

# Reading Test Practice Book

| <u>Contents</u>                 | <u>Pages</u> |
|---------------------------------|--------------|
| Test-Taking Tips                | 1            |
| Banking                         | 2 – 7        |
| Charts and Information          | 8 – 21       |
| Instructions and Advertisements | 22 – 31      |
| Editorials                      | 32 – 38      |
| Graphs and Table of Contents    | 39 – 57      |
| Leases                          | 58 – 60      |
| Workplace Communications        | 61 – 83      |
| Vocabulary Development          | 84 – 107     |

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PLEASE ...

- DO NOT WRITE IN THIS BOOK.
- RETURN THIS BOOK TO YOUR TEACHER AT THE END OF CLASS.

## Test-Taking Tips

- 1) Spend a few moments paging through the test to see which items appear most doable and which will require more time. Plan accordingly.
- 2) Each time you mark an answer, check to make sure the number on your answer sheet matches the question number in your test booklet.
- 3) If the passage has few questions, read the questions first.
- 4) If the passage is followed by many questions, skim the passage quickly for the main idea and some details, and then look over the questions.
- 5) If the passage/question seems too confusing, choose your best-guess answer, and put a check by the question on your answer sheet/ Move on to the next question, and return to the difficult question later if you have time.
- 6) Before you turn in your test, make sure you have marked an answer for every question on your answer sheet. If you do not choose an answer for a test item, the "empty circle" will be marked as an incorrect answer. When in doubt, choose your best-guess answer by eliminating other possible answers that don't seem to make sense.
- 7) Watch your time. You should try to spend only a few minutes on each question.
- 8) Answer the question that is asked! If you cannot find the answer, perhaps it isn't provided in the list of choices.
- 9) Correct answers are based on information found in the question passage. Don't choose an answer based on your own opinion or past experience.

## Using Vocabulary Words – Banking and Buying

Choose one of these words to complete the sentences.

deposit

identification

interest

loan

Savings Account

Checking Account

withdrawal

Automatic Teller Machine

endorse

borrow

1. A bank account that earns money for you while the bank keeps it safe for you is called a \_\_\_\_\_.
2. The money you earn with a savings account is called \_\_\_\_\_.
3. You can take money out of a bank by writing checks if you have a \_\_\_\_\_.
4. When you put money into your account, you make a \_\_\_\_\_.
5. The opposite of deposit is a \_\_\_\_\_.
6. You can *earn* interest on the money you *save*, but you *pay* interest on the money you \_\_\_\_\_.
7. You can withdraw or deposit money from an ATM. ATM stands for \_\_\_\_\_.
8. When you borrow money from a bank, you take out a \_\_\_\_\_.
9. Before you can deposit a check, you must \_\_\_\_\_ the back of the check with your name written exactly as it is written on the front of the check.
10. You will need something that proves who you are before opening an account. This is called \_\_\_\_\_.


**Word Help: Banking terms**

**total credit line** = how much you are allowed to borrow

**APR** = the interest rate you have to pay

**average daily balance** = the average amount you owe during the month

**finance charges** = how much you have to pay for interest this month



## Bank of Brooklyn

### Golden Vista Card

Statement Date:.....10-24-06  
 PAYMENT DUE DATE:.....11/21/06  
 Minimum Payment Due:.....\$54.00

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Account Number:.....123-456-789-1011  
 Customer Service:.....1-800-555-3353

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Previous Balance:.....\$2,876.95  
 Payments Credits:.....-\$200.00  
 Purchases, Debits:.....+\$193.70  
 Finance Charges:.....+\$29.95  
**New Balance:.....\$2,900.60**

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Total Credit Line:.....\$5,000.00  
 Available Credits:.....\$2,100.00  
 Cash Access Line:.....\$1,000.00

#### Transactions

| Date                   | Description                | Amount          |
|------------------------|----------------------------|-----------------|
| 10/22                  | Late Fee                   | \$39.00         |
| 10/24                  | Payment - Thank You        | -\$200.00       |
| 10/15                  | Healthy Woman Fitness Club | \$39.00         |
| 10/16                  | Chevon Gas                 | \$32.50         |
| 10/20                  | New York Fish Company      | \$36.40         |
| 10/27                  | Rocks Restaurant           | \$46.80         |
| <b>TOTAL PURCHASES</b> |                            | <b>\$154.70</b> |

#### Finance Charges

| Category                           | APR    | Average Daily Balance | Finance Charge |
|------------------------------------|--------|-----------------------|----------------|
| Purchases                          | 12.24% | \$2,872.11            | \$29.95        |
| Cash Advances                      | 22.24% | 0                     | 0              |
| <b>Total Finance Charges:.....</b> |        |                       | <b>\$29.95</b> |

**2 Write** Use Daisy's credit card statement above to answer the questions.

1. How much does Daisy have to pay this month?
2. What is the due date on the bill?
3. When did the bank receive her last payment?
4. How much did she have to pay for being late?
5. How much does she owe to the Bank of Brooklyn now?
6. How much more is she allowed to charge on this card?
7. How much were her finance charges for this month?
8. What interest rate is she paying for her purchases?
9. What is the interest rate for a cash advance?
10. How much did Daisy charge this month?

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## Paying Bills Vocabulary

It is important to pay your bills each month. Look closely at the statement to determine when payment is due. If you are paying a credit card bill, even if you pay it on time, it is best to pay the entire bill or finance charges will be added. You can arrange with your bank to have many bills paid automatically from your checking account.

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|  |                               |                                     |                                |
|--|-------------------------------|-------------------------------------|--------------------------------|
| <b>Master Credit Card Bill</b>   |                               | Account Number: 3587-2276-3333-0909 |                                |
| <b>Payment Due by</b><br>March 30, 2005  | <b>New Balance</b><br>\$73.58 | <b>Minimum Payment</b><br>\$15.00   | <b>Enter Amount Paid</b><br>\$ |
| <b>Transactions</b>  |                               |                                     |                                |
| 2 -28-05   | Fashion Clothing              | black slacks                        | \$25.00                        |
| 3-2-05   | Tire Store                    | air pump                            | \$13.99                        |
| 3-10-05  | Mid-town Grocery              | Groceries                           | \$34.59                        |
| Detach this portion and insert in envelope.<br>Do not mail cash.<br>Write your account number in the memo part of the check.<br>Make checks payable to: Master Credit Card |                               |                                     |                                |

*Look at the Master Credit Card Bill and answer the questions.*

1. To whom should you make a check to pay this credit card bill? \_\_\_\_\_  
\_\_\_\_\_
2. How will you know if you are being charged the correct amount? Are you being charged for anything you didn't spend? \_\_\_\_\_  
\_\_\_\_\_
3. In order to avoid paying any finance charges, how much will you pay on this bill? \_\_\_\_\_
4. Where on your check should you write your account number? \_\_\_\_\_  
\_\_\_\_\_
5. When is the payment due? \_\_\_\_\_
6. Can you send cash in the envelope to pay this bill? \_\_\_\_\_

## Paying Bills

When a bill arrives in the mail, three of the ways you can pay them include:

1. Check
2. Money Order
3. Cash

Keep the following information in mind when deciding how to pay a bill.

- Some checking accounts charge a fee for each **check** that is written on the account.
- **Money Orders** can be purchased at the post office, banks and some stores. The charge for a Money Order depends on the amount of money requested.
- It is not safe to send **cash** in the mail. If you wish to pay with cash, it is important that you pay in person.

### Bank America Checking Accounts

Bank 1: No charge for checks if you keep a minimum balance of \$350 in your account.

Bank 2: 25¢ per check.

Bank 3: Pay a service charge of \$5.00 per month. No limit on the number checks.

### Money Order

\$ .01 to \$500.00.....\$.90  
\$500.01 to \$1,000.00.....\$1.25

**You have a bill from People's Gas Company for \$96.25.**

1. Will you choose to pay the bill with a check, money order or cash? \_\_\_\_\_  
Why? \_\_\_\_\_
2. Would Bank 2 or Bank 3 offer the least expensive checking account for you if you write 12 checks per month? \_\_\_\_\_
3. Assuming you kept the minimum balance of \$350 in your checking account which bank would be the most expensive if you only had to write this check? \_\_\_\_\_
4. How much would you pay for a Money Order to pay this bill? \_\_\_\_\_
5. What costs do you need to add when you pay a bill with cash or a money order? \_\_\_\_\_
6. Are there any additional costs to you if you pay the bill with a check? If so what cost(s)? \_\_\_\_\_
7. You have put a suit on layaway that costs \$150. You like it very much and want to buy it but you won't have enough money until next month. You must pay a down payment of 20%. How much will you pay now? \_\_\_\_\_

Deposit Ticket

Name Amber West

Date Mar. 10, 19 99

Amber West  
Sign here if cash received from deposit.

Bank of Huntington Beach  
 Huntington Beach, California 92647

| Currency                   |                    |            |           |
|----------------------------|--------------------|------------|-----------|
| Coin                       |                    |            |           |
| C<br>h<br>e<br>c<br>k<br>s | List Checks Singly | 15         | 25        |
|                            |                    | 150        | 00        |
|                            |                    | 94         | 10        |
| Total From Other Side      |                    | 65         | 83        |
| <b>Total</b>               |                    | <b>325</b> | <b>18</b> |
| Less Cash Received         |                    | 100        | 00        |
| <b>Net Deposit</b>         |                    | <b>225</b> | <b>18</b> |

98-717013341

∴ 341971401 ∴ 3940561278 ""

- How many checks are being deposited?
  - 3 checks
  - one check
  - at least 4 checks
  - none (cash only)
- What is Amber doing with her money?
  - Withdrawing it from her account
  - Putting money into her account
  - Paying bills
  - Buying property
- What is the total amount of money that Amber is using for this transaction?
  - \$ 225.18
  - \$ 65.83
  - \$ 100.00
  - \$ 325.18
- How much cash will Amber get back?
  - \$ 325.18
  - \$ 100.00
  - nothing (she is depositing it all)
  - \$ 225.18

## Check-Writing Questions and Practice

|                               |               |
|-------------------------------|---------------|
|                               | 321           |
|                               | <u>222-12</u> |
|                               | 689           |
| (1) _____                     | 20 _____      |
| Pay to the                    |               |
| Order of (2) _____            | \$(3) _____   |
| (4) _____                     | Dollars       |
| <b>Friendly National Bank</b> |               |
| For (5) _____                 | (6) _____     |
| 1234567891022211              |               |

*Answer the questions.*

1. On what line will you write the name of the person to whom you are writing the check? \_\_\_\_\_
2. On what line will you write the date? \_\_\_\_\_
3. Where will you sign your name? \_\_\_\_\_
4. On what line will you write the amount of the check in words? \_\_\_\_\_
5. Which line tells what the person purchased? \_\_\_\_\_
6. On what line will you write the amount in numbers? \_\_\_\_\_



## Park Department Directory

|                          |                  |              |  |
|--------------------------|------------------|--------------|--|
| Facilities Maintenance   | Martin Gillespie | 873-665-2319 | Mon.-Fri.<br>9:00 A.M. -3:00 P.M.        |
| Picnic Area Reservations | Lai Wang         | 790-423-5618 | Tues. - Thurs.<br>8:30 A.M. - 2:30 P.M.  |
| Vandalism/Crime          | Susana Perez     | 651-269-5553 | Mon.-Fri.<br>9:00A.M. -8:00 P.M.         |
| Events/Special Programs  | Emilio Evans     | 873-665-3291 | Tues, Wed., Fri.<br>10:00 A.M.-2:00 P.M. |

1. Who would you call if you see people trying to damage park property?
  - A. Martin Gillespie
  - B. 651-269-5553
  - C. 9:00 A.M. - 8:00 P.M.
  - D. Susana Perez
2. Which Park Department office is open the least amount of time?
  - A. The Picnic Area Reservations office
  - B. The Vandalism/Crime office
  - C. The Events/Special Programs office
  - D. 10 hours
3. What are Mr. Gillespie's responsibilities?
  - A. He coordinates concerts and classes in the parks.
  - B. He makes sure that the parks are kept clean and safe.
  - C. He supervises Lai Wang, Emilio Evans, and Susan Perez
  - D. He works 30 hours a week.
4. Which number would you call for information about summer day camps?
  - A. Lai Wang
  - B. Events/Special Programs
  - C. 873-665-2319
  - D. 873-665-3291

## Free Services for Students at Hubbs

2009-2010

|                               |  | Mondays   | Tuesdays  | Wednesdays   | Thursdays  | Fridays   |
|-------------------------------|--|---|---|--|--|---|
| 140                           | VMA<br>9am - 4pm<br>Many services  | VMA<br>9am - 4pm<br>Many services                       | VMA<br>9am - 4pm<br>Many services                       | VMA<br>9am - 4pm<br>Many services                  | VMA<br>9am - 4pm<br>Many services                  | VMA<br>9am - 4pm<br>Many services                       |
| See posted hours on 118D door | U of MN Ext.<br>J amie<br>See door<br>NUTRITION  | U of MN Ext.<br>J amie<br>See door<br>NUTRITION         | U of MN Ext.<br>J amie<br>See door<br>NUTRITION         | U of MN Ext.<br>J amie<br>See door<br>NUTRITION    | U of MN Ext.<br>J amie<br>See door<br>NUTRITION    | U of MN Ext.<br>J amie<br>See door<br>NUTRITION         |
| 108F                          | EOC<br>Tou 12 - 2pm<br>Kan 8am - 2pm<br>COLLEGE  | EOC<br>Tou 8am - 4pm<br>COLLEGE                         | EOC<br>Tou 12 - 2pm<br>Kan 8am - 4pm<br>COLLEGE         | EOC<br>Tou 8am - 4pm<br>COLLEGE                    | EOC<br>Tou 8am - 4pm<br>COLLEGE                    | EOC<br>Tou 8am - 14pm<br>COLLEGE                        |
| 108                           | Workforce Ctr<br>Marvin<br>7:30-11:00am<br>JOB HELP  | Century Coll.<br>Karen<br>8am - 12noon<br>COLLEGE       | Century Coll.<br>Karen<br>8am - 12noon<br>COLLEGE       | Comm.Action<br>Wes<br>8:00-Noon<br>Many Services   | Comm.Action<br>Wes<br>8:00-Noon<br>Many Services   | Jewish Fam.<br>Sv<br>Mollie<br>9am - 12noon<br>JOB HELP |
| 148D                          | Resources<br>Child Care:<br>Halima<br>2 <sup>nd</sup> /4 <sup>th</sup> Mondays<br>10:30 - 11:30<br>CHILDCARE | Dakota County<br>Xuong<br>12:30-3pm<br>COLLEGE          | St Paul College<br>Amanda<br>12 - 3pm<br>COLLEGE        | Public Health<br>12:30 - 3:30pm<br>HEALTH          | Public Health<br>12:30 - 3:30pm<br>HEALTH          | Public Health<br>12:30 - 3:30pm<br>HEALTH               |
| 148D                          | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH  | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH       | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH       | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY      |
| 148D                          | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL  | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY   | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY   | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY        |

| EVENINGS |  |   |   |  |  |  |
|----------|--|---|---|--|--|--|
| 148D     | Resources<br>Child Care:<br>Halima<br>2 <sup>nd</sup> /4 <sup>th</sup> Mondays<br>10:30 - 11:30<br>CHILDCARE | Dakota County<br>Xuong<br>12:30-3pm<br>COLLEGE          | St Paul College<br>Amanda<br>12 - 3pm<br>COLLEGE        | Public Health<br>12:30 - 3:30pm<br>HEALTH          | Public Health<br>12:30 - 3:30pm<br>HEALTH          | Public Health<br>12:30 - 3:30pm<br>HEALTH          |
| 148D     | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH  | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH       | Open Cities<br>Cori & Pa<br>9:30am - 12<br>HEALTH       | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY | Ramsey County<br>Jamal Abokor<br>8-12 am<br>COUNTY |
| 148D     | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL  | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL | Family Law<br>Room 148<br>RCFF<br>6pm - 8:30pm<br>LEGAL | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY   | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY   | Men's Parenting<br>RCFF<br>Room 112A,D<br>FAMILY   |

**College/Career**  
 EOC 140  
 Century College Room 108  
 Saint Paul College Room 108  
 Dakota County Room 108  
 Technical College  
 Workforce Center Room 108  
 Community Action Room 108  
 Jewish Family Serv. Room 108

**Employment**  
 Workforce Center Room 108  
 Community Action Room 108  
 Jewish Family Serv. Room 108

**Legal**  
 Family Law Clinic Room 148  
 Mondays 6-8:30 pm

**Health**  
 Open Cities Room 148D  
 Tuesdays 9:30-12:00  
 Public Health Room 108  
 Thursdays 12:30-3:30

**Nutrition**  
 U of MN Ext Room 118D  
 See posted hours on door

**General support - Many Services**  
 VMA Room 140  
 8-4 every day  
 Ramsey County Room 148D  
 Tuesdays 1-6pm  
 Ramsey County Room 148D  
 Thursdays 8-12am  
 Community Action Room 108  
 Thursdays 8am-12noon  
 Li Nordell Room 160F  
 Every Day  
 Kaylord Saunders Room 104  
 Every Day

**Tutors**  
 Ruth Rodriguez Room 144  
 Every Day

**Child Care Resources and Referrals**  
 Resources for CC Room 148D  
 2<sup>nd</sup>/4<sup>th</sup> Monday: 10-12am













\* EOC = Educational Opportunity Center

## Free Services for Students at the Hubbs Center

Use the attached chart of services to answer the following questions.

1. How many community colleges have representatives at the Hubbs Center?
  - a. four
  - b. three
  - c. two
  - d. one
  
2. Which rooms should you go to for assistance with health services?
  - a. 108F and 140
  - b. 108 F and 108
  - c. 148D and 140
  - d. 148D and 108
  
3. Which community organization provides legal assistance to Hubbs students?
  - a. Community Action
  - b. Jewish Family Services
  - c. Family Law Clinic
  - d. Open Cities
  
4. On which days are representatives from Ramsey County not available at Hubbs?
  - a. Wednesdays and Thursdays
  - b. Fridays and Wednesdays
  - c. Mondays, Wednesdays, and Fridays
  - d. Mondays and Wednesdays
  
5. When can male Hubbs students meet with someone to talk about being a father?
  - a. Thursday mornings in Room 140
  - b. Tuesdays afternoons in Room 148 D
  - c. Friday mornings from 9:00-12:00 in Room 108F
  - d. Tuesday evenings in Room 112A, D






**LOCATIONS FOR FIRE EXTINGUISHERS**

-  Near an exit
-  Visible location
-  High on a wall
-  Out of children's reach
-  Away from heat sources
-  No more than 23 metres (75 feet) away from a Class A (ordinary combustibles) hazard
-  No more than 15 metres (50 feet) away from a Class B (flammable liquids) hazard
-  Kitchen
-  Laundry room
-  Workshop
-  Garage
-  Top of Basement Stairwell



1. Which of the following can you infer to be true from the chart above?
  - A. Fire extinguishers should only be placed in kitchens.
  - B. For maximum safety, fire extinguishers should be placed in multiple locations in a home.
  - C. Home owners should be careful about where they place a fire extinguisher.
  - D. B. and C.
  
2. Which of the following is a good place for a fire extinguisher?
  - A. in a laundry room within a child's reach
  - B. close to a furnace
  - C. 80 feet away from a stove with flammable liquids.
  - D. in a garage

A. C. V

| CLASSES OF FIRES | TYPES OF FIRES  | PICTURE SYMBOL  |
|------------------|---|---|
| <b>A</b>         | Wood, paper, cloth, trash & other ordinary materials. |   |
| <b>B</b>         | Gasoline, oil, paint and other flammable liquids.     |   |
| <b>C</b>         | fires involving live electrical equipment             |   |
| <b>D</b>         | Combustible metals and combustible metal alloys.      |   |
| <b>K</b>         | Cooking media (Vegetable or Animal Oils and Fats)     |  |

1. According to the chart above, what does the letter "K" represent?
  - A. Keep away from fire!
  - B. Fires that take place in the Kitchen
  - C. "K" stands for fires are dangerous and can "Kill"
  - D. "K" symbolizes fires that are caused by cooking oil and fats.
2. According to the chart, which type of fire is the most dangerous?
  - A. Fires cause by wood, paper, and trash are the most dangerous.
  - B. Gasoline fires are the most dangerous.
  - C. This information cannot be determined by the chart.
  - D. The chart indicates that electrical fires are the most serious.
3. What can you infer from this information?
  - A. Fires can occur in people's kitchens.
  - B. Most fires are caused by gasoline.
  - C. This notice should be posted in rental housing.
  - D. Burning oil is hotter than burning trash.

Product Labels (continued)

Read these cracker labels and answer the questions on the next page.

### CLUB Crackers

#### Nutrition Facts

|                            |                      |
|----------------------------|----------------------|
| Serving Size               | 4 crackers           |
| Serving Size Per Container | about 32             |
| <b>Amount Per Serving</b>  |                      |
| Calories 70                | Calories from Fat 25 |
| <b>% Daily Value</b>       |                      |
| Total Fat 3g               | 5%                   |
| Saturated Fat 1g           | 5%                   |
| Polyunsaturated Fat 0.5g   |                      |
| Monounsaturated Fat 1g     |                      |
| Cholesterol 0mg            | 0%                   |
| Sodium 140 mg              | 6%                   |
| Total Carbohydrate 9g      | 3%                   |
| Dietary Fiber 0g           | 0%                   |
| Sugars 1g                  |                      |
| Protein 1g                 |                      |

**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamin, monontrate (vitamin B1), riboflavin (vitamin B2), folic acid, partially hydrogenated soybean and/or cottonseed oil, sugar, salt, baking soda, corn syrup.

*Guaranteed fresh or your money back!*

### Original Wheat Crackers

#### Nutrition Facts

|                            |                      |
|----------------------------|----------------------|
| Serving Size               | 16 crackers          |
| Serving Size Per Container | about 36             |
| <b>Amount Per Serving</b>  |                      |
| Calories 150               | Calories from Fat 50 |
| <b>% Daily Value</b>       |                      |
| Total Fat 6g               | 9%                   |
| Saturated Fat 1g           | 6%                   |
| Cholesterol 0mg            | 0%                   |
| Sodium 270 mg              | 11%                  |
| Total Carbohydrate 21g     | 7%                   |
| Dietary Fiber 1g           | 4%                   |
| Sugars 3g                  |                      |
| Protein 2g                 |                      |

**Ingredients:** Enriched flour (wheat flour, niacin, reduced iron, thiamin, riboflavin, folic acid), partially hydrogenated soybean oil, wheat germ, sugar, corn starch, salt, baking soda, corn syrup.

Use the cracker labels on the previous page to answer the questions.

