

ILLUSTRATED BY DOUGLAS KLAUBA

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# Introduction

# About Survival Reading

**N** ational concern is growing over students who cannot read and write well enough to complete the most basic forms. All educators, regardless of their disciplines, feel the increased pressure exerted on schools to graduate literate citizens. A recent newspaper article described the difficulties one person had in paying his electric bill. In desperation, the utility company finally wrote a letter admonishing him to pay the *amount*, not the *date*.

This incident, though humorous, illustrates the seriousness of the problem we face. The person unable to read an electric bill represents the many people in our society who are functionally illiterate. To meet their urgent needs, we must direct our attention to those areas of reading that are basic to everyday living and necessary for survival in today's society.

### Theory

Survival, or functional, reading is essential reading, practical reading, the kind of reading a person must do daily to acquire the information needed to make life's decisions and meet society's demands. This kind of reading has not traditionally been a recognized part of school curricula, although millions of people cannot read accurately enough to respond successfully to printed material.

Survival reading realistically faces the fact that some types of reading, such as that done to understand and pay an electric bill, are not recreational or fun but are essential for effective communication and effective living. In survival reading instruction, the emphasis is on widening students' exposure to ideas in print and familiarizing them with the different styles and formats in which printed ideas appear. There is no controlled vocabulary. Students are encouraged to tackle unusual or difficult words, such as "condiment" and "intestate," as they encounter them in survival reading contexts. Survival reading lessons make practical reading—the type of reading that directly affects our health and determines our future—seem as important as it is.

Instruction in survival reading can be started in the first grade with simple materials, such as one- and two-word direction and identification signs (WALK-DON'T WALK, IN-OUT, ENTRANCE-EXIT, STOP-GO, GIRLS-BOYS). It should be started no later than the fifth grade and continued as needed throughout a student's elementary and secondary education. It can also be invaluable to adults for whom English is a second language.

### Materials

Survival reading materials come in all sizes, shapes, and colors. They are the stuff of daily communication. They range in content from coupons to contracts and in complexity from on/off indicators to step-by-step directions. They include maps and manuals, signs and schedules. Students find survival reading materials challenging because

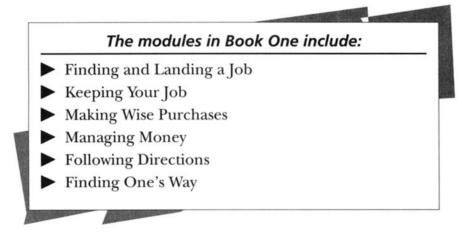
the vocabulary in them has not been preselected. They are as readily available as newspapers, magazines, and telephone directories. Their value lies in their interest-stimulating variety and their direct applicability.

There are no prescribed academic boundaries on the teaching of survival reading: it can be taught as a separate course or in conjunction with other content areas. Teachers who modernize, as well as individualize, basic instruction will find that survival reading materials become an essential part of their lesson plans and an enriching ingredient in their reading programs and in English, mathematics, science, and social studies classes. Such materials bridge the gap between theory and practice and help students realize the relevancy and applicability of their education.

# About This Book

## Format

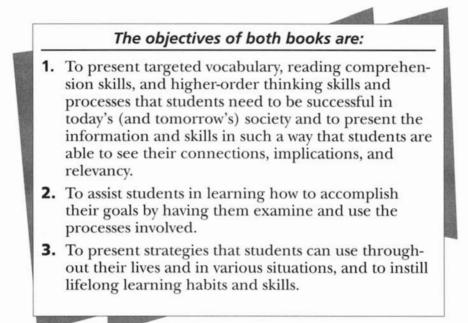
Reading for Survival in Today's Society was originally written as a single thirty-sixmodule volume intended to be a resource book for teachers and a text for students for a thirty-six-week course in functional reading. Because of its bulk, it has been divided into two smaller volumes. Book One is intended for students in grades six through nine, while Book Two is intended for grade eight and above.



### Book Two covers:

- ▶ Food Purchase and Preparation
- After High School
- Living on Your Own
- Dealing with Local, State, and Federal Governments
- Getting Around on Your Own

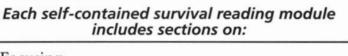
The format utilizes a thematic cluster approach (modules) that integrates various tasks, topics related to the theme, and appropriate skills. While individual students may find some modules more challenging than others, they were neither written nor arranged to form a necessary progression and may be used in any order.



The books are intended to help teachers help students cope effectively with the print in their lives. Together, these books confront students with more than 120 different examples of the kinds of print they are likely to come across and be crossed up by, such as labels, leases, directions, schedules, tax forms, and bills. And they serve as a resource for teachers, who rarely have enough time to put together so extensive and varied a collection of printed materials.

These books are not intended to teach students how to read a specific label or schedule, advertisement or application form. Rather, representative examples of such materials are used to help students develop the specific survival reading skills they will need to interpret print in any form or format.

Co	nte	nt



- Focusing
- Surveying the Field
- Knowing the Terms
- Setting the Stage
- Understanding the Process
- Practicing the Process
- Applying the Process
- Assessing Your Growth

**FOCUSING.** This section lists the objectives of the module. The list informs readers about what they should be able to do after successfully completing the activities.

**SURVEYING THE FIELD.** The introduction to each module includes information or statistics on the importance of the module and establishes a reason for completing it.

**KNOWING THE TERMS.** Included in each module is a list of key words related to the topic and frequently found in functional reading contexts. These words may be used as a pretest to assess the survival reading vocabulary of students or of the class. Where appropriate, they should be incorporated in conversations and discussions. In addition, they serve as a prereading guide for students to use to increase their comprehension of the text material.

**SETTING THE STAGE.** This portion of the module assesses students' prior knowledge of the topic by having them answer a question or questions. It sets the stage or summarizes the goal of the module and gets students thinking about the topic and their relationship to it.

**UNDERSTANDING THE PROCESS.** This section walks students through the thinking process and steps required for successful completion of the module activities.

**PRACTICING THE PROCESS.** Once the process has been explained, a series of hands-on and minds-on activities engages students. Questions and tasks are based on reproductions of actual printed matter.

**APPLYING THE PROCESS.** This portion of the module requires the synthesis of information and materials studied; the open-ended application of skills, information, and processes learned in real situations; and the evaluation of one's response to the application according to established criteria.

**ASSESSING YOUR GROWTH.** On the last page of each module, students evaluate their learning and set goals for continued learning based on the theme of the module.

**ANSWER KEY.** Answers for all basic factual questions are listed here, but responses to interpretive questions will differ. Answer keys appear in the back of the book, rather than within each module, so that teachers can control access to the keys and decide which answers should be checked first by students and which ones should be checked first by the teacher.

We offer no apology for the topics in this book. Although we are committed to encouraging students to read stories, novels, and textbooks, we are acutely aware that another kind of reading experience must be emphasized as well if the number of functionally illiterate adults is to decrease. Interestingly, the functionally illiterate reader, in many instances, is not a remedial reader in other reading situations. Extremely bright people have difficulty comprehending information on tax forms, home and automobile purchase contracts, and insurance policies.

This book serves as an introduction to contemporary functional reading. The information in it affects us all. We have written it because we believe the greatest single gift a teacher can give students is the ability to cope with the print they will encounter during a lifetime.

Elsa E. Woods Beverly A. Lancaster

### **MODULE 1**

# Finding and Landing a Job

### Focusing

After completing this module, you should be able to:

- prepare a job application
- complete an interview for a position
- secure a Social Security card
- determine how to get to and from work
- recognize key vocabulary words connected with this module and comprehend materials using these terms
- effectively read and complete forms related to finding a job

# Surveying the Field

We often hear the phrase "unemployment rate" on the news. The unemployment rate is the percentage of people wanting to work who do not have a job. The unemployment rate usually runs about 3 to 4 percent. When the economy is tight, the unemployment rate goes up.

When the rate is up, it is especially difficult for teenagers to find jobs. There are too many adults available who want to work full time. You must work even harder to make a good impression and convince a prospective employer that you are the best person for a position. What kind of salesperson are you?

Research a career or job of your choice to determine the number of people in that job, the number of job openings, and the market outlook for that job.

# **Knowing the Terms**

You will need to know the meaning of the following words as you work through this module.

**Employment** the state of working; being employed

**Unemployment** not working or having a job

**Employer** the person who hires you or employs you for a job

**Employee** the person working

**Applicant** the person who applies, or asks, for a job

**Application** the form a person completes giving information about himself or herself in order to get a job

**Interview** the meeting between a person who wants a job and a person looking for someone to hire

**Reward** prize, gift, or pleasure found in or from a job

**Criteria** standards used to measure ability and skills

**Environment** conditions in which one works, surroundings

**Benefits** side effects of working a particular job

**Dependents** those who rely on you for support

**Reference** a statement of a person's ability, skills, or character

# Setting the Stage

Before actively looking for and trying to land a job, you need to spend some time thinking about your special skills, talents, and interests. Finding and landing a job involves more than just going after the job that pays the most money. Getting a job is one thing. Keeping it may be even more difficult. Keeping a job will depend on how well suited you are for the job and how happy you are in it. Remember: Time devoted to a job may involve several hours of your life each day; you need to make sure it is something you enjoy and something you feel is worthwhile.



To determine what kind of a job would be best for you, keep the following questions in mind:

- ▶ What special talents do I have?
- ► What things do I do well? (What things do people compliment me on?)
- ▶ What do I like to do with people?
- What do I like to do with things?
- ► What do I like to do with information or data that I've learned?
- ▶ What setting(s) do I like to work best in?
- ▶ What do I want to learn from a job?
- What kind of rewards am I looking for? (salary, promotions, authority, recognition, experiences for future career opportunities, and so on)

# Understanding the Process **Self-Discovery**

### Complete these important steps to success:

- 1. Think about your talents, abilities, and interests.
- 2. Brainstorm a list of those skills.
- 3. Develop a self-preview chart.
- **4.** Analyze your answers as they relate to possible jobs. Use the information as you search for the right job for you!

Following is an example of what a teenager named John came up with as he thought about himself. The information is based on his own talents, abilities, and interests. Notice that he seems to enjoy working on cars, motorcycles, and lawnmowers and loves to be around people as well. After you review John's information, brainstorm your list and complete the chart based on your interests, skills, and talents.

### JOHN'S BRAINSTORMING LIST

can fix motorcycles can fix some cars	love jigsaw puzzles like teaching people how to ride	like to work with tools and stuff hate paper and pencil
can fix lawnmowers can fix about anything	love to be around the guys	work
that's broken great motorcycle rider	love to hang out at Sportscycle	hate inside, unless it's a garage or workshop
like to get things to work for people	love the outdoors and camping	

### JOHN'S SELF-PREVIEW CHART

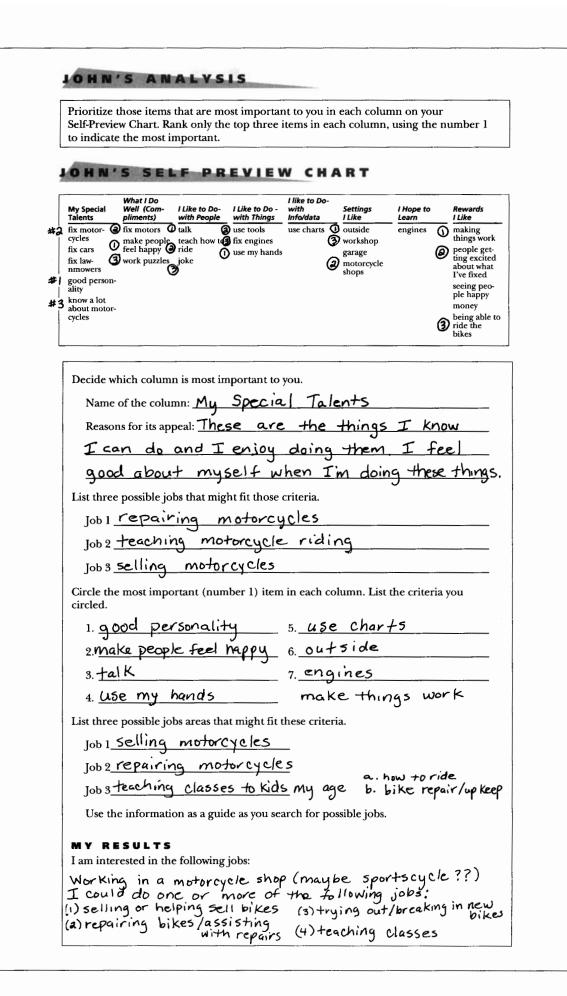
My Special Talents	What I Do Well (Compli- ments)	l Like to Do- with People	l Like to Do - with Things	l like to Do- with Info/data	Settings I Like	l Hope to Learn	Rewards I Like
fix motor- cycles fix cars fix lawn- mowers good person- ality know a lot about motor- cycles	fix motors make people feel happy work puzzles	talk teach how to ride joke	use tools fix engines use my hands	use charts	outside workshop garage motorcycle shops	engines	making things work people get- ting excited about what I've fixed seeing peo- ple happy money being able to ride the bikes

### MY BRAINSTORMING LIST

#### MY SELF-PREVIEW CHART

	What I Do			I Like to Do-			
My Special	Well (Compli-	I Like to Do-	I Like to Do-	with		I Hope to	Rewards
Talents	ments)	with People	with Things	Info/data	Settings I Like	Learn	I Like

Now it's time to analyze your chart. Here's what John came up with. See what you can find out about yourself.



### MY ANALYSIS

Prioritize those items that are most important to you in each column on your Self-Preview Chart. Rank only the top three items in each column, using the number 1 to indicate the most important.

Decide which column is m	ost important to you.	
Name of the column: _		
Reasons for its appeal:		
List three possible jobs that	might fit those criteria.	
Job 1		
Job 2		
	(number 1) item in each column. List the criteria y	
1	5	
2	6	
	7	
List three possible jobs are	as that might fit these criteria.	
Job 1		
Job 2		

Use the information as a guide as you search for possible jobs.

### MY RESULTS

Job 3 \_\_\_\_

I am interested in the following jobs:

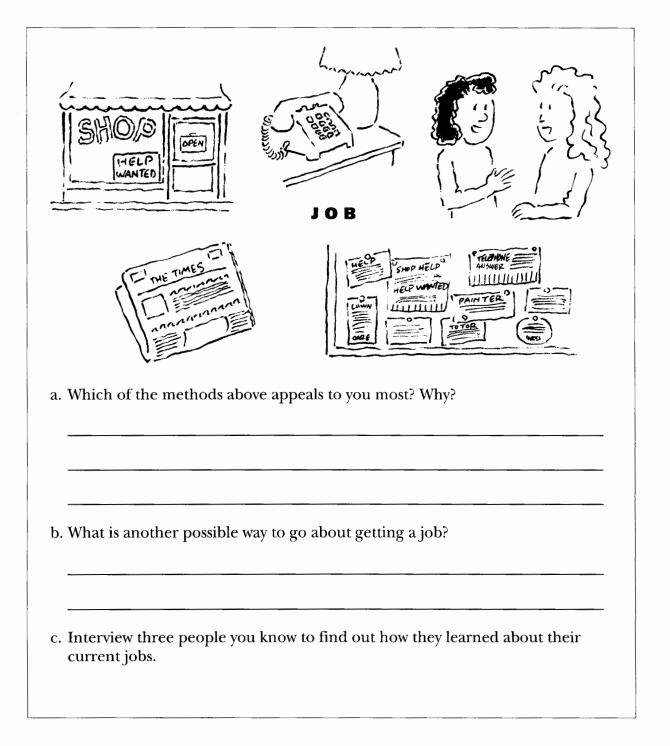
# Practicing the Process

# Activity 1 Self-Discovery Collage

Create a collage based on the information you gave and analyzed on the Self-Preview Chart. Be sure to include the various aspects of you, your skills, what you do well, what you like to do with people, things, and information, the setting or environment you enjoy, what you hope to learn, and the rewards that appeal to you most.



