

Unit 1

1 BEFORE YOU WRITE

A Read the form. Find *Print*, and *Ink*. What do they mean?



Please print. Use blue or black ink.

Name: Morena Elsa Clara
LAST FIRST MIDDLE

Male Female

Signature: Elsa Morena

B Read the form again. Match the words with the examples in the box.

a.  b. *Clara* c.  d. *Elsa Morena*

1. signature d 2. middle name 3. male 4. female

2 WRITE

Complete the form. Use your own information.

Please print. Use blue or black ink.

Name: _____
LAST FIRST MIDDLE

Male Female

Signature: _____

Can you... complete a form with your personal information?

Unit 2

1 BEFORE YOU WRITE

Read the form. Then read the sentences. One word in each sentence is not correct. Find the word and cross it out. Write the correct word.

Title (please check) <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.		
Name (please print)		
<i>Nowak</i>	<i>Alex</i>	<i>M.</i>
LAST	FIRST	MIDDLE INITIAL
Phone		
<i>(312) 555-1313</i>	<i>(312) 555-8976</i>	<i>(779) 555-0123</i>
HOME	WORK	CELL

Mr.

1. Alex's title is ~~Dr.~~
2. Alex's middle name is Nowak.
3. Alex is a female.
4. Alex's cell phone number is (312) 555-8976.
5. Alex's work phone number is (779) 555-0123.

2 WRITE

Complete the form.
Use true or made-up
information.

Title (please check) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Dr.		
Name (please print)		
LAST	FIRST	MIDDLE INITIAL
Phone		
HOME	WORK	CELL

Can you...complete a form at work?

Unit 3

1 BEFORE YOU WRITE

A Read the school registration form. Find *M*, *F*, and *Subject*. What do they mean?

LAC Community School **Registration Form**

Student's Name Lee Jin-Su
LAST FIRST

Phone: (779) 555-0123 M F

Classroom: 205 Subject: English 1

Teacher: Mr. Myers

B Read the form again. Then underline the correct words.

1. The student's **first name** / last name is Lee.
2. The student's **phone number** / **classroom number** is 205.
3. The student is a **man** / a woman.
4. The student is in **English 1** / **English 2**.
5. The teacher's name is **Mr. Myers** / **Mr. Lee**.

2 WRITE

Complete the school registration form. Use your own information.

LAC Community School **Registration Form**

Student's Name _____
LAST FIRST

Phone: _____ M F

Classroom: _____ Subject: _____

Teacher: _____

Can you...complete a school registration form?

Unit 4

1 BEFORE YOU WRITE

- A** We fill out emergency contact forms at work, at home, and at school. Why is this important?
- B** Read the emergency contact form. Find *In case of emergency*, *Relationship*, *Daytime*, and *Evening*. What do they mean?

EMERGENCY CONTACT INFORMATION

RST C DMS & M@L D 'K@RS +EHQRS (Bernard, Annette)

IN CASE OF EMERGENCY, CALL:				
M@L D	QDK@SHN MRG HD	C @XSH L D	DUDMHMF	NSGDQ
Miriam Bernard	mother	(305) 555-1925	(305) 555-8877	Cell (786) 555-4343
Claude Bernard	father	(305) 555-7846	same as above	—

- C** Read the form again. Then read the sentences. Circle *True* or *False*.

- | | | |
|---|------|--------------|
| 1. The student's name is Bernard Annette. | True | False |
| 2. Her mother is Miriam Bernard. | True | False |
| 3. Her father's evening phone number is (305) 555-8877. | True | False |

2 WRITE

Complete the emergency contact form for yourself. Use true or made-up information.

EMERGENCY CONTACT INFORMATION

RST C DMS & M@L D 'K@RS +EHQRS (_____)

IN CASE OF EMERGENCY, CALL:				
M@L D	QDK@SHN MRG HD	C @XSH L D	DUDMHMF	NSGDQ

Can you... complete an emergency contact form?

