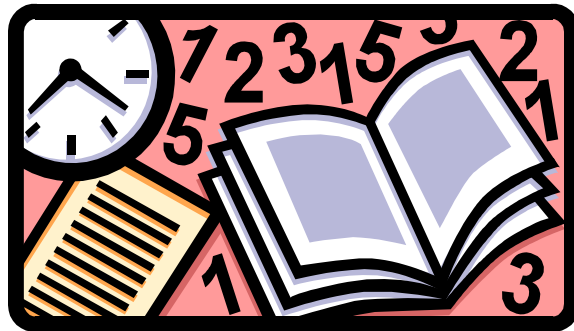


# Reading for Life Volume 1



A Resource of Instructional and  
Curricular Activities to Assist ABE  
Learners

# Reading for Life

## Volume 1

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# Reading for Life

# 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.”

### Words

bad	van	red	date
pan	wig	fun	hat
stop	yes	name	time
zoo	go	job	kit
month	down	telephone	year

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.

<b>A</b>	<b>a</b>	<b>B</b>
<b>b</b>	<b>C</b>	<b>c</b>
<b>D</b>	<b>d</b>	<b>E</b>
<b>e</b>	<b>F</b>	<b>f</b>
<b>G</b>	<b>g</b>	<b>H</b>
<b>h</b>	<b>I</b>	<b>i</b>
<b>J</b>	<b>j</b>	<b>K</b>
<b>k</b>	<b>L</b>	<b>l</b>

<b>M</b>	<b>m</b>	<b>N</b>
<b>n</b>	<b>O</b>	<b>o</b>
<b>P</b>	<b>p</b>	<b>Q</b>
<b>q</b>	<b>R</b>	<b>r</b>
<b>S</b>	<b>s</b>	<b>T</b>
<b>t</b>	<b>U</b>	<b>u</b>
<b>V</b>	<b>v</b>	<b>W</b>
<b>w</b>	<b>X</b>	<b>x</b>

<b>Y</b>	<b>y</b>	<b>Z</b>
<b>Z</b>		

### Some Must Know Words

<b>Date</b>	<b>Time</b>	<b>Address</b>
<b>Telephone</b>	<b>Day</b>	<b>Year</b>
<b>Signature</b>	<b>Birth date</b>	<b>Social Security</b>
<b>Men</b>	<b>Women</b>	<b>Male</b>
<b>Female</b>	<b>Name</b>	<b>Play</b>

<b>Stop</b>	<b>Go</b>	<b>Small</b>
<b>Medium</b>	<b>Large</b>	<b>Up</b>
<b>Down</b>	<b>Left</b>	<b>Right</b>
<b>Month</b>	<b>Off</b>	<b>On</b>
<b>Yes</b>	<b>No</b>	<b>Telephone</b>
<b>Bus</b>	<b>No Smoking</b>	<b>Nickel</b>
<b>Dime</b>	<b>Quarter</b>	<b>Penny</b>
<b>Cup</b>	<b>Pint</b>	<b>Quart</b>
<b>Gallon</b>	<b>Monday (Mon.)</b>	<b>Tuesday (Tues.)</b>



<b>Wednesday (Wed.)</b>	<b>Thursday (Thurs.)</b>	<b>Friday (Fri.)</b>
<b>Saturday (Sat.)</b>	<b>Sunday (Sun.)</b>	<b>Clock</b>
<b>January (Jan.)</b>	<b>February (Feb.)</b>	<b>March (Mar.)</b>
<b>April (Apr.)</b>	<b>May</b>	<b>June</b>
<b>July</b>	<b>August (Aug.)</b>	<b>September (Sept.)</b>
<b>October (Oct.)</b>	<b>November (Nov.)</b>	<b>December (Dec.)</b>
<b>Fast Forward (FF)</b>	<b>Rewind (Rew)</b>	<b>Dollar</b>
<b>How much</b>	<b>What</b>	<b>Which</b>

## 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.

Column



Aa    b    j    e    A    c    L    a    q    A    e    a    w

Bb    K    l    B    v    b    N    b    u    e    b    a    B

Cc    t    c    u    C    m    n    C    p    c    a    o    w

Dd    D    d    p    v    D    z    o    d    x    z    d    l

Ee    v    E    t    o    e    j    J    e    U    E    y    b

Ff    m    q    F    f    u    j    y    r    F    w    f    z

Gg    G    r    t    Y    g    x    c    g    r    R    G    p

Hh    I    h    q    w    H    b    B    h    H    y    Y    e

Ii    p    e    i    r    R    l    m    b    l    e    i    k

Jj    z    x    n    J    w    j    u    U    J    j    Y    p

Kk    h    k    l    r    R    K    q    p    w    m    K    k

Ll    y    l    m    L    R    w    l    T    L    c    z    L

Mm M e q E m u P m R r M x

Nn j q N p z a e n N r R n

Oo Z x o c v B O N O M o a

Pp a s p d D P f g D p d P

Qq Q w E r T q y U I q L Q

Rr z r e p R p P u r o R N

Ss H n h S s U Y s w e E S

Tt P a t E T N r T b t r T

Uu o K L U e u R z U W u V

Vv J h H V v U W w v c V M

Ww W y w L K w Q U w v W R

Xx q x l M X c w C X Y x T

Yy p Y I y u t Y r t y a A

Zz k Z U R z e E z B Z z l

## 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.

a	b	
	●	d
c	d	

D		F
	●	
F		H

b	c	
	●	e
d		f

G	H	
	●	J
I		K

j	k	
	●	
l		n

R		T
	●	
T		V

O	P	Q
	●	
Q		S

v		
w	●	y
		z

N		P
O	●	Q
		R

c	d	
	●	
e		g

M		O
N	●	
	P	

e	f	
	●	
g	h	



## 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

Page #

20	Ads: Job Activities and Vocabulary
21	Job Abbreviations
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30	Ads: Housing Activities
31-32	Housing Vocabulary and abbreviations
33	Housing Ads
34	Classified Ads
35-36	Answer Key