Just as there are various plays that may be used to make a touchdown and numerous paths to get to a particular location, there are various ways to go about getting a job. After determining the type of job you would like to have, you may choose to call those businesses, industries, restaurants, etc., and ask them if they need any help. If the answer is no, you can still ask to have an application mailed to you for future openings. Other ways may be more appropriate and effective. Study the graphic organizer below and use the information in it to answer the questions that follow.





Select one of the following tasks to complete.

a. In your cooperative team, with a partner, or by yourself, make a list of five business establishments or organizations with which you might like to find a job. For each organization, give the best method for going about getting that job and tell why. Look at the following examples.

Bu	siness Organizations	Best Way to Get a Job	Why
1)	Self-employed (babysitting)	Post a notice at church on the bulletin board	Lots of people will see it. They will know and trust me. They are people I know.
2)	Sportscycle (motorcycle shop)	Personal interview	They can meet me face to face. I can show them what I know on the spot.

b. In your cooperative team or with a partner, choose an organization and a job in that organization you would like to pursue. Role play the route you would take to go after that job.

c. Choose a job of interest to you. Contact a leader in the appropriate organization to talk to about the job. Formulate ten questions you can ask that person about the best way to go after that job. Record the answers.



Before you make your phone call or visit, you need to think about what you will say. It never hurts to write it out so that your conversation is clear, mannerly, and to the point. You'll score more points this way.

### This is Hank's conversation.

Hello, my name is Hank Lancaster. Is the manager in? May I please speak with him or her? Can you tell me his or her name? Thank you.

> Hello, Mrs. Woods. My name is Hank Lancaster. I am a student at Royal High School and I am looking for a summer job. Do you have any current openings?

Would it be possible for me to come by and pick up an application and introduce myself to you and/or schedule an interview?

> I leave school at 3:00 each afternoon, so I could be there by 3:30, or I could meet with you any time on Saturday. Thank you very much. I look forward to meeting you at \_\_\_\_\_ on \_\_\_\_\_. Good-bye.

You may not want to use this exact conversation, so prepare one for yourself. Use the reminders below to guide your conversation framework. Write out the conversation you would use in a job-seeking situation. Let a friend look it over.

### **Reminders:**

- Greet the person who answers the phone.
- Ask to speak to the manager.
- Use the person's name.
- Introduce yourself.
- Explain the purpose of your call.
- Schedule the meeting.
- Summarize the conversation.
- Thank the manager.



## Activity 4 (continued) Preparing Your Plan

This may seem very foolish to you. But, then again, you may not be serious about getting a job. It's your decision. Set your goal and work toward it. The better you present yourself, the better the chance that you will be hired. You have to sell yourself before you can sell a hamburger.

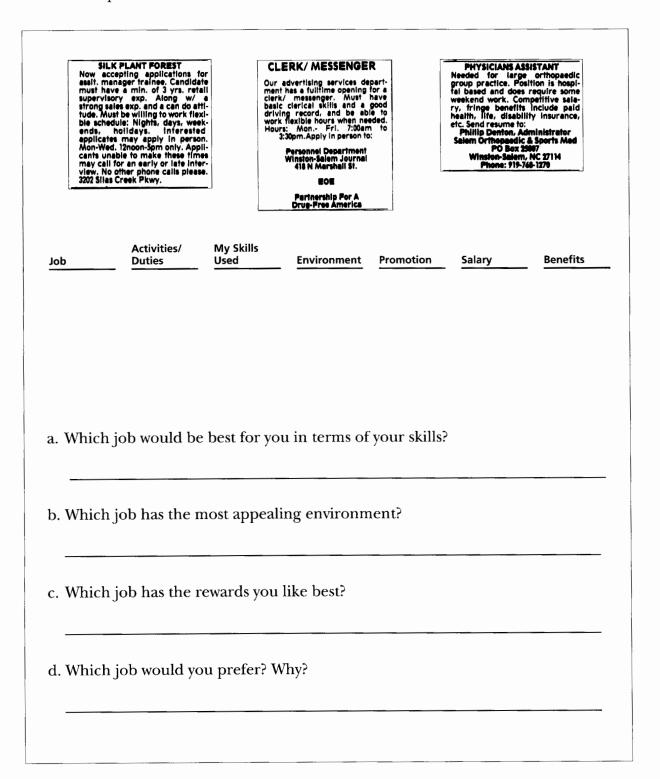
### EXTENSION ACTIVITY

Give it a try! To receive credit, bring an application or proof of your contact to your teacher.



Another way to go about getting a job is to check the classified section of the newspaper to determine who needs help, what kinds of jobs are available, and which jobs match your skills, needs, and interests.

Complete the chart based on information given in the advertisements below and answer the questions that follow.





Read the miscellaneous employment opportunities section in your newspaper and answer the following questions.

	t three jobs for				
. Give at lea	st two reasons w	yhy you could a	apply for each je	ob.	
ob 1		, ,	11, 5		
a.)	<u> </u>	···			
b.)					
ob 2					
a.)					
b.)					
ob 3					
a.)					
b.)				-	



### EXTENSION ACTIVITIES

- 1. Check your local classified section for the next week. Compile a folder of advertisements for positions in which you might be interested and/or for which you might be qualified.
- 2. Check your local classified section. Circle at least three ads for positions that you might be interested in and qualified for. Write a letter to each company or business asking for information regarding that job and for an application form.



Γ

Select a job from the ads you've been using for which you could apply. Answer the following questions on a separate sheet of paper.



a. Write an ad for the job of your dreams below or on a separate sheet of paper.
b. Analyze that job in terms of your present skills and abilities.
c. What additional skills do you need? What skills do you need to strengthen? For example:
<i>Job:</i> Lawyer <i>Needs:</i> Knowledge of law, how to gather evidence, how to persuade/argue
Don't Know?
How would you go about finding out the answer? Try:
asking a friend
asking a parent
asking a teacher or counselor
<ul> <li>calling the place of business</li> <li>calling someone in that job</li> </ul>
d. How would you propose to address those needs?



Complete a Plan of Action that lists specific things you plan to do to get ready for the job of your dreams in Activity 8.

Skills Needed	Plan of Action	Resources	Timeline	Person Responsible	Comp	leted
	(How are you going to learn them?)	(What will you need to help you?)	(How long will it take?)		Yes	No

# Activity 10 Completing a Youth Employment Certificate

If you are under the age of eighteen, you must obtain a Youth Employment Certificate before you apply for a job. Hank's cousin Susan has the opportunity to work as a bagger in the local grocery store. As she is only sixteen, she must complete this form.

Read this Youth Employment Certificate completed by Susan. Then complete a form for yourself.

Please Type	e NORTH CAROLINA DEPARTMENT OF LABOR
or Print	YOUTH EMPLOYMENT CERTIFICATE
Clearly <	Susan Elizabeth Logsdon / 16187 16 F
	<u>Dusan Elizabeth Logsdon</u> , <u>1682</u> , <u>16</u> (name of youth), (date of birth) (age) (sex)
10	
	(complete mailing address) . Salem (zip) (area code) (phone)
will be empl	loyed to bag groceries
$\sum_{n} P($	C. Grocery (job description) 105 Ninth St
	(compagy earlie) (street or post office box)
L	(city) (city), NC 27102, (19) 000-1993
We certify the	that the above age information is correct, that the youth will not be employed in a hazardous or detrimental occupation
described in	n the North Carolina Wage and Hour Act and Regulations and/or the federal Fair Labor Standards Act, and that, if under age 16, ill be employed only in a permitted occupation and only during legal hours.
-	r's Signature
Employer	(NOTE: Check block if you have an ABC on-premises permit )
Parent/G	Buardian's Signature
	An Ali hart and hard and and
Youth's Si	Signature (NOTE: Youth must present proof of age and must sign in presence of insuing officer) (social security number)
Approved	U U
	Director of Social Services County 1.5.1911
	ee back for additional information. YEC Intment of Labor; Canary: Department of Social Services; Pink: Employer 6/90, 215M; 2/91, 120M; 3/92, 120M
Winte: Depar	irtment of Labor; Canary: Department of Social Services; Pink: Employer 6/90, 215M; 2/91, 120M; 3/92, 120M
	NORTH CAROLINA DEPARTMENT OF LABOR YOUTH EMPLOYMENT CERTIFICATE
or Print	NORTH CAROLINA DEPARTMENT OF LABOR Youth Employment certificate
or Print	YOUTH EMPLOYMENT CERTIFICATE
or Print	
or Print Clearly	YOUTH EMPLOYMENT CERTIFICATE           (name of youth)         /           (name of youth)         (date of birth)           (age)         (sex)
of	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)         (date of birth)         (date of birth)         (age)         (complete mailing address)
of	YOUTH EMPLOYMENT CERTIFICATE           (name of youth)         /           (name of youth)         (date of birth)           (age)         (sex)
or Print Clearly of will be employed to	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)         (age)         (complete mailing address)         (job description)
Please Type or Print Clearly of of will be employed to for	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)         (date of birth)         (date of birth)         (complete mailing address)         (job description)         (company name)
or Print Clearly of will be employed to	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)         (date of birth)         (date of birth)         (complete mailing address)         (job description)         (company name)
or Print Clearly of will be employed to for We certify that the	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)       ,       /       /         (name of youth)       ,       (date of birth)       (age)       (sex)         (complete mailing address)       ,       NC      , ()
or Print Clearly of	YOUTH EMPLOYMENT CERTIFICATE         (name of youth)         (name of youth)         (date of birth)         (age)         (complete mailing address)         (job description)         (company name)         (city)         (
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or Print Clearly of	YOUTH EMPLOYMENT CERTIFICATE         / /         (name of youth)         (complete mailing address)         (complete mailing address)         (complete mailing address)         (job description)         (city)         (company name)         (street or post office box)         (city)         (company name)         (street or post office box)         (city)         (company name)         (street or post office box)         (city)
or Print Clearly of	YOUTH EMPLOYMENT CERTIFICATE         / /         (name of youth)         (complete mailing address)         (complete mailing address)         (job description)         (city)

# Activity 11 Reading the Information on the Back of a Youth Employment Certificate

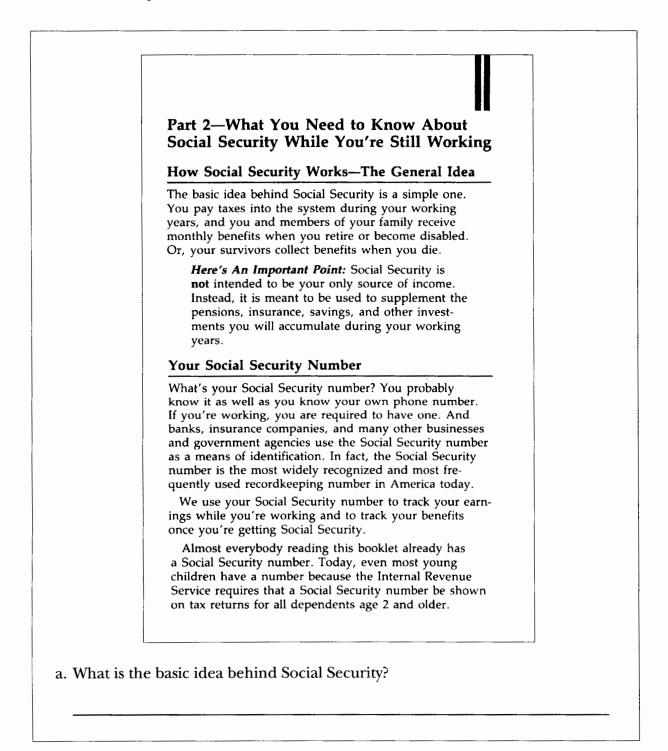
Read the information on the back of the certificate and answer the questions that follow.

1	roof of age includes a birth certificate, driver's license or learned ocuments approved by the Department of Social Services and/or	r's permit, school records, insurance records, Bible records, or other the North Carolina Department of Labor.
<b>τ</b>		e federal Fair Labor Standards Act prohibit the employment of youths
N C L L P P P P N S S P P T S S I I I N L L	ales and service, including food service and gasoline service sta wolving the use of power-driven machinery. The hours for these DTF. For further information contact the North Carolina Denartm	Manufacturing brick and tile Power-driven circular saws, band saws, and guillotine shears Wrecking, demolition and shipbreaking operations Excavation operations Excavation operations Welding Any process where quartz or any form of silicon dioxide or asbestos silicate is present in powdered form Any work involving exposure to lead or any of its compounds in any form Any work involving exposure to benzol or any benzol compound Spray painting Handling of unsterilized hides or animal or human hair rally, these youths can only work in office and clerical work, and retail tions, but <b>cannol</b> work in manufacturing, construction nor occupations youths are also restricted by state and federal faws. ent of Labor. Wage and Hour Division, at 733-2152. The Department of issued by the Department of Social Services in the county in which the
. Wh	nat can you use for proof of age?	ne under eighteen cannot do.
. Su		
. Su		
	no issues the Youth Employment C	ertificate?
	no issues the Youth Employment C	ertificate?



One of the first items required on a job application is your Social Security number. The federal government issues everyone who applies for one a Social Security number. This is your identification number and is used throughout your life to identify you and your record.

The information below will explain the purpose of a Social Security card. Read it and answer the questions that follow.



b. When do you receive benefits?

c. Who receives the benefits if you should die?

d. What might be a problem with the "basic idea" behind Social Security?

e. Should a person rely solely on Social Security benefits? Why or why not?

f. For what purposes is a person's Social Security number used?

- g. If a Social Security number is required in order to track a person's wages, why do some two-year-old children have a Social Security number?
- h. Why do you think the Internal Revenue Service requires that a Social Security number be shown for dependents on tax returns?
- i. Some people object and even refuse to record their Social Security number on identification forms and on applications. Why do you think they object to using their Social Security number? How do you think you will feel about it?

j. If you have lost your Social Security card, you need to call the Social Security office to have it replaced. Find the telephone number in your city's or town's telephone directory and write it here:

### EXTENSION ACTIVITIES

- 1. Investigate the legal rights of someone who refuses to give his or her Social Security number on informational, identification, and/or application forms. Can a person refuse? Why or why not?
- 2. Some people feel that our current Social Security system will fail and that they will not be able to regain the money they have put in. Discuss whether or not this might be a valid concern and give reasons to support your position. Be sure to include concrete data to verify your reasons.

# Activity 13 Completing the Application for a Social Security Card

If you do not have a Social Security card, you must complete an application form. To practice, complete this application form .

