Level Marketing Person
5. Electronic Installer
6. Email or fax a resume

### Page 25
- $139
- $30
- $7.09
- $116.09
- $99
- $30

### Page 26
1. $5.00
2. 4 pair, yes, 25 – 30%
3. $4.49, 28
4. Answers Vary
5. $15.00
6. No
7. 30%
8. $10.49
9. $.75
10. Answers Vary
11. Answers Vary
12. Answers Vary

### Page 28
1. $.75, 3
2. Yes, 9/30/04
3. 7 days, 7/25 thru 7/31/04
4. $1.19
5. Yes, 4
6. $4.49, four
7. Friday and Saturday, $50
8. $1.09, 12 quarts
9. $.69
10. $.50
11. No
12. Answers Vary
Ads (Continued)
Page 31
air conditioning
appliances
apartment
building
bedroom
bath
central
condominium
carpet
decoration
deposit
dishwasher
drapes
electricity
elevator

Page 32
excellent
refrigerator
furnished
garage
good location
included
large
laundry
month
near
required
room
transportation
utilities paid

Page 34
Alexandria
Plymouth
Fergus Falls
Plymouth
Small dog
Brooklyn Park
612-339-8066
Answers Vary
Answers Vary
Answers Vary
Reading for Life

Labels: Product and Medicine

Unit 3

Page #
38  Labels: Product Activities
39  Product Labels Vocabulary and Activity
40  Product Labels – Price
41  Product Label – Meat
42-43  Product Labels – Clothing Size and Equipment Words
43  Product Label – Dishwasher Detergent
44  Product Label – Mosquito Wipes
45-47  Product Labels – Food
48  Product Labels – Laundry
49  Labels: Medicine Activities and Vocabulary
50  Label – Prescription
51  Label – Pictogram Activity
52  Labels – Over the Counter Medication Activity
53  Label – Using Medicine Activity
54-55  Answer Key
Category: Labels (Product)

Daily Living Activities

• Have adult learners bring in empty food boxes and together explore the nutritional information on them.
• Discuss what is meant by a “healthy diet.” What are the major food groups? What are some of the names and meaning of current popular diets?
• Using the same boxes, determine which ingredients are contained most/least in the product.
• Have adult learners scan label information from a variety of products to determine:
  1. storage information
  2. emergency directions if swallowed accidentally
• Role play selling a food product and have the class determine if the product is healthy or not healthy and be able to tell why based on the product information.
• Compare nutritional information on similar products such as two boxes of breakfast cereal.
• Determine the price for food per pounds and ounces. Understand the abbreviations on labels. Compare per unit pricing.
• Identify the freshness/expiration date on foods.
• Practice reading size labels from clothing tags.
• Bring in washing instructions and fabric make-up from clothing labels. Decide how to launder each item.
• Read directions on electronic equipment. Practice using electronic equipment found in the classroom such as a tape recorder, radio, CD or DVD player.
• Demonstrate how to run a variety of equipment. Bring in the instructional manuals or the real thing. Have learners take turns demonstrating how to run the equipment.
• Understand that prices can be written with a cent sign or as decimals.
Complete each sentence with one of the words from the vocabulary list. Cross out the word as you use it.

1. The price paid per ounce is the ____________________________.

2. It is important to follow the ____________________________ when using cleaning products.

3. Too much of this product can cause anxiety and nervousness. __________

4. In order to have a balanced diet, you need to be concerned about the ____________________________ you get in the food you eat.

5. Each label will list the ____________________________ found in a food product.

6. If you want to sanitize a kitchen counter or sink, a product you can use is __________ mixed with water.

7. The abbreviation for pound is __________. The abbreviation for ounce is ____________________________.

8. Individuals who have high blood pressure are encourage to eat foods that are low in ____________________________.

9. Check the ____________________________ date on the package when you buy groceries.

10. Individuals who want to lose weight count their ____________________________.

On another sheet of paper, use the rest of the vocabulary words in a sentence.
Product Labels - Price

Delicious Apples
$.97 lb.

1. How much would 1 lb. of Delicious Apples cost?

2. Write $.97 another way.

3. How much would 2 lbs. of Delicious Apples cost?

4. lb. is an abbreviation for what word?

Home Grown Minnesota Apples
2 lb. bag
$1.89

1. What is the price for 2 lbs. of Home Grown apples?

2. Which is a better deal, the Delicious Apples or the Home Grown Apples?

3. How much would you save by buying the 2 lb. bag?

4. Why might you choose to buy Minnesota Apples?

Fresh Premium Strawberries
1 lb. Pkg.
Buy One Get One FREE
You save $3.49 on 2

1. How much will you pay for two packages of strawberries?

2. How much will you really pay for each lb. of strawberries?

$2.00

1. How many bottles of water can you buy for $2.00?
**Product Labels - Price**

<table>
<thead>
<tr>
<th>Pork Center Cut</th>
<th>Rib Chops</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net.Wt/Ct</strong></td>
<td><strong>Unit Price</strong></td>
</tr>
<tr>
<td>1.84 lb.</td>
<td>$1.99/lb.</td>
</tr>
</tbody>
</table>

1. What is the weight of this package of meat? __________________________________________________________________________
2. What is the total price of this package of meat? ______________________________________________________________________
3. What is the price per pound? _________________________________________________________________________________________
4. Does the price per pound and unit price mean the same thing? ___________________________________________________________________

**Meat Package**

**SAFE HANDLING INSTRUCTIONS**

This product was prepared from inspected meat and/or poultry. Some food products may contain bacteria that could cause illness if the product is mishandled or cooked improperly. For your protection, follow these safe handling instructions.

- Keep refrigerated or frozen. Thaw in refrigerator or microwave.
- Keep raw meat and poultry separate from other foods. Wash working surfaces (including cutting boards), utensils and hands after touching raw meat or poultry.
- Keep hot foods hot. Refrigerate leftovers immediately or discard.

1. What do some foods contain that could make you sick? ______________________________________________________________________
2. Circle all of the words that you do not understand. Discuss them in class.
3. How should you thaw meat that has been frozen? ______________________________________________________________________
   ________________________________________________________________________________________
4. When should you refrigerate leftovers? ______________________________________________________________________
Product Labels - Size

Style  WDMU0931  M
Color  789
FASHION ESSENTIALS
7  88760 91205  3
SUGGESTED RETAIL  $20.00

1. What size is this piece of clothing? ________________________________

2. Write the meaning of these clothing sizes.
   S_____________________
   M_____________________
   L_____________________
   XL_____________________

3. What other way are clothing sizes written? _________________________

4. What size clothing do you wear? Shirt____________________________
   Pants__________________  Shoes________________________

Product Labels - Equipment

Electronic equipment and appliances use words and symbols to indicate how to run the equipment or appliance. Look at recorders, CD Players, television sets, radios and anything else you can think of to answer these questions.

1. Where would you find these words? Play, Stop, Rewind (rew.) and Fast Forward (FF)? Name three pieces of equipment on which you would find these words. ________________________________

2. Draw the symbol for each word.
   Play
   Stop
   Rewind (REW)
   Fast Forward (FF)
3. Name three appliances or pieces of equipment on which you would see these settings and draw a picture of the labels.

<table>
<thead>
<tr>
<th>Off</th>
<th>Low</th>
<th>Medium (med)</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

---

**Gel Dishwasher Detergent**

*Lemon Scent- No Powder Residue*

CAUTION: AVOID CONTACT WITH MOUTH, EYES AND SKIN. KEEP THIS AND ALL CLEANING PRODUCTS OUT OF REACH OF CHILDREN. Contains chlorine bleach and silicate salts. Do not use for hand dishwashing. Do not mix with ammonia or other cleaning products as irritating fumes may result. Avoid contact with fabric.

EMERGENCY FIRST AID TREATMENT: If swallowed or gets in mouth – Drink a large glass of water or milk. Call a physician immediately. Do not induce vomiting.
EYE CONTACT – Flush eye thoroughly with water and call physician.
SKIN CONTACT – Rinse thoroughly with water.

---

1. What is another word for physician? ________________________

2. What should you do if your child swallows some of this product?
__________________________________________________________

3. Dishwasher detergent should not be used for _____________.

4. Is there anything you shouldn’t mix with this product and if so what?
__________________________________________________________

5. Where should you store the bottle of dishwashing detergent?____
__________________________________________________________

6. Why should you be careful that your clothing does not come in contact with this product?______________________________
Product Labels

Mosquito Wipes
CONTAINS DEET
Repels up to 8 hours
Repels mosquitoes that may carry West Nile Virus

Also repels Ticks, Biting Flies, Gnats, No-See-Ums, Chiggers & Flies
Active Ingredient: 20 – 5” X 8.5” Wipes
DEET.......30.0%

DIRECTIONS FOR USE: Unfold towelette and wipe sparingly over exposed skin. Do not apply near eyes and mouth.

STORAGE AND DISPOSAL: Store in a cool, dry place out of reach of children. When empty, place in trash or recycle if possible.

COMBUSTABLE: Do not use or store near heat or open flame.

IF SWALLOWED: Call a poison control center or doctor immediately for treatment advice.

1. For what should you use this product?______________________________

2. This product is effective for _________ hours.

3. Where should you store this product?______________________________

4. What is the active ingredient?____________________________________

5. Who should you call if this product is swallowed?____________________

6. What is the meaning of the word “combustible”?____________________

7. Circle any words that you do not understand. Discuss the meaning with your teacher or other members of the class.

8. What is West Nile Virus? Is it a problem in Minnesota?______________

Product Labels (continued)

Read these cracker labels and answer the questions on the next page.

**CLUB Crackers**

**Nutrition Facts**

<table>
<thead>
<tr>
<th>Amount Per Serving</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories 70</td>
<td>Calories from Fat 25</td>
</tr>
<tr>
<td>Total Fat 3g</td>
<td>5%</td>
</tr>
<tr>
<td>Saturated Fat 1g</td>
<td>5%</td>
</tr>
<tr>
<td>Polyunsaturated Fat 0.5g</td>
<td>5%</td>
</tr>
<tr>
<td>Monounsaturated Fat 1g</td>
<td>5%</td>
</tr>
<tr>
<td>Cholesterol 0mg</td>
<td>0%</td>
</tr>
<tr>
<td>Sodium 140 mg</td>
<td>6%</td>
</tr>
<tr>
<td>Total Carbohydrate 9g</td>
<td>3%</td>
</tr>
<tr>
<td>Dietary Fiber 0g</td>
<td>0%</td>
</tr>
<tr>
<td>Sugars 1g</td>
<td></td>
</tr>
</tbody>
</table>

**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamin, monontrate (vitamin B1), riboflavin (vitamin B2), folic acid, partially hydrogenated soybean and/or cottonseed oil, sugar, salt, baking soda, corn syrup.

*Guaranteed fresh or your money back!*

---

**Original Wheat Crackers**

**Nutrition Facts**

<table>
<thead>
<tr>
<th>Amount Per Serving</th>
<th>% Daily Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories 150</td>
<td>Calories from Fat 50</td>
</tr>
<tr>
<td>Total Fat 6g</td>
<td>9%</td>
</tr>
<tr>
<td>Saturated Fat 1g</td>
<td>6%</td>
</tr>
<tr>
<td>Cholesterol 0mg</td>
<td>0%</td>
</tr>
<tr>
<td>Sodium 270 mg</td>
<td>11%</td>
</tr>
<tr>
<td>Total Carbohydrate 21g</td>
<td>7%</td>
</tr>
<tr>
<td>Dietary Fiber 1g</td>
<td>4%</td>
</tr>
<tr>
<td>Sugars 3g</td>
<td></td>
</tr>
</tbody>
</table>

**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamin, riboflavin, folic acid), partially hydrogenated soybean oil, wheat germ, sugar, corn starch, salt, baking soda, corn syrup.
Use the cracker labels on the previous page to answer the questions.