## 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.*

part time	words per minute	Certified Public Accountant
references	required	necessary
location	Masters in Business	extension
commercial	month	full time
experience	international	communication
maintenance	technician	driver's license
benefits	graduate	temporary
years		

ben. _____	comm'l _____
nec. _____	MBA _____
CPA _____	req'd _____
mo. _____	maint. _____
communic. _____	temp. _____
loc. _____	int'l _____
ext. _____	DL _____
FT _____	PT _____
tech. _____	wpm _____
refs. _____	exp. _____
grad. _____	yrs. _____

*On the back of this page, add other abbreviations that you have found in job ads.*

## 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 excel.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](mailto: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 ads, 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

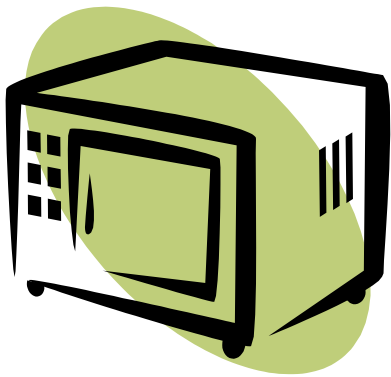
- Bring in a variety of product ads (newspapers, magazines, weekly flyers). Have learners sort the ads by grocery, drugstore, furniture, department store, automotive, appliances etc.
- Ask the learners to read ads from several grocery stores. Find the same product in two flyers and compare the prices. 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? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**\$15** Women's athletic shoes.  
 Styles shown. • Other selected women's athletic shoes also on sale.  
 Sale



**4.49**  
 Target® trash bags. 45-ct. 13-gal. or 28-ct. 30-gal. drawstring, and selected others.

**WHITENING**  
 Toothbrush

Soft polisher helps remove stains up to 50% better.\*

**SAVE 75¢**  
 On any Colgate® Adult or any 2 Kids Manual Toothbrushes

Regular or Unsalted  
**Roundy's Sweet Cream Butter Quarters**  
 16 Oz. Boxes

**2/\$5.00**

**EASY WAY LUNCH BAGS**

Buy 1 at \$1.59 Get 1 **FREE**  
**50 Pack Easy Way Lunch Bags**  
 Sale priced! **2/\$1.59**

Your choice  
**6.99**

Reebok® or Dockers® Bonus 4-pk. Socks  
 for Her, reg. \$10-\$11 ea.

25-30% off all Dockers® Socks for Her reg. \$7-\$10, sale 5.25-6.99

Entire stock  
**30% off**  
 Nine & Company®, Relic® & Armitron® watches  
 reg. 14.99-75.00, sale 10.49-52.50

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? \_\_\_\_\_

41998 MANUFACTURER COUPON EXPIRES 09-30-04 41998

SAVE **50¢**  
On ONE any size Tide®



CONSUMER: Redeem ONLY by purchasing the brand size(s) indicated. May not be reproduced. Void if transferred to any person, firm or group prior to store redemption. You pay any sales tax. Any other use constitutes fraud. **LIMIT ONE COUPON PER PURCHASE.**

DEALER: Sending coupons to Precter & Gamble, 2150 Sunningbrook Drive, Cincinnati, Ohio 45227 signifies compliance with "Requirements for Proper Coupon Redemption." Copy available by writing to the above address. Cash Value 1/100 of 1¢. 040801 Precter & Gamble

5 137000 13150 7 (8100) 0 41998

CHECKER COUPON SPECIAL

**Chevron Motor Oil Or ATF**

Excludes Synthetic & Delo Motor Oil

Coupon Price Per Quart **1.09**  
Mail-In Rebate Per 12 Qt. Case **-4.80**  
See In Store For Details.

**69¢** QT.

After Mail-In Rebate  
Limit 1 Case At Coupon Price  
CASHIER: Price Modify To \$1.09 Qt.  
COUPON GOOD THROUGH 09/07/04 • CASH VALUE 1/100¢



**FRIDAY & SATURDAY ONLY**

**\$10 OFF** it's all inside. JCPenney

**A PURCHASE OF \$50 OR MORE**

\*\$10 off savings coupon redeemable for a merchandise purchase that totals \$50 or more in JCPenney Stores Friday & Saturday, July 30 & 31, 2004. Discount does not apply to Value Right, "2 or more" prices, Closeouts, Jewelry Bonus Buys, Cosmetics & Fragrances, Floor Care, Furniture Special Buys, Personal Care Appliances, Small Appliances and Electronics, Clarke, Easy Spirit, Emerilware, Henckels, Levi's Jeans, Marquis by Waterford, MAU by Lladro, "Afterschool" promotional items, Catalog/Internet and Outlet Stores, Jewelry Care Plans, or to Portrait, Optical, or Salon Services and Products, "Perfect Present", Gift Cards, prior purchases, or in combination with any other discount coupon/certificate. Cash value 1/20 of one cent. One coupon per customer. Coupon must be surrendered at time of purchase. Duplications, reproductions or facsimiles of this coupon cannot be accepted. Discount is applied to all qualifying items purchased on a prorated basis; any applicable refunds will be given in the prorated amount.