-	TRUCTIONS	<ul> <li>Social Security Card</li> <li>Please read "How To Complete This Form" on page 2.</li> <li>Print or type using black or blue ink. DO NOT USE PENCIL.</li> <li>After you complete this form, take or mail it along with the required docume to your nearest Social Security office.</li> <li>If you are completing this form for someone else, answer the questions as the apply to that person. Then, sign your name in question 16.</li> </ul>	
1	NAME To Be Shown On Card	FIRST FULL MIDDLE NAME LAST	
	FULL NAME AT BIRTH IF OTHER THAN ABOVE OTHER NAMES USED	FIRST FULL MIDDLE NAME LAST	
2	MAILING ADDRESS Do Not Abbreviate	STREET ADDRESS, APT. NO., PO BOX, RURAL ROUTE NO.	
		CITY STATE ZIP CODE	
3	CITIZENSHIP	U.S. Citizen Legal Alien Legal Alien Not Allowed To Work Allowed To Work Bestricted Legalized Alien Allowed To Work On Page	structions e 21
4	SEX	Male Female	
5	RACE/ETHNIC DESCRIPTION (Check One Only-Voluntary)	Asian, Asian-American Hispanic Black North American Mindian Or Alaskan White (Indian Or Alaskan Native	Not Hispanic
6	DATE OF BIRTH	MONTH DAY YEAR 7 PLACE OF BIRTH (Do Not Abbreviate) CITY STATE OR FOREIGN COUNTRY	Offic Use Only ?CI
8	MOTHER'S MAIDEN NAME	FIRST FULL MIDDLE NAME LAST NAME AT HER BIRTH	<u>.</u>
9	FATHER'S NAME	FIRST FULL MIDDLE NAME LAST	
0		tem 1 ever received a Social Security number before?	
1	Yes (If "yes", answer question	Is 11-13.) No (If "no", go on to question 14.) Don't Know (If "don't know", go on to question 14.) Curity number previously assigned to the person listed in item 1.	question 14
L	Enter the Social Se		
2	Enter the name show	vn on the most recent Social Security card issued for the person listed in	item 1
		FIRST MIDDLE LAST	
-	-	te of birth if used on an earlier application for a card.	YEAR
		MONTH DAY YEAR 15 DAYTIME PHONE NUMBER	
	BERATELY FURNISHING (OR CAUSIN YOUR SIGNATUR	NG TO BE FURNISHED) FALSE INFORMATION ON THIS APPLICATION IS A CRIME PUNISHABLE BY FINE OR IMPRISONMENT. E 17 YOUR RELATIONSHIP TO THE PERSON IN ITEM Self Natural Or Adoptive Parent Legal Guardian Other (Specify)	



### EXTENSION ACTIVITY

With your parents' permission, you may want to call or write the Social Security office and request the appropriate forms to complete for a real Social Security number. Complete the form as directed.



Hank has decided that he wants to work at Hardee's. He has called the restaurant on Knollwood Street, and the manager mailed him an application. Read over the application and answer the questions below.

- a. Circle the personal information Hank provided.
- b. What does "total hours available" mean?

c. Draw a box around the hours Hank will work.

d. In reading the information relating to school, what can you say about Hank?

e. Why did Hank not fill in the information asked for in the section entitled "Work History"?

f. How many references are asked for?

g. What will happen if you lie on this application?

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Present Addres	is: 62	O Harve	y 5t.		Wins	ton - Sa	/em
North	Caroline	2 27/00		<u> </u>	years	e?	
Previous Addre	HSS: 1022	2 Devon	Rd.			Du	rham
North	Carolina	Number & Street 2 2770 3 - 45-67	7		years	5	
Social Security	Number: _/_2	3-45-61	87	Phone Nu	mber: 919	-725-9	535
Are you 18 yea	vour state, you may ba	Yes DNO If not, ve to furnish a work permi	what is your bi	rth date? 🗾	<u>April</u>	1, 1983	
		dee's before?					
		. Armed Services?					
Branch					,	: From	
lave you ever	been convicted	d of a felony or ser	ious misdemed	nor? 🗅 Yes	WNO if yes, p	olease explain: _	
	eligible for emp	Novment in the U.S.	? Yes 🗆	No			
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Are you legally Are you legally	bility			sition or shift	applied for		
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Availa otal hours ava Do you have a Please indicate DAY FROM	allable per week dependable wa e the time you ar S <b>8:00</b>	ay to get to work? re available for wo	□ Yes ⊔ N ork each day.		T	F 9:30	s 8:00
AVGIIC Total hours ava Do you have a Please indicate DAY	silable per week dependable wa e the time you ar	ay to get to work? re available for wo	□ Yes ⊔ N ork each day.		T	F	s s
Availa Total hours ava Do you have a Please indicate DAY FROM TO	allable per week dependable wa e the time you ar S <b>8:00</b>	ay to get to work? re available for wo	□ Yes □ N ork each day. T	W	friend	F 5:30 12:00	s 8:00



#### Activity 14 (continued) The Next Move

### Education

Circle last grade completed in school 8 Or less 9 (10) 11 12 GED College: 1 2 3 4 Last school attended: <u>Royal High School</u> High school co-op/work study student U Yes INo Are

## **Medical Information**

Do you presently have any disability, medical condition, handicap, or disease that would prevent you from standing contin-ually for periods up to 5 hours, lifting items up to 50 pounds, or obtaining a food handler's permit? No 🖌 Yes\_ \_\_\_\_\_If yes, please explain\_

Are you currently attending school? S Yes C No

U				
	• 11			
				<b>-</b>

Company	From	
Address	Mo.	¥t.
City/State	Mo.	Yr.
Position	Supervisor	
List of duties:		
Reason for leaving		
Company		
Address	Mo.	
City/State	Mo	¥r
Position		
List of duties:	 	
Reason for leaving		
Company		
Address	Mo.	Yr
City/State	Mo.	Yr
Position		
List of duties:		
Reason for leaving		

Fair Credit Reporting Act and Employment At Will Disclosure.

I understand I am applying for employment which can be terminated at will by either myself or Hardee's at any time and that nothing con-tained in any manual, brochure, or other Hardee's materials shall constitute an implied contract for employment. I also acknowledge that Hardee's may request previous employment information to evaluate my qualifications for employment. Upon written request information as to the nature and scope of such report will be provided. I understand that false or incomplete information in an application for employment is grounds for dismissal and forfeiture of all related benefits.

UNDER LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.

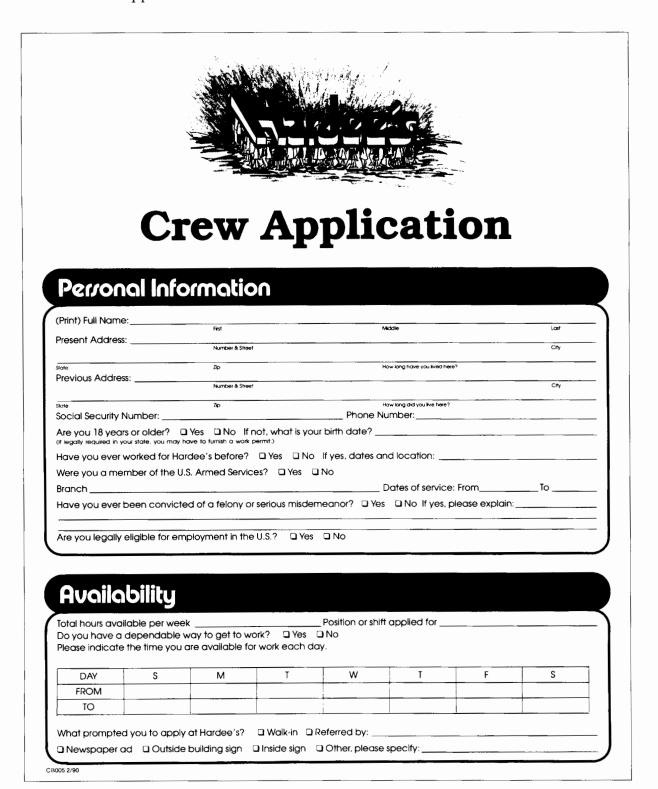
I certify that the above information is accurate and complete.

Signature Walter Henry Lancaster Date June 1, 1999 (AN EQUAL OPPORTUNITY EMPLOYER)



Now you are ready to complete an application for a job at Hardee's.

Complete the application based on your personal data, skills, and experiences. Use Hank's application in Activity 14 as a guide, but make sure that the information you record on the application form reflects YOU.



From Reading for Survival in Tolery's Society, Second Edition, Book 1, published by GoodVearBooks. Copyright © 1994 Else Words and Beverly Lancaster

#### Education

Circle last grade completed in school 8 Or less 9 10 11 12 GED College: 1 2 3 4 Last school attended:

High school co-op/work study student 📋 Yes 🗀 No

Are you currently attending school? 🗅 Yes 🙄 No

## **Medical Information**

Do you presently have any disability, medical condition, handicap, or disease that would prevent you from standing continually for periods up to 5 hours, lifting items up to 50 pounds, or obtaining a food handler's permit? No \_\_\_\_\_Yes \_\_\_\_If yes, please explain\_\_\_\_\_\_

_		-	
ork	1 - 1	140	

Company		_From		
Address		_To	Mo.	
City/State	Phone		Mc	Yt.
Position				
List of duties:				
Reason for leaving				
Company		_From		
Address		_To	Mo.	¥r
	Phone		Mo	¥r
	Salary:			
List of duties:				
Reason for leaving				
Company		_From		
Address		To	Mo.	Yr
			Mo.	¥r.
City/State	Phone			
	Salary:	_Supervise	orr	

Fair Credit Reporting Act and Employment At Will Disclosure.

I understand I am applying for employment which can be terminated at will by either myself or Hardee's at any time and that nothing contained in any manual, brochure, or other Hardee's materials shall constitute an implied contract for employment. I also acknowledge that Hardee's may request previous employment information to evaluate my qualifications for employment. Upon written request information as to the nature and scope of such report will be provided. I understand that false or incomplete information in an application for employment is grounds for dismissal and forfeiture of all related benefits.

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I certify that the above information is accurate and complete.

Signature\_

(AN FQUAL OPPORTUNITY EMPLOYER)



Now you are ready to prepare for your interview. The interview is an opportunity to share your skills, abilities, and talents as a potential employee. It is a chance to prove you will be a good addition to the company or organization. The employer will be looking for qualities that make you unique: "Why should we hire you over someone else?" "What do you have to offer the company or business?"

Prior to your interview, it is a good idea to think about some of the questions the employer might ask. If you were going to hire someone for a job, what would you want to know about that person? Brainstorm a list of at least ten questions.

	<b>s to Ponder</b> ch question would be the easiest for you to answer? Why?
Whie	ch question would be the most difficult for you? Why?
	t could you do to prepare yourself for answering that question?
wha	
wha	



An employer looks for an employee who will be an asset to the organization. The employer is trying to determine who is the best applicant for the job. List five questions you would ask a prospective employee regarding this issue if you were an employer.

(Example) What special skills do you have that make you qualified for this job?

Complete one of the following activities.

**Task 1.** Answer on paper the five questions you developed as if you had been asked these in an interview situation.

**Task 2.** In your cooperative team or with a partner, role play an interview using the questions in this section and others you feel would be appropriate.

**Task 3.** Identify an organization in which you are interested. Talk with the person who interviews prospective employees. Ask what the five most important questions he or she asks during an interview are and why. Record the questions and the reasons on paper.



## Activity 18 Answering Possible Interview Questions

The following questions are some that we would ask in an interview. Pretend you are going after a particular job that interests you and you are asked these questions. How would you answer them?

	, tell me about your school experiences.
Whe	ere do you go to school?
Wha	at are your grades?
Wha	at activities do you participate in?
How	w many days have you missed this year?
Hav that	e you ever received a discipline referral to the office? Why do you think is?
If so	, what did you learn from the experience?
	emember the skills required by the job and relate them to special abilitie we. Have you had any experiences that would be similar?
Wha	at kind of things do you do at home to help your family?
	he fact that you have had chores to complete at home tells about your ration and sense of responsibility.

# Activity 18 (continued) Answering Possible Interview Questions

	What were they and where?
	what were they and where.
	What were your responsibilities?
	Why did you leave?
d.	Whom can we contact for a reference?
fai	<b>P:</b> Family members are expected to be good references. Instead of giving a mily name, is there a teacher or former employer who could help by speaking ghly of you, your efforts, and your skills?
e.	Why do you want to work here?
TI	Why do you want to work here? P: Money is not the best answer! Why should we hire you over any of the other applicants?
TI f. TI	P: Money is not the best answer!
TI f. TI or	<ul> <li>P: Money is not the best answer!</li> <li>Why should we hire you over any of the other applicants?</li> <li>P: Think in terms of what value you could be to the employer and to the</li> </ul>
TI f. TI or	<ul> <li>P: Money is not the best answer!</li> <li>Why should we hire you over any of the other applicants?</li> <li>P: Think in terms of what value you could be to the employer and to the ganization.</li> </ul>



#### Activity 18 (continued) Answering Possible Interview Questions

Review your answers. Would you hire yourself?

Think about the manner in which you expressed your answers:

Did you use complete sentences? Did you use correct grammar? Did you show the proper respect? Were you at ease and confident? Were you able to maintain appropriate poise? Did you come across as sincere in your answers? Were you able to answer the questions appropriately and adequately? Were you able to handle the unexpected questions? Were you able to get across the information about yourself that you wanted them to know? Were you able to turn negatives into positives? Did you thank the interviewers for their time and attentiveness? Did you enjoy the experience? Did you make mental notes of things you need to work on?

#### Don't Know?

Take what could be a weakness and present it as a possible strength as in the following examples.

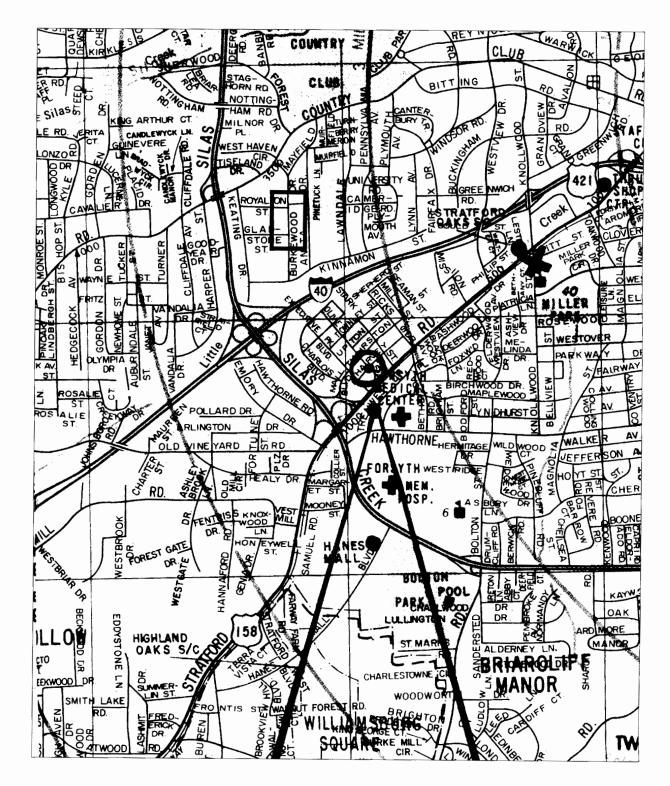
If your negative is	You could present it as
you take too long to do a project	you have a tendency to want to work on projects until they are "perfect"
you're not very organized	you put more energy and time into creating new ideas than into routine tasks
you don't have a lot of experience in an area	you can bring a fresh point of view to the job
you lack a particular skill	one of your strengths is that you're always wanting to learn new things; you learn quickly

Congratulations! You have completed your application, had a successful interview, and been hired for your job. The boss wants you to work two afternoons a week and all day on Saturday.



Have you thought about how you are going to get to work? Was that a consideration when you applied?

Look at the map below. The X marks the location of the Hardee's on Knollwood Street. The location of Hank's house is circled. The school Hank attends has a box around it.





## Activity 19 (continued) Getting to Work

List the modes of transportation Hank might use to get to work from school and from home.

## Activity 20 Exploring Transportation Options

Let's explore Hank's options for getting to work. He decided to list the advantages and disadvantages of each one. Why don't you try it?

OPTIONS	ADVANTAGES	DISADVANTAGES
a. Ride with someone who works at Hardee's		
b. Mom/Dad		
c. School bus		
d. Cab		
e. Call a friend		
f. Walk		
g. Other		
from school to work or fro tion options he included to principal who handles bus dropped at the corner of He posted an ad on th students at Royal High Sc to work with them and us	just by looking at the map om work to home. In his list the school bus. Did you? Ha ses and found that he could Stratford Road and Knollwo e school bulletin board and hool work at ThruWay Shop e the school bus as a back-u g home from work. Hank ha	t of sources of transporta- ank spoke to the assistant l ride bus 129 and be bod Street. l found that several other oping Center. He will ride
a. Ride with someone else	who works at Hardee's	
b. Mom		
c. Bus		
d. Cab		
e. A friend		

Hank has decided that riding with a friend would inconvenience the friend, as would having his mom pick him up. He will use these methods of transportation as emergency options.

