

Attainment's

PreETS

Pre-Employment Transition Solution

4: FOCUS ON WORKPLACE READINESS **BOOK 1**



*Explore
*Apply
*Extend

Janet Estervig
Whitney Fowler

**Pre-ETS 4:
Focus on
WORKPLACE READINESS
STUDENT WORKBOOK, BOOK 1**

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Word Art

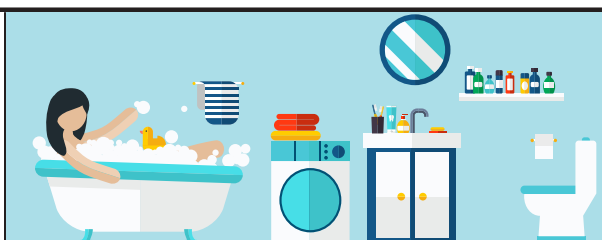
Directions: Find and circle 10 words that you think are related to finding a job.



What is Hygiene?



Hygiene is what you do to keep yourself clean.



There are many ways to keep yourself clean and practice good personal hygiene.



It can be hard to remember all the things to do to keep yourself clean.



You can use a checklist to help you remember the 6 main ways to be clean for school or work.

To stay clean, you need to take a shower or bath regularly.



People like it when you smell clean.

To stay clean, you need to brush your teeth in the morning and at night.



People like it when you have fresh breath.

To smell good, you need deodorant.



People like it when you smell fresh and not sweaty.

To stay neat looking, you need to shave.



People like to see a clean-shaven face or trimmed mustache or beard.

To stay neat looking, you need to brush and style your hair.



People like it when you brush and style your hair.

To stay clean, you need to trim your nails and scrub under your nails.



People like to see trimmed and clean nails.



If you bathe regularly, brush your teeth, apply deodorant, shave, brush your hair, and keep your nails clean, you will look and smell clean.



People will notice and want to spend time with you.

Hygiene Questions

Directions: Circle the correct answers.

1 What is hygiene?



People spend time with you



What you do to keep clean



A checklist

2 What are 6 main ways to stay clean?



Clean nails



Brush and style hair



People spend time with you



Brush teeth



Create a checklist



Shower regularly



Use deodorant



Read a book



Shave

(continued on next page)

3 How can I remember to stay clean?



Create a checklist



People spend time with you



Brush your teeth

What is Appearance?



Appearance is the way that someone or something looks.



There are many ways to make sure you have a neat and appropriate appearance.



It can be hard to remember all the things to do to keep a neat appearance.



You can use a checklist to help you remember the 4 rules for an appropriate appearance.

A neat appearance means all your buttons are buttoned and zippers zipped.



People like it when all of your buttons are buttoned and zippers are zipped.

A neat appearance has clothes that are clean without rips or stains.



People like it when your clothes are without rips or stains.

An appropriate appearance is when you wear the right clothes for the activity.



People like it when you wear the appropriate clothes for the activity.

An appropriate appearance is when you are dressed for the weather.



People like it when you wear the appropriate clothes for the weather, and you are more comfortable when it is hot or cold outside.



If you keep clothes buttoned and zipped, clean and tidy, you dress for the activity and the weather, you will have a neat and appropriate appearance.



If you have a neat and appropriate appearance, people will notice and want to spend time with you.

Appearance Questions

Directions: Circle the correct answers.

1 What is appearance?



Dress for the weather



A checklist



The way someone looks

2 What are the 2 ways to have a neat appearance?



A checklist



No rips or stains



Buttoned and zipped

3 What are the 2 ways to have an appropriate appearance?



Dress for the occasion



The way someone looks



Dress for the weather

4 Circle the neat appearance.



5 Circle the dress for your job.



6 Circle the dress for your job.





Choosing to Have Fresh Breath

Directions: Write the numbers in the correct columns.

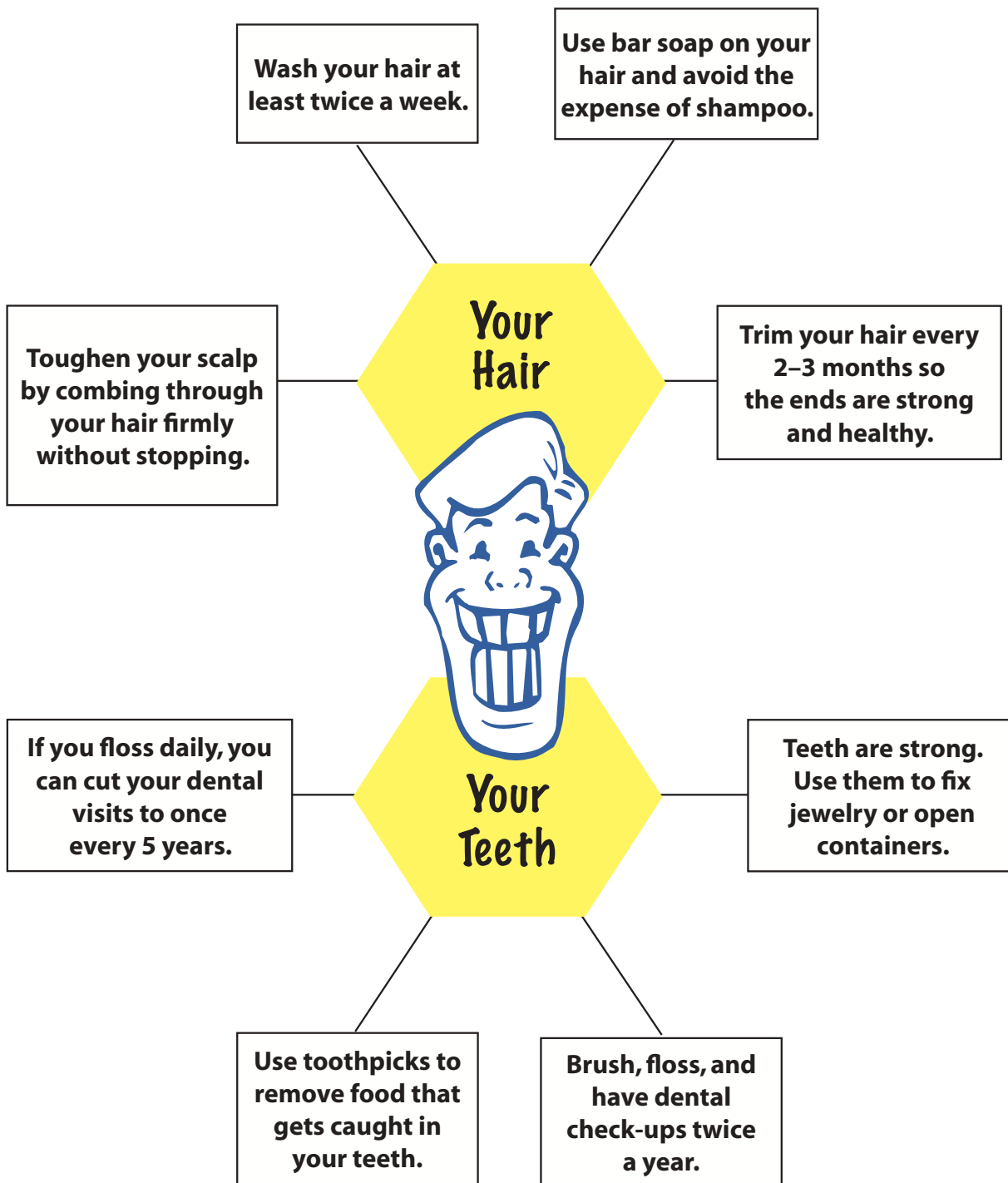
1. When you are on a date	5. While you are sleeping	9. Use mouthwash	13. Suck on a mint
2. While you are doing laundry	6. While you are at school	10. Eat fish	14. Eat garlic bread
3. While you are at your job	7. While you work on your computer	11. Brush your teeth	15. Chew a piece of gum
4. While you jog	8. While you are on a job interview	12. Sleep all night	16. Go without water all day

Situations Where Fresh Breath Matters	Situations Where Fresh Breath Does NOT Matter	Ways to Get Fresh Breath	Ways to Get Bad Breath



Caring for Hair and Teeth

Directions: Place a large X over each statement that is a bad idea.



What is Punctuality?



Punctuality is arriving or doing something at the expected or planned time. It is also called being on time.



There are many ways to make sure that you are punctual or on time.



Being punctual can be hard. There are many things that might make you late.



If you make a routine and use a checklist, you can be punctual. People at home, school, and work will be more positive with you when you are on time.

Know what time you need to be at your destination. What time do you need to arrive?



Ask the person in charge to check that you have the right time. They will like that.

Allow yourself enough time to get through your routine.



If you give yourself enough time you will not feel rushed.

Plan ahead when possible.



Some things you can do ahead of time like pick out your clothes or pack something to eat. These can be done the night before.

Arrive 5–10 minutes early. When you are early, you can be sure that you will be on time.



Many people like it when you are on time.



If you know what time you need to arrive, allow yourself enough time, plan ahead, and arrive 5–10 minutes early. Then you will be punctual every time.