Unit 5

1 BEFORE YOU WRITE

- A** Read the check. Find *Pay to the order of*, *In the amount of*, and *Memo*. What do they mean?

Zofia Kowalska 17100 Collins St. Encino, CA 91316	DATE <u>6/9/10</u>	1243
PAY TO THE ORDER OF <u>Imagine</u>	\$ <u>44.50</u>	
IN THE AMOUNT OF <u>Forty-Four 50/100</u>		DOLLARS
FIRST SAVINGS BANK CA		
MEMO <u>Gift for Ivan</u>	<u>Zofia Kowalska</u>	
122213311: 5556665656 1243		

- B** Read the check again. Answer the questions.

- Who is the check from? _____
- Who is the check to? _____
- What is the date on the check? _____
- How much money is the check for? _____
- What does the check pay for? _____
- Find Zofia's signature. Circle it.

2 WRITE

You're buying work clothes from the store Clothes World. The total is \$39.75. Write a check. Use today's date.

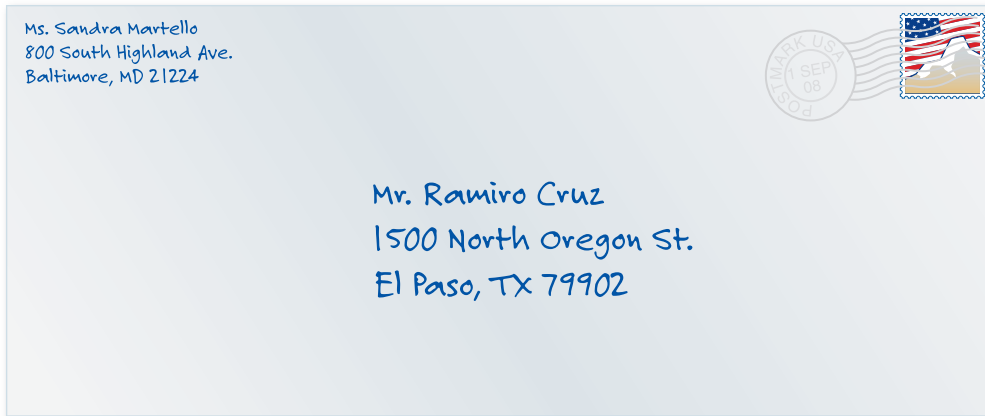
		101
	DATE _____	
PAY TO THE ORDER OF _____	\$ _____	
IN THE AMOUNT OF _____		DOLLARS
FIRST SAVINGS BANK CA		
MEMO _____	_____	
122213311: 5556665656 101		

Can you... write a personal check?

Unit 6

1 BEFORE YOU WRITE

Read the envelope. Then read the sentences. Underline the correct words.



1. The letter is from Sandra Martello / Ramiro Cruz.
2. The letter is to Sandra Martello / Ramiro Cruz.
3. Sandra Martello lives on South Highland Avenue / North Oregon Street.
4. Sandra Martello lives in the city of Maryland / Baltimore.
5. Ramiro Cruz lives in the state of Texas / Maryland.
6. Ramiro Cruz's zip code is El Paso / 79902.

2 WRITE

You are writing a letter to a friend or to your teacher at the school address.
Address the envelope. Use true or made-up information.

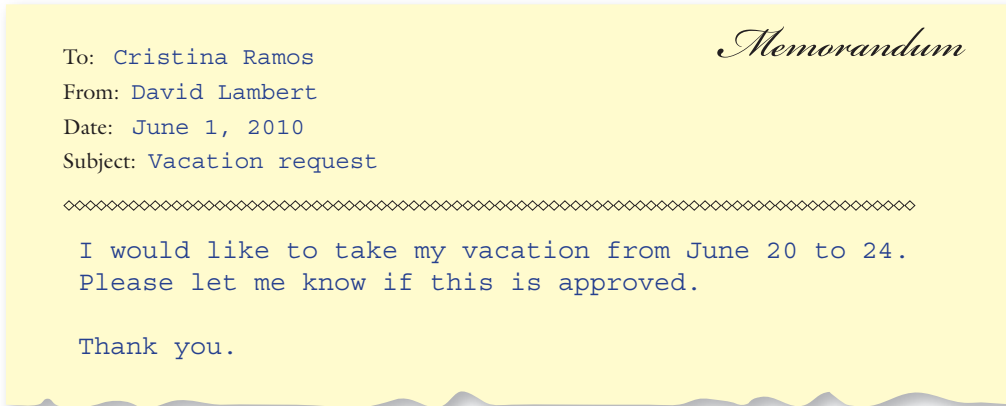


Can you...address an envelope?

