



# Short Answer Question

 A student has an allowance of \$20 a week. He wants to buy lunch at school for \$3.50 every day—Monday to Friday.




 Does this student have enough money to buy lunch for the week?

Yes  No

Why or why not? Type your answer in the box below.

/2

# Reading Passage


 Your expenses are what you spend your money on. This should be budgeted on a monthly basis. A budget is a plan you have set where your money will go.

**Money you Have (Income)**  
**- Money you Spend (Expenses)**  


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**Smart Planning**

# Comprehension Questions

 Drag the checkmark to the answer that is the most correct.

a) How many paychecks a month should you budget for in your income?

- one
- four
- two
- three

b) What is something you CAN'T live without?

- television
- internet
- phone
- food



/2

# Marking Rubric

Name:

Marking Rubric

	Level 1	Level 2	Level 3	Level 4
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Total Score =  /19

# Matching

Match the word with its meaning. Drag and drop the words into the boxes.

reservation

appointment

walk-ins

a) A planned meeting.

b) Coming in off the street with no appointment.

c) To save a time and a place for something.

/3

# Reading Passage

Having good time management skills is important. One way to manage your time is to set up appointments. An appointment is when you set up a time and place to meet with someone.

You will have to set up an appointment if you want to meet with a doctor or dentist. You can do this by contacting the office.

### Social Tip

Be ready to wait a long time if you don't have an appointment.

# Fill In The Blank

Fill in each blank with the correct word(s) from the reading. Type the missing word in the boxes.

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

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

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

anything that applies to the reason for the visit.

/4

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Total Score =  /18

# Short Answer Question

Charlie takes a shower every morning. He takes an hour to get ready. This includes brushing his teeth, combing his hair and getting dressed. He always starts his work day with a staff meeting. What message does Charlie give with his appearance?



Type your answer in the box below.

/1

# Reading Passage

What is personal hygiene, and why is it important? Personal hygiene is when you clean yourself. It is important because it keeps you healthy. It also makes you look and smell nice. This tells a message to others.

### Hygiene Tip

Make sure to wash your hands a lot during the day to fight off germs.

There's lots of ways to have good personal hygiene. The first way is bathing. Taking a bath or a shower lets you wash away dirt and sweat from your body.

This will also make you smell nice. Smell is a very strong sense shared by everyone. If you smell bad, people will not want to be around you.

# Comprehension Questions

Benjamin knows to wash his hands with soap and water. It is the first step against germs and getting sick. Benjamin writes a list of important times you should wash your hands.

Help him finish this list. Type your answers in the boxes below.

1. After using the toilet.
2. Before eating.

3.
4.
5.
6.

/4

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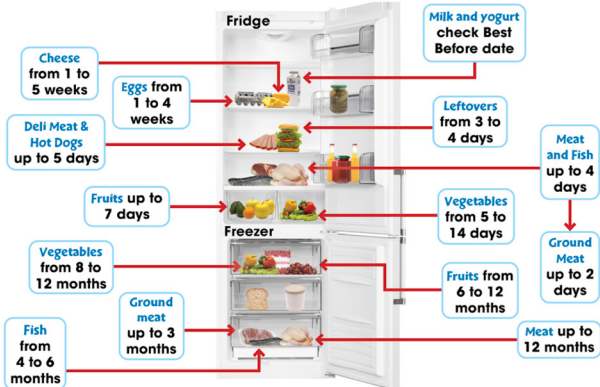
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# Hands-on Activity

## Hands-on Activity: Your Own Cooking Show

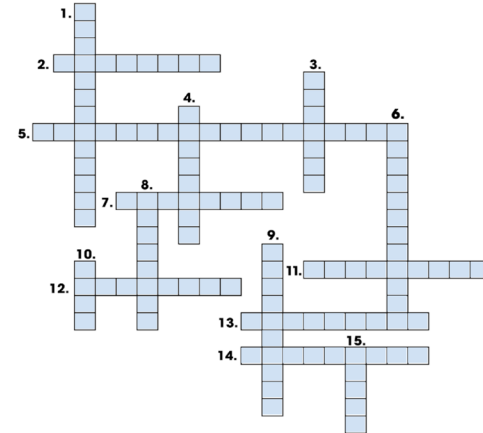
Food preparation is an important step in daily health and hygiene care. This starts with food storage. Look at this Food Storage Diagram.