02001090001000000004897

**4.99**

**Coca-Cola 24 Packs**  
12 oz. cans, Coca-Cola, Diet Coke, Sprite, Dasani Water and Selected Varieties

**Cub**  
PLU 18065 0 00000 18065 8

\* Limit one 24 pack per coupon and four coupons per family.  
MN Good only at Cub Stores

**Good 8/1/04 - 8/7/04**

MANUFACTURER'S COUPON EXPIRES 9/30/04

**SAVE 75¢**

off any 3 Crayola® Washable products



CONSUMER: Limit one coupon per purchase of specified Crayola® products; no other coupon may be used with this coupon. Void if sold, exchanged, assigned or transferred. **RETAILER:** You will be reimbursed for the face value of this coupon plus fee handling if submitted in compliance with Binney & Smith Inc. redemption policy. Copies available upon request. Any other use constitutes fraud. Good only in the U.S.A. Consumers must pay sales tax. Coupons not properly redeemed will be voided. Void where prohibited/law restricted. Invoices showing purchase of sufficient stock to cover coupons must be shown upon request. Cash value 1/100¢. This coupon expires 9/30/04. No photocopies accepted. **FOR REDEMPTION MAIL TO: BINNEY & SMITH INC., P.O. BOX 880303, EL PASO, TEXAS 75088-0303. ©2004 Binney & Smith.** All rights reserved. Crayola, chevron design and serpentine are registered trademarks. smile design is a trademark of Binney & Smith.

10891

5 71662 16032 1 (8101) 0 10891 0904

Walmart Sale Sun. 7/25 thru Sat. 7/31/04

**7 DAY COUPON**

Buy 1 at \$1.19 Get 1 **FREE** Mentos Chewy Mints, 2.17 oz. Limit 4 **2/\$1.19**



0 00000 01347 5

## 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  $\frac{1}{4}$  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.

apartment	furnished	unfurnished	garage
location	available	rent	urban
suburban	rural	efficiency apartment	mobile home
security deposit	address	unit	utilities
property	condition	description	afford
income	lease	discrimination	references
special features	occupancy	subsidized	low income

Write the actual word beside each abbreviation.

air cond \_\_\_\_\_

appls. \_\_\_\_\_

apt \_\_\_\_\_

bldg \_\_\_\_\_

br, bdrm, BR \_\_\_\_\_

bth, ba \_\_\_\_\_

cnt \_\_\_\_\_

condo \_\_\_\_\_

cpt \_\_\_\_\_

décor \_\_\_\_\_

dep \_\_\_\_\_

dw, d/wshr \_\_\_\_\_

drps \_\_\_\_\_

elec \_\_\_\_\_

elev \_\_\_\_\_

exc	_____
refrig, frig	_____
furn	_____
gar	_____
gd loc	_____
inc	_____
lge	_____
lndry	_____
mo	_____
modrn	_____
nr	_____
refrig	_____
req	_____
rm	_____
trans	_____
utils. pd.	_____

*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.

**Fergus Falls**

1BR Studio apt. in 7 unit quiet bldg. Walking distance to shopping/bus. New appls, no pets, \$550 mo. Avail.8/1  
672-444-5566 Craig

**Maplewood**

Lg 1&2 BR, great loc, Quiet bldg, \$580 & \$695  
4825 Waverly  
651-444-8989

**Brooklyn Park**

NICE 3BR, GAR, C/A  
\$1275 + utils. Avail Now  
612-727-7338

**Alexandria**

Newly remodeled 1& 2 BR  
Furnished, \$595/\$695.  
Outdoor pool, AC,  
off street parking, Indry in building, garages avail.  
320-666-2279

**Minneapolis**

House for Rent, 3BR, 2BA,  
Fireplace, attach gar, newly updated \$2100/mo, avail. immed.  
612-339-8066

**Plymouth**

MY PLACE  
1 & 2 BRs from \$700  
\*Small dogs welcome  
\*Heated Garage  
\*Elevator  
\*Indoor & Outdoor Pool  
763-551-2788

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

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

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
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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.

Miscellaneous Product Labels Vocabulary (*Add your own words to this list.*)

unit price	sale	fresh	expiration
pound (lb.)	ounce (oz.)	comparison	caution
danger	directions	important	label
size	quantity	nutrition	calories
small (S)	medium (M)	large (L)	extra large (XL)
saturated fat	unsaturated fat	cholesterol	sodium
protein	carbohydrate	ingredients	container
weight	recommend	guaranteed	caffeine
bleach	shake	spray	detergent
package	Recommended Daily Allowance (RDA)		

*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? \_\_\_\_\_

### 6 Pack of Water 16 oz. Btls. \$2.00

1. How many bottles of water can you buy for \$2.00? \_\_\_\_\_



## Product Labels - Price

Pork Center Cut Rib Chops		
Net.Wt/Ct	Unit Price	Total Price
1.84 lb.	\$1.99/lb.	\$3.66

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	<b>M</b>
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.

