



**Workbook of Activities for
Language and Cognition**



Laurie Bounds Keck



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(for those with hearing impairments)

Skill Area: Reading Comprehension
Ages: 16 and up

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About the Author



Laurie Bounds Keck, M.S., CCC-SLP, received her Bachelor's Degree from Augustana College in Rock Island, Illinois, and her Master's Degree from Eastern Illinois University in Charleston, Illinois. She has worked as a speech-language pathologist in acute care, inpatient/outpatient rehabilitation, long-term care, and home health. Laurie is currently a stay-at-home mom and continues her professional development by pursuing continuing education and providing direct patient care during her weekend rotations at St. Mary's Hospital in Decatur, Illinois, where she has worked since her graduation in 1994.

WALC 4 is Laurie's second publication with LinguiSystems.

Dedication

To Gary, Sam, and Abby. With you, I truly have it all!

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Introduction

As a speech-language pathologist in the medical setting, the need for targeting functional communication skills for daily activities has always been a primary focus of treatment. When patients experience stroke or head injury, deficits in listening, talking, reading, and writing may arise. Breakdown in any one or more of these areas will affect how patients perform essential skills needed for daily living.

With the intervention of skilled clinicians and appropriate materials, patients often improve their ability to function independently. Unfortunately, comprehensive functional reading activities have not always been available to quickly reference and reproduce. This led me to develop numerous reading tasks on my own for both adolescents and adults. Patients and families find these exercises challenging, while speech-language pathologists appreciate the wide variety of stimulating and essential topics.

I hope you find the following activities useful as you plan individualized therapy with goals directed toward improving functional reading comprehension skills. In addition to the pages contained in this manual, please use your patient's own reading material to further improve his or her ability to function independently.

LBK

Signs

Match each sign to its meaning.

A.



B.



C.



D.



E.

**ROAD
CLOSED**

F.

**REST
AREA** 

G.



H.



1. _____ Service/Facility
2. _____ Winding Road Ahead
3. _____ Road May Not Be Traveled On
4. _____ Stay Out of this Area
5. _____ Make a Complete Stop
6. _____ Reduce Speed When Lights Are Flashing
7. _____ No U-turn
8. _____ School Crossing Ahead

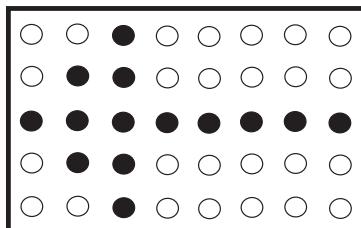
Signs

Match each sign to its meaning.

A.



B.



C.



D.



E.



F.



G.



H.



1. _____ Distance Information Sign
2. _____ Right and Left Turns Coming
3. _____ Workers Ahead
4. _____ Mile Marker Number
5. _____ Traffic from all Directions Must Stop
6. _____ Pass Other Vehicles Only When Safe
7. _____ Merge Left
8. _____ Truck Crossing

Signs

Match each sign to its meaning.

A.



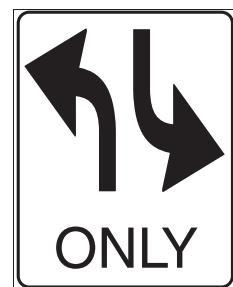
B.



C.



D.



E.



F.



G.



H.



1. _____ You May Not Pass Other Vehicles
2. _____ Two-way Left Turn Lanes
3. _____ Park and Recreation
4. _____ Watch for Deer Crossing
5. _____ "T" Intersection
6. _____ Road Construction Ahead
7. _____ You Are Going in the Wrong Direction
8. _____ Pedestrian Crosswalk

Signs

Match each sign to its meaning.

A.



B.



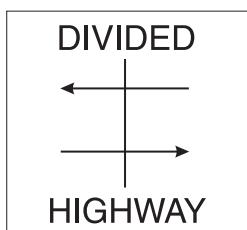
C.



D.



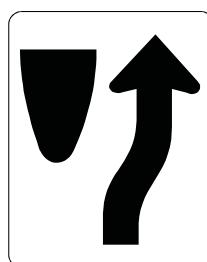
E.



F.



G.



H.



1. _____ Both Traffic Directions Separated by a Median
2. _____ Keep Right
3. _____ Bicycle Crossing
4. _____ Slippery When Wet
5. _____ Trucks Are Not Allowed
6. _____ Road Narrows to One Lane Ahead
7. _____ Exit Here
8. _____ Do Not Exceed This Speed or Drive Slower Than the Minimum

Signs

Match each sign to its meaning.

A.



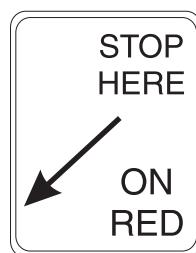
B.



C.



D.



E.



F.



G.



H.



1. _____ Crossroad Ahead
2. _____ Right Turn Not Allowed Here
3. _____ Railroad Crossing Ahead
4. _____ Slow Down to Posted Speed Ahead
5. _____ Construction Flag Person Ahead
6. _____ Stoplight Ahead
7. _____ Stop Here at an Intersection
8. _____ Vehicles Must Go in the Direction of the Arrow

Signs

Match each sign to its meaning.

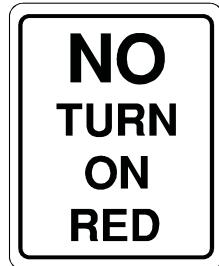
A.



B.



C.



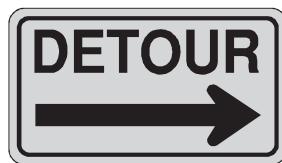
D.



E.



F.



G.



H.



1. _____ Do Not Turn on Red Light
2. _____ Merge Ahead
3. _____ Crossing for Persons with Handicaps
4. _____ Slower Drivers Should Stay in the Right Lane
5. _____ Give Right of Way to Vehicles and Pedestrians
6. _____ Alternate Route to Travel
7. _____ Right Turn Ahead
8. _____ Bicycles Are Not Allowed

Signs

Answer the questions about this sign.



1. Who is allowed to park in this lot? _____
2. What will happen to your vehicle if you are not authorized to park in this area? _____
3. Who pays for removing your vehicle from the lot? _____
4. Who will tow vehicles for Bell-Tel, Inc.? _____
5. Where can you get your vehicle if it is removed? _____



1. Where is this garage sale? _____
2. When will items be available for sale? _____
3. What size/type of TV is advertised? _____
4. Are infant/child items available? _____
5. Can you get an early start on shopping at this location? _____
6. How long will this garage sale last? _____

Signs

Answer the questions about this sign.



1. Are job openings available at Murphy's Department Store? _____

2. Where should you apply for a position? _____

3. What types of jobs are advertised? _____

4. Will support staff employees have flexible hours? _____

5. Would you apply for a position here? Why? _____

Signs

Answer the questions about this sign.



1. Which realty company is selling this home? _____

2. Who is the realtor? _____

3. What number can you call to reach the realtor? _____

4. How many bedrooms does this house have? _____

How many bathrooms does it have? _____

5. Is the basement finished? _____

TV Listings

Answer the questions about this TV listing.

| | 3:00 | 3:30 | 4:00 | 4:30 | 5:00 | 5:30 |
|---|-----------|-----------------------|--------------------|----------------|-----------------|---------------|
| Early Bird Programming Monday-Friday 3:00 AM–6:00 AM | 2 | Classic Movie Program | | Talk Show | | Daybreak News |
| | 3 | Off the Air | | | | |
| | 10 | Infomercial | Infomercial | | Early Workout | Sunrise AM |
| | 12 | Movie | | Movie | | |
| | 13 | Animal Wonders | The Fix-It-Up Show | | Business Review | |
| | 17 | Sports Review (R) | Boxing (R) | Car Racing (R) | | |
| | 19 | Comedy | Comedy | Comedy | Comedy | Comedy |
| | 20 | Sci-Fi Movie | | Thriller Movie | | |
| | 25 | Shop at Home Show | | | | |

1. What show is on at 5:30 AM on channel 10? _____
2. What show is on at 4:30 AM on channel 17? _____
3. *Early Workout* is on at 5:00 AM on channel 10. What show is on before that program? _____
4. How many channels offer early bird programming? _____
5. What channel would you turn on to watch a comedy show? _____
6. What show is on at 3:00 AM on channel 20? _____
7. What shows would you choose to watch between 3:00 and 5:30 AM? _____

8. What show follows *Animal Wonders*? _____
9. When is boxing televised? _____
10. When does the *Shop at Home Show* end? _____

TV Listings

Answer the questions about this TV listing.

SPORTS

Saturday, May 15

| | | |
|----------------|---------|------------|
| Tennis | 11 AM | (15) |
| Volleyball | 11 AM | (6) |
| Auto Racing | 12 NOON | (2, 7, 25) |
| Basketball | 12 NOON | (15) |
| Weight Lifting | 1 PM | (6) |
| Baseball | 1 PM | (3, 10) |
| Golf | 1:10 PM | (27) |
| Bowling | 2 PM | (6) |
| Boxing | 3 PM | (2, 7, 25) |
| Football | 3:30 PM | (8) |
| Hockey | 4:30 PM | (4) |
| Billiards | 5 PM | (6) |
| Basketball | 5 PM | (3, 10) |
| Gymnastics | 6 PM | (2, 7, 25) |

1. What sport is on at 4:30 PM? _____
2. What sport is on at 12 noon on channel 7? _____
3. Baseball is shown on channels 3 and 10 at 1:00 PM. What is on those channels after that program?

4. Which sport would you choose to watch between noon and 6:00 PM? _____
5. What follows boxing and airs on channels 2, 7, and 25 at 6:00 PM? _____

TV Listings

Answer the questions about this TV listing.

| WEDNESDAY PRIME TIME | | | | | | |
|----------------------|-----------------|-------------|--------------------|--------|---------------|--------|
| | 6:00 | 6:30 | 7:00 | 7:30 | 8:00 | 8:30 |
| 2 | News | | Infomercial | | Comedy | Comedy |
| 3 | News | Comedy | Comedy | Comedy | Mystery Movie | |
| 10 | News | | Sports Update | | | |
| 12 | Baseball | | | | | |
| 13 | News | Comedy | Sci-Fi | | | |
| 17 | Mystery Movie | | | | | |
| 19 | News Hour | | Talk Show | | | |
| 20 | Golf | | | Boxing | | |
| 25 | Cooking Special | Garden Spot | The Fix-It-Up Show | | | |

1. What is on channel 13 at 7:00 PM? _____
2. What is on channel 2 at 8:30 PM? _____
3. *The Fix-It-Up Show* is on channel 25 at 7:00 PM. What show is on before that program? _____

4. How many channels offer news programming at 6:00 PM? _____
5. What channel would you turn on to watch golf? _____
6. What is on channel 20 at 7:30 PM? _____
7. Which shows would you choose to watch between 7:00 and 9:00 PM? _____

8. What show follows the 6:00 PM news on channel 10? _____
9. When is the *Cooking Special* on? _____
10. When does the infomercial air on channel 2? _____

TV Listings

Answer the questions about this TV listing.

| Movie Listings | | Best Bets This Week |
|---|--|---|
| Sunday | | Thursday |
| 6:30 AM (11)..... <i>Seasoned Veteran</i> | | 8:00 AM (15)..... <i>The Secret Thief</i> |
| 10:00 AM (5)..... <i>Living Alone</i> | | 2:00 PM (4)..... <i>Cheaper by the Dozen</i> |
| 7:00 PM (3)..... <i>The President</i> | | 8:00 PM (10)..... <i>Steel Power</i> |
| Monday | | Friday |
| 8:00 AM (15)..... <i>By the Seashore</i> | | 8:00 AM (15)..... <i>Northern Air</i> |
| 12:00 PM (2)..... <i>Radio Broadcasters</i> | | 10:00 AM (8)..... <i>Day by Day</i> |
| 8:00 PM (10)..... <i>Up In Arms</i> | | 8:00 PM (10)..... <i>High Tide</i> |
| Tuesday | | Saturday |
| 8:00 AM (15)..... <i>Opened Doors</i> | | 6:30 AM (11)..... <i>Diner</i> |
| 11:00 AM (8)..... <i>Playground</i> | | 10:00 AM (5)..... <i>Hollywood Nights</i> |
| 8:00 PM (10)..... <i>Big Business</i> | | 8:00 PM (3)..... <i>Secret Hideaway</i> |
| Wednesday | |  |
| 8:00 AM (15)..... <i>Everyone!</i> | | |
| 1:00 PM (3)..... <i>Football Fever</i> | | |
| 8:00 PM (10)..... <i>Dreamland</i> | | |

1. Which movie channel offers movies at 8:00 AM? _____
2. How many movies are shown on channel 10? _____
3. When can you watch *Cheaper by the Dozen*? _____
4. Which movie is playing on Wednesday at 1:00 PM? _____
5. When is *Living Alone* on the air? _____

TV Listings

Answer the questions about the TV listing
on page 20.

1. How many channels does Coleman Cable offer in the standard service package? _____
2. How many channels are included with intermediate service? _____
3. Which channel would you turn on to preview programs? _____
4. Is the Classic Movie Channel a premium service? _____
5. How many channels offer local shows? _____
6. Which channel offers national and world news? _____
7. Is the Home Shopping Channel shown on channels 9 and 11? _____
8. Which channel would you turn on to watch golf? _____
9. Are music videos offered in the standard service package? _____
10. List five channels you would choose to watch. _____

COLEMAN CABLE Channel Lineup

| Cable Ch# | Programming | Service Level | Cable Ch# | Programming | Service Level |
|-----------|-----------------------|---------------|-----------|-----------------------|---------------|
| 2 | Preview Channel | S | 14 | Comedy Channel | - |
| 3 | Local Programming | S | 15 | Entertainment | - |
| 4 | Mystery Channel | I | 16 | Golf Channel | - |
| 5 | Family Programming | I | 17 | National/World News | - |
| 6 | Cartoon Channel | I | 18 | Food Channel | - |
| 7 | Local Programming | S | 19 | Garden Channel | - |
| 8 | Local Programming | S | 20 | Classic Movie Channel | - |
| 9 | Home Shopping Channel | I | 21 | Court Channel | - |
| 10 | Local Programming | S | 22 | Weather Programming | - |
| 11 | Sports Network | I | 23 | Music Videos | - |
| 12 | Home Shopping Channel | I | 24 | Music Videos | I |
| 13 | Public Television | S | 25 | Movies | P |

S = Standard Service

I = Intermediate Service
(includes standard channels)

P = Premium Service
(includes intermediate and standard channels)

Announcements

Answer the questions about this announcement.

Deren Chen

The third son of Joy Chi and David Wang Chen, 201 Pine Villa Drive, Seattle, has been named Deren Xin.

The baby weighed 8 pounds, 7 ounces at birth. He was born at 6:52 PM Tuesday, December 10, in Port Washington Hospital.

His brothers are David Wang, Jr., 6; and Eric Jong, 3.

Mr. Chen is employed at Software Industries, Seattle. The baby's mother is a staff physician in the emergency department at Port Washington Hospital, Seattle.

The children's grandparents are Hyung and Shing Ping, Chicago, IL, and Henry and Li Chen, New York, NY.

1. Who are the parents of Deren Chen? _____
2. How much did Deren weigh at birth? _____
3. What time was Deren born? _____
4. Is Deren the second child of Mr. and Mrs. Chen? _____
5. Where are Deren's parents employed? _____
6. Name Deren's siblings. _____
7. Do both sets of grandparents live close to Seattle? _____
8. Where can you send cards to congratulate Mr. and Mrs. Chen on the birth of their son? _____

Announcements

Answer the questions about this announcement.



1. Where does the Brown family live? _____
2. When will the family be moving? _____
3. Where is their new home? _____
4. Can you reach the Browns at 555-4895 after June 28th? _____

Announcements

Answer the questions about this announcement.



Cartwright Joins Interior Design Firm

Julie P. Green announces the addition of her new associate, Denise L. Cartwright, to Green Interior Design, Inc. Ms. Cartwright was previously employed as a graphic artist for the Thomson Agency, Chicago, IL.

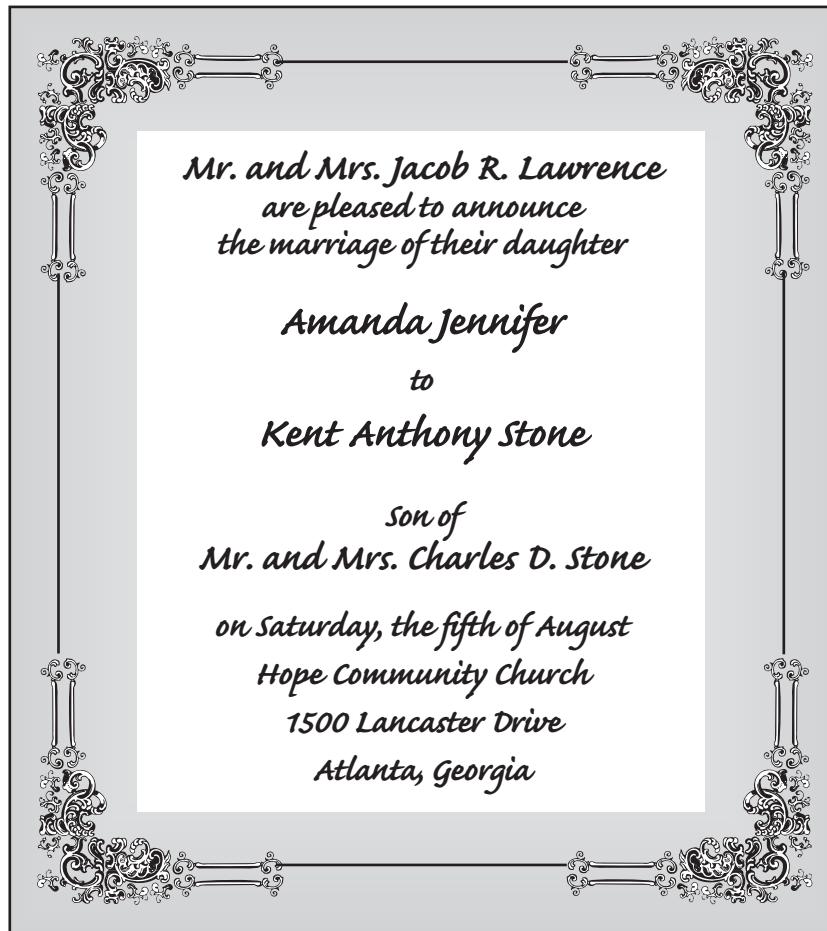
The public is invited to attend an Open House on Thursday, March 19th, from 3:30 - 5:30 PM, 300 East Grand Street, Suite 120.

RSVP 555-8684

1. What interior design firm did Denise L. Cartwright join? _____
2. Where did Ms. Cartwright work before joining this firm? _____
3. Where is the Open House? _____
4. Who is invited to the Open House celebration? _____
5. How long will the Open House last? _____

Announcements

Answer the questions about this announcement.



1. Which couple was united in marriage on August 5th? _____
2. Name the parents of the bride. _____
3. Name the parents of the groom. _____
4. Did the couple get married at Holy Community Church? _____
5. Where is the church? _____

Notices

Answer the questions about each notice.

1. Are you allowed on this property?

2. Are there guard dogs on this property?

3. If you're found on the property, what will happen to you?

NOTICE PRIVATE PROPERTY

BEWARE OF DOGS
NO HUNTING • NO FISHING
NO TRESPASSING

**VIOLATORS WILL BE
FINED AND PROSECUTED**

1. Who must pay attention to this information?

2. How will you know what the ice-skating conditions are?

3. What may happen if you do not follow the safety rules?

ATTENTION ICE SKATERS: COMPLY WITH ALL SKATING SAFETY INFORMATION FLAGS

RED
DANGER! THIN ICE! DO NOT SKATE!

GREEN
SAFE CONDITIONS – NO RESTRICTIONS

**VIOLATORS ARE AT RISK OF
SERIOUS INJURY OR DEATH**

Notices

Answer the questions about this notice.

| VIOLATION NOTICE CITY OF SPRINGFIELD | |
|---|----------------|
| Violation Number 0002685 | |
| Date: 03/18/03 | Time: 13:43 |
| Violation: CODE 99 Parking in a restricted area Vehicle must be moved within two hours or it will be towed and impounded | |
| Payment Schedule: 1-7 Days \$5.00 After 7 Days \$15.00 | |
| License: KRS 9871 Make/Color: TOYOTA Sedan Grn Location: 16th Ave/Clark | |
| Officer: Taylor, B.  | |
| PAY IN PERSON – DO NOT MAIL CASH IMPOUND LOT: 864 S. Danbury | |

1. What city ordinance is the owner of this car violating? _____
2. What is the vehicle license plate number? _____
3. When was this notice given? _____
4. Who completed this form? _____
5. If this car is towed, where can its owner find it? _____

Movie/Theater Ads

Answer the questions about the movie ad.



Show Times **2:00 4:30 7:00 9:30**

Also Playing:

| | | | | |
|----------------------|------|------|------|------|
| Action on the Runway | 2:30 | 5:00 | 7:30 | 9:30 |
| Prince Edward | 1:45 | 4:45 | 7:15 | 9:45 |
| Pool Party 2 | 1:30 | 3:30 | 5:30 | 7:30 |

All Shows Before 6PM \$1.50

1752 Redwood Place • Free Popcorn/Drink Refills
Movie Hotline: 1-555-555-8372

COUNTY LINE CINEMAS

\$3.00 ALL SHOWS

Midnight Showings Friday & Saturday

Now Playing:

| | | | | |
|-----------------------|------|------|------|------|
| Falling Gracefully | 3:00 | 5:10 | 7:20 | 9:30 |
| Not So Basic Training | 1:30 | 4:00 | 7:15 | 9:45 |
| Retirement Day | 2:00 | 4:15 | 7:00 | 9:15 |
| Back on Track | 3:00 | 4:45 | 7:00 | 9:15 |

117 N. Wayward • Movie Hotline: 1-555-555-FILM

Bayshore Cinemas
1832 Oakdale Dr.
All Shows \$1.50

Smith Family Outing
1:00, 3:15, 5:30,
7:45
Carter
2:00, 4:00, 6:00,
8:00

Movieline
1-555-555-8000

A comedy as big as the city! Newsworld



**Show Times:
1:45, 4:45, 7:45, 9:45**

1. Which movie theater is showing *Back on Track*? _____
2. Where are the Bayshore Cinemas? _____
3. How much are tickets to see a movie playing before 6:00 PM at the RDB Theaters? _____
4. Which theater offers \$1.50 pricing for all shows? _____
5. Do all theaters have a movie information number? _____
6. Which theater has movies playing at midnight on Friday and Saturday? _____

Movie/Theater Ads

Answer the questions about this movie ad.

DEXTER
10-SCREEN CINEMA

Dolby® Stereo • Surround Sound
Large Seats • Free Drink Refills • 25¢ Popcorn Refills
10 Lake Shore Drive • 555-7514

| Movies | 12:20PM | 4:30 | 9:10 | |
|----------------------------|---------|------|------|------|
| <i>Best Friends</i> | | | | |
| <i>Tony's Graduation</i> | 7:00PM | 9:40 | | |
| <i>Moving Madness</i> | 1:10PM | 4:00 | 7:00 | 9:45 |
| <i>Going to New York</i> | 2:30PM | 7:00 | 9:45 | |
| <i>Music, Music, Music</i> | 1:00PM | 3:00 | 7:00 | |
| <i>The Spirit</i> | 12:00PM | 2:30 | 5:00 | 7:30 |
| <i>Earthquake</i> | 12:30PM | 2:30 | 4:30 | 6:30 |
| <i>Judd and Allison</i> | 1:00PM | 3:00 | 5:00 | |
| <i>Road Trip II</i> | 12:05PM | 3:00 | 6:05 | 9:00 |
| <i>Hollywood Flair</i> | 2:50PM | 5:00 | 7:15 | 9:30 |

Matinees \$4.50 Before 6:00 PM
\$5.00 With Student ID After 6:00 PM
Seniors Only \$3.50 All Day Thursday

1. Where is the Dexter 10 Cinema? _____
2. Are tickets \$4.50 for all shows? _____
3. How many movie screens are at this theater? _____
4. Do all shows begin at noon? _____
5. Can you buy a matinee ticket for *Road Trip II* for the 6:05 PM show? _____
6. Which movies have a 4:30 show? _____
7. Can you refill your drink at the Dexter 10 for 25 cents? _____
8. What, if any, specials run for seniors on Tuesdays? _____
9. What telephone number would you call to hear movie titles and times? _____

Movie/Theater Ads

Answer the questions about the theater ad on page 30.

1. How many theater productions are listed on this page? _____

2. Are all productions shown at the same theater? _____

3. Will *Freedom Lives* run Friday and Saturday only? _____

4. What production will be shown at Stage Dinner Theater? _____

5. How much are tickets for *Two by Two*? _____

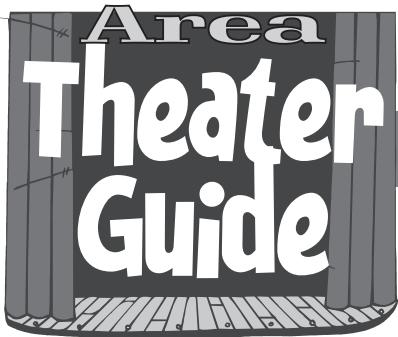
6. If you would like to reserve tickets for *Farewell Friends*, what number should you call? _____

7. Which production will run the longest? _____

8. Are tickets to *Politics in Motion* less expensive than the other shows advertised? _____

Movie/Theater Ads

Use this ad to answer the question on page 29.



February 10 – February 16

| | | | | |
|------------------------------|--|--|--|---------------------------|
| | | | | Two by Two |
| Fri. 10 | | | | <i>Freedom Lives</i> |
| Sat. 11 | | | | <i>Politics in Motion</i> |
| Sun. 12 | | | | <i>Café</i> |
| Mon. 13 | | | | |
| Tues. 14 | | | | |
| Wed. 15 | | | | |
| Thurs. 16 | | | | |
| The Train to Paradise | | | | |
| | | | | <i>Farewell Friends</i> |

Summary

- **Farewell Friends (Drama)**: 8:00 PM Friday; 4:00 and 8:00 PM Saturday; 2:00 PM Sunday.
Big House Theater. Tickets \$10.00. **1-555-555-1487**
 - **The Train to Paradise (Drama)**: 8:00 PM Friday through Thursday.
Upward Theater. Tickets \$6.00. **1-555-555-5696**
 - **Café (Comedy)**: 6:00 PM Friday and Saturday.
Stage Dinner Theater. Tickets \$25.00. **1-555-555-2491**
 - **Politics in Motion (Comedy)**: 6:00 PM Friday; 4:00 and 8:00 PM Saturday;
2:00 and 6:00 PM Sunday.
Theater Playhouse. Tickets \$8.00 **1-555-555-5106**
 - **Freedom Lives (Drama)**: 7:00 PM Friday; 5:00 and 9:00 PM Saturday; 3:00
and 7:00 PM Sunday.
The Playbill Theater Company. Tickets \$15.00. **1-555-555-5311**
 - **Two by Two (Comedy)**: 7:00 PM Friday through Tuesday.
Theater Works. Tickets \$5.00. **1-555-555-2151**

Movie/Theater Ads

Answer the questions about this theater ad.



Friday, Oct. 10

Feast Your Eyes on This

8:00 PM, *Palmer Dinner/Dance Theater*
Tickets \$20.00
555-3860

Holiday

8:00 PM, *Theater Palace*
Tickets \$12.00
555-1812

Walk Through the Park

9:00 PM, *Stagebill Theater*
Tickets \$17.50
555-6450

Sponsored by Theater District Association

***Support Live Theater
This Weekend!***

Saturday, Oct. 11

5th Avenue

2:00 and 6:00 PM, *Uptown Stage*
Tickets \$12.00
555-4005

Feast Your Eyes on This

4:00 and 8:00 PM, *Palmer Dinner/Dance Theater*
Tickets \$20.00
555-3860

Holiday

4:00 and 8:00 PM, *Theater Palace*
Tickets \$12.00
555-1812

Sunset Alley

6:00 and 8:00 PM, *Children's Playhouse*
Tickets \$5.00 adults — Children under 10 FREE
555-0938

Walk Through the Park

5:00 and 9:00 PM, *Stagebill Theater*
Tickets \$17.50
555-6450

1. How many different theater productions are advertised? _____
2. When is the first show of *5th Avenue*? _____
3. Are tickets to see *Walk Through the Park* the same price for all days and times? _____
4. Which theater offers free admission to children under a certain age? _____
5. Which production will be shown at the *Theater Palace*? _____
6. Which theater offers dinner and dancing as well as a play? _____

Grocery Ads

Answer the questions about the grocery ad.

GIANT foods



**5 lb. bag
B & B Sugar
99¢ Limit 1**



**Green
Seedless
Grapes
69¢ lb.**



**Ark Pizza
\$3.00 each or
3 for \$8.00**



**T-bone Steak
\$6.99 each
8 oz. steak**



**Bakery Fresh
Tortilla Chips
99¢ per bag**

Also on Sale:

24-pack Soda Pop \$4.99

**64 oz. Orange Juice \$1.85
(Limit 2. Additional Purchases \$2.65)**

8 Days of Savings! Tues.-Tues.

1. What store is advertising this sale? _____
2. When does the sale begin? _____
3. How many days does the sale run? _____
4. What, if any, limitations apply when buying sugar? _____
5. Are grapes 59 cents a pound? _____
6. What size orange juice is advertised? _____

Grocery Ads

Answer the questions about the grocery ad.

RICK'S
Produce Stand

Fresh Since 1963

**Fresh Produce
SALE!
Today Only!**

148 Grandview
Open 8AM – 6PM

| | |
|--------------------------------------|---------------|
| Fresh Sweet Corn (dozen) | \$1.99 |
| Fresh Cauliflower (head) | \$1.29 |
| Green Beans (per lb.) | .89 |
| Baking Potatoes (10 lb. bag) | \$1.99 |
| Spinach (10 oz. bag) | \$1.49 |
| Baby Red Potatoes (5 lb. bag) | \$3.99 |
| Pears (per lb.) | .59 |
| Apples (3 lb. bag) | \$1.59 |

1. What store is advertising this sale? _____
2. When is the sale? _____
3. How many days does the sale last? _____
4. Are heads of cauliflower \$1.19 each? _____
5. What size bag of red potatoes is advertised? _____
6. Does Rick's Produce Stand have strawberries on special? _____
7. How many ears of corn can you purchase for \$1.99? _____

Grocery Ads

Answer the questions about the grocery ad.



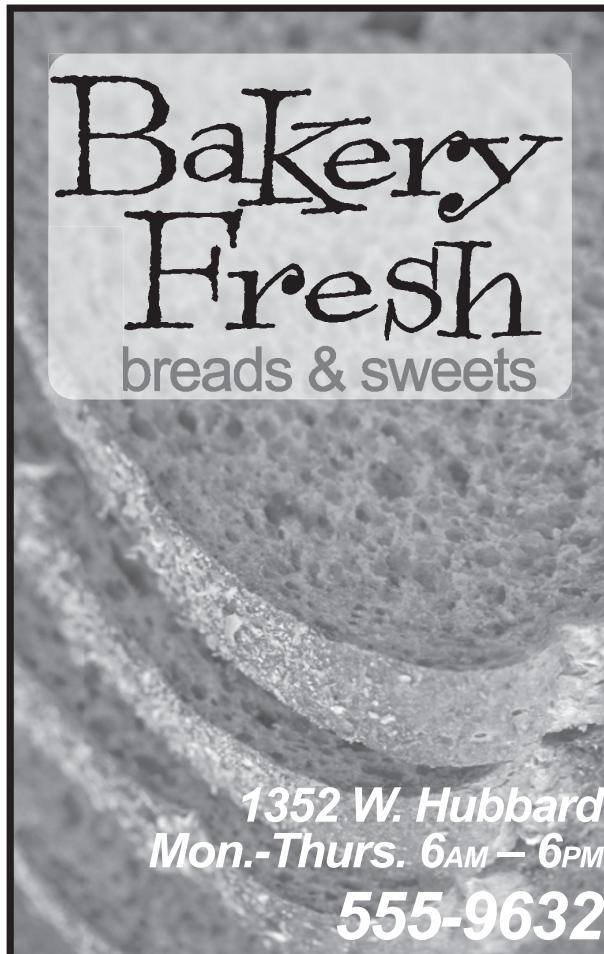
The image shows a grocery store interior. On the left, there's a deli counter with various prepared dishes like salads and soups. In the center, there are shelves stocked with cans of soup and other grocery items. On the right, there's a white ceramic jar filled with pencils.

| Fresh from the Deli! | | Stock Up & Save! | | Back-to-School! | |
|-----------------------|-------------------|---|---------------------|------------------------|---------------|
| USDA Beef Round Roast | \$1.59 lb. | Grape Jelly 32 oz. | \$.89 | Notebook Paper 200 ct. | \$.89 |
| Sliced Honey Ham | \$3.99 lb. | Peanut Butter 18 oz. | \$1.39 | 3-Subject Notebook | \$.69 |
| Sliced Cajun Turkey | \$2.99 lb. | 12-Pack Soda Cans | 2 for \$5.00 | 64-Pack Crayons | \$2.69 |
| Marble Rye Loaf | \$2.59 | Sale Prices Good Aug. 10 - Aug. 16 | | | |

1. What store is advertising this sale? _____
2. When is the sale? _____
3. How many days does the sale last? _____
4. Are 12-packs of soda \$5.00? _____
5. Can you purchase an 18 oz. jar of peanut butter for \$1.39? _____
6. Are there any limitations when purchasing notebook paper? _____
7. How much is a loaf of rye bread this week? _____

Grocery Ads

Answer the questions about the grocery ad.

