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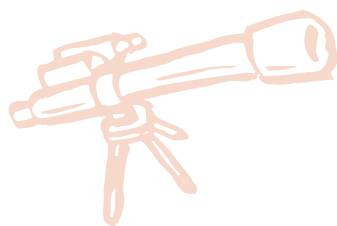
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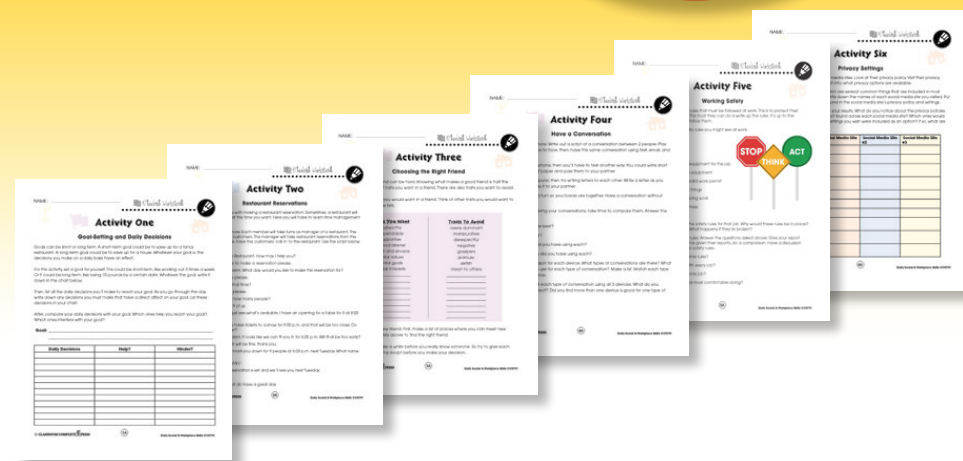
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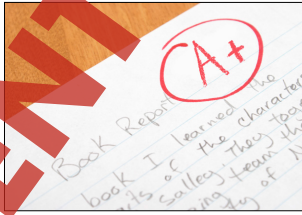
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## Daily Routines & Time Management

1. David wants to be a doctor. He needs to get into a good medical school. To do that, he needs good grades. He needs to do well on the test he has on Friday. What are David's long-term goals?



2. Layla is getting married next year. She wants to lose at least 30 pounds before then. She has made a plan to lose 5 pounds every 2 months. What are Layla's short-term goals?



3. Finish each sentence with a word(s) from the list.

decisions  
skills

time management  
planner

routines  
goals

- a) Ava had to learn some dance \_\_\_\_\_ for the recital.
- b) Henry made a list of \_\_\_\_\_ to reach by the end of the year.
- c) Charlotte shows good \_\_\_\_\_ by making time for a meeting.
- d) Mia lists her \_\_\_\_\_ in her resume.
- e) Joshua keeps track of things in a daily \_\_\_\_\_.
- f) The \_\_\_\_\_ you make changes what happens.



## Daily Routines & Time Management

Daily routines are important. They can help make sure you get everything done in time.



To help you with your daily routines, it's important to set some goals for yourself. Goals can be either short or long term. Short-term goals are things you want to do soon. Long-term goals are things you want to do later.

Short Term Goals	Long Term Goals
Write a paper	Get a job
Buy new clothes	Buy a house
Plan dinner	Get married



Time management means you don't waste time. Having good time management skills will help you get things done. You can use these skills in your daily routines to help you reach your short or long term goals.

### Workplace Tip

Try to set a daily goal of finishing 1 work-related project.

Madison keeps track of her routines in her planner. A planner is where you write down appointments and tasks you have. Here are the steps she takes when making appointments:

1. Mark down daily routines to know when you have free time.
2. Include all travel time.
3. Plan to be early. Leave room for surprises.
4. Set a reminder or an alarm.
5. Mark down anything that you will need.
6. Call to cancel if you can't make it. Give as much notice as you can.



## 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.



## Daily Routines & Time Management

3. Amelia sets a goal on Monday to finish a research paper by Friday. She then makes a list of ways she can reach her goal. They are listed below. Make a list of pros and cons for each way Amelia can reach her goal. Pick the best way and explain why.

**Goal: Finish a research paper in 5 days.**

**Ways to reach goal:**

1. Do all the research and write the paper on Thursday.
2. Do a little bit of research and writing each night.
3. Do all the research and write the paper on Monday.



### Graphic Organizer

4. Use the graphic organizer on page 12 to plan your daily routines. The organizer is a sample of a daily planner. In it, the day is divided into hours. Make copies if you want to plan for more days.

Make a general plan of a normal day. Start by marking down when you should get up and how long you should take to get ready. Then, write down when you will take any breaks. Don't forget lunch. Finally, end your day with dinner and when you should go to bed.