Hank also realized that his schedule varies. So do the schedules of the other employees. Riding with someone from work is not possible.

## Activity 21 Investigating the Use of a City Bus

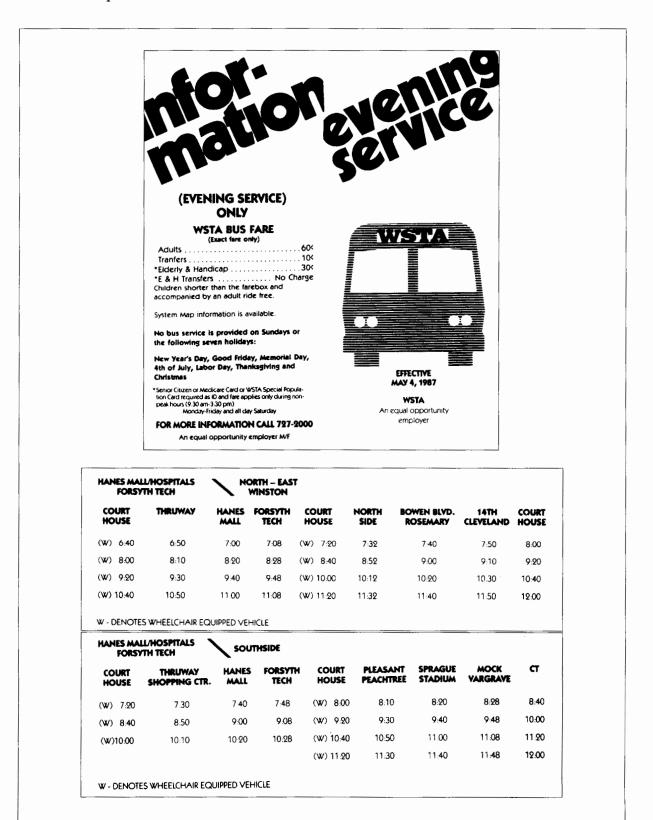
Hank has decided to call for information about bus schedules and costs. He doesn't know the name of the bus company, so he turns to the Yellow Pages in his phone book. Look at the ads below and circle the ad with the number that Hank decided to call.



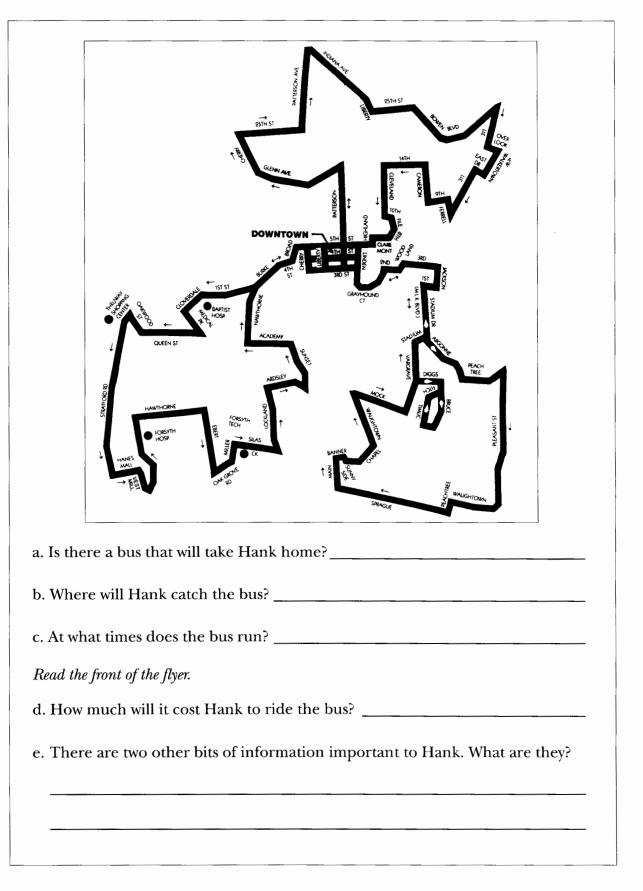
Find the telephone number of the bus company that serves your town and write it here.



The bus company sent Hank a schedule. Read it, refer to the map in Activity 19, and answer the questions that follow.



#### Activity 22 (continued) Reading a Bus Schedule



## Activity 23 Investigating the Use of a Cab

Hank would like to compare the cost of the bus with the cost of a cab. Again he turns to the Yellow Pages in his phone book.

Tax Return	(Tea Rooms	
Preparation-(Cont'd)	See Coffee & Tea; Also Restaurants	24 HOUR TAXI
Numbers Tax Service Midway 764-1223 Orrell Tax Service 614 W 4th St 725-4814 PARKER TAX SERVICE		
WE DO ANY STATE RETURN Bookkeeping & Tax Planning	See Schools-Business & Vocational	
3617 Old Lexington Rd 784-4160	Celautographs See Facsimile Communications Equipment,	
PRICE SMITH SHEFFIELD & CO PA Individuals & Business 1338 Westgate Center Dr765-2410	Custome & Cusalian	SERVICE TO ALL AREA AIRPORTS
RANDOLPH'S ACCOUNTING & TAX SERVICE	( releconterencing Service )	SMALL PACKAGE DELIVERY
See Our Ad At Accountants 4265 Brownsboro Rd 759-2501	A Business Conference Call Inc Toll Free-Dial '1' & Then 800 448-9410	VAN SERVICE
ROBERTS TERRY L CPA See Our Ad At Accountants-Certified Public 3880 Vest Mill Rd768-0233	(Telegraph Service)	HANDICAP VANS W. 6th St.
SHELTON TAX SERVICE	WESTERN UNION AGENT	Complete Answering Services And Paren
Individual & Business Returns Out Of State Returns - Ali 50 States Available Year Round	TO SEND: MESSAGES ONLY MAILGRAM + TELEGRAM TELEX + CABLEGRAM	Complete Answering Services And Pagers
3512 Vest Mill Rd 760-0401	Toll Free-Dial '1' & Then 800 227-5899	The only message center service Multi-city and multi-service discounts.
456 Knollwood St	Telemarketing Research &	24-hour services or as needed. Private, local and 800 numbers.
Payroll & Computerized	Selling Services	Most Services available within an Order talking and information
Bookkeeping Tax Planning & Preparation For	MARCOM	Express check-in. Trained Total confidentiality
Individuals And Small Businesses	Specialists In Outbound Telemarketing	professional operators.
Established Since 1967 3309 Liberty St N 767-7369	Sales Leads & Appointments     Direct Mail Follow-Up	Amori-Tol <sup>M</sup>
Watson Sink & Associates Inc CPA's 275 Executive Park Blvd 768-5073	Research Studies/Surveys     Local, Regional, National	
Taxes-Consultants &	3714 Alliance Dr Greensboro 294-8810	American Telemessaging Corp. • 206 N. Spruce St.,
Representatives	PIEDMONT TRIAD PROMOTIONS	Suite 1 - B • Winston - Salem, N.C. 27101 • 724-7421
B & W Business Consultants 4964 University Pkwy	TELEMARKETING & FUND RAISING Tailored To Your Needs & Budget	
	1530 Martin St	=======================================
(Taxicab Dealers See Automobile Dealers-New Cars; Also	8060 North Point Blvd 759-3337 Tekom Services Inc 702 Peters Creek Pkwy 722-9616	PH&E SUUIH
Automobile Dealers-Used Cars	(Telephone Answering Service )	ANSWERING SERVICES
Taxicabs See Also Wheel Chair & Invalid	ALARM SECURITY SERVICE ANSWERING SERVICE	24 HOUR, 7 DAY A WEEK SERVICE
Transportation	24 Hour Service 761-0900	<ul> <li>All calls answered fast, professionally and confidentially</li> </ul>
AIRPORT TRANSPORTATION SERVICES INC	Ameri-Tel Message Center 206 N Spruce St (Please See Our Display Ad This Page)	10% discount when combined with our paging
See Our Ad At Airport Transportation Service 7000 Airport Pkwy	BUSINESS QUARTERS MAIL RECEIPT	service ■ Full range of office services available including
INCORPORATED W 6TH ST	SATELLITE OFFICE SPACE AVAILABLE	Fax and Voice Mail
(Please See Our Display Ad This Page)	Exec-Call Answering Service	LOCAL, STATEWIDE, REGIONAL & NATIONWIDE PAGING
S & A TRANSPORTATION	3333 Silas Creek Pkwy	z <b>723-8400</b>
Invalid Transportation Only 4260 Brownsboro Rd	J & N COMMUNICATIONS 151 Jefferson Church Rd King 983-8233	1215 Link Road, Winston-Salem
(Taxidermists)	(Please See Our Display Ad Page 424) PAGE SOUTH 1215 Link Rd	
LEATHERSMITH THE 1015 5 Main St High Point 882-4703 Silver Eagle Enterprises 1001 Anne Av 785-9187	(Please See Our Display Ad This Page) PIEDMONT COMMUNICATION CENTER	EXEC=CALL Answering Service
SLATER TAXIDERMY SHOP New Lexington Rd 764-1340	WE DO • "Live" Experienced Trained Operators	Choose What You Need
Smithdeal Taxidermy 121 Hewes St	IT RIGHT" • Commercial & Residential	24 Hour Communications/Answering Service
Gumtree Rd 788-2782		Voice Mail (for individual or groups) Ability To Reach Secretary From Voice Mail
	24 HOUR	800 Check-In Service For Messages
Milletic black and	OFFICE SECRETARY	<ul> <li>Pagers - Digital &amp; Alpha Numeric</li> <li>Message Delivery Via Desktop Printer Or Your PC</li> </ul>
What's black and yellow and read daily	4001 Country Club Rd 760-6800	We Customize Our Service To Meet Your Needs
by millions? Simple! The Southern Bell Yellow	TeleData Services Inc 4000 Brownsboro Rd	3333 Silas Creek Parkway Winston-Salem, NC 760-8050
Pages reaches the people	( Classification Continued Next Page )	
you want to visit your business.	Many buyers know you. Many don't.	
	But remember, three fourths of these	know, consult the SOUTHERN BELL every type of serviceby YELLOW PAGES. All business business heading. Consult it
	people turn to the Southern Bell Yellow Pages when they are ready to buy.	telephone customers are listed.

## Activity 23 (continued) Investigating the Use of a Cab

. Circle the ads for ta	ixi companies.
o. What number will H	Iank call?
c. Why?	
ning at \$1.40 and \$	Bird Cab Company. He was told that the meter begins run 1.40 is added for each mile thereafter. Hank lives three 's. What will be the cost of his trip home?
Cab start up	<b>\$</b> 1.40
3 miles x 1.40 per	mile +
15% tip	<u>+</u>
Total cost	
e. Based on the inform to get home and wh	nation provided, if you were Hank, how would you choose
	· · · ·
to get home and wh	· · · ·
to get home and wh	ny?
to get home and wh	ny?
to get home and wh	ny?
to get home and wh	ny?
to get home and wh	ny?
to get home and wh	to begin his job, how about you?

## Applying the Process 1. Putting it all together

To show that you understand the material presented in this module, secure and complete an application for a position at a location of your choice. Either complete an interview or write out what you think the employer would be looking for in an applicant. Share how you would get to and from work and what hours and days you would prefer to work, if hired.

#### 2. Rating your response

In reviewing your completed application and interview:

a. Did you get the job? \_\_\_\_\_\_ Why or why not?

b. How would you rate yourself on the following? (Use excellent, good, or poor.)

Neatness of application \_\_\_\_\_

Completeness of application \_\_\_\_\_

References \_\_\_\_\_

Skills/talents appropriate for the job \_\_\_\_\_

Interview (Refer back to the questions in Activity 18 for help.)

Appearance \_\_\_\_\_

Answers to questions

Manners \_\_\_\_\_

c. What are the benefits of this position?

d. What are the disadvantages of this position?

## **Assessing Your Growth**

1. What three questions do you still have about this module's topic?

3. How will you use this information?

#### **MODULE 2**

# Keeping Your Job

#### Focusing

After completing this module, you should be able to:

- present an appearance appropriate to your position
- manage time effectively to maintain your job
- understand the importance of showing initiative
- communicate effectively
- deal with difficult people
- recognize key vocabulary words connected with this module and understand what it takes to keep a job for which you were hired

## Surveying the Field

Once you find a job, it is important to try and keep it. Getting fired is a frightening experience because you have to start the task of finding a job all over again.

In 1989, 15 percent of the labor force ages sixteen through nineteen years old were unemployed. The higher the unemployment rate, the more difficult it is to find a new position.<sup>1</sup>

Common sense says that it is easier to find a job when you already have one. We would recommend that you not quit one job until you have found a replacement. Employers also question numerous job changes. Does it mean you do not make good decisions, or that you are not dependable, reliable, or a good employee?

Obtaining a job is a major accomplishment; keeping a job is an ongoing challenge that requires job competency, initiative, job dedication, and attention to company rules, policies, and expectations. Among the most common reasons for losing a job are failing to get along with co-workers and supervising personnel and being unable to work in a team.

<sup>1</sup> United States Bureau of the Census, *Statistical Abstract of the United States: 1991*, 111th ed. (Washington, DC: U.S. Bureau of the Census, 1991), 402.

## **Knowing the Terms**

ere are various terms you may encounter in this module and as you learn to keep your job. Appropriate definitions are included as a guide to your readings.

**Grooming** personal appearance

**Initiative** knowing what to do without being told to get something going or done

**Communication** the sharing of ideas

**Nonverbal** communication without words

Assertive declaring one's needs, wants

**Aggressive** demanding one's needs, wants, wishes; pushy

Nonassertive denying one's needs, wants

Verbal expressed in words

**Dependable** able to be counted on to follow through with commitments **Efficient** able to work quickly and correctly with no time wasted

**Barrier** something that blocks or prevents something from being done

**Compromise** coming to an agreement by giving in on some points

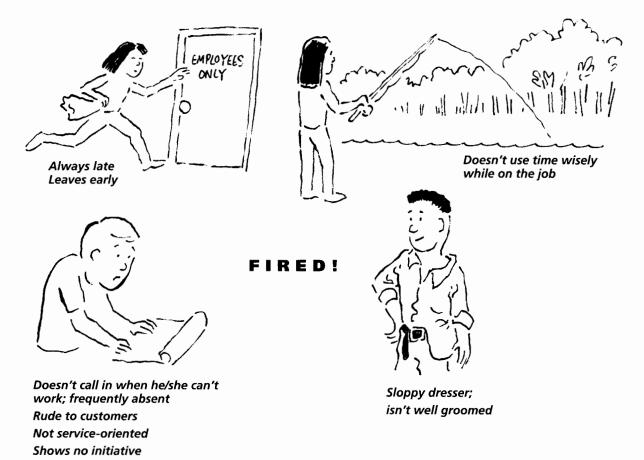
## Setting the Stage

Now that you have a job, you must keep it. Make a list of some of the reasons people lose jobs.

1.		
2.		
3.		

## **Understanding the Process**

The first response when you lose a job is often to blame the other person, the boss. "He didn't like me." "She was out to get me." Normally, when a person is let go, there is a reason, such as:



Grooming is the easiest of these reasons to address. For example, while some adults have trouble with guys who wear long hair or earrings, for the most part, it is not how long your hair is, but whether it appears clean and neat (out of your face). Read the tips below:



Face and hair clean Hair brushed and out of face Makeup not too heavy and not too far out



Hands clean Not too much jewelry



Clothes clean and pressed Most businesses indicate what they want employees to wear so that they will be comfortably and modestly dressed.

#### How will you be judged?

Whatever your job, title, or salary, you will, at some point, be evaluated. Your evaluation will indicate how you are perceived. Each business or organization has its own evaluation form. Listed here are some items that seem to be a part of most evaluations. They are usually key characteristics that determine whether or not you will be able to keep your job.