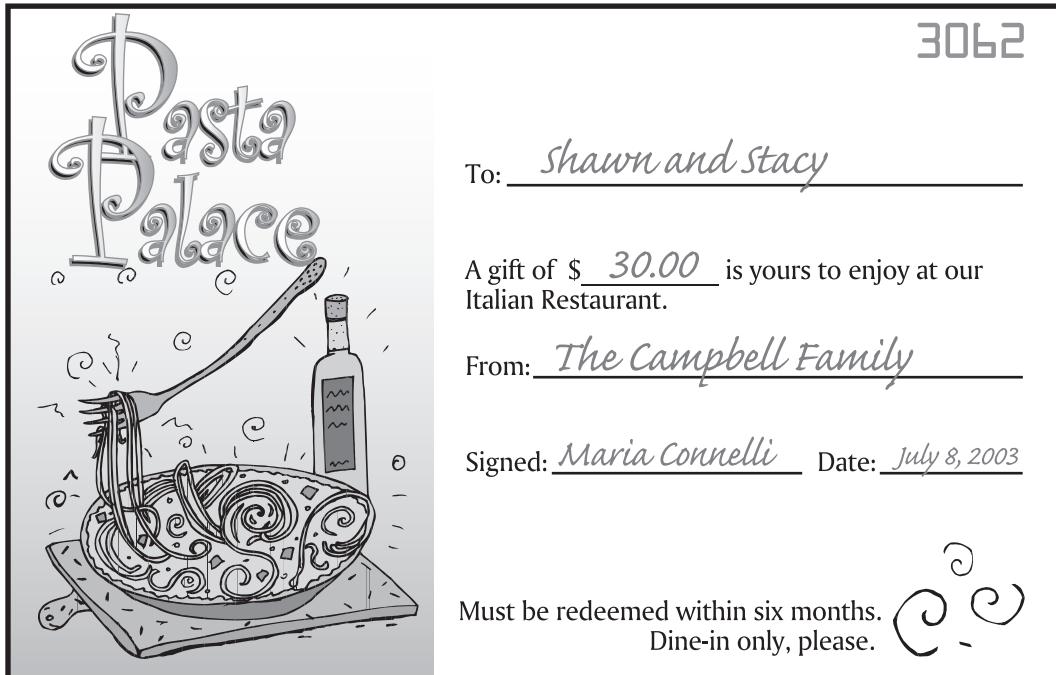


| | |
|---|--------|
| Baker's Dozen Doughnuts | |
| 13 ct..... | \$2.50 |
| Decorated Cupcakes | |
| Chocolate or White, 6 ct..... | \$2.29 |
| Apple or Cherry Pie | |
| 9" | \$3.99 |
| Assorted Bagels | |
| (plain, wheat, blueberry, banana nut, cranberry) each | \$.50 |
| Loaf Bread | |
| White | \$.99 |
| Wheat | \$1.19 |
| French..... | \$1.29 |
| Sourdough | \$1.99 |
| Fresh Chocolate Chip Cookies | |
| each; limit 12, please..... | \$.25 |

1. What store is advertising this sale? _____
2. When does the sale take place? _____
3. How many days does the sale last? _____
4. Are strawberry cupcakes on sale this week? _____
5. Can you purchase chocolate chip cookies individually? _____
6. What types of bagels are offered? _____
7. Is a loaf of French bread less expensive than wheat? _____

Gift Certificates

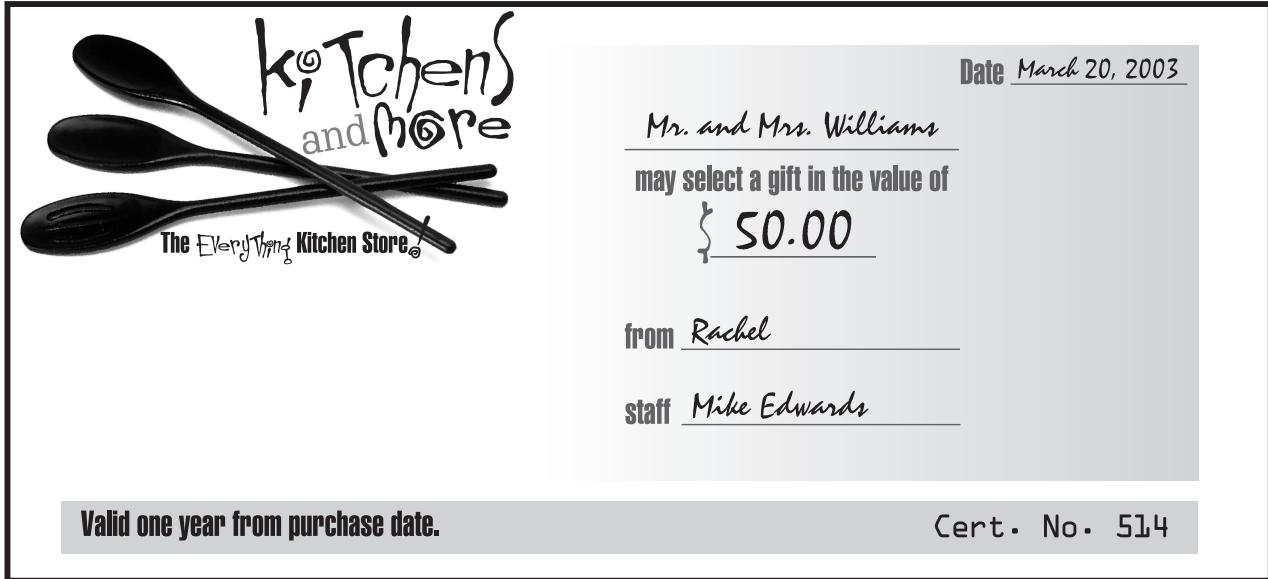
Answer the questions about the gift certificate.



1. Who purchased this gift certificate? _____
2. When was the certificate issued? _____
3. How much is this gift worth? _____
4. Where can this certificate be redeemed? _____
5. Who was this gift given to? _____
6. When must this gift certificate be used? _____
7. List any special instructions. _____

Gift Certificates

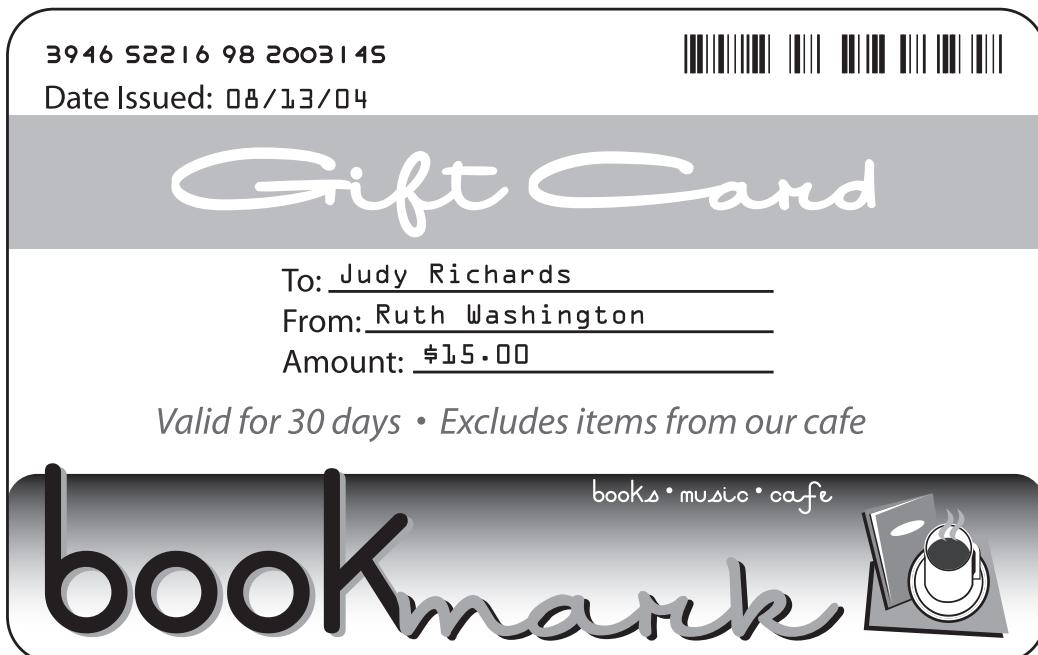
Answer the questions about the gift certificate.



1. Who purchased this gift certificate? _____
2. When was the certificate issued? _____
3. How much is this gift worth? _____
4. Where can this certificate be redeemed? _____
5. Who was this gift given to? _____
6. What will happen if this gift certificate is not used within one year? _____
7. List any special instructions. _____

Gift Certificates

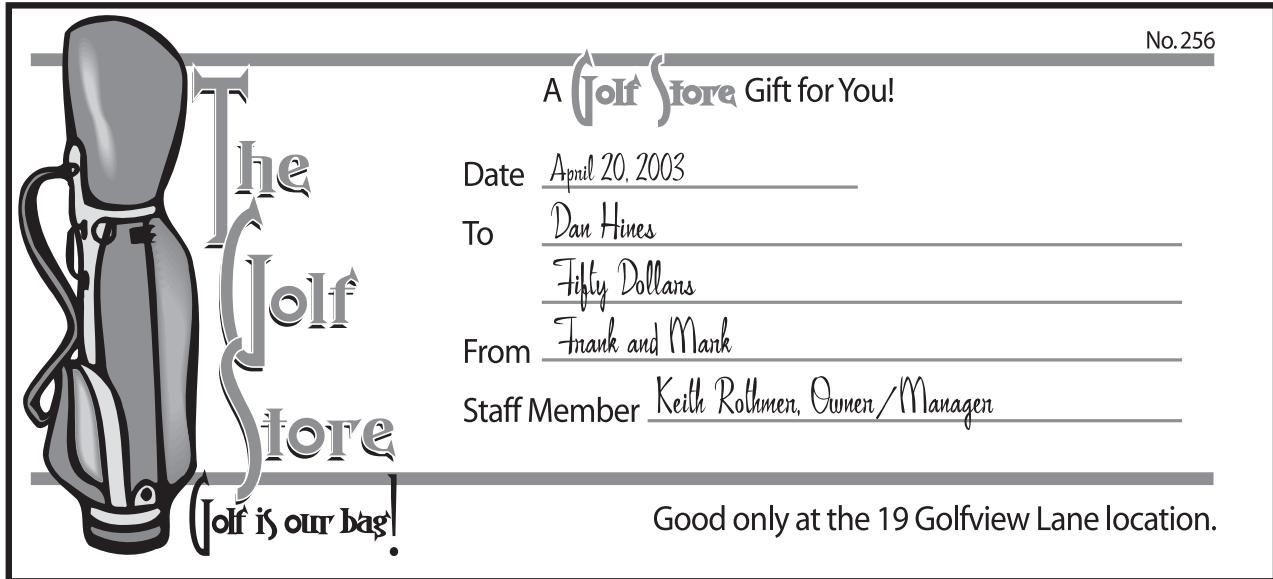
Answer the questions about the gift card.



1. Who purchased this gift card? _____
2. When was the card issued? _____
3. How much is this gift worth? _____
4. Where can this card be redeemed? _____
5. Who was this gift given to? _____
6. When must this gift card be used? _____
7. List any special instructions. _____

Gift Certificates

Answer the questions about the gift card.



1. Who purchased this gift certificate? _____
2. When was the certificate issued? _____
3. How much is this gift worth? _____
4. Where can this certificate be redeemed? _____
5. Who was this gift given to? _____
6. When must this gift certificate be used? _____
7. List any special instructions. _____

Coupons

Answer the questions about the coupons.



1. Who is offering this coupon? _____
2. What, if any, restrictions apply? _____
3. How much money will you save when you redeem this coupon? _____
4. Is this offer for a limited time? _____



1. Who is offering this coupon? _____
2. What, if any, restrictions apply? _____
3. How much money will you save when you redeem this coupon? _____
4. Is this offer for a limited time? _____

Coupons

Answer the questions about the coupon.



The graphic features a logo with a hanger icon and the word "Garcia" in a large serif font, with "Clothing Outfitter" in smaller text below it. To the right, a dashed box contains "Special Sale Hours" for April 15 and 16, along with "This Coupon Good for 50% Off Selected Items, Including" and a list of items. Below the list are store policies and contact information.

Special Sale Hours

Friday, April 15
7AM – 5PM

Saturday, April 16
9AM – 5PM

**This Coupon Good for 50% Off
Selected Items, Including**

- All Spring Children's Wear
- Selected Winter Coats/Jackets

(Coupon must be presented at the time of sale.)

All sales final.
No adjustments.
No layaways.
CASH only.

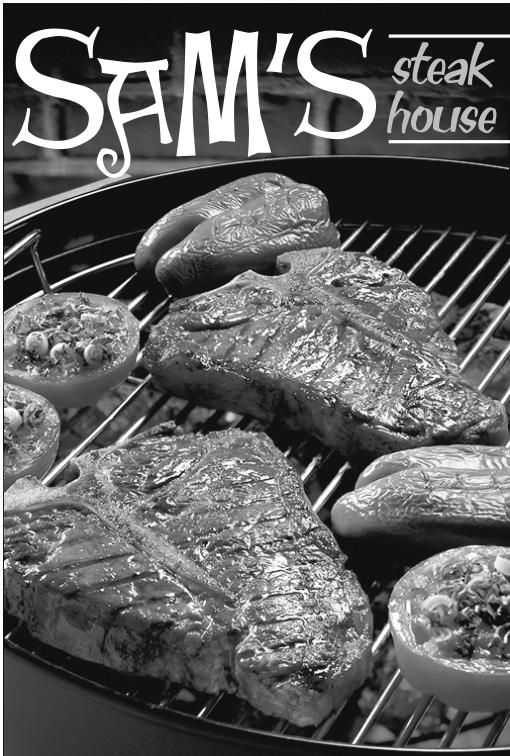
Since 1933

710 North State Street
Dubuque
555-4527

1. Where is Garcia's Clothing Outfitters? _____
2. If you need directions to the store, what telephone number should you call? _____
3. When will items be on sale? _____
4. What, if any, restrictions apply when redeeming this coupon? _____
5. Can sale items be returned? _____

Coupons

Answer the questions about the coupon.



Save \$4⁰⁰
on Lunch for 2

- Please present coupon to server when ordering.
- One coupon per visit.
- Good for any two lunches.
- Coupon not redeemable for cash.
- Coupon may not be copied.
- Tax and gratuity additional.

(Signature of party redeeming coupon)

OFFER EXPIRES May 23rd
Valid 11AM – 4PM

1. What restaurant is offering this coupon? _____
2. What, if any, restrictions apply? _____

3. How much money will you save if you use this coupon? _____
4. Is this offer for a limited time? _____
5. When should you present this coupon to receive \$4.00 off the total bill? _____

6. Can this coupon be used after 5PM? _____

Coupons

Answer the questions about the coupons.



**PURR
n
PAW**
*Pet Care
Superstore*

*751 Hill Ave.
555-5717*

*Store Hours:
Monday-Saturday
9AM – 9PM
Closed Sunday*



FREE!
PURR n PAW
Pet Care Superstore

Expires 8/17

*Buy 6 cans of cat food
and get 2 FREE!*

*One coupon per person.
Not valid with any other offer.*



**\$3.00
OFF!**
**PURR
n
PAW**
Pet Care Superstore

Expires 8/17

*Save \$3.00 on
10-lb. bag of dog food.*

*One coupon per person.
Not valid with any other offer.*



**50¢
OFF!**
**PURR
n
PAW**
Pet Care Superstore

Expires 8/17

*Save 50¢ on all animal toys.
No limit!*

*One coupon per person.
Not valid with any other offer.*

1. What store is offering these coupons? _____
2. Where is this store? _____
3. Are all animal toys half off? _____
4. Can you purchase a 10 lb. bag of dog food at this store? _____
5. Can you buy 6 cans of cat food and receive 2 additional cans at no charge? _____
Will other coupons be accepted with this offer? _____
6. When do the coupons in this ad expire? _____

Coupons

Answer the questions about the coupons.

HUGHES OPTICAL

better vision for a lifetime



August Back-to-School SALE

| | |
|--|---|
| Store Coupon 782 | Store Coupon 783 |
| EXAM & GLASSES \$55 Includes: <ul style="list-style-type: none">• eye exam• plastic lenses• value frames | EXAM & CONTACTS \$99 Includes: <ul style="list-style-type: none">• eye exam• pair of contact lenses• solution/drops |

HUGHES OPTICAL

Bayside Mall
555-2828



1. What store is offering these coupons? _____
2. What is included with store coupon 782? _____
3. Are contacts available for \$99? _____
4. How long will these coupon discounts be available? _____
5. Can you use manufacturer coupons with Hughes Optical's discount coupons? _____

Coupons

Answer the questions about the coupons.

Maria's Pizza Palace

Coupon Specials For Dine-in or Carry-out 555-1738

Maria's *Expires 5/15*  #1

Large 16" thin crust pizza with 3 toppings

\$10.99

One coupon per order.

Maria's *Expires 5/15*  #2

Large 16" thin crust pizza with 4 toppings

\$11.99

One coupon per order.

Maria's *Expires 5/15*  #3

Buy one small 12" pizza with 4 toppings and get your next small pizza for

\$5.00

One coupon per order.

Maria's *Expires 5/15*  #4

Flying Solo Special
1 extra small 10" pizza with 2 toppings

\$5.99

One coupon per order.

Maria's *Expires 5/15*  #5

Family Pizza Special
2 medium 14" thin crust pizzas with unlimited toppings and one order of breadsticks

\$25.00

One coupon per order.

Maria's *Expires 5/15*  #6

6 breadsticks with pizza sauce

\$2.00

One coupon per order.

1. What restaurant is offering these coupon specials? _____
2. Can you redeem these coupons if you choose to eat in the restaurant? _____
3. What is included with coupon #5? _____
4. Do you get 6 breadsticks with pizza sauce for \$2.00 when you order the Flying Solo Special? _____
5. What telephone number should you call to order carry-out? _____
6. When do these special coupon offers end? _____

Billboards

Answer the questions about the billboard.

Carter's
Auto
Plaza

200 New and
Used Vehicles
to Choose From

Cars
Trucks
Vans

Sales • Service • Satisfaction

1/4 Mile Ahead - Exit 54 North

1. What is this billboard advertising? _____
2. Where is the Auto Plaza? _____
3. Are there over 300 vehicles to choose from? _____
4. Is this a used car lot only? _____
5. What types of vehicles are for sale? _____

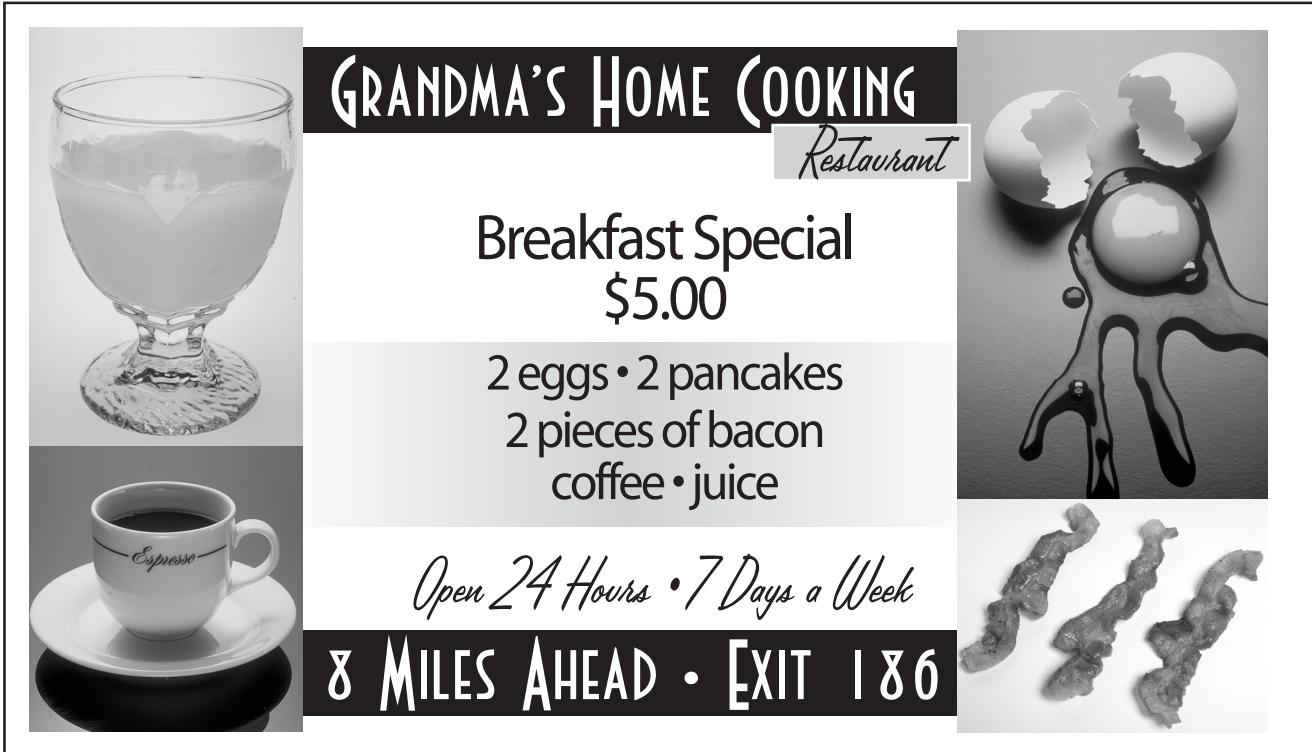
Billboards

Answer the questions about the billboard.

1. What is this billboard advertising? _____
 2. Where will the event take place? _____
 3. How much is admission? _____
 4. Can children enter Playland at noon? _____
 5. Who is sponsoring this event? _____

Billboards

Answer the questions about the billboard.

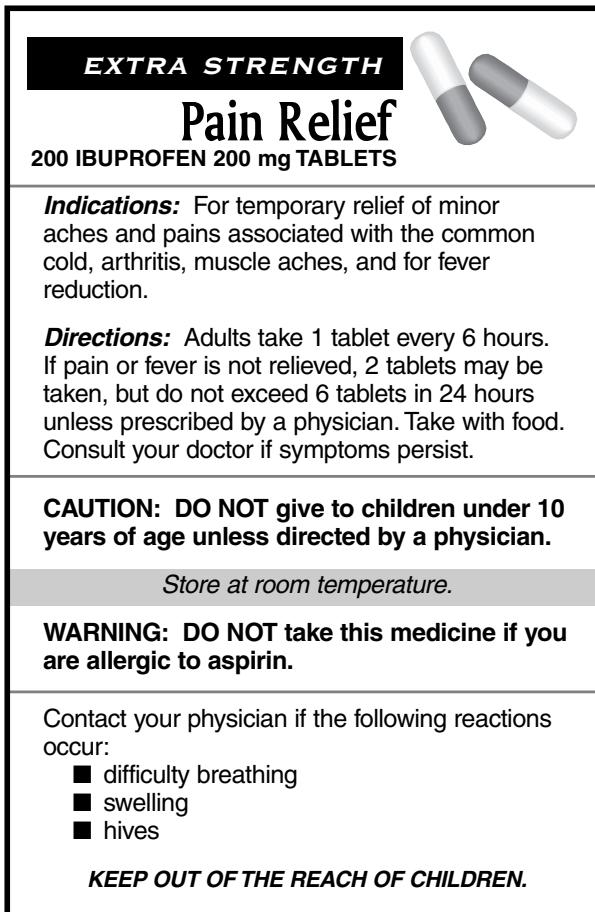


The billboard features a central text area with a black background. At the top, "GRANDMA'S HOME COOKING" is written in white, bold, sans-serif capital letters. Below it, "Restaurant" is written in a smaller, cursive script. In the center, "Breakfast Special" is written in large, bold, sans-serif capital letters, followed by "\$5.00". To the left of the central text, there is a photograph of a clear glass filled with a light-colored liquid, possibly juice or milk. To the right, there is a photograph of two cracked eggs with yolks and some liquid leaking out. Below the central text, there is a list of breakfast items: "2 eggs • 2 pancakes", "2 pieces of bacon", and "coffee • juice". At the bottom of the central text area, the words "Open 24 Hours • 7 Days a Week" are written in a cursive script. At the very bottom, "8 MILES AHEAD • EXIT 186" is written in large, bold, sans-serif capital letters. On the far left and right sides of the central text area, there are photographs of coffee cups. The left cup is labeled "Espresso" and shows a dark liquid. The right cup is also labeled "Espresso" and shows a dark liquid.

1. Does Grandma's Home Cooking Restaurant advertise a breakfast special? _____
2. How many eggs are included in this special? _____
3. When does the restaurant open? _____
4. Where is Grandma's Home Cooking Restaurant? _____
5. Would you order this \$5.00 breakfast special? Why? _____

Product Labels

Answer the questions about the product label.



1. What is the name of this product? _____
2. What symptoms does this product claim to relieve? _____
3. What is the dosage of this product for adults? _____
4. How often should you take this product? _____
5. Should you take this product on an empty stomach? _____
6. Who should not take this product? _____
7. Should you consult your physician before using this product? _____

Product Labels

Answer the questions about the product label.

Cowles Natural Capsules

Advanced Vitamin / Mineral Formula

| Each Tablet Contains | % of Daily Requirements |
|----------------------|-------------------------|
| Vitamin A | 100% |
| Vitamin C | 100% |
| Vitamin D | 100% |
| Vitamin E | 100% |
| Thiamine | 90% |
| Riboflavin | 85% |
| Vitamin B6 | 100% |
| Calcium | 100% |
| Iron | 100% |
| Magnesium | 95% |
| Zinc | 100% |
| Potassium | 90% |



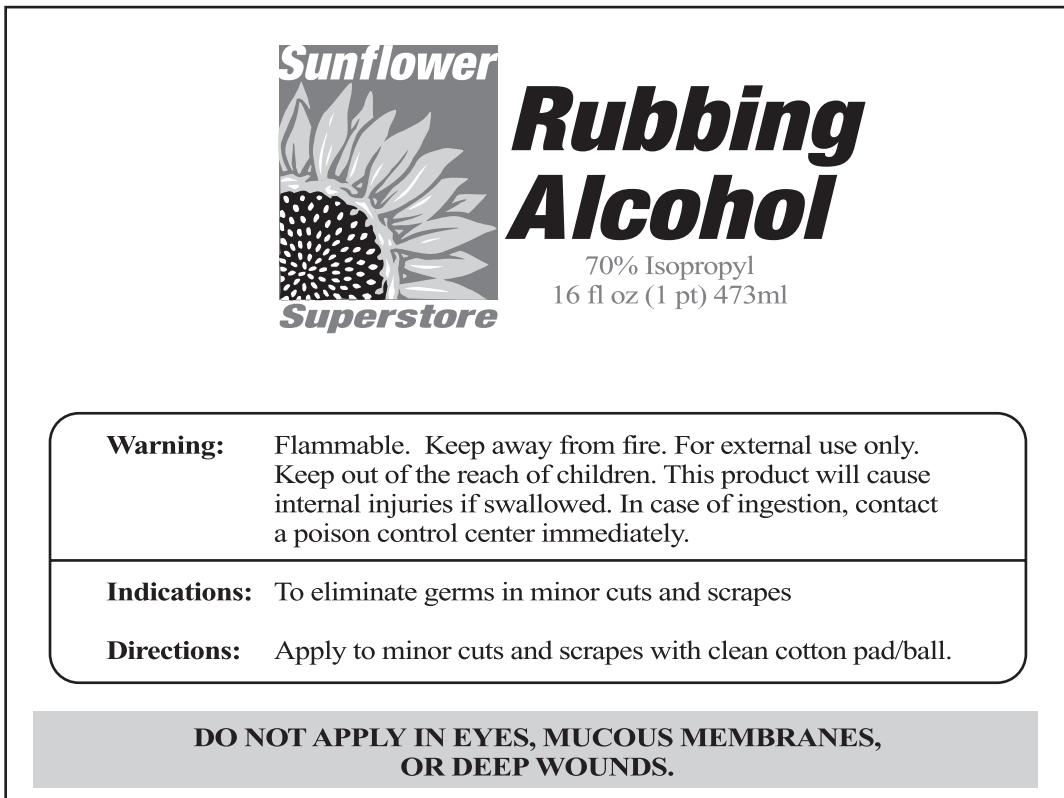
Directions: Adults take 1 tablet daily.

WARNING: Keep out of reach of children. In case of overdose, contact a poison control center. Do not induce vomiting.

1. What is the name of this product? _____
2. What is the dosage of this product? _____
3. Is this product for children? _____
4. Does each vitamin have enough calcium to meet your daily needs? _____
5. What percentage of daily requirements of Vitamin C is offered in this product? _____

Product Labels

Answer the questions about the product label.



1. What is the name of the product? _____
2. What does this product claim to do? _____
3. How should you apply this product? _____
4. Should you use this product on all wounds? _____
5. List four warnings on this product label.
 - a. _____
 - b. _____
 - c. _____
 - d. _____

Product Labels

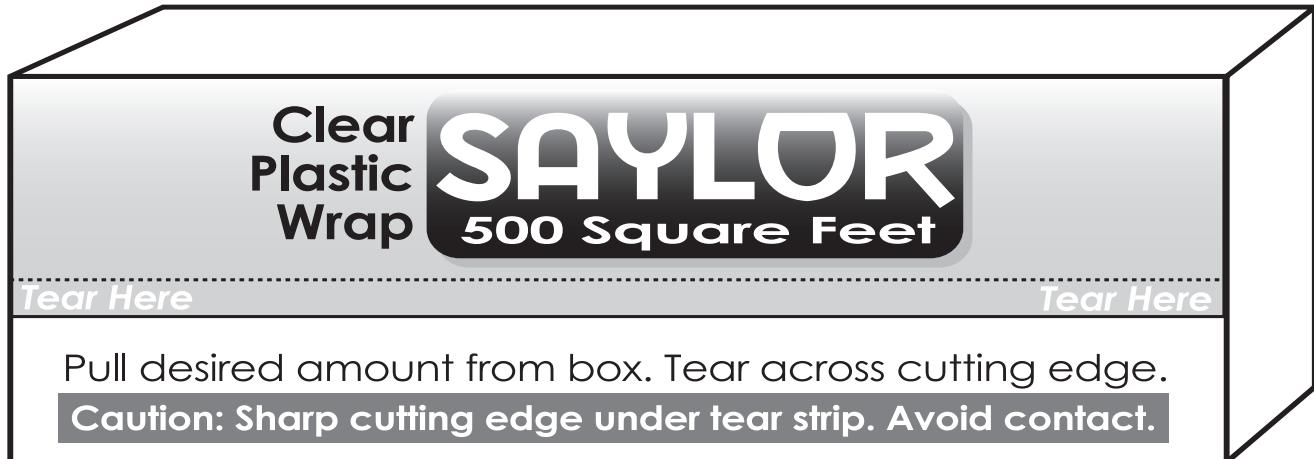
Answer the questions about the product label.