**Cracker Labels Questions**

1. The name for the products from which crackers are made are called the _____________.

2. Circle the ingredients found in each of the boxes of crackers.

3. How many calories are in a serving of the Club Crackers? ____________

4. How many calories are in a serving of the Wheat Crackers? ____________

5. What will happen if you buy a box of Club Crackers and they are not fresh? ________________

6. What word tells you that the company promises a fresh product? ________________

7. How can you tell which ingredient is found in the largest and smallest amount in any food? ________________

8. Which ingredient is there the least of in Club Crackers? ____________

9. Which ingredient is there most of in Wheat Crackers? ____________

10. Look at the ingredients for the Wheat Crackers. What ingredients are in “enriched flour”? ________________

11. Which cracker has the highest sodium content per serving? ____________

12. Compare the serving sizes. How many Wheat Crackers are in one serving? ____________ How many Club Crackers are in one serving? ____________

13. “Club Crackers contain polyunsaturated and monounsaturated fat.” Is this statement true? ________________
Mandarin Oranges  Net WT. 15 OZ.

Serving Size  ½ Cup
Serving Size Per Container  about 3.5

Amount Per Serving

<table>
<thead>
<tr>
<th>Calories</th>
<th>80</th>
<th>Calories from Fat</th>
<th>0</th>
</tr>
</thead>
</table>

% Daily Value

| Total Fat | 0g   | 0% |
| Sodium    | 10 mg | 0% |
| Total Carbohydrate | 19g | 6% |

Ingredients: Mandarin Oranges, Water and Sugar

Percentage of U.S. Recommended Daily Allowances (U.S. RDA)

1. Write the real words for the abbreviation U.S. RDA. 

2. How much does the can of oranges weigh? 

3. Is a serving of Mandarin Oranges low in sodium? 

Favorite Crunch Cereal

Nutrition Facts

Serving Size  ½ Cup

Amount Per Serving

<table>
<thead>
<tr>
<th>Cereal Alone</th>
<th>With ½ Cup A &amp; D Fortified Skim Milk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calories</td>
<td>120</td>
</tr>
<tr>
<td>Calories from Fat</td>
<td>15</td>
</tr>
</tbody>
</table>

% Daily Value

| Total Fat | 1.5g | 2% | 2% |
| Cholesterol | 0%   | 0% |
| Sodium | 160 mg | 7% | 9% |
| Total Carbohydrate | 25g | 8% | 10% |

1. When you add skim milk to your cereal, how many calories are there in one serving? 

2. Is it true that there are more carbohydrates in a serving of Mandarin Oranges than in a serving of Favorite Crunch Cereal?
BEST Laundry Detergent
Unscented

To Pretreat Stains:
1. Pour BEST directly onto stain and let sit for 5 minutes. Always test inside seam for colorfastness.
2. Follow normal washing instructions.

Washing Instructions
1. Use cap to measure.
2. Fill to: Line 1 for medium loads
   Line 2 for large loads
3. Add detergent as the washer fills.
CAUTION: Keep out of reach of children.

OUT Laundry Stain Remover
OUT removes difficult stains including motor oil, grass, blood and makeup. OUT is safe for all colorfast washables and works in all temperatures.

Directions
1. Completely cover the stain with OUT.
2. Rub OUT in to penetrate stain.
3. Wait 1-5 minutes.
4. Launder with regular detergent in warmest water fabric will accept.

Stains like rust, bleach damage, dried paint, ink or dyes may be impossible for any laundry stain treater to remove. Not recommended for use on silk, wool or non-colorfast fabrics.

1. Can both products be used to pre-treat stains?____________________

2. Name the fabrics on which you should not use OUT.____________________

3. How should you pre-treat a stain using BEST?____________________

4. One of the products includes a disclaimer on the label. Determine the meaning of “disclaimer” and write the disclaimer here.____________________
Category: Labels (Medicine)

Daily Living Activities

- Practice reading instructions on prescription and non-prescription medicine bottles. When and for what do they use each medicine? The teacher can read labels, one at a time, and ask the class to listen for a certain reason, such as, to determine whether the product is safe for children.

- Bring a variety of over-the-counter medicines. Talk about each product first, who it is for, how much and how often to take the medication, and for what the medication is used. Then hold up one product at a time and ask them to tell the answers. A sheet of paper with a grid could be used. (Remind the students that you are not trying to sell a certain product.)

- Include pages 185-194 from the Comprehensive Student Assessment System Classroom Activities provided by the Literacy Training Network.

Miscellaneous Medicine Labels Vocabulary

<table>
<thead>
<tr>
<th>prescription</th>
<th>over-the-counter</th>
<th>non-prescription</th>
<th>refill</th>
</tr>
</thead>
<tbody>
<tr>
<td>medicine</td>
<td>daily</td>
<td>empty stomach</td>
<td>cleanse</td>
</tr>
<tr>
<td>dropper</td>
<td>orally</td>
<td>pill</td>
<td>tablet</td>
</tr>
<tr>
<td>capsule</td>
<td>ointment</td>
<td>antibiotic</td>
<td>shake</td>
</tr>
<tr>
<td>dosage</td>
<td>precaution</td>
<td>warning</td>
<td>generic</td>
</tr>
<tr>
<td>safety cap</td>
<td>directions</td>
<td>poison</td>
<td>consult</td>
</tr>
<tr>
<td>side effects</td>
<td>discard</td>
<td>liquid</td>
<td>drops</td>
</tr>
<tr>
<td>refrigerate</td>
<td>drowsiness</td>
<td>expiration</td>
<td>liquid</td>
</tr>
<tr>
<td>cough</td>
<td>headache</td>
<td>fever</td>
<td>rash</td>
</tr>
<tr>
<td>sore throat</td>
<td>sinus pressure</td>
<td>upset stomach</td>
<td>pain</td>
</tr>
<tr>
<td>cold</td>
<td>allergies</td>
<td>diarrhea</td>
<td>burns</td>
</tr>
</tbody>
</table>

1. On the back of this paper, make a list of medicine words you think of that are not included in the list above.

2. On another sheet of paper, alphabetize the list of words in each column and write the meaning of each word.
### Category: Labels (Medicine)

**Home Town Pharmacy**  952-943-4642  
Rx 690758  Dr. D. Johnson  
Joe Hurting  
1 TABLET DAILY  
VIOXX 25 MG TABLET  

<table>
<thead>
<tr>
<th>NDC#</th>
<th>00005-0990-00</th>
<th>MERCK C</th>
<th>#30 EA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE/JF</td>
<td>09/24/04</td>
<td>12</td>
<td>Refills by 09/24/05</td>
</tr>
</tbody>
</table>

Avoid alcoholic beverages. 
Do not take other medicines without checking with your doctor. 
Take with food.

1. Who will be taking this medicine? ____________________________

2. What is the name of the medication? ____________________________

3. Is Rx the same as the number of the medication? _____________
   If you needed to refill this medicine, what prescription number would you give the pharmacist? ____________________________

4. How many tablets should the person take each day? __________

5. When did the individual have this prescription filled? __________

6. How many times can this prescription be re-filled? __________

7. Can VIOXX be purchased without a prescription? __________

8. What is the name of the doctor that prescribed this medicine? _____

9. How many pills are in this bottle? ____________________________

10. What should you avoid when taking this medicine? ____________
Answer the questions after looking at the pictures.

1. Which picture shows that you should take the medicine by swallowing it? 
   ____________________ Another way to say this is to take by mouth.

2. Which picture shows you should take the medicine 4 times a day? _______
   At what times should you take the medicine if it is prescribed for 4 times a day?
   ____________________________
   ____________________________

3. Which medicine shows that it might make you tired? ____________
   What is another word for tired? ________________________________

4. Which picture shows that you should store the medicine in the refrigerator? ________________________________

Go to www.usp.org and type in Pictograms to download additional pictures.
Extra Strength Tylenol
Active Ingredients:
ACETAMINOPHEN
For temporary relief of minor aches and pains associated with headache, muscle aches, backache, toothache and can be used as a fever reducer.
Directions for Use:
Adults 12 year of age and older:
Take 2 caplets every 4 to 6 hours as needed.

Aspirin
Active Ingredient: Aspirin 325 mg
For temporary relief of minor aches, pains, and inflammation of arthritis and rheumatism.
WARNINGS
Reye’s Syndrome: Children and teenagers should not use this drug for chicken pox or flu symptoms before talking with a doctor.
Alcohol Warning: If you consume more than 3 alcoholic drinks every day, ask your doctor whether you should take aspirin.
Dosage: Adult and Children 12 years and over: 2 tablets every 4 hours with a full glass of water.

Answer the questions about the Tylenol and Aspirin labels.
1. What is the active ingredient in Tylenol?__________________________

2. Who should not take Aspirin for flu symptoms?__________________________

3. If you have a child that is 13 and is running a high fever, which product would you use?__________________________

4. What is the difference between a caplet, a capsule and a tablet?__________________________

5. Are Tylenol and Aspirin “over the counter” medicines?__________
Read the medicine labels and answer the questions.

1. Instill 1 or 2 drops in the affected eye(s) in the morning and at bedtime.

2. Take 1 Capsule by mouth daily. Do not break or chew. Take on an empty stomach, 30 minutes before a meal.

3. Take one tablet twice a day with meals. May cause dizziness or drowsiness.

4. Take 1 pill by mouth 4 times a day for 10 days. Do not stop the medicine before it is all used.

Which medicine might cause dizziness or drowsiness?
1 2 3 4

Which medicine should you swallow two times a day?
1 2 3 4

Which medicine would you put in your eyes?
1 2 3 4

Which medicine should you take 4 times a day?
1 2 3 4

Which medicine shouldn’t you break or chew?
1 2 3 4

Which medicine should you take until it is all gone?
1 2 3 4

Which medicine should you take on an empty stomach 30 minutes before a meal?
1 2 3 4
Answer Key: Labels (Product and Medicine)

Page 39
1. unit price
2. directions
3. caffeine
4. nutrition
5. ingredients
6. bleach
7. lb., oz.
8. sodium
9. expiration
10. calories

Page 40
1. $.97
2. $.97
3. $1.94
4. pound
1. $1.89
2. Home Grown
3. $.05
4. Answers vary
1. $3.49
2. $1.75
1, 6 bottles

Page 41
1. 1.84 lbs.
2. $3.66
3. $1.99
4. Yes
1. bacteria
2. Answers vary
3. Thaw meat in the refrigerator or microwave.
4. immediately

Page 42
1. Medium
2. Small, Medium, Large, Extra Large
3. By number
4. Answers vary

Page 42-43
1. Answers vary
2. (Drawing)
3. Answers Vary (crock pot, stove, dryer)

Page 43
1. doctor
2. Drink a large glass of water or milk and call the doctor.
3. hand dishwashing
4. ammonia and other cleaning products
5. Out of reach of children
6. Answers vary

Page 44
1. Mosquitoes
2. 8 hours
3. Cool dry place-out of reach of children
4. DEET
5. Poison Control Center
6. Fire Danger
7. Answers vary
8. Answers vary

Page 46
1. ingredients
2. (Circle the ingredients)
3. 70
4. 150
5. You will get your money back.
6. Guaranteed
7. The largest amount is always the first ingredient listed. The smallest amount is the last ingredient listed.
8. corn syrup
9. Enriched flour
10. wheat flour, niacin, reduced iron, thiamin, riboflavin, folic acid
11. Original Wheat Crackers
12. 16, 4 crackers
13. Yes
Answers: Labels (continued)  Page 53

Page 47  3
1. United States Recommended Daily  3
   Allowances  1
2. 15 oz.  4
3. Yes  2
1. 160  4
2. No  2

Page 48  1. Yes
2. Silk, wool, or non-colorfast products
3. Pour directly on stain and let sit for 5 minutes.
4. Stains like rust, bleach damage, dried paint, ink or dyes may be impossible for any laundry stain treater to remove.