## Practicing the Process

## Activity 1 Assessing Your Appearance

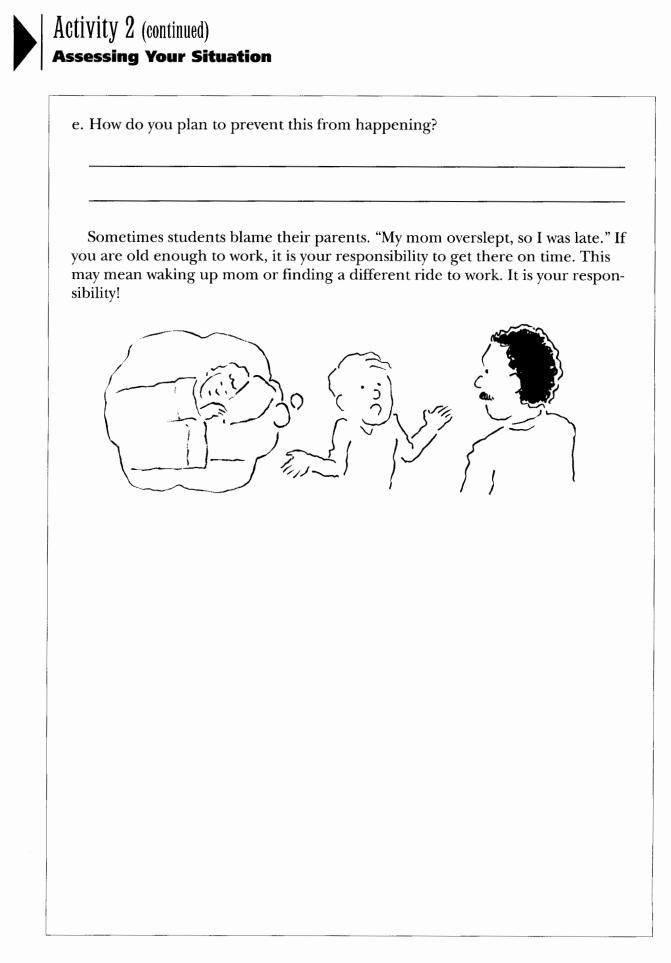
a. Look at yourself. What will you	need to do in	n order to be appr	opriately
groomed for your job?			

Features	Condition Right Now	What I Need to Do	Target Date
Hair			
Face			
Hands			
Clothing			
Posture			
b. Will you	look at work be differe	ent from your look at scho	ol? Why or why not?
		t be different for different h of the following jobs?	i jobs. How might
Fast food w	orker		
Student ba	nk teller		
Student nu	rsing assistant		
Student ed	itor at local newspaper		
Clerk at loc	al department store		
Member of	construction crew		



Another area that causes concern is time management. An employer wants an employee to have a good attendance record and to arrive and leave on time.

. `	Why would this be so?
j	If you can answer this question and understand that the job does not get done f you are not there, then what barriers are keeping you from work? In other words, what might be the things preventing you from going to work?
-	
-	How can you address each of these so that they will not get in your way?
	Which one of the reasons you gave in section b do you feel may cause you to miss the most work? Why?



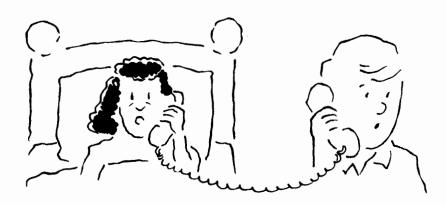


**Situation:** Last night, Susan came home furious. She was to work until 9:00 p.m. and had made plans to go to a party. At 9:00 the store was full and the boss wanted Susan to stay.

a. What is the problem?
b. What are the possible solutions? The first is done for you.
1. Walk out.
2
3
c. What is the probable result of each solution? The first is done for you.
1. Walk out-get fired.
2
3
d. Which is the best solution? Why?
A related issue is what to do when you can't be at work because of illness or for any other reason.

Always call your employer as soon as you know you will not be at work, no matter what the reason. Your boss may then be able to find a replacement. When you don't call, the job does not get done and your boss waits and becomes more and more angry as time goes by.

What is the telephone number of your place (or intended place) of employment?



#### Ten Helpful Hints for Calling in Your Absence:

- $\sqrt{1}$ . Follow your company's guidelines for reporting absences.
- $\sqrt{2}$ . Give adequate notice; inform your boss as soon as you know.
- $\sqrt{3}$ . State that you will not be able to come in to work.
- $\sqrt{4}$ . Give a brief reason why you will not be able to attend.
- $\sqrt{5}$ . Be honest.
- $\sqrt{6}$  6. Notify the boss of any special tasks, duties, or assignments that will need to be completed by someone else during your absence.
- $\sqrt{7}$ . Recommend people who could complete the assignments or tasks.
- $\sqrt{8}$ . Give a target date for when you expect to be back at work.
- $\sqrt{9}$ . Apologize for any inconvenience your absence may cause.
- $\sqrt{10}$ . Keep your boss notified of any change in your target date for returning to work.



Initiative is the ability to find and do something that needs to be done without being told to do it.

**Situation:** You work in a restaurant. It is 2:00 on Saturday afternoon and the line for lunch has dwindled. You look around and see that there are no customers for you to serve. You have some choices to make.

a. What is the problem?
b. What are the options?
c. For each option, what might be the possible consequences?
d. Which option will you select? Why?



### Activity 4 (continued) Showing Initiative

**HINT:** A good guideline is to put yourself in the place of the boss. "If I owned this place, how would I want people to behave and what would I want someone to do?"

- e. How might what you want to do differ from what your boss might want you to do?
- f. How might your work behavior change if you knew that you were going to inherit this business next year?

There are two types of communication: verbal and nonverbal.



Activity 5

**Role Play** 

**Verbal communication** = what you say when you speak



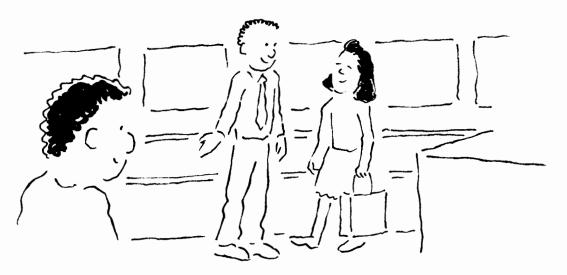
**Nonverbal communication** = what you say without words by the way you look, stand, and appear

Whether you work in a fast food restaurant, a movie theater, or a grocery store, there are some key phrases you should know and practice.

May I help you? Yes, ma'am; No, sir Thank you You're welcome

When you don't hear what someone has said, don't say, "Huh?" or "What?" Ask them to "Please repeat your order," or say "I'm sorry; I didn't hear what you said."

**TIP:** If you are not sure what to say or do, watch and listen to others, especially the manager. The manager has practiced good manners in order to get where he or she is.





#### Activity 5 (continued) Role Play

- a. Find a partner and role play the following situation, switching roles with your partner to play both customer and employee:
  - Customer enters restaurant to place an order.
  - Customer doesn't know what to order.
  - Customer mumbles order and changes mind midway through placing it.
- b. What did you learn from this role play?
  - 1. As the employee

2. As the customer

#### EXTENSION ACTIVITY

The next time you are in a fast food restaurant, stand back and make a list of the comments made by the employees. What is your opinion of what you saw and heard?

## Activity 6 Investigating Nonverbal Behavior

Sometimes when we communicate, our words may be right, but the tone of our voice or the way we look when we speak projects a totally different feeling than what our words are saying. Ask yourself these questions to get an idea of what you are really conveying to people.

1. What is your voice level?	Is it loud or soft?
2. What is your voice tone?	Is it deep? whiny? shrill? angry? sarcastic? offensive?
3. What about eye contact?	Are you staring at the person or are you avoiding eye contact?
4. What about body movement?	Are you standing straight or slouched down? Are you at ease and open or are you poised for attack?

**TIP:** Remember that different cultures attach different meanings to nonverbal behaviors. If you are working with or for someone from a different cultural background, make sure you understand the meanings and implications of certain actions in their culture. For example, in some Asian cultures, respect is shown by lowering one's eyes, and in some Hispanic and Italian cultures, the proper distance between two people conversing would be much closer than an American would like.

To communicate effectively, our verbal words must match our nonverbal actions and appearance and be appropriate for our audience.

a. Indicate how each action below usually makes you feel if someone to whom you are talking responds in that way.

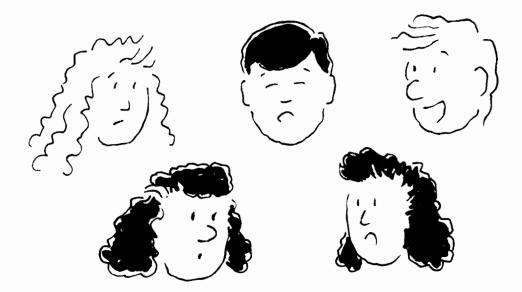
If the person responds by	I would feel
speaking very loudly	
sounding angry	
looking away, or out the window	
looking down all the time	
moving closer to me	
moving away from me	
sitting back and crossing his or her arms	
leaning forward and looking eye-to-eye	

. Choose a culture and investigate nonverbal communication in that What did you learn?				
How might the differences create conflict in a work environment?				

## Activity 7 Knowing Who Pushes Your Buttons

**REMEMBER:** The key word is SERVICE! The customer is not there to please you or help you. You are there to help and please him or her.

This is not always easy. There are many different types of people. Some of them are easy to get along with, and some of them are not as easy to get along with. Some are downright difficult.



One of the first steps in knowing how to deal with difficult people is understanding what pushes your buttons. What makes you lose control and respond with anger and frustration? If we know what kinds of things in people make us angry, we can begin to work on strategies for dealing with or avoiding those things.

Make a list of the types of people or "actions" that push your buttons. Answer the following questions five times.

-	 	 	 

c. What kind of things have you done in the past in response to each of the above button-pushers?		b.	Why do you think these things or these types of people push your buttons
	above button-pushers?		
		c.	

# Activity 8 Defusing Red Alerts

Annoyance and anger are very normal reactions. We have a choice when we feel angry. We are in control of our behavior. We can express anger or we can resolve it.

When people are rude to you, it may not be because of something you have done to them. Do not take it personally. It is a result of something that occurred before they entered your place of work. Tell yourself: "I had nothing to do with causing this. Can I help improve their feelings?" Make a game of it!

For each comment by a hostile customer below, defuse the situation by refusing to allow your own button to be pushed. Give an appropriate response or action to say or do that would change the red alert to condition yellow or, hopefully, green. You could call this strategy your "Refuse and Defuse Action."

#### Hostile Customer Comment

Yeah, you can help—just give me my food and make it quick.

Stop playing around and take my order.

What's the matter with you? Can't you even take my order right?

You didn't give me my \_\_\_\_\_, and I paid for one. This is why I hate places like this. Sorry service, sorry food, and jerks who get paid for being stupid.

Good morning, oh yeah? What's good about it?

Take your chewing gum outta ya mouth and speak so I can understand you.

I didn't hear a word of what you said over that stupid machine.

#### **Refuse and Defuse Response/Action**

Hopefully, you won't encounter many customers like these. However, if you do, remember:

- a. Do not take it personally
- b. Refuse and defuse



Three different types of behavior may be used to respond to everyday situations. They may be helpful to understand as you begin your employment:

- 1. Nonassertive behavior
- 2. Assertive behavior
- 3. Aggressive behavior

Nonassertive behavior occurs when you do not express your feelings, opinions, or needs, or when you do so indirectly. When you are nonassertive, you deny your rights and place the responsibility on the other person. Occasionally this might be fine, but used repeatedly, this type of response could cause you to feel badly about yourself, to be considered wishy-washy, to make the other person angry, or to cause you to build up frustration and eventually blow up. A common way to describe this behavior is that you don't feel good enough about yourself to make a decision, to defend a decision, or to make requests.

One example of a nonassertive situation might be: The line is long. A hostile, difficult customer is studying the menu and you do nothing.

	scribe a nonassertive behavior you have been involved in.
W	ny did you choose this behavior in that situation?
	ow would you behave differently if you were faced again with the same or a nilar situation?

# Activity 10 My Aggressive Behavior

Aggressive behavior occurs when you express your feelings and opinions in a threatening, demanding, or hostile manner. You demand your rights, denying the other person his or her rights. When you exhibit aggressive behavior, you are considered "pushy" and a "bully." This type of behavior usually leads nowhere. It creates feelings of anger, and no one's needs are met.

Consider this example of aggressive behavior: You demand an order from a customer who is spending too much time studying the menu.

a. Describe an aggressive situation in which you have been involved.
b. How did you feel?
c. Why did you choose this type of behavior?
d. How was the situation resolved?
e. How would you respond differently if faced with the same or a similar situation?

# Activity 11 My Assertive Behavior

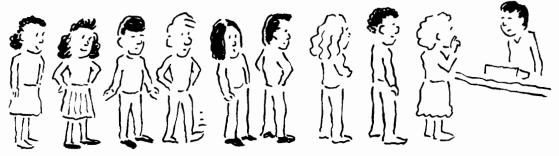
Assertive behavior occurs when you express your feelings, opinions, or needs in an even manner that is not hostile or demanding, and at the same time allow the other person to express his or hers. It does not mean that you will get what you want, but that you calmly express your desire or request. Assertive behavior usually yields positive results because both people know how they feel and can compromise. If a compromise cannot be reached, at least both parties have been heard.

An example of assertive behavior occurs when you say to the customer,

"Ma'am, the line is getting long; are you ready to place your order?"

or

"Ma'am, the line is getting long; let me wait on the person behind you while you make your decision. Let me know when you are ready to order."



a. Describe an assertive behavior situation in which you have been involved.

b. Why did you choose this behavior?

c. What was the result of this behavior?

d. How would the results have been different if you had been nonassertive or aggressive?

Activity 12 Observing Customer/Employee Interactions

Spend fifteen minutes in a local fast food restaurant, movie theater, or cleaners. Note the comments made to the employees. Code P for positive, N for negative, and O for neutral. If possible, make a note of how the employee responded to the customer. Was the employee able to "refuse and defuse" the negative situations?

Comments	Code	Employee Reaction
	10 mm	<u></u>
		·····
· · · · · · · · · · · · · · · · · · ·		·····
		·····
	·····	
· · · · · · · · · · · · · · · · · · ·		·
		11. mar

# Activity 13 Interview: "Dealing with a Difficult Customer"

Interview a friend or an employee of a local business. Ask the person about the most difficult customer with which he or she has had to deal. Discuss the situation.

a. Describe the situation.
b. How did he or she handle the situation?
c. What was the result of the employee's action?
d. In reflecting on the experience, how would the employee rate his or her response to the situation?
e. What would the employee do differently if faced with the same or a similar situation? Why?

# Applying the Process 1. Putting it all together

Ask the boss if you can spend the morning shadowing a friend at work. Let the friend know you're doing this. Note appearance, use of time, initiative, communication skills, and behavior. Be sure to write a thank-you note to your friend and to the boss.

## 2. Rating your response

ALC: CONTRACTOR

Complete a checklist about the person you observed. Discuss it with the employee.

Characteristic	Excellent	Good	Fair	Suggestions	
Appearance					
Grooming					
Clothing					
Use of Time					
Attendance					
Punctuality					
Time spent on task					
Completion of tasks					
Initiative					
Knows what to do					
Takes lead in doing tasks					
Works without direction					
Looks ahead					
Communication					
Verbal					
Nonverbal					
Behavior					
Assertive					
Aggressive					
Nonassertive					

# Assessing Your Growth

1. What three questions do you still have about this module's topic?

2. What have you learned or achieved?

3. How will you use this information?

## **MODULE 3**

# Making Wise Purchases

## Focusing

After completing this module, you should be able to:

- make purchases in a variety of ways
- determine the most appropriate method to meet your needs
- analyze advertisements in order to determine the best buy
  - recognize key vocabulary words connected with this module and comprehend materials using these terms
- effectively read and complete forms related to making wise purchases

# Surveying the Field

The dollar does not buy as much as it once did. In an effort to stretch their dollars, many people watch for notices of sales, specials, and bargains. They shop at outlet stores, rummage sales, and secondhand shops.