1. What is the name of this product? _____
2. What does this product claim to do? _____
3. Where should you apply this product? _____
4. What warnings should you remember when using this product?

Product Labels

Answer the questions about the product label.



1. What is the name of this product? _____

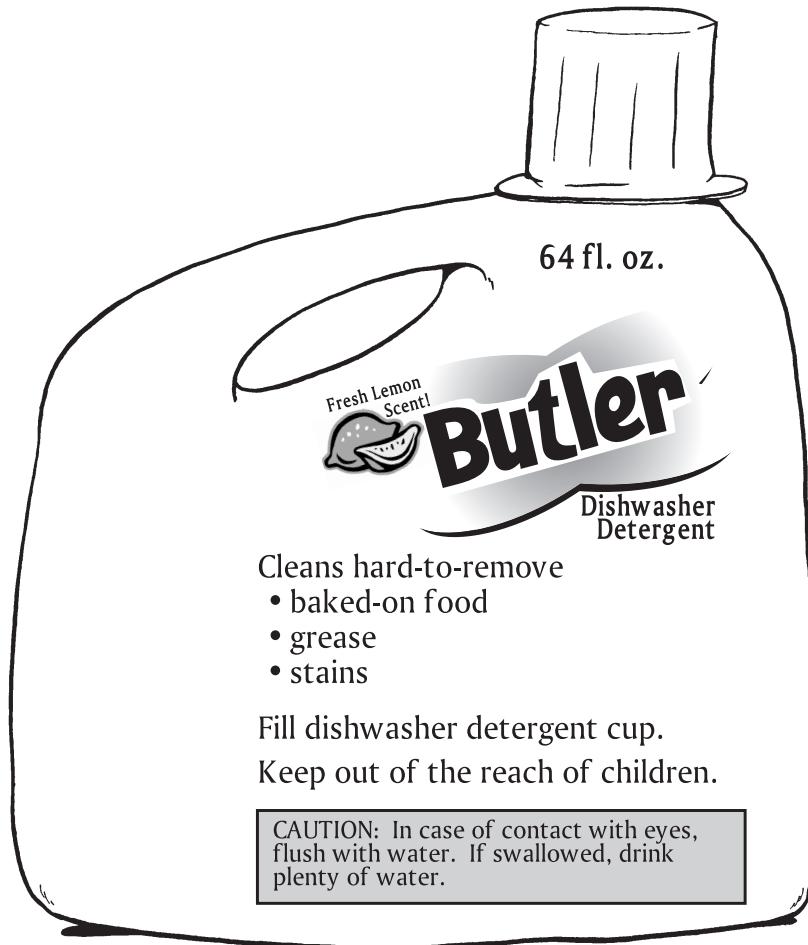
2. How many square feet of wrap are in this package? _____

3. Do you need scissors to cut the plastic? _____

4. What precautions should you be aware of when using this product? _____

Product Labels

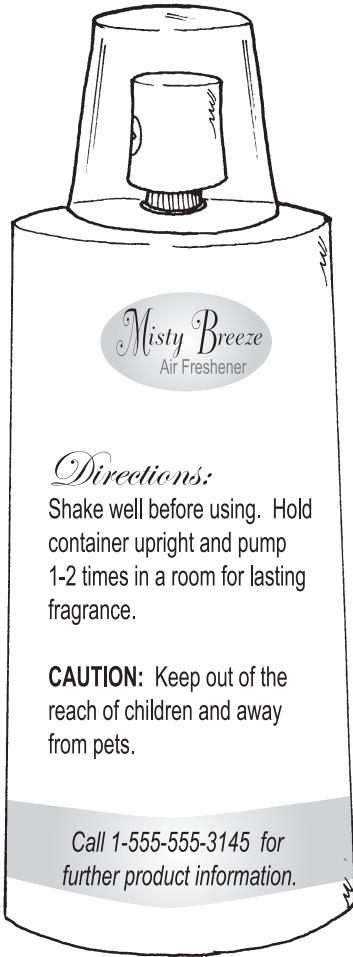
Answer the questions about the product label.



1. What is the name of this product? _____
2. What does this product claim to do? _____
3. Should you fill the dishwasher detergent cup full or half full? _____
4. Are there 26 fl. oz. of product in this bottle? _____
5. What should you do if the product gets into your eyes? _____
6. Is this soap fatal if swallowed? _____

Product Labels

Answer the questions about the product label.



1. What is the name of this product? _____
2. What does this product do? _____
3. Will this product hurt the ozone layer? _____
4. How many ounces are in the product? _____
5. What precautions should you follow when using Misty Breeze? _____

6. What number should you call if you need further product information? _____

Prescription Labels

Answer the questions about the prescription label.



Smith's Drugs
2000 North Ave.
Oakland MA 75001

RX# : 3856421 Pharmacist: KLV Lic#: 3216542321-00

Carol A. Jones
1654 W. Oak
Oakland MA 75001

**TAKE 1 TABLET EVERY 12 HOURS AS NEEDED FOR CONGESTION.
TAKE MEDICATION WITH PLENTY OF WATER.**

Guad-vent/PSE/600/120 GK
Dr. Sarah P. Anderson
Refills: 1

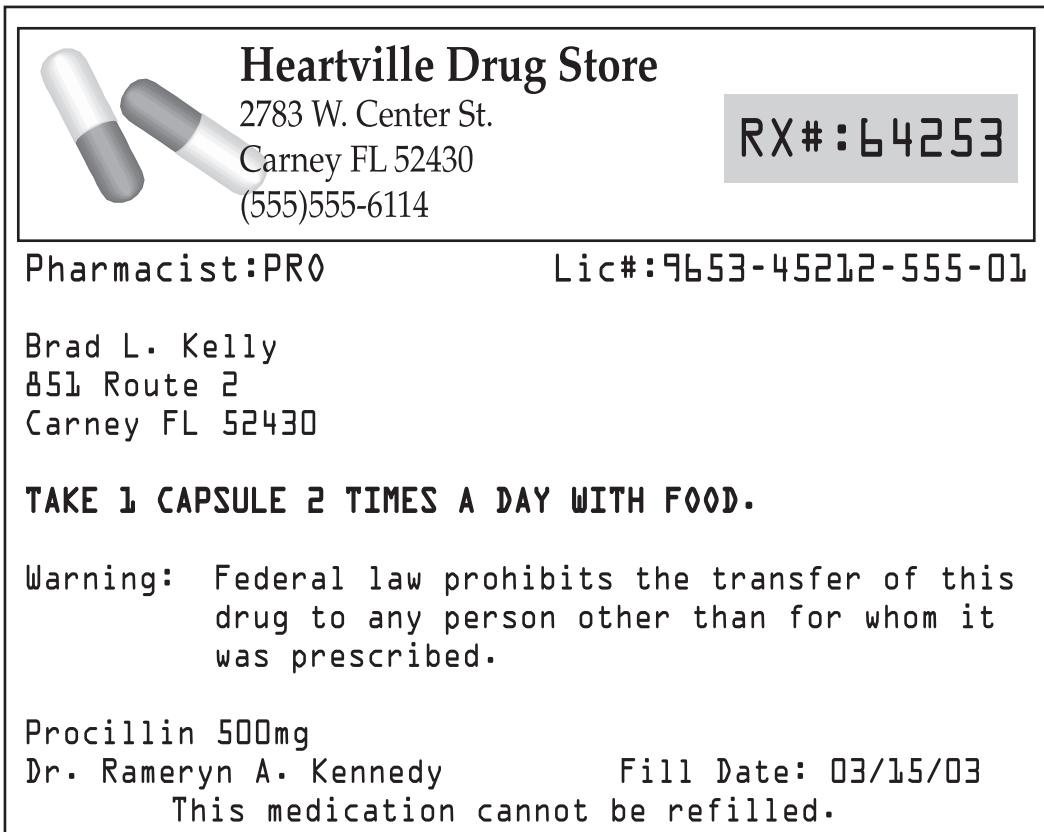
Fill Date: 02/23/03
Until: 01/23/04
Qty: 20

1. What is the dosage of this product? _____
2. Who should take this medicine? _____
3. How many pills should be taken in a day? _____
4. Who prescribed this medicine? _____
5. Can this prescription be refilled? _____
6. List any special instructions to follow when taking this medication.

7. What, if any, side effects may occur? _____

Prescription Labels

Answer the questions about the prescription label.

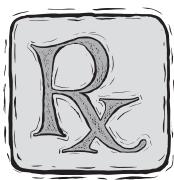


1. What is the dosage of this product? _____
2. Who should take this medicine? _____
3. How many pills should be taken in a day? _____
4. Who prescribed this medicine? _____
5. Can this prescription be refilled? _____
6. List any special instructions to follow when taking this medication.

7. What, if any, side effects may occur? _____

Prescription Labels

Answer the questions about the prescription label.

| | | |
|---|--|--|
|  | Frederick's Pharmacy 300 Columbia Ave. Mountain CO 78214 (555)555-7611 | RX#: 9976-1 Pharm: TRE Lic#: 3365-4552-65-321 |
| <p>Leah B. Barstow 1625 8th St. Mountain CO 78214</p> | | |
| <p>TAKE 2 TABLETS 4 TIMES DAILY.</p> | | |
| <p>AVOID EXTENDED EXPOSURE TO DIRECT AND/OR ARTIFICIAL SUNLIGHT WHEN TAKING THIS MEDICATION.</p> | | |
| <p>REPORT SIDE EFFECTS OF HEADACHE/FEVER IMMEDIATELY.</p> | | |
| <p>Warning: Federal law prohibits the transfer of this drug to any person other than for whom it was prescribed.</p> | | |
| Daycor 100 mg Dr. Karie E. Castillo | Fill Date: 10/23/03 Refills: 0 | |

1. What is the dosage of this product? _____
2. Who should take this medicine? _____
3. How many pills should be taken in a day? _____
4. Who prescribed this medicine? _____
5. Can this prescription be refilled? _____
6. List any special instructions to follow when taking this medication.

7. What, if any, side effects may occur? _____

Prescription Labels

Answer the questions about the prescription label.



(555)555-7850

Fieldstone Drugs
1120 Bayridge Dr.
Vincent TX 17428

RX#:1000325 Pharmacist:WWB Lic#:654863-54-5234

Sharon N. Richard; 432 Janes Ave.; Vincent TX 17428

TAKE 2 TABLETS 2 TIMES A DAY.

Timolactone/25mg tablets

Dr. Erik K. Shore Fill Date: 09/30/03

Refills: 6 Until: 09/30/04 Qty: 100

- Finish all medication unless otherwise directed by a physician.
 - Report side effects of nausea/fever immediately.

1. What is the dosage of this product? _____
 2. Who should take this medicine? _____
 3. How many pills should be taken in a day? _____
 4. Who prescribed this medicine? _____
 5. Can this prescription be refilled? _____
 6. List any special instructions to follow when taking this medicine. _____

 7. What, if any, side effects may occur? _____

Prescription Labels

Answer the questions about the prescription label.

| | |
|--|----------------------------------|
|  Healthcare Pharmacy | RX#: 498-6 |
| 725 Monroe Seattle WA 93017 (555)555-2742 | |
| Pharmacist: KRQ Delaney P. Hunter 434 W. Martin Blvd. Seattle WA 93017 | Lic#: 65321-56-4545 |
| TAKE 1 CAPSULE EVERY NIGHT AT BEDTIME. | |
| Echomycin 500mg/Qty 100 Dr. Ralph J. Smith | Refill: 1 Fill Date: 08/02/03 |
| <ul style="list-style-type: none">▪ Finish all medication unless directed by a physician.▪ Take medication on an empty stomach 1 hour before or 2 hours after a meal.▪ Avoid extended exposure to direct and/or artificial sunlight when taking this medication. | |

1. What is the dosage of this product? _____
2. Who should take this medicine? _____
3. How many pills should be taken in a day? _____
4. Who prescribed this medicine? _____
5. Can this prescription be refilled? _____
6. List any special instructions to follow when taking this medication.

7. What, if any, side effects may occur? _____

Directions

Answer the questions about the directions.

Since 1913

Quick

blueberry muffin mix

1 package of Blueberry Muffin Mix
2 eggs
1½ cups milk

Directions:

- Preheat oven to 350°.
- Grease muffin pans or use baking cups.
- Blend ingredients together until smooth.
- Fill muffin cups half full.
- Bake 20-25 minutes or until golden brown.

Makes two dozen muffins.

1. How many ingredients do you need for this mix? _____
2. What will the batter look like after mixing well? _____
3. When should you turn on the oven? _____
4. How many muffins does the mix make? _____
5. How do you know when to remove the muffins from the oven? _____

Directions

Answer the questions about the directions.



The image shows the front of a Tyler Ready Rice product box. At the top, the brand name "Tyler" is in a small black box above the word "Ready" in large, bold, serif letters inside an oval border. Below "Ready" is the word "RICE". A small illustration of a wheat stalk is to the left of the oval. Below the product name, there are two sections: "Stove Top Directions" and "Microwave Directions". Under "Stove Top Directions", there is an illustration of a white saucepan with a handle. The directions read: "Combine rice, seasoning packet, 2 cups of water, and 1/2 tablespoon of butter in a large saucepan. Bring mixture to a boil, stirring occasionally. Simmer over low heat for 10 minutes or until rice is tender." Under "Microwave Directions", the directions read: "Combine ingredients in microwave safe bowl as listed in stove top directions. Cook on HIGH for 8 minutes. Let stand for 5 minutes. Fluff with fork and serve." A dark horizontal bar at the bottom of the box contains the text "Makes four 1-cup servings."

Stove Top Directions

Combine rice, seasoning packet, 2 cups of water, and 1/2 tablespoon of butter in a large saucepan. Bring mixture to a boil, stirring occasionally. Simmer over low heat for 10 minutes or until rice is tender.

Microwave Directions

Combine ingredients in microwave safe bowl as listed in stove top directions. Cook on HIGH for 8 minutes. Let stand for 5 minutes. Fluff with fork and serve.

Makes four 1-cup servings.

1. What is the name of this product? _____
2. What ingredients do you need to add to the mix? _____
3. How long should the rice simmer? _____
4. If you follow the microwave directions, how long do you cook the rice? _____
5. How large are the serving sizes? _____

Directions

Answer the questions about the directions.



Directions for use:

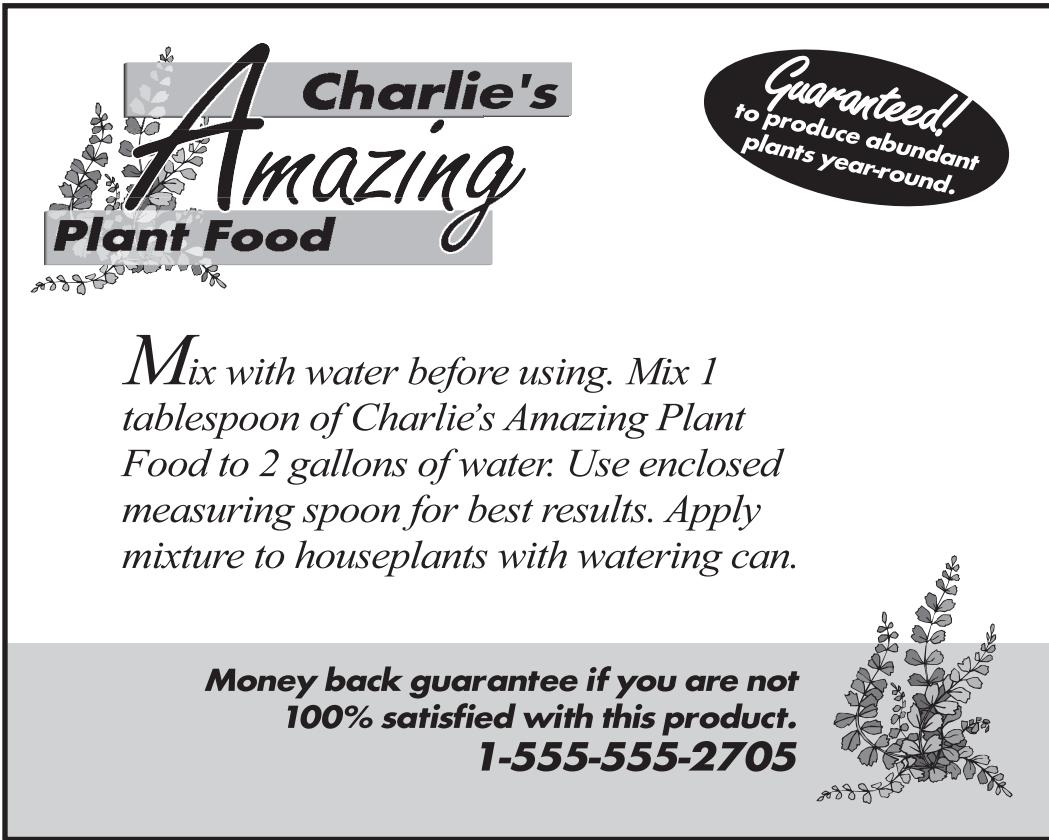
- Remove cap and turn bottom of tube.
- Apply stain remover to entire soiled area.
- Wash in regular cycle with detergent.
- For best results, apply product to stained fabric as soon as possible.

CAUTION: Avoid contact with eyes. Keep out of the reach of children.

1. What is the name of this product? _____
2. Can you use this product on any kind of fabric? _____
3. When should you put the stain remover on the stain? _____
4. Should the gentle cycle be used when washing fabric? _____
5. What precautions should you be aware of when you use this product? _____

Directions

Answer the questions about the directions.



The image shows a product packaging for "Charlie's Amazing Plant Food". The main title "Charlie's Amazing Plant Food" is written in a stylized font with a decorative border. To the right, there is an oval-shaped seal with the text "Guaranteed!! to produce abundant plants year-round." Below the main title, there is a detailed description of the usage instructions: "Mix with water before using. Mix 1 tablespoon of Charlie's Amazing Plant Food to 2 gallons of water. Use enclosed measuring spoon for best results. Apply mixture to houseplants with watering can." At the bottom left, there is a "Money back guarantee if you are not 100% satisfied with this product." section with the phone number "1-555-555-2705". A small illustration of a potted plant is located at the bottom right.

Mix with water before using. Mix 1 tablespoon of Charlie's Amazing Plant Food to 2 gallons of water. Use enclosed measuring spoon for best results. Apply mixture to houseplants with watering can.

**Money back guarantee if you are not 100% satisfied with this product.
1-555-555-2705**

1. What is the name of this product? _____
2. Can this product be used on flowering plants in your house? _____
3. How much of this product should you add to water? _____
4. What promise does this product make? _____
5. What should you do if you think this product did not work properly? _____

Directions

Answer the questions about the directions.

General Electronics

Programming Your New VCR



- Turn on TV/VCR.
- Put videotape into recorder.
- Press **Select** button.
- Choose **Program** option.
- Enter date.
- Enter TV channel.
- Enter program start/stop time.
- Review program set-up.
- Press **Enter** to save or **Delete** to clear.
- Turn TV/VCR off.

1. What is the first step in programming this VCR? _____
2. Do you enter the TV channel number before you press "Select"? _____
3. When should you review your programming selections? _____

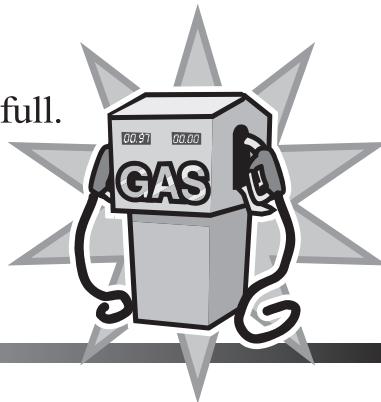
4. What should you do if you make an error when programming? _____
5. What is the last step of programming this VCR? _____

Directions

Answer the questions about the directions.

VEHICLE FUELING

- ◆ Turn off engine.
- ◆ Choose method of payment (cash/credit).
- ◆ Open fuel door.
- ◆ Remove fuel cap.
- ◆ Select desired gasoline product (regular/premium).
- ◆ Put nozzle in gas tank.
- ◆ Begin fueling.
- ◆ Remove nozzle when tank is full.
- ◆ Return nozzle to pump.
- ◆ Secure fuel cap in place.
- ◆ Close fuel door.



1. What is the first step when filling a vehicle with gasoline? _____
2. Can you use regular gasoline if you choose? _____
3. When should you tighten the fuel cap? _____
4. Is the fuel door different from the fuel cap? _____
5. Can you use a credit card at this station? _____

POTATO SALAD

| | |
|--|-------------------------|
| 16 yellow potatoes (peeled, cooked, diced) | ½ cup diced celery |
| 3 hard-boiled eggs (no yolks, diced) | ½ cup diced onion |
| 1½ cups mayonnaise | ¼ teaspoon salt |
| 1 tablespoon prepared yellow mustard | ¼ teaspoon black pepper |
| 1 tablespoon milk | |

In a large mixing bowl, combine mayonnaise, mustard, and milk. Stir in potatoes, eggs, celery, onion, and seasonings. Chill for 2 hours. Serve. (Makes 16 1-cup servings.)

1. What size bowl should you use when making this recipe? _____
2. How many potatoes will you need for this recipe? _____
3. Should you throw away the egg whites? _____
4. Do you add the diced celery and onion to the mayonnaise mixture at the same time? _____
5. Does this recipe call for 1/4 tablespoon of salt? _____
6. How long should the mixture chill before serving? _____
7. How many 1-cup servings does this recipe make? _____

Meatballs

1 package onion seasoning mix

1½ pounds lean ground beef*

1 egg

½ cup dry bread crumbs

½ cup packed brown sugar

1 jar chili sauce

1 cup sauerkraut (reserve liquid)

½ cup jellied cranberries

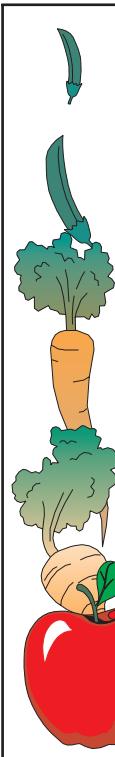
½ teaspoon black pepper

* Ground turkey may be substituted for beef.

Mix onion seasoning, ground beef, egg, and bread crumbs. Shape into 1" balls. Put into greased 9"x13" pan. In a separate bowl, combine the remaining ingredients (including reserved sauerkraut liquid). Spoon over the meatballs. Cover and bake at 350° for 1 1/2 hours. Serve immediately.

1. At what temperature should you set the oven? _____
2. Can you use ground turkey instead of beef? _____
3. Which ingredients should you mix together first? _____

4. Should you use an 11"x 13" greased pan? _____
5. How large should you make the meatballs? _____
6. What type of sugar does this recipe call for? _____ How much? _____
7. When will the meatballs be fully cooked? _____

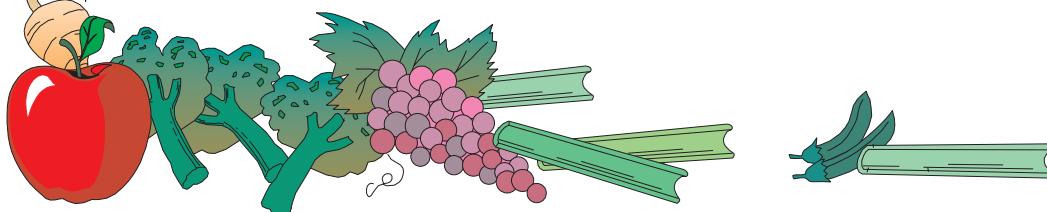


Quick and Easy Beans

2 cans red beans (rinsed and drained)
1 onion, minced
1 green pepper, seeded and chopped
1 clove garlic, finely cut
1 cup ketchup

$\frac{1}{2}$ cup prepared yellow mustard
 $\frac{1}{2}$ cup maple syrup
 $\frac{1}{2}$ cup packed brown sugar
 $\frac{1}{2}$ teaspoon salt
 $\frac{1}{2}$ teaspoon black pepper

Sauté onion and green pepper in a large saucepan with melted butter. After 5 minutes, add garlic and simmer for an additional 2 minutes. Combine beans and remaining ingredients. Stir well. Put mixture into a casserole dish and bake at 350° for 1 hour. Serve.



1. What type of bean is called for in this recipe? _____
2. How should you prepare the green pepper? _____
3. Will you need 1 cup of brown mustard? _____
4. Which items should you sauté in butter first? _____
5. When should you add the brown sugar? _____

6. Do the beans simmer on the stove for 1 hour? _____

Sugar Cookies

350° 10 minutes

1 cup softened butter

2½ cups sifted all-purpose flour

½ cup granulated sugar

1 teaspoon baking powder

½ cup powdered sugar

½ teaspoon baking soda

2 eggs

1 tablespoon vanilla

* no ingredient substitutes

Cream butter and sugars well. Beat eggs until light and creamy. Add eggs and vanilla to the creamed mixture. Stir well. Add flour, baking powder, and baking soda slowly, scraping sides of the bowl until completely blended. Chill dough for 1 hour. Roll out on a lightly floured surface. Use various cutters to create unique cookies. Sprinkle tops of cookies with granulated sugar. Bake. Cool completely on cookie racks.

Makes several dozen.

1. How many cookies can you make with this recipe? _____
2. Can you substitute margarine for butter, if necessary? _____
3. How many cups of flour will you need? _____
4. How do you add the dry ingredients to the creamed mixture?

5. How long do you bake the cookies? _____
6. When you remove the cookies from the oven, can you put them directly into a jar or container?

Chicken with Ham and Swiss Cheese

4 chicken breasts

1 cup shaved ham (cooked)

4 slices Swiss cheese

1 egg (beaten)

1 cup bread crumbs

1 tablespoon parsley

1 tablespoon black pepper

Remove bones and skin from chicken. Flatten each chicken breast to 1/4 inch thick using a meat tenderizer. Spread ham evenly over chicken pieces. Lay slices of cheese over ham. Roll chicken tightly and secure with toothpicks. Dip chicken into egg batter. Coat chicken evenly with bread crumbs, parsley, and black pepper. Arrange chicken pieces in a 9" x 9" x 2" greased pan. Bake in a 400° oven for 45 minutes until chicken is no longer pink and juices run clear.

1. How many chicken pieces are called for in this recipe? _____
2. Should you put the Swiss cheese between the skin and breast meat? _____
3. When should you roll up the chicken and secure it with toothpicks? _____
4. Should you coat the chicken with the bread crumb mixture before you dip it into the egg batter? _____
5. What oven temperature is called for in this recipe? _____
6. When will the chicken be fully cooked? _____

Menus

Answer the questions about the menu.



China House RESTAURANT

2045 Hunter Blvd. • 555-5782



Soup

| | |
|-------------------------|--------|
| Hot and Sour Soup | \$1.99 |
| Egg Drop Soup | \$1.99 |

Appetizers

| | |
|-------------------------|--------|
| Egg Roll | \$0.99 |
| Crab Rangoon | \$2.99 |
| Chicken Wings (4) | \$2.99 |

Seafood

| | |
|-----------------------------|--------|
| Sweet and Sour Shrimp | \$4.99 |
| Shrimp with Peapods | \$4.99 |

Chicken

| | |
|------------------------------|--------|
| Cashew Chicken | \$3.99 |
| Chicken and Broccoli | \$3.69 |
| Sweet and Sour Chicken | \$3.79 |
| Spicy Chicken | \$3.69 |
| Sesame Chicken | \$3.69 |
| Almond Chicken | \$4.99 |

Beef

| | |
|--------------------------|--------|
| Mongolian Beef | \$3.89 |
| Beef with Broccoli | \$3.69 |
| Sesame Beef | \$4.29 |
| Spicy Beef | \$4.29 |

1. What is the name of this restaurant? _____
2. Can you order sweet and sour soup? _____
3. How many types of chicken can you order? _____
4. What are the most expensive meals on the menu? _____
5. Which is the least expensive food on the menu? _____
6. How many chicken wings will you receive for \$2.99? _____

Menus

Answer the questions about the menu.

CAFETERIA MENU

April 22 – 26

Breakfast

Cream of Wheat
Scrambled Eggs
Bacon

Breakfast

Oatmeal
Fried Eggs
Waffles
Sausage

Breakfast

Cream of Wheat
Eggs Benedict
Bacon
Doughnuts

Breakfast

Oatmeal
Biscuits & Gravy
Sausage
Hash Browns

Breakfast

Cream of Wheat
French Toast
Blueberry Muffins
Bacon

MONDAY

Lunch & Dinner

Vegetable Lasagna
Pork Tenderloin
Vegetable Soup

TUESDAY

Lunch & Dinner

Hot Dog w/Cheese
Chicken Stir Fry
Rice & Carrots
Chicken Noodle Soup

WEDNESDAY

Lunch & Dinner

BLT Sandwich
Parmesan Pork
Mashed Potatoes/ Gravy
Broccoli
Beef Noodle Soup

THURSDAY

Lunch & Dinner

Salisbury Steak
Spaghetti with or
without Meat Sauce
Corn
Peas
Cheese Soup

FRIDAY

Lunch & Dinner

Broiled Cod
Baked Potato
Minestrone Soup

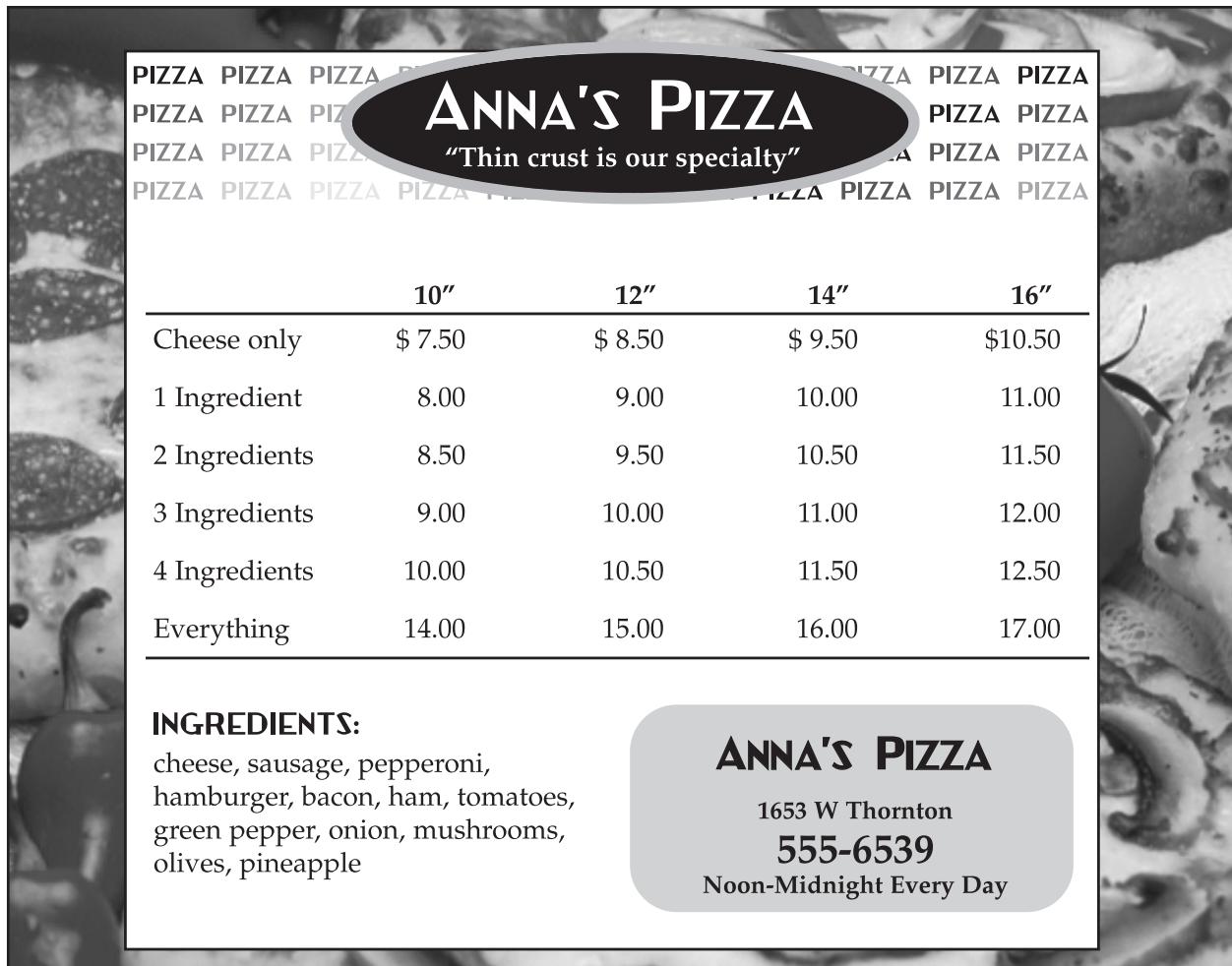
AVAILABLE EVERY DAY

Hamburger, Cheeseburger, Hot Dog, French Fries, Onion Rings

1. Is the cafeteria serving scrambled eggs on Wednesday for breakfast? _____
2. How many days is sausage served? _____
3. Are soups included on all lunch and dinner selections? _____
4. On which days can you order a cheeseburger and fries? _____
5. Can you order spaghetti without meat sauce on Thursday? _____

Menus

Answer the questions about the menu.