### Cracker Labels Questions

1. The name for the products from which crackers are made are called the \_\_\_\_\_  
\_\_\_\_\_
2. Circle the ingredients found in each of the boxes of crackers.
3. How many calories are in a serving of the Club Crackers? \_\_\_\_\_
4. How many calories are in a serving of the Wheat Crackers \_\_\_\_\_
5. What will happen if you buy a box of Club Crackers and they are not fresh? \_\_\_\_\_  
\_\_\_\_\_
6. What word tells you that the company promises a fresh product? \_\_\_\_\_  
\_\_\_\_\_
7. How can you tell which ingredient is found in the largest and smallest amount in any food? \_\_\_\_\_  
\_\_\_\_\_
8. Which ingredient is there the least of in Club Crackers? \_\_\_\_\_
9. Which ingredient is there most of in Wheat Crackers? \_\_\_\_\_
10. Look at the ingredients for the Wheat Crackers. What ingredients are in "enriched flour"? \_\_\_\_\_  
\_\_\_\_\_
11. Which cracker has the highest sodium content per serving? \_\_\_\_\_  
\_\_\_\_\_
12. Compare the serving sizes. How many Wheat Crackers are in one serving? \_\_\_\_\_ How many Club Crackers are in one serving?  
\_\_\_\_\_
13. "Club Crackers contain polyunsaturated and monounsaturated fat." Is this statement true? \_\_\_\_\_  
\_\_\_\_\_

## Mandarin Oranges Net WT. 15 OZ.

Serving Size ½ Cup  
 Serving Size Per Container about 3.5

### Amount Per Serving

**Calories** 80 Calories from Fat 0  
**% Daily Value**

**Total Fat** 0g 0%

**Sodium** 10 mg 0%

**Total Carbohydrate** 19g 6%

Sugars 18g

**Protein** 0g

**Ingredients:** Mandarin Oranges, Water and Sugar  
*Percentage of U.S. Recommended Daily Allowances (U.S. RDA)*

1. Write the real words for the abbreviation U.S. RDA. \_\_\_\_\_  
 \_\_\_\_\_
2. How much does the can of oranges weigh? \_\_\_\_\_
3. Is a serving of Mandarin Oranges low in sodium? \_\_\_\_\_

## Favorite Crunch Cereal

### Nutrition Facts

Serving Size ½ Cup

### Amount Per Serving

|                          | Cereal Alone | With ½ Cup A & D<br>Fortified Skim Milk |
|--------------------------|--------------|---|
| <b>Calories</b>          | 120          | 160                                     |
| <b>Calories from Fat</b> | 15           | 15                                      |

**% Daily Value**

**Total Fat** 1.5g 2% 2%

**Cholesterol** 0% 0%

**Sodium** 160 mg 7% 9%

**Total Carbohydrate** 25g 8% 10%

1. When you add skim milk to your cereal, how many calories are there in one serving? \_\_\_\_\_
2. Is it true that there are more carbohydrates in a serving of Mandarin Oranges than in a serving of Favorite Crunch Cereal? \_\_\_\_\_



Study this nutrition table from a box of cereal. Refer to it to answer the questions.

| Nutrition Facts   |                      |
|---|----------------------|
| Serving Size  | 1 Cup (54 g/1.9 oz.) |
| Servings Per Container  | About 9              |
| Amount Per Serving  | Cereal               |
| Calories  | 190                  |
| Calories from fat   | 10                   |
| Total Fat 1g  | 2%                   |
| Saturated Fat 0 g   | 0%                   |
| Cholesterol 0 mg  | 0%                   |
| Sodium 5 mg   | 0%                   |
| Potassium 210 mg  | 6%                   |
| <b>Total</b>  |                      |
| Carbohydrate 44 g   | 15%                  |
| Dietary Fiber 5 g   | 24%                  |
| Sugars 9 g  |                      |
| Other Carbohydrate 30 g   |                      |
| Protein 5 g   |                      |
| Vitamin A   | 10%                  |
| (100% as Beta-carotene)   |                      |
| Vitamin C   | 0%                   |
| Ingredients: Whole grain wheat, brown sugar, whole oats, sugar, honey |                      |

- One serving of cereal is
  - 54 g + 1.9 oz.
  - 1 cup + 54 g + 1.9 oz.
  - 1 cup
  - 1 cup + 1.9 oz.
- What does the letter g stand for?
  - grams
  - kilograms
  - gigabytes
  - milligrams
- One serving of this cereal gives you about  $\frac{1}{4}$  of your daily value of
  - potassium
  - dietary fiber
  - calories
  - beta-carotene
- Of all the ingredients in this cereal, the one found in the highest percentage is
  - brown sugar
  - honey
  - whole grain wheat
  - brown rice



# MIXED VEGETABLES

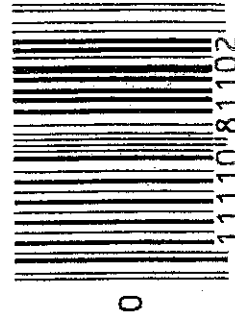


INGREDIENTS: CARROTS, POTATOES, CELERY, SWEET PEAS, GREEN BEANS, CORN, LIMA BEANS, WATER, SALT AND GROUND ONION.

### NUTRITION INFORMATION PER SERVING

|   |       |                         |           |
|---|-------|-------------------------|-----------|
| SERVING SIZE:   | 1 CUP | SERVINGS PER CONTAINER: | APPROX. 1 |
| CALORIES  | 70    | CARBOHYDRATE            | 14 g      |
| PROTEIN   | 2 g   | FAT                     | 0 g       |
| PERCENTAGE OF RECOMMENDED DAILY ALLOWANCES (U.S. RDA) |       |                         |           |
| PROTEIN   | 4     |                         |           |
| VITAMIN A   | 250   |                         |           |
| VITAMIN C   | 10    |                         |           |
| THIAMINE  | 2     |                         |           |
| RIBOFLAVIN  | 6     |                         |           |
| NIACIN  | 4     |                         |           |
| CALCIUM   | 4     |                         |           |
| IRON  | 8     |                         |           |

DISTRIBUTED BY THE KROGER CO., CINCINNATI, OHIO 45201

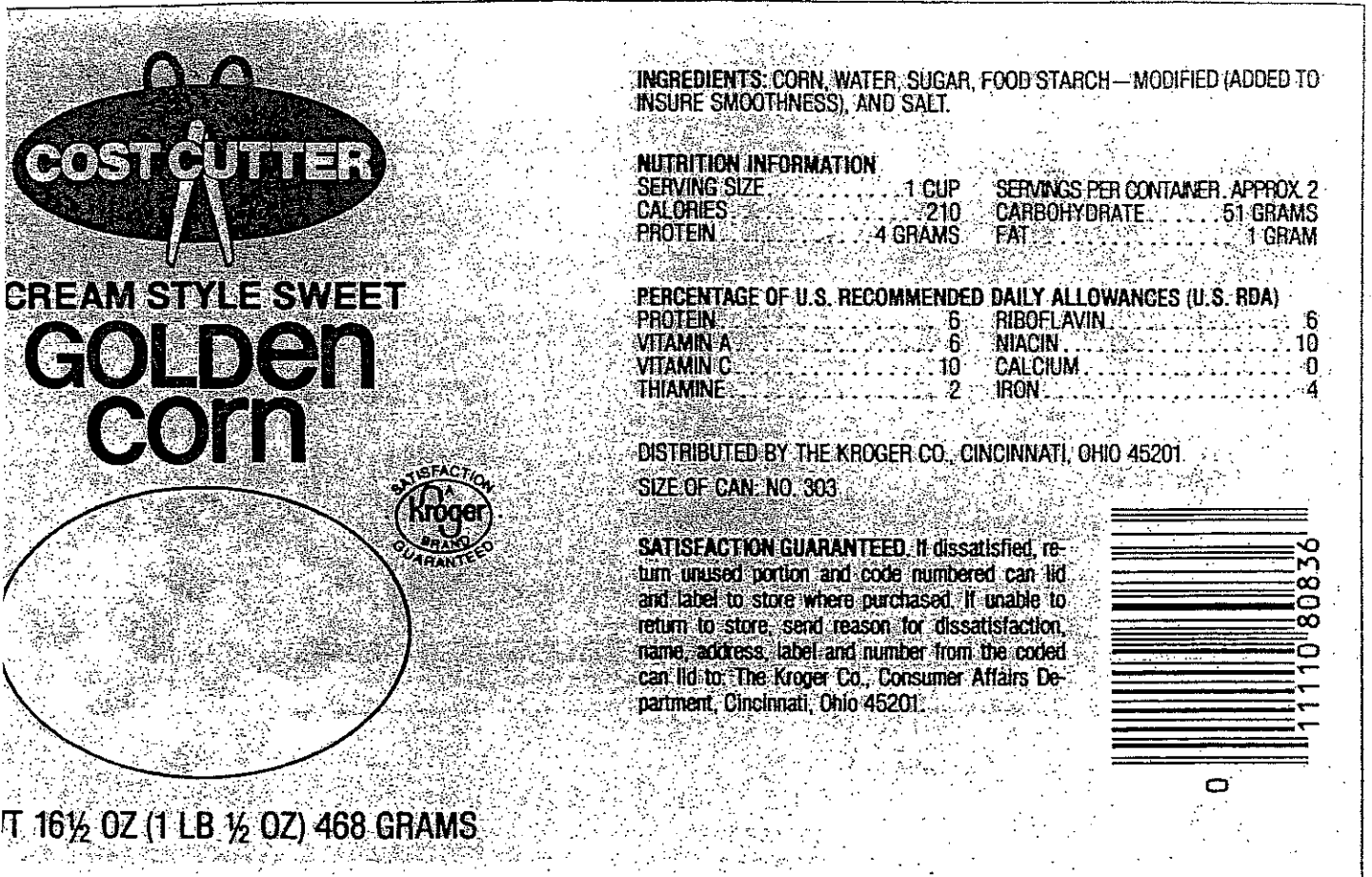


1. One serving of mixed vegetables is equal to \_\_\_\_\_ .
2. This can contains \_\_\_\_\_ serving(s).
3. There are only \_\_\_\_\_ calories in a serving.
4. There are \_\_\_\_\_ grams of protein and \_\_\_\_\_ grams of carbohydrate in a serving.
5. There is no \_\_\_\_\_ in this food.
6. This food contains vitamins \_\_\_\_\_ and \_\_\_\_\_ .
7. The protein in a serving of mixed vegetables is only \_\_\_\_\_ percent of the total amount of protein you need daily.
8. List the ingredients in this product. \_\_\_\_\_  
\_\_\_\_\_
9. What is the net weight of this product? \_\_\_\_\_
10. One serving of mixed vegetables will give you \_\_\_\_\_ percent of the iron you need daily according to the U.S. RDA.

## ACTIVITY 7

### Reading food labels

Read the nutrition information on the following labels. Answer the questions below each label.



**COST CUTTER**

CREAM STYLE SWEET  
**GOLDEN  
CORN**

**SATISFACTION  
Kroger  
BRAND  
GUARANTEED**

NET 16½ OZ (1 LB ½ OZ) 468 GRAMS

INGREDIENTS: CORN, WATER, SUGAR, FOOD STARCH—MODIFIED (ADDED TO INSURE SMOOTHNESS), AND SALT.

**NUTRITION INFORMATION**

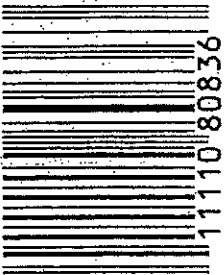
|              |         |                        |           |
|--------------|---------|------------------------|-----------|
| SERVING SIZE | 1 CUP   | SERVINGS PER CONTAINER | APPROX. 2 |
| CALORIES     | 210     | CARBOHYDRATE           | 51 GRAMS  |
| PROTEIN      | 4 GRAMS | FAT                    | 1 GRAM    |

**PERCENTAGE OF U.S. RECOMMENDED DAILY ALLOWANCES (U.S. RDA)**

|           |    |            |    |
|-----------|----|------------|----|
| PROTEIN   | 6  | RIBOFLAVIN | 6  |
| VITAMIN A | 6  | NIACIN     | 10 |
| VITAMIN C | 10 | CALCIUM    | 0  |
| THIAMINE  | 2  | IRON       | 4  |

DISTRIBUTED BY THE KROGER CO., CINCINNATI, OHIO 45201.  
SIZE OF CAN: NO. 303

**SATISFACTION GUARANTEED.** If dissatisfied, return unused portion and code numbered can lid and label to store where purchased. If unable to return to store, send reason for dissatisfaction, name, address, label and number from the coded can lid to: The Kroger Co., Consumer Affairs Department, Cincinnati, Ohio 45201.



11110 80836

1. One serving of Cost Cutter Corn is equal to \_\_\_\_\_.
2. One can of corn gives you \_\_\_\_\_ one-cup servings.
3. There are \_\_\_\_\_ calories in a serving.
4. Cost Cutter Corn has vitamin \_\_\_\_\_ and vitamin \_\_\_\_\_.
5. A serving of corn will give you \_\_\_\_\_ percent of the amount of protein you need daily.
6. There is 0 percent \_\_\_\_\_ in Cost Cutter Corn.

## Car Maintenance Bill

### Joe's Garage

|   |  |                                      |
|---|--|--------------------------------------|
| Customer No.<br>6.53042   | Mechanic Jason Moe                       | Invoice Date 6-13-05                 |
| Janet Brown<br>699 South 4 <sup>th</sup> Street<br>Hopkins, MN55305 | License No. JMF220                       | Color: Black                         |
|   | Year, Make, Model<br>04/Buick/Rendezvous | Vehicle I.D. No.<br>2F6HA23E45622889 |
| Telephone: 763-448-9121   |  |                                      |

#### Labor and Parts

|              |   |         |
|--------------|---|---------|
| <u>Parts</u> | Lube, Oil, Filter                       | 12.70   |
|              | Motor Oil                               | ****    |
|              | Oil, Filter                             | ****    |
|              | Chassis Grease                          | ****    |
|              | Job #: 1 255L8809 Total Labor and Parts | \$23.95 |

|              |                              |          |
|--------------|------------------------------|----------|
| <u>Misc.</u> | Shop Supplies                | 1.09     |
|              | Hazardous Waste Disposal Fee | 0.75     |
|              | KeyTag Oil Change Discount   | - 3.00   |
|              | Total Misc.                  | - \$1.16 |

**Total Invoice**      ~~\$23.62~~

*Thank you for your business.*

\$ 22.79

*Answer the questions about the bill.*

1. What is the name of the automotive shop? \_\_\_\_\_
2. When was the car serviced? \_\_\_\_\_
3. Why was the car at Joe's Garage? \_\_\_\_\_
4. What cost \$.75? \_\_\_\_\_
5. How much is the total bill? \_\_\_\_\_
6. What kind of car was being serviced? \_\_\_\_\_
7. What is the vehicle's I.D. number? \_\_\_\_\_

### Word Help: Spreadsheets

*Spreadsheets* are grids of **rows** and **columns** that contain **labels** and **values**.

- **Rows** run across the spreadsheet from left to right and are named by numbers.
- **Columns** run up and down the spreadsheet and are named by letters.
- **Cells** are the boxes where the rows and columns meet. They are named by numbers and letters. For example: Cell 4B = "85"; Cell 10A = "Total Spent"
- **Labels** are words or names that explain the information in a spreadsheet.
- **Values** are numeric information or numbers.

|    | A                        | B       | C         | D       | E |
|----|--------------------------|---------|-----------|---------|---|
| 1  | Month                    | August  | September | October |   |
| 2  | Rent                     | \$800   | \$800     |         |   |
| 3  | Utilities                | \$110   | \$100     |         |   |
| 4  | Telephone                | \$85    | \$70      |         |   |
| 5  | Transportation           | \$95    | \$90      |         |   |
| 6  | Groceries                | \$360   | \$340     |         |   |
| 7  | Restaurants/<br>Cafés    | \$230   | \$210     |         |   |
| 8  | Clothes                  | \$225   | \$105     |         |   |
| 9  | Medical/<br>Dental/Other | \$110   | \$60      |         |   |
| 10 | Total Spent              | \$2,015 | \$1,775   |         |   |

**6 Pair Practice** Work with a partner. Ask and answer the questions with the information from the spreadsheet.

1. How much did Elena spend on groceries in August? \_\_\_\_\_
2. How much did she spend on utilities in August? \_\_\_\_\_
3. Which row tells how much she spent on clothes? \_\_\_\_\_
4. Which column contains information about September? \_\_\_\_\_
5. How much total did she spend in September? \_\_\_\_\_
6. How much more did she spend in August? \_\_\_\_\_

Now ask and answer more questions about Elena's spreadsheet.

Look at the baseball schedule. Circle the response that answers each question or completes each sentence.

**Badgers Little League  
June Game Schedule**

| Fri                       | Sat                       | Sun                        |
|---------------------------|---------------------------|----------------------------|
| 2<br>Cubbies<br>7 P.M.    | 3 H<br>Pirates<br>4 P.M.  | 4 H<br>Reds<br>3:30 P.M.   |
| 9 H<br>Sox<br>7 P.M.      | 10 H<br>Cougars<br>4 P.M. | 11<br>Pirates<br>3:30 P.M. |
| 16 H<br>Cubbies<br>7 P.M. | 17 H<br>Cubbies<br>4 P.M. | 18                         |
| 23<br>Sox<br>7 P.M.       | 24<br>Sox<br>7 P.M.       | 25<br>Cougars<br>3:30 P.M. |
| 30 H<br>Cubbies<br>7 P.M. |                           |                            |

H—Home game; all others are away.

1. This is the schedule for which team?

- A Badgers
- B Cubbies
- C Cougars
- D Sox

2. What does the number in the upper left corner of each square represent?

- F the games played
- G number of runs
- H the date in June
- J the date in July

3. On June 16 the Badgers play the

- A Cougars
- B Sox
- C Reds
- D Cubbies

4. The Badgers play the

- F Cubbies at 6 P.M. on June 16
- G Reds at 7 P.M. on June 21
- H Cougars at home at 3:30 P.M. on June 26
- J Sox at home at 7 P.M. on June 9

5. At 7 P.M. on June 23,

- A the Badgers will play the Sox away
- B the Badgers will play the Sox at home
- C the Sox will play the Cougars at home
- D there will be no game



## Pitney Bowes Postage Meter P700/DM100i

Follow the steps below to add postage to your meter.


1. Press "Add Postage".
2. Select "Add \$xx" to add the amount shown OR select "Add another Amount". Key in amount in whole dollars and select "Continue".
3. The system dials into the Pitney Bowes Data Center. Various screens display the status of the process.
4. The amount added and available balances displays.
5. If a receipt is desired, press "Yes/Enter" and insert envelope through machine OR press "Home" to return to home screen.

[http://www.pb.com/cgi-bin/pb.dll/jsp/pbp.do?cid=pbpRI\\_Main](http://www.pb.com/cgi-bin/pb.dll/jsp/pbp.do?cid=pbpRI_Main)


1. How is the dollar amount of postage entered?
  - A. Press the "Add another Amount" key and enter the dollar amount.
  - B. Enter "Yes/Enter" and the dollar amount.
  - C. The machine displays the amount you added and the available balance.
  - D. Put the envelope through the machine.
2. What best describes the meaning of the fourth step?
  - A. The screen will give directions.
  - B. The amount of money added and the amount of money in your account will be shown on the screen.
  - C. Display the amount of money and the balance by putting in the numbers.
  - D. If you want a receipt, press "Yes/Enter".

Questions by J. Lindholm


# OPERATING YOUR EXTINGUISHER




**PULL THE PIN**



**AIM AT THE BASE OF THE FIRE**



**SQUEEZE THE LEVER**



**SWEEP FROM SIDE TO SIDE**

**IN ADDITION**

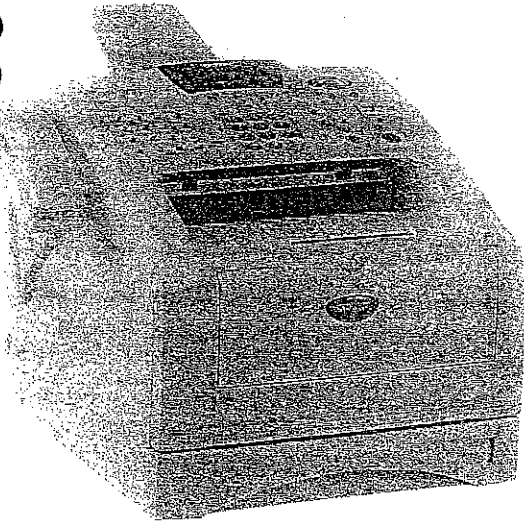
- TEST EXTINGUISHER PRIOR TO APPROACHING FIRE.
- KEEP LOW & APPROACH WITH WIND AT YOUR BACK.
- BACK AWAY, WATCHING FOR REKINDLE.

1. What does the "A" in P.A.S.S. represent?
  - A. Approach the fire.
  - B. Act quickly.
  - C. Aim at the base of the fire.
  - D. Always have a fire extinguisher nearby.
2. Before using a fire extinguisher, what should you do to the pin in the handle?
  - A. squeeze it tightly with your left hand
  - B. remove it
  - C. use it to test the extinguisher prior to approaching the fire
  - D. push it into the top of the fire extinguisher
3. How many instructions for using a fire extinguisher are included in this notice?
  - A. 4
  - B. 3
  - C. 5
  - D. 7
4. How should you spray the contents of the fire extinguisher?
  - A. You should spray up in the air at a 45-degree angle.
  - B. You should spray at the top of the fire.
  - C. You should spray from left to right towards the bottom of the fire.
  - D. You should spray into the wind.

Alison Shank



## The FAX-O-RAMIC 900



The FAX-O-RAMIC 900 is a state-of-the-art office machine. Users of this amazing product can send and receive faxes in rapid time. Similar machines operate with long delays but the FAX-O-RAMIC 900 is fast and dependable! For easy operation, just follow these instructions:

- Insert the power cord into a standard 220 AC electrical outlet.
- Place the material to be faxed face-down into the feeder tray.
- Key in the phone number you wish to dial. Be sure to dial "1" before dialing any long-distance phone numbers
- The phone number will appear in the display screen on the top center of the machine.
- When you hear a continuous tone, press, "Send."
- You will know that your fax has successfully been sent when the FAX-O-RAMIC 900 prints a "Completed" receipt for you.

1. When should you enter the phone number you want to dial?
  - A. Before you hear a continuous tone.
  - B. After you place the document in the feeder tray.
  - C. After the display screen shows the number in the center of the machine.
  - D. A. and B.
2. What adjectives appropriately describe this office machine?
  - A. unreliable and challenging to use
  - B. efficient and modern
  - C. complicated and tiring
  - D. impressive and slow
3. How will you know that your fax has arrived at its intended destination?
  - A. You will hear a continuous tone.
  - B. The number will appear in the FAX-O-RAMIC's display screen.
  - C. The "Send" light will activate.
  - D. The machine will produce a paper message that says, "Completed."

Almost any appliance you buy comes with an owner's manual. The manual explains how to use and take care of the appliance.