People like it when you are punctual.

Punctuality Questions

Directions: Circle the correct answers.

1 What is punctuality?



Enough time



Arriving or doing something at the expected or planned time



People like it when you are punctual

2 What are 2 things that can make you late?



No alarm clock



Not planning ahead of time



Being 5 minutes early

3 What are 2 ways to make sure you are punctual?



Pick out clothes the night before



Not planning ahead of time



Pack lunch the night before

What is Time Management?



Time management is the process of deciding how to use your time.



Deciding how much time to spend on each activity will help you be on time.



There are many things that you **like** to do every day.



There are many things that you **have** to do every day.



It can be hard to make sure you have enough time for things that you **like** to do and what you **have** to do.



To practice good time management skills, make a list of all the things you **have** to do. Then decide how much time to spend on each activity.



Make sure that you have enough time for the activities that you **have** to do before scheduling the activities you **like** to do.



When you manage your time, you will get to places on time. Many people like it when you are on time.

Time Management Questions

Directions: Look at the picture.

Write down 3 things that HAVE to be done.

Write down how long you think it will take for each activity.



Questions:

1 What: _____ How Long: _____

2 What: _____ How Long: _____

3 What: _____ How Long: _____



Allotting Adequate Time

Directions: Write an answer for each question.

1. It is 4:00, and Dani just got home from school. She has swim practice at 6:30. She needs 20 minutes to get to the pool and get ready. She wants to watch a 30-minute TV show before practice. What is the latest time she can start watching the TV show?



Practice

6:30

Get ready

20 min.

TV

30 min.

Latest Time

2. It is 1:00 and Paris has an interview at 6:00. The drive is 45 minutes, and he needs five minutes to walk from the car, stop at the restroom, and go to the office. What time should he leave to be five minutes early? Fill in the missing subheading and answer.



Interview

6:00

45 min.

Car to office

5 min.

Early

5 min.

Leaving Time

3. It is 2:30 and class starts at 2:36. Matt needs to go to the office (30 seconds), to his locker (30 seconds), and then to the classroom (20 seconds). How long can he talk to Anna before he goes to the office? Fill in the missing pieces and the answer.

2:30

Class Starts

2:36

Office

30 sec.

Locker

20 sec.

Time for Talking to Anna

4. It is 11:45 and Misha's friends are coming at 3:30. Before 3:30, she wants to work out for 30 minutes, do an hour of homework, and take a nap. What time should she start working out so she can sleep for an hour? Fill in the missing pieces and the answer.

11:45

Friends

3:30

30 min.

Homework

1 hour

Time to Start Working Out



Being Punctual

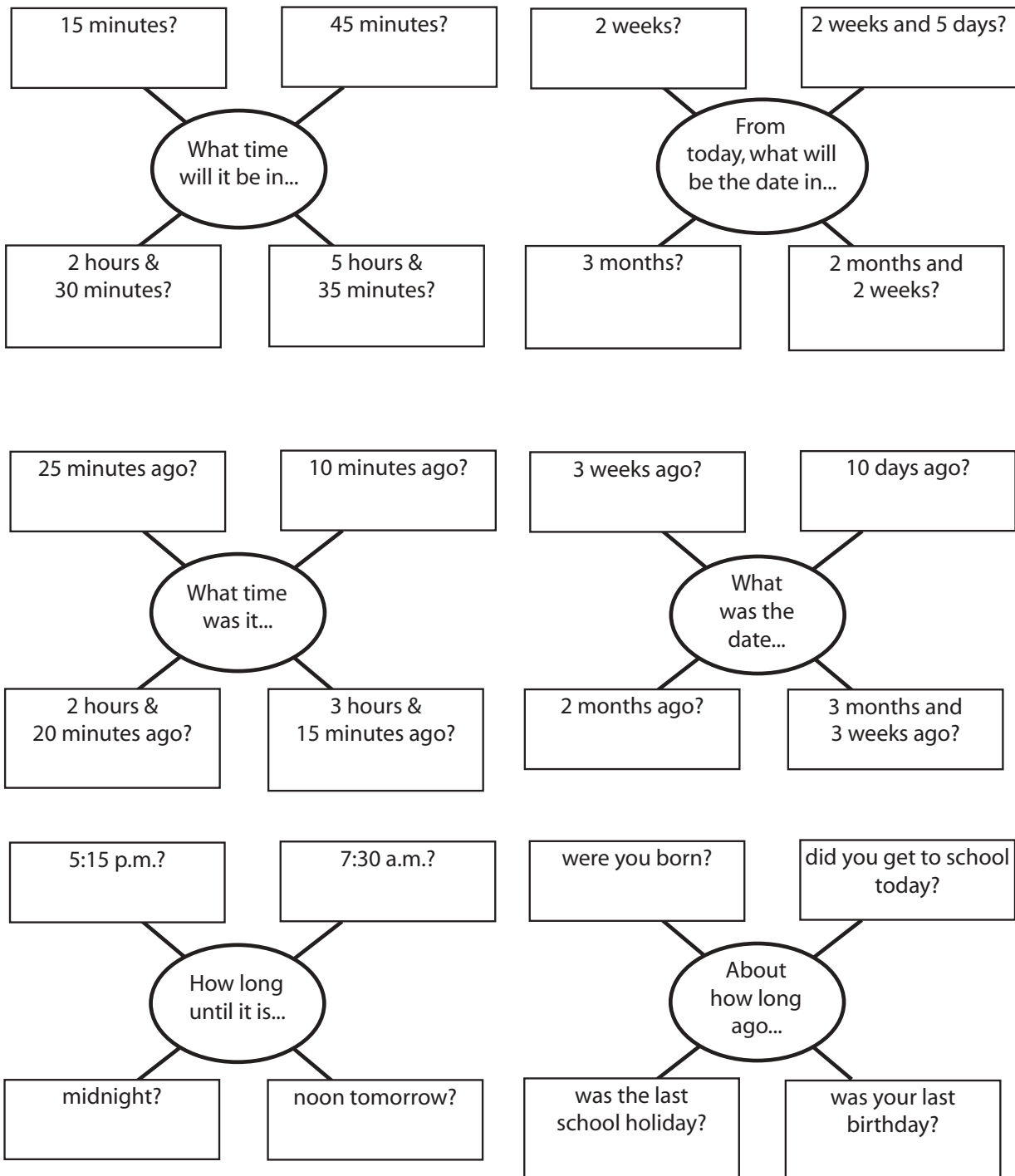
Directions: Choose the BEST time for each question.

1. You are bowling with friends at 2:00. At the bowling alley, you have to pay, change your shoes, and find a ball. What time should you get there?
 - a. 1:30
 - b. 1:55
 - c. 2:00
 - d. 2:30
2. At 1:15, the bell rings to start class. What time should you be in your seat?
 - a. 1:00
 - b. 1:12
 - c. 1:15
 - d. 1:20
3. Your father tells you that dinner will be at 6:30. What time should you go to the kitchen?
 - a. 6:00
 - b. 6:15
 - c. 6:27
 - d. 6:35
4. You did your homework on a computer and need to print it. You finished at 8:30 p.m. and need to have it in your backpack when you leave for school at 8:00 a.m. tomorrow. When should you print your homework and put it in your backpack?
 - a. 8:30 p.m.
 - b. 11:00 p.m.
 - c. 7:30 a.m.
 - d. 8:00 a.m.
5. You have friends coming over at 7:00. You want to take a shower before they come. What time should you be sure to be ready?
 - a. 6:15
 - b. 6:45
 - c. 6:59
 - d. 7:00
6. You have a doctor appointment at 3:30. What time should you sign in at the receptionist's desk?
 - a. 3:00
 - b. 3:15
 - c. 3:25
 - d. 3:30
7. You have an 11:15 appointment to talk to the school counselor. What time should you report to the counselor's office?
 - a. 11:00
 - b. 11:05
 - c. 11:14
 - d. 11:20
8. You are to meet at your friend's house so you can leave for a ball game at 5:45. What time should you arrive at your friend's house?
 - a. 5:00
 - b. 5:40
 - c. 5:45
 - d. 5:50



Figuring Elapsed Time

Directions: Answer each question.





Setting the Alarm on a Clock

Directions: Study the buttons on the clocks below. Then, take a guess how you would set the alarm on each clock.

Clocks with Buttons	Explanations telling how to set the alarms
<p>Snooze</p> <p>Time set AL Set AL on AL off Hour Minute</p>	
<p>ALARM</p> <p>PM 7:54</p> <p>SNOOZE HOUR MINUTE TIME ALARM ON OFF</p>	
<p>Radio Side Panel</p> <p>Radio On/Off Alarm On/Off</p> <p>Time Set Slow Time Set Fast</p> <p>Top of Radio</p> <p>Alarm Alarm Reset</p> <p>Slumber Reset Alarm</p>	

What are Manners?



Manners are the rules to follow when you are around other people. There can be many rules about talking, listening, eating, and joking around.



Practice these eight key manners at home, school, or work, and people will want to be around you.