1. What type of crust is available at Anna's Pizza? _____
2. How much does a small cheese pizza cost? _____
3. Are a variety of vegetables offered as toppings? _____ List them. _____

4. How much would a 14" pizza cost with sausage, mushrooms, and onion? _____
5. Can you get a 15" pizza with everything? _____

Menus

Answer the questions about the menu.

CLAYTON PLAZA hotel



Room Service Menu
11:00AM through Midnight
Ext. 7000

Appetizers

| | |
|-------------------------------|-------------------|
| Cheese Sticks | 6. ⁹⁹ |
| Nachos | 7. ⁹⁹ |
| Shrimp Cocktail (6) | 10. ⁹⁹ |

Soups/Salads

| | |
|------------------------------------|------------------|
| Homemade Soup of the Day | 2. ⁹⁹ |
| House Salad | 5. ⁹⁹ |
| Chicken Salad | 7. ⁹⁹ |

Dressings include French, Italian, Thousand Island, Ranch

Main Dishes

| | |
|------------------------------|-------------------|
| Baked Chicken | 16. ⁹⁹ |
| Pan-Fried Trout | 18. ⁹⁹ |
| 8 oz. Ribeye Steak | 25. ⁹⁹ |

All main dishes are served with soup and salad.

Desserts

| | |
|--|------------------|
| Fruit Pie | 3. ⁹⁹ |
| Apple, blueberry, cherry, peach, raspberry | |
| Chocolate Fudge Brownie | 3. ⁹⁹ |
| Toffee Bark | 3. ⁹⁹ |

Drinks

| | |
|------------------------------------|------------------|
| Coffee, Tea, Soda, Juice | 1. ³⁵ |
|------------------------------------|------------------|

15% gratuity added to all orders.

1. What time is room service available in this hotel? _____
2. Are breakfast items included in this service? _____
3. If you order a salad, can you choose the dressing? _____
4. What is the most expensive item on the menu? _____
5. Which main dishes are served with soup and salad? _____
6. Is a tip included with your bill? _____

Menus

Answer the questions about the menu.



Drive-Thru Menu

TACO TACO

| Nachos.....\$1. ⁹⁹ | Tacos\$1. ⁹⁹ | Tostadas ...\$. ⁹⁹ |
|-------------------------------|-------------------------------|-------------------------------|
| Cheese | Bean | Bean |
| Chicken | Chicken | Cheese |
| Beef | Beef | |

| | | |
|--|---|---|
| Enchiladas.....\$1.⁹⁹ (3 per order) | Burritos\$1.⁹⁹ (3 per order) | Drinks & Extras |
| Bean | Bean | Drinks.....\$1.⁰⁹/\$1.⁴⁹ |
| Cheese | Cheese | Soda • Iced Tea • Lemonade |
| Chicken | Chicken | Sour Cream.....35¢ |
| Beef | Beef | Guacamole55¢ |
| | | Taco Sauce35¢ |
| | | Chips & Salsa ..\$1.^{.49} |

EXTRA VALUE! Combo Meals

| | | |
|---|--|---|
| #1 Ranchero Meal <i>Order of Nachos, 2 Tacos, Large Drink</i> | #2 Fiesta Meal <i>1 Tostada, 1 Burrito, 1 Enchilada, Large Drink</i> | #3 Supremo Meal <i>Order of Nachos, 2 Burritos, Large Drink</i> |
| \$3.⁹⁹ | \$4.⁹⁹ | \$3.⁹⁹ |

1. What is the name of this restaurant? _____
2. Is this the dine-in menu? _____
3. Which item(s) are priced at \$1.99? _____
4. Can you order a cheese taco? _____
5. Is there an extra charge for taco sauce? _____
6. What will you receive if you order Combo Meal #2? _____

Order Forms

Answer the questions about the order form.



Save \$5 now
on a gift to
yourself or
someone
special.

Special Subscription Offer

\$15/1 yr.
\$24/2 yrs.

Name Jenny Kaplan

Address 10 S. Main

City Georgetown

State IL ZIP 12345

Regular
Newsstand
Price:
\$20/yr.

Complete this portion for gift subscription

Name Tammy Kerns

Address 1753 Palm

City Los Angeles

State CA ZIP 54321

Check to give a gift
subscription for:

1 year at \$15/yr.

2 years at \$24/yr.

Check if payment is enclosed:

- Please use an envelope when sending payment.
- Send check or money order only.
- If payment is not received with your order, you will be billed at a later date.

1. Who completed this order form? _____
2. What is being ordered? _____
3. Will Tammy receive a bill for her 1-year subscription? _____
4. Does payment have to be received when ordering? _____
5. What is the newsstand price for one year of this magazine? _____

Order Forms

Answer the questions about the order form.

YES!

I want to try the SUPRA Home Accounting Program Free for 90 days!

For faster service, call **Supra Direct:**
1-555-555-5247

SUPRA

global solutions

Name Steve M. Foster
Address 15 E. Lakeway Dr.
City Salem
State ND ZIP 78194
Phone (555)555-7013
E-mail sfoster@myhome.me

What home business software do you use now?
Star Office Suite

Hurry! Offer ends **7/25.**

1. Who completed this order form? _____
2. What did Steve order? _____
3. If Steve does not like what he ordered, can he return it without having to pay anything?

4. How can faster service be received? _____
5. When does this offer end? _____

Order Forms

Answer the questions about the order form on page 80.

1. Who completed this order form? _____
2. What is the name of the company Keesha is ordering from? _____
3. Where is Book Mart? _____
4. Is there a customer service number to call if you have questions? _____
5. What did Keesha purchase?

6. How much does the book *How to Manage Your Money* cost? _____
7. Why did Keesha add sales tax to her order? _____
8. How did Keesha pay for these items? _____
9. Where will the items be shipped?

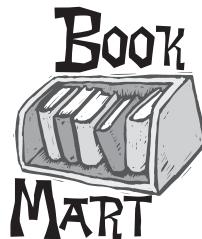
10. What is the total amount due for this order? _____

Order Forms

Use this order form to answer the questions on page 79.

Mail Orders To:

Book Mart
789 Carter Avenue
Plainfield, NY 50123

**Bill Orders To:**

Keesha Mills

Name
2013 Martin Drive

Address
Pittsville NY 50124

City State Zip
(555) 555-1234 (555) 555-3456

Home Phone

Work Phone

Ship Orders To (if different from billing address):

N/A

Name

Address

City State Zip

Telephone

| Item # | Qty. | Name | Price | Total |
|--------|------|--------------------------|---------|---------|
| 830 | 1 | Sing-A-Long Songs | \$10.95 | \$10.95 |
| 723 | 1 | How to Manage Your Money | \$15.75 | \$15.75 |
| 107 | 1 | Decorating at Home | \$21.99 | \$21.99 |
| | | | | |

Payment Method:

Check

Credit Card VISA
 MC

| | |
|------------------------------------|----------------|
| Subtotal | \$48.69 |
| Add 8% for Shipping | \$ 3.90 |
| Sales Tax (NY Residents add 7%) | \$ 3.40 |
| Total Amount Due | \$55.99 |

Exp. Date _____

Signature _____

Thank you for your order!

Order Forms

Answer the questions about the order form on page 82.

1. Who completed this order form? _____
2. What company did Mike order from? _____
3. Where is this company located? _____
4. What did Mike purchase? _____
5. Where is Mike having these items shipped? _____

6. How much does shipping add to his merchandise subtotal? _____
7. Why didn't Mike add 15% sales tax to his order? _____

8. Did Mike send a check for \$114.00? _____
9. If Mike has a problem with this order, what telephone number should he call for customer service?

10. When are service representatives available to take his call? _____

Order Forms

Use this order form to answer the questions on page 81.



name Mike E. Townsend
address 50 Club Drive
city/state/ZIP Grafton, PA 51376
phone 1-555-555-2199
e-mail (optional) _____

Customer Service:
1-555-555-7200

Hours: Monday – Friday
7:30AM – 9:00PM CST

Shipping address (if different from your own)

name _____
address _____
city/state/ZIP _____
phone _____

| Item # | Qty. | Item Description | Size | Price | Total |
|--------|------|---------------------------|------|---------|---------|
| 102 | 2 | long-sleeved dress shirt | L | \$20.00 | \$40.00 |
| 729 | 1 | hiker plus athletic shoes | 10 | \$35.00 | \$35.00 |
| 909 | 1 | silk pattern necktie | N/A | \$30.00 | \$30.00 |
| | | | | | |
| | | | | | |

| Shipping Chart | |
|---------------------------|---------|
| Orders up to \$25.00..... | \$5.00 |
| \$25.01 to \$50.00..... | \$6.00 |
| \$50.01 to \$75.00..... | \$7.00 |
| \$75.01 to \$100.00..... | \$8.00 |
| \$100.01 to \$150.00..... | \$9.00 |
| \$150.01 to \$175.00..... | \$10.00 |
| more than \$175.00..... | \$15.00 |

| | |
|--|----------|
| Merchandise Subtotal | \$105.00 |
| Shipping Cost | \$9.00 |
| Sales Tax (IL residents add 15%) | \$0.00 |
| Total Amount Due | \$114.00 |

| Payment Method | |
|---------------------------------|---|
| <input type="checkbox"/> check | <input checked="" type="checkbox"/> credit card |
| <input type="checkbox"/> MC | <input checked="" type="checkbox"/> VISA |
| 1 2 3 4 5 6 7 8 9 0 0 0 1 2 3 4 | |
| Exp. 01/06 | |
| Signature <u>Mike Townsend</u> | |

Order Forms

Answer the questions about the order form.

PHOTO Developing Center

245 Wilson Dr.
555-4755

Date: 2/14 Phone (daytime) 555-3837

Name: David Yen

Address: 17 Oak Lane

City: St. Louis State: MO Zip: 67109

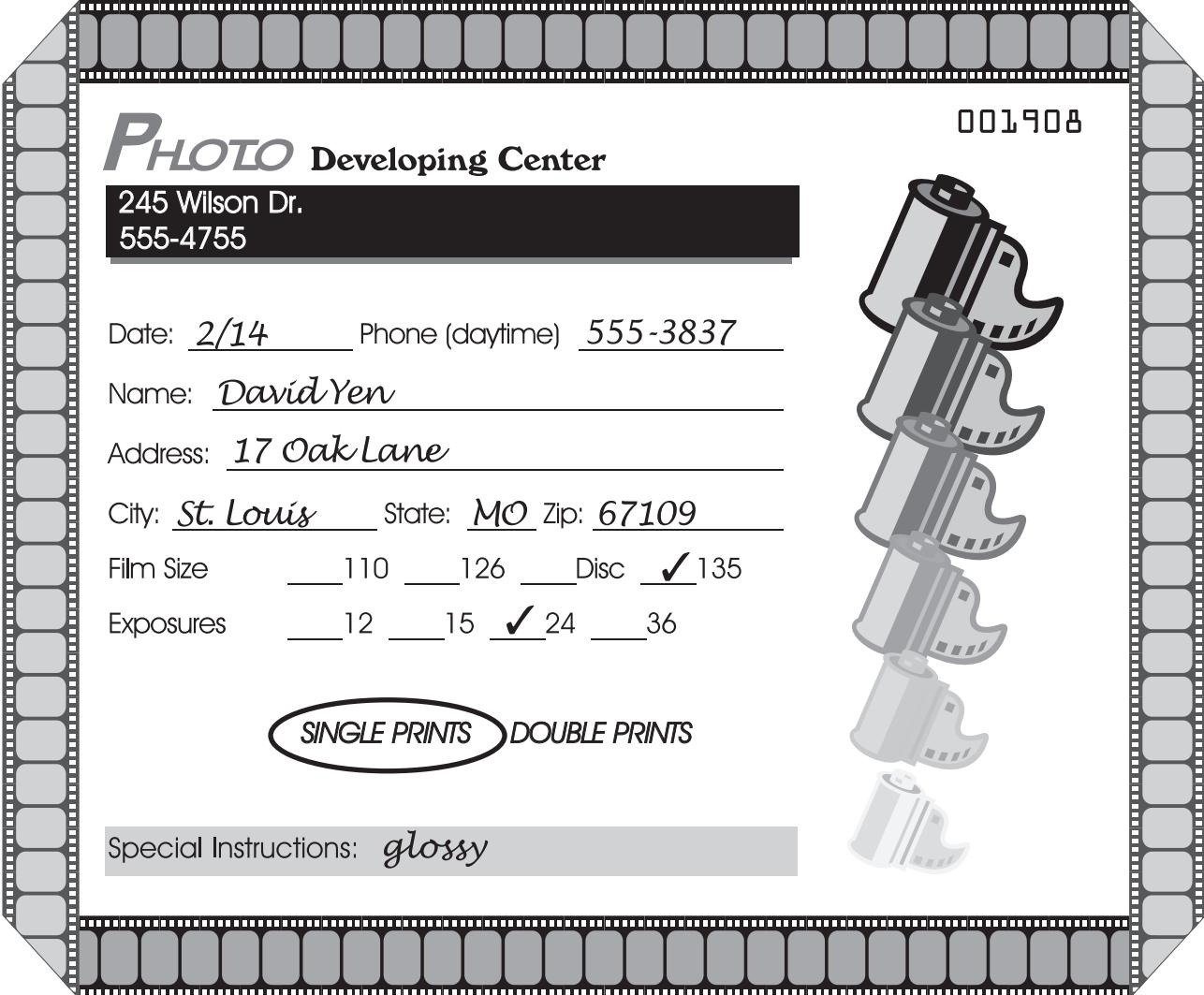
Film Size 110 126 Disc 135

Exposures 12 15 24 36

SINGLE PRINTS DOUBLE PRINTS

Special Instructions: glossy

001908



1. Who is having film developed? _____
2. What is the film size? _____
3. How many pictures are on this roll of film? _____
4. Were double prints ordered? _____
5. List any special instructions.

Order Forms

Answer the questions about the order form.

| Quantity | Negative #s |
|---|--------------------|
| <input type="checkbox"/> 3" x 5" reprints..... | 25¢ each _____ |
| <input type="checkbox"/> 4" x 6" reprints..... | 50¢ each _____ |
| <input type="checkbox"/> 5" x 7" enlargements | \$1.00 each _____ |
| <input type="checkbox"/> 8" x 10" enlargements | \$2.00 each _____ |
| <input type="checkbox"/> 11" x 14" enlargements | \$4.00 each _____ |
| <input type="checkbox"/> 20" x 24" poster..... | \$15.00 each _____ |

No additional charge for black and white processing.

1. When ordering reprints, do you need to enclose negatives? _____
2. Can you order 5" x 5" reprints at this photo service center? _____
3. How much does it cost to order an 8" x 10" enlargement? _____
4. How much does it cost to order a 4" x 6" reprint? _____
5. Is there an additional charge for black and white processing? _____

Newspaper Ads

Answer the questions about the newspaper ad.



All Sales Final
Cash, Check, Credit Cards Accepted

Store Closing!

- casual wear
- dresses
- accessories



Evergreen
at Sunnyview Mall

1. What store is advertising this sale? _____
2. Where is the store? _____
3. What items are being sold? _____
4. How much of a discount will you get for items you purchase? _____
5. Does this store accept money orders? _____

Newspaper Ads

Answer the questions about the newspaper ad.

THIS WEEK ONLY!

Peel-and-eat Shrimp

| | |
|--------|------------|
| Medium | \$6.99/lb |
| Large | \$8.99/lb |
| Jumbo | \$12.99/lb |

Other Specials:

| | |
|------------|-----------|
| Gumbo | \$3.99/pt |
| Tuna Salad | \$4.99/lb |

THE FISH House



Seafood Market

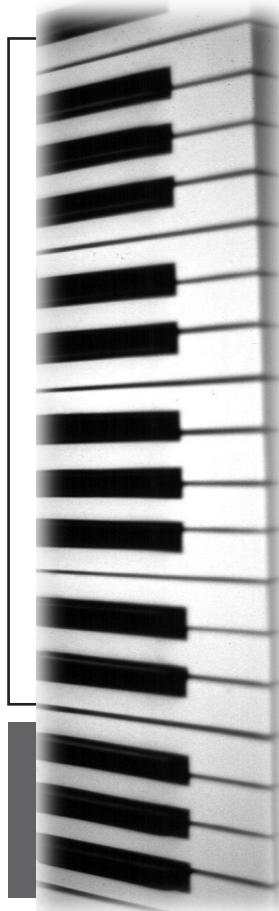
*Open Monday-Saturday
1085 Matley Drive
9AM-5PM*



1. What seafood item is only available this week? _____
2. Are there any limitations on purchasing shrimp? _____
3. Is this business open on Wednesday evenings? _____
4. What is the least expensive item listed in this ad? _____
5. What type of shrimp is advertised at the lowest price? _____
6. Would you purchase seafood from this company? Why? _____

Newspaper Ads

Answer the questions about the newspaper ad.



The Music Center of Lansing

**Individual instruction
by music professionals**

Sales/Rentals/Repair

Financing available

- brass
- guitar
- piano
- percussion
- strings
- woodwind
- band
- voice
- sheet music

*Meeting Lansing's Musical
Needs Since 1948.*

**509 Century Parkway
Lansing
555-3987**

1. Where is this music store? _____
2. Can you sign up for guitar lessons here? _____
3. If you can't afford a new instrument, what option is available at this shop? _____
4. How many categories of musical instruments are advertised? _____
5. How could you find out about instrument repair costs? _____

Newspaper Ads

Answer the questions about the newspaper ad.

The advertisement features a black and white photograph of a Sunday brunch spread. In the center is a large plate of eggs benedict with bacon and hash browns. To the left is a bowl of fruit and a glass of orange juice. To the right are two eggs and a small dish of jam. Overlaid on the image are several text elements: "Sunday Brunch" in a large, stylized font at the top left; "the old-fashioned way" in a smaller font below it; "\$5.95/adults half price for children under 8" in an oval on the right; "Reservations Recommended 555-9800" in another oval on the left; and the restaurant's name "Mia's restaurant" with a stylized logo in the bottom right. A dark banner at the bottom contains the text "Regular menu also available after 1 PM".

- bacon
- ham
- sausage
- eggs
- assorted fruit
- pancakes
- French toast
- danishes
- pastries
- hash browns
- dessert table
- coffee/tea
- juice
- milk

Mia's
restaurant
at the corner of Race & Concord

Regular menu also available after 1 PM

1. What restaurant is advertising this Sunday brunch special? _____
2. How many items are included in the \$5.95 brunch special? _____
3. Will children receive a discount? _____ How much? _____
4. If you don't like Mia's brunch special, can you order from the standard menu? _____
5. Which items would you order? _____

Newspaper Ads

Answer the questions about the newspaper ad.

| | | |
|--|---|---|
| 3105 Sterling • 555-8509 | | |
| SPRING STOCK-UP SALE! | | |
| Men's & Women's Walking Shoes by Balance \$45.99 Reg. \$55.99 | Women's Running Shoes by Sprint \$35.99 Reg. \$39.99 | Men's Golf Shoes by Tee \$65.99 Reg. \$85.99 |
| Children's Dress Shoes \$20.99–40.99 | Children's Athletic Shoes \$10.99–30.99 | 3 Pairs Athletic Socks \$5.00 |
| Shoe Polish \$2.50 | Shoelaces 50¢/PAIR | Cedar Shoe Trees \$10.99/PAIR |

1. What store is advertising this sale? _____
2. Where is the store? _____
3. Are women's golf shoes \$65.99? _____
4. How much are children's dress shoes? _____
5. What type of shoe is advertised for \$35.99? _____
6. Can you purchase a pair of cedar shoe trees for under \$15.00? _____

Newspaper Ads

Answer the questions about the newspaper ad.



The Floral Shop

Balloons/each **\$1.99**

Best Friend Basket **\$19.99**
(daisies, greens)

Love Bouquet **\$39.99**
12 long-stemmed roses
Choice of red • pink • yellow • white

House Plants **\$19.99**

Free Local Delivery

The Floral Shop
352 S. Dodge Ave.
555-2253

**Credit Cards
Welcome!**



Special
Thank-you
Bouquet
\$29.99
Seasonal Flowers

1. What store is advertised here? _____
2. What types of flowers are included in the Thank-You Bouquet? _____
3. Can a Best Friend Basket be sent with no delivery charge? _____
4. What rose colors can you choose from when ordering a Love Bouquet?

5. Where is this floral shop? _____

Newspaper Ads

Answer the questions about the newspaper ad.

Custom Cut Lawn & Garden Service

*Locally Owned & Operated
by Karen N. Vincent*

FREE ESTIMATES

50% off initial service visit

Residential-Commercial

mowing • landscaping
edging • fertilizing
sodding • seeding
pruning • trimming
snowplowing

CALL TODAY!



3548 Chestnut Ave.
Lincoln
555-7024

1. Where is this business? _____
2. Can individual homeowners use this lawn service? _____
3. What type of discount is advertised? _____
4. Does this company spray trees with pesticide to eliminate bugs and disease? _____
5. What other services are available besides lawn care? _____

Classified Ads

Answer the questions about the classified ads.

300

HELP WANTED

DRIVER — Full-time, 5 day rotating week. Vehicle provided. Must have a good driving record and referrals. 1-555-555-2712

HOUSEKEEPING — Full or part-time day positions available. Uniform provided. Apply in person, Monday thru Friday 8:00 AM - 5:00 PM. MOTEL SERVICES. 87103 Northshore Dr.

MECHANIC — Three years experience required. Full-time work in locally owned and operated shop. Excellent benefits. Apply within at 50 Appletree Drive.

300

HELP WANTED

NURSE — Registered full-time RN to work in a fast-paced family practice office. Paid vacation and medical/dental benefits. Apply in person. Dr. Carpenter and Associates. 619 East Bradley.

SALES ASSOCIATE — Part-time evenings. Retail experience preferred but not required. Training available. Submit application to Burt-Allen Department Store. 1160 Clark.

RESEARCH ASSISTANT — 20 hours per week. Training provided. Call 1-555-555-4185.

1. How many positions are advertised in this week's newspaper? _____

2. Is a position available for an elementary school teacher? _____

3. Which positions offer part-time employment? _____

4. Do you need to apply in person for the mechanic job opening? _____

5. Is job training provided for any of these positions? _____

Which one(s)? _____

Classified Ads

Answer the questions about the classified ads.

510

AUTOMOBILES

1997 compact car. 4 cylinder engine. Good condition. \$3,000. 555-2547

2000 station wagon. All-wheel drive. AM/FM stereo. \$9,000. 555-3857

2001 4-door sedan. Automatic. \$10,000. 555-7310

2001 pickup truck. 55,000 miles. Red. \$12,000 or best offer. 555-6503

510

AUTOMOBILES

2002 minivan. Low mileage. Sunroof. \$14,000. 555-1683

2002 luxury car. 40,000 miles. CD player. \$20,999. 555-4127

2003 sports car. Excellent condition. Lots of extras. \$29,999. 555-0248

2004 compact car. AM/FM stereo, air conditioning. Cruise control. \$11,000. 555-1384.

1. Which vehicle has a sunroof? _____

2. How many miles are on the 2002 luxury car? _____

3. Does the station wagon have all-wheel drive? _____

4. Which vehicle(s) has a CD player? _____

5. Does it say how many owners any of the cars have had? _____

6. Which vehicle is the most expensive? _____

Least expensive? _____

Classified Ads

Answer the questions about the classified ads.

700 ROOMMATES WANTED

- ① Female non-smoker to share quiet 2-bedroom apartment. 500 E. Michigan. 555-1638.
- ② Male to share 2-bedroom house. \$50 per week. Utilities included. No lease. May rent by week or month. Ask for Keith. 555-7212.
- ③ Roommate wanted to share large, clean, furnished apartment now and for fall. Bedroom with full bath. Indoor pool, hot tub, sauna, fitness center. \$270 month. 555-4732.

700 ROOMMATES WANTED

Honest, dependable, 25-year-old ④ male looking to rent bedroom in large house near campus. Ask for James. 555-6020.

Furnished room for woman in ⑤ large, quiet house. Near train. Kitchen, laundry, parking. \$175 month, plus some utilities. 555-6935.

Non-smoking female to share 2- ⑥ bedroom townhouse apartment near downtown. Hardwood floors, fireplace, living room, dining room, porch, furnished. \$400 month plus 1/2 utilities. 555-8741.

1. Which ad offers weekly rent as an option? _____

2. If you are interested in renting from Keith, what number would you call? _____

3. Are furnished apartments available? _____ How many? _____

4. Are any rooms located close to the bus terminal? _____ Train station? _____

Downtown? _____

5. Which ad would you respond to? Why? _____

Market Reports

Answer the questions about the market report.

| | Div | Last | Net Change |
|---------|------|----------|------------|
| ABCorp | 2.96 | 15/16 | +1 3/8 |
| AmCorp | 2.10 | 136 3/8 | +1 3/8 |
| Bell | .24 | 11/16 | -1/8 |
| CPX | .92 | 35 1/4 | -7/16 |
| DON | .09 | 3/16 | +9/16 |
| FTL | .48 | 82 1/2 | +2 1/8 |
| Gas | 1.23 | 11/16 | +1 1/16 |
| HOM | .80 | 103 5/8 | -3/4 |
| JJJ | 2.02 | 144 7/16 | +2 11/16 |
| Kbl | 1.72 | 7/16 | -1 9/16 |
| Log Net | .05 | 33 9/16 | -11/16 |
| MAC | 1.24 | 23 | +1/8 |

1. How many stocks are listed in this market report? _____
2. What was JJJ's last trade of the day? _____
3. Which stock has a current dividend of .92? _____
4. Did DON close up or down? _____
5. How many stocks have current dividends of over \$1.00 per share? _____

Market Reports

Answer the questions about the market report.

| | Div | Last | Net Change |
|-----|-------|---------|------------|
| Nmw | 10.00 | 1/16 | -1/16 |
| PPP | .40 | 28 9/16 | +1/2 |
| Ray | 2.40 | 107 3/4 | -1/4 |
| SVC | .53 | 79 5/8 | +7/16 |
| TNC | .92 | 35 5/16 | -9/16 |
| Tub | 2.05 | 34 | +15/16 |
| UHI | .80 | 25 1/2 | +2 1/2 |
| VCB | .09 | 32 | -1/4 |
| WAC | 1.00 | 65 3/4 | +9/16 |
| XPM | .78 | 3 3/16 | +2 7/16 |
| Yak | 1.40 | 36 1/2 | +11 1/2 |
| Zeb | .80 | 103 | -2 1/4 |

1. How many stocks are listed in this market report? _____
2. What was TNC's last trade of the day? _____
3. Which stock has a current dividend of .53? _____
4. Did PPP close up or down? _____
5. How many stocks have current dividends of less than \$1.00 per share? _____

Newspaper Articles

Answer the questions about the newspaper article.



A firefighter looks over the damage done to a home early this morning.

Alert Dog Walker Saves Family

At 5:34 this morning, fire and rescue squad officials were called to a fire at 842 North Monroe.

Around 5:29, Harold W. Tomas, of 844 North Monroe, headed out to take his dog for a walk. As he stepped from his front porch, Mr. Tomas spotted flames from his neighbor's attached garage.

Mr. Tomas immediately called 911 and then ran to the burning house to alert the family of the imminent danger.

Rescue personnel and vehicles arrived promptly to extinguish the blaze. Damage to the garage was substantial, while only minimal smoke damage occurred to the inside of the house.

Luckily, all members of the Moore family were able to leave the house without harm. Mr. Moore stated, "If it weren't for the quick response of our neighbor, well, I hate to even think of what might have happened!"

1. What is this newspaper article about? _____

2. Who called 911 about the emergency? _____
3. When did the fire start? _____
4. Where does Mr. Tomas live? _____
5. What was Mr. Tomas doing when he spotted the fire? _____
6. Were any of the structures damaged? _____

Governor Delivers Family Tax Relief Plan

Governor James P. Smith signed long-awaited state tax-break legislation this afternoon. Earlier this year, the Governor rejected tax-break proposals stating, "The state cannot afford this expenditure."

In an address to the media and his staff, Governor Smith rallied support from both parties. "We



Members of the governor's staff offer their support.

need your full support to make this work. The families of this state have spoken and we need to listen. This legislative decision was based on the fact that families need a break. Too many dollars are being spent in the wrong programs. We will now give families the power to make decisions regarding their own finances."

In six months, state property taxes will decrease from 10% to 8%. Funding to replace this revenue will come from the state lottery programs.

1. What is this newspaper article about? _____

2. Did Governor James P. Smith address the public in a town hall meeting forum? _____
3. How much are current state property taxes? _____
4. Will taxes increase in 6 months? _____
5. How will the government continue to fund state programs? _____

Newspaper Articles

Answer the questions about the newspaper article.



Fund-raising Begun for New Library Campus

The city council of Youngstown, Indiana, announced Thursday, August 15, that it will raise 10 million dollars to finance the building of a new city library campus in October. The money will be raised through the issuance of bonds. The maturity of the bonds will range from five to ten years and will be sold through local banks beginning September 15th.

The new three-story library will be built at the corner of 6th and Mulberry Streets by Design Builders Associates. Groundbreaking ceremonies are set for early November. City officials hope to have the new library completed by July of next year.

For further information, contact the city clerk at 555-1234.

1. What is this newspaper article about? _____

2. Where will the proposed library be built? _____
3. How will money be raised? _____
4. Where can you purchase the bonds? _____
5. When will groundbreaking be? _____
6. Who should you contact for further information? _____

Football Season Arrives for Cardinals

The Cardinals' football coach Dave Bernard is hoping his returning starters will have the depth and desire to return to the state championship to reclaim the coveted title.

Returning senior starters include Tyrone Brewer at running back, Steve Carlson at defensive back, Tim Gilmand at offensive lineman, and Joe Rathburry at quarterback.

Last year the Cardinals ended their season with a 12-0 record and an impressive win in the state championship game.

Coach Bernard is hoping for a talented undergraduate class to provide added depth to his young team.

"We're trying to work on developing talent at all levels and positions for regaining our state title," stated Bernard.



Senior running back Tyrone Brewer hopes to lead the Cardinals to another state title.

1. What is the newspaper article about? _____

2. How many senior starters will return for this season? _____
3. Did the Tigers win the state title last year? _____
4. Is Steve Carlson a wide receiver? _____
5. What was the final season record for the Wildcats last year? _____
6. Which position does Joe Rathburry play? _____

Agriculture Forecast Bleak

The Brown County agriculture forecast for this year is not full of encouraging news.

According to John Williams, head of the forecasting department, some specific incidents damaged the corn crop. The wheat crop was not affected. A late and wet spring delayed planting, and the lack of rain in June and July compounded the damages.

Mr. Williams stated that he does not expect the yield to exceed 90 bushels per acre this year, disappointing many farmers and their families.



