

**BEST LITERACY
TEST PREPARATION
PACKET**

ABBREVIATIONS --

PLEASE REVIEW CAREFULLY!

ABBREVIATIONS		General	
English	Translation	English	Translation
& - and		Mr. - Mister	
etc. - and so forth		Mrs. - Mistress	
A. D. - Anno Domini (of the Christian Era)		Ms. - Used when not sure if female person is married	
B. C. Before Christ.		Dr. - Drive /name of street	
A. M. - before noon		To	
P. M. - after noon		From	
Mo-Da-Yr - Month-Date-Year		Unfur. - unfurnished	
Sz. - size		Ad - Advertisement	
P - Petite		Hr. - Hour	
Sm - Small		Per hour - Each hour	
M - Medium		Pay to - Owe money to	
Lge - Large		Per - Each	
\$ - Dollar sign		St. - Street	
Sizes: 4-6-8-10-12-14-16-18		Ave. - Avenue	
Att. - Attorney - Lawyer	*	Rd. - Road	
Dr. - Doctor		La. - Lane	
Phys ^s - Physician		Memo - Memorandum	
Co. - Company		D.O.B. - Date of Birth	
nr - near		A/C - Air conditioner	
util. - utilities		Inc. -Incorporated	
12 A.M. - Twelve MIDNIGHT		12 P.M. - Twelve NOON	
Min - minimum		Max. - maximum	
On the hour - 3 o'clock / 10 o'clock		mod. - modern	
On the half hour - 12:30 o'clock		M - S - Monday to Saturday	
N - North		ofc. - office	
S - South		Counselor - lawyer/advisor	
E - East		ESQ.-professional title used by lawyers	
W - West		MPG -Miles Per Gallon	

In the United States, the date can be written two different ways.

We can use numbers to write the date (5-12-13) or, we can write out the name of the month (May 12, 2013).

Either way, it is always written: **Month - Date - Year (Mo - Da - Yr).**

Do the following:

Circle: 6 / 19 / 13

Circle: January 21.

Circle: 11/28/13

Circle: October 12.

2013

January

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

February

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24	25	26	27	28		

March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

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28	29	30				

May

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

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30						

July

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August

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September

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29	30					

October

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27	28	29	30	31		

November

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CIRCLE THE DATES:

1. Circle July 24.
2. Circle March 15.
3. Circle April 25.
4. Circle 2/8/14.
5. Circle 11/27/14.
6. Circle 12/25/14.

2014

JANUARY 2014

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FEBRUARY 2014

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MARCH 2014

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APRIL 2014

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MAY 2014

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JUNE 2014

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29	30										

JULY 2014

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20	21	22	23	24	25	26					
27	28	29	30	31							

AUGUST 2014

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17	18	19	20	21	22	23						
24	25	26	27	28	29	30						
31												

SEPTEMBER 2014

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14	15	16	17	18	19	20						
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28	29	30										

OCTOBER 2014

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19	20	21	22	23	24	25						
26	27	28	29	30	31							

NOVEMBER 2014

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16	17	18	19	20	21	22						
23	24	25	26	27	28	29						
30												

DECEMBER 2014

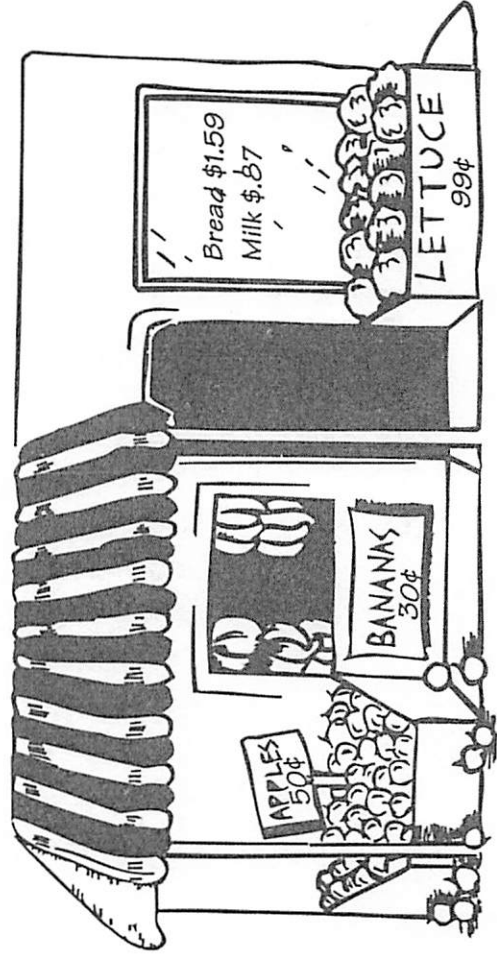
S												
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28	29	30	31									

Name _____ Date _____



Writing and Using a Shopping List

Topics: Money, figuring cost, writing a list



Look at the picture. Look at the shopping lists. Write the cost for each item. What are the total costs?

Robin's shopping list

- 1 lb of apples = \$ _____
- 1 loaf of bread = \$ _____


David's shopping list

- 2 qts of milk = \$ _____
- 3 lbs of bananas = \$ _____

This printed price ticket gives you information about the food item you intend to purchase.

1. It identifies the food item.
 2. It tells you the net weight (net wt.) of the package.
 3. It tells you the price per pound (pound Lb.) of the package.
 4. It tells you the TOTAL PRICE of the package.
 5. Some labels also include the date of purchase, the Sell By Date, and/or the shelf life of the food item.
-

MUENSTER CHEESE



200040 302410

0.345 6.99 \$2.41


TOTAL PRICE EST

DAVINCI GOURMET
960 WILLIS AVE ALBERTSON

How much does the Muenster Cheese cost? _____

PROVOLONE, SLICING

PACKED ON WEIGHT BY 1/4 LBS



0.36

5.99 2.16

PRICE PER LB. TOTAL \$ PRICE

CERIELLO FINE FOODS
541 WILLIS AVE.

How much is the Provolone per pound? _____

FINLANDIA SWISS



200037 402529

0.360 6.99 \$2.52

TOTAL PRICE EST

DAVINCI GOURMET
960 WILLIS AVE ALBERTSON

How much does the Swiss cheese cost? _____



How much does a half pound of red grapes cost? _____



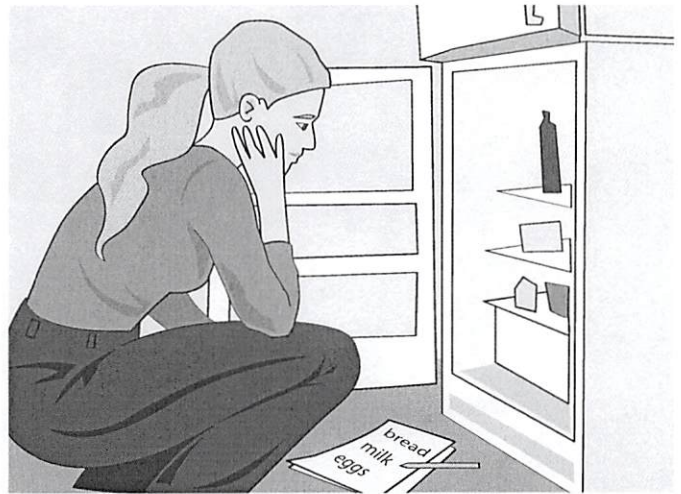
One box of CHEEZ-IT costs _____.