Page 50  1. Joe Hurting
2. VIOXX
3. No
4. 690758
5. 1 Tablet
6. 12 refills
7. No
8. Dr. D. Johnson
9. 30 pills
10. Alcoholic Beverages

Page 51  1. 2
2. 1, (8-12-4-8)
3. 4, drowsy – fatigue
4. 3

Page 52  1. Acetaminophen
2. Children and Teenagers
3. Tylenol
4. Answers vary
5. Yes
Reading for Life

Telephone

Unit 4

Page #
57-58  Telephone Activities
58  Telephone Vocabulary
59  Telephone Numbers
60  Using the Telephone Questions
61  Hennepin County Directory
62-63  Community Service Numbers and Activity
64  Alphabetical Order
65  Live Telephone Book Activity and Looking Up Telephone Numbers
66-67  White and Yellow Pages Scavenger Hunt
68  Answer Key
Category: Telephone

Daily Living Activities

- Look at a local telephone directory. Are the white pages and yellow pages in the same directory? Compare a small city directory to a large city. Do any of the directories include special pages for government and business listings?
- Ask learners to look up several telephone numbers, such as a friend, a business, school number etc. Arrange that one of the businesses or persons uses initials. Watch for problems with alphabetizing. Also, use a name such as Johnson that might also be spelled Johnsen. Show how the address and locality is listed with the name.
- Look up telephone numbers and addresses using the white and yellow pages on the Internet.
- When do you need to dial the area code along with the 7-digit telephone number?
- When should you use 911? What happens when you dial 911? What should you do if you dial 911 by mistake?
- What is an emergency hotline? Find a page that tells you about emergency assistance.
- When do you use 411? What information will you need to be able to tell the operator? Practice simulating how to get a telephone number by using 411.
- Using the white pages, find the following information:
  1. Find the information page for people with disabilities.
  2. What is an area code? Where can you find a list of area codes for Minnesota? How are area codes divided in the Metro Area? Find the area code for International Falls, Minnesota. Find the area code for Madison, Wisconsin.
  3. Find information on phone bills.
  4. What types of consumer tips are given in the white pages directory?
  5. What should you do if you have trouble with your telephone?
  6. On what page do you find information on long distance calling?
  7. Take turns simulating making long distance calls using real telephones that are unplugged. What is the difference between a collect call, credit card call, phone card call and an 800 call? What is the first digit you must dial before the area code? (1)
  8. What is the procedure for getting a telephone installed? What is the cost?
  10. Who uses a TTY/TTD? Do you know how to use a TTY/TTD? Demonstrate if possible.
  11. Page through the telephone directory and make a list of information found in the directory. (Large city directories will have maps, zip codes, area codes, arts organization, sports teams etc.)
What are the yellow pages? Page through the yellow pages section and find the index. Look for a bookstore. Under what category will you look? You’re looking for a doctor, where will you look? Show that doctors are alphabetized by location, name and type of specialty. The transmission on your car needs to be repaired. Find a transmission repair shop near your home. Talk about thinking of synonyms when finding a category in the yellow pages. Example: Doctor/Physician.

How many have cell phones? Is there a difference in how much phone calls cost? Should individuals use cell phones while driving? Why or why not? Do you always have to dial the area code when using a cell phone?

What is the procedure for responding to harassing or unwanted phone calls?

Discuss phone etiquette. Ask learners to role play various conversations…an angry employee, wrong number, sales call etc.

What is the “Do Not Call” list? What is the procedure for signing up for the “Do Not Call” list? Look on the Internet to find the procedure for adding a telephone number to the list. Type in “Minnesota Do Not Call List” under search.

**Miscellaneous Telephone Vocabulary** Go over the words with your learners. Have the learners write the words and then practice reading the words for fluency. Think of additional words to add to the list.

- listing
- hotline
- emergency
- counselor

- assistance
- directory
- white pages
- yellow pages

- long distance
- local
- phone card
- telephone

- number digit
- bill
- cell phone
- information

- collect call
- credit card call
- portable phone
- installation

- crisis
- crisis intervention
- area code
- agency

- busy signal
- deposit
- directory assistance

- recording
- voice mail
- toll free
- operator
Telephone Numbers

Circle the area code in each of these telephone numbers.

763-547-8890    651-777-2242
952-648-2971    425-798-6644
985-333-0090    479-80-2244
03-12-99        605-923-5678

A telephone number contains a 3-digit area code followed by a 7-digit telephone number. Circle all of the telephone numbers below.

If you are dialing a number in the same area code as that of the phone you are using, it is not necessary to dial the area code. You are using a telephone with a 763 area code. Rewrite the number as you would dial it.

763-544-2998
952-239-6661
763-408-8803
651-218-9999
763-777-1181

You must dial a “1” before any long distance telephone call. Circle the telephone numbers that are long distance.

1-788-244-8888    344-28-6667
952-818-5454    1-366-428-3322
Using the Telephone Questions

1. What is your area code? ________________________________

2. What is your telephone number? ________________________

3. When should you dial 911? Give two examples. ____________

   ______________________________________________________

   ______________________________________________________

4. What should you do if you dial 911 by mistake? __________

   ______________________________________________________

5. Pretend you are making an emergency phone call to 911. You will need to be able to tell the dispatcher the following information.
   PROBLEM: ________________________________

   ______________________________________________________

   NAME: _____________________________________________

   ADDRESS: (street, city, zip code) ________________________

   ______________________________________________________

   PHONE NUMBER: ________________________________

6. Write the telephone number of your school. ________________

7. The United States is divided into four time zones. What are the names of the four time zones?

   ___________________________  ___________________________

   ___________________________  ___________________________

8. In what time zone do you live? __________________________

9. It is 9:00 A.M. in Minnesota, what time is it in New York? _____
   California? ___________  Wyoming? ______________________
Hennepin County Directory

Birth and Death Certificates................................. 612-676-5120
Caregiver and Support Program .............................. 612-874-2324
County Attorney.................................................... 612-348-5550
Courts.................................................................... 612-348-5550
Department of Training and Employment
Assistance.............................................................. 612-348-7432
Hearing Impaired
TTY Numbers General Information......................... 612-348-6646
Human Services First Call For Help......................... 612-335-5000
Libraries................................................................. 612-830-4900
License Information.................................................. 612-348-8241
Parks.................................................................... 612-559-9000
Traffic Violations.................................................... 612-348-2040

Source: Plymouth, New Hope, Medicine Lake Verizon Sun Directory

Answer the following questions. Refer to the Hennepin County Directory.

1. Your child is starting kindergarten this year. You need a copy of his/her birth certificate. Call ____________________________

2. What is the closest library to your residence and what are the hours it is open? Call ____________________________

3. You are hearing impaired and want to know what assistance is available. Call ____________________________

4. You received a speeding ticket when you were driving to work last week. Call ____________________________

5. You need to make an appointment to take the driver’s test because you have recently moved to Minneapolis. Call ________________.
Community Service Numbers
Source: DEX Official Directory Minneapolis

Dial 211. In most areas of the state if an individual dials 211, he/she will be connected with the United Way First Call For Help. The service is a free 24-hour information and referral to community services.

Please note: Only the numbers for Hennepin County are given on this page. Six metropolitan counties are actually included in the Minneapolis phone book. This list is a sampling of numbers that can be found in this section.

Adult Protection ........................................ 612-348-8526
Animal Control........................................ 612-348-4250
Child Abuse/Protection.............................. 612-348-3552
Crisis Intervention..................................... 763-591-0100

Disabled Services
- Epilepsy Foundation................................. 651-646-8675
- Hennepin County Services to the Disabled....... 612-348-4500
- Metropolitan Center for Independent Living..... 651-646-8342
- Minnesota Council on Disability.................... 651-296-6785

Food Shelves
- Emergency Foodshelf Network Hennepin County .. 952-925-6265

Gambling
- Compulsive Gambling Hotline..................... 1-800-437-3641

Health Care
- American Cancer Society........................... 1-800-227-2345
- Minnesota Aids Line.................................. 612-373-2437
- Minnesota Care........................................ 651-297-3862

Human Rights
- Minneapolis Department of Civil Rights.......... 612-673-3012
- Minnesota Department of Human Rights............ 651-296-5663

Legal Assistance
- Legal Aid Society...................................... 612-334-5970

Mental Health
- Crisis Connection (24 Hour)...................... 612-379-6363
- Hennepin County Mental Health Center............. 612-331-6840

School Information.................................... 651-582-8200

Social Security Administration..................... 1-800-772-1213

Social Services, Hennepin County................... 612-348-3000

Substance Abuse
- Al-Anon/Alateen Information Services............. 952-920-3961
- Alcoholics Anonymous Central Office............. 952-922-0880

Transportation
- Metro Transit Information......................... 612-341-0140
Questions – Community Service Numbers

1. You have a child with epilepsy. You want to get information that will help you understand the disability better. Call ________________

2. Your spouse has been going to casinos regularly and suddenly you are finding that the grocery money has already been spent. What number will you call? ________________________________

3. You have tried to rent an apartment. You think you have been unable to rent the apartment because of your ethnic background. You will call ________________________________ to get help.

4. You moved from Rochester to Minneapolis and need to register your child for school. You don’t know where the new school is located. You will call ________________________________ for assistance.

5. You have decided to take a bus to work because parking is so expensive. You need to know where to get on the bus and the bus schedule. Call ________________________________

6. You are running out of food and you do not have any money. What number should you call? ________________________________

7. Which group has a number that says it is a hotline? ________________________________
   What is a hotline and why would this group have a hotline number? ________________________________
   ________________________________
   ________________________________
   ________________________________

8. There is a stray dog running in your front yard. You are worried that the dog will bite someone. Who will you call? ________________________________

9. You can’t afford health care insurance. Your job does not include benefits. You are worried that someone will get sick. Who will you call? ________________________________
## Alphabetical Order

*In each list, write the words in alphabetical order.*

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Key</td>
<td>Ireland</td>
</tr>
<tr>
<td></td>
<td>Hammer</td>
<td>Finegold</td>
</tr>
<tr>
<td></td>
<td>Gordon</td>
<td>Jackson</td>
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<p>| | | |</p>
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<tr>
<td>2</td>
<td>Brand</td>
<td>Bruen</td>
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<td>Brooks</td>
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<tr>
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<td>Bristol</td>
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<tbody>
<tr>
<td>3</td>
<td>Ginsberg, Donald</td>
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<tr>
<td></td>
<td>Ginsbach, James</td>
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<tr>
<td></td>
<td>Ryan, Jean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johnson, Ronald</td>
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<td></td>
<td>Anderson, Carl</td>
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</tr>
<tr>
<td></td>
<td>Jones, Jane</td>
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<p>| | | |</p>
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<tbody>
<tr>
<td>4</td>
<td>Lee, C.A.</td>
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<tr>
<td></td>
<td>Lee, Faith</td>
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</tr>
<tr>
<td></td>
<td>Lee, Craig</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lee, Connie</td>
<td></td>
</tr>
</tbody>
</table>
**Live Telephone Book Activity**

Give the students a marking pen and have them write their last names on 81/2 x 11 sheets of paper. Instruct the students to line themselves up in alphabetical order by last names. Ask the person that has a last name that is closest to the letter “a” to be the first in line. Then find the person whose name is closest to the letter “z” to be last in line. Have the alphabet posted for all to see. Let the students decide if they would like a person whose name begins with the letter “m” or “n” to stand in line to mark the middle of the alphabet. What happens if two people have the same last name? What happens if students have last names that begin with the same letter or an initial? Once the first two or three have begun the line, ask one person at a time to say their last name and decide where he/she should stand. The class can assist.