1. What is this newspaper article about? _____

2. Who was quoted from the Brown County agriculture department regarding the yield forecast?

3. What specific incidents damaged the farmers' crops? _____

4. How many bushels per acre are expected this year? _____
5. Were the wheat crops affected? _____

Rainfall Disrupts Commute

On Wednesday afternoon, the skies opened up and released three and a half inches of rain in only two hours, flooding the downtown streets of Duvall.

At one point, Brown Street, the major east-west thoroughfare, was under three feet of water. This backed traffic for six blocks.

Mayor Collins said that very few cities have sewer systems that can handle such a deluge. The mayor said Duvall's sewer system is nearly 100 years old and needs to be replaced in the near future. She will discuss this matter at the city council meeting on Monday, March 20th.



1. What is this newspaper article about? _____

2. How much rain fell on Wednesday afternoon in Duvall? _____
3. Which street flooded? _____
4. Was traffic backed up downtown? _____
5. How old is the current sewer system? _____
6. What is Mayor Collins doing to correct the flooding problems in Duvall? _____

Invitations

Answer the questions about the invitation.

*Mr. and Mrs. Ralph D. Smith
Request the honor of your presence
At the marriage of their daughter*

*Lauren Anne
to
Mr. Gary E. Jones*

*Son of
Mr. and Mrs. Vincent G. Jones
On Saturday, the tenth of June
At two o'clock in the afternoon
McAlister Park Gazebo
McAlister and State Streets
Chicago, IL*

1. When is the wedding? _____
2. Who are the bride and groom? _____
3. Where is the ceremony? _____
4. Name the bride's parents. _____
5. Name the groom's parents. _____

Invitations

Answer the questions about the invitation.



1. When is the baby shower? _____
2. Who is the shower for? _____
3. Where is the shower going to be? _____
4. Who is planning the party? _____
5. If you can't go to the party, what should you do? _____

Invitations

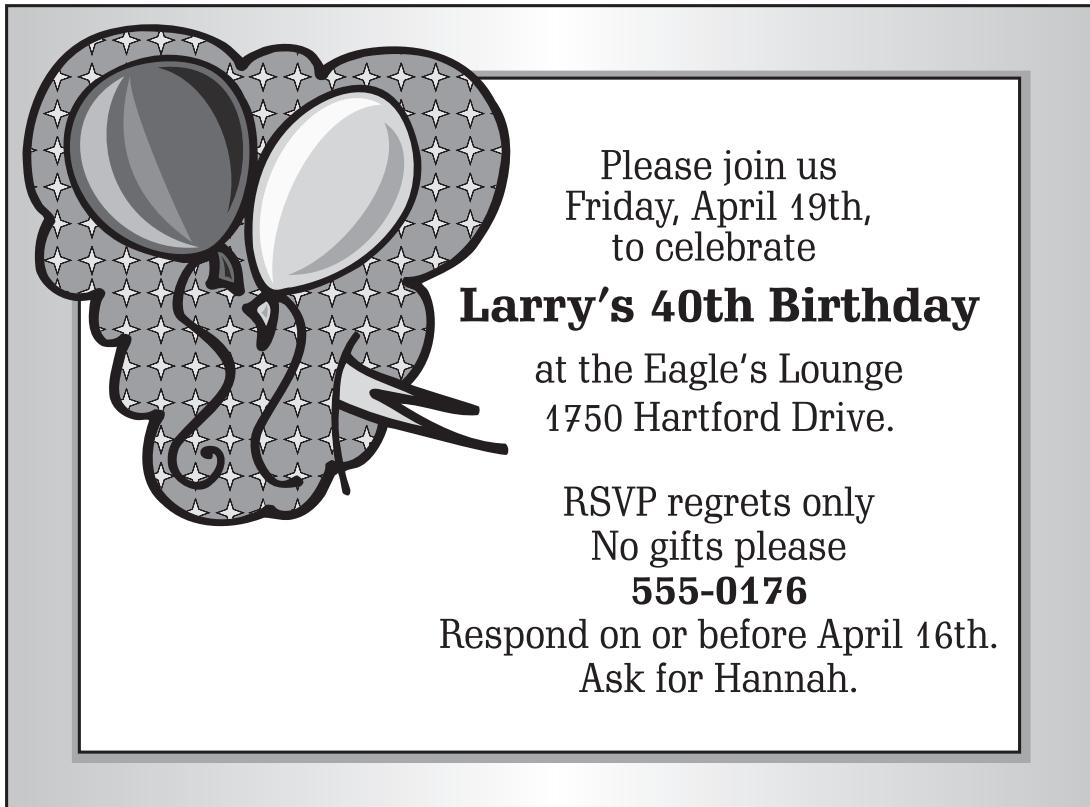
Answer the questions about the invitation.



1. Who is this party for? _____
 2. Where will the celebration take place? _____
 3. Can guests arrive at 5:00 PM for cocktails? _____
 4. Will there be a presentation after dinner? _____
 5. When should guests reply? _____
- To whom? _____

Invitations

Answer the questions about the invitation.



Please join us
Friday, April 19th,
to celebrate
Larry's 40th Birthday

at the Eagle's Lounge
1750 Hartford Drive.

RSVP regrets only
No gifts please
555-0176

Respond on or before April 16th.
Ask for Hannah.

1. Is this an invitation to a 30th birthday party? _____
2. Whose birthday is being celebrated? _____
3. Should you bring a gift? _____
4. Where will the party take place? _____
5. If you cannot attend, when should you let the hostess know? _____

Appointment Cards

Answer the questions about the appointment card.

Dear Chris,

It is time for your 6-month cleaning and check-up.

Please call to schedule an appointment.

Your appointment has already been scheduled for:

Wednesday Oct. 25 3:00 AM / PM

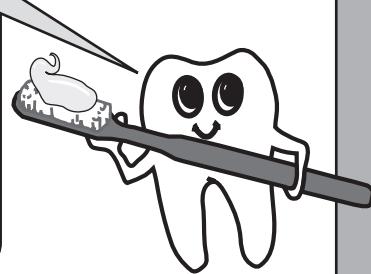
Day

Date

Time

Please call our office if you have any questions, or if you will be unable to make your scheduled appointment.

*Tradewinds Dental Center
5018 Park Lane, Webster
555-7234*



1. What service is this card a reminder for? _____
2. Is Chris scheduled for a tooth filling? _____
3. Does Chris need to schedule an appointment? _____
4. What time is Chris' appointment? _____
5. Should Chris call the office if she is unable to make her appointment? _____
6. What number should Chris call to reschedule? _____
7. Where is this office? _____

Appointment Cards

Answer the questions about the appointment card.



830 West Crestville Ave.
555-1870

Katie Culver
An appointment with Susan
has been scheduled for:

day Tuesday
date May 5th
time 9:15 AM
service perm/cut

If you're unable to make your appointment, please inform the salon
24 hours in advance or a \$10.00 fee will be charged to you.

1. What is the name of this business? _____
2. What service is this card a reminder for? _____
3. Does Katie need to schedule an appointment? _____
4. When is Katie's appointment? _____
5. When should Katie call the salon if she needs to cancel her perm/cut? _____
6. What is the penalty for canceling on short notice? _____
7. Where is the salon? _____

Appointment Cards

Answer the questions about the appointment card.



1. Who is this appointment card for? _____
2. How many rehab services are offered at Community Hospital? _____
List them. _____
3. What service is this card a reminder for? _____
4. When is Sam's appointment? _____
5. Should Sam call the Rehab Department if he needs to cancel his appointment? _____
6. What number should Sam call to reschedule his appointment? _____
7. Where is this hospital? _____

Appointment Cards

Answer the questions about the appointment card.

Oil and Lube Express



710 University Lane
Georgetown, DE 34012
555-6934

Our records indicate that your vehicle
is due for the following service(s):

1. oil and filter change

2. _____

3. _____

Please schedule your appointment.

Your appointment has been scheduled for:

(day) _____ (date) _____ (time) _____ AM / PM

We look forward to your business.

1. What is the name of this business? _____
2. What service is this card a reminder for? _____
3. Do you need to schedule an appointment? _____
4. What number should you call to reach Oil and Lube Express? _____
5. Where is this business? _____

Messages

Answer the questions about the message.

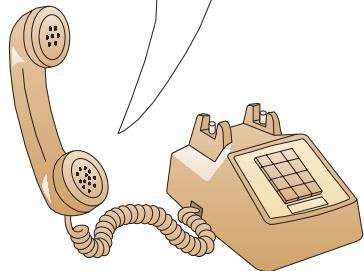
Message

To Tony
From Brooke
Of Catering Service
Telephone 1-555-555-1382 Ext. 120
FAX 1-555-555-1380
Pager _____

- | | |
|--|---|
| <input checked="" type="checkbox"/> Telephoned | <input checked="" type="checkbox"/> Please Call |
| <input type="checkbox"/> Came to See You | <input type="checkbox"/> Will Call Again |
| <input type="checkbox"/> Wants to See You | <input checked="" type="checkbox"/> Important |
| <input type="checkbox"/> Returned Your Call | <input type="checkbox"/> Page |

Date 7/21 Time 10:47 AM
PM

Signed Luis P.



1. Who is the message for? _____
2. Is Brooke going to call back? _____
3. What number should Tony call to reach Brooke? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____

Messages

Answer the questions about the message.

Message

To Juan

From Sarah Anderson

Of Cut/Trim Hair

Telephone 555-4453

FAX _____

Pager _____

Telephoned

Please Call

Came to See You

Will Call Again

Wants to See You

Important

Returned Your Call

Page

Date 3/20

Time 11:22

(AM)
PM

Signed E.L.



1. Who is the message for? _____
2. Is Juan supposed to return the call? _____
3. At what number can Sarah be reached? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____
6. Who took this message? _____

Messages

Answer the questions about the message.

A large, jagged black starburst graphic is positioned at the top left, containing the acronym "A.S.A.P.". A horizontal line extends from the right side of the starburst to a rectangular message box. The word "Message" is printed in bold capital letters at the top right of the box. Inside the box, there are several lines for filling in contact information and checkboxes for message types, along with a date and time field and a signature line.

To John

From Devon

Of _____

Telephone _____

FAX _____

Pager 555-1792

Telephoned Please Call
 Came to See You Will Call Again
 Wants to See You Important
 Returned Your Call Page

Date 4/20 Time 8:52 AM PM

Signed Jake

1. Who is the message for? _____
2. Is Devon going to call back? _____
3. At what number can Devon be reached? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____
6. Who took this message? _____

Messages

Answer the questions about the message.



Message

To Justin
From Mieko
Of Brokerage Firm
Telephone 555-1717
FAX _____
Pager _____

Telephoned Please Call
 Came to See You Will Call Again
 Wants to See You Important
 Returned Your Call Page

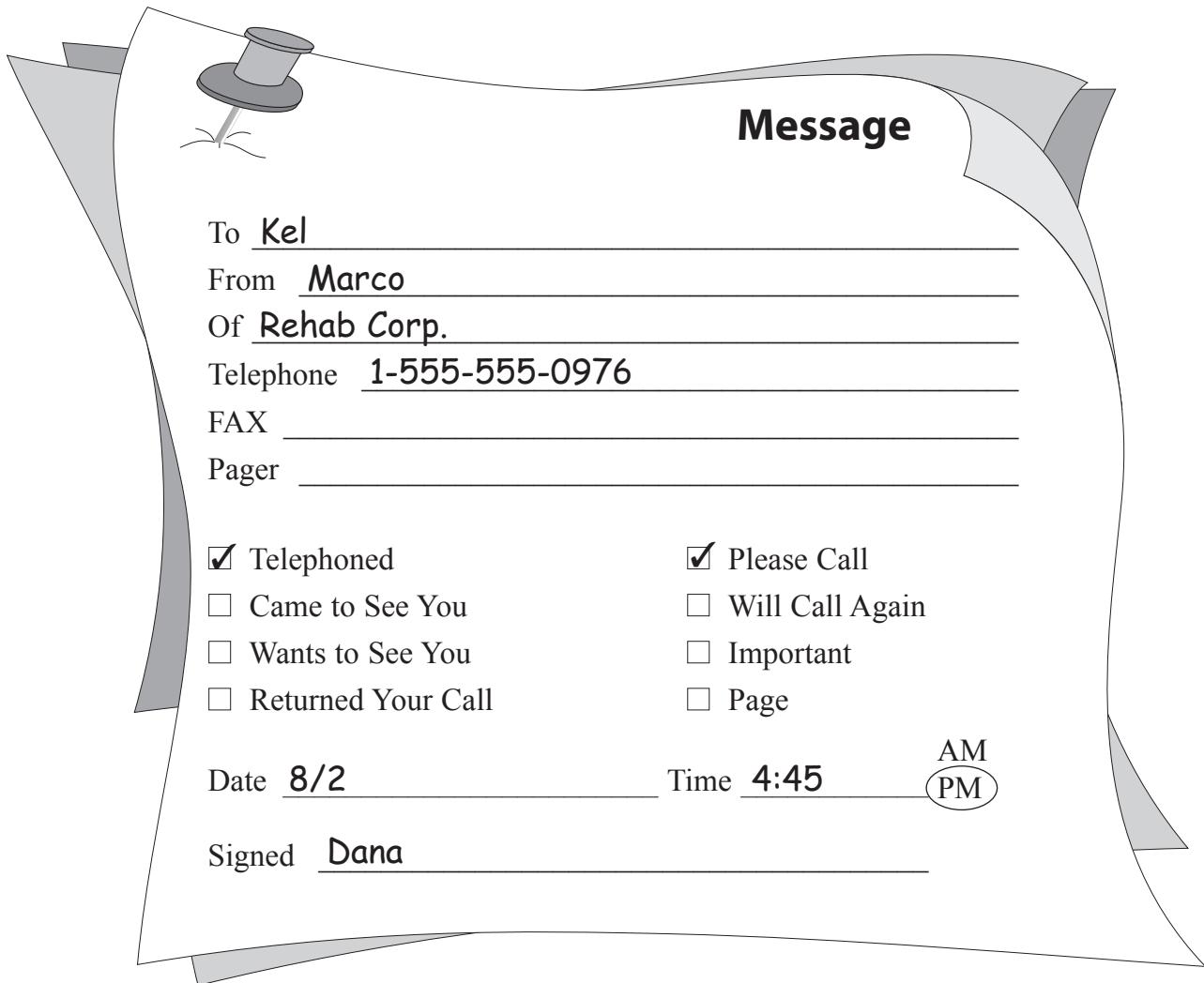
Date 11-15 Time 2:13 AM
PM

Signed May K.

1. Who is the message for? _____
2. Is Mieko going to call back? _____
3. At what number can Mieko be reached? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____
6. Who took this message? _____

Messages

Answer the questions about the message.



To Kel
From Marco
Of Rehab Corp.
Telephone 1-555-555-0976
FAX _____
Pager _____

Telephoned Please Call
 Came to See You Will Call Again
 Wants to See You Important
 Returned Your Call Page

Date 8/2 Time 4:45 AM
PM

Signed Dana

1. Who is the message for? _____
2. Is Kel supposed to return Marco's call? _____
3. At what number can Marco be reached? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____
6. Who took this message? _____

Messages

Answer the questions about the message.

Message

To Tonya
From Jill
Of Library
Telephone 555-1821
FAX _____
Pager _____

- | | |
|--|---|
| <input type="checkbox"/> Telephoned | <input checked="" type="checkbox"/> Please Call |
| <input type="checkbox"/> Came to See You | <input type="checkbox"/> Will Call Again |
| <input type="checkbox"/> Wants to See You | <input type="checkbox"/> Important |
| <input checked="" type="checkbox"/> Returned Your Call | <input type="checkbox"/> Page |

Date 12/3

Time 3:50

AM
PM

Signed K. Barnes



1. Who is the message for? _____
2. Is Jill going to call back? _____
3. At what number can Jill be reached? _____
4. What day and time was the message taken? _____
5. Is this an important message? _____
6. Who took this message? _____

Catalogs

Answer the questions about the catalog page.

| Ink Pens | | |
|-----------------|------------|-----------|
| No. | Color | Box of 12 |
| 123-000A | Black (01) | \$6.99 |
| | Blue (02) | 6.99 |
| | Red (03) | 6.99 |

| Paper Clips | | |
|--------------------|------------|------------|
| No. | Size | Box of 100 |
| 146-000B | large (01) | \$6.99 |
| | small (02) | 4.99 |

| Scissors | | |
|-----------------|-------------|---------|
| No. | Color | Each |
| 121-003C | Blue (01) | \$10.99 |
| | Red (02) | 10.99 |
| | Orange (03) | 10.99 |

| Highlighters | | |
|---------------------|-------------|--------|
| No. | Color | Each |
| 123-002A | Yellow (01) | \$1.29 |
| | Orange (02) | 1.29 |
| | Pink (03) | 1.29 |

| Clear Tape | | |
|--------------------|---------------|--------|
| No. 146-002B |per roll | \$0.99 |

| Pencils | | |
|------------------------------------|----------------|-----------|
| No. | Size | Box of 12 |
| 123-001A | #2 lead (01) | \$3.99 |
| Staplers (staples included) | | |
| 146-001B | Black (01) | \$7.99 |
| | White (02) | 7.99 |
| Rubber Bands | | |
| 146-002B | large | \$1.99 |
| | small | 1.99 |
| File Folders | | |
| 150-000E | 8" x 10" (01) | \$5.99 |
| | 11" x 14" (02) | 7.99 |
| White Cover-Up | | |
| 163-000F | large (01) | \$1.29 |
| | small (02) | 1.09 |

**Call for our SUPER!
Daily Specials.**

SUPER office supplies
1-555-555-WORK

1. What is the name of this catalog? _____
2. How many items are listed on this page? _____
3. Can you purchase a box of staples from this catalog page? _____
4. What is item number 123-002A (02)? _____
5. What is the item number for ordering 11"x 14" file folders? _____
6. How much will a box of blue pens cost from this company? _____

Catalogs

Answer the questions about the catalog page.

Bayshore outfitters

Summer
Sale Catalog

A. **Everyday Tee** (100% cotton)
S/M/L/XL \$7.99
D1034-762
Colors: white, cream, pink, red, green, navy, black

B. **Woven Belt**
S/M/L/XL \$8.99
K7012-032
Colors: white, natural, black

C. **Walking Shorts** (100% cotton)
Sizes: 6-18 \$14.99
Any two or more \$12.99/each
D1034-763
Colors: white, natural, navy, black, floral

D. **“Kick Around” Shoes** (canvas)
Sizes: 6-12 (Full and half) \$7.99
K7012-001

Phone 1-555-555-1480
FAX 1-555-555-5293
www.bayshore.biz

1. How can you reach Bayshore Outfitters to place an order? _____

 2. Can you order an Everyday Tee in brown? _____
 3. What is the cost of item C? _____
 4. Are the featured shoes leather? _____
 5. How much would you pay for walking shorts if you ordered a pair in every color? _____

Catalogs

Answer the questions about the catalog page.



Heavy Duty
Reciprocating
Saw

~~\$74.99~~

\$59.99

in-store catalog



Assorted
Handyman
Socket Sets

Everyday
Low Price

\$7.99-\$23.99

25-piece
Craft Knife Kit

~~\$24.99~~ **\$19.99**

sale!



Belt/Disc
Sander

~~\$79.99~~ **\$64.99**

sale!



10" Miter
Saw

~~\$199.99~~ **\$159.99**



Compact
Drill Press

~~\$59.99~~ **\$45.99**



1. Are all items in The Tool Shed catalog on sale? _____

2. Which item costs over \$100? _____

3. Which items are not on sale in this catalog? _____

4. What is the regular price for the craft knife set? _____

What is the sale price? _____

5. Which costs more, the heavy duty reciprocating saw or the compact drill press? _____

Catalogs

Answer the questions about the catalog page.

Tie it up!



All Ties **\$39.99**

Every tie is 100% *Silk*

Summer Series

Dots (blue/yellow) A105476

Stripes (blue/red) A127630

Sunburst A501328

Solid (red, navy) A177603

Art (purple, royal blue, ivory)
A30179

1-555-555-1123

FAX 1-555-555-1124

1087 Northern Drive

Oakdale OR 12345

www.tieitup.bus

Clothes make the
man, but a tie
makes the clothes.

Novelty Ties

Sports A801352

- baseball
- football
- tennis
- golf
- soccer
- hockey



1. How can you reach this company to place an order? _____
2. Are all ties the same price? _____
3. Which design is the tie with item number A127630? _____
4. Can you order a sports tie with a bowling pattern? _____
5. What are the ties in this catalog made of? _____

Table of Contents

Answer the questions about the table of contents.



AT HOME monthly

FOOD

87 Fast and Easy Dinners
90 Delicious Desserts
92 Women Who Cook for Others
110 What to Fix on Monday

HOME

65 Create a Getaway Room
76 Style Kept Simple
114 Easy Wreaths to Make

BEAUTY

56 Makeovers Made Easy
60 Hair Products for Under \$10.00

HEALTH/FITNESS

38 Sleep Like a Baby
44 Health and Fitness Update
82 Smart, Simple, Summer Diet

1. On which page is the Health and Fitness Update article? _____
2. On which page is the Makeovers Made Easy article? _____
3. Which article is on page 114? _____
4. Which article is on page 110? _____
5. If you want to read "Hair Products for Under \$10.00," which heading would you look under?

6. If you want to read an article on dieting, which heading would you look under?

Table of Contents

Answer the questions about the table of contents.

The image shows a sample table of contents page for "Reading world" magazine. At the top left is the magazine's logo, which features a stylized globe with a puzzle piece integrated into it. To the right of the logo, the title "Reading world" is written in a large, bold, sans-serif font. In the top right corner, the word "March" is printed above "Vol. 13, No. 3". Below the title, there is a black and white photograph of two young girls smiling; one girl is wearing a baseball cap. To the right of the photo, the words "Special Report" are written vertically, followed by "pg. 7" and "Kids Who Care" in a smaller font. The main content area contains a list of articles with their corresponding page numbers:

| | |
|---|-----|
| Kids Who Care | 7 |
| Healthy Living Tips on Diet and Exercise | 25 |
| The Joy of Gardening | 32 |
| Fishing Adventures | 49 |
| True Miracles | 60 |
| Don't Talk to Strangers | 75 |
| The Wishing Well | 91 |
| African Adventure | 116 |

1. How many articles are listed in this table of contents? _____
2. What is the name of this magazine? _____
3. Which article begins on page 32? _____
4. Is there an article about exercise in this issue? _____
5. Which article is a "Special Report"? _____

Table of Contents

Answer the questions about the table of contents.

Frightening Story Series



| | |
|---------------------------|-----|
| Scream Night | 2 |
| Frighten | 9 |
| One Dark Evening | 42 |
| Trust | 75 |
| Hotel Horrors | 100 |
| Keep Your Eyes Open | 137 |
| Dressed in Black | 160 |
| Don't Be Afraid | 195 |
| Ghost | 231 |
| Index | 260 |

1. What is the title of this book? _____
2. How many stories are listed in this table of contents? _____
3. Which story begins on page 42? _____
4. Which story begins on page 137? _____
5. Which story comes before "Hotel Horrors"? _____
6. Which story comes after "Dressed in Black"? _____
7. Is "Don't Be Afraid" the last story listed? _____

Table of Contents

Answer the questions about the table of contents.

Everyday Cooking



| | |
|--------------------|-----|
| ■ Appetizers | 8 |
| ■ Breads | 42 |
| ■ Desserts | 60 |
| Cakes | 61 |
| Cookies | 75 |
| Pies | 89 |
| ■ Eggs | 111 |
| ■ Meats | 125 |
| Beef | 126 |
| Chicken | 157 |
| Pork | 185 |
| Turkey | 201 |
| ■ Pasta | 226 |
| ■ Salads | 248 |
| ■ Seafood | 265 |
| ■ Soups | 290 |
| ■ Vegetables | 310 |

1. How many sections are in this cookbook? _____
2. Is this table of contents alphabetized? _____
3. What food category begins on page 226? _____
4. On what page do chicken recipes begin? _____
5. Are salads included in this cookbook? _____

Table of Contents

Answer the questions about the table of contents.

Sunday Herald Tribune Sections

| | |
|-------------------------|--------|
| Business | B1-5 |
| Classified Ads | E1-10 |
| Comics | C6 |
| Crossword Puzzles | C5 |
| Headlines | A1-10 |
| Horoscope | C5 |
| Local Features | C1-3 |
| Movie/Theater Ads | C4 |
| Sports | D1-10 |
| Stocks | A11-15 |
| Television | C4 |
| Weekend Extra | F1-10 |

1. In which section would you find news headlines? _____
2. Does this newspaper have theater information? _____
3. In which section would you find local interest stories? _____
4. Are crossword puzzles included in this paper? _____
5. If you were looking for a new car, which section would you turn to? _____
6. Which pages are sports stories featured on? _____

Abbreviations

Answer the questions about the abbreviations.

| | | | |
|-------|-------------|-------|-------------|
| appl. | appliances | incl. | included |
| apt. | apartment | KIT | kitchen |
| BR | bedroom | Ig. | large |
| carp. | carpet | LNDRY | laundry |
| CONDO | condominium | LR | living room |
| DR | dining room | mo. | month |
| flrs. | floors | PK | parking |
| form. | formal | sm. | small |
| FP | fireplace | util. | utilities |
| furn. | furnished | w/ | with |
| HSE | house | wk. | week |
| HW | hardwood | yr. | year |

What do the following phrases mean?

1. furn. HSE, HW flrs., FP, PK _____

2. 2 BR apt., appl., carp., util. incl. _____

3. Ig. CONDO, form. LR/DR, LNDRY _____

4. 4 BR HSE, FP, LR, KIT w/appl. _____

5. sm. apt., 1 BR, PK _____

6. CONDO w/HW flrs., FP, util. incl., PK _____

7. HSE fully furn., 3 BR, 2 1/2 bathrooms _____

8. apt. available for 12 mo., furn., util. incl. _____

Abbreviations

Answer the questions about the abbreviations.

| | | | |
|------|--------|-------|------------|
| c. | cup | ml. | milliliter |
| doz. | dozen | oz. | ounce |
| = | equals | pkg. | package |
| gal. | gallon | pt. | pint |
| hr. | hour | qt. | quart |
| lt. | liter | sec. | second |
| lb. | pound | tbsp. | tablespoon |
| min. | minute | tsp. | teaspoon |

What do the following phrases mean?

1. Bake 1 hr. and 15 min. _____
2. 1 tbsp. vanilla, 2 tsp. baking powder _____
3. 8 c.= 1/2 gal. (64 oz.) _____
4. Get 1 gal. of milk and a doz. eggs. _____
5. pkg. of brown sugar and 1/3 c. salt _____
6. 16 tbsp.= 1 c. (8 oz.) _____
7. 3 tbsp. hot sauce and 1 tsp. chili powder _____
8. 1/2 doz. eggs, 2 tbsp. milk, 1/3 tsp. sugar _____

Abbreviations

Answer the questions about the abbreviations.

| | | | |
|------------------------|----|--------------------------|----|
| Alabama | AL | Montana..... | MT |
| Alaska..... | AK | Nebraska..... | NE |
| Arizona | AZ | Nevada | NV |
| Arkansas..... | AR | New Hampshire..... | NH |
| American Samoa..... | AS | New Jersey | NJ |
| California | CA | New Mexico | NM |
| Colorado..... | CO | New York | NY |
| Connecticut | CT | North Carolina..... | NC |
| Delaware..... | DE | North Dakota | ND |
| Dist. of Columbia..... | DC | No. Mariana Islands..... | MP |
| Florida..... | FL | Ohio..... | OH |
| Georgia | GA | Oklahoma | OK |
| Guam..... | GU | Oregon..... | OR |
| Hawaii | HI | Pennsylvania..... | PA |
| Idaho | ID | Puerto Rico..... | PR |
| Illinois..... | IL | Rhode Island..... | RI |
| Indiana..... | IN | South Carolina | SC |
| Iowa | IA | South Dakota | SD |
| Kansas | KS | Tennessee | TN |
| Kentucky | KY | Trust Territory | TT |
| Louisiana..... | LA | Texas | TX |
| Maine | ME | Utah..... | UT |
| Maryland | MD | Vermont..... | VT |
| Massachusetts | MA | Virginia..... | VA |
| Michigan | MI | Virgin Islands..... | VI |
| Minnesota..... | MN | West Virginia | WV |
| Mississippi | MS | Wisconsin..... | WI |
| Missouri | MO | Wyoming | WY |

1. How many states begin with the letter A? _____

List their abbreviations. _____

2. Which state's abbreviation is ME? _____

3. Which state's abbreviation is VA? _____

4. Is MI the abbreviation for North Mariana Islands? _____

5. How many states begin with the letter C? _____

List their abbreviations. _____

Index

Answer the questions about the index.

| A | | B | C |
|-----------------------|-----|----------------------------|----------------------|
| Appetizers | | Basil | Brownies |
| buffalo wings | 11 | pesto 387 | chocolate 207 |
| mushrooms, stuffed .. | 11 | tomatoes, w/cheese ... 388 | fudge 207 |
| nachos | 11 | | |
| popcorn | 12 | | |
| potato skins | 12 | | |
| Apple | | Beans | Cabbage |
| butter | 210 | baked 45 | cooked 389 |
| cider | 210 | and rice 45 | |
| crisp | 210 | | |
| pie | 210 | | |
| sauce | 387 | | |
| Artichoke | | Beef | Cakes |
| steamed | 387 | burritos 57 | angel food 215 |
| Asparagus | | casserole 58 | banana 215 |
| steamed | 387 | chili 58 | chocolate 216 |
| | | hamburger 58 | white 216 |
| B | | lasagna 59 | yellow 217 |
| Banana | | meatballs 59 | |
| bread | 217 | meat loaf 60 | Carrots |
| | | pot roast 61 | cooked 390 |
| | | soup 61 | |
| | | steak 61 | |
| | | Bread | Chicken |
| | | wheat 201 | boiled 75 |
| | | white 202 | fried 76 |
| | | | salad 76 |
| | | | soup 77 |

1. Which recipes are on page 11? _____

2. How many recipes are on page 387? _____
3. Is there a recipe listed for baked beans? _____
On which page will you find it? _____
4. How many types of bread can you bake using this cookbook? _____
5. On which page will you find a recipe for chocolate cake? _____

Directories

Answer the questions about the directory.

Government Services

| | |
|--------------------------|----------|
| Circuit Clerk | 555-2340 |
| Coroner | 555-2341 |
| County Clerk | 555-2342 |
| Disaster Agency | 555-2343 |
| Education Office | 555-2344 |
| Emergency Services | 555-2345 |
| Health Department | 555-2346 |
| Public Works | 555-2347 |
| Sheriff | 555-2348 |
| State's Attorney | 555-2349 |
| Town Clerk | 555-2350 |
| Treasurer | 555-2351 |
| Voter Registration | 555-2352 |

1. How many local services are listed in this directory? _____
2. If you needed to contact the superintendent of your child's school, which service would you contact?

3. You can't get any water out of your faucet. Which service do you call?

4. Which service is at the number 555-2349? _____
5. You just moved to a new area and want to vote in the town elections. Which number do you call to register?

Directories

Answer the questions about the directory.

Cross Shore Center

DIRECTORY

| | |
|--------------------------------|-------------|
| Center for Nutrition | G100 |
| Current, Dr. Steven..... | 325 |
| <i>Internal Medicine</i> | |
| Cross Shore Area Services..... | G75 |
| Cross Shore Credit Union..... | 100 |
| Cross Shore Laboratory | 125 |
| Day Care Center..... | G25 |
| Employee Health Office | 150 |
| Pend, Dr. William..... | 350 |
| <i>Dentist</i> | |
| Prenatal Clinic..... | G50 |
| Social Services..... | 375 |
| Surgery Center..... | 225 |
| Victor, Dr. Karie | 250 |
| <i>Pediatrics</i> | |

1. Is Dr. Pend's office on the 4th floor? _____
2. Is the Day Care Center on the same floor as the Prenatal Clinic? _____
3. Which floor is the laboratory on? _____ What is its suite number? _____
4. Does this office building have a health center for building employees? _____
5. How many offices are in this building? _____
6. How many offices are on the ground floor? _____

Directories

Answer the questions about the directory.