One pound of Cilantro or Parsley costs _____ a bunch.

Making a Grocery List

In this lesson, you will learn useful words to use at a grocery store. You will also learn words for containers and quantities. Try to make your next grocery list in English.



Pre-Reading

A. Warm-Up Questions

1. What food items do you buy every time you go to a grocery store?
2. What grocery items do you only buy once in a while?
3. What products are the most expensive to buy at a grocery store in your country?

B. Vocabulary Preview

Match the words on the left with the correct meanings on the right.

- | | |
|-----------------------|--|
| ___ 1. be out of | a) soap that you use to wash plates, cups, and other dishes |
| ___ 2. sugar | b) a baked product used for making sandwiches or toast |
| ___ 3. flour | c) twelve |
| ___ 4. bread | d) to not have any left |
| ___ 5. loaf | e) a glass or plastic container that holds food such as jam or sauce |
| ___ 6. toothpaste | f) a sweetener |
| ___ 7. cereal | g) a container that you squeeze something out of such as toothpaste |
| ___ 8. dish detergent | h) a breakfast food made from grains such as wheat or oats |
| ___ 9. a dozen | i) a baked mound of bread that you slice up for single servings |
| ___ 10. jar | j) a substance that you clean your teeth with |
| ___ 11. tube | k) a powder made from grains such as wheat, used for making bread |

Dialogue Reading

Read the dialogue with your partner a few times. Take turns being each character. Practice your intonation and pronunciation. Circle any new words or phrases that you need to practice.

Ruth: **I'm out of sugar and flour.** I'm going to the grocery store. **Can I get anything for you?**

Anna: Uh, let me think. **I need some bread.**

Ruth: **How much do you want?**

Anna: **I'd like two loaves.**

Ruth: **Do you need anything else?**

Anna: **No, I think that's all. Do you want me to pay you now?**

Ruth: **No. That's okay. You can pay me when I get back.**

Anna: Okay. Thanks. See you later.

Ruth: Bye.

Practice

Work with your partner. Role-play the dialogue on page 2, substituting the different expressions below. Then switch roles.

1. **I'm out of sugar and flour.**

- I don't have any milk.
- I need some peas and carrots.

2. **Can I get anything for you?**

- Do you need anything?
- Have we run out of anything else?
- Are we out of anything else?

3. I need **some bread**.

- some eggs
- some peanut butter
- some toothpaste
- some soap
- some tuna
- some cereal
- some dish detergent

4. **How much do you want?**

- How much do you need?
- How much should I get?

5. **I'd like two loaves.**

- I need two dozen.
- I could use one jar.
- Could you get me one tube?
- I need three bars.
- Just two small cans.
- I just need one box.
- I could use one large bottle.

6. **Do you need anything else?**

- Is that everything?
- Is that all?

7. **No, I think that's all.**

- That's everything.
- No, that's it.

8. **Do you want me to pay you now?**

- Should I pay you now?
- Should I give you the money now?

9. **No. That's okay.**

You can pay me when I get back.

- No. That's fine. You can pay me later.
- It's okay. I'll get it later.



Listening Practice

Two student volunteers will go to the front of the class and read the dialogue from page 2. Fill in the missing words as you listen. Listen again with two new speakers. Now look back at page 2 and check your work. Did you fill in the correct words? Did you spell everything correctly?

- Ruth: I'm out of _____ and flour.
I'm going to the _____ store. Can I get anything for you?
- Anna: Uh, let me think. I need some _____ .
- Ruth: How much do you want?
- Anna: I'd like two _____ .
- Ruth: Do you need anything _____ ?
- Anna: No, I think that's all. Do you want me to _____ you now?
- Ruth: No. That's okay. You can pay me when I get _____ .
- Anna: Okay. Thanks. See you _____ .
- Ruth: Bye.



Vocabulary Review

Match the quantity or container on the left with the product on the right.

- | | |
|-----------------|----------------------|
| ___ 1. a tube | a) of tuna |
| ___ 2. a dozen | b) of peanut butter |
| ___ 3. a can | c) of dish detergent |
| ___ 4. a bar | d) of cereal |
| ___ 5. a loaf | e) eggs |
| ___ 6. a jar | f) of toothpaste |
| ___ 7. a box | g) of soap |
| ___ 8. a bottle | h) of bread |

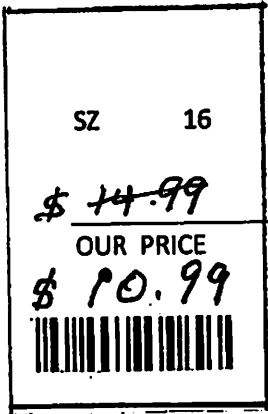
My Staples

In English, the word *staple* refers to something you buy regularly for basic needs. *Milk*, *eggs*, and *toilet paper* are examples of staples. Make a list of your top 10 staples and compare it with a partner's list.

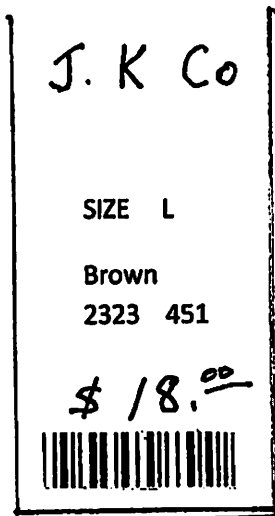
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Answer the following questions.



1. What size is this? _____
2. This is on sale.
What was the original price? _____



3. How big is this? _____
4. How much does it cost? _____

REVIEW THIS INFORMATION CAREFULLY!

Every article of clothing purchased has a tag attached to it that usually identifies the manufacturer, the style of the garment, and the color of the item it is attached to. In addition, the Tag will always state the manufacturer's suggested retail price and the size of the article written in a colored band. See example:

alfred dunner
www.alfreddunner.com
GROUP NAME

CLASSICS

STYLE COLOR

7461 S3 N 100 WHITE



SIZE M

SUGGESTED
RETAIL

\$50.00

In the United States, most manufacturers do not use the Metric system for weights and measures.

Weights and measures are usually a number or a letter, depending on the item.

As you learned in the previous lesson, food is sold by weight. **Numbers** are used to indicate the number or ounces (oz.) or pound(s) (LB.(S). that you purchase.

The clothing or garment industry uses **letters** to designate the size.

Note: The abbreviation for **Size** is SZ, while the abbreviation for **Small** is S.

Petite: PS (Petite small), PM (medium), PL (Large), PXL ((Extra Large).

Misses: Small (6 - 8), Medium (10 - 12), Large (14- 16), Extra Large (18)

Women's: Size 1 X, 2 XX, 3 XXX

Men's: S (small), M (Medium), L (Large),

XL (Extra Large), XSXL, XXXL (for portly men), and XT (Extra Tall).

Name _____

Date _____



Interviewing Classmates

Topics: Personal questions and answers



Read the personal questions. Write your answers. Then practice the questions with a partner.

PERSONAL INFORMATION QUESTIONS

	Questions	Answers
Name	What's your name?	My name is _____.
Address	What's your address?	My address is _____.
Phone number	What's your phone number?	My number is _____.
Age	How old are you?	I'm _____ years old.
Nationality	What's your nationality?	I'm _____.



Ask four more classmates the same questions. Write their answers here.

	Classmate 1	Classmate 2	Classmate 3	Classmate 4
Name				
Address				
Phone number				
Age				
Nationality				

Write another question you want to ask your classmates.