**Looking Up Telephone Numbers**

1. Write a name on a white/chalkboard or flip chart. Ask the student to look up the name in the telephone book. (Do not use names of students to protect their privacy.)

2. What are some of the most popular names in the phone book?

3. Have each student look up his/her name in the telephone book. Are there others listed with the same name?

4. Can you find out where someone lives by looking up their telephone number?
White and Yellow Pages Scavenger Hunt

Divide the class into groups of 2-4. When the teacher gives the signal to begin, each group must find the page and telephone number that answers the questions by looking at the white and yellow pages of the phone book.

For each question, the group finds the following information:

a. White or Yellow Pages
b. Page number where you found the information
c. Telephone number

1. Poison Center
   a_____________________________________________________
   b_____________________________________________________
   c_____________________________________________________

2. Telephone repair service
   a_____________________________________________________
   b_____________________________________________________
   c_____________________________________________________

3. Alcoholics Anonymous
   a_____________________________________________________
   b_____________________________________________________
   c_____________________________________________________

4. Instructions for how to dial long distance
   a_____________________________________________________
   b_____________________________________________________
   c_____________________________________________________

5. Area code for St. Cloud, Minnesota
   a_____________________________________________________ 
   b_____________________________________________________
   c_____________________________________________________

(Scavenger Hunt Continued)

6. Area code for Jamestown, North Dakota
   a___________________________________________________
   b___________________________________________________
   c___________________________________________________

7. A suicide crisis hotline
   a___________________________________________________
   b___________________________________________________
   c___________________________________________________

   a___________________________________________________
   b___________________________________________________
   c___________________________________________________

9. Gas Company
   a___________________________________________________
   b___________________________________________________
   c___________________________________________________

10. Telephone Billing Information
    a___________________________________________________
    b___________________________________________________
    c___________________________________________________
Answer Key: Telephone

Page 59
763. 651. 952. 425
985-333-0090,  605-923-5678
544-2998
952-239-6661
408-8803
651-218-9999
777-1181
1-788-244-8888
1-366-428-3322

Page 60
1. Answers vary
2. Answers vary
3. Heart attack, Poisoning etc.
4. Tell the person answering that you dialed the number by mistake or they will send an emergency response team.
5. Answers vary
6. Answers vary
7. Eastern, Central, Mountain, Pacific
8. Central
9. 10:00 A.M., 7:00 A.M., 8:00 A.M.

Page 61
1. 612-676-5120
2. 612-830-4900
3. 612-348-6646
4. 612-348-2040
5. 612-348-8241

Page 63
1. 651-646-8675
2. 1-800-437-3641
3. 651-296-5663
4. 651-582-8200
5. 612-341-0140
6. 952-925-6265
7. Compulsive Gambling Hotline - You need immediate help-answers vary
8. 612-348-4250

9. 651-297-3862

Page 64
Finegold    Anderson
Gordon      Ginsbach
Hammer      Ginsberg
Ireland     Johnson
Jackson     Jones
Key         Ryan
Brand
Brandvold   Lee, C.A.
Brewer      Lee, Connie
Bristol     Lee, Craig
Brooks      Lee, Faith
Bruen

Linda Strand
RFL volume 1
Reading for Life

Signs

Unit 5

70 Signs Activities and Vocabulary
71 Traffic Signs –Common Shapes
72 Traffic Signs
73-75 Types of Traffic Signs
76-79 Public Signs
80 Bus Signs
81 Answer Key
Category: Signs

Daily Living Activities

- Ask learners to record 10 signs they see between school and home.
- Go to:
  http://www.dps.state.mn.us/dvs/DLTraining/DLManual/DLManual.htm and go through the traffic sign pages found in Chapter 4.
- Pretend your class is taking a trip to Duluth. Make a list of signs and symbols they might find along the way? (transportation, restrooms, restaurants, hospitals, building directions)
- Make a bulletin board of signs and symbols.
- Purchase or make sign flashcards. (Learners could assist in making them.
- Have students create worksheets for their classmates using the vocabulary words.

Miscellaneous Signs Vocabulary

Go over the words. Have the learners write the words and then practice reading them. Add words to the list.

directory  restrooms  women  men
emergency  exit  entrance (enter)  elevator
no smoking  bus stop  No Left Turn  No Right Turn
stop  go  up  down
escalator  stairs (stairway)  telephone  lobby
quiet  merge  pedestrian  lanes
taxi  appointment  clinic  office
route  highway  freeway  traffic
street  danger  out of order  directions
go  open  out  pull
push  yield  warning  flammable
poison  private  fragile  fire alarm
for sale  hospital  closed  self-service
ticket office  waiting room  information  shapes
regulate  regulatory  information  informational
Reserved for Handicapped
Traffic Signs – Common Shapes

Choose the word that names the shape of each sign and write it under the sign.

Octagon  Triangle  Diamond  Rectangle
Pentagon  Crossbuck  Circle

Picture Source: Minnesota Driver’s Manual

http://www.dps.state.mn.us/dvs/DLTraining/DLManual/text/chapter4.htm
Traffic Signs

Answer the questions after looking at the signs.

1. Which of the colors mean caution? ________________

2. Which of the colors mean go? ________________

3. Which of the colors mean stop? ________________

1. Where will you find the “Walk” sign? ________________

2. What does Sign Number 2 tell you? ________________

3. What color is the “Road Work” sign and why is it important to drivers? ________________
Types of Traffic Signs

**REGULATORY**
Color: Red or White
- Regulatory signs tell you what to do. You must obey these signs.

**WARNING**
Color: Yellow, Yellow-Green, Orange
- Yellow: Warns
- Yellow-Green: Warns and controls pedestrian and bicycle crossings and school areas.
- Orange: Warns and controls construction zones

**INFORMATIONAL**
Color: Green, Blue, Brown
- Green: Guides and informs
- Blue: Describes services for motorists
- Brown: Indicates historic, cultural or recreation sites

*Source: Minnesota Driver's Manual
www.dps.state.mn.us/dvs/DLTraining/DLManual/DLManual.htm
Signs are found in Chapter 4*

*Under each sign fill in the following information: 1. **Kind** (Regulatory, Warning or Informational), 2. **Color** of the sign 3. **Meaning.***

1. ____________________________ 1. ____________________________
2. ____________________________ 2. ____________________________
3. ____________________________ 3. ____________________________
Types of Traffic Signs (continued)

1. ________________  
2. ________________  
3. ________________

1. ________________  
2. ________________  
3. ________________

1. ________________  
2. ________________  
3. ________________

1. ________________  
2. ________________  
3. ________________

1. ________________  
2. ________________  
3. ________________

1. ________________  
2. ________________  
3. ________________
Types of Traffic Signs (continued)

1. ____________
2. ____________
3. ____________

1. ____________
2. ____________
3. ____________

1. ____________
2. ____________
3. ____________

1. ____________
2. ____________
3. ____________
Public Signs

1. You see this sign above where you are sitting in a restaurant. Can you smoke?  

2. What other signs have you seen that have a slash through the picture?  

In the space below, make a list of all of the signs you have seen for Women and Men’s Restrooms. Draw pictures of those signs that use pictures instead of words.

______________________________

______________________________

______________________________

______________________________

______________________________
Public Signs (continued)

Write the meaning of each sign on the line provided.

1. 

2. 

3. 

4. 

5. 

6.
Public Signs (continued)  Write the meaning of the signs on the lines provided.

[Image of a sign with a figure washing hands]

[Image of a sign with the text "FOR SALE"]

[Image of a sign with three silhouettes of people]

[Image of a sign with a fork and a spoon]

[Image of a sign with a hand in a red circle indicating stop]

Public Signs (continued)

1. Draw a circle around the arrow that means “up”.
2. Underline the arrow that points to the right.
3. Draw a square around the arrow that points down.
4. Put an x on the arrow that points to the left.

Read the signs and answer the questions.

**Minneapolis Suburban Taxi**
24 Hour Service
South & West
952-885-8877
St. Paul & East Suburbs
651-333-8999

**North & West**
763-555-4444

**Hospital Visiting Hours**
Daily 10:00 am – 7:00 pm
Children under 12 must be accompanied by an adult.

**Adult Basic Education**
Registration Mondays
9am – 7pm
By appointment only

**Northwest Food Shelf**
1st and 3rd Wednesdays
7am – 3pm

1. Can you visit your friend at the hospital at 2:00 in the afternoon? _____
   Can you bring your 10 year old child with you? _________________

2. You want to register for adult basic education classes. What day can you register? ________________________________

3. You live in the northern suburbs and want to call a cab. What number will you call? ________________________________

4. When can you go to the food shelf? ________________________________
Bus Signs

1. 5th Street South

2. 69th Ave. and 2nd Street

3. Bus 29

4. 19 7th Avenue

Answer the questions about the buses.

1. Which bus will you take if you want to go to 2nd Street?

2. Which bus will you choose if you want to go on bus 19 to 7th Avenue?

3. Which bus is Bus 29?

4. Where are the signs that tell where each bus is going?

5. How can you determine the bus number and where each bus is going?
**Answer Key: Signs**

Page 71
Crossbuck, Octagon, Rectangle
Circle, Pentagon, Triangle
Diamond

Page 72
1. yellow
2. green
3. red
1. at the bottom of a traffic light
2. Pedestrian Crossing
3. Orange – answers vary

Page 73
1. Regulatory
2. Red
3. Do Not Enter
1. Warning
2. Yellow
3. Two-Way Traffic

Page 74
1. Information
2. Green
3. Bike Route
1. Warning
2. Yellow
3. Railroad Crossing
1. Regulatory
2. Red/White
3. No Left Turn, No Right Turn
1. Information (Recreational)
2. Brown
3. State Park
1. Warning
2. Yellow
3. School Crossing
1. Informational (Motorist Service Sign)
2. Blue
3. Restrooms/Rest Area

Page 75
1. Warning
2. Yellow
3. Lane Ends
1. Warning -Construction

Page 76
1. No
2. Answers vary
3. Answers vary

Page 77
1. Hospital
2. Handicapped
3. Stairway
4. A way to get out of a building
5. Telephone

Page 78
Water Fountain-Drinking Fountain
Something is for sale
Elevator
Bus Stop
High Voltage

Page 79
1. Yes, yes
2. Monday
3. 763-555-4444
4. First and Third Wednesdays

Page 80
1. 2
2. 4
3. 3
4. On the front of the bus
5. Answers vary
Category: Jobs

Daily Living Activities

- Have learners practice responding to the following information orally and in writing:
  1. Full name – first, middle and last
  2. Telephone number
  3. Complete mailing address – street/box, city/town, state, and zip code
  4. Age
  5. Date of Birth – month, day and year
  6. Sex
  7. Place of Birth – city/town, state and country
  8. Emergency information
  9. Marital Status
  10. Social Security number (Talk about the need to keep this number protected. When is it appropriate to give out the number?)

- Ask learners to go to places of business to get job application forms. Develop a list of vocabulary words found on the forms.
- Ask one of the employed learners to bring in an employee accident form.
- Ask employed learners to bring in an employee handbook. Ask the learners what they think should be in this manual. Go through the Table of Contents and determine what is included in each section. Go over sections of interest to the students.
- Practice role-playing an interview.
- Have learners research employment fields in occupational handbooks. Find information on educational requirements, salary range, work schedule and conditions and job availability.
- Have learners role play telephone conversations with prospective employer to practice telephone skills.
- Research job information on the Internet. Example: www.deed.state.mn.us
Miscellaneous Jobs Vocabulary  

Go over the words. Have the learners write the words and then practice reading them. Add words to the list.

hourly  sick leave  paycheck  wages  
bonus  income  overtime  employee  
employer  employment  insurance  benefits  
supervisor  paid holiday  vacation  disability  
salary  tax  minimum wage  homeowner’s  
dependents  Social Security  signature  application  
career  work permit  experience  résumé  
applicant  duties  withhold  print  
danger  flammable  high voltage  caution  
slippery  beware  hazard  degree  
interview  appointment  references  union  
hired  qualified  ability  homeowner

Complete the sentences using some of the vocabulary words. Make up sentences to use the other words.