# Crossword

## Word List

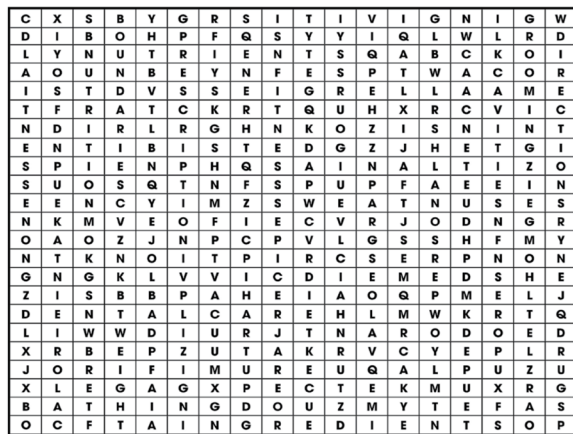
addicted  
body mass  
index  
calories  
drug abuse  
essential  
nutrients  
exercise  
germs  
hygiene  
medicine  
moderation  
sterilize  
strangers  
surroundings  
symptoms  
wary



15

# Word Search

Drag the red circles over top of the words you find in the word search.



28

# Comprehension Quiz

a) Felix is 17, weighs 180 lbs and is 5 feet, 9 inches tall. Is he underweight, overweight or normal? Click on the laptop image to use the BMI calculator.

## Explore With Technology

Try it online:  
<http://www.calculator.net/bmi-calculator.html>




b) Why is it a good idea to plan meals that use many of the same ingredients?

12

# Short Answer Question

Santiago sees his electricity and water bills are high. He likes to leave his TV on overnight. He leaves the water on when he brushes his teeth.



Are these good ways to use less electricity and water?

Yes  No

Why or why not? Type your answer in the box below.

/2

# Reading Passage

Vampire power is when something uses power when its plugged in but not turned on. For example, unplug your phone when it's charged. It is still using power. Unplug electronics to save energy! Help yourself and the Earth! Go Green!

Luca wants to save energy in his house. He came up with these ideas:

- 1) Turn off the water when he brushes his teeth.
- 2) Unplug his tablet when its charged.
- 3) Turn the light off when he leaves the room.



# Comprehension Questions

Lee wants to make a pizza.

Put the steps he should follow in the right order.

- Roll the dough.
- Put the pizza in the oven.
- Wash vegetables. Cut them on a blue cutting board.
- Slice the pepperoni on a red cutting board.
- Wash hands.
- Wash hands.

/6

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Total Score =  /31

# Short Answer Question

Mauricio is leasing a car. The contract is committing to three years of payments. Mauricio may move out of the country next year.



Should he sign the contract?

Yes  No

Why or why not? Type your answer in the box below.

/2

# Reading Passage

Kana has an app that tracks her money. It is linked to her bank accounts. She put in her budget goals. It knows when her bills are due. It sends her an alert. There are circles that show how much money she has left. She cannot spend any more money on food.



Food



Transit



Clothes

# Comprehension Questions

Answer YES or NO about these money habits. Use the circles to answer.

It is a good idea to have extra money in case you are charged fees.  
YES NO

You can pay your bills when you want.  
YES NO

Paying your cell phone bill on time is best.  
YES NO

Lending money to a friend is most important.  
YES NO

/4

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Total Score =  /28

# Drag and Drop

📖 Drag each word beside its definition. Drag and drop the words in the boxes.

discrimination

rights

code of conduct

compensation

union

- \_\_\_\_\_ a) Treating people differently based on how they look.
- \_\_\_\_\_ b) A group that helps workers have good conditions.
- \_\_\_\_\_ c) How someone should act in a certain place.
- \_\_\_\_\_ d) What you are given automatically as a human.
- \_\_\_\_\_ e) Being given something to make up for a loss.