(your question)

Answers				
----------------	--	--	--	--



Name _____

Date _____



Filling Out a Form

Topics: Personal information, forms



Fill out the form with your own information.

IDENTIFICATION FORM	
Name:	_____
	first middle initial last
Address:	_____
	number street

	city state zip code
Phone: (_____)	_____
	area code telephone number
Social security number:	_____ / _____ / _____
Date of birth:	_____ / _____ / _____
	month day year
Age:	_____
Sex (check one):	<input type="checkbox"/> male <input type="checkbox"/> female
Marital status (check):	<input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorced
Number of children:	_____
Nationality:	_____
Signature:	_____



Name _____

Date _____



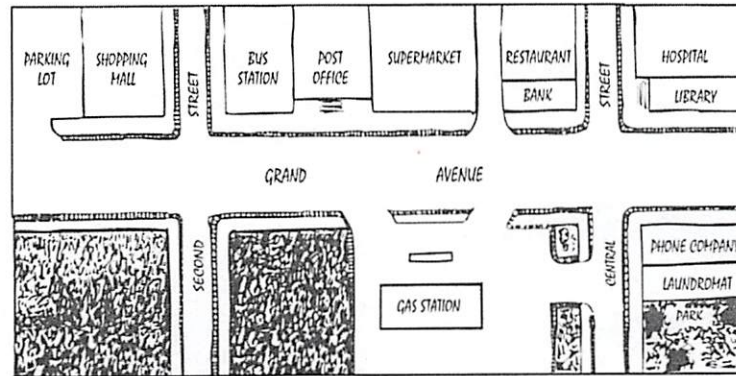
Giving and Writing Directions

Topics: Asking for and giving directions, personal information



Work with a partner. Look at the map. Practice asking for and giving directions to each of the places.

Partner's name _____



Example:

Student A: (at the hospital) How do I get to the supermarket?

Student B: Go to Grand Avenue and turn right.

The supermarket is on the right, next to the bank.

1. From the gas station to the hospital.
2. From the bank to the shopping mall.
3. From the park to the bus station.
4. From the restaurant to the parking lot.
5. From the bus station to the restaurant.



Write directions from your school to the nearest supermarket or restaurant.

Name of supermarket or restaurant _____

Go out the front door and turn _____



Name _____

Date _____



Robin Is at the Airport.

Topics: Transportation, schedules



Listen. Look at the schedule.

East-West Airlines

<u>Flight #</u>	<u>Destination</u>	<u>Departure</u>	<u>Gate</u>
321	NY: LaGuardia	9:00 A.M.	7
445	Miami	9:45 A.M.	2
371	NY: JFK	1:30 P.M.	7
829	Miami	3:30 P.M.	2
921	Chicago	4:45 P.M.	5

Ticket Agent: Next please. Good morning. May I help you?
Robin: I need a ticket to New York City.

Ticket Agent: When do you want to leave?
Robin: I want to leave as soon as possible.

Ticket Agent: Our next direct flight to New York City departs at 1:30 P.M. and arrives at JFK airport at 9:30 P.M.
Robin: That'll be fine.

Ticket Agent: Do you want a one-way or a round-trip ticket?
Robin: Round-trip, please.



Listen again. Answer the questions.

- Where is Robin going?
 New York: JFK New York: LaGuardia
- What time does the flight depart?
 1:30 3:30 371
- What is the flight number?
 330 130 371
- Did Robin buy a round-trip ticket?
 Yes No



Name _____

Date _____



Picking the Best Schedule

Topics: Schedules, decision making



Look at the airline schedule again. Answer the questions.

East-West Airlines

<u>Flight #</u>	<u>Destination</u>	<u>Departure</u>	<u>Gate</u>
321	NY: LaGuardia	9:00 A.M.	7
445	Miami	9:45 A.M.	2
371	NY: JFK	1:30 P.M.	7
829	Miami	3:30 P.M.	2
921	Chicago	4:45 P.M.	5

- David wants a morning flight to Miami, Florida.
 - What flight should he take? Flight # _____
 - What time does the flight leave? _____
- It's 8:00 A.M. Marco wants to go to New York City. He can be at the airport in 30 minutes.
 - What flights could Marco take?
Flight # _____ or Flight # _____
 - When does the last flight to New York leave? _____
- Lin and her sister are going to Chicago on flight 921.
 - What time does flight 921 leave? _____
 - Is there an earlier flight to Chicago?
 Yes No
- It's 11:30 A.M. Robin wants a flight to New York.
 - Which flight could she take? Flight # _____
 - What gate does it leave from?
 7 5 2



Name _____

Date _____

Lifeskills/
Workskills

1

The Telephone Directory

Topics: Using the telephone directory, alphabetical order

Ivers, T.	
Ivers, T.	555-1325
Jasons, A.	555-5610
Jaspers, J.	555-3984
Jenkins, G.	555-7659
Johns, A.	555-3399
Johnson, M.	555-1234
Johnson, T.	555-9091
Johnson, W.	555-8765
Jones, S.	555-2934
Kambert, M.	555-8484
Kays, H.	555-0002



Look at the directory. Answer the questions. Then check your answers with a partner.



Partner's name _____

1. You want to call Albert Johns. What is his phone number?

2. What is Sam Jones's phone number?

3. Helen Jameson has a phone now. Where will her name be on the list?

Between _____ and _____

4. Add Bill Kats to the list. Where would you put his name?

Between _____ and _____

5. Where on the list would you put Paul Johnson?

Between _____ and _____



TELEPHONE DIRECTORY



Find these telephone numbers on the telephone page below.

- | | |
|---------------------------|---------------------|
| Dennis Brooks _____ | Pamela Brooks _____ |
| Sarah Bronson _____ | Oliver Brown _____ |
| Joshua Brody _____ | Irving Cross _____ |
| Ralph Brown _____ | Russell Brown _____ |
| Robert Brown (York) _____ | Helen Brody _____ |