1. When you are paid by the hour, you are called an _______ worker.

2. The person or company that pays you to work is your ________________.

3. The lowest amount of money an employee can be paid is called the ________________.

4. A form that you fill out to apply for a job is an _______ form. The person filling out the form is the ________________.

5. Protection against loss or damage is called ________________. Name four kinds of insurance that many people carry. ________________ ________________ ________________ ________________.

6. Employers often ask for ________________ to check on whether you are a good employee.

7. When you are paid for a day that you didn’t work to celebrate a special day, it is called a ________________.
Misc. Jobs Vocabulary (continued)

8. When you are sick and need to take a day off from work, you use your _________.

9. Three words that mean money you are paid for work are ________, ________, and ________.

10. Two words that mean you must be careful are ________ and ________.

11. Many application forms ask you to ________ your letters.

12. When the floor has just been washed, there will be a sign that says it is ________ when wet.

13. A word that tells you to sign your name is ________.

14. Time worked beyond regular hours is called ________.

15. Something that burns easily is ________.

16. Some chemicals are a ________ to your health.

17. Do you need a college ________ to qualify for your job?

18. Money that you are given in addition to your regular pay is called a ________.

Make up definitions of your own for the rest of the words.

supervisor

dependents

career

danger

interview

hired
Miscellaneous Jobs Vocabulary (continued)

employment

tax

Social Security

work permit

duties

appointment

qualified

paycheck

vacation

experience

withhold

high voltage

employee

benefits

résumé

union

disability

ability
SOCIAL SECURITY NUMBERS

Social Security numbers are made up of nine numbers (digits). A written Social Security number should look like this.

522-38-9461

You should memorize your own Social Security number. Do not lose your Social Security card. This number should be kept private. Discuss.

1. What happens if you lose your Social Security card?
2. Make a list of people or places that would need your Social Security number.
3. Is there anyone that might ask for your Social Security number that shouldn’t have it?
4. What is Social Security?

On some forms, you will be asked to give your SS#. Make up a SS# and write it here.

_____________________________________________________________

Write the word SOCIAL SECURITY in lower case letters.

_____________________________________________________________

Circle all of the Social Security numbers.

755-24-8888  763-538-9922  8-16-05
233467766  334-79-4545  206 15th Avenue
556-88-2222  651-764-9939  12-26-04
1-218-765-5555  333-44-9999  546-7431
Application Forms Practice

Fill in the information.

Date________________________
Print or Type

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle</th>
<th>Last Name</th>
</tr>
</thead>
</table>

PRINT YOUR FULL NAME

WRITE YOUR FULL SIGNATURE BELOW

<table>
<thead>
<tr>
<th>NAME</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>AGE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE INITIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>PLACE OF BIRTH</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NO.</th>
<th>TELEPHONE NO.</th>
<th>ARE YOU EMPLOYED?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>( )</td>
<td>□Yes □No</td>
</tr>
</tbody>
</table>
Application for Employment

1. Name ____________________________ SS# ____________________________
   (Last Name    Middle Initial   First Name)

2. Address ____________________________ Telephone ________________

3. What kind of work are you applying for? ____________________________

EDUCATION
4. Last school attended ____________________________
   (Name and Address)

5. Circle last year completed: Grade 5 6 7 8  High School 9 10 11 12
   College 1 2 3 4 5  GED

6. Special Training and Skills ____________________________

EXPERIENCE (List your last employer first)

<table>
<thead>
<tr>
<th>Name and Address of Company</th>
<th>Dates (From – To)</th>
<th>Duties</th>
<th>Salary</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>9.</td>
<td>10.</td>
<td>11.</td>
<td>12.</td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HOURS AVAILABLE FOR WORK
15. M T W T F S S
   From ____________________________
   To ____________________________

BUSINESS REFERENCES
16. ____________________________
17. ____________________________
18. ____________________________
19. ____________________________
20. ____________________________

21. Do you have any health or physical problems that could affect your employment? □ Yes   □ No  If yes, please explain. ____________________________

22. We are an equal opportunity employer.

Source: Literacy Training Network  (Adapted by Linda Strand)
Application for Employment Questions

Refer to the Application for Employment on page 89 and answer these questions.

1. On what line would you write your Social Security number?____________________

2. On what line would you write your most recent job?__________________________

3. What type of references are required on this application?______________________What is another type of reference?_____________________________

4. On what line would you indicate that you have a bad back?__________________

5. What line states that the company does not discriminate against anyone based on color, religion, sex or national origin?________________________________________

6. What three lines ask about your education?_______________________________

7. What will you do if you cannot fit the information you need to tell in the space provided?________________________________________________________

8. What will you write in the “Experience” section if you have never had a job before?________________________________________________________

9. On what line will you say you want to work as an assembler?_______________

10. On what line would you tell the hours and days you could work?___________

More Vocabulary  Write the word from this list by the correct meaning.

maiden name        ht./wt.          legal alien
minor               dependents        mandatory

required

height, weight

anyone under 18 years of age

a female’s name before marriage

someone living legally in a country where he/she is a not a citizen

persons whom you support
Complete this application form.

Application for Employment

Name __________________________________________ SS# ____________________________
(Last Name Middle Initial First Name)

Address ______________________________________________ Telephone ____________

What kind of work are you applying for? ________________________________

EDUCATION

Last school attended ________________________________________________
(Name and Address)

Circle last year completed:  Grade 5 6 7 8  High School 9 10 11 12
College 1 2 3 4 5  GED

Special Training and Skills ____________________________________________

EXPERIENCE  (List your last employer first)

<table>
<thead>
<tr>
<th>Name and Address of Company</th>
<th>Dates (From – To)</th>
<th>Duties</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HOURS AVAILABLE FOR WORK

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REFERENCES


Do you have any health or physical problems that could affect your employment?  □ Yes  □ No  If yes, please explain. __________________________

We are an equal opportunity employer.

Source: Literacy Training Network  (Adapted by Linda Strand)
Use the following information and form to help you answer the questions on page 93.

- Department – Medical Assembly
- Employee slipped on a wet spot on the floor.
- Sprained ankle
- Your co-worker witnessed the accident.
- The accident happened yesterday.
- You reported the accident today.

### Job Accident Form

<table>
<thead>
<tr>
<th>NAME</th>
<th>SS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF REPORT</td>
<td>DATE OF ACCIDENT</td>
</tr>
<tr>
<td>TIME OF ACCIDENT</td>
<td>LOCATION OF ACCIDENT</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>HOW DID THE ACCIDENT HAPPEN?</td>
</tr>
<tr>
<td>TREATMENT</td>
<td>WITNESS □ Yes □ No</td>
</tr>
<tr>
<td>IF YES, BY WHOM?</td>
<td>SIGNATURE</td>
</tr>
</tbody>
</table>

### INJURY

- □ burn
- □ cut
- □ broken bone(s)
- □ poisoning
- □ inhaling toxic fumes
- □ sprain
- □ Other (explain)

### PART OF BODY INJURED

- □ ankle
- □ arm
- □ back
- □ hand
- □ head
- □ leg
- □ eye
Job Accident Report (continued)

*Complete the information as requested using the Job Accident Form on page 92.*

1. Write your full name in the appropriate space.

2. Write the date of the accident in the appropriate space.

3. Write the time of the accident in the appropriate space.

4. The accident was reported a day after it happened. Write the date the accident was reported in the appropriate space.

5. Write the location where the accident happened in the appropriate space.

6. Did anyone else see the accident happen? Fill in the space that answers this question.

7. Check the boxes that describes the injury and the part of the body was injured.

8. Complete the rest of the report using your own name. Remember to make up a Social Security number because it is private information.
Paychecks –Reading the Pay Stub

Vocabulary

Gross Pay  Net Pay  Deductions  Pay Period
Social Security  Overtime  Rate  FICA
Federal Income Tax  State Income Tax

Write the word on the line that matches the definition.

1. ________________ A monthly check sent by the government to Americans who are older and to persons who are on disability.

2. ________________ The total amount of money you earn during a pay period.

3. ________________ The actual amount of money you get paid after deductions.

4. You get paid at the end of each ____________________________.


6. ________________ is the tax money you pay the Federal Government on money you earn.

7. ________________ is the money you pay the state of Minnesota on money you earn.

8. The amount of money you earn per hour is your pay ________________.

9. ________________ The money taken out of your paycheck for taxes, health insurance and other items.

10. ________________ is time worked beyond regular hours.

Source: Life Skills for Today’s World, Steck-Vaughn Company  (Adapted by Linda Strand)
The Learning Corporation Pay Stub

<table>
<thead>
<tr>
<th>Statement of Earnings and Deductions</th>
<th>5/11/___ to 5/25/___</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Name</strong></td>
<td><strong>Social Security #</strong></td>
</tr>
<tr>
<td>Judy K. Fall</td>
<td>322-555-8899</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td><strong>Rate</strong></td>
</tr>
<tr>
<td>80</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

**DEDUCTIONS**

Answer the questions about the Pay Stub.

1. Who is the employee? Judy K. Fall
2. How much was Judy’s take-home pay? $392.49
3. What is another word for take-home pay? Gross Pay
4. How much did Judy pay for insurance? $25.00
5. How much does Judy get paid per hour? $7.00
6. What is the total amount of deductions? $102.70
7. What did Judy pay in Federal Taxes? $14.50
8. Circle the statement that is true.
   - Judy paid more for Federal Taxes than for State Taxes.
   - Judy paid less for Federal Taxes than for State Taxes.
9. How many hours did Judy work this pay period? 80
10. How long was the pay period? 14 days
Job Description

**STOCK PERSON**

**WAITRESS**
Salary - $4.90 per hour plus good tips. Min. 3 yrs. Exper. Apply in person bet. 4-6 p.m. Tues-Sat. Some evenings and week-ends. 3104 Girard Ave. North.

**WAREHOUSE**
$600 per week. Warehouse and supervision exp. necessary. 2\textsuperscript{nd} shift. Heavy lifting required. Benefits. Union employee.

**TYPIST**
FT exp. person needed immediately. 60 wpm. Filing skills. $10.00 per hour. Mon.-Fri., 7:30 – 4:00. Contact: Personnel Dept, 8-12, Macy’s Shopping Mall. 952-666-7373.

1. What job must you apply for in person?___________________________
2. Based on hourly rates, which is the lowest paying job?______________
3. What is the highest paying job?___________________________________
4. Which job requires lifting and physical work?_______________________
5. Which job is full-time and has regular daytime hours?_______________
6. What is the required typing speed for the Typist Position?____________
7. Which position says that it includes benefits?_______________________
8. Which job will you apply for if you don’t have any experience?_______

Choose one of the jobs above and make a list of advantages and disadvantages of the job.
Job Interviews

Read about Job Interviews. Answer the questions that are on page 98.

The Interview
An interview is a meeting between you and a potential employer. It is an opportunity to get to know one another. Be prepared to answer the questions you will be asked.

Appearance and Clothing
Dress much like you would for the type of job you want. Be neat and clean. Feel good about the way you look.

Interview Tips
• Be on time. Arrive 15 minutes early if possible.
• Listen carefully.
• Respond with positive answers.
• Focus on your qualifications.
• Avoid “yes” and “no” answers.
• When you are asked if you have any questions, ask two or three questions.
• Avoid talking about salary until you have been offered the job.

Ending the Interview
• Summarize your qualifications.
• If you want the job, say so.
• Leave promptly when the interview is complete.
• Say thank you.
• If you don’t get the job, ask if they know of other job openings.