/5

# Reading Passage

📖 It is exciting when you start a new job. You want to do a good job. It is fun to meet new people. You may even be excited to earn some money! No matter how much you want a job, no job is worth losing your rights for. Never be unsafe at work. Ask for help. Ask questions!

KNOW YOUR RIGHTS	
<b>Minimum Wage</b>	This is the least amount you will be paid per hour. If you quit or are fired, you will still be paid for hours you worked. Employers can't keep your earnings from you.
<b>Disability</b>	Each workplace must help you get what you need to do a good job. You should be able to move around your workplace safely. You must get the tools you need.

# Comprehension Questions

📖 Lauren has a wheelchair. There is one door that is too small. She has to take the long way around. She is often slow to help customers. She tells her boss. The door is fixed. Her customers get helped much faster!

📖 1. Which Employee Rights is Lauren taking advantage of? Workplace Injury

Minimum Wage    Disability    Workplace Safety    Workplace Injury

📖 2. Which of these can help you stay safe at work? Check all that apply ✓

- Using protective gear.
- Asking for better instructions.
- Not listening to your boss.
- Going online for instructions.

/3

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# Hands-on Activity

## Hands-on Activity: Will You Hire Me?

It can be hard to find a job. You need a great resume. You must convince others why you are a good choice. Knowing what you're good at can be hard. It can be easier to find good things in others. This is true with someone you really like! Who do you admire? Your task is to think of a fictional character. They can be from a movie. You can pick someone from a book. You can pick any character you like. You will make a resume for them. Help them make some money!

Here are some things to think about:

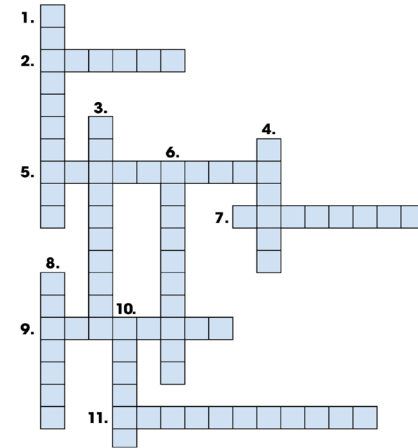
- Where do they live?
- What are they good at?
- What kind of job would they like?
- What skills do they have?
- Where might they have worked before?



# Crossword

## Word List

- appearance
- cover letter
- enthusiasm
- ethics
- experience
- greeting
- outreach
- reputation
- resume
- traits
- upgrade



/11

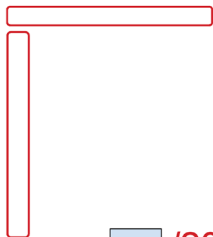
# Word Search

Drag the red circles

over top of the words

you find in the word

search.



/20



# Comprehension Quiz

## Comprehension Quiz

Drag the checkmark to the answer that is the most correct.

- ✓ a) What is the most important thing to have when looking for a job?
  - A good handshake.
  - A resume.
  - A cover letter.
  - Volunteer experience.
- ✓ b) What is the purpose of a cover letter?
  - To brag.
  - To introduce yourself.
  - To sell a product.
  - Get sponsors for your charity.

/2



# Matching

Match the word on the left with its meaning on the right. Type the number of the word next to its meaning.

1	manners	rules of behavior in a certain place	<input type="checkbox"/>
2	code of conduct	thoughtful and respectful	<input type="checkbox"/>
3	tradition	how you act socially	<input type="checkbox"/>
4	polite	suitable behavior for a time or place	<input type="checkbox"/>
5	appropriate	customs and beliefs over time	<input type="checkbox"/>

/5

# Reading Passage

What is important to you? How do you want others to think of you? Keep this in mind when you think of etiquette. By knowing what is most important in your life, it will be easy to respect other's beliefs. Do you think it is important to be on time? Then you will be on time for others. Maybe you feel that it is best to say "please" and "thank you." Now you will really like it when someone does the same for you! Most importantly, etiquette helps you know the basics of how to behave. Being sincere means believing what you are saying. Remember, if you don't have anything nice to say, don't say anything at all!