**Off      Low      Medium (med)      High**

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### **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

<b>Mosquito Wipes</b> CONTAINS DEET Repels up to <b>8</b> hours Repels mosquitoes that may carry West Nile Virus <i>Also repels Ticks, Biting Flies, Gnats, No-See-Ums, Chiggers &amp; Flies</i> 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

Serving Size	4 crackers
Serving Size Per Container	about 32
<b>Amount Per Serving</b>	
<b>Calories</b> 70	Calories from Fat 25
<b>% Daily Value</b>	
<b>Total Fat</b> 3g	<b>5%</b>
Saturated Fat 1g	<b>5%</b>
Polyunsaturated Fat 0.5g	
Monounsaturated Fat 1g	
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 140 mg	<b>6%</b>
<b>Total Carbohydrate</b> 9g	<b>3%</b>
Dietary Fiber 0g	<b>0%</b>
Sugars 1g	
<b>Protein</b> 1g	

**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

Serving Size	16 crackers
Serving Size Per Container	about 36
<b>Amount Per Serving</b>	
<b>Calories</b> 150	Calories from Fat 50
<b>% Daily Value</b>	
<b>Total Fat</b> 6g	<b>9%</b>
Saturated Fat 1g	<b>6%</b>
<b>Cholesterol</b> 0mg	<b>0%</b>
<b>Sodium</b> 270 mg	<b>11%</b>
<b>Total Carbohydrate</b> 21g	<b>7%</b>
Dietary Fiber 1g	<b>4%</b>
Sugars 3g	
<b>Protein</b> 2g	

**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

**Calories** 80 Calories from Fat 0

### % Daily Value

**Total Fat** 0g **0%**

**Sodium** 10 mg **0%**

**Total Carbohydrate** 19g **6%**

Sugars 18g

**Protein** 0g

**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

	<b>Cereal Alone</b>	<b>With ½ Cup A &amp; D Fortified Skim Milk</b>
<b>Calories</b>	120	160
<b>Calories from Fat</b>	15	15
<b>% Daily Value</b>		
<b>Total Fat</b> 1.5g	<b>2%</b>	<b>2%</b>
<b>Cholesterol</b>	<b>0%</b>	<b>0%</b>
<b>Sodium</b> 160 mg	<b>7%</b>	<b>9%</b>
<b>Total Carbohydrate</b> 25g	<b>8%</b>	<b>10%</b>

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

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

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

NDC# 00005-0990-00

MERCK C

#30 EA

CJE/JF 09/24/04

12 Refills by 09/24/05

AVOID ALCOHOLIC BEVERAGES.

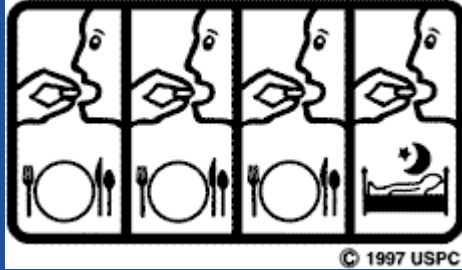
Do not take other medicines without checking with your doctor.

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

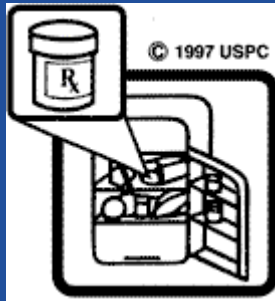


Take 4 times a day, with meals and at bedtime.

2



Take by mouth.



Store in refrigerator.



This medicine may make you drowsy.

3

4

Go to [www.usp.org](http://www.usp.org) and type in Pictograms to download additional 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? \_\_\_\_\_

1

**Extra Strength Tylonol**

**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.

2

**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 Allowances	3
2. 15 oz.	1
3. Yes	4
1. 160	2
2. No	4
	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?
  9. What is a “900” call? Is there a charge for a “900” call? On what page in the white pages directory can you find information on “900” calls.
  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

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

985-333-0090

479-80-2244

03-12-99

605-923-5678

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

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

<b>Adult Protection .....</b>	<b>612-348-8526</b>
<b>Animal Control.....</b>	<b>612-348-4250</b>
<b>Child Abuse/Protection.....</b>	<b>612-348-3552</b>
<b>Crisis Intervention.....</b>	<b>763-591-0100</b>
<b>Disabled Services</b>	
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
<b>Food Shelves</b>	
Emergency Foodshelf Network Hennepin County..	952-925-6265
<b>Gambling</b>	
Compulsive Gambling Hotline.....	1-800-437-3641
<b>Health Care</b>	
American Cancer Society.....	1-800-227-2345
Minnesota Aids Line.....	612-373-2437
Minnesota Care.....	651-297-3862
<b>Human Rights</b>	
Minneapolis Department of Civil Rights.....	612-673-3012
Minnesota Department of Human Rights.....	651-296-5663
<b>Legal Assistance</b>	
Legal Aid Society.....	612-334-5970
<b>Mental Health</b>	
Crisis Connection (24 Hour).....	612-379-6363
Hennepin County Mental Health Center.....	612-331-6840
<b>School Information.....</b>	<b>651-582-8200</b>
<b>Social Security Administration.....</b>	<b>1-800-772-1213</b>
<b>Social Services, Hennepin County.....</b>	<b>612-348-3000</b>
<b>Substance Abuse</b>	
Al-Anon/Alateen Information Services.....	952-920-3961
Alcoholics Anonymous Central Office.....	952-922-0880
<b>Transportation</b>	
Metro Transit Information.....	612-341-0140

Use the directory on page 62 to answer the questions.

### 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.*

1

Key	Ireland
Hammer	Finegold
Gordon	Jackson

---

---

---

---

---

---

---

2

Brand	Bruen
Brooks	Branvold
Bristol	Brewer

---

---

---

---

---

---

---

3

Ginsberg, Donald  
Ginsbach, James  
Ryan, Jean  
Johnson, Ronald  
Anderson, Carl  
Jones, Jane

---

---

---

---

---

---

---

4.