Examples of “good greetings”



When you see someone, give a friendly greeting such as “Hello,” “How are you,” “Good Morning,” or “Good Afternoon.” It is polite to recognize other people.

Speak Clearly



When you are talking, speak clearly and not too **loud**. It can make people feel embarrassed.

Eye Contact



When you are talking to someone, look them in the eye. This tells people you are interested in them. When you are around new people or strangers, do not stare. It can make them feel uncomfortable.

Noises



When you are around other people, do not make rude noises like a burp or a fart. It will offend them.

Sneezing



When you sneeze, or need to blow your nose, use a tissue. When you are done, throw the tissue away and wash your hands.

Joking Around



Not everyone likes to joke around. Unless you know the person well, do not joke or roughhouse. Don't make fun or laugh at others. It can hurt their feelings.

Personal Space



Many people like their personal space. Remember to stand about an arm's length away when interacting with other people.

Hugging and Touching



Hugs and touching an arm or shoulder should be reserved for family members, not at work or school. A typical greeting is a handshake or high five.

Other Body Rules



There are parts of your body that are not appropriate to touch in public. In public, do not touch your penis, vagina, breasts, or bottom. If you need to make adjustments or scratch an itch, go to a private place, like the restroom to do this.

Other Body Rules



The same rule applies if you need to clean something out of your teeth or nose. Don't do it in public.

Questions About Manners

Directions: Circle the correct answers.

1 What are manners?



When you are talking
and you speak too loudly



When you are interested
in someone



The rules to follow when
you're around other people

2 What is one manner you already knew about?



Sneezing into a tissue



Joking around



Personal space

3 What is one manner you did not know about?



Sneezing into a tissue



Joking around



Personal space

Listening Skills



Listening Skills are skills to pay attention to someone so you can hear what is being said.



When you are at school or work, people will tell you many things.



It can be hard to remember all of the information that people tell you, but it is important to remember some of what you hear to do well in school, at work, or when listening to your friends.



Use listening strategies to remember what people tell you. When you remember important information from your teacher or boss, they will be happy with your work.

Maintain eye contact	Don't interrupt and show interest
	
Face the person who is talking. Look at the person's eyes or face.	Do not interrupt the speaker. Nod your head to let the speaker know you are listening with body language.

Keep your mind from wandering	Ask questions at a natural break
	
It's okay to write down important information to keep your mind from wandering.	It's okay to ask questions or share a related comment when the speaker is at a natural break or they are finished speaking.

	
When you use listening strategies, it makes you a better listener.	People at home, school, and work like a good listener, and will want to spend more time with you.

Listening Skills Questions

Directions: Circle the correct answers.

1 What are listening skills?



Paying attention to someone so you can hear what is being said



Asking questions any time



Not facing a person who is talking and looking somewhere else

2 What is one strategy to make you a better listener?



Asking questions anytime



Maintain eye contact



Your mind is wandering

3 Is it okay to write down information when you are listening?



Yes



No



Not sure

Keeping Hands in Appropriate Places When in Public

Directions: Check the answer in #1 and complete the sentences in 2–7.

1. Check each situation that is an example of being in public.

<input type="checkbox"/>	alone in your bedroom	<input type="checkbox"/>	alone in the park
<input type="checkbox"/>	in your living room with friends	<input type="checkbox"/>	at a grocery store
<input type="checkbox"/>	at a restaurant	<input type="checkbox"/>	in your bedroom
<input type="checkbox"/>	watching TV with your family	<input type="checkbox"/>	riding in your car with a friend
<input type="checkbox"/>	alone in the kitchen having cereal	<input type="checkbox"/>	walking alone on a sidewalk

2. When I'm in public and my crotch itches, I should _____

3. When I'm in public and I feel something in my nose, I should _____

4. When I'm in public and I'm just standing around, I should put my hands _____

5. When I'm in public and I'm talking to someone, I should put my hands _____






6. If I have my arms crossed at my chest, I should put my hands _____

7. If I'm in public and I see a rough spot on my foot that I'd like to pick at, I should _____

Giving People Enough Physical Space

Directions: Working with a partner, act out the spacing shown in each picture. Then, decide whether or not each option shows enough physical space between people.

Act out these spacings with a partner	Enough physical space?
Teachers in a teachers' lounge 	
Friends talking in a parking lot 	
Friends on a park bench 	
Co-workers talking at work 	
Friends walking 	

Act out these spacings with a partner	Enough physical space?
Relatives at a family event 	
A mother and her child 	
Classmates talking about a science project 	
A grandmother and her grandchild 	
Co-workers talking 	

Managing Emotions



Behavior is the way that someone acts. There can be many rules on behavior for home, school, work, and in public. It can be hard to remember them all!



Following certain behavior rules, and remembering them, will make many people want to be around you.



Be polite. Greet people nicely.
Be friendly and smile.



If you work with customers, make sure to greet them and smile. Customers will be happy if you are polite and friendly.

Be Reliable



Be on time and reliable. Come to work every time you are scheduled and be on time.



Being a reliable and on-time employee will make your boss happy.

Be Honest



Be honest. Tell the truth even if it's hard.

Show Respect



Follow the rules and be considerate of other people.

Control Your Emotions



Do not get angry, shout, or yell at people. They will not want to be around you. At work, you should not be too silly or too sad. That is for home.



Using appropriate behaviors at school and work will make people around you want to spend more time with you.

Managing Emotions Questions

Directions: Circle the correct answers.

1 Circle the important behaviors we just talked about.



Be honest



Ignore people



Control your emotions



Be polite

2 What do you think is the most important behavior?



Be honest



Show respect



Control your emotions



Be polite

3 Are these behaviors only important at a job?



Yes



No



Not sure

Task Completion



SUCCESS:

- ☒ **Goal**
- ☒ **Plan**
- ☒ **Action**

Task Completion is when you are given a job to finish. You can be given a job or task to complete at school or at work.

Many people like it when you finish the task on time, do it well, and do as much of it as you can on your own.



It can be hard to remember the steps to finish a task.



Use a task completion tool, like a list, to help you finish your work.



Before you start, make sure you know what you need to do to get the job done right.



Then, get all the materials you need to finish the task. This will make your boss at work, your teacher at school, or your family at home, pleased if you are prepared.



Next, use a tool to keep track of the steps to complete the task.



Finish each step in the correct order until the task is completed.



Check to see when the task needs to be completed. Be sure to get the task done on time.



Ask for help after you have tried, but are not able, to complete the task successfully.



If you use a tool, with the steps to completion, you will get your task done.



If you finish your task on time, and do a good job, you will feel successful and others will be proud of your work.

Task Completion Questions

Directions: Circle the correct answers.

1 What is task completion?



When you get all the materials you need



When you use a task management tool



When you are given a job to finish

2 Before you start a task, what do you need?



Ask for help after you first tried to do the task



Check to be sure you know how to get the job done right



Finish each step in the correct order until the task is completed

3 Are these steps important for task completion?



Yes



No



Not sure

Showing a Positive Attitude

Directions: For each situation, give an example of a positive attitude and a negative attitude.

Positive Attitudes	Situations	Negative Attitudes
	1. You have to study for a science test tonight.	
	2. Your mom asked you to scrub the kitchen floor.	
	3. You have to wait until next week to go shopping for the new clothes your parents said you could have.	



Being Responsible at Work

Directions: Describe what you think each worker below is doing and tell whether or not you think the worker is being responsible.



What is the worker doing?

Responsible?



What is the worker doing?

Responsible?



What is the worker doing?

Responsible?



What is the worker doing?

Responsible?



What is the worker doing?

Responsible?



What is the worker doing?

Responsible?

Controlling Emotional Reactions

Directions: Think of a time when you became angry and said or did things that you wish you would not have said or done. Use the situation to fill in the chart.

Describe a time when you became angry and said or did things that you wish you would not have said or done	
What did you say or do that you wish you would not have said or done?	
If you could do this situation over, what would you say or do differently?	

Daily Hygiene Routine

	Picture	Practice
1 Shower <ul style="list-style-type: none"> • Use soap to wash your face and body. • Shampoo your hair. 		<input type="checkbox"/> Lesson <input type="checkbox"/> Activity <input type="checkbox"/> Quiz
2 Brush Hair <ul style="list-style-type: none"> • Use a brush from scalp to ends to get tangles out of your hair. 		<input type="checkbox"/> Lesson <input type="checkbox"/> Activity <input type="checkbox"/> Quiz
3 Brush Teeth <ul style="list-style-type: none"> • Use toothpaste and a toothbrush to clean food and bacteria from your teeth. • Use dental floss between your teeth. 		<input type="checkbox"/> Lesson <input type="checkbox"/> Activity <input type="checkbox"/> Quiz
4 Apply Deodorant <ul style="list-style-type: none"> • Apply deodorant to your armpits. 		<input type="checkbox"/> Lesson <input type="checkbox"/> Activity <input type="checkbox"/> Quiz
5 Get Dressed <ul style="list-style-type: none"> • Choose and put on undergarments, pants, shirt, socks, and shoes. 		<input type="checkbox"/> Lesson <input type="checkbox"/> Activity <input type="checkbox"/> Quiz

Keeping Yourself Clean

Directions: Use checkmarks (✓) in the column to show how often you think it would be BEST to do each activity.