### Key etiquette tips:

- Thank others often and sincerely.
- Say "please" and "thank you".
- Stay calm when you are angry.
- Treat others how you want to be treated.

# Comprehension Questions

Circle YES or NO if the following statements are appropriate actions. Use the circles to answer.

- YES  NO Telling someone their religion is silly.
- YES  NO Calling a peer crazy for their choice in hair color.
- YES  NO Asking a stranger how much money they make.

/3

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Total Score = /31

# Short Answer Question

 Yosef has been working a lot of overtime at work. He needs to finish a project at the end of the month. At night, he can't sleep because of it. He eats a lot of junk food because it makes him feel less stressed about work.



 Is Yosef's eating habits a healthy way to deal with his stress?

Yes  No

Why or why not? Type your answer in the box below.

/2

# Reading Passage




## Tips to help deal with deadlines:

- Write down the due date on more than one calendar.
- Make a list of all the things you need to do for the task.
- Make mini due dates for each of those tasks.
- Work on the project until you're done!

Breaking a big job into small pieces will make it a little easier. To help get motivated, try to think of what will happen when you finish the job. What will be the reward? You may even want to promise yourself a treat at the end.

# True or False

 Which of the following are stress reduction techniques?  
Use the circles to answer.

- Going for a jog.  
TRUE FALSE
- Eating a pint of ice cream.  
TRUE FALSE
- Yelling at your friends.  
TRUE FALSE

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# Short Answer Question

Kylie is buying a new car. Her insurance will cost more money. Her friends say she should research other companies to get a good deal. She feels guilty about leaving her insurance company.



Should she shop around?

Yes  No

Why or why not? Type your answer in the box below.

/2

# Reading Passage

Owning a home is one of the biggest purchases in your life. Even if you get a great deal, it is still a ton of money! Most people save for many years to have a down payment. Your mortgage payment is often one of the biggest parts of your budget.

### Ways to Know You're a Responsible Home Owner:

- Do you pay your mortgage on time?
- Do you pay your yearly property taxes?
- Is your insurance coverage enough?
- Are things being kept in good working order?
- Do you have money saved in case something needs to be fixed?

# Comprehension Questions

Rank the following in order of most important (1) to least important (5) when you are a home owner.

- Having a nice mailbox.
- Ensuring there are no gas leaks in your home.
- Paying your mortgage on time.
- Replacing all the old carpet.
- Fixing a leaky faucet.



/5

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Total Score =  /33

# Hands-on Activity

## Hands-on Activity: Hot Wheels

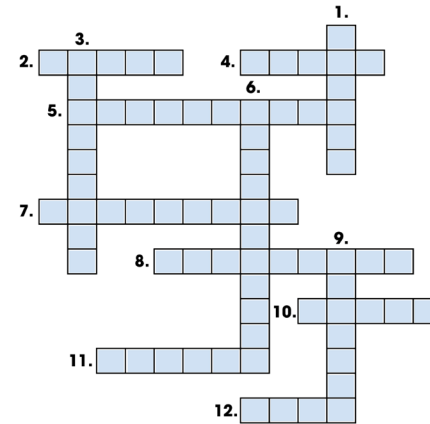
Are you in the market for a new ride? Perhaps that new car you're eyeing is an electric model. Even if you have no intention of buying a car, think of one you might like to drive. You may like the look of it, but do you know what it would cost?

Choose a car to research. Many websites write consumer reports. These tell buyers what is exceptional about the car and what needs to be changed. For example, some cars rank high in safety but low in agility. What features in your car do you need for your lifestyle? Are you looking for something for all your friends to ride in? Or do you want something eco-friendly?