Lee, C.A.  
Lee, Faith  
Lee, Craig  
Lee, Connie

---

---

---

---

---

---

---



## ***Live Telephone Book Activity***

*Give the students a marking pen and have them write their last names on 8 1/2 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 \_\_\_\_\_

8. Current time in Seattle, Washington

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	

# 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



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_

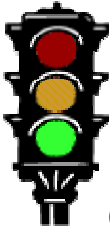
*Picture Source: Minnesota Driver's Manual*

<http://www.dps.state.mn.us/dvs/DLTraining/DLManual/text/chapter4.htm>

## Traffic Signs

Answer the questions after looking at the signs.

1.



(green)

2.



(yellow)

3.



(red)

1. Which of the colors mean caution? \_\_\_\_\_

2. Which of the colors mean go? \_\_\_\_\_

3. Which of the colors mean stop? \_\_\_\_\_

1.



2.



3.



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](http://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. \_\_\_\_\_



- 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.

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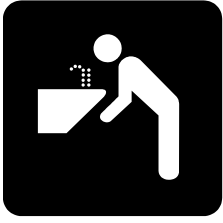
---

Public Signs (continued)

Write the meaning of each sign on the line provided.



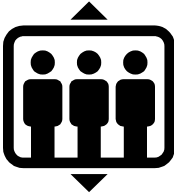
Public Signs (continued) Write the meaning of the signs on the lines provided.



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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                      North & West  
952-885-8877                      763-555-4444  
St. Paul & East Suburbs  
651-333-8999

**Adult Basic Education**

Registration Mondays  
9am – 7pm  
By appointment only

**Hospital Visiting Hours**

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

**Northwest Food Shelf**

1<sup>st</sup> and 3<sup>rd</sup> 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. 5<sup>th</sup> Street South



2. 69<sup>th</sup> Ave. and 2<sup>nd</sup> Street



3. Bus 29



4. 19 7<sup>th</sup> Avenue



*Answer the questions about the buses.*

1. Which bus will you take if you want to go to 2<sup>nd</sup> Street? \_\_\_\_\_

2. Which bus will you choose if you want to go on bus 19 to 7<sup>th</sup> 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

2. Orange
3. Detour - Change roads
1. Warning
2. Yellow
3. Pedestrian Crossing
1. Regulatory
2. Red/White
3. Yield
1. Informational –Motorist Service Signs
2. blue
3. Phone, gas, food, motels, hospitals, restrooms
1. Warning
2. Yellow
3. Merging Traffic

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

# Reading for Life

# Jobs

## Unit 6

Page #

83	Jobs Activities
84-86	Jobs Vocabulary
87	Social Security Numbers
88	Application Forms Practice
89	Application for Employment
90	Application for Employment Questions
91	Application for Employment
92-93	Job Accident Form
95	Pay Check – Pay Stub
96	Job Description
97	Job Interviews
98	Job Interview Questions
99	Resume
100	Long Term Disability Insurance
101	Answer Key

## 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](http://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 15<sup>th</sup> Avenue

556-88-2222

651-764-9939

12-26-04

1-218-765-5555

333-44-9999

546-7431





## 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)

Name and Address of Company	Dates (From – To)	Duties	Salary	Reason for Leaving
8.	9.	10.	11.	12.
13.				
14.				

### 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 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)

Name and Address of Company	Dates (From – To)	Duties	Reason for Leaving

### HOURS AVAILABLE FOR WORK

	M	T	W	T	F	S	S
From							
To							

### 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.

<b>Job Accident Form</b>	
NAME _____	SS# _____
DATE OF REPORT _____	DATE OF ACCIDENT _____
TIME OF ACCIDENT _____	LOCATION OF ACCIDENT _____
_____	
DEPARTMENT _____	HOW DID THE ACCIDENT HAPPEN? _____
_____	
TREATMENT _____	WITNESS <input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, BY WHOM? _____	
SIGNATURE _____	

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 \_\_\_\_\_.
5. \_\_\_\_\_ stands for Federal Insurance Contribution Act.
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

Statement of Earnings and Deductions		5/11/_ to 5/25_	
<b>Employee Name</b>	<b>Social Security #</b>	<b>Gross Pay</b>	<b>Net Pay</b>
Judy K. Fall	322-555-8899	\$480	\$392.49
<b>Hours</b>	<b>Rate</b>		
80	\$7.00		
<b>DEDUCTIONS</b>			
Federal Tax \$14.50	State Tax \$10.00	FICA \$30.81  Medicare \$7.20	Insurance \$25.00

*Answer the questions about the Pay Stub.*

1. Who is the employee? \_\_\_\_\_
2. How much was Judy's take-home pay? \_\_\_\_\_
3. What is another word for take-home pay? \_\_\_\_\_
4. How much did Judy pay for insurance? \_\_\_\_\_
5. How much does Judy get paid per hour? \_\_\_\_\_
6. What is the total amount of deductions? \_\_\_\_\_
7. What did Judy pay in Federal Taxes? \_\_\_\_\_
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? \_\_\_\_\_
10. How long was the pay period? \_\_\_\_\_

## Job Description

### STOCK PERSON

No exp. Necessary. Part time.  
Weekdays. Jane' Sporting Goods,  
106 Elm Street. \$7.50/hour. No  
benefits.

### WAREHOUSE

\$600 per week. Warehouse and  
supervision exp. necessary. 2<sup>nd</sup>  
shift. Heavy lifting required.  
Benefits. Union employee.