Frequently Asked Questions
1. What jobs have you had? What were your responsibilities?
2. Why did you leave the job(s)?
3. Why do you want to work here?
4. What are your work strengths? What are your work weaknesses?
5. What can you tell me about yourself?

Write your answers to the frequently asked questions on the back of this paper. Make your answers positive.
Job Interview Questions

Review the reading on page 97 and answer the questions.

1. If you have an interview at 2:00 pm, what time should you arrive?

2. Tell three things about yourself that you think would be of interest to the employer.
   a. ______________________________________________________________________
   b. ______________________________________________________________________
   c. ______________________________________________________________________

3. About how many questions should you ask if you are given a chance to ask questions?

4. What are some things you should do if you are not offered a job?

5. Why did you leave your last job?* Or, if you are employed, why do you want this job?

   (Remember to make your response positive.)

*If you are not employed, pretend you are employed.
Complete the résumé.

My Résumé

NAME____________________________________________________

ADDRESS________________________________________________

TELEPHONE_______________________________________________

EDUCATION

<table>
<thead>
<tr>
<th>Dates Attended</th>
<th>Secondary School</th>
<th>Address</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>College, Technical, Other</th>
<th>Address</th>
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</table>

WORK EXPERIENCE (Begin with the most recent job)

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<thead>
<tr>
<th>Dates Worked</th>
<th>Employer</th>
<th>Job/Description</th>
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<tbody>
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REFERENCES

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<tr>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td></td>
<td>Telephone</td>
</tr>
</tbody>
</table>
Long Term Disability Insurance

You may think the chances of becoming disabled are slim, but some statistics tell us a different story. Up to one in five people become disabled for one year or more before the age of 65.

The following information was found in the General Software Employee’s Handbook.
“If you have long term disability insurance and become too ill or injured to work, you will begin to receive payments after not working for six consecutive months. When you are employed by General Software, the employer and the employee each pay 50% of the cost.”

Answer the questions.

1. Do you have long term disability insurance? __________________________

2. At General Software, how long do you need to be unable to work before you can begin collecting disability insurance benefits? _________________

3. If you are out of work for 3 months, return for 2 weeks and then are out again for 3 months, are you eligible to collect benefits? □ Yes □ No
Why or why not? ______________________________________________________

4. According to this employee handbook, who pays for long term disability insurance? ________________________________
**Answer Key: Jobs**

Page 84
1. hourly
2. employer
3. minimum wage
4. application, applicant
5. insurance, medical (health), automobile, homeowners, disability
6. reference
7. paid holiday

Page 85
8. sick leave
9. wages, salary, income
10. caution, beware
11. print
12. slippery
13. signature
14. overtime
15. flammable
16. hazard
17. degree
18. bonus

Page 87
755-24-8888, 334-79-4545, 556-88-2222, 333-44-9999

Page 89
1. 1
2. 8
3. Business/Work, Personal
4. 21
5. 22
6. 4,5,6
7. Write on the back of the paper or add a paper.
8. Answers vary
9. 3
10. 15
11. mandatory
12. ht./wt.
13. minor
14. maiden name
15. legal action
16. dependents

Page 90
1. 1
2. 8
3. Business/Work, Personal
4. 21
5. 22
6. 4,5,6

Page 92
1. Answers vary
2. Answers vary
3. Answers vary
4. Answers vary
5. Wet floor in Medical Assembly Department
6. Co-worker witnessed the accident
7. Sprained ankle

Page 94
1. Social Security
2. Gross Pay
3. Net Pay
4. Pay Period
5. FICA
6. Federal Income Tax
7. State Income Tax
8. Rate
9. Deductions
10. Overtime

Page 95
1. Judy K. Fall
2. $392.49
3. Net Pay
4. $25.00
5. $7.00
6. $87.51
7. $14.50
8. Judy paid more for Federal Taxes than State Taxes
9. 80
10. 2 weeks

Page 100
1. Answers vary
2. 6 months
3. No, you must be away from work six consecutive months.
4. The employer and the employee share the cost.
Reading for Life

Medical

Unit 7

Page #
103-104 Medical Activities and Vocabulary
105 Parts of the Body
106 Activities for Parts of the Body
107 First Aid and Asthma Information
108 First Aid: Flu Shot and Bleeding Information
109 First Aid: Blisters
110 Heat Stroke Information
111 Questions about First Aid Readings
112 Personal Health History
113 Alcohol and Pregnancy
114 AIDS
116 Answer Key
Category: Medical

Daily Living Activities

- Write or call the Red Cross and request information on first aid procedures. Learners can also find information online by going to www.redcross.org.
- Ask your local police or fire department to come to class and present a workshop on first aid and basic CPR.
- Look in the library or on the Internet for books and pamphlets on first aid, illness, drugs/alcohol addiction and other medical assistance.
- Look through magazines and newspapers for articles on illness, drugs, alcohol, or first aid.
- Go to the Internet or call one of the medical help numbers such as “Medformation” and ask for or look for information concerning topics of interest. www.medformation.com
- Invite a pharmacist to your class to speak to the learners about prescription drugs and over-the-counter drugs, their dangers, side effects, etc.
- Have learners use the Internet and go to: http://www.1-language.com/memorymatchelem/index.htm for a memory game.

Miscellaneous Medical Vocabulary  Go over the words. Have the learners write the words and then practice reading them. Add words to the list.

- abdomen
- stomach
- ankle
- arm
- calf
- leg
- cheek
- chest
- breast
- chin
- ear
- elbow
- eye
- finger
- foot
- hair
- hand
- head
- heel
- hip
- knee
- mouth
- tongue
- neck
- nose
- shoulder
- thigh
- thumb
- waist
- wrist
- throat
- toe
- doctor
- blister
- infection
- first aid
- wound
- sore
- bandage
- pain
- sterile
- drug
- penicillin
- antibiotic
(Medical Vocabulary Continued)

swelling  puncture  immunization  vaccination
dressing  bleeding  allergies  measles
chicken pox  polio  rash  asthma
sinus  pneumonia  lung  cancer
lung  alcohol  drugs  pharmacy
pharmacist  pregnant  fatigue  diabetes
illness  vomit  weight loss  symptoms
AIDS  glands  diarrhea  cough
ache  ambulance  emergency  antiseptic
appointment  vitamin  medicine  x-ray
dehydration  stroke  heart attack  flu
hospital  urgent care  fetal alcohol syndrome

Vocabulary Activities

• Choose 9 or 15 words from the vocabulary list. Give each student a bingo sheet found on pages 11 or 12. Each student fills in their squares using the words. Follow the directions for playing bingo.

• Find all of the words in the list that name body parts.

• Find all of the words that begin with the letter “a” and write them on a sheet of paper. Write a definition for each word.

• Alphabetize one of the columns of words.

• Ask the learners to write all of the words they do not understand on a sheet of paper. Discuss the words together. Have the students write a meaning by each word as it is discussed.

• Make a list of words that the learners think should be added to the vocabulary list. Write them on the chalkboard. Learners can add the words to their vocabulary list.
Source of Pictures: National Textbook Company

The activities for these pictures are on next page.
Activities for Parts of the Body
(Pictures are on the previous page.)

(You will need colored pens or markers to answer some of the questions.)

1. Write the name of each body part under the picture.

2. Put a black x on the wrist.

3. Put a blue x on the chest.

4. Put a red x on the area that shows the person has a sore throat.

5. The person has a stomach ache. Mark the area of the stomach ache with a green x.

6. Circle the two pictures that show an elbow with any color you want.

7. I slept wrong and my neck hurts. Mark all of the pictures that show a neck with a red square.

8. Put a large green dot on all of the shoulders.


10. If you have trouble seeing, you will need to have your eyes checked. Make the eyes the color of your eyes.

Divide each string of letters into real words by drawing a “/” between the words.

healthydoctorsickachehurtsoresprainclinichospitalambulancenurse
headhaireyesnosemoutheararmfingerleganklechestkneeshoulder
handthroatsachetonguebandageclinicappointmentdentisthospital
diagnosisallergicaspirinshotdrugssurgerydrugsantibioticstherapy
Read the passages on pages 107 to 110 and then answer the questions found on page 111.

**First Aid**

**What is First Aid?**

- First Aid is the immediate treatment given to the victim of an accident or sudden illness, before medical help is obtained.
- Read more about First Aid at the web site listed below.

Source: [http://www.webhealthcentre.com/general/fa_index.asp](http://www.webhealthcentre.com/general/fa_index.asp)

Use the Internet to find First Aid Information.

**Asthma**

This is a condition where the sudden constriction of airways causes difficulty in breathing, especially in breathing out. Allergy, infection, anxiety or tension can trigger an attack.

**First Aid for Asthma**

Reassure the patient

1. Help the patient sit up in bed or in a chair and allow the patient to lean forward with a couple of pillows and/or a small table on which to rest his/her head.

2. Provide fresh air by opening the windows.

3. Seek medical aid from a nearby doctor.

Source: [http://www.webhealthcentre.com/general/fa_index.asp](http://www.webhealthcentre.com/general/fa_index.asp)
Frequently Asked Questions About Flu Shots

Q: Will I get the flu from the flu shot?
A: No. Flu vaccine is created from dead or inactive viruses that are not contagious.

Q: Do I need a flu shot every year?
A: Yes. Influenza viruses continually change every year. A new vaccine is used annually to fight the most current influenza virus. In addition, the antibody a person develops from the vaccine declines over time.

Q: When should I get a flu shot?
A: Influenza usually occurs from November until April, with activity peaking between late December and early March. The optimal time for flu shots is during October through November, however it is clinically beneficial to be vaccinated through December and January.


Bleeding

First Aid for External Bleeding

1. Bring the sides of the wound together and press firmly.

2. Have the person lay down to keep from fainting and raise the injured part (if no bone fracture is suspected).

3. Apply a clean pad larger than the wound and press it firmly with the palm until the bleeding lessens and finally stops.

4. If the bleeding continues, do not remove the original dressing but add more pads.

5. When the bleeding stops, bandage firmly but not too tightly.

6. Call the doctor.

Source: http://www.webhealthcentre.com/general/fa_index.asp
First Aid: Blisters

Common causes of blisters include friction and burns. If the blister isn’t too painful, do everything possible to keep it intact. Unbroken skin over a blister provides a natural barrier to bacteria and decreases the risk of infection. Cover the blister with a small adhesive bandage to protect it.

If the blister is painful, drain the fluid while leaving the overlying skin intact. Here’s how:

- Wash your hands and the blister with warm water and soap.
- Swab the blister with rubbing alcohol.
- Sterilize a clean, sharp needle by wiping it with rubbing alcohol.
- Use the needle to puncture the blister. Aim for several spots near the blister’s edge. Let the fluid drain, but leave the overlying skin in place.
- Apply an antibiotic ointment to the blister and cover with a bandage.
- Use tweezers and scissors sterilized with rubbing alcohol to cut away all the dead skin after several days. Apply more ointment.

Call your doctor if you see signs of infection around a blister, such as, pus, redness, increasing pain or warm skin.

Heat Stroke

The effects of exposure to excessive heat may be either heat exhaustion or heat stroke. Both these conditions are caused by being in high temperatures. However, the signs and symptoms are quite different.