# Crossword

### Word List

- bureau
- compromise
- exception
- expire
- liability
- loyal
- maintenance
- principal
- produce
- rate
- terms
- value



/12

# Word Search

Drag the red circles

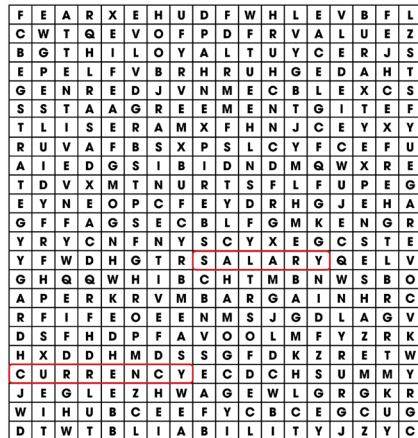
over top of the words

you find in the word

search.



/16



# Comprehension Quiz

## Comprehension Quiz

List 4 keys to a successful negotiation.

/4

# Drag and Drop

Match the term to its meaning. Drag and drop the words into the boxes.

interpersonal

collaborative

resourcefulness

criticism

anticipate

- a) What does it mean when you welcome others' ideas?
- b) What does it mean when you use creativity to solve a problem?
- c) What does it mean when you expect something to happen?
- d) What does it mean when someone doesn't like what you're doing?
- e) What does it mean when you get along well with others?

/5

# Reading Passage

Adaptability is important. We see it in nature. For example, trees have adapted to lose their leaves in the winter. This is so that their branches are not heavy when snow and ice comes. This allows them to survive. With people, being able to adapt to changes means survival as well. We adapt to the weather changing by also changing our clothes. We adapt in the workplace by taking over a shift of a colleague who needs a day off.

### How to show adaptability:

- Take on new responsibilities.
- Suggest how to make things better.
  - Ask for explanations.
- Stay positive in the face of changes.
  - Take risks.
  - Learn from mistakes.

# Matching

Match the word on the left with its meaning on the right. Type the number of the word next to its meaning.

- |          |                           |   |                      |
|----------|---------------------------|---|----------------------|
| <b>1</b> | <b>Collaborative</b>      | You listen to others. You give clear instructions. Others understand you. | <input type="text"/> |
| <b>2</b> | <b>Strategic Thinking</b> | You get along well with others.   | <input type="text"/> |
| <b>3</b> | <b>Communication</b>      | You use imagination and creativity to solve problems.                     | <input type="text"/> |
| <b>4</b> | <b>Resourcefulness</b>    | You anticipate things. You use logic to make decisions.                   | <input type="text"/> |
| <b>5</b> | <b>Interpersonal</b>      | You welcome others' ideas.  | <input type="text"/> |

/5

# Marking Rubric

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Total Score =  /33

# Short-Answer Question

Match the word on the left with its meaning on the right. Type the number of the word next to its meaning.

1	affirmation	To show how you're feeling.	
2	impulse	A short statement to provide positive thinking.	
3	expression	A sudden need or action.	

/3

# Reading Passage

Coping is what someone does to get rid of bad feelings. Coping is plans to help deal with a stressful situation. Coping skills are used for two kinds of problems: emotional and task.

Emotion-based coping takes care of your feelings. It is used when something is out of your control. Like when you feel sad after you lose someone close to you. Task-based coping is when you talk out something in your life that causes stress. Like if you're fighting with a neighbor. It's creating an unlivable situation. You may decide to move.

Coping skills for...

...emotional problems: Exercise. Bath. Affirmation. Meditate.

...task problems: Time management. Ask for help. Set boundaries. Make a to-do list.

# Matching

Bowen is worried about a test he has coming up. He has studied, but feels like he doesn't understand. He's not confident. While studying, Bowen eats an entire bag of chips. He doesn't feel any better.

Below is a list of different types of unhealthy coping mechanisms. Which one is Bowen using?

- Escape/Isolation     
  Self-soothing (Indulgent)     
  Numbing  
 Risk-taking     
  Self-harm

/1

# Marking Rubric

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Marking Rubric

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Total Score =  /35

# Short-Answer Question

Seo-yoon is faced with a problem. She is traveling abroad and lost her passport. She visits her country's embassy. She tells them what happened. They are able to help Seo-yoon get home safely.



Does Seo-yoon need a life plan?