### 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.

### 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 he he/she will ask you.

### 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

Dates Attended	Secondary School	Address
_____	_____	_____

	College, Technical, Other	Address
_____	_____	_____

### WORK EXPERIENCE (Begin with the most recent job)

Dates Worked	Employer	Job/Description
_____	_____	_____

### REFERENCES

Work	Personal
Name _____	_____

Address _____	_____
---------------	-------

Telephone _____	_____
-----------------	-------

Name _____	_____
------------	-------

Address _____	_____
---------------	-------

Telephone _____	_____
-----------------	-------

Name _____	_____
------------	-------

Address _____	_____
---------------	-------

Telephone _____	_____
-----------------	-------

## 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 90

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

### 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 96

1. Waitress
2. Waitress
3. Warehouse
4. Warehouse
5. Typist
6. 60 wpm
7. Warehouse
8. Stock Person

### Page 98

1. 1:45
2. Answers vary
3. 2-3
4. Ask if they know of other job openings
5. Answers vary

### 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

<u>Page #</u>	
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 on line by going to [www.redcross.org](http://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](http://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.*

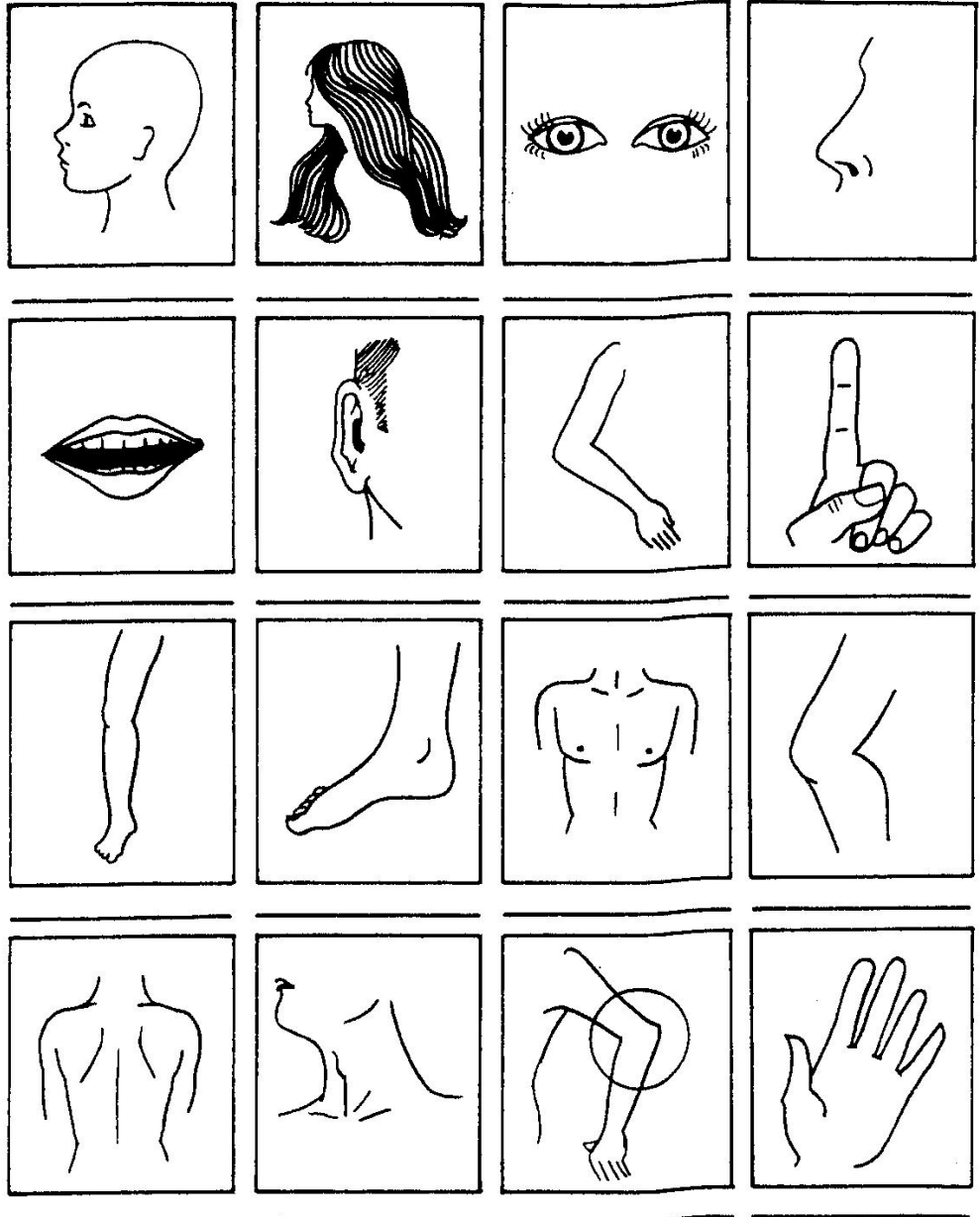


## 7. Parts of the Body

Name \_\_\_\_\_

Date \_\_\_\_\_

Teacher \_\_\_\_\_



© National Textbook Company

*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.
9. Put a star on the sore ankles. You sprained your ankle playing ball.
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.*

healthydoctorsickachehurtsosprainclinichospitalambulancenurse

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.