Read the following portion of an owner's manual for a cordless telephone. Then answer the questions.

#### The Battery Pack

If the light does not go on when you put the handset on the base, the battery pack and the AC adapter may not be connected properly. It is also possible that the charging contacts on the base and on the handset need to be cleaned. Do this with with an ordinary pencil eraser.

About once a month, discharge the battery fully to maintain its ability to fully recharge. Leaving the handset off the base until the LOW indicator flashes will discharge the battery.

Recharge the battery whenever the LOW indicator flashes. Place the handset on the base for several hours or overnight.

1. How can you tell when it is time to recharge the battery?

---

2. Why should you discharge the battery?

---

3. How do you discharge the battery completely?

---

4. If you put the handset on the base to recharge the battery and the light does not go on, what could be wrong?

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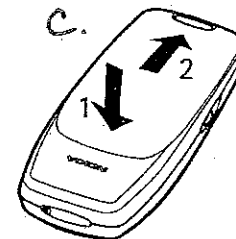
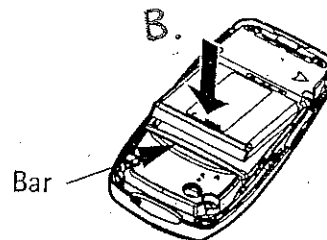
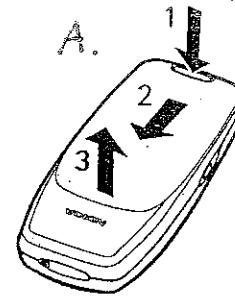
5. If you put the handset on the base to recharge the battery and the light does not go on, what should you do?

---

---

• **INSTALL THE BATTERY**

- 1 Push in the release button on the back of the phone (1), slide the cover toward the top of the phone (2 and 3), remove the cover.
- 2 Place the battery in the compartment with the label side facing up and the golden contact area aligned with the contact prongs.
- 3 Slide the battery into place and snap the top of the battery in so that the bar comes down snugly next to the battery.
- 4 Replace the cover (1) and slide it until you hear a click (2).



1. Before you place the battery into the compartment, what do you need to do?

- A. Remove the cover
- B. Snap in the top of the battery
- C. Replace the cover
- D. Slide it until you hear it click

2. When should you open the cover on the back of the phone?

- A. After you place the battery in the compartment
- B. Before you slide the battery into place
- C. After you replace the cover
- D. After you hear a click

3. What does diagram A show?

- A. How to replace the back cover of the phone
- B. How to charge the battery
- C. Where to put the battery
- D. How to remove the back cover

Questions by J. Lindholm

## SOFTWARE INSTALLATION INSTRUCTIONS

1. Start your computer, wait for the operating system to finish loading, then insert the Solutions CD.
2. To install software, click a software icon and select **Click to Install**. Follow the instructions on screen to complete the software installation.
3. Connect the power supply and cable.
4. Connect the FireWire or USB cable to the CD-RW drive.
5. Connect the other end of the FireWire or USB cable to your computer. Your drive is now ready to use.

### Customer Support Options

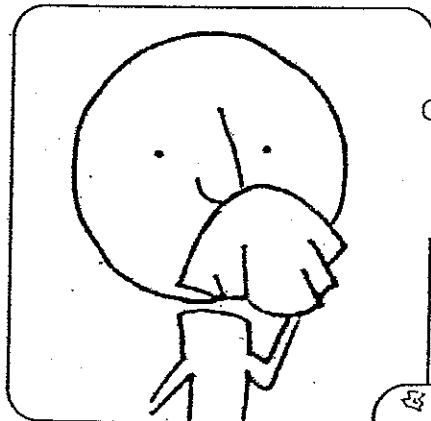
For service and support for your Ultra product, visit us at [www.ultra.com](http://www.ultra.com).

\*\*\*\*\*

1. When should you click on a software icon to install the software?
  - a. After you connect the power supply and cable.
  - b. After you call for customer support.
  - c. After you insert the Solutions CD
  - d. Before you start your computer.
2. This product was manufactured by....
  - a. Solutions CD
  - b. Ultra
  - c. FireWire
  - d. Dell
3. What should you do after you insert the Solutions CD?
  - a. Wait for the operating system to finish loading.
  - b. Remove the software CD
  - c. Follow the instructions on screen to complete the software installation.
  - d. Turn off your computer.

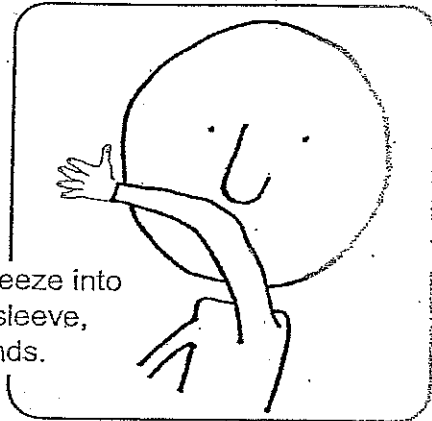
Stop the spread of germs that make you and others sick!

# Cover your cough

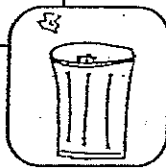


Cover your mouth  
and nose with a  
tissue when you  
cough or sneeze  
or

cough or sneeze into  
your upper sleeve,  
not your hands.

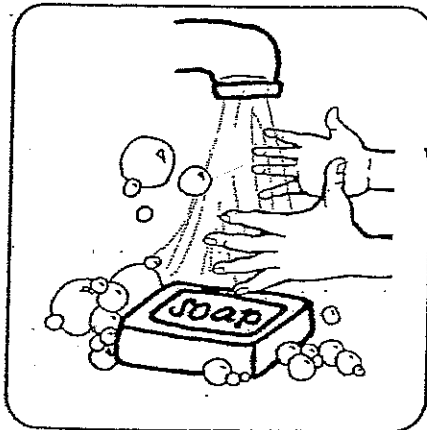


Put your used tissue in  
the waste basket.



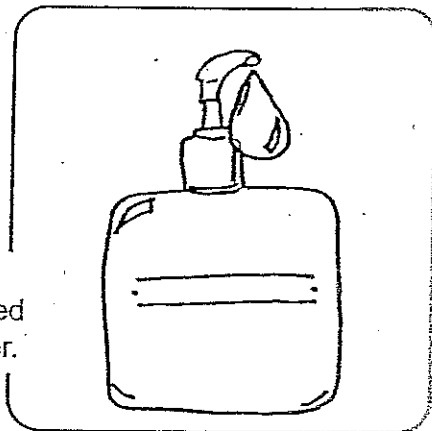
# Clean your Hands

after coughing or sneezing.



Wash hands  
with soap and  
warm water

or  
clean with  
alcohol-based  
hand cleaner.



## CASAS Practice for “Cover Your Cough”\*

Alison Shank

1. What is the purpose of this bulletin?
  - a. To amuse the reader with interesting cartoon figures
  - b. To encourage people to stay home when they have a fever
  - c. To advise people how to cough quietly
  - d. To inform people how to avoid spreading germs when they have a cough
  
2. What are the two main pieces of advice listed on this informational flier?
  - a. Throw used tissues into a waste basket and use soap to wash your hands.
  - b. Cover your cough and clean your hands after coughing or sneezing.
  - c. Use soap or an alcohol-based hand cleaner.
  - d. Don't spread germs and use tissues!
  
3. According to this information, what is the recommended way to cough?
  - a. Cough into your upper sleeve.
  - b. When you cough, cover your mouth and nose with a tissue.
  - c. Put your tissue in the waste basket after you use it.
  - d. Cover your mouth and nose with a tissue, or cough or sneeze into your upper sleeve.
  
4. If you follow the suggestions on this handout, what will you achieve?
  - a. Your cough will only last a few days.
  - b. You will sneeze and cough in a more polite way.
  - c. You will reduce the spread of germs when you are sick and around others.
  - d. You will follow the health laws of Minnesota.

\* Informational bulletin produced by the Minnesota Department of Health

# PIZZA LUCÉ

Pizza Lucé St. Paul

651.288.0186

1183 Selby Ave.

OPEN 11AM TO 2.30AM DAILY

FREE DELIVERY • TAKEOUT • DINE-IN



visit our other locations

*Minneapolis*

Pizza Lucé Downtown

Pizza Lucé Uptown

Pizza Lucé Seward/University

*Duluth*

Pizza Lucé Duluth

[www.pizzaluce.com](http://www.pizzaluce.com)

We accept cash and all major credit cards

Prices effective October 1st, 2007

Prices subject to change • tax not included 10.21.07

1. Where is Pizza Lucé located?
  - A. in St. Paul
  - B. on Selby Avenue
  - C. in Wisconsin
  - D. A and B
2. When can you buy a pizza from this restaurant?
  - A. after 11:00 p.m.
  - B. from 9:00 a.m. - 10:00 a.m.
  - C. from 9:00 p.m. - 2:00 a.m.
  - D. A and C
3. Which of the following sentences is true?
  - A. There are three Pizza Lucé restaurants in Minnesota
  - B. There are five Pizza Lucé restaurants in Minnesota
  - C. This restaurant doesn't accept cash.
  - D. Pizza Lucé opened in 1998.
4. How can you eat pizza from Pizza Lucé?
  - A. You can have it delivered to your home.
  - B. You can eat your pizza at the restaurant.
  - C. You can have it delivered to your office.
  - D. All of the above.
5. This ad is primarily for which restaurant?
  - A. Pizza Lucé
  - B. Pizza Lucé in Duluth
  - C. Pizza Lucé in St. Paul
  - D. Pizza Lucé in Minneapolis

1. What is the name of the company in this advertisement?

- A. FAST SERVICE
- B. LENNOX
- C. SNELLING
- D. EMERGENCY REPLACEMENT

2. Why should you choose this company for service?

- A. You will get a job.
- B. You will receive fast service.
- C. You will pay \$20.00 less for your first repair visit.
- D. B and C

3. What service does this company provide?

- A. It employs people who can fix your heating problems.
- B. It has specialists who can repair your electrical problems.
- C. It has employees who can repair your air conditioner.
- D. All of the above.

4. How long has this company existed?

- A. for 76 years.
- B. since 1931.
- C. B and C
- D. A and B

5. If you call this company, how soon will someone help you?

- A. You will have to wait for an emergency.
- B. You will be 100% satisfied with this service.
- C. You will receive service within 24 hours.
- D. You will need to buy a replacement heater.

# FAST SERVICE

Family owned and operated since 1931

# SNELLING

HEATING • COOLING • ELECTRICAL

- Same Day Service - All Brands
- 100% Satisfaction Guaranteed
- Emergency Replacement **LENNOX**

# 651-222-3622

# \$20.00 OFF YOUR FIRST SERVICE CALL



## Work for the city, live in the city

The Minnesota Supreme Court has ruled that residency requirements are in the public's best interest and have a bearing on public safety, employee performance and the economic vitality of a community. At present in St. Paul, 1,900 homes are vacant and as many as 2,000 others are in foreclosure. Thousands of city employees live outside St. Paul and pay their taxes in Minneapolis, a suburb or western Wisconsin. It's time for our City Council to seriously pursue a residency rule for all future public employees in St. Paul.

*The St. Paul Voyager*  
9/23-10/6/09

*Reno Rossini*  
*North End*

1. What is the purpose of this editorial?
  - a. to recommend that the St. Paul City Council require city employees to live in St. Paul.
  - b. to support the use of residency requirements for city employees in St. Paul.
  - c. to encourage residents of Minneapolis to move to St. Paul.
  - d. Both a. and b.
  
2. What is Reno Rossini's main complaint?
  - a. The homes of many city employees are in foreclosure.
  - b. St. Paul does not receive property tax money from thousands of its city employees.
  - c. The Minnesota Supreme Court is too concerned with public safety and vitality.
  - d. The performance of public employees should be reviewed more often.
  
3. According to this editorial, how do communities benefit from residency requirements?
  - a. Residency requirements improve public education.
  - b. Residency requirements negatively affect the economic vitality of a community.
  - c. Both a. and b.
  - d. Residency requirements can improve the public safety and economic well-being of a community.

## Elect O'Connell to School Board

My father taught me that education is the great equalizer in life. Our kids deserve a strong educational foundation, and we all count on our great St. Paul Public Schools.

When we vote in the general election on November 3, we can make an excellent choice for our children and our schools. Jean O'Connell is a practical, sensible leader who wants to put her talents to work on the St. Paul School Board. She is recently retired from 3M, has spent time volunteering in classrooms and at science fairs, and helped our district develop its current strategic plan. She is a leader who will hit the ground running.

Our schools have complex issues to address, now and in the future. Jean O'Connell will make a strong contribution to a fiscally sound, learning-based, child-focused district. Our future depends on the success of all our children.

From: The St. Paul  
Villager  
9/23-10/6/09

Catherine Reid Day  
Macalester-Groveland

1. Why did Catherine Reid Day write this editorial?
  - a. to encourage St. Paul residents to work hard for St. Paul Public Schools.
  - b. to support Jean O'Connell's candidacy for St. Paul School Board
  - c. to suggest that St. Paul residents choose sensible schools for their children.
  - d. to make sure parents discuss complex issues with their children at home.
  
2. According to this editorial writer, what are Ms. O'Connell's strengths?
  - a. She is recently retired from 3M and has lots of free time.
  - b. She believes that education is the great equalizer in life.
  - c. She is an excellent choice for school children in St. Paul.
  - d. She is a sensible leader who has worked as a volunteer and a strategic planner for the St. Paul School District.
  
3. What does the author of this editorial believe strongly?
  - a. All children deserve to have a quality education.
  - b. Jean O'Connell has what it takes to be an excellent school board member.
  - c. Both a. and b.
  - d. Jean O'Connell doesn't have enough experience to handle complex issues.

## A Transit Hub to Admire

Dear Editor:

The new Smith Avenue transit hub across from the Xcel Energy Center is an engineering marvel - not only the five-story parking ramp, but the street, sidewalks and bus lanes. This once-vacant piece of property serves Metro Transit patrons with pride. It also connects St. Joseph's Hospital and United and Children's Hospitals with easy access. Just a block or two from the business district in downtown St. Paul, the multipurpose facility gives bus riders many options. It also enhances the downtown skyline with the St. Paul Cathedral above.

Steve Hubbell  
Downtown St. Paul

\*\*\*\*\*

1. Which word best describes the author's attitude toward the transit hub?
  - a. critical
  - b. stereotypical
  - c. pleased
  - d. disappointed
  
2. What is the main idea of this editorial?
  - a. The city transit hub is an excellent addition to the city.
  - b. The city should utilize wasted space better.
  - c. The transit hub is not being used properly.
  - d. The city of Minneapolis has better transit hubs than St. Paul.
  
3. What does the phrase "once-vacant piece of property" mean?
  - a. The property is not occupied currently.
  - b. The property used to be occupied, but now it isn't.
  - c. The property was not occupied in the past, but now it is.
  - d. The property used to be worthless.
  
4. Who is Steve Hubbell?
  - a. a discouraged newspaper reader
  - b. a fan of the Xcel Center
  - c. an enthusiastic supporter of the new Smith Avenue transit hub
  - d. an opponent of multipurpose facilities in downtown St. Paul

## Transportation Costs are Out of Line

For many years, students in St. Paul have had the option of attending the school of their choice as long as that school had an opening for that student. While this has given parents greater freedom in deciding how and where to educate their children, this same policy has required huge amounts of school dollars to be spent on bussing, money that could be spent on academic programs instead. Does it make any sense to pay for a bus that transports just a few children all the way across town simply because those children prefer to attend a school that is not in their neighborhood? If families want to send their children to a school that lies outside of their neighborhood, then those parents should drive their children to that school. At a time when funds for public education are constantly decreasing, we cannot afford to pay such these additional and completely unnecessary transportation costs.

1. What is the opinion of this writer?
  - a. It's extremely important that children attend a school of their choice.
  - b. Cross-town bussing allows children to attend any school in St. Paul.
  - c. Parents have greater freedom in selecting schools nowadays.
  - d. Tax money is being wasted on bussing in St. Paul.
  
2. What does "Out of Line" mean in the headline of this editorial?
  - a. expensive
  - b. justified
  - c. wrong
  - d. required
  
3. What is the main idea of this article?
  - a. The City of St. Paul should spend limited education funds on academic programs, not on unnecessary bussing.
  - b. Bussing should be supported more by the City of St. Paul.
  - c. St. Paul school children should have less school choice.
  - d. Parents should rely on the school district for transportation.
  
4. According to this writer, what do some families prefer to do?
  - a. Some children prefer to ride to school with their parents.
  - b. Some families prefer to send their children to school by bus.
  - c. Some families prefer that their children attend St. Paul schools that are far from their homes.
  - d. Some families prefer to spend tax money on academic programs.

A. Shank

## A Prescription for Walgreens

I know the Snyders Drug Store in Highland Village is closing. I just want to highly recommend that Walgreens continue the employment of Snyders pharmacist Stan Starkman. His intelligence and knowledge of his client base surpasses any young pharmacist. He truly cares. He has been a mainstay for his Highland clients for a long time. He would be an asset to any company, and he would help in the transition for all those loyal to Snyders. I am sure Mr. Starkman realizes his time working will soon be coming to an end, but what a great way to show him some well deserved respect and give some comfort to so many clients, not to mention how much he could teach the new staff.

*D. Levitt  
Highland Park*

- 
1. What is the purpose of this editorial?
    - A. to encourage Snyders customers to shop at Walgreens instead.
    - B. to recommend that Walgreens hire Mr. Starkman when his employment as the pharmacist at Snyders comes to an end.
    - C. to insist that Stan Starkman be recognized as the best pharmacist in Highland Village.
    - D. all of the above.
  2. What is the writer's evaluation of Mr. Starkman's performance?
    - A. The writer claims that Mr. Starkman is smarter than his clients.
    - B. This writer believes that Stan Starkman respects his clients.
    - C. The author states that Stan Starkman is a smart and caring pharmacist.
    - D. The writer indicates that Mr. Starkman will soon lose his job.
  3. What does the word "prescription" mean in the title of this editorial?
    - A. In this title, "prescription" is used to suggest that Snyders is ill.
    - B. "Prescription" in this title means "medicine."
    - C. The writer uses "prescription" to mean "illness" in the title.
    - D. As used in the title, "prescription" means "advice" for Walgreens.

## Love Grows on Trees

Would you like to get that special person in your life a Valentine's Day gift that last for years? How about a tree? For \$75, Friends of the Parks and Trails of St. Paul and Ramsey County will see that a tree is planted in that person's name in a public park in any of 21 municipalities in the Twin Cities metropolitan area. A valentine will be sent to the person receiving the gift, and next spring park staff will plant the tree and the person will receive a map showing the location of the tree.

Send a check for \$75 to the Friends of the Parks and Trails, 1621 Beechwood Ave., St. Paul, MN 55116. Indicate the name and address of the person you wish to receive the card. Also specify the park in which you prefer the tree to be planted and how you wish the card to be signed.

For more information, visit [www.friendsoftheparks.org](http://www.friendsoftheparks.org) or call 651-698-4543.

*Peggy Lynch, Executive Director  
Friends of the Parks and Trails*

- 
1. What is this passage?
    - A. an editorial regarding environmental awareness
    - B. a complaint letter about the lack of trees in St. Paul parks
    - C. an advertisement for a hiking group's Valentine's Day party
    - D. an announcement about a fundraising activity that supports the preservation of recreational areas in St. Paul, MN.
  2. Why would you write a check for \$75 after reading this passage?
    - A. to indicate the name and address of a special person on Valentines' Day.
    - B. to pay for the removal of a tree from a local park in the name of a friend.
    - C. to deliver a tree to 1621 Beechwood Ave. on Valentine's Day
    - D. to buy a Valentine's Day present for someone that will last for years.
  3. Who is Peggy Lynch?
    - A. She is the head of a community group called Friends of the Parks and Trails.
    - B. Peggy leads a group that works to protect parks and trails in Ramsey County.
    - C. Ms. Lynch is reporter on environmental issues for the *Villager*.
    - D. B. and A.

State File # 2564B  
Public Funding for the Vikings Stadium

This bill provides for an expenditure of up to \$700 million of public money for the construction of a new stadium for the Minnesota Vikings.

Argument in Favor of State File #2564B

The Minnesota Vikings are an important asset to the state, and we should do whatever we can to keep them here. First, many people of all ages and incomes enjoy rooting for the team. The team returns tax benefits to the economy. Second, construction of a new stadium would create up to 8000 jobs and promote additional development of shops and restaurants. Third, the Metrodome is obsolete, and the team's lease expires at the end of the 2011 season. Without a new stadium, the team will probably move to another state.

The Vikings' owners have commissioned a new design and are ready to move on this project. The State Legislature should support them.

Argument Against State File #2564B

In the current economic climate, it would be wasteful and irresponsible to give public money to a private organization. Minnesota faces a one billion dollar deficit this year, and a 5-7 billion dollar deficit in the next two years. The state needs to increase spending for education, health insurance, and road construction, all areas of vital concern to taxpayers. The Metrodome and its infrastructure are already in place and could be upgraded easily.

While we appreciate the Vikings' entertainment value, we feel that the Vikings' owners, like other private businessmen, should pay for their own building.

---

1. Which statement best reflects the argument in favor of State File #2564B?

- A. The new stadium design is ready to go.
- B. The team's lease will expire in 2011.
- C. Without a new stadium, the Vikings will move.
- D. Many fans enjoy watching the games.

3. Which statement would supporters and opponents likely agree on?

- A. The Metrodome is an excellent stadium.
- B. Minnesotans enjoy the Vikings' games.
- C. The Vikings employ a lot of people.
- D. Education is more important than sports.

2. What is the main idea expressed by opponents of State File #2564B?

- A. The Vikings already have a good stadium.
- B. The Vikings do not contribute to the economy.
- C. Private businessmen should pay more taxes.
- D. The state has more important things to spend public money on than stadiums.

## "Immigrant Families Divided"

(Alison Shank)

1. According to the pie chart, how many men in the U.S. are believed to be illegal immigrants?
  - A. 3.1 million
  - B. 6.4 million
  - C. 1.8 million
  - D. None
2. Why does the article say that many immigrant families "are divided"?
  - A. Female immigrants live separately from male immigrants.
  - B. Public resources are given to adults, but not child immigrants.
  - C. Children who are citizens can be separated from their illegal immigrant parents.
  - D. Immigrant parents occupy separate housing from their children.
3. Which of the following statements is true according to the pie chart?
  - A. There are more illegal male immigrants than illegal female immigrants.
  - B. There are more illegal female immigrants than illegal male immigrants.
  - C. Any child born in the U.S. is an American citizen.
  - D. A. and C.

### Immigrant Families Divided in Legal Status

In many immigrant families, family members do not share the same legal status.