University Building Directory

| | |
|----------------------------|------------------|
| Agriculture | Farm Building |
| Engineering | Mack Building |
| English | Conn Facility |
| Foreign Language | Conn Facility |
| Geography | Science Building |
| History | Old Main |
| Mathematics | Old Main |
| Music | Art Center |
| Physical Education | Gymnasium |
| Physics | Science Building |
| Psychology | Old Main |
| Science | Science Building |
| Speech Communication | Conn Facility |

1. How many university buildings are listed in this directory? _____
2. Which department(s) are in the Science Building? _____

3. Is the library listed in this directory? _____
4. In which building would you find your English professor's office?

5. Which department(s) are in Old Main? _____

Directories

Answer the questions about the directory on page 134.

1. Which department is Speech-Language Pathology listed under? _____
2. Is there a beauty shop on the fifth floor? _____
3. Which floor is the Emergency Department on? _____
4. Are medical records kept in the basement? _____
5. How many patient rooms are on the second floor? _____
6. Does this hospital offer X-ray services? _____
7. Which floor is the library on? _____
8. How many nurseries are on the fourth floor? _____
9. Are there any rooms to wait in if a loved one is having surgery? _____
On which floor? _____
10. Is Pulmonary Medicine on the same floor as Respiratory Care? _____

Directories

Use this directory to answer the questions on page 133.

Mercy Hospital

Departmental Directory

B**Basement Level**

Plant Services
Medical Records
Central Supply
Cafeteria
Dietary
Housekeeping
Laboratory
Pharmacy

1**First Floor**

Administrative Offices
Business Office
Chapel
Emergency
Gift Shop
Personnel
Radiology (X-ray)

2**Second Floor**

Classrooms 258, 261, 268, 274
Education Offices
Library
Patient Rooms 205-249

3**Third Floor**

Extended Care Facility
Patient Rooms 301-395

4**Fourth Floor**

Labor and Delivery
Neonatal Intensive Care Nursery
Level II Nursery
Nursery
Patient Rooms 401-465

5**Fifth Floor**

Beauty Shop
Cardiovascular
Neurodiagnostics
Patient Rooms 501-534
Pulmonary Medicine
Respiratory Care

6**Sixth Floor**

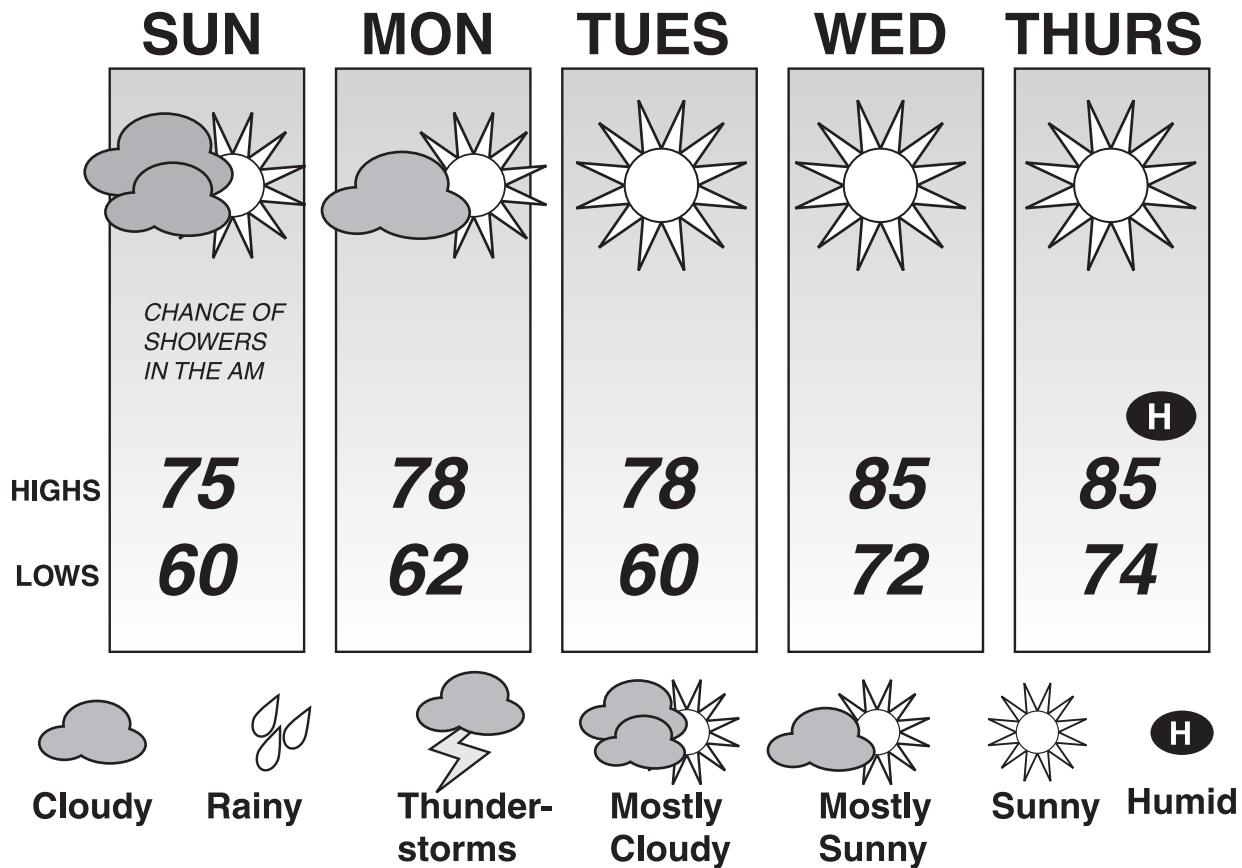
Intensive Care
One Day Care
Patient Rooms 601-649
Surgery Waiting Room
Surgery Suites

7**Seventh Floor**

Patient Rooms 701-750
Rehabilitation Services
Audiology
Cardiac Rehabilitation
Occupational Therapy
Physical Therapy
Speech-Language Pathology

Charts

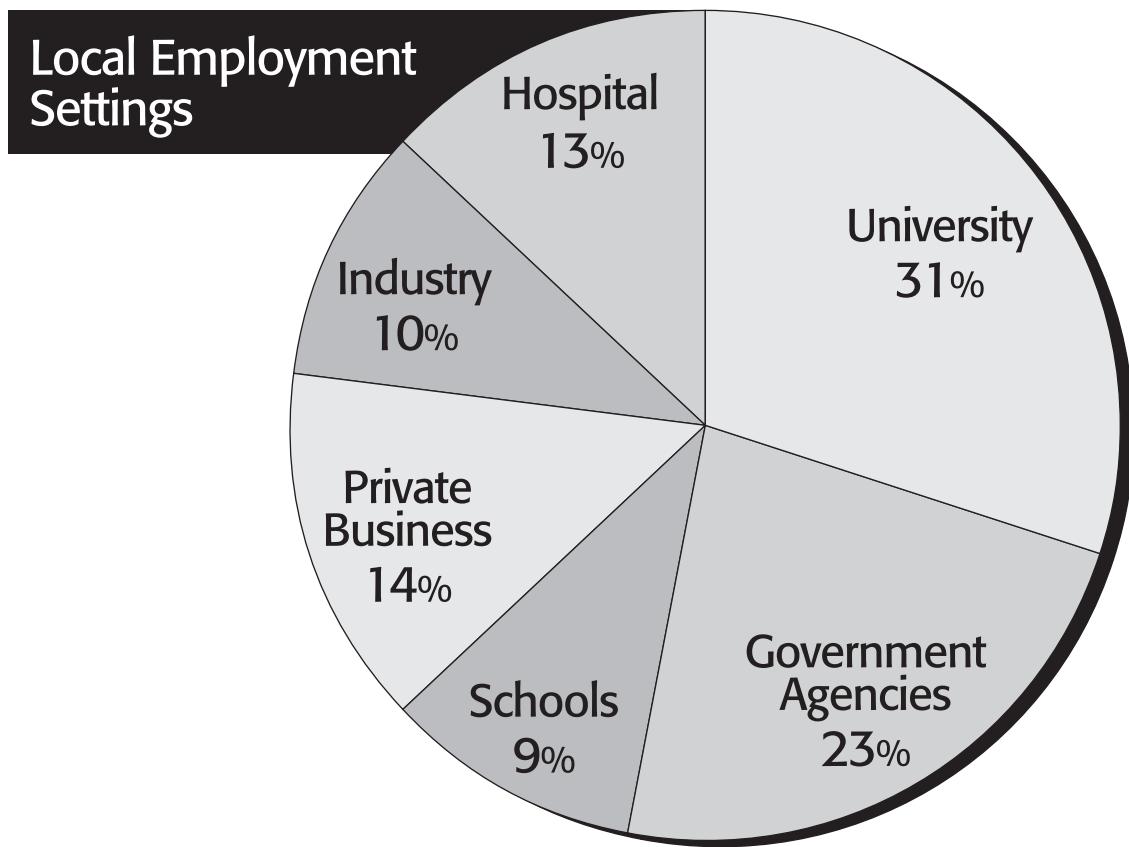
Answer the questions about the chart.



1. What is the forecast for Sunday? _____
2. Is the temperature on Tuesday supposed to reach 87°? _____
3. What will the low temperature be this week? _____
4. Is the forecast for Monday mostly cloudy? _____
5. Which day is supposed to have both high temperatures and high humidity? _____

Charts

Answer the questions about the chart.

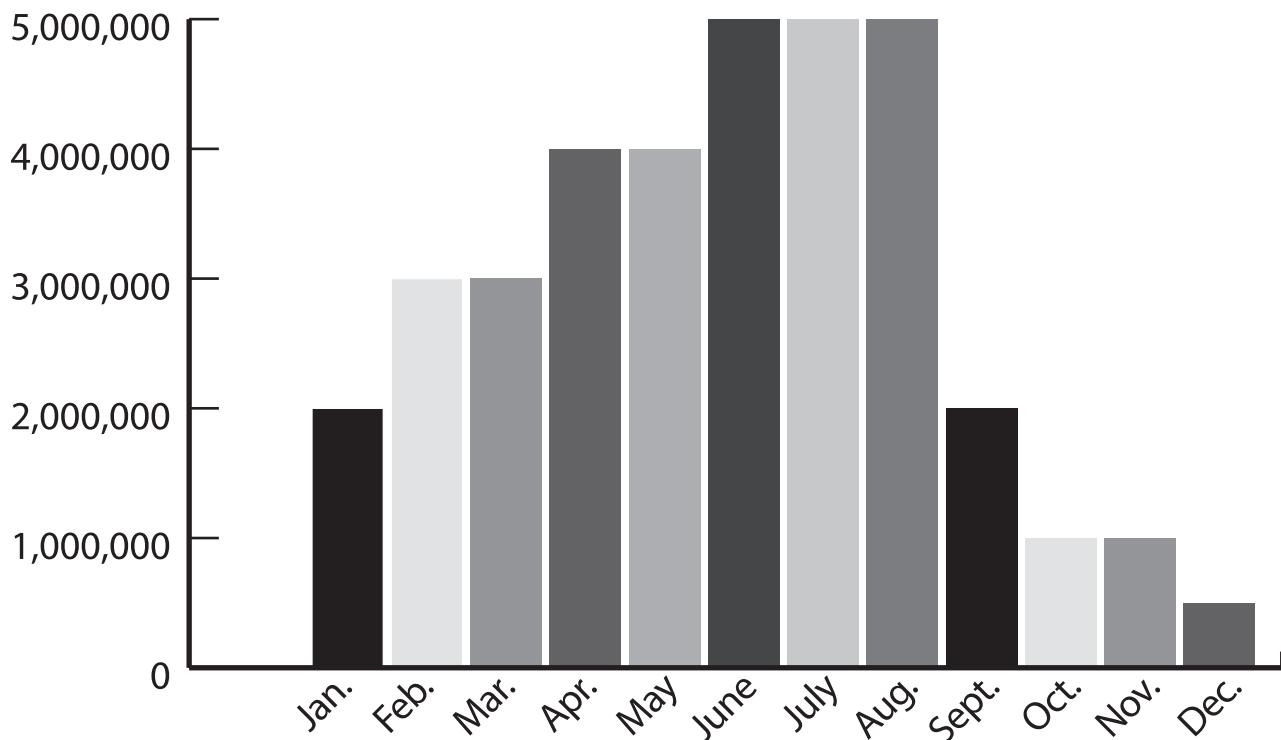


1. What does this graph represent? _____
2. Where is 23% of the population employed? _____
3. How much of the workforce is employed at the local university? _____
4. Which setting has the smallest population of workers? _____
5. Is the unemployment rate on this chart? _____

Charts

Answer the questions about the chart.

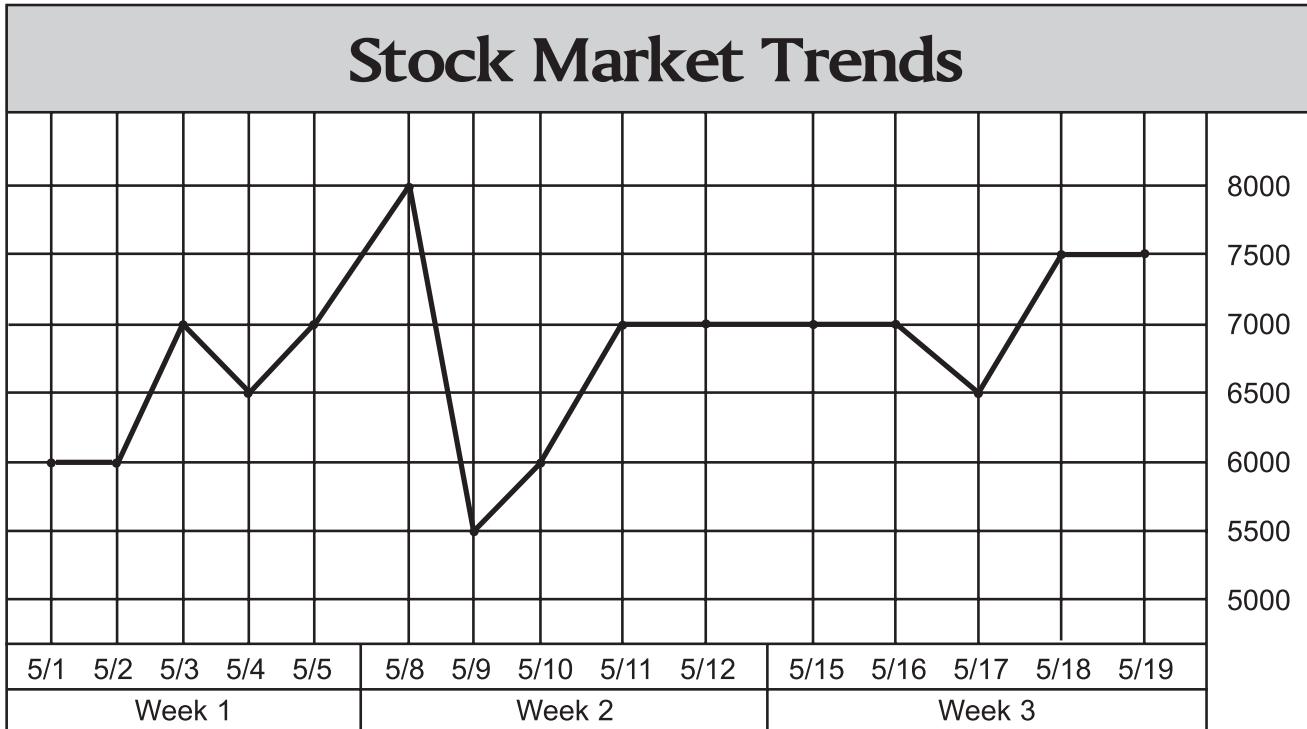
Census of National Park Visitors



1. Which month(s) had the most park visitors? _____
2. Which month(s) had the least number of park visitors? _____
3. How many months had 2,000,000 or more visitors? _____
4. In November, did only 500,000 people visit national parks? _____
5. How many people visited parks nationwide in April? _____

Charts

Answer the questions about the chart.



1. How many days in a row did the market trade at 7,000? _____
2. On which day did the market reach its high? _____
3. On which day did the market reach its low? _____
4. How many weeks does this chart represent? _____
5. Did the market trade at 5,000 in the month of May? _____

Schedules

Answer the questions about the schedule.

**West High
VIKINGS**

Football Schedule



| Date | Opponent | Location | Time |
|----------------------------------|-----------------|-----------------|-------------|
| Aug 24 | Indians | HOME | 1:00 PM |
| Sept 7 | Warriors | AWAY | 1:00 PM |
| Sept 14 <i>(Parent's Day)</i> | Bears | HOME | 1:00 PM |
| Sept 21 | Tornadoes | HOME | 1:00 PM |
| Sept 28 | Badgers | AWAY | 1:00 PM |
| Oct 5 | Wildcats | AWAY | 1:00 PM |
| Oct 12 <i>(Homecoming)</i> | Crushers | AWAY | 1:00 PM |
| Oct 26 | Tigers | HOME | 1:00 PM |
| Nov 2 | Bucks | AWAY | 1:00 PM |
| Nov 9 | Cobras | HOME | 1:00 PM |
| Nov 16 <i>(Senior Day)</i> | Bulls | HOME | 1:00 PM |
| Nov 23 | Rams | AWAY | 1:00 PM |

State Playoff Schedule To Be Announced
For tickets, call 1-555-555-4758

1. This schedule is for which high school football team? _____
2. How many away games are scheduled for this season? _____
3. What date is Homecoming? _____
4. What date do the Vikings play the Wildcats? _____
5. How can you buy tickets? _____

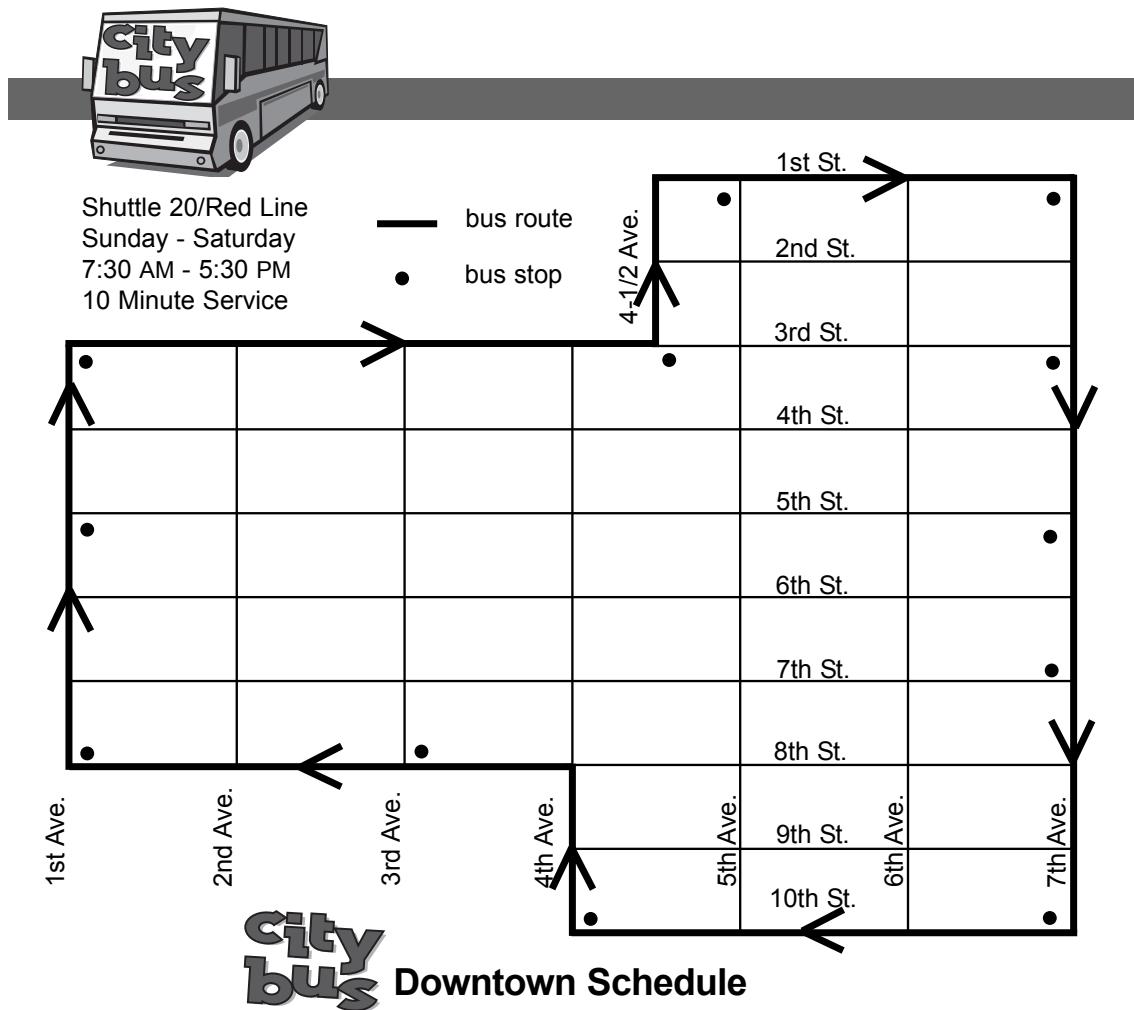
Schedules

Answer the questions about the schedule on page 141.

1. What is the name of this bus route? _____
2. How long does it take to travel from one stop to the next? _____
3. How many bus stops are on this route? _____
4. Can you catch a bus at 1st Avenue and 8th Street at 3:30 in the afternoon? _____
5. Can you get on a bus at 4th Avenue and 3rd Street at 2:00 PM? _____
6. At which times can you board a bus at 7th Avenue and 10th Street? _____

Schedules

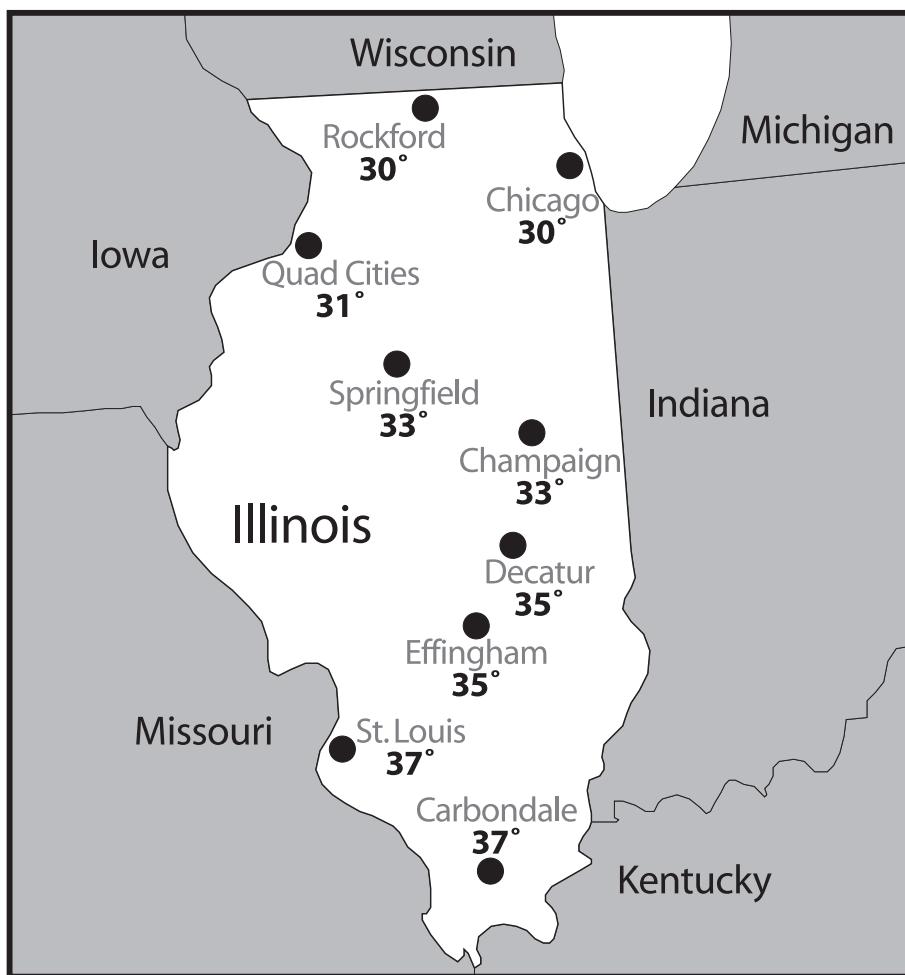
Use this schedule to answer the questions on page 140.



Maps

Answer the questions about the map.

Forecast of High Temperatures, Thursday, December 20



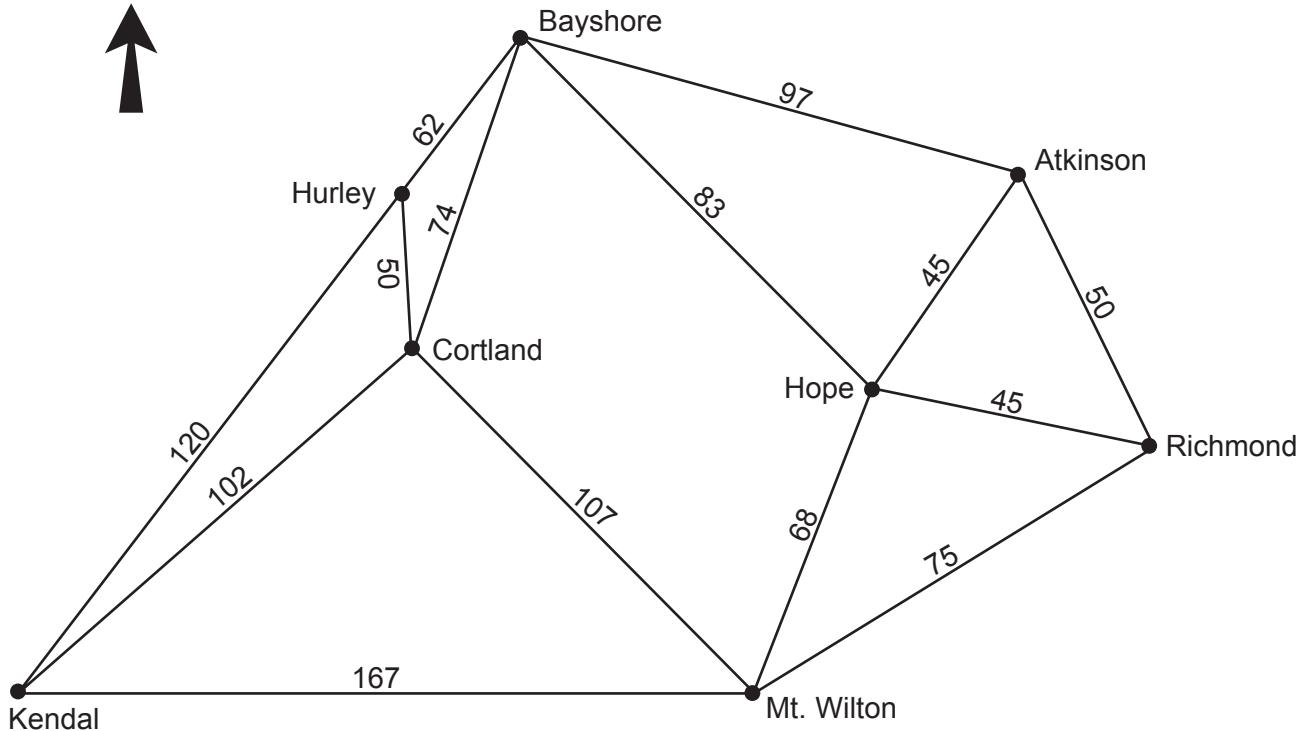
1. Which states are on this weather map? _____
2. Which state has temperatures reported for its cities? _____
3. What temperature does Decatur report? _____
4. Are these high temperatures for Thursday, December 21st? _____
5. Do Chicago and Rockford report the same temperatures? _____

Maps

Answer the questions about the map.



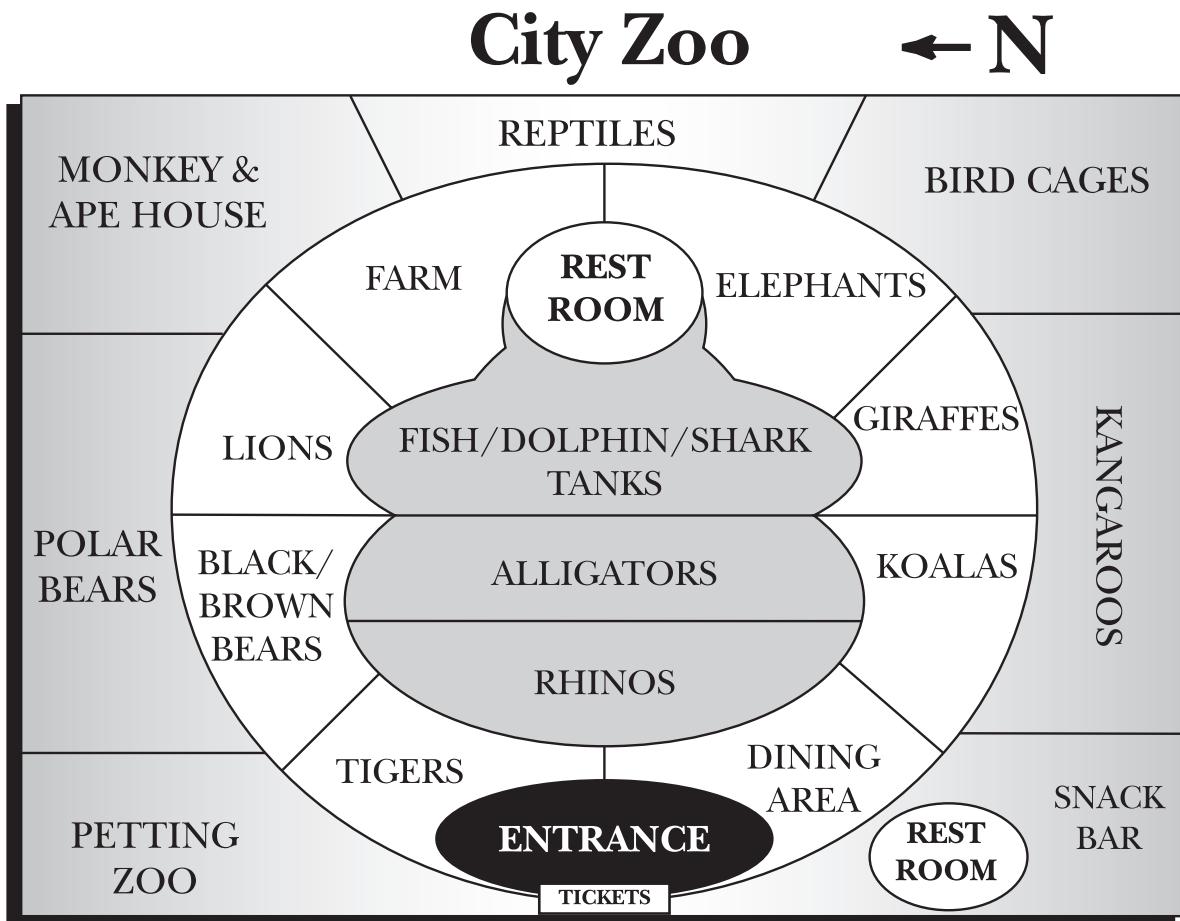
Mileage Between Cities



1. Which city is directly south of Hurley? _____
2. How many miles are between Bayshore and Hope? _____
3. If you drove from Cortland to Mt. Wilton, would you travel 168 miles? _____
4. Is Kendal northwest of Cortland? _____
5. Is Atkinson north of Bayshore? _____

Maps

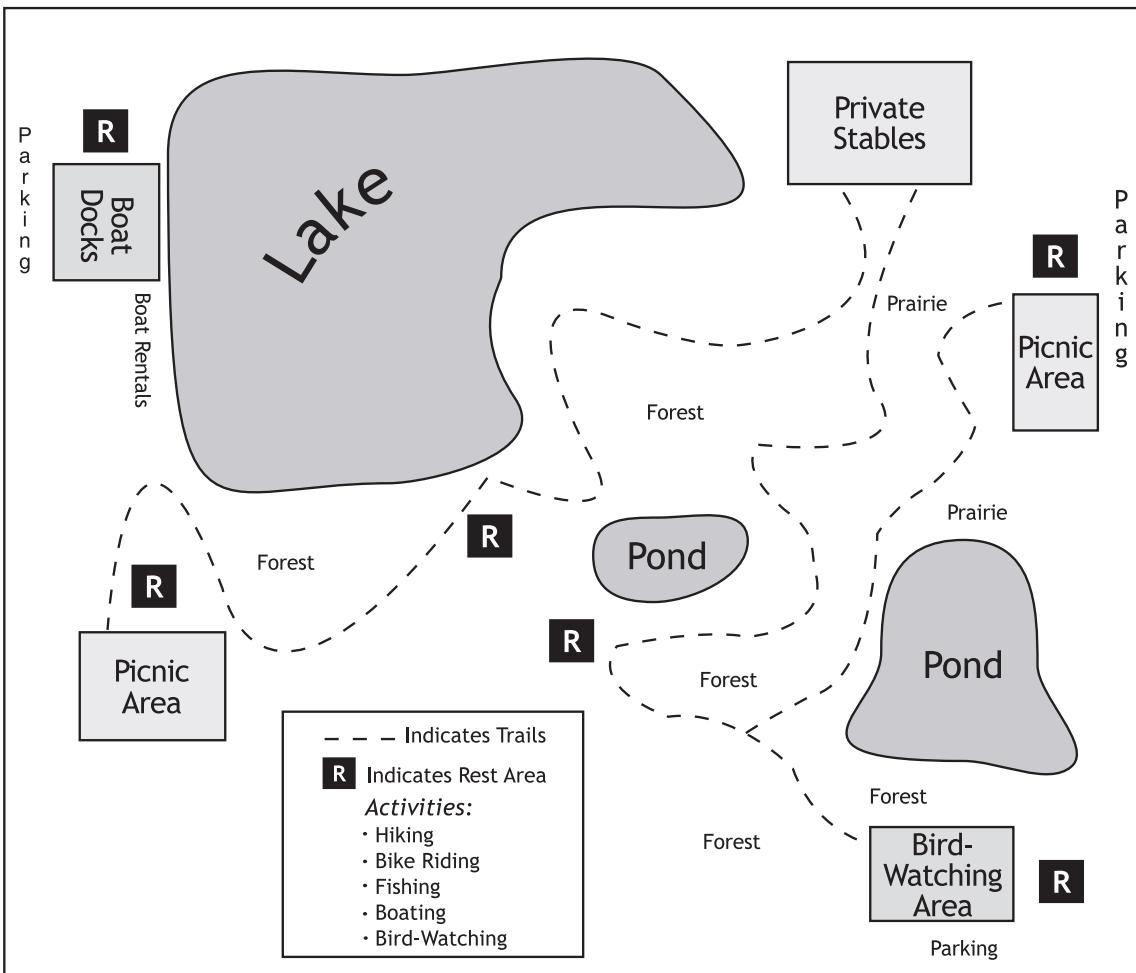
Answer the questions about the map.