Just as there are several ways to go about finding a job, there are numerous ways of making purchases.



The majority of purchases are made when the consumer realizes he or she wants an item and has some money to spend on it.

# **Knowing the Terms**

ere are various terms you may encounter in this module and as you make wise purchases. Appropriate definitions are included as a guide to your readings.

**Consignment** condition of sale in which payment is made to the original owner after the item has been sold

**Rummage** odds and ends that have been collected to be sold

**Stock** merchandise to be sold

**Guarantee** promise that something is in good condition or that something will be done **Warranty** a guarantee that describes the conditions under which something will be fixed

**Layaway** a method of buying in which the buyer pays an amount each week and receives the item only after it has been paid for

**Outlet store** store that specializes in a few items at a lower price

**Imported** brought into this country from another country

**Warehouse** building or store where a variety of items are stored in large quantities

Merchandise items bought and sold

**Bargain** item purchased for a good price; significant reduction in price.

# Setting the Stage

When you want to buy something, how do you go about it? Brainstorm a list of what you do.

Why do you shop in this fashion?

# **Understanding the Process**

a syou go about making wise purchases, you may want to follow these steps to be successful:

- **1.** Identify the qualities or characteristics of the item for which you are searching.
- 2. Prioritize the qualities in terms of importance to you.
- **3.** Determine the amount of money you can spend on the object.
- **4.** Brainstorm possible sources where you can obtain the item.
- **5.** Choose the buying method most appropriate to your needs.
- **6.** Obtain information regarding the item from the sources and record on paper.
- **7.** Compare information based on the qualities you have identified as important.
- **8.** Determine the best purchase for you based on your needs.

Compare these steps with those you listed under Setting the Stage at the beginning of the module.

Check those steps you included.

Circle the number of those steps you omitted.

How do you think your purchasing experience might change if you added or deleted some of the steps?

# **Practicing the Process**



# Activity 1 Reviewing Advertisements

Hank has decided he wants a new pair of hiking boots. His first thought is to hit the mall and buy those boots. He did. He went to his favorite store in the mall and paid \$110 for his boots.

Let's see if we can do better. Over the weekend, we checked the local newspaper for sales. Read the ads that follow and answer the questions below.

a. Do you think Hank could have	e found a pair	of hiking boots for	less than what
he paid?		-	

b. Would he have bought them? Why or why not?

c. Which pair in the advertisements appeal to you most? Why?

## Activity 1 (continued) Reviewing Advertisements





Using the information presented in the advertisements in Activity 1, complete the chart below for four brands of hiking boots and answer the questions that follow.

ltem	Description	Original Cost	Sale Price	Unique Selling Feature
Hank's Hiking Boots	Brown Suede, Lug Sole	\$110	\$110	Lug sole, suede
Adv. special A	bole			
Adv. special B				
Adv. special C				
Adv. special D				
	ions do you still ha			
b. Which is th	e best buy? Why?			
		· · · · · · · · · · · · · · · · · · ·		
c. Which buy	do you think is the	e best buy for H	Hank's purpose?	• Why?
d. Which iter	n would you choos	e to purchase?	Why?	
d. Which iten	n would you choos	e to purchase?	Why?	



e. Write two statements you can make from comparing these ads.

#### EXTENSION ACTIVITY

Look through your newspaper for ads for hiking boots. Compare prices in your area to these in North Carolina.



Because the dollar does not buy what it once did, many people watch the newspaper for advertised specials in an effort to stretch their dollars. Advertised specials offer an opportunity to compare features and prices of similar products from different companies and to get the "best buy."

Susan wants to purchase a stereo cassette player. Complete this chart with information taken from the advertisements that follow.

Brand	Store	Item #	Sale Price	Deadline	Features
А.					
D					
В.					
0					
С.					
D					
D.					
E.					
L.					

## Activity 3 (continued) Comparing Advertised Specials

BEST A 18 Sale \$5998 6 GPX AM/FM Compact Stereo. Dual-cassette high-speed dubbing. EQ. Auto record level control. Speakers. (S3525)  $\triangle$ 513997 Reg. \$69.99 .Sale \$59.98 Aug +- 2 10 В Sale \$6999 3 Emerson. EMERSON AM/FM Stereo Dual-Cassette Recorder. PLL synthesized digital tuning. 20 presets. Auto-reverse with highspeed dub. 3-band EQ. 2-way speakers. (AC2353) ★ △ 779601 Reg. \$77.99 CIRCUIT CITY PRICES LOWE'S' **GUARANTEED** THRU Panasonic С COLUMN DE LA COLUMN SONY. Panasonic Portable Silmline AM/FM Stereo Double Cassette Recorder Ε With Synchro Start Function & \$6997 High-Speed Dubbing Sony AM/FM 20-10 10-10 **Dual Cassette** Stereo With CD SHARP Detachable 2-way speakers \*16-track programmability \*Shuffle
 play and repeat play \*Synchronized CD to cassette dubbing
 \*Bass boost \*4-band graphic equalizer #55260 UISC D Sharp Portable AM/FM Stereo Cassette Recorder with Built-In Compact Disc S - -----\$17997 Prices effective thru 9/30



Answer the following questions based on the information in the chart you made in Activity 3.

<ul> <li>b. What is the brand name?</li> <li>c. How much less is it than the most expensive one advertised?</li> <li>d. Which seems to be the best buy? Why?</li> <li>e. Which might appeal to a businessman who travels to numerous cities for conferences and meetings?</li> <li>f. Which might appeal to a teacher for use in a classroom? Why?</li> <li>g. Which would you buy? Why?</li> </ul>	a. `	Which advertisement has the least expensive cassette player?
d. Which seems to be the best buy? Why? e. Which might appeal to a businessman who travels to numerous cities for conferences and meetings? f. Which might appeal to a teacher for use in a classroom? Why?	b. <sup>*</sup>	What is the brand name?
<ul> <li>e. Which might appeal to a businessman who travels to numerous cities for conferences and meetings?</li> <li>f. Which might appeal to a teacher for use in a classroom? Why?</li> </ul>	c. 1	How much less is it than the most expensive one advertised?
ferences and meetings?	d.	Which seems to be the best buy? Why?
g. Which would you buy? Why?	f.	Which might appeal to a teacher for use in a classroom? Why?
	g.	Which would you buy? Why?



### EXTENSION ACTIVITIES

- 1. Collect advertisements for stereo cassette players from your newspaper. Compare your ads to these. Which is the best buy?
- 2. Interview older friends or family members as to the cost of stereo cassette players when they were your age. Did they have them? How much were they?
- 3. Research stereo cassette players and portable compact disc players. If you had neither, which would you buy? Why?



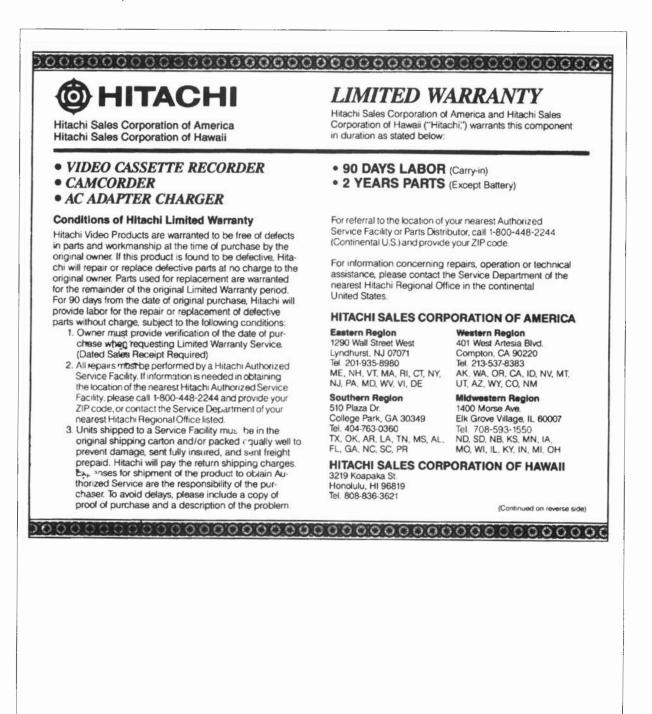
Play Shop and Save. Cut out individual item advertisements for groceries, clothing, furniture, and the like, being careful to include the price of each item. Paste the advertisements around the edge of a square piece of posterboard. Roll dice, spin a spinner, draw a card, or develop some other system to decide how many advertisement spaces a player moves with each turn. Each time a player lands on a square, record the price of the item pictured. At the end of the game, total each player's bill. The player who "spends" the least amount of money is the winner.

Designer Blouse \$19.99	Miss a turn	10-Speed Bike \$120		
Go forward one space and subtract this item.			<u> </u>	
Backpack \$8.79		¢Ц		
Cola Drink 65¢		A	IOP ND VE	



When you purchase a new electrical appliance, a warranty comes with it. A warranty is a statement that says that if anything happens to your appliance within a specified period of time the item will be replaced or repaired free of charge.

Read the warranty below and answer the questions based on the information found in the warranty.



#### Warranty Limitations **Important Notice:** The Limited Warranty provided by Hitachi does not cover: Retain your sales receipt for warranty purposes. Please A. Cabinet (exterior finish items), Battery Packs, complete the section below for your records as it may be Accessories, Head Cleanings, Video Tape Damage, needed in the event of loss. or TV Set Modifications. B. Any defect, malfunction, or failure caused by or Attach sales receipt to this card resulting from improper service, maintenance, repair, use of Video Cleaning Cassettes, or from abuse, neglect, accident or any other cause beyond the Video Products Limited control of Hitachi. Warranty Registration C. Unpacking, set-up or installation, adjustment of customer operated controls, user instruction. D. Any product with Serial Numbers altered or (for your record) removed. E. New products purchased or service performed outside of the continental United States or its possessions. Model No. F. Product used for a commercial or industrial purpose. Serial No. NO PERSON, AGENT, DISTRIBUTOR, DEALER, SERVICE FACILITY, OR COMPANY IS AUTHORIZED TO CHANGE, MODIFY, OR AMEND THE TERMS OF THIS LIMITED WARRANTY IN ANY MANNER OR FASHION WHATSOEVER. EXCEPT AND TO THE WARRANT Y IN ANY MANNER OF PASHIDI WHAISOEVER. EXCEPT AND TO THE EXTENT PROVIDED IN THIS LIMITED WARRANTY, HITACHI MAKES NO EXPRESS WARRANTY REGARDING THIS HITACHI PRODUCT, FURTHER, ALL IMPLED WAR-RANTIES RELATING TO ANY PORTION OF THIS PRODUCT, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE LIMITED TO 90 DAYS FOR LABOR AND TWO YEARS FOR PARTS, THE DIDUCTION OF THE ADD FOR DAYS FOR ADOLF WOODEN. Date of Purchase Dealer Name DURATION OF THE APPLICABLE EXPRESS WARRANTY CONTAINED ABOVE. Dealer Address HITACHI SHALL NOT BE LIABLE TO THE PURCHASER OR TO ANY OTHER PERSON FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS OF PERSIN FOR ANY INCIDENTIAL OR CONSECUENTIAL DAMAGES OF LOSS OF PROFIT OR PRODUCT RESULTING FROM ANY DEFECT IN OR MALEUNCTION OR FALURE OF THIS HITACHI PRODUCT. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, OR THE EXCLUSION OF INCI-DENTIAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATIONS MAY City Ciet2 Zip NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. IITACHI AN AND AND ANY



a.	When does the warranty run out?
b. '	What does the warranty cover?
<b>c</b> .	What is not covered by the warranty?
	What do you have to do if you want the item repaired and it is covered by the warranty?
e. '	What concerns do you have regarding the warranty?



Another way to shop, which is very popular, is to go to outlet stores. An outlet store specializes in limited selections of certain items but offers these at a lower cost than you'll find in a retail store. For example, an outlet may specialize in selling only jeans rather than different varieties of pants or slacks. If someone wants a pair of jeans, he or she may decide to go to a jeans outlet. However, if someone wants a pair of pants but is not sure what kind to buy, he or she may want to go to a retail store.

Store	What does it sell?	
	out outlet stores is to check your telephone directo sting under "outlet stores," check "factory outlets." I	
you do not find a		List two
you do not find a additional outlet items each sells.	sting under "outlet stores," check "factory outlets." I	List two ate the
you do not find a additional outlet items each sells.	that carries hiking boots. Indicate the name and pl	List two ate the
you do not find a additional outlet items each sells. c. Find an outlet sto number: (na	that carries hiking boots. Indicate the name and pl	List two ate the
you do not find a additional outlet items each sells. c. Find an outlet sto number: (na E X T E N S I O N	that carries hiking boots. Indicate the name and pl (phone number)	List two ate the

# Activity 8 Ordering from a Catalogue Store

In many larger towns, residents have the opportunity to shop in yet another type of store—the warehouse store. You may know it by the name of Sam's, Wal-Mart, K-Mart, Brendle's, or Best. These stores are located in large buildings. Some look like warehouses, while others are more attractive. Warehouse stores purchase items in large numbers and display them by stacking boxes and opening one to show what it contains. Because these stores purchase in such large quantities and display in a simple manner, the items are less expensive. Brendle's and Best differ from K-Mart or Wal-Mart in that they also operate as catalogue stores. They display only one item. If you choose to purchase something, you complete a form and take it to another counter. There the clerk orders the item from the warehouse section of the store and brings it to you.

Examine the order form below and catalogue page that follows. Choose an item you would like and complete the form based on the information found in the catalogue.

FIRST NAME	_	AST NAME	(	E) H <b>OME</b> TELEPHONE NO
CITY		STATE		ZIP
		ease ensure that I a	m on vour mailing	list.
ITEM NO.			RIPTION	YOUR PRICE
			<u> </u>	
SR 1160 (REV. 8/90)	TAKE CON			
5H 1100 (HEV. 0/90)	IAKE CON	MPLETED FORM	TO ORDER DES	or.
ording to th	ne instructio	ons what do vo	u need to do t	o get the object



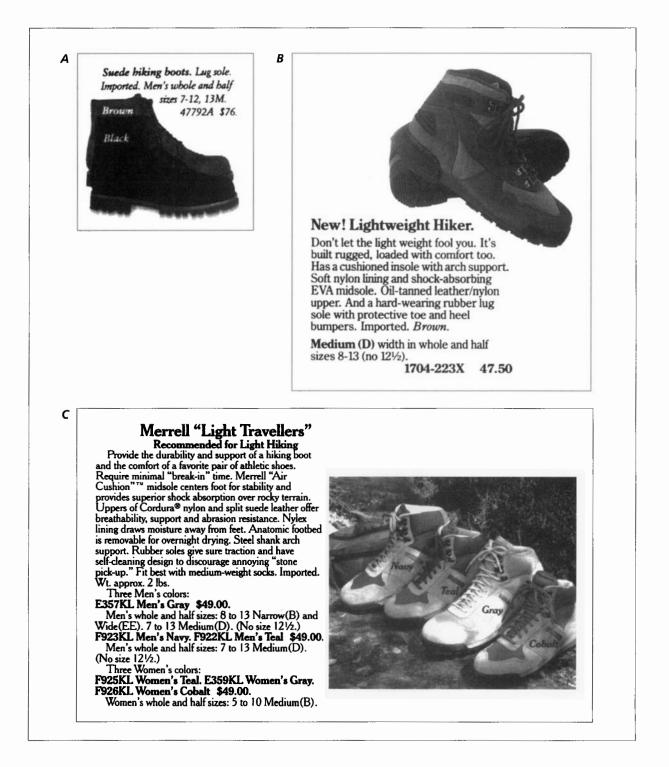




The easiest way to shop is to shop through the catalogues. Many companies send catalogues on a regular basis. These include L. L. Bean, Lands' End, Talbots, Jos. A. Banks, and Spiegel.