30 Brody—Browne	
Brody F 400 Embry Dr. Blmfld	755-8574
Brody H 2114 Oak St. Newton	689-3929
Brody Joshua 2062 Miller A. Newton	689-2297
Brody M 32 Sandra Circle York	514-7798
Brody Marc 392 Parkview Ave. York	514-2947
Brody Paul 34 Broad St. Blmfld	755-9034
Brody Paul 34 Broad St. Blmfld	755-9783
Brody R 63 River Dr. York	514-8201
Brody Robert 194 North A. Newton	689-2398
Brody Roger 33 Fox St. Davis	494-8833
Brogly G F 1180 Ridge Drive Blmfld	755-8096
Brois S J 773 Lamberts Rd. Blmfld	755-3955
Brois V M 54 Wells A. York	514-0902
Bronski John A 2245 First A. Davis	494-3997
Bronson S J 295 Bridle Path York	514-3984
Bronston J 15 N Elm Blmfld	755-3844
Brookside Research & Management Co 785 Broad St. Blmfld	755-8200
Brookman P Rbt 654 Ocean Dr. York	514-3298
Brooks A A 428 Summit Av. Newton	689-4932
Brooks David 259 Emmets York	514-7745
Brooks Dennis 127 Oak Blmfld	755-3771
Brooks Louise 122 US Hwy 41 Newton	689-0908
Brooks Murphy & Co CPAs 1122 US Hwy 41 Newton	689-0903
Brooks Pamela 167 Cooper Rd. Davis	494-3387
Brooks Robt 141 Olive St. Blmfld	755-4501
Brooks Lawn & Garden 890 US Hwy 41 Newton	689-3372
Brooks W 444 Myrtle St. Davis	494-6711
Brookside Church 67 Richards St. Newton	689-9090
Brosman R 103 Martine A. Blmfld	755-7765
Bross Irving 338 Short Dr. Blmfld	755-0317
Brostek M 532 Coles Pl. Blmfld	755-4583
Brotman David and Lynne 710 Emery Way Blmfld	755-6747
Brotman L 432 Pecos Way Blmfld	755-3925
Brower Lucille 35 Scudder Rd. Blfld	755-0316
Brower Melvin C 155 King St. York	514-5839
Brower W D 748 Boulevard Blmfld	755-4829
Brown Arden 7838 Fairacres Av. York	514-5723
Brown B 466 Broad St. Blmfld	755-0482
Brown C 483 John St. Davis	494-5484
Brown C T 203 Lyde Pl. Davis	494-7392
Brown Charles E 93 Forest Av. Blmfld	755-8293
Brown Chas A 19 Boynton Av. Blmfld	755-9394
Brown David 234 Eton Pl. York	514-5383
Brown Donald 920 North Av. York	514-3709
Brown Duane 24 Sunnywood Dr. Blmfld	755-5152
Brown Francis D 195 E 2nd St. Davis	494-9080
Brown G 239 Richmond Davis	494-7156
Brown G R 867 Westfield Av. York	514-7922
Brown George 52 Cooper Rd. Newton	689-8240
Brown George L 23 Essex Rd. Davis	494-1127
Brown H 2216 River Dr. Davis	494-6614
Brown H. 70 Montrose Av. York	514-9875
Brown Ira 815 Bridge St. Blmfld	755-8227
Brown J B Mrs 33 Valley Rd. Davis	494-3822
Brown Jas B 408 South Av. York	514-3224
Brown Jody R 2061 Mountain Av. Davis	494-4494
Brown Kenneth 921 Penn Av. Blmfld	755-5947
Brown Kevin 310 Montague Av Davis	494-4494
Brown Lrry 20 Essex Rd. Davis	494-9661
Brown Leon 13 Johnson Pl. Davis	494-9617
Brown M 1305 Boulevard Blmfld	755-9197
Brown Natalie 547 E Broad St. Blmfld	755-1132
Brown Neil W 33 Elmer St. Blmfld	755-1224
Brown Noel 265 Prospect Av. Blmfld	755-5458
Brown Oliver MD 523 North Av. York	514-4344
Brown Paul DDS 223 Summit Av. Davis	494-1703
Brown Paul 207 Grand St. Davis	494-8323
Brown Peter 107 Oak St. Davis	494-3906
Brown Philip 627 Hillcrest Rd. Blmfld	755-1523
Brown Philip 104 Willow St. Blmfld	755-8933
Brown Quentin 127 Sylvan La. Davis	494-8767
Brown R N 133 Woodland Av. York	514-6153
Brown Ralph A 754 River St. Blmfld	755-4033
Brown Regina 44 Oakland Av. Blmfld	755-5054
Brown Richard W 55 Alden Av. Blmfld	755-1182
Brown Robert 201 Downer Av. Blmfld	755-5041
Brown Robt 520 Ripley Av. Davis	494-2195
Brown Robt G 433 Center St. York	514-3398
Brown Roger 340 Coles Av. Davis	494-8861
Brown Russel W 518 Birch St. Blmfld	755-5501
Brown Stanley 83 Second St. Davis	494-0711



With another student, write and practice two telephone calls. First, call and ask to speak to a friend. Second, call directory assistance and ask for a telephone number. Present one of your dialogues to the class.

Name _____

Date _____

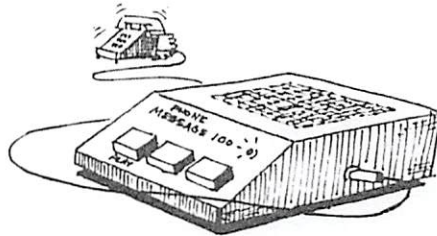


Robin Telephones Marco and Leaves a Message.

Topics: Telephoning, self-identification, leaving a message



Listen.



Hi. This is Marco. I'm not home. Please leave your name, phone number, and a message. I'll call you back as soon as possible. Thanks. Wait for the beep.

Hi, Marco. This is Robin Johnson. My number is 555-1385. I need a ride to work. Please call me. Good-bye.



Work with a partner.



Partner's name _____

1. Who called Marco? _____
2. What is Robin's phone number? _____
3. Why did Robin call Marco? _____
4. Why did a machine answer the phone? _____



From a cultural pamphlet:

To register for the Concert Series, please fill out the enclosed registration form and mail it to us with **a check or money order only** at least ten (10) days before the first concert begins.

1. When do you pay for the concert?
 - a. on the first day of the concert
 - b. after you have attended the concerts
 - c. before the first concert begins
 - d. after the concerts have started

2. How do you register for the concerts?
 - a. bring in the form and money as soon as concerts begin
 - b. mail in the form and a credit card
 - c. fill out the form and mail it in at least 10 days ahead
 - d. send in the money with the form 10 days after the concerts begin

From a manual:

Name _____

Date _____



Reading Medicine Labels

Topic: Medicine labels



Look at the medications and answer the questions. Check your answers with a partner.

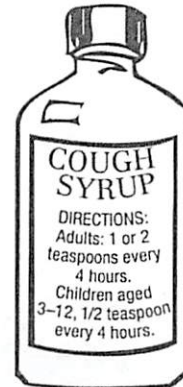


Partner's name _____

1. What kind of medication is this?

2. How many teaspoons should an adult take?

How often? _____



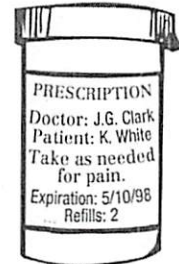
3. Should a 2-year-old child

take this medicine? Yes No

4. What kind of medication is this?



5. How often should the person take this medication?



With your partner, practice asking and answering about the prescription.

Partner's name _____

6. Who is the prescription for? _____

7. What is the expiration date? _____

8. What is the dosage? _____

9. What is the doctor's name? _____

10. Can you buy this medicine without a doctor's prescription?



Using a Dictionary

Topic: Understanding dictionary entries and abbreviations

com-pute (kəm pyōōt') *v.* -put'ed, -put'ing [L. *com-*, with + *putare*, reckon] to determine (an amount, etc.) by calculating

com-put'er *n.* an electronic machine that performs rapid, complex calculations or compiles and correlates data

con-cen-trate (kän'sen trāt) *vt.* -trat'ed, -trat'ing [L. *com*, together + *centrum*, a center + *ate*] 1. to focus (one's thoughts, efforts, etc.) 2. to increase the strength, density, etc., of
— *n.* a concentrated substance

Dictionary entries contain information about words. They contain

- the correct spelling of the word.
- the break-up of the word into syllables (*com-pute*).
- the pronunciation of the word (kəm-pyōōt').
- the parts of speech (*noun, verb*, etc.).
- the origin of the word (L.= Latin, Gr.= Greek, etc.).
- the definition of the word.
- any derivations of the word (*computer*).



Look at the dictionary entries and answer the questions. Then check your answers with a partner.



