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TEACHER GUIDE

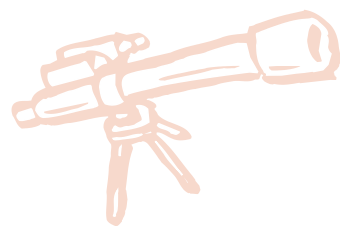
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EASY MARKING™ ANSWER KEY

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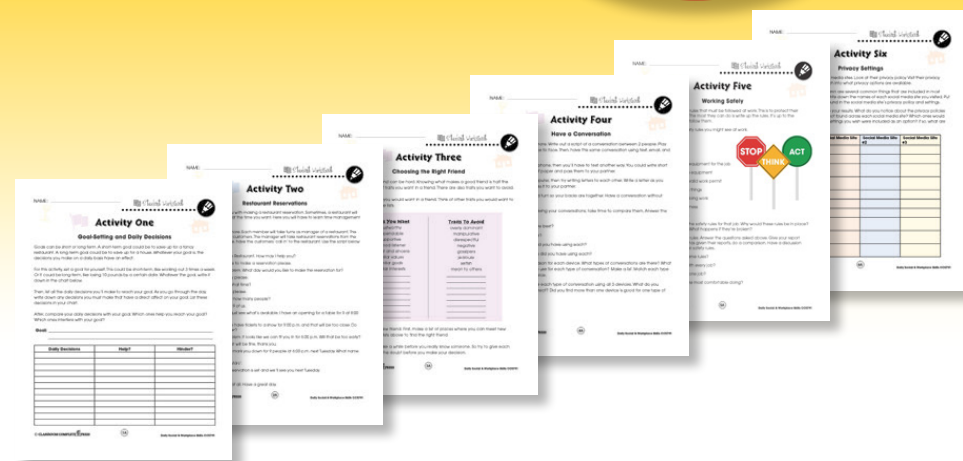
MINI POSTERS

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Making Appointments & Filling Out Forms

1. Topher is filling out a rental application form. List all the things that you think will be on the form.

2. Zoey is filling out the emergency contact part of a form. List all the things that you think will be on the form.

3. Write each term beside its meaning.

| | | |
|-------------------------|----------------------|----------------|
| information reservation | appointment walk-ins | relevant forms |
|-------------------------|----------------------|----------------|

- _____ a) A planned meeting.
- _____ b) Coming in off the street with no appointment.
- _____ c) To save a time and a place for something.
- _____ d) A sheet of paper to be filled out.
- _____ e) To be closely connected.
- _____ f) Things learned about something.



Making Appointments & Filling Out Forms

Filling out forms is a normal thing to do in lots of places. Say you made an appointment to see a doctor. You may have to fill out a 'new patient form'. This is so the doctor has all your information.

- ✓ Name
- ✓ Contact information (address, phone, email)
- ✓ Gender
- ✓ Marital status

There are two things you will be asked for. This is your personal and relevant information. Personal is your name and how to reach you.

Relevant is anything that applies to the reason for the visit. Say you're filling out a 'new patient form'. Relevant information will be the reason for the visit. It can also be any medicine you're taking and if you have any allergies.

Social Tip

Don't give out your phone or email if you don't want to be contacted.

Francis is a new patient. Here is a new patient form that Francis fills out.

| | | | |
|--|--------------------|----------------------------|--------|
| PERSONAL | | | |
| Schooling | Francis | Initial | Male |
| Last Name | Francis | First Name | Gender |
| 123 | St. James St. | Unit B | |
| Address | Street | Apartment # | |
| Ottawa | Ontario | K1G 0H3 | |
| City | Province | Postal Code | |
| francis_schooling@mail.com | 613-555-6195 | 08/17/1993 | |
| Email | Phone | Date of Birth (mm/dd/yyyy) | |
| Amanda Schooling | Mother | 613-555-6195 | |
| Emergency Contact | Relationship | Phone | |
| COVERAGE <input type="checkbox"/> none <input checked="" type="checkbox"/> healthcare | | | |
| OHIP | 1234-567-890-AB | | |
| Provincial Healthcare | Health Card # | | |
| HEALTH | | | |
| Peanuts, cat hair | None | None | |
| Allergies | Current Medication | Past Medication | |