Several times a day	Twice a day	Once a day	Once a week	Once every two weeks	
					1. Take a shower or bath.
					2. Put on clean clothes.
					3. Wash your hair.
					4. Brush your teeth.
					5. Floss your teeth.
					6. Wash your hands.
					7. Wash you face.
					8. Put clean sheets on your bed.
					9. Change your underwear.
					10. Wash behind your ears.

Foods I Like To Eat

Directions: Circle all the foods you like.



Foods I Don't Like To Eat

Directions: Circle all the foods you don't like.



Foods I Think Are Healthy

Directions: Circle all the foods that you think are healthy.



Different Types of Food

Fruit

I love fruit. It tastes sweet, and it is good for me. In the summer, I love to eat watermelon, strawberries, and peaches. This is when I think they taste the best. In the fall, I love to eat pears and apples. There are many types of apples. Other fruits I like to eat are oranges and strawberries. Sometimes I cut them up and mix the fruit together. Fruits are delicious!

Directions: Circle the correct food for each question.

- 1** Circle the **APPLE**



- 2** Circle the **WATERMELON**



- 3** Circle the **PEAR**



- 4** Circle the **STRAWBERRY**



- 5** Circle the **BANANA**



Breakfast

My favorite meal of the day is breakfast. There are so many good foods to eat. If I don't have much time, I might choose cereal and milk. When I have more time, I might make myself pancakes and sausage, but don't forget the syrup! Other breakfast foods I like are eggs, toast, bagels, and, of course, fruit.

Directions: Circle the name of the food you see.

6



pancakes

eggs

sausage

7



pancakes

eggs

bread

8



eggs

bagel

sausage

9



bagel

cereal

pizza

10



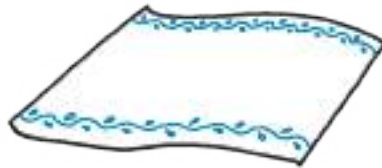
eggs

pancakes

cereal

Utensils

Directions: Match the utensil with the right word.



timer

oven mitt

fork

wooden spoon

knife

bowl

can opener

colander

paper towel

cutting board

Meet the Food Groups

- Also called starches or carbohydrates
- Foods in this group give our bodies the energy to keep moving
- Add fiber to our diet to prevent constipation
- Eat 6 to 11 servings a day of foods in this group



Vegetable and Fruit Groups

- Foods in these groups contain many vitamins and minerals
- Keep our eyes and skin healthy
- Help fight infections, heal cuts and bruises
- Add fiber to our diet to prevent constipation
- Eat 2 to 4 fruits and 3 to 5 vegetables a day



Milk, Yogurt, Cheese Group

- Foods in this group have calcium for strong bones and teeth
- Eat at least 2 to 3 low-fat servings a day



Continued on the next page

Meet the Food Groups, page 2

Meat, Poultry, Fish, Dry Beans, Eggs, Nuts Group

- Foods in this group provide us with protein
- Keep our blood healthy, help our bodies build muscle
- Eat 2 to 3 servings a day



“Other” Group (Limit What You Eat)

- Cakes, cookies, chips, donuts, candy, soda, syrup, jelly, salad dressing
- Foods in this group are high in fat, sugar, salt, and calories
- Provide little nutrition



Eat foods from each of the food groups every day.

Eat different foods from each food group every day.

Which Food Belongs in Each Food Group

Directions: There are 5 food groups listed below. Circle the food that belongs in each food group. *Hint: There is more than one food to circle in each group.*

1. Bread, Cereal, Rice, and Pasta Group



2. Fruit Group



3. Vegetable Group



4. Milk, Yogurt, and Cheese Group



5. Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts Group



Good Foods and Junk Foods

Good Foods

- Have lots of vitamins and minerals
- Keep us healthy
- Give us energy and strength
- Help us feel happy and less depressed

Examples of good foods: low-fat milk, cheese, yogurt; low-fat meats and poultry; nuts and beans; fruits, vegetables; high-grain cereals and breads



Junk Foods

- Little or no nutritional value
- Often high in sugar, salt, and fat
- Eating too much can make us feel tired
- Increase the risk of heart disease, diabetes, cancer, and obesity

Examples of junk foods: cake, cookies, candy, soda, fruit punch, potato chips, sweetened cereals



Good Food vs. Junk Food

Directions: Foods that are not healthy are sometimes called junk food. Junk food usually contains lots of sugar, salt, and fat. Cut out pictures of healthy food and pictures of junk food. Paste or tape them into the empty spaces in the correct columns below.

GOOD FOOD		JUNK FOOD	



Healthy Eating Guidelines

- Eat 3 meals a day.
- Eat a variety from different food groups.
- Try new foods.
- Limit high-fat foods, fried foods, and sweets.
- Have at least 3 vegetables a day.
- Have at least 2 fruits a day.
- Have at least 2 milk servings a day.
- Have grains with high fiber.
- Avoid high-fat meats.
- Drink water or seltzer instead of sweet drinks.



Combination Food

Directions: Combination foods fit into 2 or more food groups. They make eating healthy meals easier because they contain more than one food group. Each combination food below has food from 2 or more food groups. Place an X in the box of the food groups found in each of the combination foods.

Combination Food	Bread, Cereal, Rice, Pasta Group	Fruit Group	Vegetable Group	Milk, Yogurt, Cheese Group	Meat, Fish, Beans, Eggs, Nuts Group
 Cheese pizza with sauce					
 Turkey sandwich with lettuce, tomato					
 Beef taco with cheese, lettuce, tomato					
 Cereal with berries, low-fat milk					
 Cheeseburger with lettuce, tomato					
 Pasta with tomato sauce					

Utensils

To prepare recipes, you need to equip your kitchen with a variety of standard kitchen utensils. These are some of those utensils.



2 qt. glass dish with lid



plate



mug



large bowl



2 small bowls



2 soup bowls



colander



can opener



food chopper



cookie sheet



cutting board



oven mitts



wooden spoon



tongs



knife



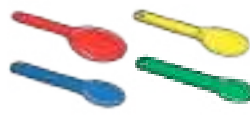
fork



spoon



measuring cups



measuring spoons



ladle



cutting knife



timer



paper towels



scissors



stand mixer



wax paper

Baked Potatoes



Serves two



plate



fork



paper towels



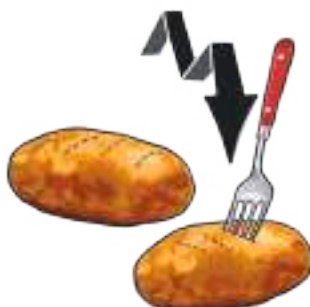
oven mitts



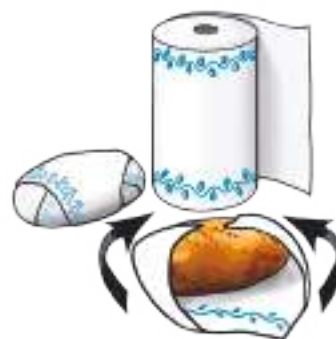
2 medium potatoes



1. Wash the potatoes.



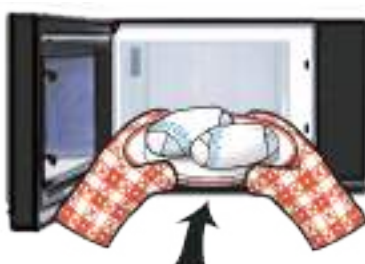
2. Prick the potatoes with the fork.



3. Wrap each potato in a paper towel.



4. Put the wrapped potatoes on the plate.



5. Put on the oven mitts. Put the plate in the microwave.

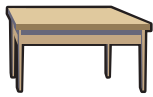


6. Close the door. Push **clear**.



At the Table

1



What table manners are important in your family?

2



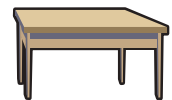
What foods can you eat with your fingers?

3



Do you ever eat buffet style?

4



What does your family like to talk about at the table?

At the Table—Vocabulary

1

etiquette



rules of behavior

2

dinner
course



one part of a meal

3

appreciation



showing you are grateful

4

utensil



tool for eating

5

finger food



food to eat with your hands

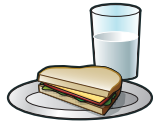
6

BUFFET
sign



sign for a table where you help
yourself to the food

At the Table—Facts



Mealtime **etiquette** is important. Knowing how to



behave will make the meal more enjoyable. Say thank you



after each **dinner course** to show **appreciation**. Use your



utensils unless you're eating **finger food**. Use your napkin



a lot if you're eating a messy food. Talk about pleasant

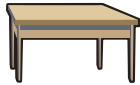


topics. Excuse yourself before you leave the table.