Partner's name _____

1. How many syllables does *computer* have?
 2 3 5
2. Which part of speech is listed for *compute*?
 noun verb adjective
3. Which language did the word *compute* come from?
 Greek Latin German
4. According to the entry above, how many meanings does *concentrate* have?
 1 2 3

Job Search

Topic: Classified ads



Write the word or phrase for each abbreviation. Guess any you don't know.

FT	<u>full time</u>	ref.	_____
PT	_____	req.	_____
temp.	_____	Gd.	_____
perm.	_____	HS grad	_____
AMs	_____	\$8/hr	_____
PMs	_____	\$400/wk	_____
M-F	_____	14K	_____
exp.	_____	bnfts.	_____
pref.	_____	EOE	_____
nec.	_____		



Read the ads. Change the abbreviations in the ads to words. Write each ad without its abbreviations. Compare your ads with a partner's.

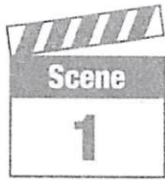


Partner's name _____

<p style="text-align: center;">GARDENER</p> <p>FT days M-F no exp. nec. \$7/hr + bnfts. Must love working outdoors. Call John, 555-1122.</p>	<p style="text-align: center;">TELEMARKETER START TODAY</p> <p>F/T, up to \$800/wk setting appointments. No exp. req. We will train. For info. call Janet 1 (800) 555-3478.</p>	<p style="text-align: center;">CASHIER</p> <p>PT, \$6.50/hr. Call the Sunflower Restaurant for an appointment. 555-1213</p>	<p style="text-align: center;">OFFICE HELP</p> <p>P/T, \$8/hr. Type 30 wpm. Computer exp. pref. Downtown Boston. Contact Jim Woo, (617) 555-9987.</p>
---	--	--	--

1.	2.	3.	4.
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
4. _____	_____	_____	_____
_____	_____	_____	_____





Lizette Is Looking for a Part-time Job.

Topics: Job-search strategies, classified ads



Listen.



- Lizette:** Excuse me, Satish. What does F/T mean in this ad?
Satish: F/T means full time. Are you looking for a job?
Lizette: Yes. I need to find a part-time job. I need to make some extra money.
Satish: Did you look on the school's job board in the Student Services office?
Lizette: No, but I will. Thanks.
Satish: Oh, look! Here's an ad you might be interested in. Can you type at least 30 words per minute?
Lizette: Yes, I can.
Satish: This is a part-time position for office help, and it pays 8 dollars an hour. Can you operate a computer?
Lizette: No, I can't.
Satish: That's too bad, because it says computer experience is preferred.



Listen to the scene again and look at the classified ad. With a partner, ask and answer the questions with complete sentences.



Partner's name _____

1. What does F/T mean?
2. Is Lizette looking for a part-time or a full-time job?
3. Why does she need a job?
4. Where is the school's job board?
5. Can Lizette type?
6. Can Lizette operate a computer?



Name _____

Date _____



Using Classified Ads in a Job Search

Topic: Classified ads, job-search strategies



Look at the abbreviations on page 3. Rewrite these "Help Wanted" ads with no abbreviations.

Cleaning People
No exp. nec., \$8/hr + bnfts
ref. req., bilingual pref.

Office Clerks
300/wk, F/T and P/T
computer exp. req., temp. only



Now write abbreviated "Help Wanted" ads for the two jobs described on the job board on page 2.

Receptionist: _____ Clerical Assistant: _____



Work with a partner. One person looks at the ads on page 3. The other person asks questions to find out the information below.

Partner's name _____

Example: What is the job title in the first ad?

Job title	Hours	Salary	Experience required	Contact
-----------	-------	--------	---------------------	---------

Ad 1 _____

Ad 2 _____

Ad 3 _____

Ad 4 _____



Work with a partner. Pretend that you need to find a job. Decide how you would or wouldn't look for a job and tell why.

Partner's name _____

I'd _____ because . . . I wouldn't _____ because . . .

- | | |
|---|---------------------------------------|
| 1. Look at message boards in stores or at school. | 3. Read classified ads in newspapers. |
| 2. Ask friends. | 4. Go to an employment agency. |
| | 5. Other (explain) _____ |



Name _____

Date _____



Lizette Calls the Acme Employment Agency and Makes an Appointment.

Topics: Calling about a job, making an appointment, taking a message



Listen.



Receptionist: Good morning. Acme Employment Agency. How may I help you?
Lizette: My name is Lizette Reyes. I'm calling about a job.
Receptionist: Yes, Lizette. Is that R-E-Y-E-S?
Lizette: Yes, it is.
Receptionist: And your telephone number, Lizette?
Lizette: It's 213-555-3821.
Receptionist: Thank you. What kind of job are you looking for?
Lizette: I'm a college student, and I'm looking for a part-time job in an office or a restaurant.
Receptionist: I'm sure we can help you find something. Can you come by the office today?
Lizette: Yes. Is this afternoon at 3 o'clock all right?
Receptionist: That will be fine. We'll see you then. Good-bye.
Lizette: Good-bye.



Listen again. Fill in the card with Lizette's information.



Time called: <u>9:15</u> A.M.	
Date: _____	_____ P.M.
Name: _____	_____
first	last
Phone number: _____	_____
area code	number
Type of job wanted: _____	
Interview time: _____	





Authentic practice 2

Reading

A. Read the ads. Answer the questions.

a

Company: Brown
Construction Company
 Position: Electrician's assistant
 Experience required.
 Part-time Full-time
 Hours: 9:00 to 1:00
 For an interview call 555-1000.

b

Good Neighbor Direct • 4338 DiPaola Center, Glenview IL 60025 • (800) 772-2279

FREE AD

Position: Housekeeper Phone _____
 Part-time _____
 Hours: 7:00 to 12:00 Phone _____
 No experience required. Phone _____
 Apply at the 100 Garden Phone _____
Street entrance. Phone _____
 Name Northview Hotel Date _____

c

Company: General Hospital
 Position: Nurse's aide
 Part-time Full-time
 Hours: 6:00 to 2:00
 Experience required.
 Apply at 30 River Road.

d

Good Neighbor Direct • 4338 DiPaola Center, Glenview IL 60025 • (800) 772-2279

FREE AD

Position: Plumber's helper Phone _____
 No experience required. Phone _____
 Driver's license required. Phone _____
Full-time Phone _____
 Hours: 7:00 to 3:30 Phone _____
 Call 555-1234 for an interview. Phone _____
 Name Express Date _____ Phone _____
Plumbing

e

Company: Office of
Dr. Jose Mendoza
 Position: Nurse
 Experience is required
 Part-time Full-time
 Hours: 10:00 to 5:00
 Call 555-2380 for an interview.

f

Good Neighbor Direct • 4338 DiPaola Center, Glenview IL 60025 • (800) 772-2279

FREE AD

Position: Child care worker Phone _____
 No experience required. Phone _____
Part-time Phone _____
 Hours: 3:30 to 6:00 Phone _____
 Apply at 215 Bridge Street Phone _____
after 2:30. Phone _____
 Name Child Care Center Date _____ Phone _____

1. How many jobs are full-time? _____
2. How many jobs require experience? _____

Full-time and part-time
 full-time = 40 hours per week
 part-time = under 40 hours, for example, 20 hours per week

B. Critical thinking. These people want jobs. Where can they apply? Write the letter of the ad.



Espinoza

1. Right now Rosa Espinoza is a homemaker. She has no job experience, but she can fix microwaves, lights, sinks, and toilets. She can fix cars and trucks, too. She has a driver's license. She needs a full-time job. _____