Yes  No

Why or why not? Type your answer in the box below.

/4

# Reading Passage

The last step in creating a life plan is outlining an action plan. A life plan is a roadmap. It helps you make decisions based on what's important to you. It is a clear path that can change as your priorities change. When outlining your life plan, make sure to review and update your action plan a lot.

## Steps to Creating a Life Plan: A Breakdown

**1. Make a Vision:** Imagine your perfect life: where you work, where you live, hobbies, etc. Imagine how you want others to see you.

**2. Do a Self-Assessment:** What role do you have in life? How happy are you in different areas of your life? What are your strengths and weaknesses?

# Matching

Match the decisions with the values they line up with best. Type the number of the value next to its decision.

1	Honesty	Feeling grateful to have an umbrella on a rainy day.	
2	Optimism	Finishing the test without looking at your notes.	
3	Reliability	Missing the last 5 minutes of a show to make sure you don't make your friends wait.	

/3

# Marking Rubric

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Marking Rubric

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Total Score =  /36

# Crossword

## Word List

- adapt
- breakdown
- commitment
- confidence
- dependability
- goals
- integrity
- motivation
- outline
- persistence
- priorities
- roadblocks
- self-assessment
- values
- vision

1. 2. 3. 4. 5.  
6. 7. 8. 9. 10. 11.  
12. 13. 14. 15.

/15

# Word Search

Drag the red circles over top of the words you find in the word search.

/28

O	U	T	C	O	M	E	O	G	X	C	A	C	T	I	O	N	E
E	S	O	P	R	I	O	R	I	T	I	Z	E	O	V	D	N	W
F	I	M	A	X	L	M	N	L	W	H	J	T	P	I	E	O	S
F	B	Q	R	L	E	F	S	B	N	J	Y	R	R	M	F	X	B
I	E	A	F	U	S	R	O	T	C	A	F	E	Q	T	I	U	L
C	K	Z	H	V	T	W	J	S	K	Q	C	L	I	Z	N	V	M
I	U	S	K	C	O	L	B	D	A	O	R	I	S	E	I	F	J
E	M	E	E	O	N	D	E	E	B	V	A	A	E	U	N	N	S
N	M	U	T	N	E	M	O	M	Z	E	O	B	C	P	G	E	D
C	S	L	R	T	O	N	E	P	M	R	T	I	N	L	C	A	G
Y	E	A	X	R	Q	O	C	O	X	W	C	L	A	N	O	S	Y
H	I	V	U	O	K	I	N	W	M	H	L	I	T	X	M	O	E
F	T	W	T	L	Z	S	A	E	Q	E	T	T	S	U	P	M	L
B	I	E	Q	Y	A	I	M	R	Z	L	S	Y	M	R	O	F	R
J	R	G	L	T	O	V	R	E	W	M	D	R	U	C	N	N	O
G	O	A	L	S	B	C	O	D	U	I	H	P	C	T	E	K	P
N	I	H	D	G	S	I	F	C	U	N	I	U	R	C	N	Z	Y
L	R	A	J	N	T	X	R	A	A	G	O	W	I	E	T	W	J
T	P	K	Z	C	A	I	E	N	T	K	R	A	C	R	S	V	I
P	G	I	A	Y	C	F	P	G	D	E	T	A	V	I	T	O	M
A	E	R	E	F	L	E	C	T	Q	I	E	P	S	D	L	Y	X
D	P	B	S	R	E	A	L	I	Z	E	U	S	D	E	R	E	T
A	O	P	R	E	S	E	N	T	S	S	E	C	O	R	P	L	A

# Comprehension Quiz

## Comprehension Quiz

Are the following statements TRUE or FALSE?

- A successful life vision will balance all components equally.  
TRUE      FALSE
- Your identity will answer the questions "who am I?" and "who was I?"  
TRUE      FALSE
- When creating a life plan, put strengths and weaknesses in order of what's most important.  
TRUE      FALSE

/3

# Comprehension Quiz

1. Describe the 3 principles of changing your current reality.

/3

2. Explain the difference between your vision and your goals.

/2