Keep a copy of this routine somewhere safe. You can use it to help you plan future events.



## Make a Doctor's Appointment

Get into groups of 3 or 4. One person will play the receptionist at a doctor's office. One will play someone making an appointment. The other people will watch and take notes.

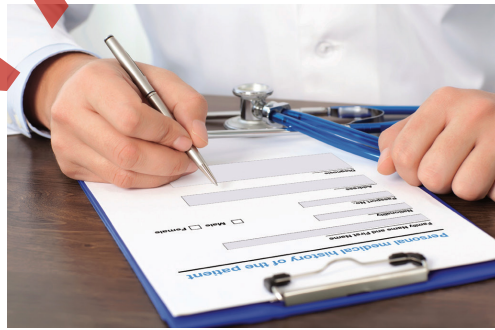
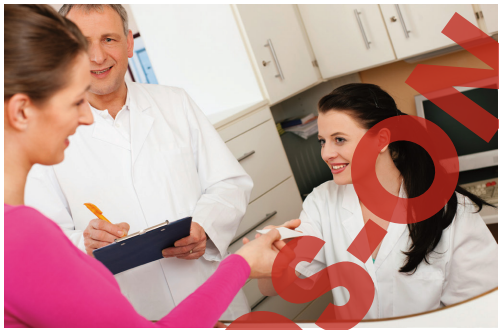
Work together. Come up with questions the receptionist would ask. Taking turns, each person will "phone in" to make an appointment to see the doctor.

Try to have each person come up with different answers to the questions. See how the questions will change with the answers.

The other people in the group will take notes. At the end, go through the notes. Discuss what questions and answers worked, and what didn't.

After each person has had a turn in each role, go over all the notes. Make a chart to compare the different answers. See how they changed the list of questions. Were there any questions you should have asked but didn't?

Then, come together as a class or a larger group. Make a master list of questions based on everything you've collected.



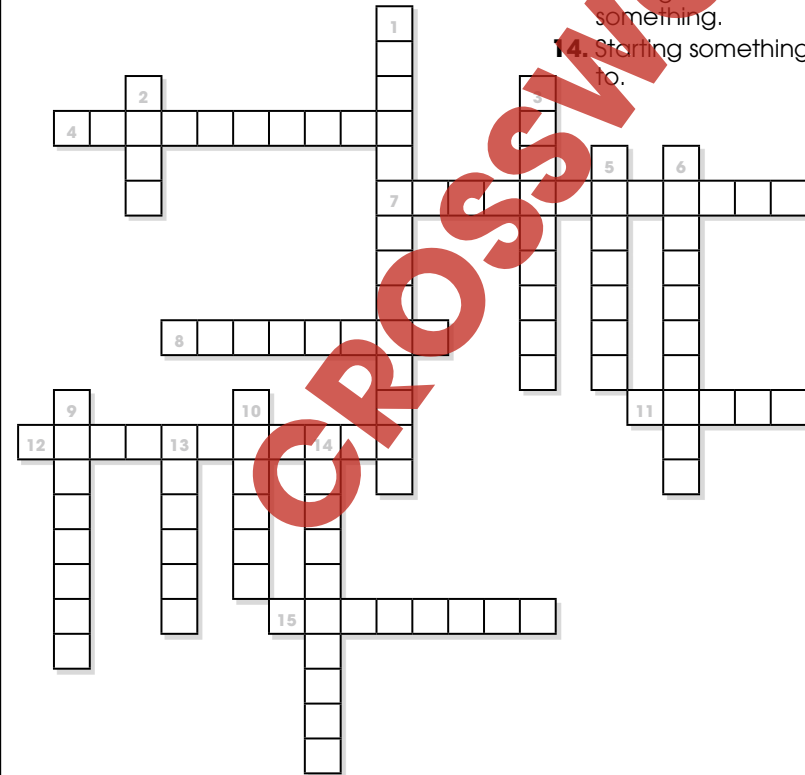
## Crossword Puzzle!

### 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**

### 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?

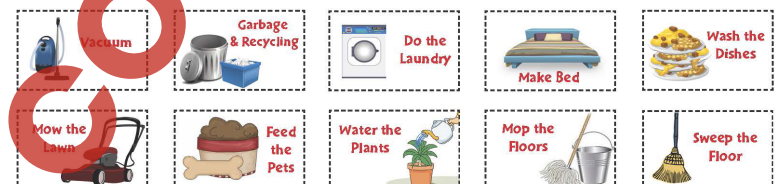
- A be honest
- B be selfish
- C show loyalty
- D be kind

SUBTOTAL: /8

## Weekly Home Chore Chart

### MY CHORE CHART

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.





# Daily Routines & Time Management

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d) Being able to make good decisions will help you reach your goals.

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

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

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- 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

# EASY MARKING ANSWER KEY