Romano

2. Lisa Romano works at Best Supermarket every day from 8:00 to 2:00. She wants a part-time job. She likes to take care of children. She likes to cook and clean, too. _____



Salem

3. Jamal Salem was a nurse in his country. He can take a full-time or a part-time job. He has three small children. His wife's job starts at 4:00. Jamal needs to be home at 3:00 to take care of his children. _____

Housing

Topic: Common housing abbreviations

Common Housing Abbreviations		
Abbreviation	Word	Example
Br	Bedroom	2 Br = A two-bedroom house, apartment, or condominium
Ba	Bathroom	2 Ba = The house or apartment has two full bathrooms.
Hse	House	Hse for rent = House for rent
Apt	Apartment	Apt for rent = Apartment for rent
Furn	Furnished	Furn apt = Furnished apartment (The apartment has all furniture and appliances included.)
Unfurn	Unfurnished	Unfurn hse = Unfurnished house (The house has no furniture included.)
Util	Utilities	Util = gas, electricity, heat, and water
Incl	Included	Util incl. = Utilities are included in the rent. (You don't pay for utilities.)
Dep	Deposit	One month deposit = You must pay rent for one extra month before you move in. This money is returned when you move out.



Read the ads. Change the abbreviations to words. Write the ads without abbreviations.

1.

2BR. 2BA HSE. FOR RENT
\$900 PER MONTH
NO DEP.

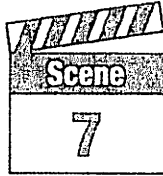
2.

VACANCY 1BR. 1BA. FURN.
APT. \$600 UTIL. INCL.
1 month dep. req.



Name _____

Date _____



Robin Shows Marco Her Apartment.

Topics: Housing, describing where you live



Listen.



Robin: Hi, Marco. Come on in.
Marco: Hi, Robin. Wow! You have a big apartment.
Robin: Yes. I do. I share it with a roommate.
Marco: How many bedrooms does it have?
Robin: Two bedrooms and two bathrooms.
Marco: Do you have a big kitchen?
Robin: Yes. Look: we have a kitchen table and chairs in there.
We also have lots of cabinets.
Marco: This is wonderful!

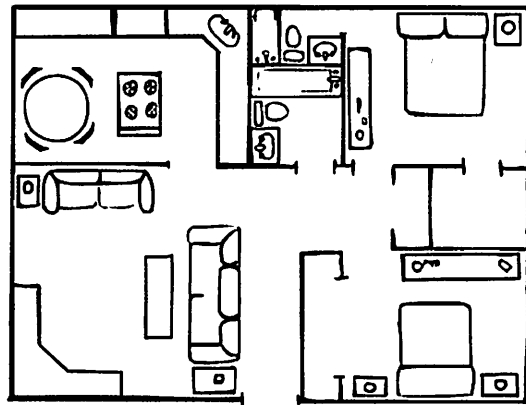
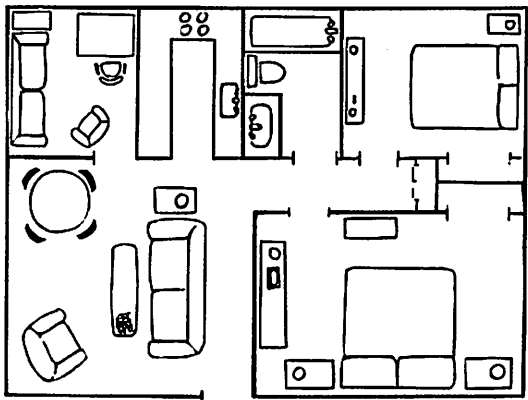


Listen again. Look at the floor plans for two apartments. Circle the floor plan that best describes Robin's apartment.



Apartment A

Apartment B



Describe the differences between the two floor plans to a partner.

Partner's name _____

You can use words and sentences like these.

*Apartment A has 1 bathroom, but apartment B has 2.
They both have living rooms.*



Name _____

Date _____



Reading Classified Ads

Topics: Housing, reading ads



Read the ads for apartments. Answer the questions.

FOR RENT

1 BR APT.
\$ 650
CALL 555-1325

How much is the rent?

\$ _____

APARTMENT FOR RENT

2 BR, 2 BA
\$ 900.00
NO PETS
CALL RENEE
555-1998

How many bedrooms does the apartment have? How many bathrooms?

STUDIO APT.
FURNISHED, UTIL INCL
\$395 + 1 mo. dep.

How much is the deposit?

\$ _____

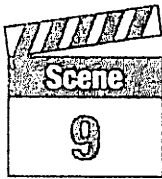
VACANCY
1 BEDROOM
\$ 500 SEE MGR.,
APT. A

Who can you talk to about the apartment?



Name _____

Date _____



Marco Calls About an Apartment.

Topics: Housing, calling about an apartment, making an appointment



Listen.



Mr. Chang: Hello.
Marco: Hello. I'm calling about the apartment for rent.
Mr. Chang: We have two. Which one are you interested in?
Marco: The two-bedroom, two-bath apartment.
Mr. Chang: OK. How can I help you?
Marco: Are the utilities included?
Mr. Chang: The utilities are not included. You pay for the gas and electricity. Do you want to see the apartment?
Marco: Yes. Can I come by tomorrow?
Mr. Chang: Yes. I'll be there tomorrow morning between 9:00 and 11:00.
Marco: See you then.



Listen again and look at the ads. Put a check (✓) under the ad for the apartment Marco wants to see.

FOR RENT
2BR, 2 BA APT
NO PETS
\$ 1,100
CALL 555-1434

FOR RENT 2BR, 1BA
UTIL INCL, \$775
CALL 555-1009

Answer the questions.

Marco is interested in the apartment with two baths.

Yes No

Marco has a dog.

Yes No

Marco made an appointment for 1:00 today.

Yes No



Name _____

Date _____



Filling Out a Rental Application

Topics: Housing, filling out an application

Fill in the application with your own information.

RENTAL APPLICATION	
NAME	_____ first _____ last
DATE OF BIRTH	_____ month _____ day _____ year
SOCIAL SECURITY NO.	_____
DRIVER'S LICENSE NO.	_____
PRESENT ADDRESS	_____ number _____ street
	_____ city _____ state zip _____ code
HOME PHONE (_____)	_____ number
	area code
EMPLOYER	_____
EMPLOYER'S ADDRESS	_____ _____
MONTHLY INCOME	_____
LIST OF OCCUPANTS (include yourself)	
name	relation to you (example: wife, child, parent)
_____	_____
_____	_____
_____	_____
_____	_____
I declare that the above information is true.	
_____	_____
signature	date



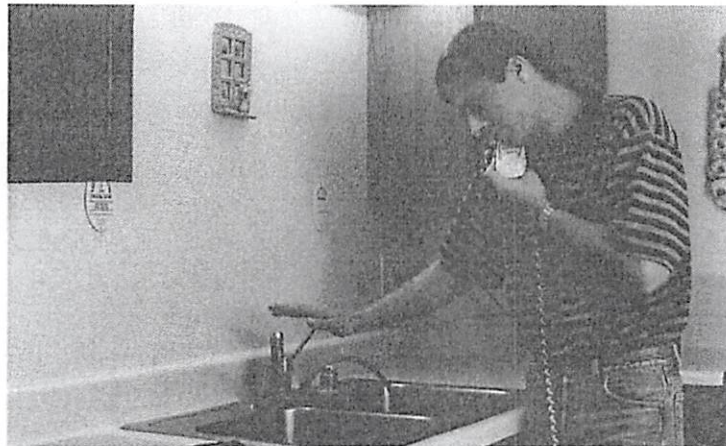


Marco Calls the Landlord About a Problem.