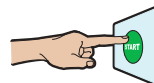
At the Table—Tips



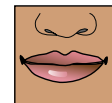
Follow these steps for good table manners. Come



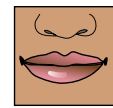
to the table with clean hands and face. Put the napkin



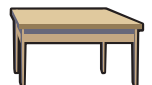
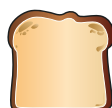
on your lap. Wait for others to start eating. Take small



bites and eat slowly. Chew your food with your mouth



closed. Use the napkin to wipe your hands and mouth.



Say, "Please pass the bread." Don't reach across the table.

At the Table — Step by Step

1



Drink neatly.

2



Eat slowly.

3



Chew with your mouth closed.

4



Talk with your mouth empty.

5



Put your napkin on your lap.

6



Use your napkin.

7



Use your utensils.

8



Be polite and talk softly about pleasant topics.

At the Table—Quiz

1

A _____ is a tool you can use for eating.



utensil



magazine



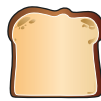
gift

2

Before eating, put your _____ on your lap.



hands



bread



napkin

3

Chew your food with your _____ closed.



door



napkin



mouth

Money Management Assessment

Directions: Circle the right color for each coin.

Circle all the Pennies **RED.**

Circle all the Nickels **BLUE.**

Circle all the Dimes **GREEN.**

Circle all the Quarters **BLACK.**



Money Management Assessment

Directions: Circle the right color for each bill.

Circle all the One Dollar Bills **RED**.

Circle all the Five Dollar Bills **BLUE**.

Circle all the Ten Dollar Bills **GREEN**.

Circle all the Twenty Dollar Bills **BLACK**.



WANTS and NEEDS

Directions: Write down what items belong in the **NEEDS** category and what items belong in the **WANTS** category.

NEEDS	WANT
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
	6. _____
	7. _____
	8. _____
	9. _____
	10. _____

Word Bank

Food	Eating Out	Shelter	Large House
Clothing	Cell Phone	Cable	Gym Membership
Music	Transportation	Vacation	Apartment
Car	Make-up	Video Games	

WANTS and NEEDS, Part 2

Directions: Circle **WANT** if you do not need the item to live.
Circle **NEED** if you need the item to live.

Winter Coat		Need Want
Fast Food		Need Want
New DVD		Need Want
Telephone		Need Want
Medicine		Need Want
Movie Ticket		Need Want

MORE or LESS

Directions: Circle **LESS** if you have enough money.
Circle **MORE** if you do not have enough money.

\$1.25		LESS MORE
\$0.50		LESS MORE
\$4.75		LESS MORE
\$0.25		LESS MORE
\$3.50		LESS MORE
\$1.00		LESS MORE

The Coffee Shoppe

On her way to work each day, Jessica stops to buy a coffee drink at a local shop. She budgets or sets aside \$4.00 a day to buy her drink. Today, Jessica wants a medium cappuccino. She takes out her wallet to count her money before she pays for the cappuccino.



Money in Jessica's wallet:



	Small	Medium	Large
Regular Coffee	\$1.60	\$1.80	\$2.00
Coffee Latte	\$2.95	\$3.35	\$3.75
Cappuccino	\$3.00	\$3.50	\$4.00
Espresso	\$1.65	\$1.95	\$2.25
Coffee Mocha	\$3.55	\$4.25	\$4.95
Regular Tea	\$1.95	\$2.10	\$2.40
Chai Latte	\$2.50	\$2.95	\$3.35
Chocolate	\$1.60	\$1.80	\$2.00



Answer the questions:

1 Does Jessica have enough money to buy a medium cappuccino?

a. yes b. no

2 How much money does Jessica have left after she buys a cappuccino?

a. \$.25 b. \$.50 c. \$.10

3 Jessica changes her mind and wants to buy a large coffee mocha. Does she have enough money?

a. yes b. no



4 What would **you** buy if you had \$4.00?

The Coffee Shoppe, Part 2

Jessica has been saving the change from her daily purchases at The Coffee Shoppe. Today, she got up late and didn't have breakfast. Jessica decides to buy a doughnut to go along with her coffee drink. She counts her change to see if she has enough money for a doughnut.

MENU	Pastry	Price
	Doughnut	\$.80
	Cookie	\$1.00
	Danish	\$2.35
	Muffin	\$2.50

Jessica's change:



Answer the questions:

- 1 Does Jessica have enough money to buy a doughnut?

a. yes b. no



- 3 Jessica finds two quarters at the bottom of her purse. She has \$1.35 to spend. What can she buy instead of a doughnut?

a. cookie b. Danish
c. muffin

- 2 How much money does Jessica have in change?

a. \$.25 b. \$.85 c. \$.80

- 4 If Jessica saves \$.50 a day for 3 days, how much money will she have to spend on a pastry?

Discounts

Heilke and Patrice plan to watch a movie that Patrice downloaded onto her TV. Heilke will buy a pizza. She has \$20.00 left that she has budgeted for entertainment. Heilke printed out a coupon from the Internet. The coupon gives Heilke a discount. A discount lets Heilke buy the pizza at a lower price. Heilke's favorite pizza costs \$15.00.



Answer the questions:

1 How much is the discount on this coupon?

- a. 10%
- b. 100%
- c. 1%



2 What is the regular price of Heilke's favorite pizza?

- a. \$5.00 b. \$15.00 c. \$13.00

3 How much money will Heilke save using her discount? (show work)

4 With the discount how much did the pizza cost? (show work)

Downloading Music

SAVE!

New Customers

First 5 Songs Free!

track price

\$.89 for each additional song

Benton wants to download music to his portable player. He went on the Internet to find the cheapest company. Benton found one that charges \$.89 a song and he got the first 5 songs free. Happy, he downloaded the 5 free songs. He paid for 10 more.

Answer the questions:

- 1** How many free songs does a new customer get?

- 2** How much did Benton pay for each song?

- a. \$.98
- b. \$.89
- c. \$.99

- 3** How many songs did Benton buy?

- a. 5 songs
- b. 15 songs
- c. 10 songs

- 4** How many songs did Benton download all together?

- a. 5 songs
- b. 15 songs
- c. 10 songs



Darren's Day

Darren is a high school student and works part-time. He decided to make a budget for himself. A budget is Darren's plan for spending and saving his money. He budgets \$10.00 a day to spend. He rides to school on a city bus. A round trip ticket costs \$4.00. After school he likes to stop at a coffee shop. Today he bought a smoothie for \$4.75.



Answer the questions:

Darren's Expenses:

\$10.00

- 4.00 Bus to and

from school

- 4.75 smoothie

Total left

- 1** Did Darren stay within his budget? (circle one)
a. yes b. no
- 2** How much money does Darren spend on his bus fare each day?
a. \$2.00 b. \$4.00 c. \$10.00
- 3** What do you think Darren should do with his leftover money?
a. save it b. spend it c. add it to his daily budget

A Lawyer

Maria is a lawyer who works downtown. She budgets \$35.00 a day for expenses. **Expenses** are things Maria must pay for. She uses a debit card. A **debit card** is like a check. Each time Maria uses it, money is **withdrawn** from her checking account. The bank takes money from her account to pay for things she buys with her debit card.



The Coffee Shoppe

135 Main St., Anytown, USA 53778

Receipt

ITEM	PRICE
COFFEE	\$1.80
MUFFIN	\$2.50
SUBTOTAL	\$4.30
TAX	\$.26
TOTAL	\$4.56
TIP	\$1.00
TOTAL	\$5.56

PAYMENT DEBIT CARD

x Maria Rodriguez
RODRIGUEZ, MARIA

Anytown Sandwiches

200 First St., Anytown, USA 53778

Receipt

ITEM	PRICE
CHICKEN WRAP	\$7.55
ICED TEA	\$2.00
SUBTOTAL	\$9.55
TAX	\$.58
TOTAL	\$10.13
TIP	\$2.00
TOTAL	\$12.13

PAYMENT DEBIT CARD

x Maria Rodriguez
RODRIGUEZ, MARIA

Answer the questions:

1 Where did Maria spend the most money?

- a. The Coffee Shoppe
- b. Anytown Sandwiches
- c. Anytown Parking

2 How much did Maria pay for parking?

- a. \$12.00
- b. \$5.56
- c. \$12.13

3 What was the total amount Maria spent or withdrew from her checking account? (show work)

4 Did she stay within her budget?

- a. yes
- b. no

Anytown Parking

239 Main St., Anytown, USA 53778

Receipt

8 HOURS @ \$1.50 AN HOUR

TOTAL \$12.00

PAYMENT DEBIT CARD

x Maria Rodriguez

RODRIGUEZ, MARIA



Writing Money Amounts in Numbers and Words

Directions: Write each of the money amounts in words. Fit the words for each amount on one line.