Unit 7

1 BEFORE YOU WRITE

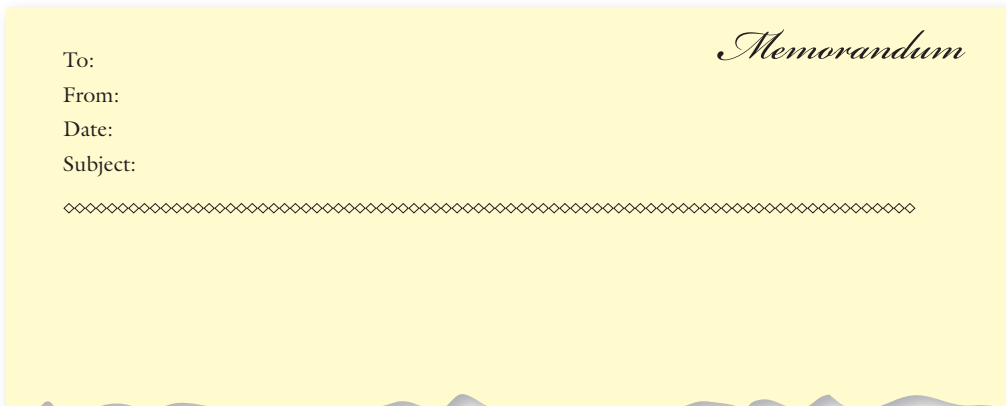
Look at the memo. Then answer the questions.



1. Who is the memo from? David Lambert
2. Who is the memo to? _____
3. Guess: What is their relationship? _____
4. What is the reason for the memo? _____
5. What do you think? What is going to happen next? _____

2 WRITE

Write a memo to your manager. Ask for permission to take a vacation or time off from work. Use true or made-up information.



Can you...write a note to your manager about vacation time?

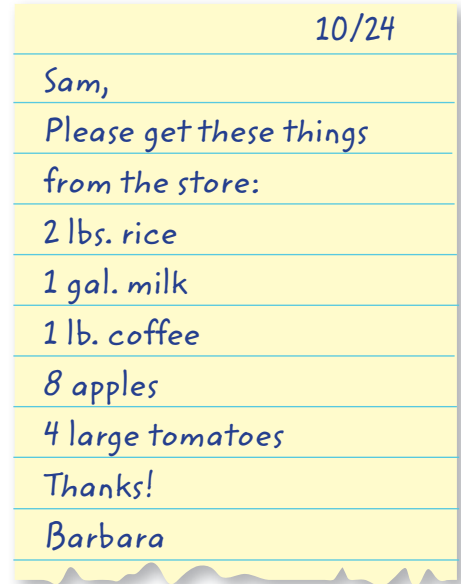
Unit 8

1 BEFORE YOU WRITE

Look at the note. Then answer the questions.

1. Who is the note from? Barbara
2. Who is the note to? _____
3. What do you think their relationship is?

4. How much rice do they need? _____
5. How much coffee do they need? _____
6. How many tomatoes do they need? _____



2 WRITE

Write a note to someone in your house. Make a list of six things you need from the store. Use true or made-up information.