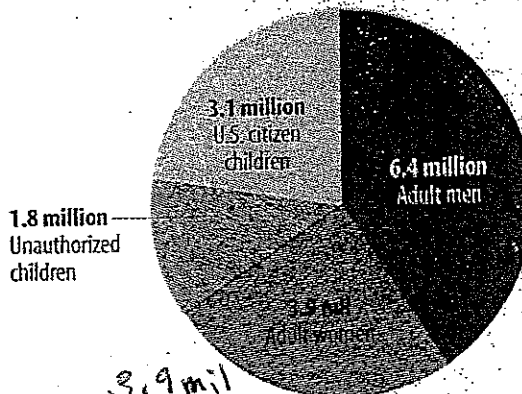
More than 3 million American-born children have at least one parent who is an illegal immigrant. Children born in the U.S. are American citizens, even if their parents are not.

When illegal immigrant parents are caught by the government, the children are sometimes left behind.

### Immigrant Families Divided

About 3.1 million children are U.S. citizens by birth in the estimated 6.6 million families living in the United States illegally.

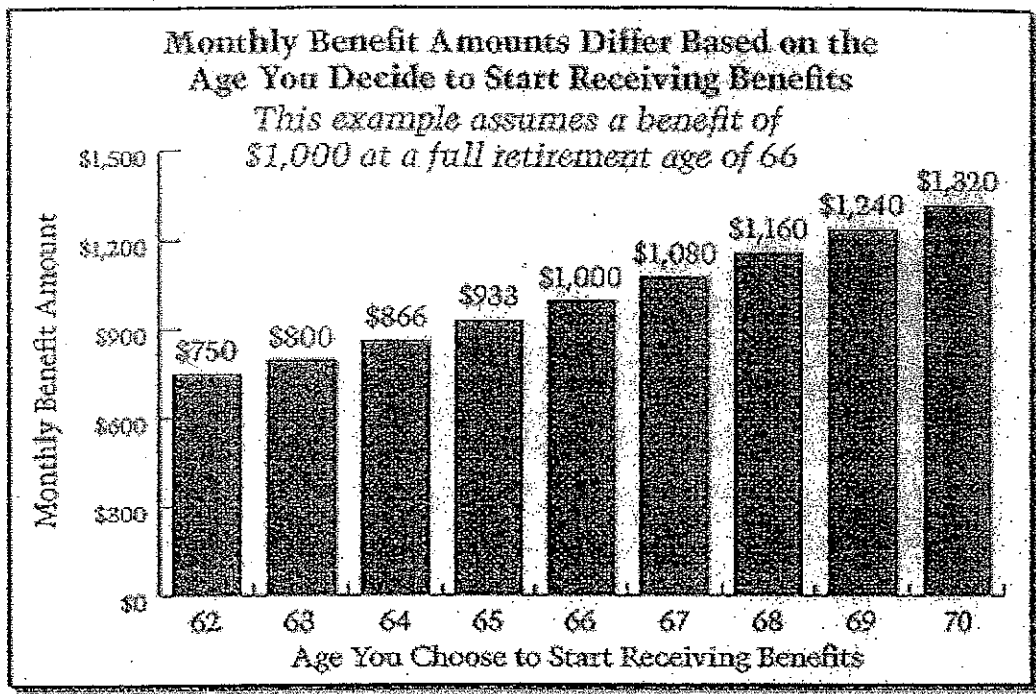
Unauthorized immigrant family members, March 2006 estimate



SOURCES: Pew Hispanic Center; AP



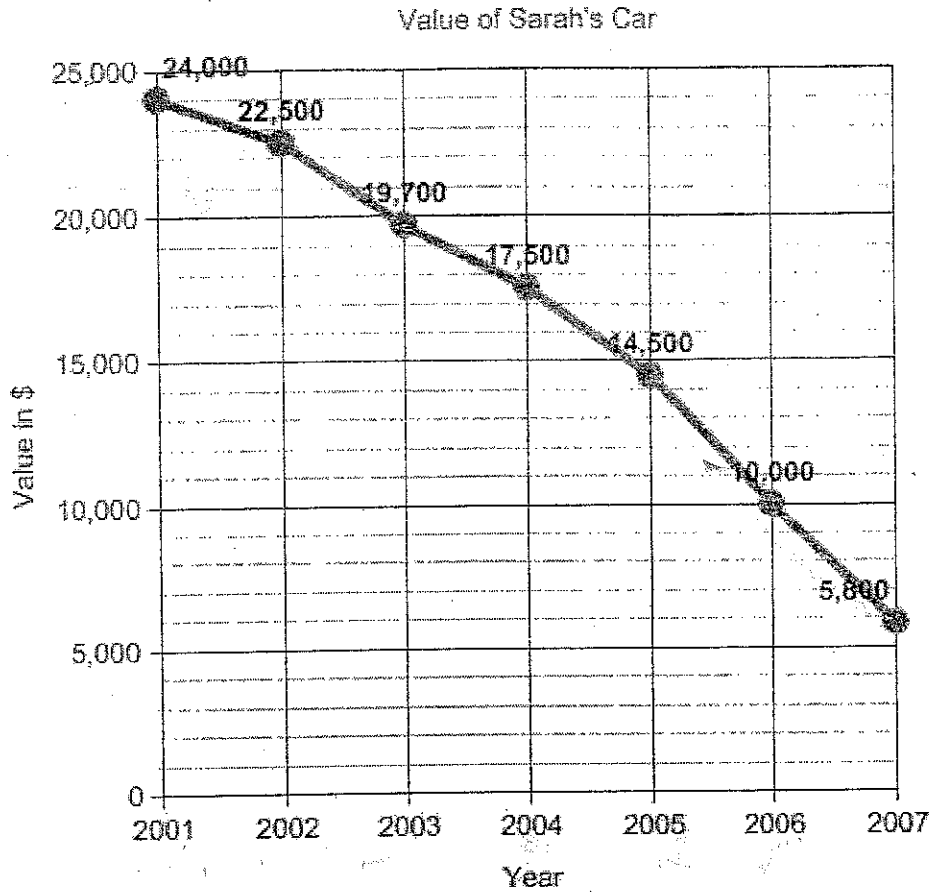
The following chart provides an example of how your monthly benefit amount can differ based on the age at which you decide to start receiving benefits.



Let's say your full retirement age is 66 and your monthly benefit starting at that age is \$1,000. If you choose to start getting benefits at age 62, your monthly benefit will be reduced by 25 percent to \$750 to account for the longer period of time you receive benefits. This is generally a permanent reduction in your monthly benefit.

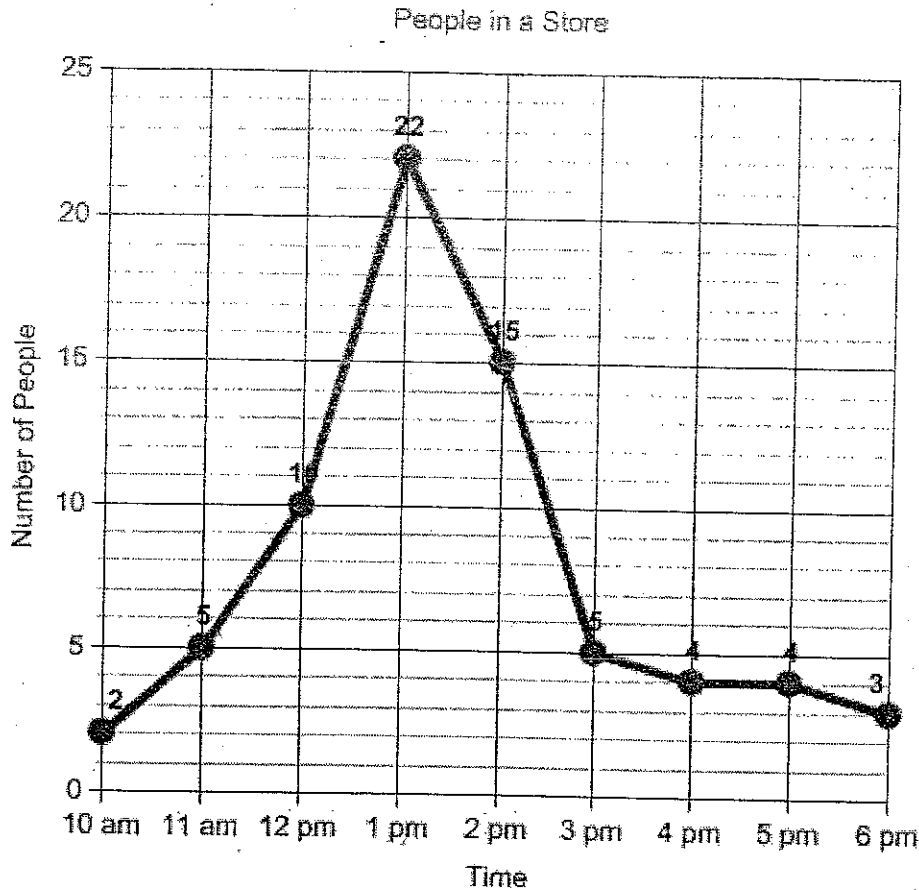
If you choose to not receive benefits until age 70, you would increase your monthly benefit amount to \$1,320. This increase is from delayed retirement credits you get for your decision to postpone receiving benefits past your full retirement age. The benefit amount at age 70 in this example is 32 percent more than you would receive per month if you chose to start getting benefits at full retirement age.

1. According to this graph, what can cause your monthly benefit to vary?
  - a. a benefit of \$1,000
  - b. the age at which you start receiving benefits
  - c. Your monthly benefit will be reduced by 25 percent.
  - d. change in your health status
2. According to this chart, how would your monthly benefit change if you retired at 65 instead of 62?
  - a. Your monthly benefit amount would be \$933.
  - b. Your monthly benefit amount would increase by \$1,000.
  - c. Your monthly benefit amount would decrease by \$133.
  - d. Your monthly benefit amount would increase by \$133.
3. Based on the information in this graph, when should you retire if you want your monthly benefit to be at least \$1,000?
  - a. You should retire at 64.
  - b. You should wait until 65 to retire.
  - c. You should retire no earlier than 66 years of age.
  - d. You should retire at 67 years old.



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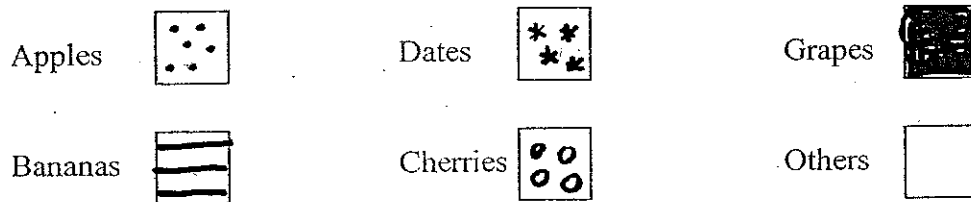
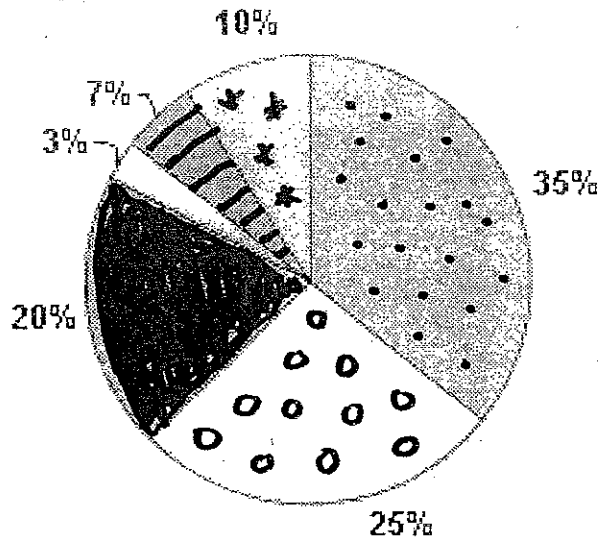
1. What was the starting value of Sarah's car?
  - A. \$22,500
  - B. \$25,000
  - C. \$20,000
  - D. \$24,000
2. What happened to the value of Sarah's car between 2005 and 2006?
  - A. Its value decreased by \$10,000.
  - B. The value of the car dropped by \$4,500.
  - C. The car's value remained the same.
  - D. The car was valued at \$14,500.
3. Which of the following statements is not true?
  - A. This graph shows the value of Sarah's car over six years.
  - B. Sarah's car lost about 75% of its value from 2001 – 2007.
  - C. Sarah's car lost the least amount of value from 2001 – 2002.
  - D. Sarah's car was worth half of its original value in 2004.
4. What can you infer from this graph?
  - A. Sarah thought her car was very valuable.
  - B. Sarah's car continued to lose its value over time.
  - C. 2004 was a good year for buying cars.
  - D. Sarah got rid of her car in 2007.



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1. What is the busiest time of day in this store?
  - A. 11:00 A.M.
  - B. 4:00 P.M. – 5:00 P.M.
  - C. 2:00 P.M.
  - D. 1:00 P.M.
2. About how many people are in the store at 11:30 A.M.?
  - A. 5
  - B. About 7
  - C. Approximately 7
  - D. 10
3. How many more people are in the store at 2:00 P.M. than at 3:00 P.M.?
  - A. 15 total people
  - B. 10 fewer people
  - C. 5 more people
  - D. 10 more people
4. According to the graph, which of the following statements is true?
  - A. There was an equivalent number of people in the store at 4:00 P.M. and 5:00 P.M.
  - B. There were only two people in the store at 10:30 A.M.
  - C. There were more people in the store at 2:00 P.M. than at 1:00 P.M.
  - D. There were fewer people in the store at 12:00 P.M. than at 11:30 A.M.

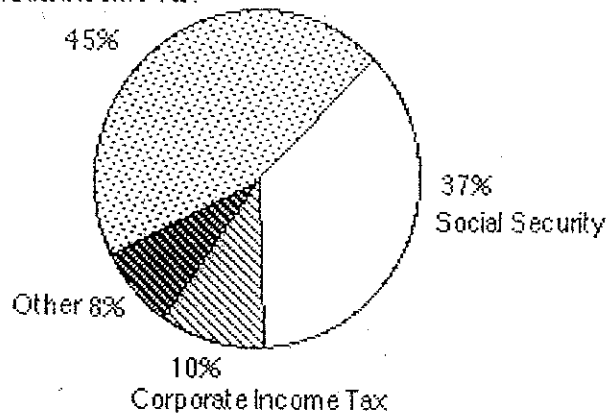
### People who like different fruit



1. What does this graph tell you?
  - A. The people in this survey liked grapes twice as much as they liked dates.
  - B. The three most popular fruits are: apples, dates, and bananas..
  - C. More than half of the people surveyed said they like oranges.
  - D. Citrus fruit is very good for you.
2. Which fruit rated highest among the people included in this survey?
  - A. Dates
  - B. Bananas
  - C. Grapes
  - D. Apples
3. According to this graph, which is the second most popular fruit?
  - A. Grapes
  - B. Cherries
  - C. Tangerines
  - D. Dates

## Revenue Sources for the Federal Government

Individual Income Tax

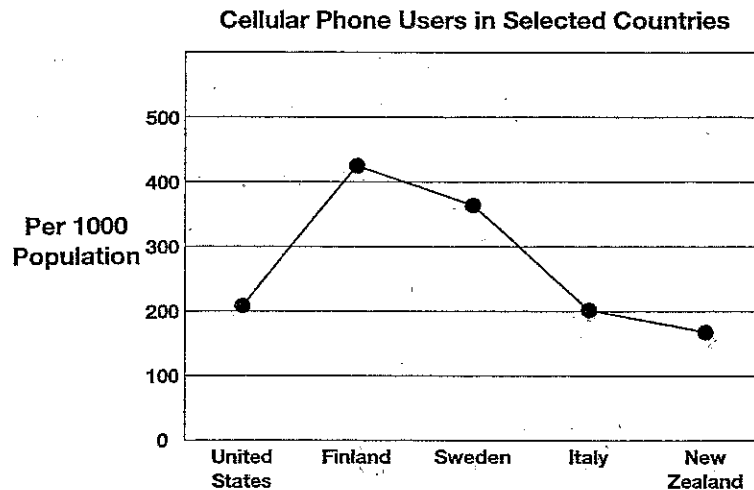


1. Which of the following statements is not true?
  - A. The U.S. federal government receives most revenue from corporate income tax payments.
  - B. Social security payments make up 37% of the U.S. federal government's total revenue.
  - C. 45% of U.S. citizens submit income tax payments to the U.S. federal government.
  - D. A. and C.
2. What does this graph show you?
  - A. The greatest revenue sources for the U.S. federal government are individual income tax payments and social security contributions.
  - B. Corporate income tax payments make up 18% of the U.S. government's revenue.
  - C. Only 8% of the federal government's revenue comes from individual and corporate income tax payments and social security contributions.
  - D. Individual income tax payments have decreased to 45% in the U.S.

# Reading Graphs

Graphs are a way to show information to make it easier to understand. There are several types of graphs.

Line graphs give a picture for comparing numbers. A grid is used to make a line graph. The numbers on the left side show the frequency. In this case, it is the number of people who use cell phones.



Source: *Top 10 of Everything 2000*

1. Which country has the most cell phone users per one thousand people?

---

2. Which country has the fewest cell phone users per one thousand people?

---

3. Which country has two times as many cell phone users as the United States?

---

4. Which country has just over 350 users per one thousand population?

---

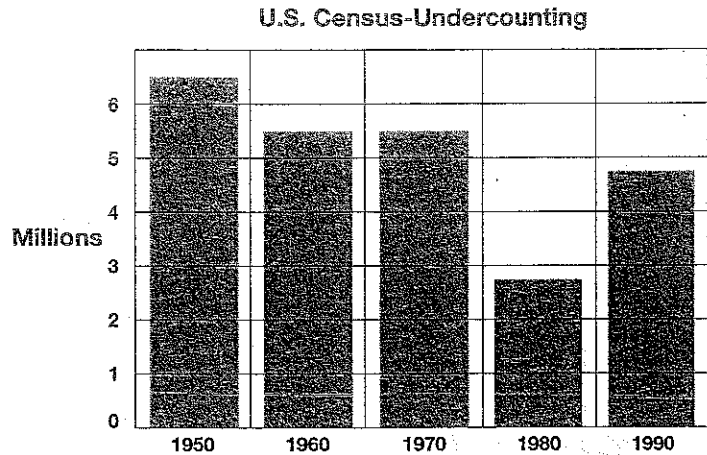
5. Which country has almost the same number of users per one thousand people as the United States?

---

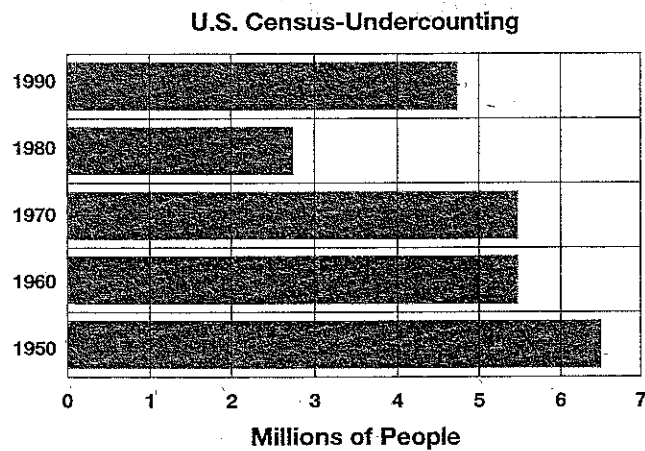
# Practice

Bar graphs give an easy way to compare increases and decreases over time. These two bar graphs show that the number of people not counted by the United States census has been decreasing.

In this first bar graph, the numbers on the left side show the number of people in millions. The numbers along the bottom show the years used. This is a **vertical bar graph** since the bars go up and down.



In a **horizontal bar graph**, the bars go across the graph. In this bar graph, the numbers along the left side show the years. The numbers at the bottom show the number of people in millions.



Both bar graphs show the same information.

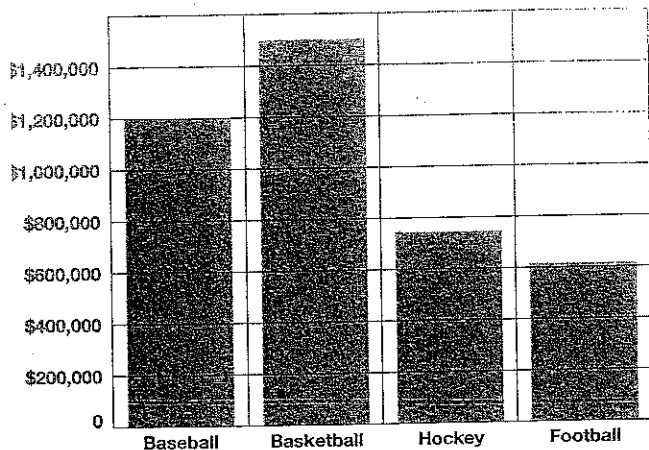
Study the bar graphs and answer the questions.

1. In which year were the most people not counted? \_\_\_\_\_
2. In which two years were about the same number of people not counted?  
\_\_\_\_\_
3. How many people were missed in 1950? \_\_\_\_\_
4. How many people were missed in 1990? \_\_\_\_\_
5. In which year were the fewest number of people not counted?  
\_\_\_\_\_

## Check Up

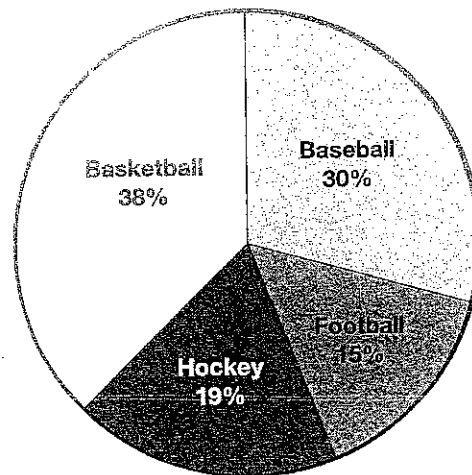
Circle the answer to each question.

Average Salaries for Professional Athletes-1994



Source: information from *World Book*

Percent of Total Salaries by Sport-1994



- Which sport has an average salary of one million two hundred thousand dollars?  
A baseball  
B basketball  
C hockey  
D football
- Which sport has an average salary of seven hundred fifty thousand dollars?  
F baseball  
G basketball  
H hockey  
J football
- Which sport pays the second highest average salaries?  
A baseball  
B basketball  
C hockey  
D football
- Which sport pays the highest average salary?  
F baseball  
G basketball  
H hockey  
J football
- Which sport pays the lowest average salary?  
A baseball  
B basketball  
C hockey  
D football
- Which sport represents 19% of the total salaries?  
F baseball  
G basketball  
H hockey  
J football

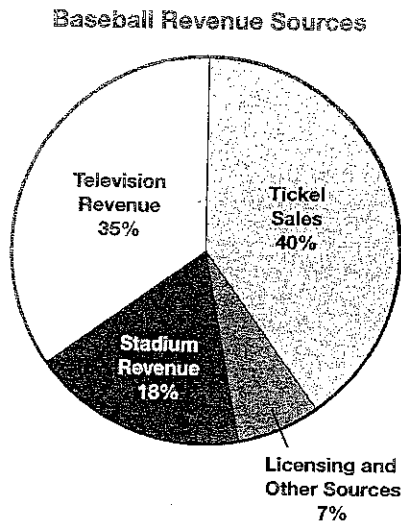


# Apply

Circle graphs show parts in relation to the whole. The parts look like slices or pie. Some circle graph looks like a pie cut into pieces, it is often called a pie chart.