Topics: Housing, reporting housing problems



Listen.



Mr. Chang: Hello.
Marco: Mr. Chang?
Mr. Chang: Yes.
Marco: This is Marco Aguilar in Apartment 2C. I have a problem.
Mr. Chang: What is it?
Marco: The faucet in the kitchen is leaking.
Mr. Chang: I'll be right over.
Marco: Thank you. Good-bye.



Listen again.



What's Marco's problem?

What can Marco do if Mr. Chang will not fix the faucet?

What would you do?



Reading Classified ("Help Wanted") Ads

Topics: Job search, classified ads



Read the "Help Wanted" ad. Write the number next to the abbreviation.

- FT = full time _____
- PT = part time _____
- temp. = temporary _____
- perm. = permanent _____
- eves. = evenings _____
- no exp. = no experience _____
- pref. = preferred _____
- req. = required _____
- \$5/hr. = 5 dollars per hour _____
- \$400/wk. = \$ 400 per week _____
- 14K = \$ 14,000 _____
- bnfts. = benefits _____
- EOE = equal opportunity employer _____

1 2
FT perm. position
3
days and eves. No
4 5 6
exp. req. \$8/hr +
7
bnfts. Call 555-1121.
8
EOE



Work with a partner. Take turns asking and answering the questions about the ads.



Partner's name _____

RESTAURANT CASHIER
PT. Exp. req.
\$6/hr.
Call Mr. Dills, 555-3399.

OFFICE HELP
Busy office seeks FT office aide.
No exp. req. \$300/wk. + bnfts.
Call 555-9989 to apply.

1. What's the job title?
Restaurant cashier
2. What's the pay?

3. Is it a full-time or a part-time job?

4. How do you apply for the job?

5. Can you apply for this job?
 Yes No

1. Is experience required?

2. What's the salary?

3. Does this job offer benefits?

4. Where is the job?

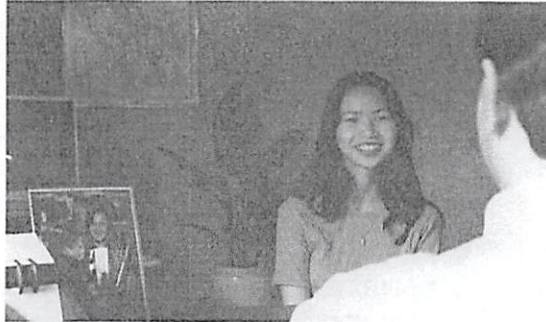
5. Can you apply for this job?
 Yes No





Lin Has a Job Interview.

Topic: Preparing for an interview



Listen.



- Mr. Dills:** Come in.
Lin: Hello. I'm Lin Tran. Are you Mr. Dills?
Mr. Dills: Yes, I am. May I help you?
Lin: I'm here about the cashier's job.
Mr. Dills: Do you have any experience working in a restaurant?
Lin: Yes. I worked in a restaurant for two years.
Mr. Dills: What did you do?
Lin: Almost everything, but I didn't cook.
Mr. Dills: Do you know how to operate a cash register?
Lin: Yes, I do.
Mr. Dills: Excellent. We need a cashier to work the lunch shift Monday through Friday, from 11 A.M. to 3 P.M. The job pays 6 dollars an hour. Are you interested?
Lin: Yes, I am.
Mr. Dills: Fill out this application and give it back to me. I'll call you when I make a decision.
Lin: Thank you, Mr. Dills. Good-bye.



Listen again. Answer the questions.



- Does Lin have any experience for this job?
 Yes No What kind of experience? _____
- Is this a weekend job? Yes No
- What is the work schedule? _____
- Do you think Lin is qualified for the job?
 Yes No Why or why not? _____
- Are you qualified for the job?
 Yes No Why or why not? _____



NOUNS + PREPOSITIONS

In the following sentences, circle the correct preposition. Good luck!

1. I really need a BREAK {of, at, from} drinking alcohol!
2. Her skin has a really bad REACTION {with, to, at} the sun.
3. There has been a huge RISE {in, with, at} food prices recently.
4. I think I have an ADDICTION {with, about, to} chocolate.
5. I have great RESPECT {for, with, in} the teachers at my school.
6. I went on a date on Tuesday and I felt a real CONNECTION {at, about, with} him.
7. I had no CONTROL {about, over, for} the British team losing that game!
8. There was a huge SEARCH {at, for, with} my missing camera, but nobody found it.
9. She caused major DAMAGE {about, for, to} his car when she crashed into it.
10. I didn't think there was any REASON {between, to, for} him to shout at me.

Read the story and circle the correct words.

An American named Jones is in on at a boat trip. The first day of the trip, he sits opposite a Frenchman by near for lunch. The Frenchman arrives late.

As he comes in, he turns around and to Mr. Jones and says, "Bon appetit."

Mr. Jones, who knows no French at all, thinks that the Frenchman is love giving try his name, so he stands up and says, "Jones."

The second day the Frenchman other go arrives late and says, "Bon appetit."

Mr. Jones gets up and says "Jones." The third day the same thing since had happens.

The fourth day, not as is Mr. Jones is taking a morning walk around the boat, he meets an old friend. His friend asks him how the trip is going. Mr. Jones gets have mentions that there is an Italian man named Bonappetit opposite his them him at lunch.

His friend in understands is the situation immediately. He explains that the man isn't Italian. He tells Mr. Jones that the man is French and that he is wishing must have him a pleasant lunch. Mr. Jones decides to correct the situation.

Mr. Jones arrives late meet said for lunch that day. When he walks into the dining area, the Frenchman is do coming already eating. Mr. Jones says, "Bon Appetit." The Frenchman smiles and says, "Jones."

The use of "cloze" passages* is another way to develop context as well as other comprehension skills. A "cloze" paragraph is one in which one word is omitted at regular intervals. In the sample portion of a cloze paragraph that follows, the pupil must supply every fourth word, by choosing one from those in the "word box" within the paragraph.

When Alec Thomas **rode goes went came** to the county
seat court fair sale with his father **and to of for** exhibit his bull,
he we they I had no inkling **of for to what** the adventure
which **finds catches might awaited** him. Alec was
seeing doing looking going forward to seeing
those whose some the carnival and taking **that a him place**
ride on the **big water Ferris Wilbur** wheel. He did not
feel want expect care his bull to **lose stamp catch win** any
prizes, but **their his my our** father thought he
should might did often learn some useful
spots ways helps things about cattle raising.

- The "cloze" technique was developed by Wilson Taylor.

Driving Rules (Modal verbs)

Choose the correct verb

1. If you drive a car, you ____ have a driving licence.
a. should b. must c. can
2. You ____ drink a lot and drive.
a. shouldn't b. mustn't c. don't have to
3. When you are in a car, you ____ wear a seatbelt.
a. should b. must c. may
4. When driving a car, you ____ listen to the radio.
a. should b. must c. can
5. You ____ to pay road tax if you own a car.
a. should b. must c. have
6. You ____ stop at a red traffic light.
a. should b. must c. have
7. When you ride a motorbike you ____ wear a helmet.
a. should b. must c. have
8. You ____ smoke while you are driving.
a. should b. must c. can
9. If you own a car, you ____ have insurance.
a. should b. must c. can
10. You ____ exceed the speed limit.
a. shouldn't b. mustn't c. don't have to

Write It Down

Refer to page 76. Then read the following information.