### Signs and Symptoms

<table>
<thead>
<tr>
<th>Heat Exhaustion</th>
<th>Heat Stroke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache, Dizziness, Nausea, Vomiting and occasionally Abdominal Cramps</td>
<td>Occurs suddenly but may follow untreated exhaustion</td>
</tr>
<tr>
<td>Unconsciousness follows</td>
<td>Unconsciousness rapid but may come after headache</td>
</tr>
<tr>
<td>Face is pale and pulse becomes weak</td>
<td>Pulse is full and bounding. Face becomes flushed. Skin is hot and dry</td>
</tr>
<tr>
<td>Temperature Normal or slightly high</td>
<td>Temperature rises rapidly, sometimes more than 107 degrees Fahrenheit</td>
</tr>
<tr>
<td>Symptoms of shock</td>
<td>Death may occur if temperature is not controlled</td>
</tr>
</tbody>
</table>

Source: [http://www.webhealthcentre.com/general/fa_index.asp](http://www.webhealthcentre.com/general/fa_index.asp)

This information provided by Maxim Health Systems.
Questions About First Aid Readings

**Asthma**
1. According to the asthma article, what can trigger an asthma attack?
   A. allergies or infection
   B. weather
   C. clothing
   D. medication

2. Circle the things you should do if someone has an asthma attack.
   A. Have the person lay down.
   B. Close the window.
   C. Call the doctor.

**Flu Shots**
1. Can you get the flu from having a flu shot? □ Yes □ No

2. When is the best time to get a flu shot?

3. How often should you get a flu shot?

**Bleeding**
1. Why should you have the person lie down?

2. If the bleeding continues even after applying pressure, what should you do?

3. When the bleeding stops, you should
   A. wash the wound
   B. apply a bandage
   C. keep pressing on the cut.

**Blisters**
1. Name two common causes of blisters.

2. The skin over a blister helps to prevent infection. □ True □ False

3. What are some common signs that the blister is becoming infected?

**Heat Stroke**
1. What is the cause of Heat Stroke?

2. List three common symptoms with heat stroke.
Please complete this form. On the back of this page, write any other information that you think your doctor should know about you.

**Personal Health History**

1. Full Name__________________________________________________________

2. Address____________________________________________________________

3. Telephone Number__________________________________________________
   Home      Work

4. Emergency Contact?__________________________________________________
   Name      Work

5. Symptoms? Check the boxes that apply.
   □ backache □ headache □ cough
   □ sore throat □ earache □ fever
   □ stomachache □ Other (Explain)______________________________

6. Have you seen a doctor in the past 6 months? □ Yes □ No If yes, what have you been seen for? ________________________________

7. Drug Allergies (please list)___________________________________________

8. Surgery                     Type of Surgery                     Year
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

9. Physical Limitations Explain._________________________________________

10. Signature_________________________ Date__________________________
Alcohol and Pregnancy

What is Fetal Alcohol Syndrome?

Fetal Alcohol Syndrome (FAS) is the term used for problems a child may have if you drink too much alcohol during pregnancy. These problems may be physical, mental, or behavioral. You also have an increased risk of miscarriage if you drink too much alcohol during pregnancy.

How does it occur?

Any alcohol you drink goes into your bloodstream and then through the placenta and into the baby's bloodstream. The amount of alcohol in the baby's bloodstream is the same as the amount in your bloodstream. The alcohol can affect the baby's growth and development.

Doctors and researchers are not sure how much alcohol puts the baby at risk. The more you drink during pregnancy, the greater the danger to the baby. Regular drinking can harm your baby. There may be less risk if you drink moderately and seldom. Women who have one or more drinks every week are much more likely to have children with FAS than women who seldom drink during pregnancy. Because we do not know what level of alcohol becomes dangerous, drinking no alcohol at all during pregnancy is the only sure way to avoid any risk of problems from alcohol.


1. What is the name of the syndrome that results from a mother drinking alcohol during pregnancy?______________________________

2. How much alcohol can a pregnant mother safely drink?___________

3. List problems that can be a result of a mother drinking alcohol during pregnancy.______________________________________________

___________________________________________________________

___________________________________________________________
Smoking

Daily News Brief -- *Breaking News from the Public Press*

According to the May 27, 2004 *New York Times*, the latest annual report from the surgeon general has further expanded the list of smoking-related diseases. The report issued by Surgeon General Richard H. Carmona concludes that smoking can cause cancers of the cervix, kidney, pancreas and stomach. According to Carmona, the report, “documents that smoking causes disease in nearly every organ in the body at every stage of life.”

*Source: American Lung Association*

1. What age person is most likely to be affected by cigarette smoke?

2. What types of cancer can be caused by smoking?

Diabetes

Research information on Diabetes (magazines, books, Internet). Find the answers to the following questions and write them on another sheet of paper.

1. What are the two types of diabetes?
2. Which type is found most commonly in children and young adults?
3. Make a list of symptoms for each type of diabetes?
4. What might be the reason for the increase of diabetics?
5. What diabetics need insulin shots?
AIDS

WHAT DOES "AIDS" MEAN?
AIDS stands for Acquired Immune Deficiency Syndrome:
Acquired means you can get infected with it;
Immune Deficiency means a weakness in the body's system that fights diseases.
Syndrome means a group of health problems that make up a disease.
Source: www.aids.org

What are the signs and symptoms of AIDS?
Only a doctor can tell if someone has AIDS (a result of HIV infection). At first, many people with HIV begin by having flu-like symptoms, followed by no signs or symptoms at all. Later, some people may have severe or prolonged--
• Fever
• Fatigue
• Diarrhea
• Skin rashes
• Night sweats
• Loss of appetite
• Swollen lymph glands
• Significant weight loss
• White spots in the mouth or vaginal discharge (signs of yeast infection)
• Memory or movement problems
Source: http://www.redcross.org/services/hss/tips/signssymptoms.html

1. Where in the body might the swollen lymph glands be located?________________________
2. What does AIDS mean? A ______ I _______ D _______ S _______
3. Who can determine if someone has AIDS?_________________________________________
4. What sign or symptom often occurs first in an HIV infection?________________________
   _________________________________
**Answer Key: Medical**

Page 106
head, hair, eyes, nose, mouth, ear, arm, finger, leg, ankle/foot, chest, knee, back/shoulder, neck, elbow, hand

Page 111
1. A
2. C
1. No
2. October – November
3. yearly
1. So the person doesn’t faint
2. Add another clean pad and continue to apply pressure.
3. B
1. friction, burn
2. True
3. pus, redness, pain, warm skin
1. Being in excessive heat
2. Sudden onset, flushed face, temperature rises rapidly (Answers vary)

Page 113
1. Fetal Alcohol Syndrome (FAS)
2. None
3. Baby’s growth and development can be affected. FAS

Page 114
1. Any age
2. lung, cervix, kidney, pancreas, stomach
Answers vary

Page 115
1. neck, groin, under the arms
2. Acquired Immune Deficiency Syndrome
3. only a doctor
4. flu-like symptoms
# Reading for Life

## Calendar

### Unit 8

<table>
<thead>
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<th>Page #</th>
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<tbody>
<tr>
<td>118</td>
<td>Calendar Activities and Vocabulary</td>
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<tr>
<td>119</td>
<td>Calendar Activities</td>
</tr>
<tr>
<td>120</td>
<td>Calendar Lesson</td>
</tr>
<tr>
<td>121</td>
<td>Months of the Year and Number Words</td>
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<tr>
<td>122</td>
<td>Categories</td>
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<tr>
<td>123</td>
<td>Calendar Form</td>
</tr>
<tr>
<td>124</td>
<td>Calendar Abbreviations</td>
</tr>
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<td>125</td>
<td>Mixed Up Calendar</td>
</tr>
<tr>
<td>126</td>
<td>Mixed Up Calendar Activities</td>
</tr>
<tr>
<td>127</td>
<td>Appointments</td>
</tr>
</tbody>
</table>

Linda Strand
RFL volume 1
**Category: Calendar**

**Daily Living Activities**
- Learners should bring a calendar that he/she uses. If they don’t have one, ask places of business if they have extra calendars that they have used for a promotion. Locate today, next week, next month, their birthday etc.
- Encourage each student to keep a weekly or monthly calendar of activities.
- Journal for a period determined by the learner.
- Learner makes a data base of birthdays or makes a birthday book.
- Learner can choose to keep a diary of foods consumed in a week, day, month. Learner records entries on a large calendar.
- Each student makes a set of vocabulary cards (3x5 Index Cards) using the list below or a list that the teacher provides. Two students put their vocabulary cards, face down, in the same pile. Play the game like “Go Fish.” Each student chooses a predetermined number of cards. If they have pairs in their hand, they lay them down. Then one begins by asking for a card from his/her opponent. If the opponent has the card, he/she must give up the card. If the opponent doesn’t have the card requested, he/she says, “Go Fish” and the player chooses a card from the pile. The winner is the player that gets rid of all of his/her cards first.

**Miscellaneous Calendar Vocabulary**

*Go over the words. Have the learners write the words and then practice reading them. Add words to the list.*

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Saturday</td>
<td>Sunday</td>
<td>January</td>
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<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
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<td>June</td>
<td>July</td>
<td>August</td>
<td>September</td>
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<tr>
<td>October</td>
<td>November</td>
<td>December</td>
<td>Date</td>
</tr>
<tr>
<td>day</td>
<td>month</td>
<td>year</td>
<td>appointment</td>
</tr>
<tr>
<td>today</td>
<td>tomorrow</td>
<td>yesterday</td>
<td>week</td>
</tr>
<tr>
<td>calendar</td>
<td>falls</td>
<td>birthday</td>
<td>Birth date</td>
</tr>
<tr>
<td>first</td>
<td>last</td>
<td>middle</td>
<td>before</td>
</tr>
</tbody>
</table>
Calendar Activities

To the teacher:

1. Tear apart a calendar. Give each of twelve students one calendar page. Have the students line up in consecutive order, January to December. (An individual can put the calendar in order by month.)

2. Have a student(s) find the calendar page that is the month of their birthday.

3. All of those with months with 31 days should hold up their calendar page.

4. Who has the month with the fewest days?

5. What is Leap Year?

6. Those with months of thirty days should hold up their page.

7. Say a date. (Example: May 14) Who has that date on his/her calendar page?

8. In what month do we celebrate Thanksgiving? The person holding that calendar page should hold it up. You can go through other holidays.

9. How many days are there in a week?

10. How many weeks are in one month?
### Calendar Lesson

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</table>

1. Write the name of the current month at the top of the calendar.
2. Write the number for today’s date in the correct box on the calendar.
3. How many days are in the current month? Write your answer on the top right corner of your paper.
4. Write the rest of the numbers for the month in the boxes.
5. You have a dentist appointment tomorrow at 1:30. Write a reminder note on the calendar. Would it be a.m. or p.m.?
6. You have a job interview a week from today at 10:00. Write a reminder on the calendar.
7. What day was it yesterday? Put an x in the box.
8. What day is it the day after tomorrow? Put a circle in the box.
9. What days or evenings do you come to school? Circle the days of the week at the top of the calendar.
10. Draw a star on the last day of the month.
### Months of the Year and Number Words

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Directions: Draw a circle around each word that names a month of the year. Draw a line under each number word. Practice reading all of the words out loud to increase fluency.

eleven  May  time  what
more    write  three  July
two     February  them  seven
when    many    other  April
January  five    eight  will
been    October  him  December
find    one     what  time
September  March  six  June
work    month   ten   day
nine    August   before  four
which    twelve  November  your
Categories

Write the words below under the correct category.

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Calendar Abbreviations

Write the abbreviation for each day of the week.

Sunday  
Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  

Write the abbreviation for each month of the year.

January  
February  
March  
April  
May  
June  
July  
August  
September  
October  
November  
December  
Mixed Up Calendar

Look at this mixed up calendar and then follow the instructions and answer the questions on page 126.
Mixed Up Calendar Activities

1. Number the months of the calendar 1 – 12 in the order they should be beginning with January.

2. In the top row of each month, put a one letter abbreviation for the day in each box. (S, M, T, W, T, F, S)

3. Look at a current calendar and put the numbers of the dates in the appropriate squares. Begin with September 2004 and continue into 2005.