Remember Hank's hiking boots for which he paid \$110? Let's look at these ads from different catalogues.

Read the ads for various types of boots and answer the questions that follow.



a. Which	characteristic or feature is most important to you?
b. Which	is the best buy, economically? Why?
c. What d	loes "imported" mean?
d. Does it	disturb you that all these boots are imported? Why or why not?
e. What is	s a "lug sole"? If you don't know, how can you find out?
f. Which	would you buy and why?

# Activity 10 Understanding Ordering Instructions

Hank has decided to return the boots he purchased at the mall and order a pair of suede hiking boots from J. Crew. Read the ordering directions and answer the questions.

# J. Crew delivers Christmas. Guaranteed. Order toll-free 1-800-562-0258

#### Order by Phone

Twenty-four hours a day, seven days a week. Our friendly sales staff will answer questions about sizes, colors, etc. We accept:



Suggestion: fill out an order form (including credit card number and expiration date) then read from it when you call us.

#### Order by mail

Check that name and address printed on the order form are correct – notate corrections. Fill out the order form, then mail.

#### Shipping

We usually ship via UPS, the day after we receive an order. Allow 2 to 8 days for delivery. If an item is out of stock, we will inform you of the expected delay. (Note: all shipments to P.O. box addresses are made via parcel post.)

#### **Express delivery**

3 business days, \$5 extra. 2 business days, \$15 extra. Phone orders only, and no express delivery to Post Office boxes. Alaska and Hawaii add \$10.

#### Our Guarantee

At J. Crew we sell only merchandise that endures in style as well as construction. Therefore, without reservation, we guarantee that if for any reason, at any time, you are not completely satisfied with any item you purchased from us, we will gladly exchange or substitute or refund your money. Order any time. Anywhere. Any day of the week. Any hour of the day. Our telephone staff is at your service, and glad to help. Christmas delivery guaranteed. Phone by 7pm EST on December 20 (or as late as 12 noon EST on December 23, delivery via next-day air at an additional \$15 charge). Item availability confirmed on line.

Gift boxing. Our distinctive, rigid box (not the foldable sort) comes complete with tissue, satin ribbon, a gift card with your message. Four box sizes and up to two items per box. Price: \$5.50

Send gifts direct. We'll imprint your name and personal message on the packing slip, and send confirmation to you.

Gift certificate. Give the gift of choosing in addition to the gift itself. We will print your message on a vellum-like note and enclose our catalog.



#### Returns and exchanges

Please do return any item that does not satisfy you completely. Enclose our packing slip and the return label attached to it. Wrap securely and prepay. Send to:

- J. Crew Returns
- One Ivy Crescent

Lynchburg, VA 24506-1001 We will promptly handle your exchange and credit your credit card or send a refund.

#### Inquiries

J. Crew Customer Relations One Ivy Crescent Lynchburg, VA 24506-1001

Or call: 1-800-932-0043 Monday-Saturday 8am to 9pm (EST) Sunday 10am to 5pm

#### Mail list option

We make our customer list available to a few carefully screened firms. If you prefer not to receive such mailings or no longer wish to receive your own catalog, please cut your name and address from the order form and send to:

J. Crew Mail Option One Ivy Crescent Lynchburg, VA 24506-1001

#### Special Info for Canada

Order via 1-800-562-0258 toll-free. The cut-off for our Christmas delivery guarantee is December 1 (or December 18 with express delivery up-charge of \$22.50). If ordering by mail send U.S. funds. For a free catalog, phone 1-800-331-5806.

## Activity 10 (continued) Understanding Ordering Instructions

How can you place an order?
List four ways you can pay.
What is "express delivery"?
When can you order?
How do you handle a return?

# Activity 11 Completing the Order Form

Complete the order form below. Following the directions, order the boots in your size, choice of color, method of payment, etc.

J Or Ly	ne Ivy ( nchbur red b	CR Crescent g, VA 2450 y:	6-1001		1-80 Twenty seven d	toll-fro 0-562 four ho lays a we	2-025	8 Name - Address City/Sta	llege student? Please fil		Apt Apt Zip	
If this is	not yo	ur own correc	t address, cro	ss out and cor	rect durect	iy below.		Gif	t message ay from home? We ca ferent ship-to addre	in ship to SS	o work or other addr	C55.
								City/Sta	ic		Zip	
'Phon' Daytime	•	nbers with	area codes	Evening				🗆 Du	plicate catalogs? Pleas	e send la	abels and indicate th	e correct one.
Page		Item	Color	Second Color	Size	Pants Inseam	<u> </u>	Ite	m Name	Gift	Price of	
- mgc	Q.J.	Number		Choice	or waist	Length	Y=Yes N=No			(✔)	Each	Total
									<b>T</b> 1 <b>C</b>			
Meth	nod o	of payme	ent   Che	ck Mast	ercard [	Visa [ ]	America	n Express	Total price of items In CA, MA, NJ, NY, V	A, TN		
									In CA, MA, NJ, NY, V figure sales tax on items (in NY of Shipping & handling	on shippin	ng and handling too) p to \$39.99 \$4.50 40-99.99 \$5.50 100+ \$6.50	
Credit ca	rd scco	unt number				E	xpiration d	te	per total price of items Gift boxes	ļŝ	40-59.50 100+ \$6.50 {\$5.50 each }	
Cardhok	ler's sig	nature		Cardhold	ler's addres	s if differen	from add	ess at top	Express delivery Available for 'phone orders only	{ 3 2	-day \$5 extra day \$15 extra dd \$10 for AK, HI	
				City			State	Zip	Total charges	( #	ad \$10 for AK, HI J	
Order your usual size.	Inseam, be sure to designate length and Y (cuff) or N (no cuff) on order form.	In year, measure nom croten sean to the bortom of the leg. (Unseam measurement is needed only if pants are ordered "finished" rather than "unfinished." If ordering a finished	Hip: Measure around fullest part of body, at the top of legs. Inseam: Using a pair of pants that	Men need ivo messurements: waist and inseam. Women need three: waist, hip, and inseam. Waist: Measure around natural	Measure around head where hat would fit comfortably. Refer to the chart above. Pants and Jeans	Acted to wonter a successize chart. Belts Measure around waist, over waistband of pants. Have	measure around natural watsturie, keeping the tape comfortably loose. Women's swimwear in the second s	Ha size   6/4   6/4   7   79/4   79/4   79/4   79/4 Cotton knits Do not order a larger size than usual (ours are cut to fully allow for expected shrinkage). Sweaters, woven shirts, knit tops, dresses Measure under arms around fullest part of chest. Skirts	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	2   46   8-10   12-14   16 Men's sportswear sizes by chest measurement S   M   L ! XL	2         4         6         8         10         12         14           327/r         337/r         347/r         357/r         36         39         39           327/r         337/r         347/r         357/r         38         399/r         39	Unsure of a size? Here's help. Our clobes are cut to traditional sizing ly between sizes, order the next larger size. Women's dress sizes by measurements



Perhaps the best bargains of all are those to be found in consignment shops, secondhand stores, or at rummage and yard sales. The prices are low because the items sold have been worn, used, or previously owned.

A consignment store is a shop to which people bring their clothing or items to sell. When the items are sold, the original owner receives a portion of the sale price.

Na	me
	cation
	one Number
b.	Visit the consignment shop and record your impressions.
c.	List phrases that describe the store.
d.	What are the advantages of buying an item in this type of store?
e.	What are the disadvantages of buying an item in this type of store?

a.	What background skills are needed to manage a consignment store?
b.	What are the advantages of working in a consignment store?
c.	What are the disadvantages of working in a consignment store?
d.	Where do you shop when you wish to buy something? Why?
	How does this particular consignment store work? (What are the operating procedures?)
E	XTENSION ACTIVITY



A secondhand store sells items that have been worn, used, or previously owned. People give these items to the store for a tax credit. The donor uses the tax credit to reduce income tax they owe to the government.

Interview the manager of a secondhand store and ask the following questions.

ſ	What background skills are needed to manage a secondhand store?
-	
_	
I	What are the advantages of working in a secondhand store?
_	
-	
١	What are the disadvantages of working in a secondhand store?
-	
-	
	Where do you shop when you wish to buy something? Why?
-	
-	
	How does this particular secondhand store work? (What are the opening
J	procedures?)
-	
-	
)	TENSION ACTIVITY
1	What would a person have to do to open a secondhand store?



You may have visited neighborhood yard sales. Each family that participates sells its own items and keeps the proceeds from its sales. Sometimes, a single family will have a yard sale. A single-family yard sale will not draw as many people, but it is a great way to earn some money for new purchases. People who are planning a yard sale often advertise in the newspaper or by placing posters around town, especially in the grocery store.

Look through your newspaper and find ads for yard sales. Answer the following questions based on your choice of one or two ads.

a. When is it?

b. Where will it be held?

c. What kind of items are to be sold?

d. Is there something in the ad that is enticing to you? What is it?

e. What other terms are used to indicate "yard sale"?

f. When is buying items at a yard sale to your advantage?

g. What cautions should you remember regarding buying items at a yard sale?

a.	Where will it be held? Why?
b.	When will it be held? Why did you choose this date?
c.	What will you do in case of rain?
d.	How do you plan to manage a large crowd?
e.	What items will you be selling?
f.	Who will be your target audience? Why?
g.	How will you entice people to attend?
h.	How will you advertise your yard sale?
i.	What will you do with the money you make?

## Activity 17 Investigating the Concept of a Rummage Sale

A rummage sale is a fundraiser sponsored by an organization to collect items people no longer need or want and sell them to others. The proceeds go to the group to support a project or need.

Think about the concept of a rummage sale and answer the following questions.

. '	What are the disadvantages of buying items at a rummage sale?
	Compare a rummage sale with a yard sale. What are the similarities and wha are the differences?
	Why might someone choose buying an item at a rummage sale over a yard sale?
	Why might someone choose selling their items at a rummage sale over a yard sale?
-	

## Activity 18 Comparison Shopping

Select an item you would like to purchase. Visit a retail specialty store, a large department store, a catalogue store, and a warehouse or factory outlet store. Compare stores and the price of the item.

	Specialty Store	Dept. Store	Catalogue	Warehouse
hop Size				
ppearance				
Display				
rice of Item				
ariety of Styles				
Ielp Available				
mpression				
		<u> </u>		

## Applying the Process 1. Putting it all together

Now that you have completed this unit, decide upon something you want to buy. Where are you going to get it and why? (There is no correct answer. It's your choice.)

## 2. Rating your response

a.	Did you identify the qualities of the item that are important to you?	Yes	No
b.	Did you determine which ones are most important to you?	Yes	No
c.	Did you determine how much money you could spend?	Yes	No
d.	Did you identify several possible sources where you could buy the item?	Yes	No
e.	Did you identify which source best meets your need?	Yes	No
f.	Did you record information about the item from the different sources?	Yes	No
g.	Did you compare information based on the qualities you are looking for?	Yes	No
h.	Based on the above information and your needs, did you determine your best buy?	Yes	No

# **Assessing Your Growth**

1. What three questions do you still have about this module's topic?

3. How will you use this information?

#### **MODULE 4**

# Managing Money

## Focusing

After completing this module, you should be able to:

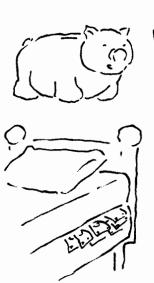
- prepare a budget
   maintain a checking account properly
- open a saving account
- recognize key vocabulary words connected with this module and comprehend printed materials using these words

From Reading for Survival in Todav's Society. Second Edition. Book 1. multikhed by GoodVearRooks Conversioly: 🖱 1004 Eleo W

 effectively read and complete forms related to managing money

# Surveying the Field

Now that you are working and earning money of your own, you must decide what to do with it.





\$ \$ \$





# **Knowing the Terms**

ere are various terms you may encounter in this module and as you learn to manage your money. Appropriate definitions are included as a guide to your readings.

**Budget** a plan for spending

**Check** written directions to a bank to pay out money

## Signature card card

documenting your correct signature

**Deposit** to put money into an account

**Transaction** a business dealing with the bank, such as the withdrawal or deposit of money

## Setting the Stage

What do you plan to do with the money you earn? Why?

What would your parents like you to do with the money you earn? Why?

## Savings account a

record/tally of money put into and taken out of an account in which money is saved

**Checking account** a record/tally of money deposited and spent by check

#### **Currency** money

**Average balance** the average amount of money in an account for a specified period of time **Endorse** to sign your name on the back of a check indicating that another person may collect it

## Sufficient funds

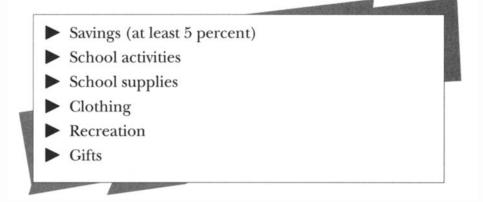
enough money in your account to cover the amount of the check

**Gross pay** your pay before deductions are taken out

# **Understanding the Process**

While it is exciting to think of earning money and buying all the things you have ever wanted, spending all you make is not a good idea. Inevitably, the day will come when you want something, but the money isn't there. This is why keeping a budget and saving a portion of what you earn are so important. It is recommended that you save at least 5 percent of what you earn.

As you plan your budget, be sure to include the following categories:





## Activity 1 Reading a Check Stub

Read this copy of Susan's check stub and answer the questions that follow.

05/01/93 DATE						DLL CHECK 00002125
DESCRIPTION	HOURS	AMOUNT		DESCRIP	TION	AMOUNT
REGULAR RN IN SS	48.00	192.00				
	CONTRACTOR OF A DESCRIPTION OF A DESCRIP	states which have a been a been as an	STATE	CITY	SDI	DED.
	the second s	0 14.68 0 88.43	4.60			
STORE#1809 DEPT.# HW	00 75.5	0 00.45	10.00	-	NET PAY	158.02
	ACH AND RETA	IN FOR YOUR R	CORDS			)
<ul><li>a. How many hours did Susan</li><li>b. What is the pay period for the</li></ul>						
<ul><li>c. What is Susan's hourly rate of</li><li>d. What is the total of the deduced</li></ul>	•					
e. What did Susan actually rece	eive for t	his pay p	eriod?			
f. What was her gross pay?						
<b>Special Notes:</b> Your <i>gross pay</i> your hourly rate of pay multiple not receive our gross pay becau including federal and state including federal and state including state including are just a few of the iteration of the iteration.	ied by th ise a nui ome taxe ighway e	ne numb mber of es. These construct	er of ho taxes are taxes a tion, mi	ours you e dedu ire usee litary e	1 work cted fr 1 to pa xpens	ed. We do rom it, ay for ser-
Social Security is another am be paid back to you when you This deduction is often labeled tributions Act, the law that aut	retire. It l FICA, v	is a savir vhich sta	ngs acco nds for	unt for Federa	r your d Insu	later years.



Hank has heard his mother talk about the family budget. A budget is a plan for spending. Hank must prepare a budget.

Hank is fortunate. He lives at home and does not have to contribute to household expenses. His mom and dad have decided, however, that now that he works he must pay for school expenses such as materials for projects and special activities such as the prom, school plays, and so on. He must also pay for field trips.

Hank must also pay for gas when he uses the car. He figures \$4 a week will cover that. Of course, he wants to go out at least one night of the weekend with his girlfriend or the guys. The cost of a date at the movies, including snacks, will be approximately \$20.

Let's see what we have so far . . .

School expenses	\$	5.00
Gas for car	\$	4.00
Movie with date	\$2	20.00

Is there anything else to add to the list?