Mei Ling had called her landlord, Mr. Harris, to report a problem with the stove. She had asked him to fix it, but he never did. She called him several more times, but he never answered the phone. Now she has decided to write him the following note.

February 15, 1989

Dear Mr. Harris,

I'm writing to remind you that the pilot in the stove is broken. I know that you are busy, and I'm very sorry to disturb you, but the stove needs to be fixed at once. Please attend to this matter as soon as possible.

Sincerely,

Mei Ling Sung
Mei Ling Sung Apartment 325

Now imagine that you have been calling your landlord to complain about a problem in your apartment. He/she is not answering the telephone. Write him/her a note describing one of the problems from your list on page 78.

(Date)

Dear _____,

Sincerely,

(Your Name) (Apt. _____)

Word Bank

Electricity and Gas Words

energy sources	safety outlet caps	gas stove
electric plugs	shocked	gas leak
wall outlet	control mechanism	gas outlet
electric outlet	light bulbs	pilot
electric heater	light switch	floor furnace
electric appliances	cord	gas appliance
thermostat	tubing	

Lease Agreement Words

security deposit	continue
cleaning deposit	sublet
key deposit	commence
utilities	acknowledge
premises	renew
permission	

Repair Words

repair
change
check
fix
replace

Other Words

responsibility	cover
complaint	prevent
consequence	protect
safety rules	connect
custodian	climb
janitor	twist
accidents	notice
injury	bother
disturb	

Words That Describe

several
dangerous
household
frayed
broken

Thank-You Letters

A **thank-you letter** is written to someone who gives you a gift or who does something nice for you.

There are 17 mistakes in the following thank-you letter. Write the letter correctly in the space below. Be sure to use capital letters, commas, and periods where needed.

321 west lee
tulsa oklahoma 65432
november 15, 1980

dear grandmother

thank you for the blue sweater you sent for my birthday. it fits me very well I will wear it when we visit you at christmas so you can see how nice it looks

your grandson
bryan

Letters

When children are absent from school, they usually need a letter to return to school. Every letter has five important parts:

1. the date
2. the person's name you are writing to
3. what you want to say
4. a good-bye or thank-you
5. the person's name who wrote the letter

Feb. 28, 1993

Dear Teacher,

Tom was sick.
Please excuse him
from school.

Thank you,
Mrs. Day

Read the letter and answer the questions.

1. What's the date? _____
2. Who is the letter to? _____
3. What's the matter? _____
4. Is there a good-bye or a thank-you?

5. Who wrote the letter? _____

8

Address an envelope



GET READY

Where is the post office in your community?



ENVELOPES

Mr. David Smith
3592 28th St.
Alexandria, VA 22302



Mrs. Barbara Anderson
2930 Rose Avenue
Apartment 3
Los Angeles, CA 90243

A Read the envelope. Answer the questions.

1. Who is sending the letter? _____
2. Who is the letter for? _____
3. What is David Smith's street address? _____
4. What is Barbara Anderson's title? _____

B You are writing to a friend or family member. Address the envelope to that person. Write your return address.



Speaking Note

Ask for clarification by asking for spelling. *Could you spell that, please?*

WHAT DO YOU THINK?

PAIRS Imagine you receive a letter at your house, but it is not for you or anyone who lives with you. What should you do?

Name _____

Date _____



Banks: Writing Checks and Deposit Slips

Topic: Banking



Use the information to complete the check.

- today's date
- pay to: the telephone company
- amount: \$256.34
- your signature


49

Downtown Savings Bank 123 Main Street Anytown, USA	603
	_____ 19 _____
PAY TO THE ORDER OF _____	\$ _____
	_____ DOLLARS
Memo _____	_____
112200 580 370 204 4323110	

1936

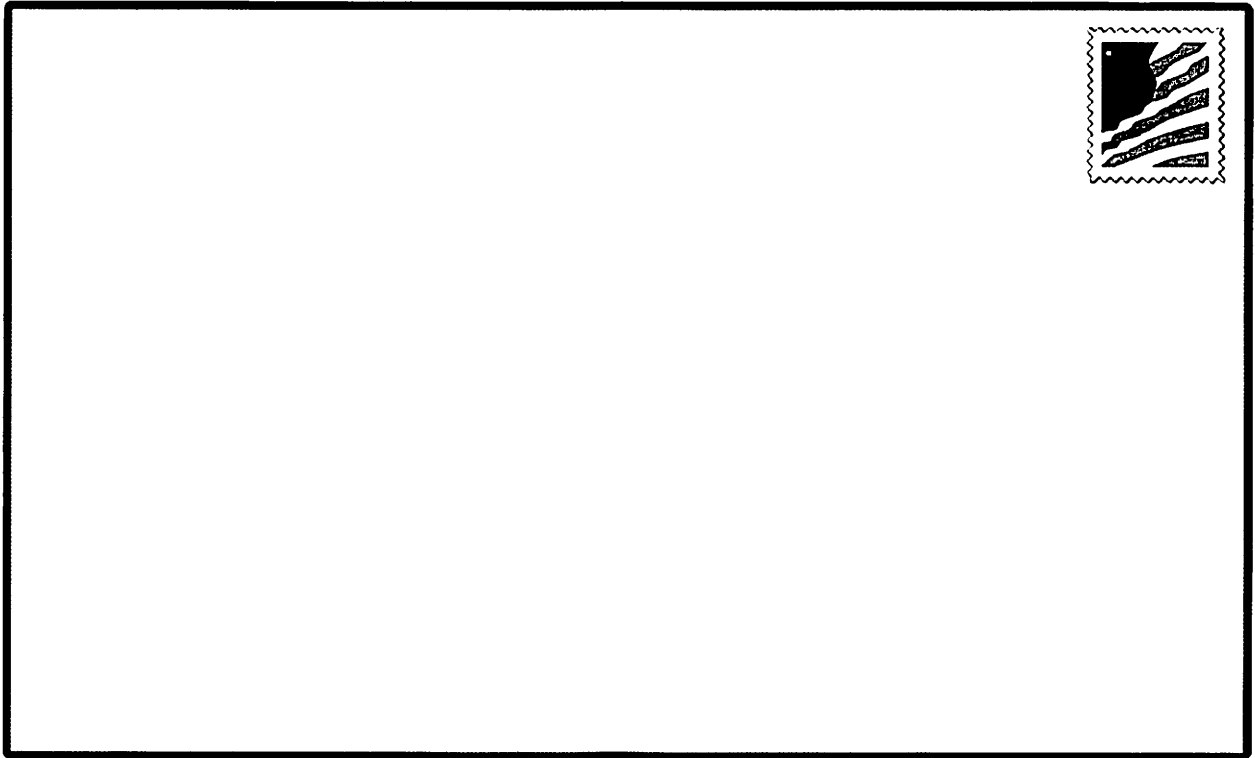
DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS  Security Features Details on back

FOR _____

⑆000000186⑆ 000000529⑈ 1000



You have a credit card account with Bank of America. Your statement totaling \$215.75 has just arrived in the mail. You want to make payment in full. Write the check and then address the envelope. The bank's payment address is P.O. Box 175, Wilmington, DE 19801.