4. Which months have more than four Sundays?

5. On what day does your birthday fall this year? Mark your birthday on the calendar.

6. You have an appointment on September 3. What day of the week will your appointment be?

7. On what day of the week does December begin?

8. In Minnesota, what are considered the three coldest months of the year?

9. Do the days of the month fall on the same day each year? Compare a 2004-2005 calendar.

10. Mark the following dates on the calendar.
   - 8-7-04
   - Mar. 12
   - Thanksgiving Day
   - 2-2-05
   - July 4, 2005
   - Today’s date
   - The last day of March
   - The day before yesterday
   - Tomorrow
   - The day after tomorrow
   - One month from today
   - 6 months from today
   - A week from today
   - The day you began school this year
   - 09/16/04
   - 3/5/05
Appointments

Dr. Carlson
Eye Clinic
Next Appointment
October 25, 2004
1:30
M T W Th F

1. On what day of the week is your appointment?______________________
   Circle the day on the card.

2. What days is the doctor in his office?_____________________________

3. Write the date of your appointment in another way.______________

4. Is the appointment in the morning or the afternoon?______________

Haircut
Your next appointment

Date______________________

Time______________________

M  T  U  W  Th  F  S

Your appointment is at 9:00 on 2/5/05. Fill out this card.

A word for one time a year is ________________________________

A word for one time a week is ________________________________

A word for one time a month is ________________________________

A word for one time a day is _________________________________
Reading for Life

Clock Time

Unit 9

129  Clock Activities
130  Clock Vocabulary
131  Estimating Time
132  Clock Bingo Lesson Plan
133  Clock Bingo Card
134  Clock Transparency
135  Digital Clock Time
136  Clock Time Activity
137  A.M. or P.M.
138  Elapsed Time
139  “Got the Time?” Activity
140  Draw or Write the Time –Do what you want with this lesson template.
141  Answer Key
Category: Clock Time

Daily Living Activities

- Bring a variety of clocks and watches (digital, radial/analog). Ask questions about present, past, and future time. Express time in different ways (3:40 = twenty to four).
- Have students keep a time log of what they do in a two hour time period in class. Have students keep time logs of an entire day or week. Students can decide how often to log time (hour, half-hour, or quarter hour).
- Bring in a TV Guide and use it to practice figuring time.
  a. Select five programs for viewing
  b. Using a worksheet of blank clocks, draw clock hands to indicate the starting and ending time for each show.
  c. Write the starting and ending time for each show. Use both a.m. and p.m. times.
  d. Calculate the length of each program.
- Find two recipes that require different baking times.
  a. Select a time to begin baking and record that time on a blank clock.
  b. Determine when the baking would be done. Record the time on a clock.
  c. Practice writing the time in numbers and words.
- Using a sheet of blank digital and radial clocks, write the times of the day that various activities are performed. Use some of the following:
  a. What time do you wake up in the morning?
  b. What time do you leave your house for work (or school)?
  c. What time do you arrive at work (or school)?
  d. What time do you eat dinner?
  e. What time do you watch your favorite TV show?
  f. If you take medicine three times a day and the first dose is taken at 7:00 A.M., when will you take the other doses? Use other variations.
- Use “if” and “then” logic statements to figure passage of time problems.
  a. If your job begins at 8 AM. and it takes you 45 minutes to get to work, what time must you leave home?
  b. If you want 8 hours of sleep and must get up at 6:30, what time should you go to bed the night before?
  c. If it takes a turkey 3 ½ hours to cook and you would like to eat at 6 P.M., when should you put the turkey in the oven?
  d. Estimate the amount of time it takes to do something. Will it take minutes, hours, or days?

*Source: Literacy Training Network*
Miscellaneous Clock Time Vocabulary  Go over the words. Have the learners write the words and then practice reading them. Add words to the list.

alarm  clock  digital  radial
clock face  display  hand(s)  quarter past
half past  quarter before  second(s)  minutes
hour(s)  A.M.  P.M.  watch
morning  afternoon  noon  midnight
evening  night  Daylight Savings zone
Central  Eastern  Mountain  Pacific

(Number Words)

How many times during the day do you use the word time?
What time is it?
It's time to pack up.
You're wasting time.
It's time for music.
Be sure to hand in your work on time.
We're out of time for today.
It's lunchtime.
If I have to tell you one more time...

Then there are all those famous quotes about time...
A stitch in time saves nine. (Proverb)
Time heals all wounds. (Geoffrey Chaucer)
Better late than never. (Lu Hsun)
Take time for all things. Great haste makes waste. (Benjamin Franklin)
Time and tide wait for no man. (William Bradford)
Here today, gone tomorrow. (John Calvin)
Time flies. (Proverb)
Source: Education World Web Site: www.education-world.com

1. When does the sun rise? ______________ When does the sun set? ______________ A. Morning  B. Noon  C. Evening

2. Which is the longest unit of time?  A. week  B. month  C. year

3. When is A.M? ________________________________

4. When is P.M? ________________________________
Estimating Time

1. About how long does it take you from the time you get up until you leave home to go to school or work?__________________

2. About how long does it take you to watch a movie?____________

3. About how many times does your heart beat in one minute?_______

4. About how many hours of sleep do you get each night?__________

5. About how long is a TV commercial?_________________________

6. About how long does it take to wash a load of clothes?________

7. About how long does it take you to fall asleep?_______________

8. About how long does it take you to walk around the block?______

9. About how many hours are you at work or school?____________

10. About how many minutes does it take to heat water?__________

11. About how many minutes do you exercise each week?__________

12. About how many hours do you sleep in one week?____________

13. About how long does it take to watch a baseball game?________

14. About how long does it take you to get from your home to school or work?___________________________________________

15. About how long does it take to fly from Minneapolis, Minnesota to Seattle, Washington?____________________________

16. About how long does it take to eat an apple?________________

17. About how long does it take you to drink a cup of hot tea?______

18. About how long did it take you to do this lesson?_____________
Clock Bingo

Source: www.education-world.com

Materials Needed (bingo card and transparency- pages 133 and 134)

Lesson Plan
Provide each student with a blank copy of the Telling Time BINGO Card, Page 133. Provide a list of 25 to 30 times written in digital format (hh:mm, for example 10:00 or 6:45). You could write the times suggested below on a board or flip chart. Students select, at random, times on the list, and then write a different time in each square on the Telling Time BINGO card.

On the large transparency clock, Page 134, draw the hands so they show one of the times on the board. Students who have written that time on their Telling Time BINGO cards, cross it off or place a chip or a scrap of paper on top of the time. The first student to cover five times in a row calls out BINGO! And wins the game. (Note: Keep a running list of the times you have shown; and then check the winning student’s card to be certain all the times covered were among the times you showed on the clock.)

Time Suggestions

9:15  2:30  6:45  10:00
1:15  8:40  12:35  3:20
4:50  7:10  5:00  11:05
1:25  4:55  9:45  2:40
2:25  12:15  10:10  5:35
6:20  8:05  4:40  7:45
11:55  3:00  3:35  2:50
Source: www.education-world.com

Linda Strand
RFL volume 1
Digital Clocks

Look at the face of each digital clock and complete the three ways in which time can be read. The first one is done for you.

1. **6:45 AM**
   - 45 minutes after 6
   - 15 minutes to 7
   - 6 : 45

2. **9:58 PM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

3. **3:40 PM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

4. **10:15 AM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______
   *See note at bottom of this page.

5. **7:50 AM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

6. **1:10 PM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

7. **8:55 AM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

8. **12:35 PM**
   - _____ minutes after_____
   - _____ minutes to_____
   - _______ : _______

*If the time is 30 minutes or less past the hour, you would not read the minutes before the next hour.
Draw the hands on the clocks below to show the following times.

6:00 11:30 12:00 2:00 8:30 10:15

Source: Literacy Training Network
A.M. or P.M.

A.M. is the time from midnight to noon.
P.M. is the time from noon to midnight.

Write the time each happens followed by A.M. or P.M.

1. The time you arrive at school.
2. The time you go to bed.
3. The time you get up.
4. The time one hour before midnight.
5. The time 2 hours after noon.

Draw clocks that show the following times. Insert the numbers and the hour and minute hands.

1:00 4:30

9:00 5:45
Elapsed Time

1. What time is 2 hours and 15 minutes after 11:00 A.M.? 

2. What time is 6 hours before 3:00 P.M.? 

3. What time is 1 hour and 30 minutes past 12:00 P.M.? 

4. What time is 35 minutes after 5:15 P.M.? 

5. You are baking a pie. You put the pie in the oven at 3:10 P.M. and it needs to bake for 45 minutes. What time will you take the pie out of the oven? 

6. You brought your car into the garage for repairs. The mechanic says he will need to have 2 ½ hours to work on the car. It is 9:00 A.M. now. What time will the car be ready? 

7. You are driving from Minneapolis to Brainerd. You will stop for 30 minutes to have a snack along the way. It takes 2 ½ hours to drive. It is 9:30 A.M. now. If you add the snack time to the driving time, what time will you arrive in Brainerd? 

8. It takes you 40 minutes to drive from your home to work. You need to arrive at work at 8:00 A.M.. What time do you need to leave home? 

9. What do we need to do to our clocks when daylight savings begins and ends in Minnesota?
DIRECTIONS: Read each of the story problems below. Pay special attention to the times mentioned in each story. Answer the question at the end of each story problem.

Mara had an appointment at Dr. Sanchez's office yesterday at 11:30 a.m. The doctor called her into his office right on time. She was out of there 25 minutes later. What time did Mara leave the doctor's office?

Patrick stopped at Sylvia's Soup and Salad for lunch. He stayed there until he had to leave to meet his friend, Manuel, at the library. They were meeting at 1:30 p.m. The library is a 20-minute walk from Sylvia's. What time did Patrick have to leave the restaurant in order to get to the library right on time?

Tarana and Malik are going to march in the big city parade on Saturday. They have to be at the parade an hour before it starts. The parade kicks off at 11 a.m. If it takes 25 minutes to walk to the starting point of the parade, what time will Tarana and Malik have to leave home in order to be there right on time?

Cara, the owner of Cara's Cookie Jar, has to bake 12 large pans of chocolate chip cookies before she leaves for the day. She can bake two pans of cookies at a time. Cara knows that for perfect cookies each pan must bake for 15 minutes -- no more, no less. If she starts baking at 5:45 p.m., what is the earliest she can close up shop?

Source: Education World  www.education-world.com
Draw or Write the Time

Name __________________

1. [Clock Image]
2. [Clock Image]
3. [Clock Image]
4. [Clock Image]
5. [Clock Image]
6. [Clock Image]
7. [Clock Image]
8. [Clock Image]
9. [Clock Image]
10. [Clock Image]

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Source: www.education-world.com
**Answer Key: Clock Time**

Page 130
1. A, C
2. Year
3. 12:00 A.M. to 12:00 P.M. midnight to noon
4. 12:00 P.M. to 12:00 A.M. noon to midnight

Page 131
Answer vary
15. About 3½ hours

Page 135
1. answers given
2. 58, 9:00 2, 10:00 9:58
3. 40, 3:00 20, 8:00 3:40
4. 15, 10:00 10:15
5. 50, 7:00 10, 8:00 7:50
6. 10, 1:00 1:10
7. 55, 8:00 5, 9:00 8:55
8. 35, 12:00 25, 1:00 12:35

Page 138
1. 1:15 P.M.
2. 9:00 A.M.
3. 1:30 P.M.
4. 5:30 P.M.
5. 3:55 P.M.
6. 11:30 A.M.
7. 12:30 P.M.
8. 7:20 A.M.
9. Spring Ahead 1 hour. Fall Back 1 hour.

**ANSWER KEY for Got the Time? work sheet:**
1. 11:55 a.m.
2. 1:10 p.m.
3. 9:35 a.m.
4. 7:15 p.m.