1. 31¢ _____
2. 95¢ _____
3. \$1.50 _____
4. \$5.43 _____
5. \$7.88 _____
6. \$12.34 _____
7. \$13.45 _____
8. \$16.22 _____
9. \$27.00 _____
10. \$35.81 _____
11. \$40.00 _____
12. \$52.26 _____
13. \$63.07 _____
14. \$76.19 _____
15. \$88.20 _____
16. \$99.99 _____
17. \$107.28 _____

Using Cell Phones

self-talk story

I use my cell phone to talk to friends and family. When I answer I talk in a normal voice. I use okay language and only say nice things about others. When I am talking to a friend and my phone rings, I ask if it is okay to answer it. I turn it off when I see a No Cell Phones sign. I turn it off in public places like school, movie theaters, airplanes, or concerts.

steps

- 1** I use my cell phone to talk to friends and family.
- 2** I talk on my phone in a normal voice.
- 3** I talk about okay things.
- 4** If I am talking with others I ask if it is okay to answer my phone.
- 5** I don't use my phone in places where cell phones aren't allowed.



1

I use my cell phone to talk to friends and family.



2

I talk on my phone in a normal voice.



3

I talk about okay things.



4

If I am talking
with others
I ask if it is
okay to answer
my phone.



5

I don't use my
phone in places
where cell phones
aren't allowed.



Using Cell Phones Quiz

Directions: Circle the correct answer.

1 Who can I use my cell phone to talk to?



Friends



Pet



Family

2 When I talk on the phone, my voice should be:



A whisper



Loud



Normal

3 Things that are okay to talk about on my cell phone are:



School



Work



Clothes

4 What do I do if my phone rings in public?



Ignore it



Ask if it's okay to answer



Answer without asking

Safety and Cell Phones Quiz

Directions: Circle the correct answer.

1 When should I **not** respond to a text?



From friends



From strangers

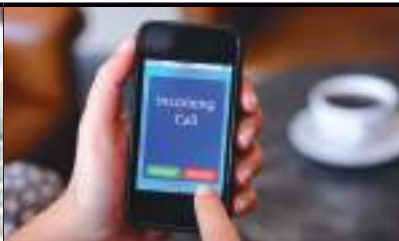


From a business I don't know

2 When someone calls me and I don't know that number I should:



Answer the call



Not answer the call



Wait to see if they leave a message

3 When I am on my cell phone, it is OK to:



Drive my car



Walk across the street



Stop and look around

4 I can take movies of people with my cell phone when:



I ask people I know first



They are strangers



If I feel I am in danger

Text Messages

self-talk story

I use my cell phone to text messages to family and friends. I use okay words. When talking on the phone would disturb others I use text messages. When I am in a public library I don't want to disturb others. When talking to another person I ask if I can text before doing it. I do not send messages where cell phone use is not allowed, like on airplanes or in movie theaters.

■ ■ ■ steps

- 1** I text messages to my family and friends.
- 2** I use okay words.
- 3** When talking to someone else I ask if I can text a message.
- 4** I text messages in places where it would disturb people if I talked on my phone.
- 5** I don't text messages where cell phones aren't allowed.

1

I text messages
to my family
and friends.



2

I use okay words.



3

When I am talking
to someone else
I ask if I can text
a message.



4

I text messages
in places where
it would disturb
people if I talked
on my phone.



Text Messages Quiz

1 Who can I text message?



Friends



Radio stations



Family

2 Circle the okay phrases to send in a text message:

Thanks!

Thanks

See you soon

See you soon

How are you?

How are you?

3 When I am talking to someone and I want to send a text message I should:



Ignore it



Ask if it is okay to text a message



Text without asking

4 When is it okay to send text messages?



Movie theater



School



Car

Cell Phone Photos

self-talk story

I use my cell phone to take photos of friends and family. I take photos of my school's teams, my pets, and on vacation. I take photos of okay things and send them to family and friends. I don't take photos that embarrass anyone. Taking and sharing photos is fun.

■ ■ ■ steps

- 1** I use my cell phone to take photos.
- 2** I take photos of okay things.
- 3** I ask if I can take a photo of my family or friends.
- 4** I ask if I can share the photos with my family or friends.
- 5** I don't take photos that would embarrass my family, friends, or myself.

1

I use my cell phone to take photos.



2

I take photos of okay things.



3

I ask if I can take a photo of my family or friends.



4

I ask if I can share the photos with my family or friends.



5

I don't take photos that would embarrass my family, friends, or myself.



Cell Phone Photos Quiz

1 Circle what I can use my cell phone for:



Calls



Texting



Photos

2 Circle things that are okay to take pictures of:



Friends



Strangers



Family

3 If I want to take a photo of someone, I should:



Take it



Ask



Wait for them to look away

Dealing With Bullies

self-talk story

I feel uncomfortable when I see a bully. It makes me feel unsafe. I try to ignore bullies. If that doesn't work I look at the bully and use a calm but firm voice. I try to look confident and keep my body relaxed. I walk away from the bully as soon as I can. If my plan doesn't work I tell an adult about it.

■ ■ ■ steps

- 1** When I see a bully I remain calm and look confident.
- 2** I ignore the comment.
- 3** If that doesn't work I use a calm but firm voice and keep my body relaxed.
- 4** I walk away as soon as possible.
- 5** I tell an adult about the bullying.

1

When I see a bully, I remain calm and look confident.



2

I ignore the comment.



3

If that doesn't work I use a calm but firm voice and keep my body relaxed.



4

I walk away as soon as possible.



5

I tell an adult about the bullying.

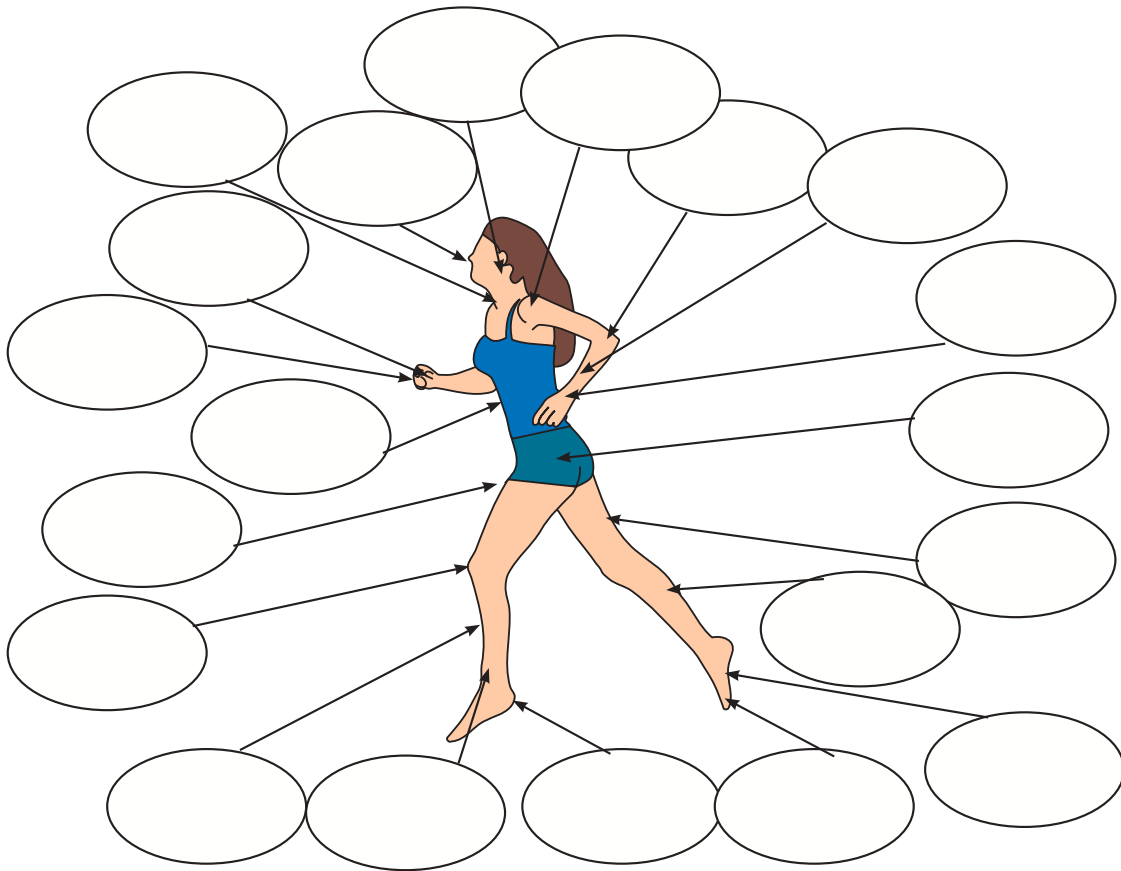


Knowing Your Body Parts

Directions: Use the words in the Body Parts Box to fill in the ovals.

Body Parts Box

ankle	calf	ear	elbow	finger
forearm	genitals	heel	hip	instep
knee	nose	ribs	shin	shoulder
toe	thigh	throat	thumb	wrist



Understanding the Nature of Illness

Directions: For each illness, list two symptoms and tell whether or not the illness requires ongoing doctor care.

Illness	Symptom 1	Symptom 2	Requires ongoing doctor care?
flu			
common cold			
measles			
diarrhea			
mumps			
bipolar disorder			
chicken pox			
whooping cough			
pneumonia			
sinus infection			

Performing Basic First Aid

Directions: List three first-aid steps you could take in each situation.