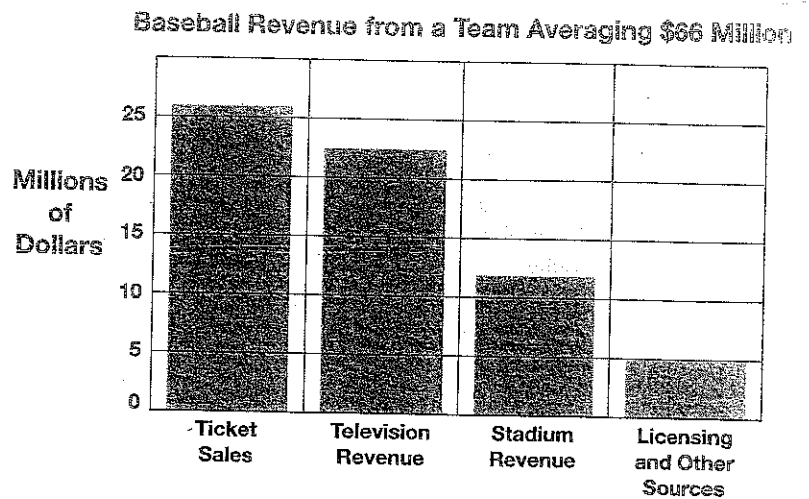
The whole graph equals 100 percent. Each of the pieces shows the percent for that part. When all the percents are added together, the total is 100 percent.

### Graph A



Source: Information from *World Book*

### Graph B



Circle graphs and bar graphs show information in different ways. Study the graphs and answer the questions.

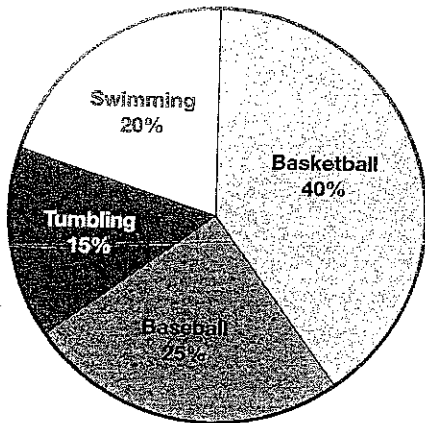
1. How much money is earned from ticket sales? \_\_\_\_\_  
Which graph did you use? \_\_\_\_\_
2. What percentage does television revenue supply? \_\_\_\_\_  
Which graph did you use? \_\_\_\_\_
3. How much money is earned from television revenue? \_\_\_\_\_  
Which graph did you use? \_\_\_\_\_
4. Which source gives the smallest amount of revenue? \_\_\_\_\_  
Which graph did you use? \_\_\_\_\_
5. Which source gives the largest amount of revenue? \_\_\_\_\_  
Which graph did you use? \_\_\_\_\_

# Using Graphs

Use the graphs to answer the questions.

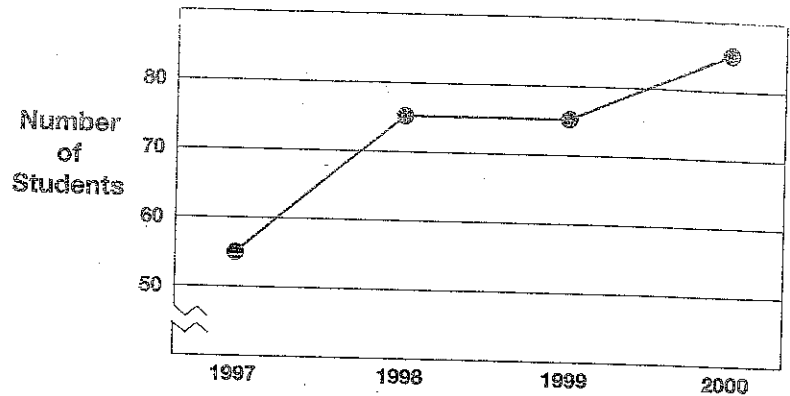
**Graph A**

**Favorite Sports of Students at Home School**



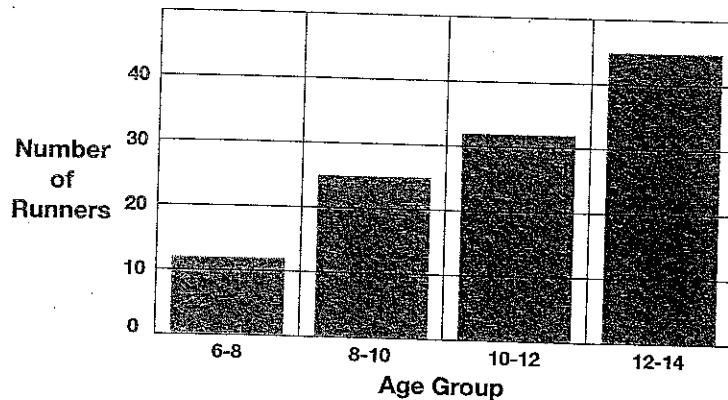
**Graph B**

**After-School Sports at Home School**



**Graph C**

**Runners at Home School**



1. What kind of graph is Graph A?
2. What kind of graph is Graph B?
3. What kind of graph is Graph C?
4. Which graph shows how many students play after-school sports at Home School?
5. What is the favorite sport of 20% of the students at Home School?
6. Which age group has the fewest runners?

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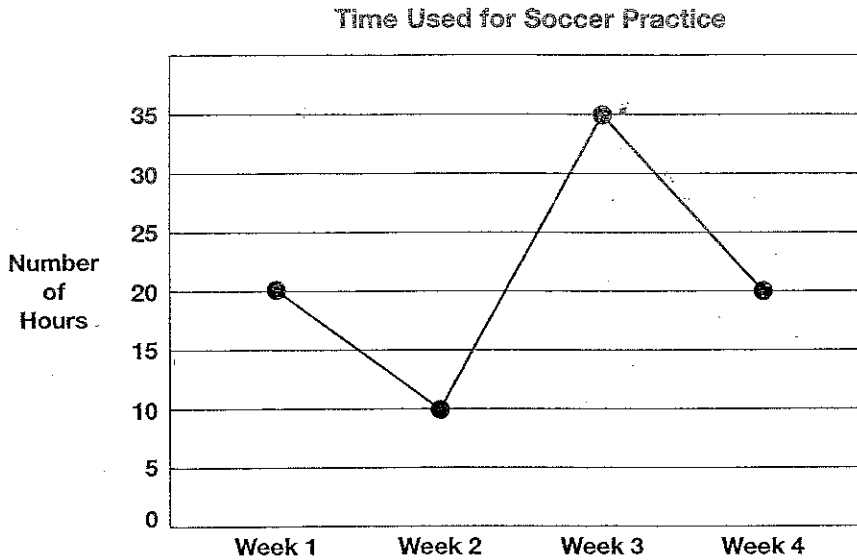
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# Practice

Use the line graph to answer the questions.



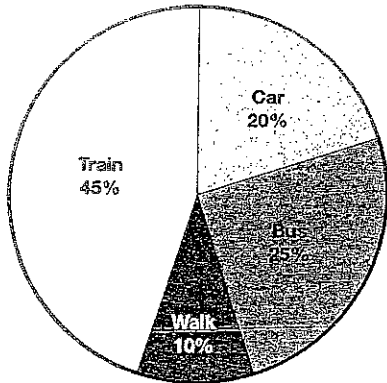
1. During which week did the team practice the most?  
\_\_\_\_\_
2. What was the least numbers of hours practiced in one week?  
\_\_\_\_\_
3. How many fewer hours did the team practice in Week 1 than in Week 3?  
\_\_\_\_\_
4. What is the difference between the greatest and the least number of hours practiced?  
\_\_\_\_\_
5. During which weeks did the team practice the same number of hours?  
\_\_\_\_\_
6. Which week did the number of hours of practice drop by 15 from the week before?  
\_\_\_\_\_

# Apply

Use the graphs to answer the questions.

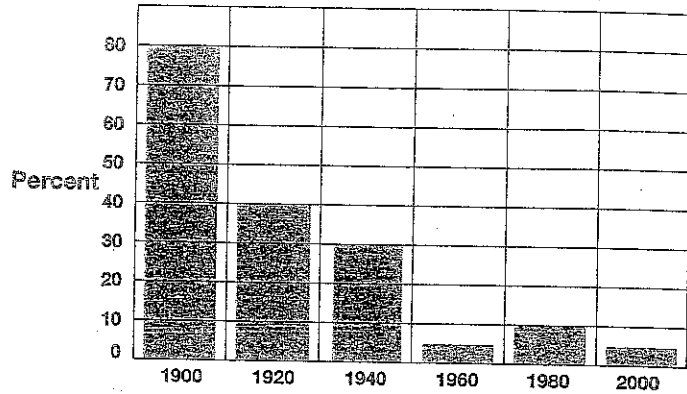
Graph A

How Hill Valley People Get to Work



Graph B

Hill Valley People Who Walk to Work

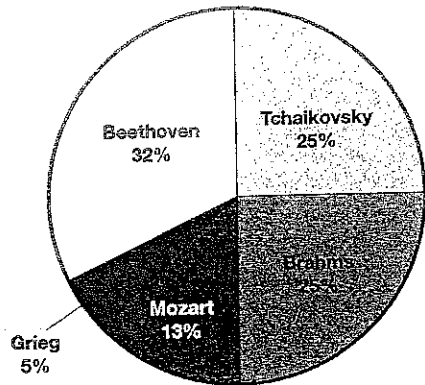


1. What percent of Hill Valley people go to work by train? \_\_\_\_\_
2. What is a true statement about Hill Valley people? Circle your answer.
  - A There are fewer train riders than bus riders.
  - B Train riders make up more than one-half of the workers.
  - C There are as many train riders as there are bus riders and car riders together.
3. Which graph shows the change in the percent of people who walk to work?  
\_\_\_\_\_
4. What is a true statement about Hill Valley people? Circle your answer.
  - F The percentage of walkers has always gone up.
  - G The percentage of walkers has gone down since 1900.
  - H The percentage of walkers has stayed the same from 1900 to 2000.
5. What kind of graph would you create to show the change in bus riders from 1900 to 2000?  
\_\_\_\_\_

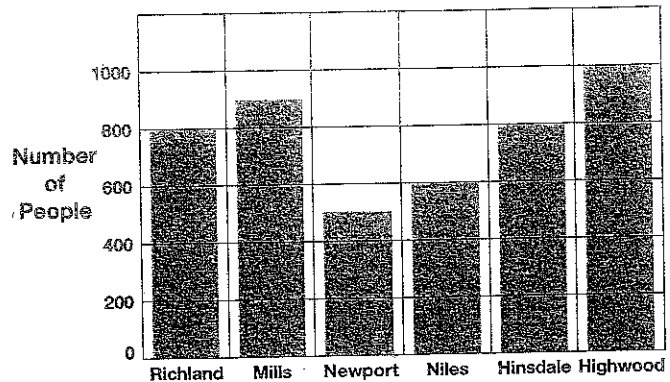
## Check Up

Use the graphs to answer the questions.

Favorite Composers of Audiences

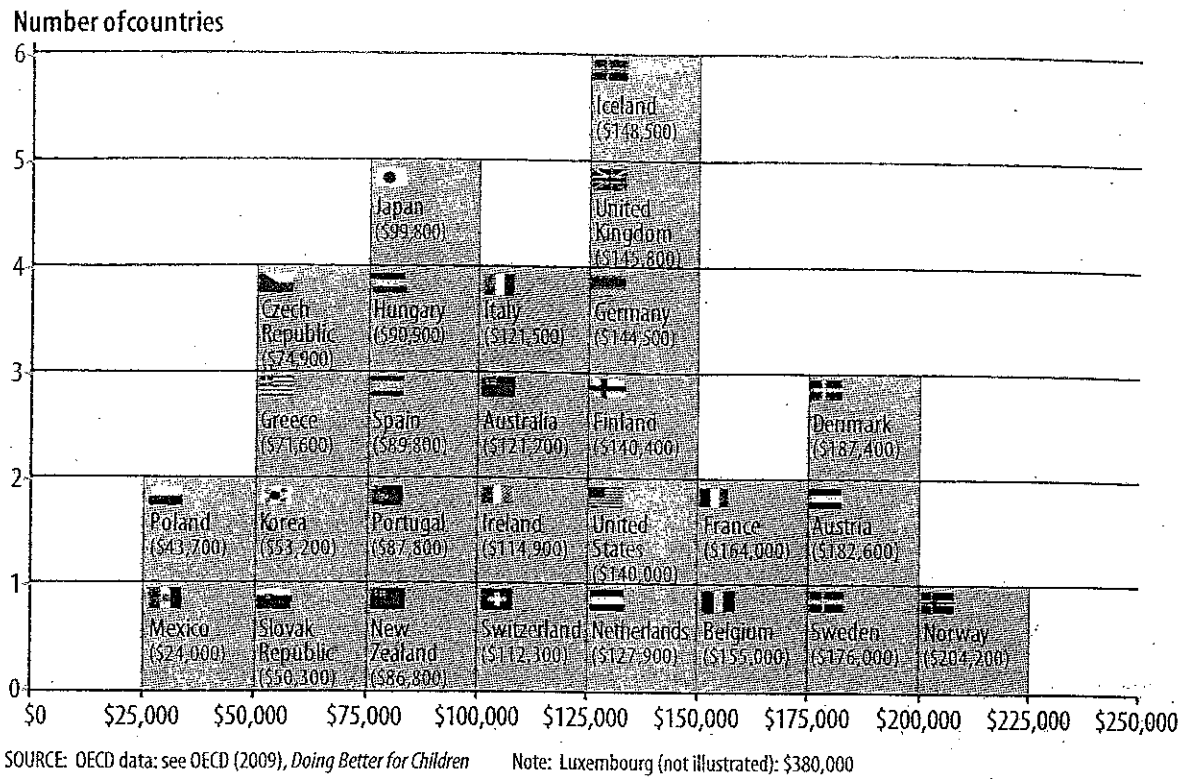


Average Size of Audiences for Royal Orchestra Tour



- Which towns had the same average size audiences?
  - Niles and Hinsdale
  - Newport and Niles
  - Richland and Hinsdale
- Which was the average size of audiences for Newport?
  - 800
  - 500
  - 600
- Which composer was the least favorite of the audiences?
  - Grieg
  - Mozart
  - Brahms
- Which composer was the top favorite of audiences?
  - Brahms
  - Beethoven
  - Tchaikovsky
- What percent of the audiences liked Tchaikovsky?
  - 25%
  - 35%
  - 15%
- Which was the average size of audiences for Highwood?
  - 800
  - 1000
  - 900

# Public Spending on Children in OECD Countries in U.S. Dollars



Use the graph above to answer the questions below.

- How many OECD countries spend between \$75,000 and \$100,000 per year on children?
  - three countries
  - Hungary and Spain
  - Denmark and Finland
  - 5
- What does the graph tell us about Korea and Austria?
  - Both of these countries belong to the Organization of Egalitarian Cooperation (OEC)
  - Austria spends more than three times as much as Korea on its children.
  - Austria spend \$182,600 per year on children in Korea.
  - Korea spends a little more money per year on children than the Slovak Republic.
- Which of the following statements is true according to the graph?
  - Finland and the U.S. spend about the same amount per year on children.
  - Norway spends twice as much as Japan on its children.
  - Six OECD countries spend between \$125,000 and \$160,000 per year on children.
  - a. and b.

# CONTENTS

## INTRODUCTION

- 1 IF IT SMELLS LIKE FISH, FORGET IT! 1  
Interviewer: Daniel Zwerdling of *All Things Considered*
  - 2 LIVING THROUGH DIVORCE 15  
Interviewer: Noah Adams of *All Things Considered*
  - 3 A COUCH POTATO 27  
Interviewer: Susan Stamberg of *Morning Edition*
  - 4 THE BIBLE HOSPITAL 38  
Interviewer: Linda Wertheimer of *All Things Considered*
  - 5 A BOY'S SHELTER FOR STREET PEOPLE 51  
Interviewer: Lynn Neary of *Morning Edition*
  - 6 THE FOUR NEW FOOD GROUPS 66  
Interviewer: Renee Montaigne of *Morning Edition*
  - 7 THE DIRTY DOZEN 81  
Interviewer: Emil Guillermo of *All Things Considered*
  - 8 FROM ONE WORLD TO ANOTHER 93  
Interviewer: Susan Stamberg of *All Things Considered*
  - 9 ATTACHED TO CRIME 106  
Reporter: Lynn Neary of *Morning Edition*
  - 10 MEET YOU ON THE AIR 123  
Interviewer: Wendy Kaufman of *All Things Considered*
  - 11 THERE ARE WORSE THINGS THAN DYING 135  
Interviewer: Renee Montaigne of *All Things Considered*
  - 12 A HEALTHIER WAY OF LOOKING AT MEN AND WOMEN 150  
Interviewer: Katie Davis of *All Things Considered*
- TAPESCRIPT 162
- ANSWER KEY 179

Answer the following questions based on the table of contents on the reverse side.

1. On which page can you begin reading an interview about different types of food?
  - A. Page 6
  - B. Renee Montaigne of *Morning Edition*
  - C. Chapter 66
  - D. Page 66
  
2. Which interviewer's work appears more than once in this collection of stories?
  - A. Susan Stamberg
  - B. Linda Wertheimer
  - C. Noah Adams
  - D. Renee Montaigne and Katie Davis
  
3. Which radio program does Linda Wertheimer work for?
  - A. Chapter 4
  - B. Story #4
  - C. "The Bible Hospital"
  - D. *All Things Considered*
  
4. On which page can you find the text of the interviews you listen to in this book?
  - A. Answer Key
  - B. Page 179
  - C. Tapescript
  - D. P. 162
  
5. Who is Emil Guillermo?
  - A. He is one of 9 interviewers whose work appears in this book.
  - B. He is a radio interviewer for *All Things Considered*.
  - C. His story, "The Dirty Dozen" begins on p. 81.
  - D. A. and B.
  
6. What is "Meet You on the Air"?
  - A. the tenth author in this book.
  - B. an editorial that appears on page 123
  - C. a radio interview hosted by Wendy Kaufman for *Morning Edition*
  - D. an interview that was recorded for the radio show, *All Things Considered*



# Table of Contents

|  |     |
|--|-----|
| To the Student .....   | vii |
| <b>UNIT ONE: Courage Was Their Companion</b> .....                     | 1   |
| John F. Kennedy: <i>Naval Hero</i> .....                               | 3   |
| Alan B. Shepard: <i>Astronaut</i> .....                                | 16  |
| Ralph J. Bunche: <i>Diplomat</i> .....                                 | 28  |
| Tom Dooley: <i>Medical Missionary</i> .....                            | 40  |
| Anne Sullivan Macy: <i>Teacher</i> .....                               | 52  |
| Another Look .....   | 63  |
| <b>UNIT TWO: "I Have a Dream"</b> .....                                | 65  |
| Martin Luther King, Jr.: <i>Civil Rights Leader</i> .....              | 66  |
| Adlai Stevenson: <i>Statesman</i> .....                                | 76  |
| Mary McLeod Bethune: <i>Educator</i> .....                             | 84  |
| John Steinbeck: <i>Writer</i> .....                                    | 95  |
| Carl B. Stokes and Richard G. Hatcher:<br><i>American Mayors</i> ..... | 104 |
| Another Look .....   | 115 |
| <b>UNIT THREE: Their Eyes Were on the Stars</b> .....                  | 117 |
| Leonard Bernstein: <i>Musical Genius</i> .....                         | 118 |
| Countee Cullen: <i>Poet</i> .....                                      | 128 |
| Edwin Way Teale: <i>Naturalist</i> .....                               | 136 |
| Mahalia Jackson: <i>Gospel Singer</i> .....                            | 146 |
| Isaac Asimov: <i>Science Fiction Writer</i> .....                      | 154 |
| Another Look .....   | 163 |
| <b>UNIT FOUR: Their Achievements May Surprise</b>                      |     |
| <b>You</b> .....   | 165 |
| Benjamin Banneker: <i>Surveyor</i> .....                               | 166 |
| Thomas Hoving: <i>Museum Director</i> .....                            | 176 |
| Daniel Hale Williams: <i>Surgeon</i> .....                             | 185 |
| Betty Furness: <i>Consumer Adviser</i> .....                           | 195 |
| Dr. Seuss: <i>Comic Artist</i> .....                                   | 204 |
| Another Look .....   | 213 |

## Practice with a Table of Contents

1. How many units are there on this page?
  - A. 5
  - B. 2
  - C. 4
  - D. 3
2. How many readings are included in Unit Three?
  - A. 6
  - B. 5
  - C. 4
  - D. 8
3. What is the title of Unit Four?
  - A. Daniel Hale Williams: *Surgeon*
  - B. *Surveyor*
  - C. Their Achievements May Surprise You
  - D. Another Look
4. Where do you think you would see this table of contents?
  - A. in a science text
  - B. in a literature text
  - C. in a newspaper
  - D. in a grammar text
5. How long is the passage written by Anne Sullivan Macy in Unit One?
  - A. 52 pages
  - B. 11 pages
  - C. 10 pages
  - D. Information cannot be determined
6. What is the purpose of the readings in Unit Two?
  - A. to share the writings of 5 authors
  - B. to introduce the reader to Martin Luther King, Jr.
  - C. to introduce the reader to famous authors who followed their dreams.
  - D. to suggest to the reader that work is more important than dreams.

# To Avoid Tenant's Music, See Move Within Building

(Star Tribune – Saturday, February 16, 2008)

## RENTING AND THE LAW

KELLY KLEIN

**Q:** As I write this to you in my apartment, I am listening to some other tenant's music. I live on the first floor and the moron lives on the third floor, and this is not the first time they he has done this.

I've talked to him, and it does no good. I have asked my landlord to tell the other tenant to keep his music in his own apartment, but that doesn't accomplish much. I have called the police, but that works only for a couple of days.

I can't afford to move to a new place, but I don't feel I should be stuck listening to the other tenant's music, either. Is there anything else I can do to get the moron to understand that he can't play his music in my apartment unless he's paying my rent?