Making Appointments & Filling Out Forms

1. Circle the word **APPOINTMENT** if the situation needs an appointment. Circle the word **WALK-IN** if it doesn't.

- a) Victoria goes to the clinic during her day off.
APPOINTMENT **WALK-IN**
- b) Hunter and Ethan go to the local deli for lunch.
APPOINTMENT **WALK-IN**
- c) Sebastian goes to see his eye doctor.
APPOINTMENT **WALK-IN**
- d) Natalie stops by the hair cutters on her way home.
APPOINTMENT **WALK-IN**

2. Fill in each blank with the correct word(s) from the reading.

Filling out forms is a normal thing to do in lots of places. Say you made an _____ a

to see a doctor. You may have to fill out a '_____ form'. There are two things

you will be asked for. _____ c is your name and how to reach you. _____ d

is anything that applies to the reason for the visit.



Making Appointments & Filling Out Forms

3. Lillian is filling out an application form for a new job. First she puts in her name, address, phone number and email address. Then, she lists where she went to school and what her last job was. Underneath, she lists some of her skills. Finally, she adds some people as her reference. She puts down their name, their phone number, and how she knows them.



List the relevant information found on this form. Why is it relevant?

Graphic Organizer

4. Use the graphic organizer on page 18 to help you fill out forms. All forms are different. One thing every form has in common is your personal information. The organizer is a sample of a general form. Fill out the form with your personal information. Keep this in a safe place. Somewhere you'll know where to find it. Use it as a reference when filling out forms.



Workplace & Volunteering Behaviours

Career Path Map

Ideal Career Path:

Step 1: Interests

Step 2: Education

Step 3: Steps

Step 4: Outcome



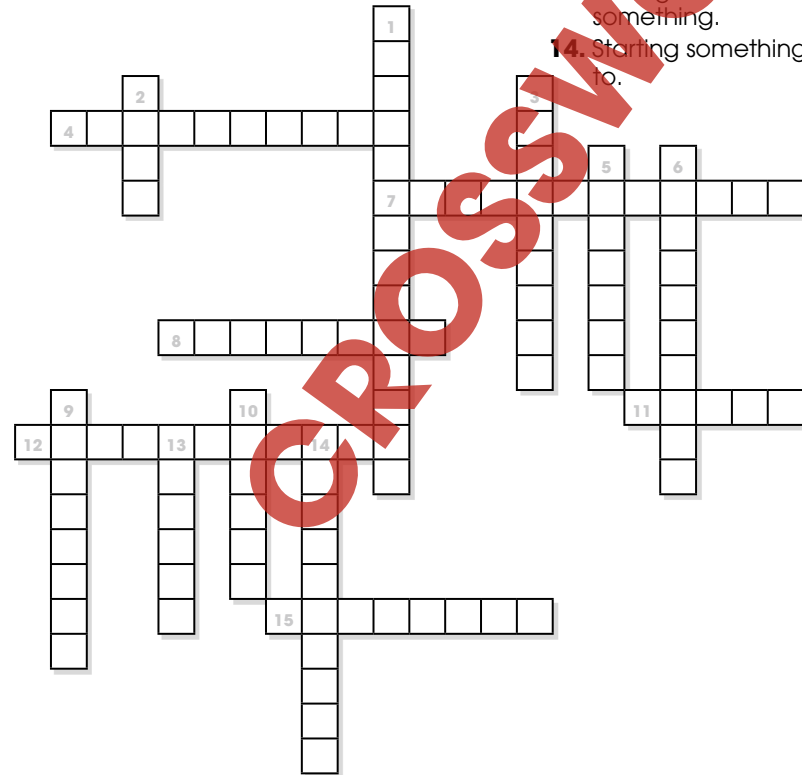
Crossword Puzzle!