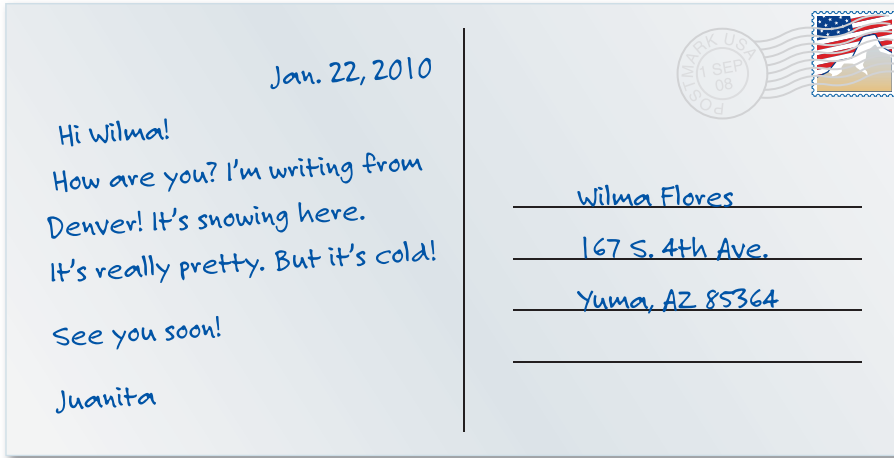
A large yellow sticky note with horizontal lines, intended for writing a note to someone in your house.

Can you... write a note about things you need from the store?

Unit 9

1 BEFORE YOU WRITE

Read the postcard. Then answer the questions.



1. Who is the postcard from? Juanita
2. Who is the postcard to? _____
3. Where is Juanita right now? _____
4. How is the weather in Denver? _____
5. Where does Wilma live? _____

2 WRITE

Write a postcard to a friend. Tell your friend about the weather.

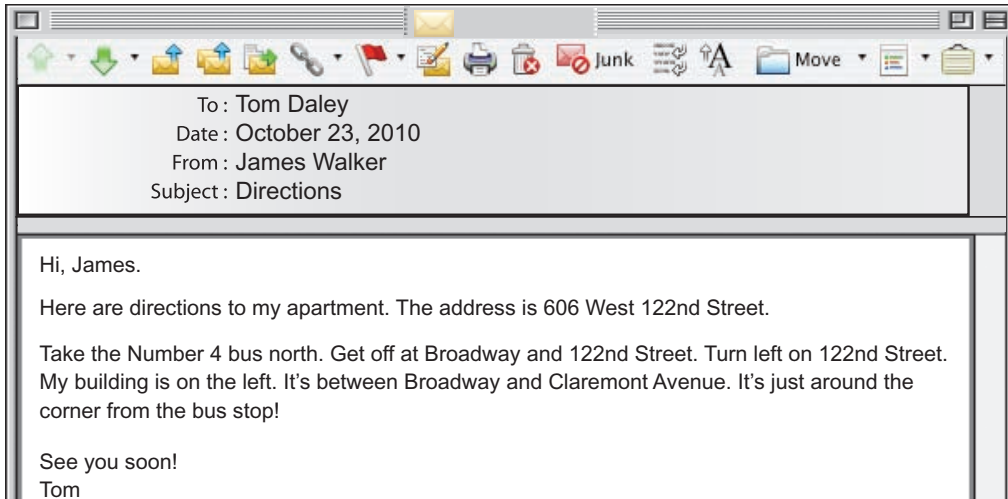
The image shows a blank postcard template with a vertical line separating the message area from the address area. In the top right corner, there is a rectangular stamp featuring a mountain range under an American flag. Below the stamp, there are four horizontal lines for writing the address.

Can you... write a postcard?