**A:** Every tenant has the right to quiet enjoyment and to live in a habitable unit. It's difficult when the noise problem is coming from another tenant in the building because that tenant also has his or her own right to play music. There are city ordinances against noise pollution, but music coming from another apartment's stereo inside an apartment building doesn't always qualify, and as you have seen, is hard to stop.

I suggest that you speak to your landlord again, but this time see if you can be moved to another unit within the building, where the music cannot be heard. I also suggest finding out if other tenants are unhappy about the noise. Then maybe you and the other tenants could speak with the "music lover" to see if he/she could play music during a certain time period every day or at least keep the volume down.

You could try to file a rent escrow action, requesting that the landlord take action against the other tenant. Unfortunately, courts often won't get involved in a spat between tenants, so I don't think that is a viable option. However, a rent escrow action may get the landlord's attention.

Answer the following questions about the article on the other side.

1. What is the writer's complaint?
  - a. The writer wants to report his/landlord to the police.
  - b. The writer believes the landlord has been negligent.
  - c. The writer is a moron who likes another tenant's music.
  - d. The writer is frustrated and annoyed because he/she frequently hears another tenant's noisy music.
  
2. Who is Kelly Klein?
  - a. She is an advice columnist.
  - b. She is a lessee of a noisy apartment.
  - c. She is a court reporter.
  - d. She is a third floor tenant.
  
3. Why did the writer contact Kelly Klein?
  - a. The writer is seeking to file a rent escrow action.
  - b. The writer would like Kelly's advice on how to handle a difficult situation as a renter.
  - c. The writer has the right to quiet enjoyment in Kelly's apartment
  - d. The writer wants to take his landlord to court.
  
4. What does Kelly Klein NOT recommend the writer to do?
  - a. speak to the landlord again.
  - b. ask if it's possible to move to another apartment
  - c. see if there are other tenants who are also unhappy about the noise.
  - d. Insist that the landlord evict the noisy tenant.

# Using Consumer Materials

Consumers enter into contracts all the time. Sometimes they do not realize they have made a contract. For example, if you have a credit card or a bank account, you have entered into a contract. Following is part of a lease for an apartment. A lease is a contract that describes in detail the responsibilities of both the renter and the landlord. Study the lease. Answer the questions.

This lease covers the property at 1417 Lee Street, Apartment 10C, in Lake Forest, Indiana. The property is to be used and occupied by Lessee as a residence and for no other purpose from September 1, 2003 to August 31, 2004.

**RENT.** Monthly rent of \$950.00 shall be paid by Lessee to Lessor. It is due on or before the first day of every month. A penalty of \$100 shall be fined by Lessor against Lessee for each and every rent payment more than five (5) business days late.

**SECURITY DEPOSIT.** On signing the lease, Lessee makes a security deposit of \$1500. The deposit will be returned with four percent (4%) interest if the apartment is in good condition when the lease ends and is not renewed.

1. Who is the Lessee? \_\_\_\_\_
2. Could the person who signs this lease run a sewing business out of the apartment?  
Why or why not? \_\_\_\_\_
3. What is the minimum amount the renter will have to pay on the day the lease is signed? \_\_\_\_\_
4. What happens if the rent is paid more than 5 business days late?  
\_\_\_\_\_
5. If rent is due on Wednesday, March 1, and it is not paid until Tuesday, March 7, does the penalty have to be paid? Why or why not?  
\_\_\_\_\_
6. When does the Lessee get his or her security deposit back?  
\_\_\_\_\_

## ANNOUNCEMENT

To: All SmartMart Employees  
From: Elena Chao, HR Manager  
Re: Health Plan Registration Deadline  
Date: October 5, 2010

The deadline for registering for your 2011 health plan selection is approaching fast, so please hurry and turn in your health plan election form to Susan Sneiderman in the Human Resources Department. This year employees at SmartMart can select health benefits from three new and different plans, so please make time to review each of these plans.

Health Plan Registration forms may be picked up in the Human Resources Office in Building C beginning tomorrow, October 6. For the remainder of this month, Mr. Hieu Yang will be available to answer any questions you may have about the different health plans available for next year. Please feel to drop by Mr. Yang's office from 2:00 - 4:00 P.M. every Tuesday, Wednesday, and Thursday.

In order to qualify for health benefits next year, all employees must turn in a completed Health Plan Registration form by November 4, 2010. All employees must select a new health plan for next year, and new health plan benefits will go into effect as of January 1, 2011.

---

1. Which of the following is true?

- A. Employees at SmartMart have excellent health benefits.
- B. Mr. Yang is available in November to answer questions about three new health plans at SmartMart.
- C. SmartMart employees may elect to maintain their current health plan in 2011.
- D. Susan Sneiderman is in charge of collecting Health Plan Registration forms from SmartMart employees.

2. What is the significance of November 4, 2010?

- A. This is the date when employees' new health benefits will start.
- B. This is the last day when SmartMart employees can register for a health plan that begins on January 1, 2011.
- C. This is when Mr. Yang is available to meet with SmartMart employees who have questions about their health plans for next year.
- D. This is the date when new employee health coverage will begin.



Bright ideas  
Innovations in lighting

## PLEASE POST

March 30, 2002

Date Posted: March 29, 2002

Date to be Removed: April 15, 2002

Name of Position: Summer Student

Number of vacancies: 2

The candidate must be a full-time student enrolled in a recognized University or College and have successfully completed their first year.

Applicants will be assigned to a special project for the summer.

If you know anyone who would qualify for this position, please forward a resume to the Human Resources Department on or before the removal date stated above.

Don Reisman,  
General Manager

1. What is the purpose of this announcement?
  - A. to inform employees of a summer job opportunity for students
  - B. to encourage employees to contact the Human Resources Dept.
  - C. to advise workers at Bright Ideas to work on a summer project
  - D. None of the above
2. Who is eligible to apply for the advertised position?
  - A. all employees at Bright Ideas
  - B. university or college students who work part-time at Bright Ideas
  - C. full-time students who have finished their first year at a university.
  - D. The answer cannot be found in the passage.

## Procedure for Entering Building D on Saturdays

All BioSmart employees who work overtime in on Saturdays must follow these instructions in order to enter the Research and Development Laboratory in Building D.

- A. Show your employee I.D. badge to the security guard posted at the Building D Security Gate.
  - B. Park in the Building D Parking Lot.
  - C. Sign in with the security guard at the East Entrance of Building D.
  - D. Leave your street shoes in a locker in the Building D Entry Area.
  - E. After putting on a pair of disposable laboratory shoes, enter the Research and Development Laboratory by typing in the entry code: 2658X. The laboratory door will automatically open within 6 seconds.
- 

1. Prior entering the Research and Development Laboratory, what must an employee do?
  - A. remove his/her employee I.D. badge
  - B. dispose of his/her street shoes in the Building D parking lot
  - C. leave his/her shoes in the Research and Development Laboratory
  - D. park in the Building D parking lot and sign in with the security guard located at the East Entrance of Building D
  
2. When should a BioSmart employee remove his/her street shoes?
  - A. after he/she signs in with the security guard at the Building D Security Gate
  - B. before he/she types in the entry code to the laboratory
  - C. within six seconds of entering the Research and Development Laboratory
  - D. Immediately after he/she parks in the Building D Parking Lot



# New Employee Policy Manual

## Mandatory Paperwork

All employees must submit the following documents to Koua Xiong in Human Resources before they can begin working in the building:

1. **Emergency Contact Form.** This form is available at the front desk in Human Resources, and it must be completed in full before an employee will be allowed to begin working at the plant.
2. **Proof of Immunization Form.** All employees are required to have a licensed physician sign off on this form. You may consult with your own doctor, or you may meet with any physician at County Clinic.
3. **Tax Identification Form.** Part-time and fulltime employees must turn in this form at least one week prior to the start date of their employment. They may be obtained from Hali Ahmed in Accounting.

Any employee who fails to comply with these requirements may have to wait up to three weeks to receive his/her first paycheck.

---

1. What is the purpose of this notice?
  - A. to insist that part-time employees submit required documents to Personnel
  - B. to inform new employees about four forms they must complete before working
  - C. to notify newly hired employees of paperwork they must complete and turn in prior to their first day of work
  - D. B. and C.
2. What should a new employee do after speaking with Hali Ahmed?
  - A. turn in a Tax Identification Form in Accounting
  - B. obtain a Tax Identification Form from Koua Xiong
  - C. claim dependents on his/her Tax I.D. Form
  - D. submit a completed Tax Identification Form to Koua Xiong
3. Which of the following is not true?
  - A. Both part-time and fulltime employees must fill out the same mandatory forms.
  - B. Paychecks may be delayed if employees do not turn in these documents on time.
  - C. A doctor's signature is needed to complete the Proof of Immunization Form.
  - D. Koua Xiong and Hali Ahmed evaluate the qualifications of new employees.

## Company Parking Regulations

1. All employees must park according to their department affiliation. Employees who work in Accounting and Administration must park in A Lot. Employees who work in Management and Maintenance must park in M Lot. Those who work in Project Planning must park in P Lot.
  2. Parking is available from 6:00 A.M. until 8:00 P.M. Vehicles parked in any lot outside of this time period will be towed.
  3. You must possess a company parking permit in order to park your car in any lot on company grounds.
  4. Parking permits are free to all employees and can be obtained Mon. – Fri. at the Permits Office from 2:00-3:00.
- 

1. Which of the following statements is true?
  - A. This company does not allow overnight parking in its lots.
  - B. An employee can obtain a parking permit Monday-Friday.
  - C. Vehicles parked from 6:00 A.M. - 8:00 P.M. will be towed.
  - C. A. and B.
2. Based on this company's parking regulations, where do you think employees who work in Sales and Shipping should park?
  - A. in Lot A
  - B. This information cannot be determined from the passage.
  - C. In S Lot
  - D. in the Employee Parking Lot
3. Who can park in M Lot?
  - A. any employee who has a valid parking permit.
  - B. only employees who work from 5:00 P.M. to 11:00 P.M.
  - C. Management employees with permits who park during the day.
  - D. only management employees

## Memo

To: Department Managers  
From: Mr. Christov  
Re: Ordering New Office Equipment  
Date: November 29, 2007

We have 8 new employees who are not familiar with many of our company policies. Since these employees will be responsible for ordering new office equipment, please review with them the following procedures for purchasing different kinds of office machines:

1. Requests for new fax and copy machines cannot exceed \$1,000. Purchase request forms for fax and copier machines can be downloaded from the company web site. After filling out a purchase request form, submit it electronically to Isabella Adams.
2. For all computer equipment, such as printers, monitors, and keyboards, please contact Jeffrey Edwards by phone at 224-7542. He will arrange for the replacement and recycling of all computer equipment.
3. To order additional office phones or employee cell phones, please contact Juanita Gutierrez. You can reach her by phone or e-mail on Mondays, Wednesdays, and Thursdays.
4. Other electronics, including tape recorders and shredding machines, can be ordered from Ed's Electronics in downtown Minneapolis. We receive deliveries each Friday afternoon from this company. Call Jenny at 776-4321 by 5:00 Monday - Wednesday to arrange delivery for Friday.

Thank you for following these procedures at all times.

Answer the following questions about Mr. Christov's office memo.

1. If you need a new shredding machine, whom should you call?
  - A. Ed's Electronics
  - B. Juanita Gutierrez
  - C. Jeffrey at Ed's Electronics
  - D. Jenny at Ed's Electronics
  
2. What should you do if you need a new fax machine?
  - A. Fill out a request form and leave it on Ms. Adams' desk.
  - B. Download a purchase request form from the company web site.
  - C. Spend no less than \$1,000.
  - D. Submit a purchase request form electronically to Ms. Adams.
  
3. When can employees order electronics from Ed's Electronics?
  - A. On Mondays, Tuesdays, or Wednesdays
  - B. Only on Thursdays.
  - C. By 5:00 on Fridays.
  - D. Once a week.
  
4. What is the purpose of the memo?
  - A. To remind department managers to order equipment correctly
  - B. To ask department managers to review with new employees the procedures for ordering new equipment
  - C. To explain what to do with damaged or broken office machines.
  - D. To request that department managers train all new employees how to use different kinds of office machines.

## WARNING!

Visitors to this recreational area are strictly prohibited from:

- Drinking alcoholic beverages
- Using CD players and portable stereos to play music
- Lighting off fireworks of any kind
- Making fires except in grills in designated barbeque areas
- Hunting any wildlife on this property
- Riding motorized scooters and motorcycles on bike paths
- Engaging in disruptive, disorderly behavior
- Remaining in the recreational area after dusk

Violators may be fined up to \$100 for each infraction.

---

1. Where would you expect to see this notice?
  - A. on the grounds of a public school
  - B. at an amusement park
  - C. in an apartment building
  - D. in a park
  
2. What is the maximum you could be fined for riding a motorcycle on this property after dark?
  - A. \$100
  - B. less than \$100
  - C. \$200
  - D. over \$200
  
3. What can you infer from these regulations?
  - A. Visitors here may only drink soda, juice, water, and wine
  - B. Visitors may not hold loud, dance parties on this property
  - C. Visitors can have picnics and barbeques, but they can't ride bikes.
  - D. Visitors can camp overnight on this property for a fee of \$100.

## Procedure for Applying for a Scholarship

- Step 1: Complete the Scholarship Request Form and submit it to Eleanor Fairfax in Room 150 in Barrett Hall. All Scholarship Request forms must be submitted at least six months before the student intends to spend any part of the scholarship award.
- Step 2: Request official copies of all of your transcripts from previous educational institutions. Turn these in to Eleanor Fairfax within one month of submitting your Scholarship Request Form.
- Step 3: You will be notified of your scholarship candidacy by Dec. 5 (for spring term) or June 10 (for fall term).
- Step 4: All scholarship candidates need to call Mark Beacham to arrange for an interview with the Scholarship Committee. Interviews must take place within one month after you learn of your candidacy.
- 

1. What do you need to do before you have a scholarship interview?
  - A. You need to schedule an interview within one month of notification.
  - B. You need to seriously consider your candidacy.
  - C. You need to meet in person with Eleanor Fairfax.
  - D. You need to speak with Mark Beacham.
2. What do scholarship applicants need to do before they turn in their transcripts?
  - A. They must speak with Mark Beacham.
  - B. They must contact the Scholarship Committee.
  - C. They need to complete and turn in a Scholarship Request Form.
  - D. They should submit a list of personal references.
3. If a student needs a scholarship for September 9, 2010, when should he/she submit his/her scholarship request?
  - A. By August 9, 2010.
  - B. No later than March 9, 2010.
  - C. Up until June 9, 2010.
  - D. One month after receiving an appointment for a scholarship interview

## WHILE YOU WERE OUT

Date: 3/25 Time: 10:30

To: Ellen Jones

From: Frank Carver

Of: American Bank

Phone: 651-278-4114

Telephoned

Returned your call

Please call

Will call again

Urgent = very important

Message: Can you meet  
me for lunch at  
12:30 at the Paris  
Cafe?

Taken by: David

1. If you were an employee, when would you fill out this form?
2. Who filled out the form?
3. Who made the phone call?
4. Who answered the phone call?
5. Who is the phone call for?
6. What did the caller want?
7. Is it really important? How do you know?
8. What should be done with the form after it is filled out?

## COMPANY MEMO

To: Building Maintenance Staff  
From: Mirna Holstad, CEO  
Re: Hazardous Parking Conditions  
Date: February 10, 2009

It has come to my attention that a number of employees have recently slipped and fallen in our employee parking lot due to the accumulation of snow and ice. I regret that some of these employees have been seriously injured and have had to miss work in order to recover from their injuries.

To avoid additional accidents at our facility, I urge all maintenance staff to remove snow and ice completely in all parking areas and sidewalks by 6:30 A.M. If there are patches of ice that cannot be removed, I expect that you will spread sand/salt over these areas.

Failure to comply with this policy could result in your dismissal. The health and safety of our employees is extremely important, and I do not want sloppy maintenance procedures to put anyone in jeopardy.

Thank you very much for implementing these procedures immediately.

- 
1. For whom is this memo intended?
    - a. company employees
    - b. Mirna Holstad
    - c. accident supervisors
    - d. maintenance personnel
  
  2. What should an employee do if he/she has an accident on company property?
    - a. notify the company CEO
    - b. contact the maintenance staff
    - c. information not provided
    - d. take a week off from work to recover
  
  3. What is the purpose of this notice?
    - a. to inform employees of unsafe conditions at work
    - b. to insist that maintenance staff maintain safe conditions at work
    - c. to warn maintenance staff of upcoming dismissals
    - d. to explain why accidents have happened recently on company property

Alison Shank



Read the Notice and answer the following **True/False** Questions

**NEED IMMEDIATELY!**

AJ Texas Star Services is looking to hire cleaners and floor stripper & waxers immediately! Needed people yesterday!!!

You could interview today, and be working tomorrow.

20 - 25 people for part time basic janitorial services cleaning TJ Maxx, Marshalls and Shopco. 4-5 hours a day \$8.00 an hour. Experience preferred but not necessary.

12 experienced floor strippers and waxers. Must be willing to travel (from store to store). Pay based on experience.

9 janitorial contractors to provide workers.

Any questions or to set up an interview call Janet at 512-639-8351. Their temporary office is across the street from the Burnsville WorkForce Center at the InnTown Suites, 2705 W County Road 42 W, Burnsville, MN 55306.

Jody Pepinski

1. If you apply today you must wait until next week to get an interview. **True False**
2. It would be helpful if you had some experience as a janitor **True False**
3. You must travel from store to store for both kinds of jobs. **True False**
4. You will be paid more if you "fixed up" floors before **True False**
5. You should apply in person at the Burnsville Workforce Center **True False**
6. Call Jody Pepinski at the Workforce Center **True False**

## WORKING WITH CHEMICALS

Personal hygiene practices and safe work procedures shall be followed as per the specific requirements of all Material Safety Data Sheets (MSDS). Eating, drinking and smoking is prohibited throughout the production and storage areas of the facility.

### PERSONAL HYGIENE

1. When working with any hazardous product review the applicable Material Safety Data Sheets (MSDS) and implement the necessary precautions prior to commencing the assigned work.
2. To identify personal protective equipment that must and shall be worn when working with chemicals, refer to the supplier label and MSDS.
3. Wash your hands and face, if necessary, prior to all breaks and lunch.
4. Do not eat lunch in or near the places where chemicals are present. Do not store your lunch in lockers where contaminated clothing is kept.
5. Do not handle or smoke pipes, cigars or cigarettes without washing your hands and face.
6. Do not wear contaminated clothing when going home or sitting in your personal vehicle.

Procedures for Working with Chemicals  
(from "Policies and Procedures" in *Workwrite*, p. 65.  
A. Shank

1. How can Dolmin employees who work with hazardous chemicals stay safe?
  - a. They should do research at a library before each work project.
  - b. They should read the ingredient labels on the chemical containers.
  - c. They should always talk to their supervisors.
  - d. They should follow the guidelines in the Material Safety Data Sheets.
  
2. What should employees NOT do?
  - a. wash their hands and face before all breaks and lunch.
  - b. wear contaminated clothing in their cars.
  - c. eat lunch in places where chemicals are present or nearby.
  - d. b. and c.
  
3. What are employees NOT allowed to do in the company's production areas?
  - a. They cannot make or receive cell phone calls.
  - b. They cannot smoke.
  - c. They cannot wear contaminated clothing.
  - d. They cannot wash their hands.
  
4. What does this page describe?
  - a. This page describes the different activities that are prohibited.
  - b. This page describes what employees need to do to maintain their safety.
  - c. This page describes how employees can protect themselves when working with chemicals at Dolmin Steel.
  - d. This page describes important employee behavior.

Tri-State Manufacturing  
Inter-Division Memorandum

Date: 1/8/2008  
To: All Welding Supervisors  
From: Mark Wong, HR Director  
Subject: Safety Precautions

Our goal for the new year is to provide our workers with a safer working environment. Please put into immediate action these safety measures:

- Warning notices and labels must be posted in each section. All welding materials with possible health hazards should have labels. Also, place labels on every carcinogenic substance with a description of its health hazards and a warning that it may cause cancer. Place signs around the work site with this message: WARNING: Looking directly at a welding arc may cause eye damage.
- Make sure that your workers follow these safety requirements: If there is any possibility of being exposed to toxic materials, they must wear full-body coverings and gloves that are fire resistant. No welding shall be performed on tanks, drums, or other bins that have at any time contained flammable or explosive substances.

There will be a follow-up meeting with the Jim Johnson, the Manager of Plant Safety to discuss these policies and answer worker's questions. Meeting sessions will be in the cafeteria at 9:00 AM and 5:00 PM on Monday, January 22 and Tuesday, January 23. In order to ensure equal attendance at each session, sign-up sheets are attached to this memo. Circulate these sheets and make sure that all workers sign up for one of the four sessions.

If you have any questions, please contact me before January 22.

1. What does the word "carcinogenic" mean?

- A. hazardous to health
- B. causing cancer
- C. flammable
- D. explosive

2. What is the danger of looking at a welding arc?

- A. it can burn your body
- B. it can make bins explode
- C. it can cause fire in the tanks
- D. it can cause eye damage

3. Which of the following procedures is not required by this memo?

- A. attach labels to all carcinogenic substances
- B. hang warning notices in every section
- C. wear fire resistant gloves when welding flammable drums
- D. wear full-body suits when handling toxic substances

4. What is the purpose of the meeting in the cafeteria?

- A. discuss safety procedures and answer questions
- B. sign up for safety training classes
- C. hear information about carcinogenic substances
- D. practice welding in a full-body covering

5. Whose responsibility is it to post the sign-up sheets?

- A. Mark Wong
- B. Manager of Plant Safety
- C. Human Resources Department
- D. Welding Supervisors

6. Who should supervisors call with questions?

- A. Cafeteria Director
- B. Jim Johnson
- C. Mark Wong
- D. Manager of Plant Safety

**Joint Health And Safety Committee**

**Memo**

June 26, 2002

To: All Staff

Mr Lowitz and I are pleased to announce the appointments of Sally Jullet, Carlos Feira and Christian Pilak to the Joint Health and Safety Committee. Sally and Carlos both have a strong knowledge of safety in the workplace and, as such, both are certified by the Province of Ontario. Christian joins the Committee with a strong knowledge of fire safety. All three will be an asset to the Committee and I look forward to working with them.

Safety is everyone's responsibility. If you see a situation or condition you feel is a potential hazard and you cannot resolve it, complete a Hazard Reporting form that is available in the showcase in the west staircase and give it to your Department Manager. It is the Department Manager's responsibility to correct the situation, or contact a member of the Joint Health and Safety Committee if they require assistance.

Pietro Candusso, Chair  
Joint Health & Safety Committee

## Joint Health and Safety Committee Memo

1. Who are Carlos Feira and Sally Jullet?
  - a. They are new employees at Hardware Plus.
  - b. They are former members of the Joint Health and Safety Committee.
  - c. They are new members of the Joint Health and Safety Committee at Hardware Plus.
  - d. They are certified members of the Province of Ontario.
  