Across

- 4. Rely and trust to do something.
- 7. A friend you don't know very well.
- 8. Things you do every day.
- 11. Things you want to reach in your life.
- 12. An appointment you make with a restaurant.
- 15. When people show up without an appointment.

Down

- 1. Not wasting time.
- 2. Junk mail.
- 3. How you act.
- 5. What you wear at work.
- 6. An exact copy of something.
- 9. When something applies to something else.
- 10. When someone breaks into your account.
- 13. Letting someone know about something.
- 14. Starting something without being told to.



Word List

acquaintance
behaviour
carbon copy
dependable
goals
hacked
initiative
relevant
report
reservation
routines
spam
time
management
uniform
walk-ins



Comprehension Quiz

Part A

18

Circle **TRUE** if the statement is TRUE or **FALSE** if it is FALSE.

- 1. Saving up for a new car is a daily routine.
TRUE **FALSE**
- 2. Appointments help manage time.
TRUE **FALSE**
- 3. A friend is someone you like to spend time with.
TRUE **FALSE**
- 4. It's okay to text for work.
TRUE **FALSE**
- 5. It's good to be at least 5 minutes early for work.
TRUE **FALSE**
- 6. The best way to protect yourself is to set your privacy.
TRUE **FALSE**

6

Part B

2. Put a check mark (✓) next to the answer that is most correct.

a) Which is an example of relevant information?

- A Name
- B Address
- C Gender
- D Allergies

b) What is NOT a way to behave at work?

- A be honest
- B be selfish
- C show loyalty
- D be kind

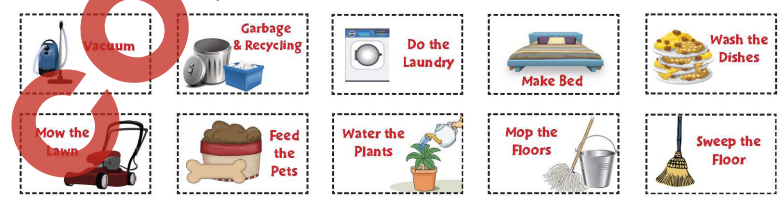
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SUBTOTAL: /8

Weekly Home Chore Chart

MY CHORE CHART

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|------|------|-------|------|--------|------|------|
| | | | | | | |
| | | | | | | |
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Daily Routines & Time Management

1. **Circle** the word **TRUE** if the statement is TRUE or **Circle** the word **FALSE** if it is FALSE.

- a) Brushing your teeth is a daily routine.
TRUE FALSE
- b) Time management will not help you reach your goals.
TRUE FALSE
- c) Long-term goals can be reached quickly.
TRUE FALSE
- d) Being able to make good decisions will help you reach your goals.
TRUE FALSE

2. Put a check mark (✓) next to the answer that is most correct.

a) Which is an example of a long-term goal?

- A See a movie.
- B Go shopping.
- C Get a job.
- D Buy groceries.

b) What is the first step to making good decisions?

- A Pick the best way to reach your goal.
- B Make a goal.
- C Make a list of ways to reach your goal.
- D Make a pros and cons list.



1.

a) TRUE

b) FALSE

c) FALSE

d) TRUE

2.

a) C

b) B

10

1.

Answers will vary, but may include: name, current address, contact information, employer, income.

2.

Answers will vary, but may include: name of contact, contact information, relationship.

3.

13

Answers will vary.

14

3.

Relevant information: education, employment, skills, and references. These are relevant because she is filling out a job application form. When applying for a new job, you will always need to provide your education, what job experience you have, any skills that will help you, and references from people you've worked with.

17

1.

a) WALK-IN

b) WALK-IN

c) APPOINTMENT

d) WALK-IN

2.

a) appointment

b) new patient

c) Personal

d) Relevant

16



EASY MARKING ANSWER KEY