Unit 10

1 BEFORE YOU WRITE

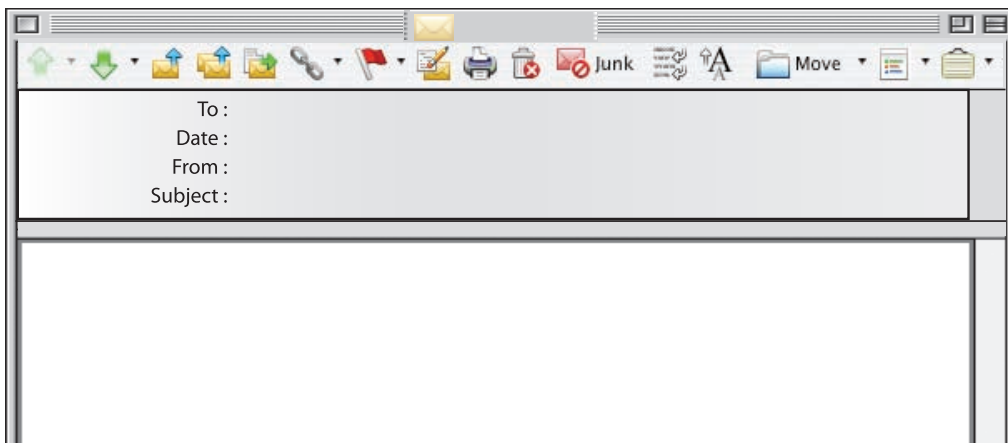
Read the e-mail. Then answer the questions.



1. What is Tom's address? His address is 606 West 122nd Street.
2. What bus does James take? _____
3. Where does he get off? _____
4. Where is Tom's building? _____

2 WRITE

Write an e-mail to a friend. Give your friend directions to your home. Use true or made-up information.



Can you... write directions to your home?

Unit 11

1 BEFORE YOU WRITE

A Read the form. Find the illnesses and conditions. Discuss the meanings.

PATIENT HEALTH QUESTIONNAIRE

Name Blanca Gomes Date of Birth 8/21/69 M F

Address 621 Arizona Ave., El Paso, TX 79902 Phone (915) 555-3538

Please check illnesses or conditions you have now or had in the past	Childhood	<input checked="" type="checkbox"/> Measles	Adult	<input checked="" type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes
		<input checked="" type="checkbox"/> Mumps		<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Tuberculosis
		<input checked="" type="checkbox"/> Chicken Pox		<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Heart Disease

Are you allergic to any medicine? Please list: Penicillin

Are you currently taking any medication? Please list: Asthma medication

B Read the form again. Answer the questions.

1. What illnesses did Ms. Gomes have as a child? measles, mumps, and chicken pox
2. What illnesses does she have now? _____
3. What medicine does she take? _____
4. What medicine is she allergic to? _____

2 WRITE

Complete the form for yourself. Use true or made-up information.

PATIENT HEALTH QUESTIONNAIRE

Name _____ Date of Birth _____ M F

Address _____ Phone _____

Please check illnesses or conditions you have now or had in the past	Childhood	<input type="checkbox"/> Measles	Adult	<input type="checkbox"/> Asthma	<input type="checkbox"/> Diabetes
		<input type="checkbox"/> Mumps		<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Tuberculosis
		<input type="checkbox"/> Chicken Pox		<input type="checkbox"/> HIV/AIDS	<input type="checkbox"/> Heart Disease

Are you allergic to any medicine? Please list: _____

Are you currently taking any medication? Please list: _____

Can you...complete a medical history?


Unit 12

1 BEFORE YOU WRITE

Read the job application form. Find *Over 18 years of age*, *Last attended*, and *Most recent*. What do they mean?

2 WRITE

Review the job applications on pages 242 and 243. Then complete this job application. Use true or made-up information.



Green's Department Store

Personal Information

Last Name _____ First Name _____
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ E-mail _____
Job applying for _____ When can you start? _____
Are you over 18 years of age? _____ If not, date of birth _____
Please list all the times you are available to work (from 6 @L . to 12 @L .)
RT M _____ L _____ S _____ V _____ SG _____ E _____ R@S _____

Education

Last school attended _____ Date last attended _____
(name of school)

Job History (list most recent first)

Company _____ Phone Number _____
Address _____
Job _____ Dates worked from _____ to _____
Reason for leaving _____
Company _____ Phone Number _____
Address _____
Job _____ Dates worked from _____ to _____
Reason for leaving _____

Can you... complete a job application?