2. What's the first thing you should do if you see a possible dangerous situation at work?
  - a. Meet with the Department Manager
  - b. Contact a member of the Joint Health and Safety Committee.
  - c. Try to solve the problem yourself.
  - d. Complete a Hazard Reporting Form.
  
3. For whom is this memo intended?
  - a. Petro Candusso
  - b. Sally Jullet, Carlos Feira, and Christian Pilak
  - c. The members of the Joint Health and Safety Committee.
  - d. All Hardware Plus employees
  
4. Why was this memo written?
  - a. to congratulate Sally, Carlos, and Christian on their strong knowledge of safety in the workplace
  - b. to encourage staff to report hazardous situations at work
  - c. to share the thoughts of Pietro Candusso and Mr. Lowitz.
  - d. to inform Hardware Plus staff of new members to the Joint Health and Safety Committee.

## Health and Safety Memo

DATE: APRIL 25, 2002  
TO: ALL SUPERVISORS/TEAM LEADERS  
FROM: BILL GUINNESS, H&S COORDINATOR  
RE: RECHARGING FIRE EXTINGUISHERS

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THE PROCEDURES FOR RECHARGING FIRE EXTINGUISHERS ARE AS FOLLOWS:

- After using the fire extinguisher, whether it is empty or not, you are instructed to return used extinguishers to Bill Guinness for immediate recharging.
- You are also instructed to write a report of the incident that caused the use of the fire extinguisher.

Should you need more clarification, do not hesitate to contact me.

Thank you for your cooperation,

*Bill*

cc: Mitch, Bob



## Health and Safety Memo

1. The purpose of this notice is to:
  - a. instruct supervisors about fire incidents
  - b. write a report of the incident that caused the use of the fire extinguisher.
  - c. explain how to recharge fire extinguishers
  - d. give clarification to all supervisors/team leaders
  
2. What is Bill Guinness' job?
  - a. He is the employee who disposes of used fire extinguishers.
  - b. He is the Team Leader Supervisor.
  - c. He is Mitch and Bob's supervisor.
  - d. He is the Health and Safety Coordinator
  
3. What should employees do if they don't understand this memo?
  - a. They should contact their team leader.
  - b. They should ask their supervisors for clarification.
  - c. They should not contact Bill Guinness.
  - d. They should get in touch with Bill Guinness.
  
4. What should employees do after using a fire extinguisher?
  - a. Employees should contact Bill Guinness.
  - b. This information is not provided in the passage.
  - c. They should return the used fire extinguisher to Bill Guinness and write an incident report.
  - d. They should immediately recharge the fire extinguishers.

## Tuition Reimbursement

### *Tuition Reimbursement Policy*

Continuing education is a key element in the development of all employees and in the productivity of the City. To assist in continuing education, the City allocates money for tuition, fees, and laboratory costs of up to \$1,000 each year for approved courses taken at an accredited academic institution. There is a \$10,000 lifetime maximum.

### Tuition Reimbursement: Assessment

*Circle the best answer to the following questions.*

1. According to the policy, which courses will the City pay for?
  - A. only courses that teach about city planning
  - B. courses approved by the City
  - C. any course given by an accredited academic institution
  - D. both A & B
  
2. What does the City do to assist in continuing education?
  - A. requires all employees to take classes
  - B. provides onsite classes for employees
  - C. gives some money for tuition, fees, and laboratory costs for approved courses
  - D. all of the above

# Northtown Construction Ltd

## MEMORANDUM

To: All Pick-Up Drivers  
 From: Frank Perra, Truck Shop Service Manager  
 Date: March 1, 2002

To ensure that your truck runs smoothly and is kept in top shape, please arrange to have your truck serviced at the Northtown Truck Shop every 6,000 to 8,000 kilometres. This service will include a general tune-up and oil change. Preventative maintenance is mandatory and will keep the truck running longer and safer. If you feel that your truck needs servicing before the 6,000 km for any specific reason, please book your truck in sooner. When your truck is left at the Truck Shop for servicing, a spare truck will be given to you if needed. Treat your company truck as if it were your own!

### SERVICING SCHEDULE

| EMISSION CONTROL SERVICE               |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|--|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| kms (000)                              | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 | 78 | 84 | 90 | 96 |
| Tune-Up                                | x | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  | x  |
| Replace spark plugs                    |   |    |    |    |    |    |    | x  |    |    |    |    |    |    |    | x  |
| Replace air filter                     |   |    |    |    |    |    |    | x  |    |    |    |    |    |    |    | x  |
| Replace engine coolant                 |   |    |    |    |    |    | x  |    |    |    |    |    | x  |    |    |    |
| GENERAL MAINTENANCE                    |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|  | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 | 78 | 84 | 90 | 96 |
| Check engine coolant, hoses and clamps |   |    |    |    |    |    |    | x  |    |    |    |    |    |    |    |    |
| Change automatic transmission fluid    |   |    |    |    |    |    |    | x  |    |    |    |    |    |    |    |    |
| Inspect disc brake pads and rotors     |   |    |    | x  |    |    |    | x  |    |    |    | x  |    |    |    | x  |
| Inspect brake linings and drums        |   |    |    | x  |    |    |    | x  |    |    |    | x  |    |    |    | x  |
| Rotate tires                           |   |    |    | x  |    |    |    | x  |    |    |    | x  |    |    |    | x  |

## ACTIVITY

### Truck Servicing Memo

Instructions: Read the Truck Servicing memo and answer the questions below.

1. Why does Northtown Construction insist on regular truck servicing?

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2. What type of trucks does the memo apply to?

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3. How frequently must servicing be performed, according to the memo?

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4. If a driver finds a problem with her truck 500 kilometres after servicing it, what should she do? Circle the correct answer.

- a) wait until the next scheduled servicing
- b) make a new appointment with the service department
- c) have a general tune-up and oil change

Refer to the Servicing Schedule to answer the questions below.

5. How often is the engine coolant replaced?

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6. Which maintenance is performed at every servicing?

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7. Which services are performed every 24,000 kilometres?

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8. List all procedures which are performed at 78,000 kilometres.

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## ELL CASAS Test Prep (Forms 187/188): Vocabulary Development

1. **solicit** – v – to ask someone for money, help or information
  2. **vend** – v – to sell (**vendor** – the person/business who/which sells things)
  3. **prohibit** – v – to not allow
  4. **to engage in** – v – to take part or participate in some activity
  5. **promotion** – n – a move to a better, more responsible position at work
  6. **authorized** – adj – to have official permission for something
- 
7. **fetal alcohol syndrome** – n – a group of birth defects (including mental retardation and deficient growth that tend to occur in the offspring of women who drink large amounts of alcohol during pregnancy)
  8. **estimate** – v – to judge the value, size, etc. of something
  9. **childbearing** – adj – of/related to the process of conceiving, being pregnant with, and giving birth to children
  10. **in double jeopardy** – n – a situation in which two negative possibilities or risks are involved
  11. **to be subjected to** – v – to be placed in a situation or condition which is difficult and presents risks for harm
  12. **characteristic** – n – a special quality or feature that someone or something has
- 
13. **currency** – n – money in paper form                      **coin** – n – money in round, metallic form
  14. **obligation** – n – a duty or responsibility
  15. **fit for occupancy** – adj – a term which means a dwelling is in a condition that is suitable for use (clean/safe/functional)
  16. **habitability** – n – a term related to whether a dwelling is fit for living in/using (clean/safe/functional)
  17. **warranty** – n – a written promise that a company will fix or replace something if it breaks after you have bought it
  18. **implied** – adj – to suggest that something is true without saying or showing it directly
  19. **comply with** – v – to follow rules or guidelines that are indicated
  20. **seek damages** – v – to try to get compensated in a lawsuit for suffering or loss
  21. **to breach** – v – to break or not comply with a contract or agreement
  22. **defect** – n – something that is wrong/not functional with a product
  23. **violate** – v – to disobey or do something against a law, rule, agreement, etc. (noun – violation)
  24. **disregard** – v – to ignore something that's not important; the negative would be to ignore that which is important
  25. **sanitary** – adj – relating to the ways that dirt, infection and waste are removed so that places are clean and healthy
  26. **regulation** – n – an official rule or order
  27. **persist** – v – to continue to do something even though it is difficult

28. **vacate** – v – to leave a dwelling or area

29. **premises** – n – the building and land that a store, company, etc. uses

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30. **procedure** – n – a particular (correct, recommended) way of doing something

31. **transfer** (a call) – v – to move a phone call from one number (extension) to another (within a building)

32. **extension** (phone) – n – one of many telephone lines connected to a central system in a large building

33. **depress** (a button) – v – another word for press down

34. **receiver** (phone) – n – the part of the phone that you hold next to your mouth and ear

35. **courteous** – adj – another word for polite, kind

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36. **memo** – v – a short official note to another person(s) in the same company

37. **department chairpersons** – n – people who oversee/manage particular departments in a company

38. **distribute** – v – to give something (such as information) to each person in a larger group

39. **auditorium** – n – a large, open area of a building in which larger events take place

40. **retirement benefits** – n – income and other benefits paid to a retiree at the end of their employment years

41. **projected** – adj – calculated or planned what will happen in the future, using the information you have now

42. **steadily** – adv – in a manner which is consistent

43. **wages/rate of earnings** – n – income earned from employment

44. **offset** – v – something that has an opposite effect so that the situation remains the same

45. **inflation** – n – a continuing increase in prices or the rate at which prices increase

46. **annual** – adj – happening once a year

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47. **disability claim** – n – a formal process in which someone with a disability files an application for monetary compensation

48. **insurance claim** – n – a formal process in which someone works with their insurance company to get compensated for a loss

49. **insurance benefits** – n – the compensation someone is paid by their insurance company when they suffer a loss

50. **late filing** – v – when someone completes the paperwork for a claim after the date that it was due (deadline)

51. **good cause** – n – a good reason for doing something

52. **delay** – v – to put off doing something or when something will happen later rather than sooner

53. **eligibility** – n – being able or allowed to do something

54. **postal scale** – n – a device used to weigh mail to determine the cost to send it
55. **postage** – n – the money charged for sending a letter or package by mail
56. **automatically** – adv – something that is done by itself
57. **to key in** – v – to type information into a machine
58. **to calculate** (charges) – v – to find out something or measure something using numbers
- 

59. **controversial** – adj – something that causes a lot of disagreement because many people have strong opinions about it
60. **run-of-the-mill** – adj – something that is very ordinary and common
61. **distinguished** – adj – very successful and respected
62. **Nobel Prize** – n – various annual prizes for the encouragement of people who work for the interests of humanity
63. **epic tale** – n – a long story
64. **literature** – n – books, plays, etc. that people have read and liked for a long time
65. **dust bowl** – n – a region that suffers from prolonged droughts and dust storms
- 

66. **nominate** – v – to officially choose someone for a particular job or award (or) to select someone who will be one of the competitors in an election or competition
67. **committee** – n – a group of people who work together to accomplish a particular task
68. **selection criteria** – n – standards or guidelines which will be used in a selection process
69. **follow-up meeting** – n – a meeting which is a continuation of a previous meeting or takes place after more information is gathered or some other event(s) occur
70. **CEO** – n – (Chief Executive Officer) – the person with the most authority in a large company
- 

71. **symptoms** – n – a physical condition that shows you have a particular disease
72. **AIDS** – n – (Acquired Immune Deficiency Syndrome) – a very serious disease that stops your body from defending itself against infection
73. **non-fatal** – adj – an illness, disease or accident that does not end one's life
74. **persistent** – adj – something that continues without stopping
75. **immune system** – n – the system by which your body protects itself against disease
76. **unexplained** – adj – something that is not explained or understood by others
77. **fatigue** – n – the condition of feeling very tired/having low energy
78. **glands** – n – organs in the body which produce a substance, such as sweat, saliva
79. **respiratory infection** – n – an infection within the respiratory system, often involving the nasal passages, throat and lungs
80. **shortness of breath** – n – difficulty with breathing

81. **editorial** – n – a piece of writing in a newspaper that gives the opinion of the writer rather than reporting facts only
82. **voter approval** – n – when the majority of voter have approved a particular proposal on the ballot
83. **to bear the cost of** – v – to have to pay for something
84. **blatant** – adj – very noticeable and offensive
85. **merchant** – n – another word for a small business owner
86. **to levy a fee** – v – to officially make someone pay a tax, fee, etc.
87. **the tip of the iceberg** – n phrase – a very small part of a much larger problem/issue
88. **tenacity** – n – the quality of working very hard and persistently to solve a problem or reach a goal
89. **ingenuity** – n – another word for creativity and intelligence in the pursuit of solving a problem or reaching a goal
90. **shameless** – adj – feeling no guilt or embarrassment after doing something wrong
91. **pick-pocket** – v – to steal something from someone's pocket or purse, especially in public
- 

92. **skeletal system** – n – the system of the entire bone and muscle network of the body
93. **muscle** – n – one of the pieces of flesh in the body that joins bones together and allows your body to move
94. **principal** – adj – another word for main or primary
- 

95. **racism** – n – unfair treatment of, negative attitudes about or violence against people who are of a race different from your own
96. **campus** – n – the land or buildings of a college or another large organization
97. **cultural awareness** – n – an awareness/knowledge/understanding of particular cultures
98. **mainstream** – adj – those with characteristics very similar to those that make up the majority in a particular area
99. **unjust** – adj – unfair
100. **hatred** – n – the noun form of the verb "to hate"; feelings of hate for something/someone else
101. **dominant majority** – n – the group of people who are of similar background (race/ethnic group) of the majority in an area
102. **multiracial** – adj – consisting of a variety of races/ethnic backgrounds
103. **criticism** – n – the act of judging whether someone or something is good or bad, based on a particular set of standards
104. **give (someone) license to** – v – to give someone permission to do something, based on a certain set of beliefs/circumstances
105. **unfortunate** – adj – happening because of bad luck
106. **inferior** – adj – of lesser quality than something else; not as good
107. **stereotypical notions** – n – ideas that are developed because of preconceived (and false) beliefs about a particular person/subject based on negative experiences or misinformation



**108. First Amendment rights** – n - **First Amendment (Amendment I)** to the United States Constitution is part of the Bill of Rights. The amendment prohibits the making of any law respecting an establishment of religion, impeding the free exercise of religion, abridging the freedom of speech, infringing on the freedom of the press, interfering with the right to peaceably assemble or prohibiting the petitioning for a governmental redress of grievances.

**109. to be representative of** – v – something/someone that is like other things/people in a particular group

**110. supportive** – adj – to be helpful to or in agreement with someone in a particular situation

**111. disappointed** – adj – to feel unhappy or dissatisfied with the outcome of a situation

**112. critical** – adj – severely judging people or things, often in an unfair way

**113. cynical** – adj – not willing to see the positive side of a particular situation

**114. hazard** – n – a situation which presents danger

**115. exposure** – n – the state of being put into a harmful situation or environment without protection

**116. major** – adj – very large or important, especially when compared to other things or people

**117. prompt** – adj – very quickly without much delay

**118. minor** – adj – small and not very important or serious

**119. precaution** – n – something that is done in order to prevent harm or injury

**120. classify** - v – to put animals, plants, books, etc. into groups

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**121. submerge** – v – to place completely under the surface of a liquid

**122. solvent** – n – a substance (usually a liquid) that can change a solid substance into a liquid

**123. strainer** – n – a tool used for separating solid material from liquid material

**124. occasionally** – adj – happening sometimes but not regularly or often

**125. sufficient** – adj – enough; as much as you need for a particular purpose

**126. absorbent** – adj – something that can take in liquid through its surface

**127. proper use** – adj – using something in the way that was intended

**128. instructions** – n – directions for doing something

**129. to specify how** – v – to give specific, detailed instructions about how to do something

**130. to loosen** – v – to make something less tight, easier to open or move

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**131. tuition** – n – money that is paid for being educated, such as at a private K-12 institution or at a college

**132. reimbursement** – n – the repayment of money paid for something

**133. take advantage of** – v – to utilize/accept something that is offered to you

**134. expand** – v – to make larger in size or scope

135. **eligible** – adj – able or allowed to do something

136. **contribute to** – v – to give money, help or ideas to something that others are also giving to

137. **job performance** – n – the quality of work one does on a job

138. **potential** – adj – possible

139. **advancement** – n – promotion; movement forward to a new position

140. **maximum amount** – n – the largest amount possible

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141. **diabetes** – n – a disease in which there is too much sugar in the blood

142. **insulin-dependent** – adj – to be in a health condition in which you depend on injections of insulin

143. **non-insulin-dependent** – adj – to be in a health condition in which you do not depend on injections of insulin

144. **frequent** – adj – occurring often and regularly

145. **sudden appearance** – n – something that appears suddenly

146. **constant** – adj – happening regularly or all the time

147. **irritability** – n – a condition in which one gets easily upset or angry

148. **fatigue** – n – a condition in which one is often tired and has low energy

149. **drowsiness** – n – a condition in which one has difficulty staying awake

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150. **lease/rental agreement** – n – a written agreement between a building owner and a renter regarding amount of rent to be paid and when as well as other expectations

151. **demand** – v – to require someone to do something

152. **forbid** – v – to not allow someone to do something

153. **typical** – adj – something that is common; often seen or done

154. **indemnification** – n – the act of protecting oneself against damages to property or injuries to people; in a written agreement this is in the form of statements making it clear who is/is not responsible for possible damages or injuries

155. **liable** – adj – the person/party who is responsible for a particular injury or damage

156. **damage/injury** – n – when property or a person is harmed in some way

157. **sublet** – v – to take rent from someone for a room, apartment, house that you are renting from someone else

158. **default** – v – to not do something that you are legally supposed to do

159. **evict** – v – to legally force someone to leave the house she/he is renting from you

160. **vacate** – v – (formal) to leave a seat, room, dwelling so that someone else can use it

161. **to cross (something) out** – v – to draw a line through something to indicate that the information should be disregarded

162. **to initial (a document)** – v – to write your initials on a document, usually to indicate that you have read and agree to the information in the document

163. **personnel office** – n – the office in a business where

164. **TB skin test** – n – a test in which it is determined whether or not someone has tuberculosis

165. **health precautions** – n – things that people do to prevent illness/injury to themselves and others

166. **mandatory** – adj – something that is required

167. **to handle food** – v – to work with food using your hands

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168. **to process a claim** – v – to go through the usual paper work/procedures to handle an insurance claim

169. **to issue payment** – v – when a company (insurance, for example) pays their customer for an accepted claim

170. **within \_\_\_\_ days of receipt** – n – as part of an agreement, a specified amount of time in which something has to be done after the person receives some form/information

171. **nutrition information** – n – information regarding the nutrition facts which are printed on food products

172. **enriched flour** – n – flour to which additional vitamins and minerals have been added

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173. **urgent** – adj – something that is very important and needs immediate attention

174. **respond** – v – to react to something that has been said or done

175. **immediately** – adj – done/reacted to without delay

176. **interactions** (of drugs) – n – the effects that drugs have upon each other and the body when multiple drugs are being taken

177. **non-prescription drugs** – n – medicines that can be purchased without a prescription; also referred to as over-the-counter drugs/medicines

178. **acetaminophen** – n – a chemical compound used as a medicine to reduce pain and fever

179. **aspirin** – n – a chemical compound used as a medicine to reduce pain and fever

180. **pseudoephedrine** – n – a chemical compound used as a medicine to relieve nasal and sinus congestion

181. **anemia** – n – an unhealthy medical condition in which a person does not have enough red cells (the oxygen-carrying material) in the blood

182. **side effect** – n – the negative effects which sometimes come from taking certain medications

183. **relieve** – v – to help reduce the pain, discomfort or other symptoms of a particular medical condition

184. **dose** – n – the recommended amount to take of a particular medicine each time

185. **overdose** – n – the situation in which too much of a particular medicine is taken, often with serious or life-threatening results

186. **oral** – adj – done through the mouth, such as medicine taken in this manner

187. **anticoagulant** – n – a substance that prevents the blood from clotting, also known as blood thinner

188. **inflammation** – n – another word for swelling

189. **in conjunction with** – prep phrase – a phrase meaning the same as "along with"

- 190.act / proposition** – n – words which identify a specific proposed law
- 191.bond** – n – a certificate of debt issued by a government or corporation guaranteeing payment of the original investment plus interest by a specified future date
- 192.argument in favor** – n – words stated that are in favor of a particular proposal
- 193.argument against** – n – words stated that are in opposition of a particular proposal
- 194.convicted criminal** – n – a person who has been found guilty of a particular crime
- 195.felon** – n – a person who has been convicted of a more serious crime (a felony), such as murder or robbery
- 196.decade** – n – a period of ten years
- 197.threat** – n – something or someone that is a danger to someone else
- 198.correctional officers** – n – law officers that work with prisoners in correctional facilities (jails, prisons)
- 199.behind bars** – adj – a phrase that describes the condition of being in jail or prison
- 200.supporters** – n – people who are in favor of a particular proposal
- 201.opponents** – n – people who are against a particular proposal
- 202.law-abiding** – adj – a descriptor for people who obey the law
- 203.perpetuate** – v – to do something to help make something continue
- 204.invest in** – v – to use a lot of time/resources/effort in order to make something better/successful
- 205.reduce** – v – to make something smaller or less in size, amount, price, etc.

## CASAS Vocabulary Usage (Part 1: #1-27)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time, and you will not use all of the words that are listed.

|                        |                          |                     |                    |                        |                   |               |
|------------------------|--------------------------|---------------------|--------------------|------------------------|-------------------|---------------|
| <i>solicit</i>         | <i>prohibited</i>        | <i>engage</i>       | <i>estimate</i>    | <i>be subjected to</i> | <i>obligation</i> | <i>breach</i> |
| <i>characteristics</i> | <i>fit for occupancy</i> | <i>implied</i>      | <i>comply with</i> | <i>defect</i>          | <i>violation</i>  |               |
| <i>promotion</i>       | <i>disregard</i>         | <i>seek damages</i> | <i>regulation</i>  | <i>persisted</i>       | <i>currency</i>   |               |

- In our society there are many rules and laws which people are expected to \_\_\_\_\_.  
To maintain our civil society, we all have an \_\_\_\_\_ to follow these laws.
- To learn a new language well, you need to \_\_\_\_\_ in conversation with others, even if it's very short and simple, in order to get practice and increase your confidence.
- Sometimes when we read or listen to someone speak, information or messages are \_\_\_\_\_.  
The information is not given to us directly. We use the information we have as well as our knowledge in order to come to conclusions and understand.
- Many organizations make calls to people in order to \_\_\_\_\_ funds for their operation.
- There is a lot of mail which people receive that they \_\_\_\_\_. They have no use for the information, and it simply gets recycled. Another term for this material is junk mail.
- If a person has a contract to do something and they don't abide by it, they will be considered in \_\_\_\_\_ of the agreement. This is also referred to as \_\_\_\_\_ of contract.
- When someone is looking for a place to live, they want to make sure it is \_\_\_\_\_. In other words, they want to make sure that it is safe, clean and ready to live in.
- When you need services from someone, no one likes to \_\_\_\_\_ a long wait because it is a terrible waste of time.
- When Ricardo was in a car accident, he had to take his vehicle to a body shop to get an \_\_\_\_\_ of the damage.
- Smoking is \_\_\_\_\_ from almost all public places in Minnesota. This is better for the health and well-being of all individuals.
- What are the \_\_\_\_\_ you look for in a friend?
- When Anna felt that the chair she bought had a \_\_\_\_\_, she returned it to the store. However, the store employee didn't think anything was wrong with it. Anna \_\_\_\_\_ in her efforts to return the product, and after a conversation with the store manager, Anna got a refund.