1. Is the entrance on the east side of the city zoo? _____
2. Is the farm next to the petting zoo? _____
3. How many rest rooms are on the map? _____
4. Which animals are on the east side of the zoo? _____
5. Are there three types of bears in this zoo? _____
6. Where is the snack bar? _____
7. Is the monkey and ape house near the giraffes? _____
8. Where are the lions? _____

Maps

Answer the questions about the map.

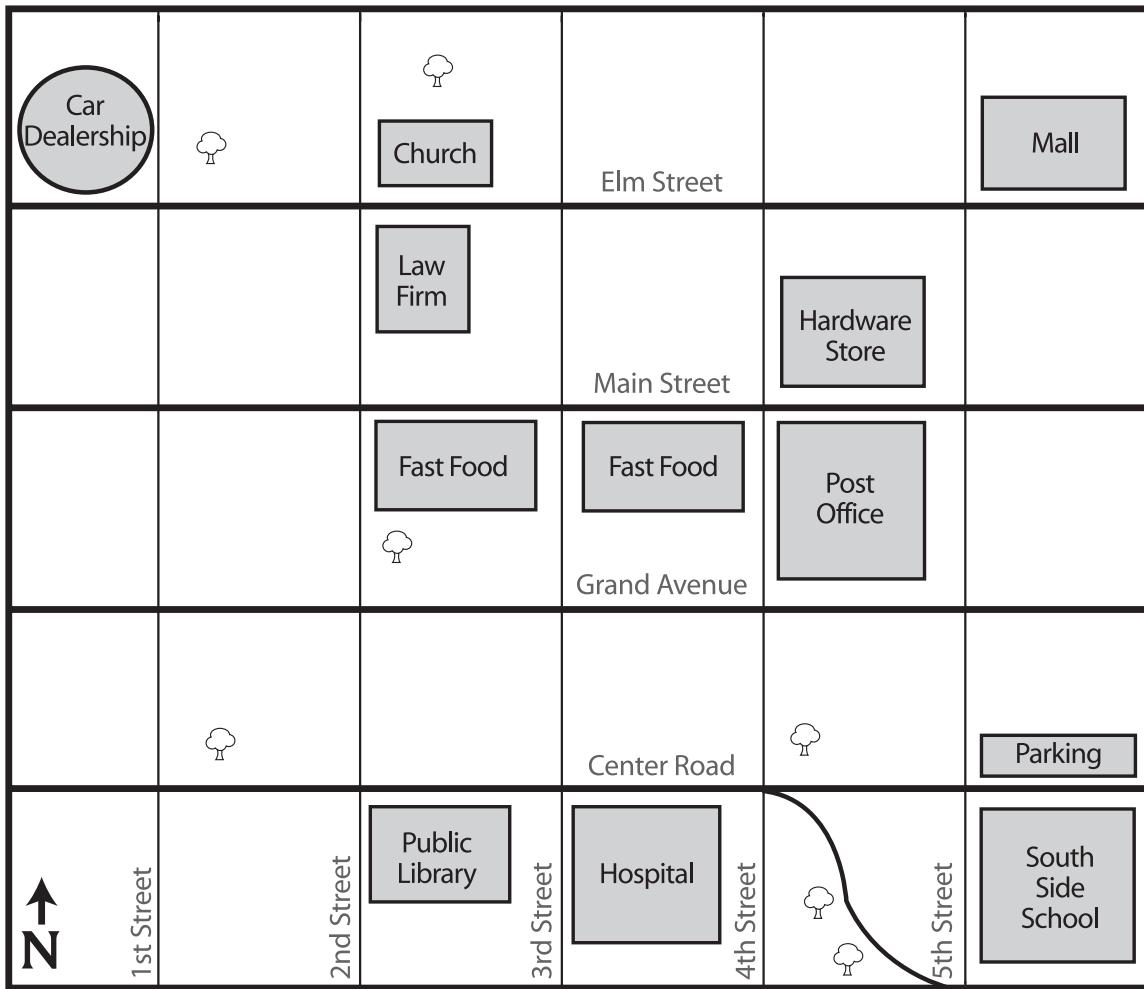


1. How many picnic areas are marked on this nature map? _____
2. What types of activities can your family enjoy at this park? _____

3. Are boat rentals available? _____
4. Can the public ride horses at the stables? _____
5. How many rest areas are in this park? _____

Maps

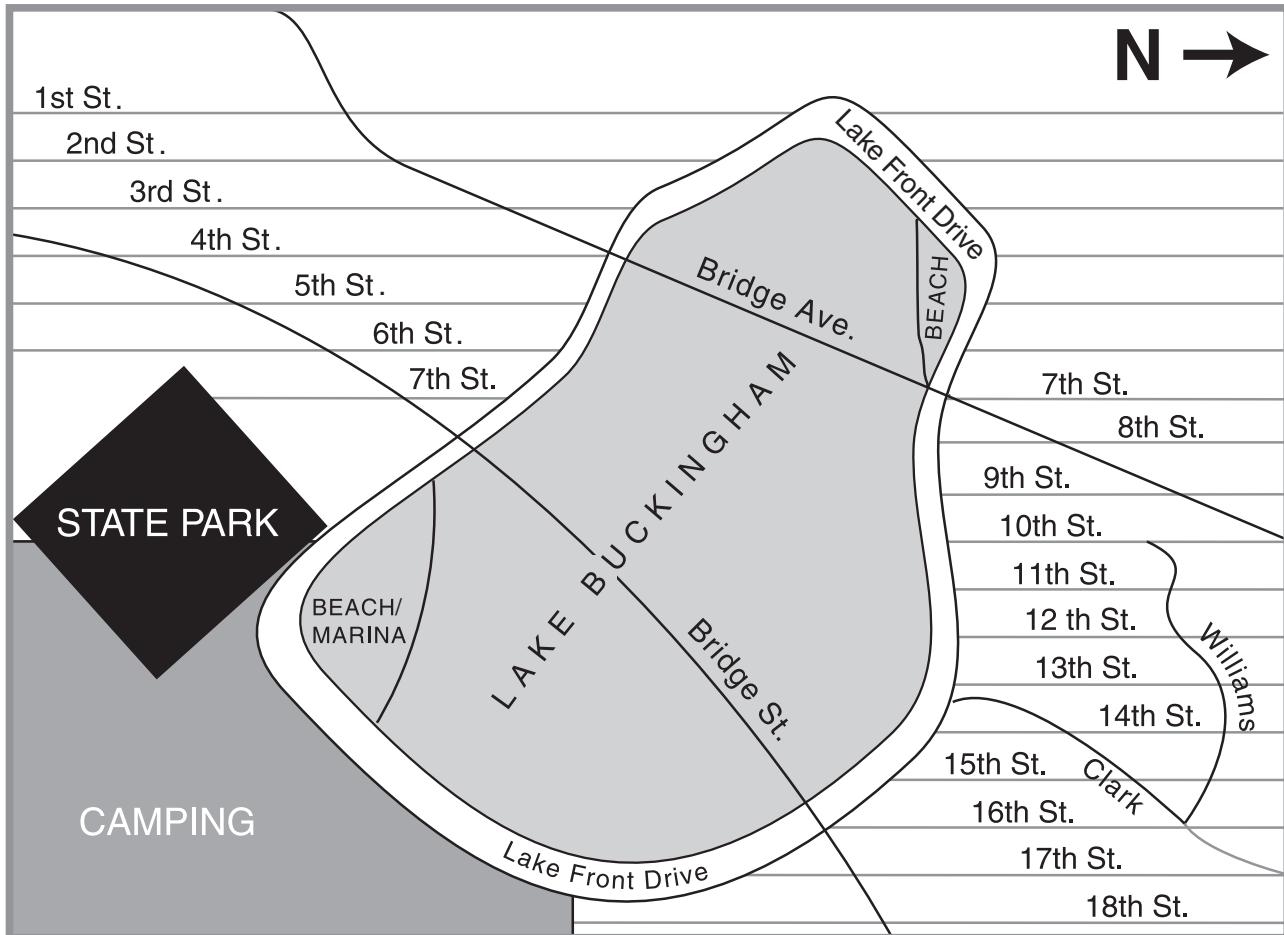
Answer the questions about the map.



1. Where is the mall? _____
2. Is there a public pool listed on the map? _____
3. Are the fast-food restaurants on Main Street? _____
4. Which building is on the northwest side of town? _____
5. Is the post office between 4th and 5th Streets? _____

Maps

Answer the questions about the map.

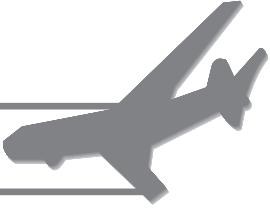


1. What is the name of the lake? _____
2. How many beaches are on the map? _____
3. Can you take 9th Street directly into the State Park? _____
4. Does Lakefront Drive circle the entire lake? _____
5. Does 17th Street run north and south? _____

Claim Tickets

Answer the questions about the claim ticket.

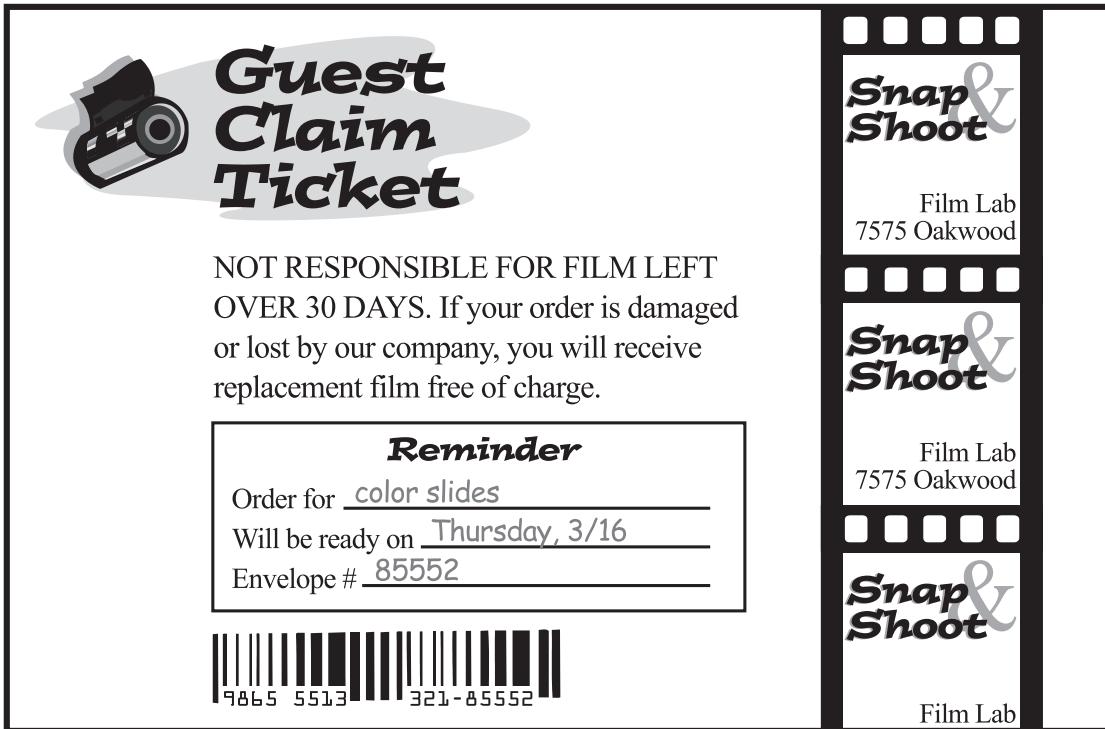
| Baggage Ticket | |
|-------------------|---|
| Claim No. | 850265-325 |
| Flight | 325-046 |
| Terminal | AA 15 |
| Departing | Denver Int'l 01/15/04 4:52PM |
| Arriving | Chicago O'Hare Int'l 01/15/04 6:31PM |

airline Express 

1. What is this claim ticket for? _____
2. Where was the baggage dropped off? _____
3. Where will the baggage be claimed? _____
4. What airline is responsible for this luggage? _____
5. What is the claim ticket number? _____

Claim Tickets

Answer the questions about the claim ticket.



1. What is this claim ticket for? _____
2. Where was this order dropped off? _____
3. What is the envelope number? _____
4. What will happen if your film is lost or damaged? _____
5. When will your order be ready? _____
6. If you leave your film at Snap & Shoot Film Lab for over 30 days, will they replace it if something is wrong? _____

Claim Tickets

Answer the questions about the claim ticket.

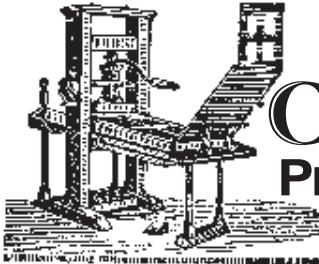
| VEHICLE CLAIM TICKET LONG-TERM PARKING | | |
|---|----------------|---------|
| LOT C ROW 25 | | |
| Entrance | Friday | 8/1 |
| | Day | Date |
| | | 1:31 PM |
| Vehicle Owner | Kayla Jennings | |
| License Plate | A012987 | |
| Attendant | Dave B. | |
| Ticket must be presented when vehicle is picked up along with two forms of ID. | | |
| If ticket is lost, a \$10.00 charge will be applied to your bill. | | |

1. What is this claim ticket for? _____
2. When was the vehicle first parked? _____
3. Where is the car parked? _____
4. What is needed to pick up the vehicle? _____
5. What will happen if this claim ticket is lost? _____

Receipts

Answer the questions about the receipt.

"Since 1879"



CLASSIC
Printing

Receipt No. 2466
Date 1/4

Received from Abigail E. Smith

Address 110 Spencer Ave.

Services Resume and cover letter (50 copies of each)

Amount \$38.00

Acct. No. _____ Method of Payment:
 Cash Money Order
 Check

Amount of Acct. \$38.00

Amount Paid 38.00

Balance Due 0.00

Received by Gary P. Durbin

1. Who is making payment? _____
2. Who received payment? _____
3. What amount was paid? _____
4. How was payment made? _____
5. What was the previous balance, if any? _____
6. Is there a balance due? _____

Receipts

Answer the questions about the receipt.

| | | | | |
|---|--|--|--|---|
| 10 S. William New Saint Smith 555-7214 |  | 1075 Duncan New Saint Smith 555-7210 | | |
| Mon. | Tues. | Wed. | Thurs. | Fri. |
| <input type="checkbox"/> Total Items <input type="checkbox"/> 6 2004 Mo. Day Year | | | | |
| Qty. Item Price Total 2 Blouses \$5.00 \$10.00 1 Vest 4.00 4.00 _____ _____ _____ _____ _____ TOTAL \$14.00 | | | <input type="checkbox"/> Deliver <input checked="" type="checkbox"/> Cash Received by Sarah <input type="checkbox"/> Prepaid | <input type="checkbox"/> Charge <input type="checkbox"/> COD <input type="checkbox"/> Storage |
| <p style="text-align: center;">Customer Info</p> <p>name <u>Lauren Radcliffe</u></p> <p>address <u>615 S. Moore</u></p> <p>phone <u>555-6375</u></p> | | | | |

1. Who is making payment? _____
 2. At which location were the items dropped off? _____
 3. How many items were cleaned? _____
 4. What was the cost of the dry cleaning? _____
 5. How did Lauren pay for her cleaning bill? _____
 6. Who received payment? _____

Receipts

Answer the questions about the receipt.

Lee's Grocery Store

1962 State Street
555-1349

4/15 3:25 PM Store 128

| Qty. | Item | # | Price |
|------|----------|------|--------|
| 1 | OJ | 0713 | .99 |
| 2 | Crackers | 6321 | 2/3.98 |
| 1 | Grapes | 4207 | .69 |
| 1 | Milk | 3012 | 1.79 |
| 1 | Steak | 5501 | 3.49 |
| 1 | Cookies | 4343 | 2.19 |
| 1 | Soup | 2789 | .39 |

SUBTOTAL 13.52

TAX .95

TOTAL 14.47

Cash 20.00

Change 5.53

**Thank you for shopping
at Lee's Grocery Store!**

1. Where is this receipt from? _____
2. What date and time were these items purchased? _____
3. What item cost \$1.79? _____
4. Was the tax over \$1.00? _____
5. How were these items paid for? _____

Receipts

Answer the questions about the receipt.

| <p style="text-align: center;">MEL'S MUSIC STORE 302 Towne Blvd. 555-6439</p> | | |
|---|--------------|--------------|
| Clerk 002 | Date: 10/10 | |
| Item | Qty | Price |
| CD | 1 | 14.99 |
| CD | 1 | 9.99 |
| Cassette Tape | 1 | 8.99 |
| Cassette Tape | 1 | 8.99 |
| Batteries | 1 | 3.19 |
| Subtotal | 46.15 | |
| Tax | 3.46 | |
| Amount Due | 49.61 | |
| Check | 49.61 | |
| Thank you for shopping at Mel's Music Store! | | |
| Music/video returns must be completed within 7 days of purchase date. Packaging must be intact. | | |

1. What items were purchased from Mel's Music Store? _____
2. Where is this business? _____
3. Are all CDs \$14.99? _____
4. How much tax was added to the subtotal? _____
5. Did the customer get any change? _____

Applications

Answer the questions about the application on page 156.

1. Who completed this credit card application? _____
2. What is the name of the company that is issuing the credit card? _____
3. What does APR stand for? _____
4. After February, what will the APR be? _____
5. When are payments due? _____
6. Should Mario follow any special instructions since he is an Iowa resident? _____
Explain. _____
7. What is the annual fee for using this credit card company? _____
8. When will late charges be billed to the account? _____
9. What is the credit limit for this account? _____
10. Would you choose this credit card? _____ Why? _____

Applications

Use this application to answer the questions on page 155.

Harrison-Blakestone Creditors

Yes! I Accept this Credit Card.



Mario T. Vargas
Name

1545 North Center Rd Iowa City IA 54321
Address City State Zip

555-12-3456 7/15/65
SSN Date of Birth

University Hospital X-ray Technician
Employer Occupation

Mario T. Vargas 8/7/98
Signature Date

Credit Limit \$500.00.

Payments due on **the last day** of each month.

5.9% APR (Annual Percentage Rate) until February, 2004.*

NO ANNUAL FEE

IOWA RESIDENTS: Contact the Iowa Department of Banking to obtain credit card comparison data on rates, fees, and grace periods.

\$18.00 late fee on payments received after 10 days during billing cycle.

***APR 20%** beginning March, 2004.

Applications

Answer the questions about the application.

Application for Employment

Clerical Office Systems
7043 North Water Street
555-9354

Date: 10-5-2005

Position Applying for: secretary

Personal Information

SSN: 123-45-6789

Phone: 555-1934

Name: Jorge D. Martinez

E-mail: JDM@home

Address: 75 Boardwalk Street, Teaneck NJ 15555

Education

| | | | address | degree earned |
|-----------------|---------|---|---|---------------------|
| High School | 1 2 3 4 | ④ | State High School 1500 N. Parkway | diploma |
| College | 1 2 3 4 | | | |
| Graduate School | 1 2 3 4 | | | |
| Other | 1 2 3 4 | | Cofflin Secretarial College 3725 W. Industrial Pkwy. | secretarial certif. |

Availability

Full-time (40 hours)

Shift day evening night

Part-time 20 hours

Date available to work: ASAP

Work History

| | | |
|----------------------------------|---------------------------|-------------|
| 1. Company: Smith Office Company | From: 1-2-03 | To: Present |
| Position: Executive Assistant | Reason for leaving: moved | |
| 2. Company: | From: | To: |
| Position: | Reason for leaving: | |

The above information is true and correct:

Signature: Jorge D. Martinez

Date: 10-5

- Who completed this job application? _____
- What position will Jorge fill if he is hired? _____
- Does Jorge want a full-time position? _____
- What is Jorge's previous work experience? _____
- When will Jorge be available to begin work? _____

Applications

Answer the questions about the application.

Application to Rent

From Ivesdale Apartments

Tell us about yourself

Name Ellen L. Martin

Address 1337 N. Wells St., Apt. 11

Phone 555-8742

Date of Birth 10/15/70

SSN 123-45-6789

Driver's License M0001234560

Present Residence

home owner

rent

live w/parents

other _____

Previous Address same

Length of Time in Residence 2 years

Employment/Financial Information

Employer State Hospital

Occupation Registered Nurse

Phone 555-9439

Length of employment 2 yr., 4 mo.

Income from all Sources \$650 wk _____

mo _____

yr _____

Are you a student? yes

no

Banking References Salem Bank

Check those that apply: credit card

checking account

Signature

I certify that all information is true and correct.

Signature Ellen L. Martin

Date March 22

1. Who completed this application? _____
2. What is this application for? _____
3. What is the weekly income of this household? _____
4. How long has Ellen worked as a nurse? _____
5. Which bank is listed for a reference check? _____

Applications

Answer the questions about the application.

Application for **CUSTOM** License Plates

Name Amanda Marie Marshall

Address 1397 Prairie Ave.

City Chicago County Cook

State IL ZIP 12345

Current License Plate Number A09 3762

What type of vehicle do you own?

car truck van/RV

What type of vehicle do you own?

Standard University Environmental
 Fund-Raising Sporting Dealer

License Plate Number Request

(Rank in order of choice.)

1. AMM1
2. MANDY1
3. MARSH1

All custom orders are \$50.00.

Send check or money order toSecretary of State

Division of Custom License Plates

345 Oxford Lane

Springfield, IL 62010

**Call 1-555-555-6742
for further information
DO NOT SEND CASH.**

1. What is this application for? _____
2. Who filled out this form? _____
3. What number should you call for further information? _____
4. Which type of vehicle plate is Amanda applying for? _____
5. Is this request for new RV plates? _____
6. Can you choose from 7 custom license plate options? _____

Bills

Answer the questions about the bill on page 161.

1. What company will Anna send her payment to? _____
2. What is the current balance? _____
3. What was the previous balance, if any? _____
4. Are there any finance charges? _____
5. When is payment due? _____

6. Where will Anna send her payment? _____

7. What is the account number? _____
8. What is the billing cycle? _____
9. Does the account have a credit line? _____
10. If Anna has any questions about the billing statement, what number should she call?

Bills

Use this bill to answer the questions on page 160.



Account Statement
P.O. Box 72185
Uptown WA 12345
1-555-555-0102

Customer Service is our #1 Goal.

| | |
|--------------|------------|
| Credit Line | \$1500 |
| Acct. No. | 9876543210 |
| Billing Date | 01/04 |

Current Billing Cycle
12/01 – 01/01

To avoid finance charges, pay account balance by 01/28.

| Date | Item | Charges | Payments/Credits |
|-------|---------------------|---------|------------------|
| 12/16 | Gift Certificate | \$45.00 | |
| 12/29 | Women's Hose | \$12.78 | |
| 12/30 | Payment – Thank you | | \$169.23 |

| Previous Balance | Payments/ Credits | Finance Charges | Charges | Account Balance | Minimum Payment |
|------------------|----------------------|--------------------|---------|--------------------|--------------------|
| \$169.23 | \$169.23 | .00 | \$57.78 | \$57.78 | \$25.00 |

Annual Percentage Rate 21.0%
Monthly Periodic Rate 2.50%

**Anna K. Harvud
RR 101, Box 2
Quincy, WI 54321**

***Thank you for your
business, Anna!***

Bills

Answer the questions about the bill on page 163.

1. What company will Jessie send her payment to? _____
2. What is the new balance? _____
3. What was the previous balance, if any? _____
4. Are there any finance charges? _____
5. When is payment due? _____

6. Where will Jessie send her payment? _____

7. What is the account number? _____
8. What is the billing period? _____
9. Does the account have a credit limit? _____
10. If Jessie has any questions about the billing statement, who should she contact? _____

Bills

Use this bill to answer the questions on page 162.



CREDIT SERVICE
200 Bonder Road
New York, NY 51234

| Payment Due Date | Minimum Payment Due | New Balance | Account No. | Amount Enclosed |
|------------------|---------------------|-------------|----------------|-----------------|
| 12/18 | \$20.00 | \$152.00 | 1234 5678 9000 | |

Check here for change of address.

Jessie T. Webster
172 E. Main
New Jersey NJ 01234

Detach and return this portion with payment.

| Charges/Credits/Payments Since Last Statement | | | | Date | Amount | | |
|---|---------------------------|--|-------------------------------|------------------------------------|---------|-------------|---------------------|
| Button & Thread Craft Store | | | | 10/29 | \$32.75 | | |
| Costume Store | | | | 10/31 | 47.09 | | |
| Credit Bookstore Shop | | | | 11/7 | 25.00 — | | |
| Lawn & Garden Post | | | | 11/14 | 55.99 | | |
| Card Store | | | | 11/19 | 16.17 | | |
| Previous Balance | Purchases | Cash Advances | Finance Charge | Payments | Credits | New Balance | Minimum Payment Due |
| \$25.00 | \$152.00 | \$0.00 | \$0.00 | \$0.00 | \$25.00 | \$152.00 | \$20.00 |
| 1234 5678 9000 Account Number | | CREDIT SERVICE, 200 Bonder Road, New York, NY 51234 For Customer Service, write to the above address. | | | | | |
| \$1000 Credit Limit | \$848 Available Credit | 30 days Billing Cycle | 10/18-11/18 Billing Period | 1-555-555-1234 Customer Service | | | |
| Thank you for using Metro Credit for your purchases. | | | | | | | |

Bills

Answer the questions about the bill on page 165.

1. What company will John send his payment to? _____
2. What is the current balance? _____
3. What was the previous balance, if any? _____
4. Are there any finance charges? _____
5. When is payment due? _____
6. Where will John send his payment?

7. What is the account number? _____
8. What is the billing cycle? _____
9. Does the account have a credit line? _____
10. If John has any questions about the billing statement, who should he contact?

Bills

Use this bill to answer the questions on page 164.



Power Supply, Inc.

1872 West Ave.
Clinton IA 54320

Acct. # 854831006
John Anthony Leo
611 Maple
Clinton, IA 65432

Summary for billing cycle (12/04 – 01/04)

| | |
|--------------------------------|--------|
| Previous Balance | 110.17 |
| Payment Received | 110.17 |
| Electric (Residential) | 49.52 |
| Gas (Residential) | 39.87 |
| Total Amount DUE by Jan. 26 | 89.39 |
| Total Amount DUE after Jan. 26 | 90.73 |

If you have any questions about your bill, contact Customer Service at
1-555-555-4646

Bills

Answer the questions about the bill on page 167.

1. What company will Edward send his payment to? _____
2. What is the current balance? _____
3. What was the previous balance, if any? _____
4. Are there any finance charges? _____
5. When is payment due? _____

6. Where will Edward send his payment? _____

7. What is the account number? _____
8. What is the billing period? _____
9. Does the account have a credit line? _____
10. If Edward has any questions about the billing statement, who should he contact? _____

Bills

Use this bill to answer the questions on page 166.

2301 Jefferson Road
Springfield, MA 03521

Account Number:
003 875032 4

Edward D. Hege
220 Sundale Avenue
Springfield, MA 03521



| Previous Balance | Payment Received | Total Credits | Balance Forward | Adjustments | Current Balance | Total Amt. Due |
|------------------|------------------|---------------|-----------------|-------------|-----------------|----------------|
| 41.52 | 41.52 - | 0.00 | 0.00 | 0.00 | 46.44 | 46.44 |

Billing period: 08/01 – 08/31

| | |
|---------------------------------------|-------|
| Previous Balance | 41.52 |
| Payments Received Through 07/31 | 41.52 |
| Balance Forward | 0.00 |
| Adjustments | 0.00 |
| Monthly Charges | 42.01 |
| Local Tax | 1.14 |
| State Tax | 2.04 |
| Federal Tax | 1.25 |
| Total Amount Due by 09/30 | 46.44 |

*For questions/concerns regarding your account, please call **1-555-555-1999**.*

Bills

Answer the questions about the bill on page 169.

1. What company will Heather send her payment to? _____
2. What is the current balance? _____
3. What was the previous balance, if any? _____
4. Are there any finance charges? _____
5. When is payment due? _____

6. Where will Heather send her payment? _____

7. What is the account number? _____
8. What is the billing period? _____
9. Does the account have a credit line? _____
10. If Heather has any questions about the billing statement, who should she contact? _____

Bills

Use this bill to answer the questions on page 168.

| Account Number 1734779-2 | Due Date April 10 | Amount Due \$30.44 |
|---|---|---|
| Make checks payable to: State Water Company 3000 Austin Road Dallas, TX 13490 | | Heather A. Wilson 310 Lake Shore Drive Dallas, TX 13490 |
| Monthly Billing Period 02/10 – 03/10 | | |
| Previous Balance | \$42.19 | |
| Payment Received | 42.19 | |
| Balance Forward | .00 | |
| Charges | 25.89 | |
| Local Tax | .130 | |
| State Tax | .250 | |
| Federal Tax | .75 | |
| Current Balance | 30.44 | |
| Amount Enclosed \$ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> | |
| Call 1-555-555-3279 with questions or concerns about your bill. | | |

Bank Statements

Answer the questions about the bank statement.



Banking Institution
of America

1200 Veterans Street
Seattle, WA 01997
1-555-555-5482

Date 12/15

Account Number 7320846

Deposit Amount _____

Check Number #732

Dear Customer,

Enclosed you will find item(s) missing from a previous statement.
We apologize for any inconvenience this may have caused.