You are raking the yard when a wasp stings you on the arm.

--	--	--

You are cooking when you burn your finger on hot steam.

--	--	--

You are riding your skateboard when you skin your knee.

--	--	--

Community Safety

Who am I?

Name: _____

Telephone Number: _____

Address: _____

Emergency Contact Person?

Name: _____

Telephone Number: _____



Police

Emergency Number:

Non-Emergency Number:

Address:



Firefighter

Emergency Number:

Non-Emergency Number:

Address:



Emergency Medical Technician (EMT)

Emergency Number:

Non-Emergency Number:

Address:

Pedestrian Safety

pedestrian — a person who travels by foot

crosswalk — a place where pedestrians cross the street

reflective — a surface that reflects light

Directions: Circle the answer.

1. When walking on city streets, be careful because:
 - a. accidents can happen there
 - b. you might get lost
 - c. you might get hungry
2. When crossing the street:
 - a. look right, left, then right again
 - b. look for movie stars crossing with you
 - c. look left, right, then left again
3. Cross streets:
 - a. any time you please
 - b. only at corners
 - c. in the middle of the block



Passenger Safety

discomfort — feeling ill at ease

distract — to take your attention away from something else

engine — motor that converts energy into work

Directions: Circle the answer.

1. When you get in a car in hot weather:
 - a. jump right in
 - b. feel the seat with your hand to see if it is hot
 - c. enjoy the air conditioner
2. Buckle your seat belt:
 - a. after the car starts moving
 - b. wait 10 minutes first
 - c. as soon as you sit down
3. Use the radio or CD player:
 - a. any time you want
 - b. ask the driver first
 - c. to play your own CDs



Getting Lost

freedom — the ability to do what you want

identification — proof of who you are

panic — a strong and often sudden feeling of fear

Directions: Circle the answer.

1. When out in the community alone, make sure you have:
 - a. plenty of money
 - b. a water bottle
 - c. identification
2. Stay in areas where there are:
 - a. other people
 - b. lots of wild animals
 - c. dangerous looking people
3. If you are lost, look for:
 - a. others who are also lost
 - b. dangerous looking people
 - c. those who can help, like a police officer



Reading Signs

Directions: Tell what each sign means and where it might be needed.



Means:

Where Needed:



Means:

Where Needed:



Means:

Where Needed:



Means:

Where Needed:



Means:

Where Needed:



Means:

Where Needed:

How to Sort Laundry

Everyone must do laundry. It is an important part of good hygiene. Before you throw your clothes in the washer, the most important thing you need to do is sort the clothing.

Read and follow these steps for sorting laundry.

- 1** Look at the labels and separate the clothing by special instructions.
- 2** Separate the clothes by color.
 - Make a pile for whites.
 - Make a pile for light colors like yellow, gray, light blue, light green, and pink.
 - Make a pile for dark colors such as reds, navy, and denim.
- 3** Sorting your laundry will prevent your clothes from being ruined.

Practice Laundry Sort

Circle all of the **WHITES** with a **red** pen.

Circle all of the **LIGHTS** with a **blue** pen.

Circle all of the **DARKS** with a black pen.



How to Sort and Fold Socks

- 1 Sort your socks and make pairs of socks that match color or pattern.
- 2 Lay two matching socks together.
- 3 Roll the cuffs over one another.



Practice Sock Sort

Draw a line to match the socks.

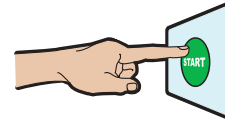


Straightening Up

Problem Solving



1 You don't know where to start. What should you do first?



2 You're not sure how much cleaning you will do.
How can you decide that?



3 Why do you need a laundry basket?



Straightening Up Quiz

1 ____ is usually the first activity you will do.



laughing



straightening

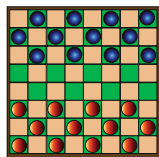


singing

2 Decide what your ____ is when straightening a room.



story



game



plan

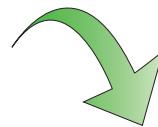
3 Straightening is often the beginning ____ when housekeeping.



apple



monkey



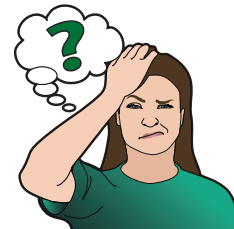
activity

Emptying Wastebaskets

Problem Solving



- 1 You forgot to put a new liner in. What should you do?



- 2 You can't carry all the baskets from every room. What should you do?



- 3 You put recyclables into wastebaskets by mistake. What must you do next time?



Emptying Wastebaskets Quiz

1 Wastebaskets are smaller than ____ cans.



table

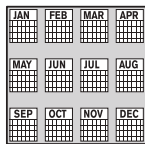


garbage



pencil

2 They need to be emptied ____.



yearly

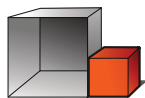


regularly

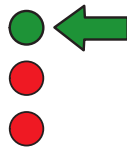


monthly

3 Keep extra liners in the ____ of each wastebasket.



outside



top



bottom

Sweeping and Dusting

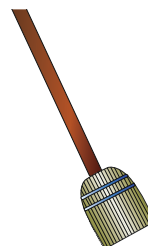
Problem Solving



1 What is your plan for sweeping the floor?



2 When done sweeping, where should you put the dirt?

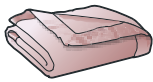


3 What motion should you use to dust surfaces?



Sweeping and Dusting Quiz

1 Use synthetic ____ unless your floors are rough.



blankets

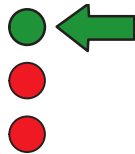


brooms

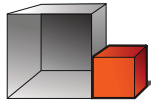


pencils

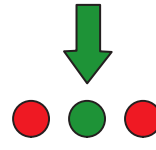
2 Sweep from the edges into the ____ of the room.



top



outside



middle

3 Deposit the dirt in a ____ can.



garbage



snake



clothes

Vacuuming Carpets

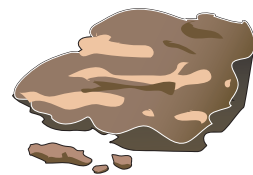
Problem Solving



1 You miss spots when you vacuum. What are you doing wrong?



2 You tracked some dirt in on your carpet. What should you do?



3 You try to vacuum everywhere twice a week. What should you be doing instead?



Vacuuming Carpets Quiz

1 Do not _____ too quickly or you will miss spots.



color

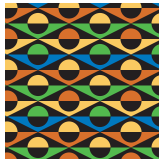


dance



vacuum

2 In open areas vacuum in a back-and-forth _____.



pattern



houses



doors

3 How often you vacuum an area depends on its _____.



candy



traffic



cars

Maintaining Your Place

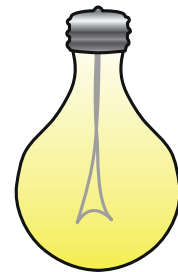
Problem Solving



1 You can't remember your routine. What can you do?



2 You have trouble replacing a light bulb. What should you do?



3 You have concerns about being on ladders? What should you do?

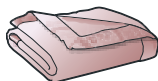


Maintaining Your Place Quiz

1 Do routine home checks to make sure everything is in _____.



order

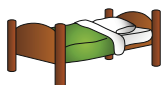


blankets



mice

2 Do a routine check before leaving or going to _____.



bed



the zoo



restaurant

3 Establish a _____ you can follow.



bike



leaf



routine

Using Public Transportation

Directions: Use this map of the Washington D.C. Metro system to answer the questions below.



- At how many places can a person change from one color line to another? _____
- Use the color letters R (red), O (orange), B (blue), G (green), and Y (yellow) to tell which line or lines you should use to travel between each pair of locations.

Shady Grove to Silver Spring _____ Rosslyn to Minnesota Ave _____

Medical Center to Eisenhower Ave _____ Takoma to Benning Rd _____

the Smithsonian to the Pentagon _____ National Airport to Howard Univ _____

Writing a Basic Résumé

Directions: Neatly fill in this form to create a basic résumé. Then, if possible, transfer the information into a computer and format your résumé to look professional.

Name and Contact Information	
Education History	
Work History	
Personal Interests	



Choosing People to Ask for References

Directions: In each category, list one or two adults you could use for references.