<http://www.parknicollet.com/healthadvisor/firstaid/>

## **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.

Source: [http://www.walgreens.com/library/first\\_aid/firstaid.jhtml?docId=WL00008](http://www.walgreens.com/library/first_aid/firstaid.jhtml?docId=WL00008)

## 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](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.

Source: [http://www.walgreens.com/library/first\\_aid/firstaid.jhtml?docId=WL00008](http://www.walgreens.com/library/first_aid/firstaid.jhtml?docId=WL00008)

## 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

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

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 \_\_\_\_\_

4. Emergency Contact? \_\_\_\_\_

Home

Work

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.

Source: [http://www.medformation.com/ac/crswa.nsf/wha/wha\\_alco\\_crs.htm](http://www.medformation.com/ac/crswa.nsf/wha/wha_alco_crs.htm)

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](http://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

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

## 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.*

Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	January
February	March	April	May
June	July	August	September
October	November	December	Date
day	month	year	appointment
today	tomorrow	yesterday	week
calendar	falls	birthday	Birth date
first	last	middle	before

## 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

---

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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

<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>
<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>
<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<b>one</b>	<b>two</b>	<b>three</b>	<b>four</b>
<b>five</b>	<b>six</b>	<b>seven</b>	<b>eight</b>
<b>nine</b>	<b>ten</b>	<b>eleven</b>	<b>twelve</b>

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.*

March	one	December	October
Wednesday	nine	Thursday	ten
January	Friday	three	August
six	Monday	May	eight
September	four	April	Tuesday
two	Sunday	February	five
June	seven	July	November
Saturday			

### Days

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

### Months

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Numbers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

---

**Month**  
**Year**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>

## 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.*

**MARCH**


**FEBURARY**


**SEPTEMBER**


**JULY**


**DECEMBER**


**AUGUST**


**JANUARY**


**MAY**


**OCTOBER**


**APRIL**


**JUNE**


**NOVEMBER**


### 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 <u>October 25, 2004</u> <u>1:30</u> 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 <i>Your next appointment</i>  Date _____  Time _____  M TU 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](http://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](http://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

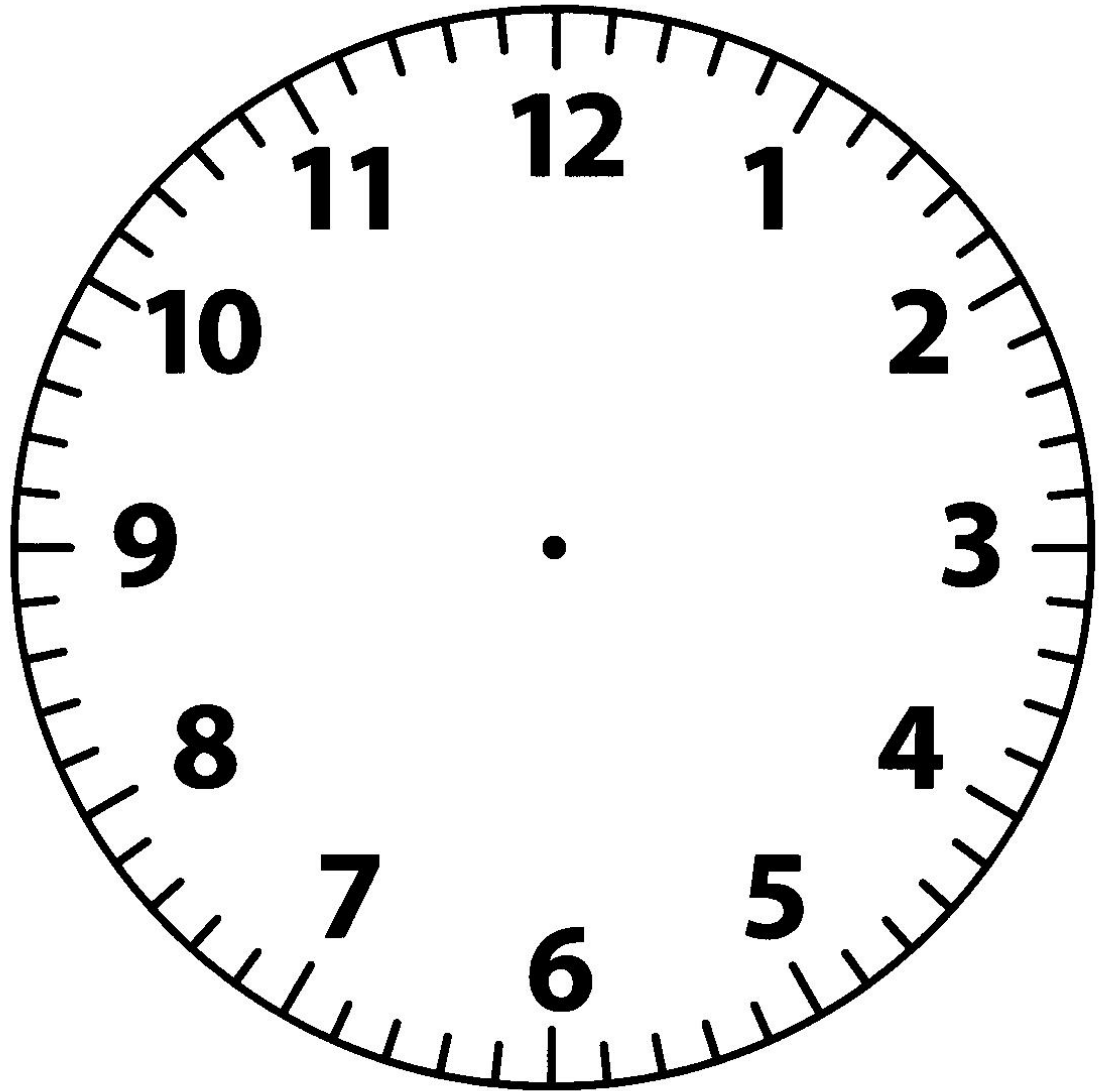
9:15	2:30	6:45	10:00
1:15	8:40	12:35	3:20
4:50	7:10	5:00	11:05
1:25	4:55	9:45	2:40
2:25	12:15	10:10	5:35
6:20	8:05	4:40	7:45
11:55	3:00	3:35	2:50

