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TEACHER GUIDE

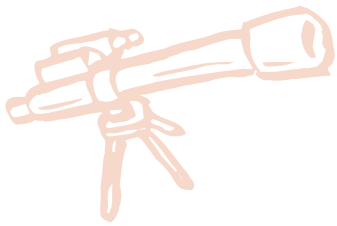
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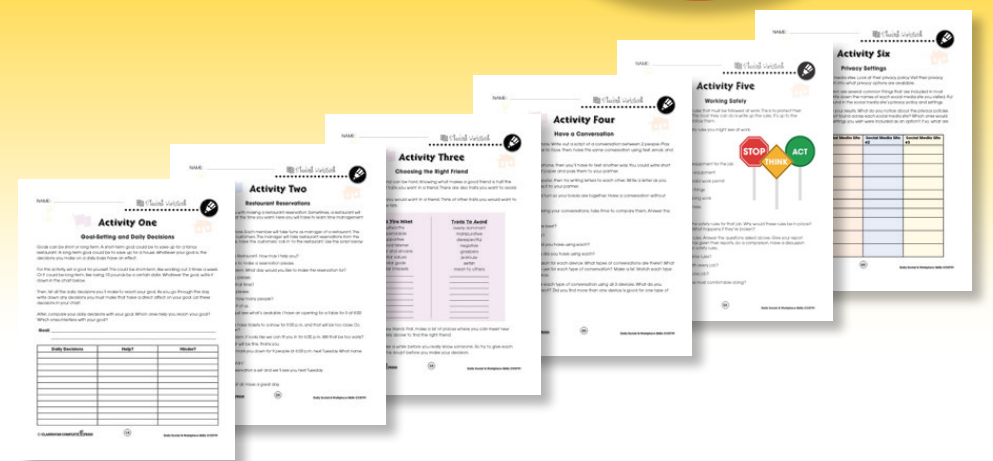
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Making Appointments & Filling Out Forms

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 | First Name | Gender | |
| 123 | Seamore St. | Unit B. | |
| Address | | Apartment # | |
| San Diego | California | 92159 | |
| City | State | Zip | |
| francis_schooling@mail.com | 619-555-6195 | 08/17/1993 | |
| Email | Phone | Date of Birth (mm/dd/yyyy) | |
| Amanda Schooling | Mother | 619-555-6195 | |
| Emergency Contact | Relationship | Phone | |
| COVERAGE | | | |
| <input type="checkbox"/> None | <input checked="" type="checkbox"/> Insurance | | |
| Fielding Insurance | 1234567 | 1234567890 | |
| Company | Group # | Policy/ID # | |
| 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 free 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 '_____ b 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 12 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.



Team Building Exercises

Get into groups of 6 or more people. Try to get into groups with people you don't know well. Below are 3 different team-building games. Each game is meant to build communication skills. Finish each game in your group. How are your group's communication skills after finishing each game?

1. Blindfold Maze

Split your group in half. One half will be blindfolded. Pair one blindfolded person with someone who isn't. Make a maze using different obstacles. Have the blindfolded person at the start of the maze. Have their partner at the finish line. Using communication, the blindfolded person will be moved through the maze to the finish line by their partner. The pair with the fastest time wins. Have each pair take turns being blindfolded.



2. One-Sided Debate



Get into pairs. Write a bunch of topics on cards. Mix them up. Pick a card without looking. One person will start by saying what they think about the topic. This person will list reasons for why they think this way. The other person will sit quietly and listen. When done, the listener will tell the speaker what he or she said. The listener will not agree, disagree, or say what they think about the topic. When done, have the pairs switch roles.

3. Building Communication

Split the group in half. Separate the groups so they can't see each other, but can hear each other. The group will have to build a bridge. Use different materials, like wooden sticks, straws, string, glue, and tape. Have each group make one side of the bridge. These two sides will then be brought together. The two groups will have to work together by only talking to each other.



Word Search

Find all of the words in the Word Search. Words are written horizontally, vertically, diagonally, and some are even written backwards.

- | | | | | |
|--------|-----------|-------------|----------------|------------------|
| rely | trusted | initiative | social media | acquaintance |
| goals | uniform | personal | appointment | privacy settings |
| spam | hacked | behavior | professional | communication |
| verbal | relevant | nonverbal | carbon copy | time management |
| report | interests | impersonal | dependable | |
| casual | routines | reservation | cyber bullying | |



Comprehension Quiz

Part C

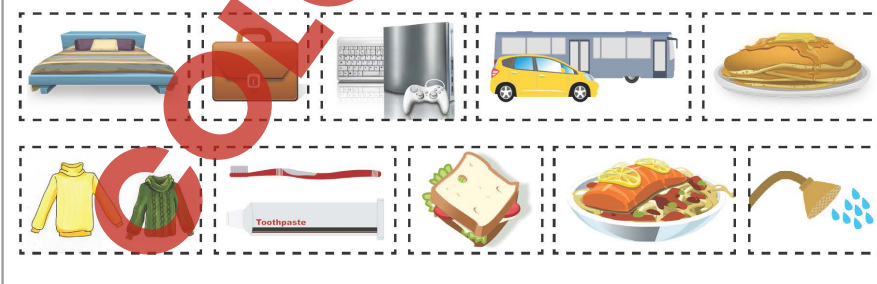
Answer each question in complete sentences.

- What is the difference between short-term and long-term goals? 2
- Why is it a good thing to set up an appointment? 2
- What are the 3 different types of communication? 3
- Why is the subject line important in an email? 3

Planning Your Day Chart

Daily Planner

| | |
|------------|-----------|
| 7am _____ | 2pm _____ |
| 8am _____ | 3pm _____ |
| 9am _____ | 4pm _____ |
| 10am _____ | 5pm _____ |
| 11am _____ | 6pm _____ |
| 12pm _____ | 7pm _____ |
| 1pm _____ | 8pm _____ |





Making Appointments & Filling Out Forms

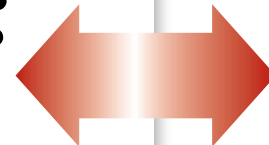
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APPOINTMENT **WALK-IN**

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APPOINTMENT **WALK-IN**

d) Natalie stops by the hair cutters on her way home.
APPOINTMENT **WALK-IN**



1.

a) **WALK-IN**

b) **WALK-IN**

c) **APPOINTMENT**

d) **WALK-IN**

2.

a) **appointment**

b) **new patient**

c) **Personal**

d) **Relevant**

EASY MARKING

ANSWER KEY

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 '_____ b form'. There are two things

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