Thank you.

1. What is the name of this financial institution? _____
2. What is the letter about? _____
3. When was this letter sent? _____
4. If the customer who receives this letter has any questions, what number should he/she call?

Bank Statements

Answer the questions about the bank statement.



1200 Veterans Street
Seattle, WA 01997
1-555-555-5482

Dear Customer,

An ATM charge of \$ 3.00 has been applied to your account (0123456789) due to out-of-area service fees. If you have any questions or concerns, please contact Mr. Steve R. Gladstone.

Thank you.

1. What is the letter about? _____
2. What is the account number? _____
3. How much are the out-of-area service fees? _____
4. If information in this letter is confusing, who should be contacted? _____

Bank Statements

Answer the questions about the bank statement.

Matthew R. and Abby E. Clark
210 Sherman Ave.
Seattle, WA 01994

| | |
|------------------|-----------|
| Account Number | 987654321 |
| Previous Balance | \$525.75 |
| Deposits/Credits | 100.25 |
| Checks/Debits | 277.00 |
| New Balance | 349.00 |
| Statement Date | 12/21 |



1200 Veterans Street
Seattle, WA 01997
1-555-555-5482

Deposits and Other Transactions

| | Date | Amount |
|---------|-------|--------|
| Deposit | 12/01 | 75.00 |
| Deposit | 12/10 | 25.25 |

| CHECKS | | | CHECKS | | |
|--------|-------|--------|--------|-------|--------|
| Item | Date | Amount | Item | Date | Amount |
| 852 | 12/07 | 30.00 | 874 | 12/09 | 10.50 |
| 867* | 11/28 | 20.00 | 875 | 12/11 | 50.21 |
| 870* | 11/29 | 15.25 | 876 | 12/15 | 7.69 |
| 871 | 11/28 | 52.90 | 877 | 12/20 | 20.32 |
| 872 | 11/28 | 8.37 | 878 | 12/20 | 15.33 |
| 873 | 12/05 | 37.51 | 879 | 12/20 | 8.92 |

*indicates a skip in check number sequence

If you have any questions about your account, please contact 1-555-555-5482, extension 100.

- Where do Mr. and Mrs. Clark live? _____
- What is their account number? _____
- What was the previous balance of the checking account? _____
- How many deposits were made during this statement period? _____
- When was this statement issued? _____

Bank Statements

Answer the questions about the bank statement.

Warren L. and Carolyn S. Douglas
5045 Pheasant Circle
Seattle, WA 09998

| | |
|------------------|-----------|
| Account Number | 567891234 |
| Previous Balance | \$631.85 |
| Deposits/Credits | 410.90 |
| Checks/Debits | 450.36 |
| New Balance | 592.39 |
| Statement Date | 06/21 |



1200 Veterans Street
Seattle, WA 01997
1-555-555-5482

Deposits and Other Transactions

| | Date | Amount |
|---------|-------|--------|
| Deposit | 06/10 | 175.00 |
| Deposit | 06/15 | 50.36 |
| Credit | 06/16 | 25.00 |
| Deposit | 06/20 | 160.54 |

| CHECKS | | | CHECKS | | |
|--------|-------|--------|--------|-------|--------|
| Item | Date | Amount | Item | Date | Amount |
| 102 | 06/01 | 15.75 | 107 | 06/15 | 50.75 |
| 103 | 06/03 | 80.25 | 108 | 06/16 | 10.00 |
| 104 | 06/09 | 20.21 | 109 | 06/20 | 41.91 |
| 105 | 06/10 | 100.30 | 110 | 06/20 | 18.47 |
| 106 | 06/11 | 90.65 | 111 | 06/21 | 22.07 |

If you have any questions about your account, please contact 1-555-555-5482, extension 100.

- Who was this statement issued to? _____
- How many checks were cleared during this statement period? _____
- What was the previous balance? _____
- Is the new balance less than \$400.00 dollars? _____
- Were ATM fees deducted from this checking account? _____

Bank Statements

Answer the questions about the bank statement.

Michael I. and Brianna F. Waldorf
4578 Oak Circle Drive
Seattle, WA 01999

| | |
|------------------|-----------|
| Account Number | 789123456 |
| Previous Balance | \$300.48 |
| Deposits/Credits | 247.26 |
| Checks/Debits | 412.23 |
| New Balance | 135.51 |
| Statement Date | 02/21 |



1200 Veterans Street
Seattle, WA 01997
1-555-555-5482

Deposits and Other Transactions

| | Date | Amount |
|---------|-------|--------|
| Deposit | 01/23 | 126.32 |
| Deposit | 01/30 | 40.00 |
| Deposit | 02/05 | 80.94 |

| CHECKS | | | CHECKS | | |
|--------|-------|--------|--------|-------|--------|
| Item | Date | Amount | Item | Date | Amount |
| 514 | 01/31 | 42.36 | 518 | 02/10 | 74.33 |
| 515 | 01/31 | 128.00 | 519 | 02/14 | 42.10 |
| 516 | 02/01 | 25.00 | 520 | 02/19 | 65.00 |
| 517 | 02/04 | 14.29 | 521 | 02/20 | 21.15 |

If you have any questions about your account, please contact 1-555-555-5482, extension 100.

1. Who was this statement issued to? _____
2. How many checks were cleared during this statement period? _____
3. What is the new balance? _____
4. Were any credits issued? _____
5. Which check was written for \$74.33? _____
6. How many deposits were made in the month of February? _____

Answer Key

page 5

- 1. F
- 2. C
- 3. E
- 4. H
- 5. A
- 6. D
- 7. G
- 8. B

page 6

- 1. H
- 2. F
- 3. G
- 4. D
- 5. E
- 6. C
- 7. B
- 8. A

page 7

- 1. H
- 2. D
- 3. A
- 4. G
- 5. B
- 6. F
- 7. C
- 8. E

page 8

- 1. E
- 2. G
- 3. B
- 4. D
- 5. H
- 6. F
- 7. C
- 8. A

page 9

- 1. F
- 2. C
- 3. B
- 4. E
- 5. A
- 6. G
- 7. D
- 8. H

page 10

- 1. C
- 2. E
- 3. A
- 4. H
- 5. B
- 6. F
- 7. G
- 8. D

page 11

- 1. customers of Bell-Tel, Inc.
- 2. Your vehicle will be towed.
- 3. the owner of the vehicle
- 4. Jim's Trucking and Towing Service
- 5. 75 University Parkway

page 12

- 1. 803 West Michigan
- 2. Friday, 8 AM
- 3. 19" color
- 4. yes
- 5. no
- 6. through 4 PM Saturday

page 13

- 1. yes
- 2. Human Resources
- 3. management, sales, support staff
- 4. yes
- 5. Responses will vary.

page 14

- 1. Simon & Simon Realtors
- 2. Katie G. Brooks
- 3. 555-9584
- 4. 4 bedrooms; 2 1/2 bathrooms
- 5. yes

page 15

- 1. *Sunrise AM*
- 2. *Car Racing*
- 3. Infomercial
- 4. 8
- 5. 19
- 6. *Sci-Fi Movie*
- 7. Responses will vary.
- 8. *The Fix-It-Up Show*
- 9. 4:00 AM
- 10. 6:00 AM

page 16

- 1. hockey
- 2. auto racing
- 3. basketball
- 4. Responses will vary.
- 5. gymnastics

page 17

- 1. sci-fi
- 2. comedy
- 3. *Garden Spot*
- 4. 5
- 5. 20
- 6. boxing
- 7. Responses will vary.
- 8. *Sports Update*
- 9. 6:00 PM
- 10. 7:00 PM

page 18

- 1. 15
- 2. 5
- 3. 2:00 PM, Thursday
- 4. *Football Fever*
- 5. 10:00 AM, Sunday

pages 19-20

- 1. 6
- 2. 23
- 3. 2
- 4. no
- 5. 4
- 6. 17
- 7. no
- 8. 16
- 9. no
- 10. Responses will vary.

page 21

- 1. Joy Chi and David Wang Chen
- 2. 8 pounds, 7 ounces
- 3. 6:52 PM
- 4. no
- 5. Software Industries and Port Washington Hospital, Seattle
- 6. David Wang, Jr. and Eric Jong
- 7. no
- 8. 201 Pine Villa Drive, Seattle

page 22

- 1. 10 Scott Drive, Farmington, MI
- 2. on or before June 28th
- 3. 7510 Hedges Court, Clarksville, TN 12345
- 4. no, wrong phone number

page 23

- 1. Green Interior Design, Inc.
- 2. Thomson Agency, Chicago, IL
- 3. 300 East Grand Street, Suite 120
- 4. the public
- 5. 3:30 - 5:30 PM; 2 hours

page 24

- 1. Amanda Jennifer Lawrence and Kent Anthony Stone
- 2. Mr. and Mrs. Jacob R. Lawrence
- 3. Mr. and Mrs. Charles D. Stone

4. no

- 5. 1500 Lancaster Drive, Atlanta, GA

page 25

- 1. no
- 2. yes
- 3. You will be fined and prosecuted.
- 1. anyone who wishes to ice-skate
- 2. by the posted flags
- 3. You may be seriously hurt or die.

page 26

- 1. Code 99 (parking in a restricted area)
- 2. KRS 9871
- 3. 3/18/03, 1:43 PM
- 4. B. Taylor
- 5. at the impoundment lot (864 South Danbury)

page 27

- 1. County Line Cinemas
- 2. 1832 Oakdale Drive
- 3. \$1.50
- 4. Bayshore Cinemas
- 5. yes
- 6. County Line Cinemas

page 28

- 1. 10 Lake Shore Drive
- 2. no
- 3. 10
- 4. no
- 5. no
- 6. *Best Friends, Earthquake*
- 7. no
- 8. none
- 9. 555-7514

pages 29-30

- 1. 6
- 2. no
- 3. no
- 4. *Café*
- 5. \$5.00
- 6. 1-555-555-1487
- 7. *The Train to Paradise*
- 8. no

Answer Key

page 31

1. 5
2. 2:00PM Saturday, October 11th
3. yes
4. Children's Playhouse
5. *Holiday*
6. Palmer

page 32

1. Giant Foods
2. Tuesday
3. 8 days
4. limit 1 bag
5. no
6. 64 ounce

page 33

1. Rick's Produce Stand
2. today
3. 1 day
4. no
5. 5 pound bag
6. no
7. 12 or a dozen

page 34

1. XYZ Foods
2. August 10 - August 16
3. 7 days
4. no
5. yes
6. no
7. \$2.59

page 35

1. Bakery Fresh
2. Monday - Thursday, 6 AM - 6 PM
3. 4
4. no
5. yes
6. plain, wheat, blueberry, banana nut, cranberry
7. no

page 36

1. the Campbell family
2. July 8th, 2003
3. \$30.00
4. at the Pasta Palace
5. Shaun and Stacy
6. January 8th, 2004
7. Use within 6 months; certificate valid for dine-in only

page 37

1. Rachel
2. March 20th, 2003
3. \$50.00
4. at Kitchens and More
5. Mr. and Mrs. Williams
6. It will no longer be valid.
7. Use within 1 year.

page 38

1. Ruth Washington
2. 8/13/04
3. \$15.00
4. at the Bookmark
5. Judy Richards
6. within 30 days
7. Use within 30 days; excludes items from the café

page 39

1. Frank and Mark
2. April 20th, 2003
3. \$50.00
4. at The Golf Store
5. Dan Hines
6. no expiration date
7. valid only at The Golf Store, 19 Golfview Lane

page 40

1. the manufacturer
2. one coupon per purchase
3. \$1.00
4. no
1. the manufacturer
2. expires 6/22, limit 1, redeemable only at Super-Mart Stores
3. \$2.00
4. yes

page 41

1. 710 North State Street, Dubuque
2. 555-4527
3. Friday, April 15th through Saturday, April 16th
4. present coupon at time of sale, all sales final, no adjustments, no layaways, cash purchases only
5. no

page 42

1. Sam's Steak House
2. coupon expires May 23rd, offer valid 11 AM through 4 PM, present coupon to server when ordering, one coupon per visit, coupon not redeemable for cash, coupon may not be duplicated, tax and gratuity additional
3. \$4.00
4. yes
5. when ordering
6. no

page 43

1. Purr n Paw
2. 751 Hill Avenue
3. no
4. yes
5. yes; no
6. 8/17

page 44

1. Hughes Optical
2. eye exam, plastic lenses, value frames
3. yes
4. through August 31st
5. no

page 45

1. Maria's Pizza Palace
2. yes
3. 2 medium 14" thin crust pizzas with unlimited toppings and 1 order of breadsticks
4. no
5. 555-1738
6. 5/15

page 46

1. new and used vehicle sales and service
2. 1/4 mile ahead, Exit 54 North
3. no
4. no
5. new and used cars, trucks, and vans

page 47

1. Playland
2. SunnyDale Mall
3. free
4. no
5. First Bank, Channel 10 TV, SunnyDale Mall

page 48

1. yes
- 2
3. open 24 hours a day
4. 8 miles ahead; Exit 186
5. Responses will vary.

page 49

1. Extra Strength Pain Relief
2. minor aches and pains associated with the common cold, arthritis, muscle aches, and for fever reduction
3. 1-2 tablets every 6 hours with dosage not to exceed 6 tablets per day unless prescribed by a physician
4. every 6 hours
5. no
6. children under the age of 10 unless directed by a physician
7. not specified on product label

page 50

1. Cowles Natural Capsules
2. 1 tablet daily
3. no
4. yes
5. 100%

page 51

1. Sunflower SuperStore Rubbing Alcohol
2. eliminates germs in minor cuts and scrapes
3. with a clean cotton pad/ball
4. no
5. Responses will vary.

Answer Key

page 52

1. Skin Silk
2. relieves dry, cracked skin on contact
3. on skin
4. for external use only, do not apply around eyes, keep out of the reach of children

page 53

1. Saylor Clear Plastic Wrap
2. 500 square feet
3. no
4. avoid sharp cutting edge

page 54

1. Butler Dishwasher Detergent
2. cleans hard-to-remove baked-on food, grease, and stains
3. full
4. no
5. flush with water
6. no

page 55

1. Misty Breeze Air Freshener
2. freshens the air
3. no
4. 10 ounces
5. Keep out of the reach of children and away from pets.
6. 1-555-555-3145

page 56

1. 1 tablet every 12 hours as needed
2. Carol A. Jones
3. 2
4. Dr. Sarah P. Anderson
5. yes
6. Take medicine with plenty of water.
7. none listed

page 57

1. 1 capsule 2 times a day
2. Brad L. Kelly
3. 2
4. Dr. Kameryn K. Kennedy
5. no
6. Take with food.
7. none listed

page 58

1. 2 tablets 4 times daily
2. Leah B. Barstow
3. 8
4. Dr. Karie E. Castillo
5. no
6. Avoid extended exposure to direct and/or artificial sunlight and report side effects of headache or fever immediately.
7. headache, fever

page 59

1. 2 tablets 2 times a day
2. Sharon N. Richard
3. 4
4. Dr. Erik K. Shore
5. yes
6. Finish all medication unless directed by a physician; Report side effects.
7. nausea, fever

page 60

1. 1 capsule every night at bedtime
2. Delaney P. Hunter
3. 1
4. Dr. Ralph J. Smith
5. yes
6. Finish all medication unless directed by a physician; Take medication on an empty stomach 1 hour before or 2 hours after a meal; Avoid extended exposure to direct and/or artificial sunlight when taking this medication.
7. none listed

page 61

1. 3
2. smooth
3. before preparing the muffin pans
4. 24 or 2 dozen
5. after 20-25 minutes or until golden brown

page 62

1. Tyler Ready Rice
2. 2 cups of water and 1/2 tablespoon butter
3. 10 minutes
4. 8 minutes
5. 1 cup

page 63

1. Lammer Stain Remover
2. no, only on washable fabric
3. as soon as possible
4. no
5. Avoid contact with eyes; Keep out of the reach of children.

page 64

1. Charlie's Amazing Plant Food
2. yes
3. 1 tablespoon to 2 gallons of water
4. guarantees to produce abundant plants all year round, money-back guarantee
5. Call the company at 1-555-555-2705.

page 65

1. Turn on TV/VCR.
2. no
3. after you program start/stop time
4. Press "delete" to clear and begin again.
5. Turn TV/VCR off.

page 66

1. Turn off engine.
2. yes
3. after you return the nozzle to the pump
4. yes
5. yes

page 67

1. large
2. 16
3. no
4. yes
5. no
6. 2 hours
7. 16

page 68

1. 350 degrees
2. yes
3. onion seasoning, ground beef, egg, and bread crumbs
4. no
5. 1 inch balls
6. brown sugar; 1/2 cup packed
7. after 1 1/2 hours

page 69

1. red beans
2. seed, chop, then sauté
3. no
4. onion and green pepper
5. after simmering garlic with onion and green pepper
6. no

page 70

1. several dozen
2. no
3. 2 1/2 cups
4. slowly, scraping the sides of the bowl until completely blended
5. 10 minutes
6. no

Answer Key

page 71

1. 4
2. no
3. after ham and cheese is added
4. no
5. 400 degrees
6. after 45 minutes or until chicken is no longer pink and juices run clear

page 72

1. China House Restaurant
2. no
3. 7 (includes chicken wings)
4. Sweet and Sour Shrimp, Shrimp with Peapods, and Almond Chicken
5. egg roll
6. 4

page 73

1. no
2. 2
3. yes
4. Monday - Friday
5. yes

page 74

1. thin
2. \$7.50
3. yes; tomatoes, green pepper, onion, mushrooms, olives
4. \$11.00
5. no

page 75

1. 11:00 AM - Midnight
2. no
3. yes
4. 8 oz. ribeye steak
5. baked chicken, pan-fried trout, and 8 oz. ribeye steak
6. yes

page 76

1. Taco Taco
2. no
3. nachos, tacos, enchiladas, and burritos
4. no

5. yes

6. 1 tostada, 1 enchilada, 1 burrito, large drink

page 77

1. Jenny Kaplan
2. Home Cooking Magazine
3. no
4. no
5. \$20.00

page 78

1. Steve M. Foster
2. Supra Home Accounting Program
3. yes
4. Call 1-555-555-5247.
5. 7/25

pages 79-80

1. Keesha Mills
2. Book Mart
3. 789 Carter Avenue, Plainfield, NY 50123
4. no
5. *Sing-A-Long Songs, How to Manage Your Money, and Decorating at Home*
6. \$15.75
7. because she's a resident of NY
8. check
9. 2013 Martin Drive, Pittsville, NY 50124
10. \$55.99

pages 81-82

1. Mike E. Townsend
2. All Clothes Super Store
3. 10 State Street, Chicago, IL 61000
4. 2 shirts, 1 pair of shoes, 1 necktie
5. 50 Club Drive, Grafton, PA 51376
6. \$9.00
7. because he doesn't live in Illinois
8. no
9. 1-555-555-7200
10. 7:30 AM - 9:00 PM CST Monday-Friday

page 83

1. David Yen
2. 135
3. 24
4. no
5. glossy

page 84

1. yes
2. no
3. \$2.00
4. 50 cents
5. no

page 85

1. Evergreen
2. Sunnyview Mall
3. women's casual wear, dresses, and accessories
4. 50%
5. no

page 86

1. peel-and-eat shrimp
2. no
3. no
4. pint of gumbo
5. medium
6. Responses will vary.

page 87

1. 509 Century Parkway, Lansing
2. yes
3. renting
4. 5
5. Call 555-3987.

page 88

1. Lia's Restaurant
2. 15
3. yes; 1/2 off
4. yes, after 1 PM
5. Responses will vary.

page 89

1. Shoe World
2. 3105 Sterling
3. no
4. \$20.99 - \$40.99
5. Women's Running Shoes by Sprint
6. yes

page 90

1. The Floral Shop
2. seasonal flowers
3. yes, if delivery is local
4. red, pink, yellow, or white
5. 352 S. Dodge Avenue

page 91

1. 3548 Chestnut Avenue, Lincoln
2. yes
3. 50% off initial service visit
4. not listed
5. pruning, trimming, and snowplowing

page 92

1. 6
2. no
3. housekeeping, sales associate, research assistant
4. yes
5. yes; sales associate, research assistant

page 93

1. 2002 minivan
2. 40,000
3. yes
4. 2002 luxury car
5. no
6. 2002 sports car; 1997 compact car

page 94

1. ad 2
2. 555-7212
3. yes; 3
4. no; yes; yes
5. Responses will vary.

page 95

1. 12
2. 144 7/16
3. CPX
4. up
5. 6

page 96

1. 12
2. 35 5/16
3. SVC

Answer Key

4. up
5. 7

page 97

1. fire at 842 North Monroe and local man who contacted 911
2. Harold W. Tomas
3. before 5:29 AM
4. 844 North Monroe
5. taking his dog for a walk
6. yes, the garage

page 98

1. state tax-break legislation
2. no
3. 10%
4. no
5. state lottery programs

page 99

1. library proposal for the city of Youngstown, Indiana
2. at the corner of 6th and Mulberry Streets
3. through the issuance of bonds
4. local banks
5. early November
6. the city clerk

page 100

1. Cardinal football
2. 4
3. no
4. no
5. 12-0
6. quarterback

page 101

1. Brown County agriculture forecast
2. John Williams
3. late and wet spring delayed planting; lack of rain in June and July compounded damages
4. not over 90
5. no

page 102

1. flood in downtown Duvall
2. 3 1/2 inches
3. Brown Street
4. yes
5. 100 years old
6. holding a discussion at the city council meeting on Monday, March 20th

page 103

1. Saturday, June 10th
2. Lauren Anne Smith and Gary E. Jones
3. McAlister Park Gazebo
4. Mr. and Mrs. Ralph D. Smith
5. Mr. and Mrs. Vincent G. Jones

page 104

1. April 16th
2. Paul and Stephanie
3. 1375 E. Park Avenue
4. Terrance and Marie
5. Call 555-3225.

page 105

1. George W. Penwald
2. Windhime Country Club
3. no
4. yes
5. by May 1st; Scott or Gail Penwald

page 106

1. no
2. Larry's
3. no
4. Eagle's Lounge, 1750 Hartford Drive
5. on or before April 16th

page 107

1. 6-month dental cleaning and check-up
2. no
3. no
4. 3:00 PM
5. yes
6. 555-7234
7. Tradewinds Dental Center, 5018 Park Lane, Webster

page 108

1. Sally's Hair & Nail Salon
2. perm/haircut
3. no
4. Tuesday, May 5th at 9:15 AM
5. 24 hours in advance
6. \$10 fee
7. 830 West Crestville Ave.

page 109

1. Sam Lancaster
2. 5; Audiology, Cardiac Rehab, Occupational Therapy, Physical Therapy, Speech-Language Pathology
3. Physical Therapy
4. Wednesday, March 6th at 8:15 AM
5. yes
6. 555-2190
7. 6710 Clark Avenue, Columbia, MO

page 110

1. Oil and Lube Express
2. oil and filter change
3. yes
4. 555-6934
5. 710 University Lane, Georgetown, DE

page 111

1. Tony
2. no
3. 1-555-555-1382 X120
4. 7/21 at 10:47 AM
5. yes

page 112

1. Juan
2. no
3. 555-4453
4. 3/20 at 11:22 AM
5. no
6. E.L.

page 113

1. John
2. no
3. pager 555-1792
4. 4/20 at 8:52 AM
5. yes
6. Jake

page 114

1. Justin
2. yes
3. 555-1717
4. 11/15 at 2:13 PM
5. no
6. May K.

page 115

1. Kel
2. yes
3. 1-555-555-0976
4. 8/2 at 4:45 PM
5. no
6. Dana

page 116

1. Tonya
2. no
3. 555-1821
4. 12/3 at 3:50 PM
5. no
6. K. Barnes

page 117

1. Super Office Supplies
2. 10 categories/21 individual items
3. no
4. orange highlighter
5. 150-000E (02)
6. \$6.99

page 118

1. phone: 1-555-555-1480, fax: 1-555-555-5293, or Internet: www.bayshore.bus
2. no
3. \$14.99, two or more \$12.99 each
4. no
5. \$12.99 each or \$64.95 total

Answer Key

page 119

1. no
2. 10" miter saw
3. assorted handyman socket sets
4. \$24.99, \$19.99
5. heavy duty reciprocating saw

page 120

1. phone: 1-555-555-1123, fax: 1-555-555-1124, mail: to 1087 Northern Drive, Oakdale, OR 12345, or Internet: www.tieitup.bus
2. yes
3. blue/red stripes
4. no
5. 100% silk

page 121

1. 44
2. 56
3. "Easy Wreaths to Make"
4. "What to Fix on Monday"
5. Beauty
6. Health/Fitness

page 122

1. 8
2. *Reading World*
3. "The Joy of Gardening"
4. yes
5. "Kids Who Care"

page 123

1. *Frightening Story Series*
2. 9
3. "One Dark Evening"
4. "Keep Your Eyes Open"
5. "Trust"
6. "Don't Be Afraid"
7. no

page 124

1. 10
2. yes
3. Pasta
4. 157
5. yes

page 125

1. Headlines, A1-10
2. yes
3. Local Features, C1-3
4. yes
5. Classified Ads, E1-10
6. D1-10

page 126

1. furnished house, hard-wood floors, fireplace, parking
2. 2 bedroom apartment, appliances, carpet, utilities included
3. large condominium, formal living room/dining room, laundry
4. 4 bedroom house, fireplace, living room, kitchen with appliances
5. small apartment, 1 bedroom, parking
6. condominium with hard-wood floors, fireplace, utilities included, parking
7. house fully furnished, 3 bedrooms, 2 1/2 bathrooms
8. apartment available for 12 months, furnished, utilities included

page 127

1. Bake 1 hour and 15 minutes.
2. 1 tablespoon vanilla, 2 teaspoons baking powder
3. 8 cups equals 1/2 gallon (64 ounces)
4. Get 1 gallon of milk and a dozen eggs.
5. package of brown sugar and 1/3 cup salt
6. 16 tablespoons equals one cup (8 ounces)
7. 3 tablespoons hot sauce and 1 teaspoon chili powder
8. 1/2 dozen eggs, 2 tablespoons milk, 1/3 teaspoon sugar

page 128

1. 5; AL, AK, AZ, AR, AS
2. Maine
3. Virginia
4. no
5. three; CA, CO, CT

page 129

1. buffalo wings, stuffed mushrooms, nachos
2. 4 (applesauce, steamed artichokes, steamed asparagus, basil pesto)
3. yes, page 45
4. 3 (banana, wheat, white)
5. 216

page 130

1. 13
2. Education Office
3. Public Works
4. State's Attorney
5. 555-2352

page 131

1. no
2. yes
3. first, Suite 125
4. yes
5. 12
6. 4

page 132

1. 7
2. Geography, Physics, Science
3. no
4. Conn Facility
5. History, Mathematics, Psychology

pages 133-134

1. Rehabilitation Services
2. yes
3. first
4. yes
5. 45
6. yes
7. second
8. 3
9. yes, sixth floor
10. yes

page 135

1. chance of showers in the morning, mostly cloudy, high of 75, low of 60
2. no
3. 60 degrees
4. no
5. Thursday

page 136

1. local employment settings
2. government agencies
3. 31%
4. restaurant
5. no

page 137

1. June, July, August
2. December
3. 9
4. no
5. 4,000,000

page 138

1. 4
2. 5/8
3. 5/9
4. 3
5. no

page 139

1. West High School
2. 6
3. October 12
4. October 5
5. Call 1-555-4758.

pages 140-141

1. Shuttle 20/Red Line
2. 10 minutes
3. 12
4. yes
5. no
6. 9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM, 5:00 PM

Answer Key

page 142

1. Illinois, Indiana, Iowa, Kentucky, Michigan, Missouri, Wisconsin
2. Illinois
3. 35 degrees
4. no
5. yes

page 143

1. Cortland
2. 83 miles
3. no
4. no
5. no

page 144

1. no
2. no
3. 2
4. monkeys, apes, reptiles, birds
5. yes
6. southwest corner of zoo
7. no
8. between the farm and the black/brown bears

page 145

1. 2
2. hiking, bike riding, fishing, boating, bird-watching
3. yes
4. no
5. 6

page 146

1. northeast corner of town, or corner of 5th St. & Elm St.
2. no
3. yes
4. car dealership
5. yes

page 147

1. Lake Buckingham
2. 2
3. no
4. yes
5. yes

page 148

1. baggage claim at the airport
2. Denver International
3. Chicago, O'Hare
4. Airline Express
5. 850265-325

page 149

1. photo processing
2. Snap & Shoot Film Lab
7575 Oakwood
3. 85552
4. You will receive replacement film.
5. Thursday, 3/16
6. no

page 150

1. long-term parking
2. Friday 8/1, 1:31 PM
3. Lot C Row 25
4. claim ticket and 2 forms of ID
5. A \$10.00 charge will be applied to the bill.

page 151

1. Abigail E. Smith
2. Gary P. Durbin
3. \$38.00
4. by check
5. \$0.00
6. no

page 152

1. Lauren Radcliffe
2. 1075 Duncan
3. 3
4. \$14.00
5. cash
6. Sarah

page 153

1. Lee's Grocery Store
2. 4/15 at 3:25 PM
3. milk
4. no
5. cash

page 154

1. CDs, cassette tapes, batteries
2. 302 Towne Blvd.
3. no
4. \$3.46
5. no

pages 155-156

1. Mario T. Vargas
2. Harrison-Blakestone Creditors
3. annual percentage rate
4. 20%
5. on the last day of each month
6. yes; He should contact the Iowa Department of Banking to obtain credit card comparison data on rates, fees, and grace periods.
7. \$0.00
8. after 10 days during billing cycle
9. \$500
10. Responses will vary.

page 157

1. Jorge D. Martinez
2. secretary
3. no
4. executive assistant
5. as soon as possible

page 158

1. Ellen L. Martin
2. application to rent from Ivesdale Apartments
3. \$650
4. 2 years 4 months
5. Salem Bank

page 159

1. custom license plates
2. Amanda Marie Marshall
3. 1-555-555-6742
4. environmental
5. no
6. no

pages 160-161

1. ABC Clothing
2. \$57.78
3. \$169.23
4. no
5. 01/28
6. ABC Clothing, PO Box 72185, Uptown, WA 12345
7. 9876543210
8. 12/01-01/01
9. yes, \$1,500
10. customer service at 1-555-555-0102

pages 162-163

1. Metro Credit
2. \$152
3. \$25
4. no
5. 12/18
6. Credit Service, 200 Bonder Road, New York, NY 51234
7. 1234 5678 9000
8. 10/18-11/18
9. yes, \$1,000
10. customer service at 1-555-555-1234

pages 164-165

1. Power Supply, Inc.
2. \$89.39
3. \$110.17
4. no
5. January 26
6. Power Supply, Inc., 1872 West Avenue, Clinton, IA 54320
7. 854831006
8. 12/04-1/04
9. no
10. customer service at 1-555-555-4646

Answer Key

pages 166-167

1. Atlantic Wireless Services
2. \$46.44
3. \$41.52
4. no
5. 09/30
6. Atlantic Wireless Services, 2301 Jefferson Road, Springfield, MA 03521
7. 003 875032 4
8. 08/01-08/31
9. no
10. 1-555-555-1999

pages 168-169

1. State Water Company
2. \$30.44
3. \$42.19
4. no
5. April 10
6. State Water Company, 3000 Austin Road, Dallas, TX 13490
7. 1734779-2
8. 02/10-03/10
9. no
10. 1-555-555-3279

page 170

1. Banking Institution of America
2. informs customer that check number 732 was missing from a previous statement
3. 12/15
4. 1-555-555-5482

page 171

1. A \$3 ATM charge that was applied to this account due to an out-of-area service fee.
2. 0123456789
3. \$3.00
4. Mr. Steve R. Gladstone

page 172

1. 210 Sherman Avenue, Seattle, WA 01994
2. 987654321
3. \$525.75
4. 2
5. 12/21

page 173

1. Warren L. and Carolyn S. Douglas
2. 10
3. \$631.85
4. no
5. no

page 174

1. Michael I. and Brianna F. Waldorf
2. 8
3. \$135.51
4. no
5. check number 518
6. 1

19-03-987654321