## CASAS Vocabulary Usage (Part 2: #28-53)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time, and you will not use all of the words that are listed.

|                   |                           |                  |                 |                  |                    |                        |
|-------------------|---------------------------|------------------|-----------------|------------------|--------------------|------------------------|
| <i>vacate</i>     | <i>auditorium</i>         | <i>procedure</i> | <i>wages</i>    | <i>courteous</i> | <i>distributed</i> |                        |
| <i>project</i>    | <i>steadily</i>           | <i>inflation</i> | <i>offset</i>   | <i>memo</i>      | <i>annual</i>      | <i>insurance claim</i> |
| <i>good cause</i> | <i>insurance benefits</i> | <i>delayed</i>   | <i>premises</i> | <i>eligible</i>  |                    |                        |

1. A paper \_\_\_\_\_ is a thing of the past in today's schools and businesses since messages and information is now \_\_\_\_\_ through email.
2. The \_\_\_\_\_ that a family needs to pay for basic cost of living expenses continues to increase as a result of \_\_\_\_\_.
3. When we have a fire drill in our school, everyone must \_\_\_\_\_ the \_\_\_\_\_ as quickly as possible. This is done to help all of us be prepared in the event of a real emergency.
4. After Victor had a minor car accident, he needed to call his insurance agent to file an \_\_\_\_\_, and the secretary who took the call was very helpful and \_\_\_\_\_.
5. When you are planning a monthly or an annual budget, you need to \_\_\_\_\_ your income and expenses in order to help you make decisions and necessary adjustments.
6. Sara's medical \_\_\_\_\_ had to be \_\_\_\_\_ for one week because her doctor had a personal emergency and needed to go out of town.
7. If you're lucky, the \_\_\_\_\_ increasing cost of living can be \_\_\_\_\_ by an increase in your wages.
8. We become \_\_\_\_\_ for \_\_\_\_\_ when we file a claim with our agent, and it is accepted by the company.

## CASAS Vocabulary Usage (Part 3: #54-80)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time, and there are some words which you will not use at all.

|                      |                  |                      |                            |                   |                      |
|----------------------|------------------|----------------------|----------------------------|-------------------|----------------------|
| <i>postage</i>       | <i>committee</i> | <i>controversial</i> | <i>run-of-the-mill</i>     | <i>literature</i> | <i>unexplainable</i> |
| <i>non-fatal</i>     | <i>nominate</i>  | <i>calculate</i>     | <i>immune system</i>       | <i>symptoms</i>   | <i>persistent</i>    |
| <i>distinguished</i> | <i>automatic</i> | <i>fatigue</i>       | <i>shortness of breath</i> |                   |                      |

1. When you're not feeling well and you see your doctor, he/she will ask you questions in order to determine the \_\_\_\_\_. This can help determine what the problem might be.
2. \_\_\_\_\_ occurs when you feel sluggish or run down, and you don't have much energy.
3. When you need to mail a package, a scale is used to \_\_\_\_\_ the amount of \_\_\_\_\_ you will need to pay for the mailing.
4. At the annual breakfast in Minneapolis honoring the Rev. Dr. Martin Luther King, Jr., there is a \_\_\_\_\_ guest who is the primary speaker. This person is someone who is quite well known and accomplished in the areas of racial relations and social justice.
5. Mari was quite alarmed when she suddenly experienced \_\_\_\_\_ at work last week, so she made an appointment to see her doctor for a check-up.
6. After her examination, Mari's doctor concluded that the occurrence at work was \_\_\_\_\_. Nothing could be found that could have caused the episode. The doctor noted that it could have been prompted by stress and/or lack of rest.
7. There are a number of \_\_\_\_\_ issues which get discussed in the political arena, especially among candidates in an election year.
8. A \_\_\_\_\_ of six people was formed at the company in order to \_\_\_\_\_ three people who would be considered for the lead position of the marketing department.
9. Naomi has a lot of reading homework in school this semester because she is taking two \_\_\_\_\_ classes.
10. Ari and Nadine are searching for their first home, and they want something that's unique and interesting, rather than what they consider to be a \_\_\_\_\_ home that you can find almost anywhere.

CASAS Vocabulary Usage (Part 4: #81-107)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time, and you will use all of the words that are listed.

*editorial*    *voter approval*    *the tip of the iceberg*    *merchant*    *tenacity*  
*pick-pocket*    *racism*    *cultural awareness*    *mainstream*    *multiracial*    *criticism*  
*shameless*    *unfortunate*    *inferiority*  
*stereotypical notions*

1. Some proposals for new laws or tax increases require \_\_\_\_\_. Lawmakers cannot make the new laws on their own.
2. Men are generally advised not to carry their wallets in their back pockets. It's too easy for someone to quickly \_\_\_\_\_ the wallet, and some people are absolutely \_\_\_\_\_ when it comes to trying to get something that doesn't belong to them.
3. \_\_\_\_\_ is very important when you are traveling to (or moving into) a foreign country.
4. Omar expressed his \_\_\_\_\_ of the newspaper's article on immigration in an \_\_\_\_\_ which was published last Saturday.
5. Even though many areas of the United States have been \_\_\_\_\_ for many years, especially in larger metropolitan areas, \_\_\_\_\_ still exists and many people experience the \_\_\_\_\_ results of it.
6. \_\_\_\_\_ result when someone has a negative experience with someone from a different race or background and those opinions get generalized to everyone who is a member of a particular group.
7. Yvonne's \_\_\_\_\_ helped her to keep working hard and overcome feelings of \_\_\_\_\_ when she first started working in a professional field dominated by men. She proved to herself and others that she was just as capable of doing her job well as anyone else.
8. Lawmakers in Minnesota are discussing whether internet \_\_\_\_\_ should have to collect state sales tax like all other retailers must do.
9. A small aspect of a much larger problem is called the \_\_\_\_\_ because it doesn't reveal the entire condition or situation, just like this element of nature.
10. Most newcomers in a country want to generally feel a part of the \_\_\_\_\_ of the new culture while still maintaining many of their native customs and beliefs.



CASAS Vocabulary Usage (Part 5: #108-134)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time, and there are some words which you will not use at all.

*minor instructions sufficient classify hazard specify offset*  
*reimbursement exposure cynical prompted absorbent loosen*  
*supportive critical exposed disappointed*

1. The Kidder family is very concerned because now that Mrs. Kidder's hours have been cut, she and her husband are not earning a \_\_\_\_\_ amount of money to pay their current expenses.
2. Vanessa didn't take the time to read the \_\_\_\_\_ that came with the food chopper she just bought, so when she tried to chop something that was too hard for the small machine, it broke.
3. When it is very cold outside, \_\_\_\_\_ to the elements can cause serious frostbite very quickly. You have to be sure that your skin is not \_\_\_\_\_ to the extreme cold for very long.
4. A person can get very \_\_\_\_\_ about the state of the country because there are so many serious problems and leaders often cannot work together to get things done.
5. Nathan's difficulty in finding a decent-paying job has \_\_\_\_\_ him to return to school and get the training he needs to be an auto technician, something he has wanted to do for a long time.
6. Seth was involved in a car accident the other evening after work, and even though his car was very badly damaged, he fortunately had only \_\_\_\_\_ injuries.
7. When a person is going through a difficult period, it is very important to have friends or family members who are \_\_\_\_\_ and are there to listen and lend a hand as needed.
8. Even though manuals can be very boring to read, they are important to refer to because they \_\_\_\_\_ how to use a particular item properly and safely.
9. Marian's supervisor was \_\_\_\_\_ of some of her work when they reviewed Marian's job performance; however, the supervisor's ideas were helpful and the negative was \_\_\_\_\_ with some positive feedback as well.
10. Even though the \_\_\_\_\_ at the school that Paola attends is expensive, she considers herself very fortunate because her company offers a \_\_\_\_\_ plan in which they pay 75% of the cost of the education.

CASAS Vocabulary Usage (Part 6: #135-162)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time.

|                 |                |                  |                    |                   |                |
|-----------------|----------------|------------------|--------------------|-------------------|----------------|
| <i>forbids</i>  | <i>damages</i> | <i>irritable</i> | <i>advancement</i> | <i>drowsiness</i> |                |
| <i>frequent</i> | <i>initial</i> | <i>diabetes</i>  | <i>settled</i>     | <i>eligible</i>   | <i>typical</i> |
|                 | <i>vacate</i>  | <i>cross</i>     | <i>premises</i>    |                   |                |

1. Obesity is a very serious health problem in the United States, and one of its many dangers is the overweight person's high risk of getting \_\_\_\_\_ at some point.
2. \_\_\_\_\_ is a common side-effect of many medications, so people have to be careful when they take the medicine, especially if they have to drive.
3. Very cold temperatures and clear skies are part of a \_\_\_\_\_ January day in Minnesota.
4. I'm not sure what is bothering Zach lately, but he sure is \_\_\_\_\_.
5. If Rahel successfully completes the training program that her company is sponsoring, she will be \_\_\_\_\_ for \_\_\_\_\_ in her department. That will translate into a raise of about three dollars per hour.
6. If there is something in the rental agreement that you do not agree with, with the landlord's permission, you will need to \_\_\_\_\_ it out and \_\_\_\_\_ that area of the sheet in the presence of the landlord.
7. The rental agreement \_\_\_\_\_ pets of any kind on the \_\_\_\_\_.
8. Victor, the landlord, was sued for \_\_\_\_\_ by Sasha, the tenant, because he had not repaired the sidewalk in front of the apartment. A judge found Victor \_\_\_\_\_ for the tenant's injuries and ordered him to pay Sasha \$2000.
9. Sasha has had \_\_\_\_\_ disagreements with Victor over a number of issues with the apartment building and the surrounding area.
10. Now that Sasha's case has been \_\_\_\_\_, she plans to \_\_\_\_\_ the apartment by the end of the month, move to a different neighborhood and start anew.

CASAS Vocabulary Usage (Part 7: #163-189)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time.

*immediate    health precautions    handle food    exercise    non-prescription drugs*  
*in conjunction with    side effect    nutrition information    interactions    adequate*  
*orally    nutrition    dose    mandatory    urgent*

1. Drowsiness is a common \_\_\_\_\_ of many medicines, so often it is not advisable to drive when they are taking certain medications.
2. Most medicines are taken \_\_\_\_\_, or through the mouth.
3. \_\_\_\_\_, also referred to as over-the-counter medicines, are available in a number of types of stores, such as drug stores, grocery stores and discount retailers.
4. Many clinics now have an \_\_\_\_\_ care department, which is the place where patients can go when they have more serious illnesses which require \_\_\_\_\_ attention.
5. People taking more than one medication need to be aware of the \_\_\_\_\_ of the drugs they are taking because drugs often have effects on each other and the body when more than one is taken at one time.
6. People taking a medication need to remain very aware of the recommended \_\_\_\_\_ of the medicine because taking too much or can have serious effects on one's health.
7. Medications should never be taken \_\_\_\_\_ with the use of alcohol. This is a very dangerous combination.
8. In any business or establishment where people \_\_\_\_\_, it is \_\_\_\_\_ that the employees wash their hands often, and always after having used the restroom.
9. In the United States, every food product must have its \_\_\_\_\_ clearly printed on the package. This helps consumers learn about the product before they make a decision about whether or not to buy it.
10. Some of the most important \_\_\_\_\_ that most people are aware of is that proper \_\_\_\_\_, regular \_\_\_\_\_ and \_\_\_\_\_ rest are absolutely critical to maintaining a person's health and well-being.

CASAS Vocabulary Usage (Part 8: #190-205)

Determine which of the vocabulary words in the box best completes each of the sentences in this exercise. You will not use a word more than one time.

*sentences*   *perpetuated*   *arguments in favor*   *behind bars*   *troubled*   *felon*   *threat*   *law*  
*supporters*   *decade*   *reduce*   *arguments against*   *correctional*  
*act*   *productive*   *opponents*   *proposition*   *law-abiding*   *convicted*   *invest in*

1. Before an idea becomes formally adopted as a \_\_\_\_\_, it is brought to the governing body as a \_\_\_\_\_ or an \_\_\_\_\_.
2. People who want the idea to be adopted will give \_\_\_\_\_ of it. These people are also referred to as \_\_\_\_\_ of the idea.
3. People who do not want the idea to be adopted will give \_\_\_\_\_ it. These people are also referred to as \_\_\_\_\_ of the idea.
4. A person who is a \_\_\_\_\_ is someone who was found guilty of a more serious crime, such as murder or robbery.
5. People who are found guilty of very serious crimes often serve prison \_\_\_\_\_ which last for more than a \_\_\_\_\_ because they are considered a \_\_\_\_\_ to civil society and \_\_\_\_\_ citizens.
6. Law officers who work in facilities such as prisons are referred to as \_\_\_\_\_ officers.
7. People who are serving time \_\_\_\_\_ are often counseled and encouraged to make their time \_\_\_\_\_, and many have jobs and continue their education while in the facility.
8. Many people believe that it's important to \_\_\_\_\_ the counseling and support of many criminals so that their previous dangerous actions and lifestyles won't be \_\_\_\_\_.
9. The overall goal of more effective programming in prisons is to \_\_\_\_\_ the possibility that criminals will return to their \_\_\_\_\_ pasts and return to prison.

## Vocabulary Practice

Directions: Use the words at the bottom of the page to complete the following sentences.

1. In order to get your \_\_\_\_\_ as a safety instructor, you must pass the test.
2. Since Mary left the Hubbs Center in March, she has been enjoying her \_\_\_\_\_ in Arizona.
3. Citizens will have a chance to vote on \_\_\_\_\_ 951 in November.
4. You had better carry \_\_\_\_\_ with you because the store doesn't take checks.
5. During the past year, it has become normal to read about mortgage \_\_\_\_\_ in the newspaper.
6. The education department expects every student in the city to make \_\_\_\_\_ improvement each year.
7. George received such a terrible \_\_\_\_\_ in the car crash last year that he has not been able to return to work.
8. Jenny is interviewing for a full-time job because she needs health \_\_\_\_\_ for her children.
9. Henry is a good \_\_\_\_\_ for the supervisor's job because he has experience and excellent people skills.
10. While the national debt is quite high, at least \_\_\_\_\_ has not risen very fast in the last few years.

authorized  
benefits  
currency  
continuous

eligible  
damages  
inflation  
supportive

certification  
injury  
fit  
proposition

defaults  
retirement  
mainstream

## Vocabulary Practice

Directions: Use the words at the bottom of the page to complete the following sentences.

1. My car locks \_\_\_\_\_ when I shut the door. I don't have to lock the car doors with my key.
2. I'm not a doctor, so I'm not \_\_\_\_\_ to prescribe medicine.
3. Are you \_\_\_\_\_ to vote? Are you 18? Are you a U.S. citizen?
4. The defendant was directed by the judge to pay \$250.00 in \_\_\_\_\_ to the plaintiff.
5. Have you finished making all of the \_\_\_\_\_ for your wedding? Have you already ordered the food and flowers?
6. My family is very \_\_\_\_\_ of my career choice. They understand why I like my job, and they don't complain when I have to work late.
7. I wouldn't recommend that movie. It's a very \_\_\_\_\_ action film. It has a lot of explosions, but the plot isn't very interesting.
8. Some U.S. citizens think it should be legal to drill for oil in Alaska, but many others disagree. Drilling for oil in the Arctic National Wildlife Refuge (ANWR) is a very \_\_\_\_\_ subject.
9. A \_\_\_\_\_ family in the U.S. has a mother, a father, and two children.
10. When Jack said, "All Native Americans are alcoholics," he made a \_\_\_\_\_ remark.

benefits  
continuous  
fit  
mainstream

authorized  
controversial  
eligible  
injury

automatically  
damages  
supportive  
retirement

certification  
arrangements  
stereotypical  
run-of-the-mill

## Vocabulary Review

Circle the word in parentheses that means the same as the underlined words below.

1. My doctor told me my test results were abnormal (positive, irregular).
2. My supervisor encourages me to learn more at work (refuses, motivates).
3. As a student and a parent, you have a lot of obligations (activities, responsibilities).
4. My new job has many advantages (problems, benefits).
5. It is mandatory for all employees to use safety equipment (requested, required).
6. The principal problem with this building is the leaky roof (repairable, main).
7. If you receive an eviction notice, you need to vacate (fix, leave) the property.
8. This medication will not cure you, but it will relieve your pain (eliminate, reduce).
9. Those employees were fired because of their poor conduct (attendance, behavior).
10. Please deliver this message A.S.A.P. It's urgent (medical, very important).
11. Residents have different notions about spending tax money (ideas, expenses).
12. Before moving into an apartment, you need to sign a lease (contract, notice).
13. I would like to nominate Emilio to be our next class secretary (recommend, agree).
14. Our supervisor forbids us from making personal phone calls (motivates, prohibits).
15. I think there might be a potential problem with our project (certified, possible).
16. Where can I go to obtain a certificate in First Aid? (apply for, get).
17. After the long test, the students complained of fatigue (weakness, sickness).
18. I just learned that I'm eligible for a college scholarship! (an applicant, qualified).
19. This soccer handbook explains everything you need to know (manual, journal).
20. My friend says I have the flu, but I don't have any symptoms (rash, signs of illness).

## Adjectives that Describe Physical Ailments

1. A mosquito bite causes:  
nausea                                      itching                                      tingling
2. A common side effect of medication is:  
drowsiness                                      fever                                      paralysis
3. You might need glasses if you have:  
a rash                                      blurred vision                                      allergies
4. A heart attack can cause:  
hives                                      chest pains                                      a rash
5. Sometimes a fever causes:  
itching                                      chills                                      dry skin
6. A possible sign of diabetes is:  
a persistent cough                                      excessive urination                                      chills
7. Aspirin is used to:  
Reduce a fever                                      reduce pain                                      both
8. If you drink alcohol while you are pregnant, your baby is at risk for developing:  
Fetal Alcohol Syndrome                                      Eczema                                      Diabetes
9. Smoking is:  
risk-free                                      addictive                                      contagious
10. If you suffer from chronic fatigue, you are:  
always tired                                      never tired                                      often lazy



## Cloze Exercise

The 2012 Olympics will need an organization to \_\_\_\_\_  
\_\_\_\_\_ the games. With the global economic downturn, no  
one knows which organization will \_\_\_\_\_ funds for the games.  
The \_\_\_\_\_ of the organizations, who were financially  
\_\_\_\_\_ of the games in the past, may not have the  
\_\_\_\_\_ to give to the Olympic Games.

The Olympic Committee will need to \_\_\_\_\_ funds soon.  
The \_\_\_\_\_ is that the funds will be collected in time for the games  
to be held, but no one really knows for sure. Maybe ticket prices and  
\_\_\_\_\_ will need to increase to help with the funding.

**Word List:** voter approval      distinguished      assumption      fees  
officially sponsor      authorize      certification  
majority      supportive      receive      cash

## Vocabulary Words – Automobile Maintenance

Choose one of the words below to complete each sentence.

|              |         |            |          |
|--------------|---------|------------|----------|
| repair       | routine | replace    | schedule |
| transmission | brakes  | coolant    | ignition |
| muffler      | tires   | headlights | hood     |

1. Does your car have a manual or automatic \_\_\_\_\_?
2. Another word for regular maintenance is \_\_\_\_\_.
3. The \_\_\_\_\_ starts the engine.
4. It is important to regularly check the air pressure in your \_\_\_\_\_.
5. Engine \_\_\_\_\_ keeps the engine from over-heating.
6. If you do not have a \_\_\_\_\_, your car will be very noisy.
7. The law says you must drive with your \_\_\_\_\_ on when it is raining.
8. Follow the maintenance \_\_\_\_\_ in your car manual.
9. To stop quickly you must have good \_\_\_\_\_.
10. Change the oil and \_\_\_\_\_ the filter according to the car's manual.
11. The engine is under the \_\_\_\_\_ of the car.
12. You will save money if you \_\_\_\_\_ your car when you notice a small problem rather than waiting until it has become a large problem.

Directions: Complete the following sentences with an appropriate word from the list at the bottom of this page.

1. If your home is \_\_\_\_\_, you will have to vacate the premises.
2. I like all sports, but I \_\_\_\_\_ like soccer.
3. Those hotel employees always treat their guests very \_\_\_\_\_.
4. If you receive a summons, you have the \_\_\_\_\_ to appear in court.
5. A creative architect has a high level of \_\_\_\_\_.
6. Employees are \_\_\_\_\_ from eating in the laboratory.
7. The human \_\_\_\_\_ system is made up of 206 bones.
8. My microwave has a \_\_\_\_\_. Its door doesn't close completely.
9. In Minnesota, you never know what weather you're going to \_\_\_\_\_. It could rain one day and snow the next.
10. I'm very interested in science; I'm \_\_\_\_\_ interested in biology.

**courteously**  
**conduct**  
**particularly**

**obligation**  
**prohibited**  
**encounter**

**defect**  
**uninhabitable**  
**ingenuity**

**handle**  
**essential**  
**skeletal**

## Vocabulary Practice for ELL 6

Directions: Circle the word in parentheses that best matches the meaning of the underlined word in each sentence.

1. Smoking is **prohibited** on these premises. (forbidden / OK)
2. Those employees were fired because of their poor **conduct**. (attire / behavior)
3. Arthritis is a **bone** problem. (skeletal / muscular)
4. You must have **persistence** to succeed at a difficult task. (fatigue / tenacity)
5. A CEO needs to be able to **handle** a lot of different jobs. (succeed / manage)
6. **Creativity** is required to find a new solution to an old problem. (ingenuity / concern)
7. It's important to speak **politely** during an interview. (loudly / courteously)
8. **Shortness of breath** is a respiratory problem. (AIDS / difficulty breathing)
9. You can be sued in court if you **breach** a contract. (sign / break)
10. High levels of mold made the house **uninhabitable**. (unfit for living / allergic)
11. The TV I bought yesterday had a **defect**, so I returned it. (discount / problem)
12. Residents have the **responsibility** of following city laws. (attitude / obligation)
13. You may **experience** some difficulties during your trip. (encounter / resolve)
14. Eating nutritious food is a **vital** part of being healthy. (clear / essential)
15. The commercial area is **particularly** busy on Saturdays. (partly / especially)