★ ★ TELLING TIME ★ ★  
**B I N G O**

		★ FREE SPACE		

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Source: [www.education-world.com](http://www.education-world.com)



*Source: [www.education-world.com](http://www.education-world.com)*

## 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.

**3:40PM**

minutes after  
minutes to  
:

4.

**10:15 AM**

minutes after  
:

\*See note at bottom of this page.

5.

**7:50 AM**

minutes after  
minutes to  
:

6.

**1:10 PM**

minutes after  
:

7.

**8:55AM**

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

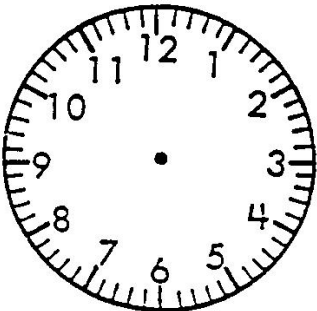
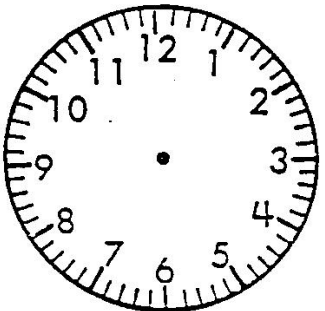
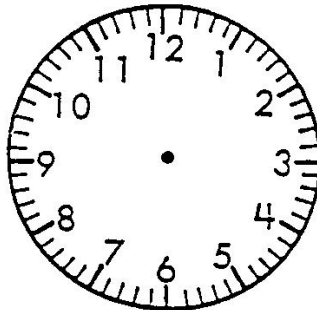
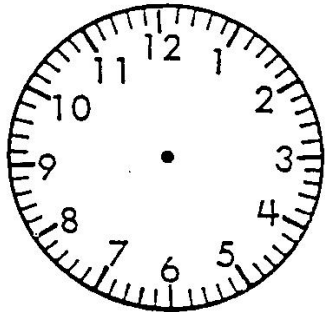
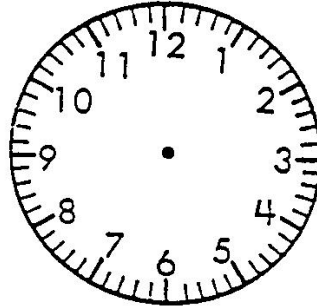
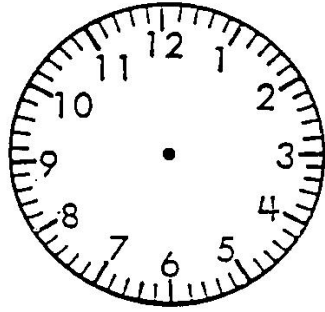
11:30

12:00

2:00

8:30

10:15



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## 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  $\frac{1}{2}$  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  $\frac{1}{2}$  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 you 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? \_\_\_\_\_  
\_\_\_\_\_



Name \_\_\_\_\_

Got the Time?



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. [Back to the Lesson](#)

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?

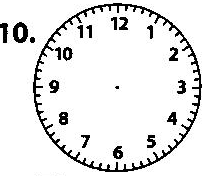
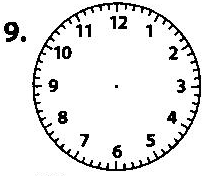
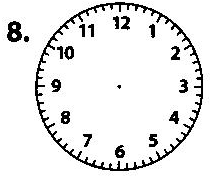
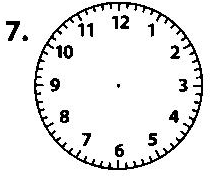
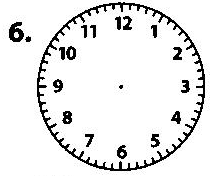
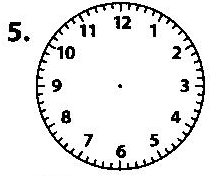
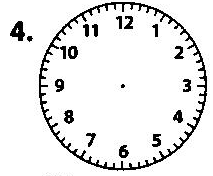
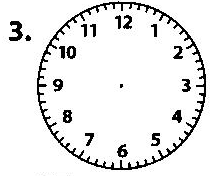
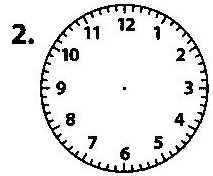
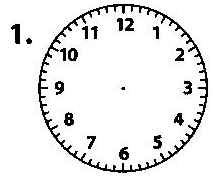
Tarana and Malik are going to march in the big city parade on Saturday. They have to be at the parade an hour before it starts. The parade kicks off at 11 a.m. If it takes 25 minutes to walk to the starting point of the parade, what time will Tarana and Malik have to leave home in order to be there right 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](http://www.education-world.com)

# Draw or Write the Time

Name \_\_\_\_\_



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**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

Answers vary

15. About 3 ½ 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

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1. 1:15 P.M.
2. 9:00 A.M
3. 1:30 P.M.
4. 5:50 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.