Teacher 1. _____ _____ 2. _____ _____	Neighbor 1. _____ _____ 2. _____ _____	Family Friend 1. _____ _____ 2. _____ _____
Employer (such as someone you babysat for or a regular job) 1. _____ _____ 2. _____ _____	Community Leader 1. _____ _____ 2. _____ _____	Coach or Club Leader 1. _____ _____ 2. _____ _____
Mentor (someone you have learned from) 1. _____ _____ 2. _____ _____	School Administrator 1. _____ _____ 2. _____ _____	Parent of a Friend 1. _____ _____ 2. _____ _____



Completing a Job Application

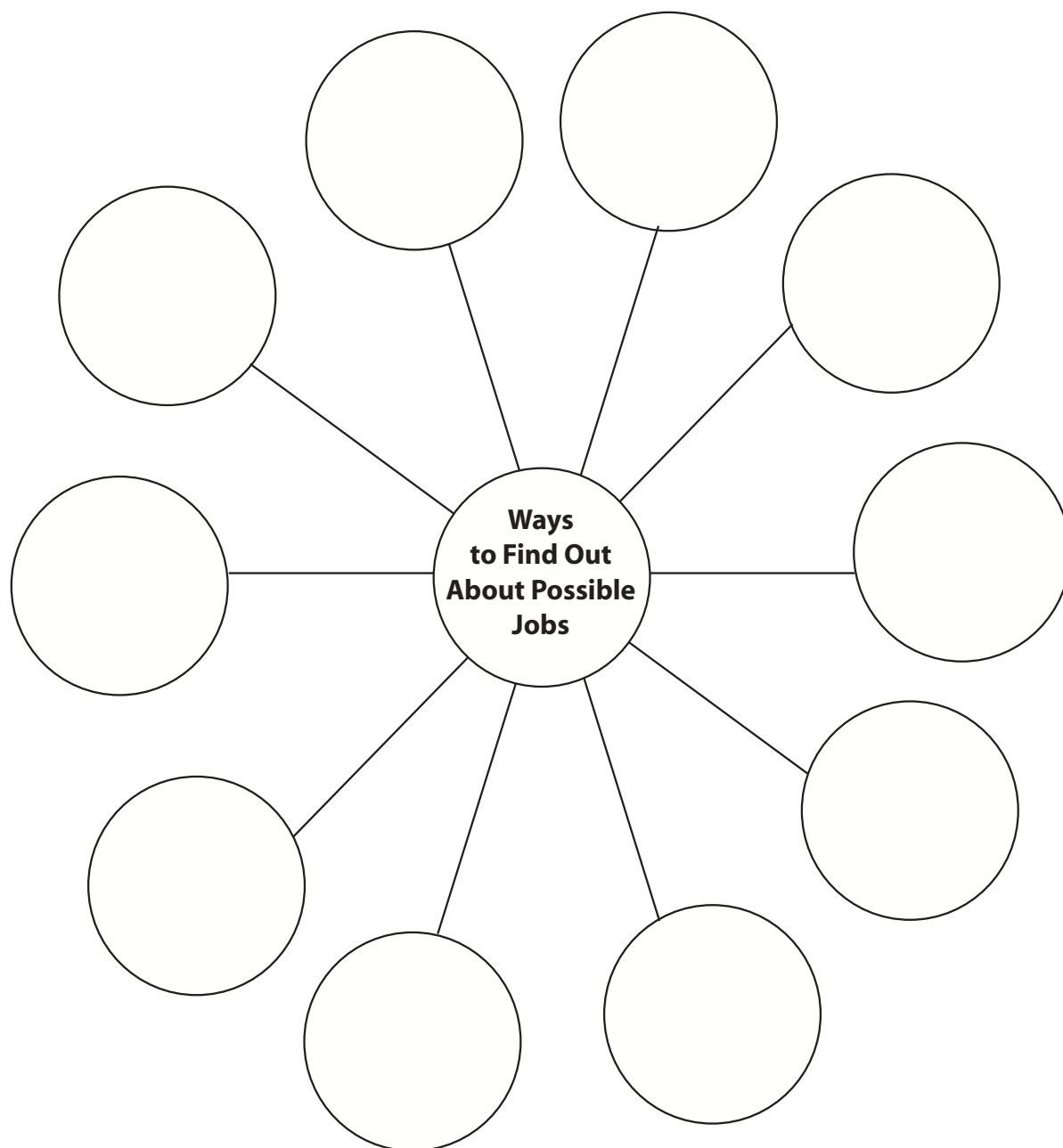
Directions: Fill in this job application.

Date:					
Name: (First)		(M)	(Last)		
Address:					
Home Phone: ()			Cell: ()		
WORK HISTORY					
Job Titles	Companies	Dates	Supervisors	Duties	Why Left?
EDUCATION					
Schools	Dates	Areas of Study		Degrees or Certificates	
Your Strengths:					
Your Weaknesses:					



Searching for Job Options

Directions: Identify 10 ways you could find out about a possible job.



Preparing for an Interview

Directions: Look at the pictures and circle **Yes** if you think it is a step to take before you go to an interview, or **No** if you do not think it is a step to take before you go to an interview.



YES

NO



YES

NO



YES

NO



YES

NO



YES

NO



YES

NO

Preparing for an Interview: Researching the Business

What is the name of the business?

What is the address of the business?

What is the description of the job you will be interviewing for?

What is their dress code?

How many people work there?

What does the business do or sell?

Write down any recent news about the business.

Preparing for an Interview:

Preparing Your Answers

Questions	Answers
Tell me about yourself. <i>Share 3 or 4 personal interests or hobbies.</i>	<i>A few interesting things about me are . . .</i> <i>I like to . . .</i>
How did you hear about this job?	
What are your weaknesses? <i>Describe something that you are working on and want to improve.</i>	<i>One area that I am working on is _____</i> <i>and I have done _____ to improve.</i>
Why should we hire you? <i>Show the interviewer that you stand out. Use words like problem solver, motivated, friendly...</i>	<i>I will be a great worker because...</i>
What do you know about this company? <i>This is where you would tell them information you researched about their business.</i>	
What are your goals?	<i>I want to gain experience working here....</i> <i>I plan to further my education...</i>
What are 3 positive things someone would say about you?	
What hours or shifts are you interested in at their business?	
Be sure to know what hours you can work with transportation options.	
Where do you see yourself in 5 years? <i>Answer this question by talking about what you want to be doing at the business in 5 years.</i>	<i>In 5 years from now, I will be...</i>
How are you different from the other people who have applied?	<i>I am friendly and reliable because.....</i>
Do you have any questions for me? <i>Have at least 3 questions based on what you have learned about the business.</i>	

A Job Interview for Julie

A few weeks ago, Julie saw a job opening online for a salesperson at the mall. She filled out the job application, collected a letter from one of her references, and sent an email to the manager. A few days later, she placed a follow-up call to the mall. The manager said that they were still looking over applications and he would get back to her in a few days. Two days later, Julie received an email with an interview day and time. She was so excited, but also very nervous. This was her first interview.

Julie wants to look professional for the interview, so she chose a button-down shirt and black trousers. Along with this, she chose a pair of gray dress shoes. Later that night, she spent some time researching the business. Julie learned that they were the largest store in the mall, and had recently been in the paper for winning a community award. She made sure to get to bed early, so that she was well rested for her interview.

The next morning, Julie made sure she had enough time to shower, style her hair, apply deodorant, and brush her teeth. She arrived at the interview 10 minutes early. When the interview began, they asked her many questions. They asked about Julie's interests, why she wanted to work for their business, and where she saw herself in five years. At the end, they had Julie fill out paperwork and asked if she had any questions. Julie completed the paperwork and made sure to show interest by asking what expectations they had for the person they hired. She also asked what opportunities they had for employees.

After the interview, the manager shook Julie's hand and said, "Thank you. We will be in touch by the end of the week." She felt the interview went well, and is looking forward to hearing from them soon!



Directions: Read the story and then circle **True** or **False** for each sentence.

Julie emailed her Job Application.	TRUE	FALSE
She received a telephone call for a job interview.	TRUE	FALSE
She researched the job before going to the interview.	TRUE	FALSE
She did not worry about her appearance or personal hygiene for her job interview.	TRUE	FALSE
Before the interview, she wrote down some answers to commonly asked questions about her personal interests.	TRUE	FALSE
She wanted the people who interviewed her to have a good impression.	TRUE	FALSE
She did not make a follow-up telephone call after applying for the job.	TRUE	FALSE
At the interview she had to do some writing.	TRUE	FALSE
After the interview she was not excited. She did not think it went well.	TRUE	FALSE

Your Rights and Responsibilities

Becoming an adult is a big deal. After your 18th birthday, there are many new things that you can do because you are considered an adult. This is a list of your rights and your responsibilities.

Directions: Highlight the Rights and/or Responsibilities to research. Which of these are new to you?

Rights	Responsibilities
<ul style="list-style-type: none">✓ Freedom to express yourself.✓ Freedom to worship as you wish.✓ Right to a quick and fair trial by a jury.✓ Right to vote in elections for public officials.✓ Right to apply for federal employment requiring U.S. citizenship.✓ Right to run for elected office.✓ Freedom to pursue “life, liberty, and the pursuit of happiness.”	<ul style="list-style-type: none">✓ Support and defend the Constitution.✓ Stay informed of the issues affecting your community.✓ Participate in the democratic process.✓ Respect and obey federal, state, and local laws.✓ Respect the rights, beliefs, and opinions of others.✓ Participate in your local community.✓ Pay income and other taxes honestly, and on time, to federal, state, and local authorities.✓ Serve on a jury when called upon.✓ Defend the country if the need should arise.

Notes: Discuss in class or research on the web to learn more about each right and responsibility listed above that you highlighted.