What about needs when he is at work? Hank is fortunate; he gets to eat for free. It is one of the perks of his job.

Hank's weekly expenses total \$29. With a take-home check of approximately \$75, he has \$46 a week to play with.

Hank knows that he has to earn his own spending money for college, so he must save a major portion of his earnings. He has decided to save \$46 each week with \$35 staying in the account for college and \$11 accumulating for purchases he wants to make. If his check is under \$75, the \$35 will go into the college fund and the remainder will go into the spending fund.

Hank now has his budget.		
School expenses	\$ 5.00	
Gas	\$ 4.00	
Entertainment	\$20.00	
College	\$35.00	
Personal	<u>\$11.00</u>	
TOTAL	\$75.00	
Prepare a budget for you	rself based on your take	e-home pay and expenses.
Your take-home pay:		
Your expenses:		
Item		Amount



Now that Hank has a budget, he must decide what to do with the money he earns. He has several options:

- 1. Cash his check, pay his bills with cash, and hide the rest at home.
- 2. Cash his check, pay his bills with cash, and deposit the rest in a bank.
- 3. Deposit his check and pay bills from his checking account.
- 4. Deposit part of his check in a checking account and part of his check in a savings account.

Options	Advantages	Disadvantages
1. Cash/hide		
2. Cash/pay bills/deposit rest		
3. Deposit/checking account		
4. Deposit/checking and savir	ngs	
b. Based on the options above	, what would you do with yo	our money? Why?

Most people are convinced that it is not wise to keep money hidden at home. They prefer the safety provided and the interest paid by a banking institution. For most of these people, the bank serves as a place to maintain a checking account. For some, the bank also houses savings accounts.

Very young children believe that when you deposit your money in a bank, the bank keeps it just as you give it to them. This is obviously not so. The bank takes your money and invests it. It keeps only a small amount on hand. The Federal Reserve (a bank for banks) delivers money once a week. Each bank receives the amount it projects it will need for the week. The amount changes based on the time of the year and the number of people to be serviced. More money is needed during December and the summer months, less in February.

## Activity 4 Various Banks in the Community

There are a number of different banks in any community. Turn to your telephone book and list the banks in your town.

a	 	 	 	 
b	 	 	 	 
с	 	 	 	 
d	 	 	 	 
e	 	 	 	 

#### EXTENSION ACTIVITY

Collect printed information from several banks. Compare the different services the banks perform and note the charges for these services.



Ask the people you come in contact with which bank they use and why.

Person	Bank Used	Reason	
a.			
b.			
с.			
d.			
e.			

#### EXTENSION ACTIVITY

Interview officials at several banks. Compare and contrast advantages and disadvantages of banking services.



As you explore which bank to use, you will hear a number of terms. Read this list of banking terms and answer the questions that follow.

#### **Definitions of Banking Terms**

Account Number is a number identifying a checking, savings or loan account. On most personalized checks, it is the second set of figures imprinted in magnetic ink. This number is important to assure accurate processing of your checks. If not preimprinted on your check or deposit slip, the number should be written in by you.

#### **Bank Routing**

**Symbols** are numbers assigned to banks and used for the routing of check to the bank that has the account. They are located in two places on most checks—as the first nine numbers in magnetic ink characters along the bottom edge and as a fraction in the upper right corner.

#### Bank Statement is a

record of a customer's account activity prepared for him or her monthly. On the statement are listed all deposits made and all checks paid together with cost of service and balance information. **Service Charges** are made by the bank to cover costs incurred in processing checks. At many banks there is no service charge when a customer maintains a minimum deposit balance or an average monthly balance above a specified amount.

**Cost of Service** is a fee paid to the bank for processing checks to a commercial account. This fee is paid only when the cost of processing checks is greater than an allowance for the amount on deposit.

#### Federal Deposit Insurance is provided on account balances up to \$100,000. Participating banks have an FDIC membership sign at each teller window.

#### **Federal Reserve Sys-**

**tem** is the central banking system in the United States operating primarily as a bank for banks. The system is composed of twelve district banks with branches. The Carolinas are in the 5th district and are served by the Federal Reserve Bank of Richmond with branches in Charlotte and Baltimore.

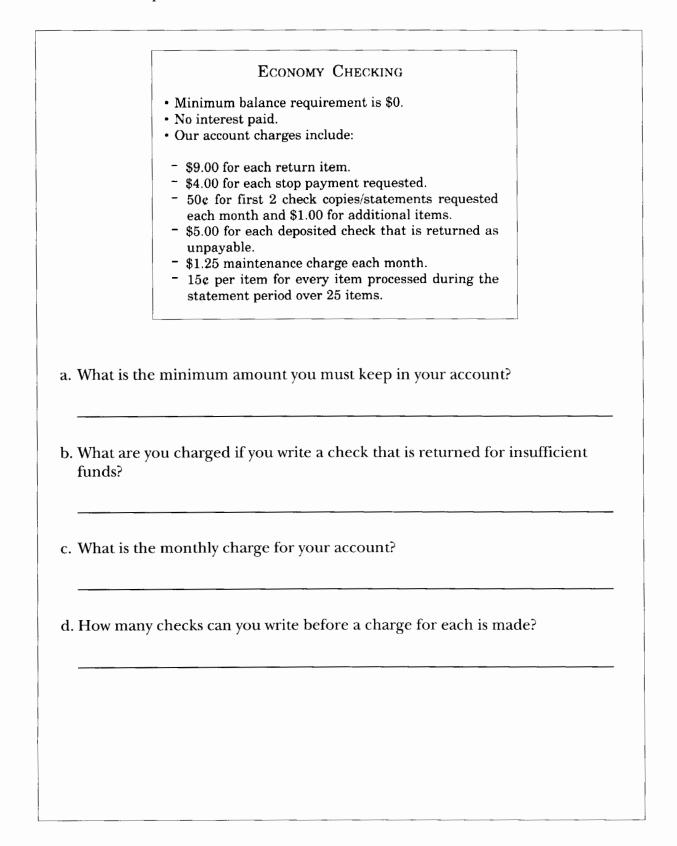
**Magnetic Ink** is used to print special figures (bank routing number, account number, check number and amount) along the bottom edge of personalized checks and deposit slips. Banks have machines which can read the magnetic numbers to sort and post checks and deposits to the correct bank and customer account.

**Trust Company** manages money, investments and other property for others through settling estates, administering retirement and other trusts and serving as an agent in specialized business and investment activities.

a.	What is the maximum account balance covered by Federal Deposit Insurance?
b.	What is an account number?
c.	Which set of the numbers on a check is the account number and where is it found?
d.	What kind of ink is used to print special information on personalized check and deposit slips?
e.	Where are the bank routing symbols found on a check?
f.	At many banks, there is no service charge when a customer keeps
Tł	he most important terms for you to know at this point in time are: Service Charges
	Cost of Service



Read the information on Economy Checking at the State Employee's Credit Union and answer the questions that follow.



## Activity 8 Reading and Understanding a Checking Account Application

If you decide to deposit your money in a bank, you must first open a checking account. Read the checking account application and answer the questions that follow.

Account Number:		
Checking		
	Interest Checking	Cash Investment Account Other
Statement Savings	Certificate	BankLine/Equity BankLine
Print Cust. No. 1 (Taxpa)	ver)	
Print Cust. No. 2		
Customer Identification		
Initials Date	City/E	Branch
Taxpayer Identification N Under penalties of perju (1) that the number show (2) that I am not subject to up withholding as a resu notified me that I am no I you to strike out the lang underreporting if you ha received a notice from th	ITIN is available, if foreign of the second	erest or dividends, or the Internal Revenue Service has holding. (Internal Revenue Service regulations require not subject to backup withholding due to notified payer e subject to this type of withholding, and you have no advising you that backup withholding has terminated. on Plan Designation
Taxpayer Identification N Under penalties of perju (1) that the number show (2) that I am not subject to up withholding as a resu notified me that I am no I you to strike out the lang underreporting if you ha received a notice from th	ITIN is available, if foreign of to. (SSN/EIN)	by waiting use form number 3099 for certification.) ayer Identification Number and because I have not been notified that I am subject to back erest or dividends, or the Internal Revenue Service has hholding. (Internal Revenue Service regulations require not subject to backup withholding due to notified payer re subject to this type of withholding, and you have no advising you that backup withholding has terminated.
Taxpayer Identification N Under penalties of perju (1) that the number show (2) that I am not subject to up withholding as a resu notified me that I am no I you to strike out the lang underreporting if you ha received a notice from the I do elect the Overor Your Wachovia Dep	ITIN is available, if foreign of lo. (SSN/EIN)	or waiting use form number 3099 for certification.) wayer Identification Number and because I have not been notified that I am subject to back erest or dividends, or the Internal Revenue Service has holding. (Internal Revenue Service regulations require not subject to backup withholding due to notified payer re subject to this type of withholding, and you have no advising you that backup withholding has terminated. <b>on Plan Designation</b> cribed in the booklet "Terms and Conditions Governing ccidental overdrafts, I elect the following plan:
Taxpayer Identification N Under penalties of perju (1) that the number shov (2) that I am not subject to up withholding as a resu- notified me that I am no I you to strike out the lang underreporting if you ha received a notice from the I do elect the Overor Your Wachovia Dep In order to protect m	ITIN is available, if foreign of lo. (SSN/EIN)	or waiting use form number 3099 for certification.) wayer Identification Number and because I have not been notified that I am subject to back erest or dividends, or the Internal Revenue Service has holding. (Internal Revenue Service regulations require not subject to backup withholding due to notified payer re subject to this type of withholding, and you have no advising you that backup withholding has terminated. <b>on Plan Designation</b> cribed in the booklet "Terms and Conditions Governing ccidental overdrafts, I elect the following plan:



## Activity 8 (continued) Reading and Understanding a Checking Account Application

Ownership designation	Account Number:
Individual	
<ul> <li>the provisions of North Carolina General Statute</li> <li>Wachovia Bank of North Carolina, N.A. may p</li> </ul>	e understand that by establishing a joint account under a 53-146.1 that: ay the money in the account to, or on the order of, any greed with the bank that withdrawals require more than
one signature; and • Upon the death of one joint owner, the money re	emaining in the account will belong to the surviving joint e heirs of the deceased joint owner or be controlled by
Joint with limited right of survivorship — We up provisions of North Carolina General Statute 41	nderstand that on establishing a joint account under the -2.1 that:
<ul> <li>person named in the account; and</li> <li>Upon the death of one joint owner, the money re</li> </ul>	ay the money in the account to, or on the order of, any emaining in the account will belong to the surviving joint the deceased owner as established in North Carolina
Joint without right of survivorship - We unde	rstand that by establishing a joint account without right funds in the account will be paid jointly to the Estate of
General Statute 53-146.2 that:	a trust account under the provisions of North Carolina
<ul> <li>During my lifetime I may withdraw the money</li> <li>By written direction to the bank I may change</li> <li>Upon my death the money remaining in the ac not be inherited by my heirs or be controlled b</li> </ul>	the beneficiary; and count will belong to the beneficiary and the money will
Beneficiary	Relationship
Address	Date of Birth
of North Carolina General Statute 53-146.3 that t	shing a personal agency account under the provisions he agent named in the account may sign checks drawn punt. I also understand that upon my death the money y will or inherited by my heirs.
Other	
I have received and read the "Terms and Conditions G agree to accept such terms and conditions for the acc is correct to the best of my knowledge.	Soverning Your Wachovia Account" provided to me and count designated. I certify that all information provided
Taxpayer's Signature (Customer No. 1 from reverse)	Date
Signature (Customer No. 2 from reverse)	Date
3098 (5/91)	
open. Define each one. To do so pick up a pamphlet describing t	
cking	
rest Checking	

Statement Savings\_



## Activity 8 (continued)

	leading and	Understanding	a Checking	g Account A	pplication
--	-------------	---------------	------------	-------------	------------

Certificate	
Certificate	

b. On the back of the card is a listing of ownership designations. Read these and answer the following:

As a single person, which would you select? Why?

As a married person, which would you select? Why?

Explain the difference between "right of survivorship" and "without right of survivorship."

c. Complete the form. Decide if one or two names will be on the account. Locate the lines where the depositors sign their names and sign your name on one of them. Use your address. Use your Social Security number or create one. This goes on the Customer Identification line.

d. Pretend you are interested in the Totten Trust. Define beneficiary.

Whom would you list as your beneficiary?

Why would someone be interested in establishing such an account?

## Activity 9 DOs and DON'Ts of Check Writing

There are a number of DOs and DON'Ts associated with using checks. Read these important facts about writing checks and write "DO" or "DON'T" to answer the questions that follow.

## DOs and DON'Ts of USING CHECKS

- DO write your check with ink.
- DO always sign your name to a check exactly as you signed the bank's signature card.
- ▶ DO be sure the figures and the written amount are exactly the same.
- DO deposit or cash promptly all checks payable to you.
- DO consult your banker if you have a question about any transaction.
- ▶ DO NOT sign your name to an incomplete check.
- DO NOT write a check if you do not have sufficient funds in your account.
- DO NOT write a check if you do not have an account established with the bank.
- ▶ DO NOT alter, write over, or erase on the face of the check.
- DO NOT endorse a check unless you want to guarantee payment.
- ▶ DO NOT make a check payable to cash unless it is to be cashed immediately.
- DO NOT endorse a check until you are ready to deposit or cash it.

a. Sign your name to an incomplete check \_\_\_\_\_

b. Write your check with ink \_\_\_\_\_\_

c. Write a check when you do not have an account in the bank \_\_\_\_\_

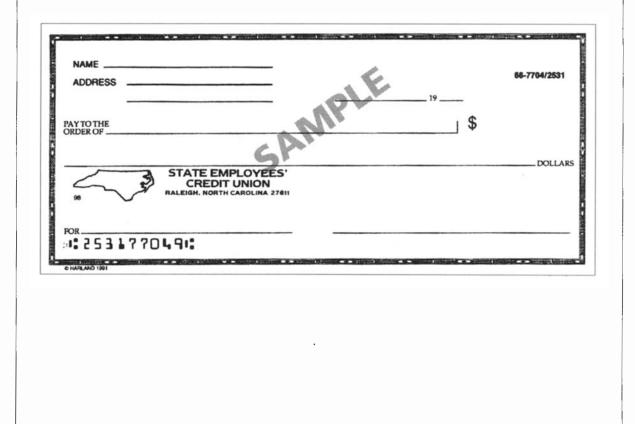
d. Make a check payable to cash before you go to a grocery store to cash it

e. Make the figures (numbers) and written words for the numbers the same

f. Write over the face of a check \_\_\_\_\_\_

ELSA E. WOODS		1353
WINSTON-SALEM, NC 27106	may 14	92 \$\$\$-7704/2531
AVTOTHE The Shir	t Store	\$ /2.60 60/
STATE EMPLO		ULLARS
*	8	( )

Make this check out to The Shop in the amount of \$31.79. Use today's date and your own name and address.



## Activity 11 Understanding a Checkbook Register Page

People frequently have trouble maintaining a record of the transactions in their checking accounts. If you do not use your checkbook register, you will not know what checks you have written or how much money remains in your account.

Read this register page and note the explanation of each column.

PLEAS	SE BE SURF TO DEDUCT AND PER CHECK CHARGES OF SERVI	CE CHARGES	THAT	Y APPLY	A RUCY OT	CCOUN	,	
	CHEC'S ISSUED TO OR DESCRITTION OF DEPOSIT		CHECK	T CHECK	I+1 AMOUNT OF I	EPOSIT	221	88
211 1/30	Jow's Deli	6	50	-			215	50
212 1/29	The shop	31	79				31	79
213 12/5	Teri's Sifts	28	04				28	09
214 12/6	Union Grove	13	46				13	46
215 1/6	Bob Prince	7	56				7	56
216 1/9	College Shop	1	85	1			/	85
217 12/5	Davidson Dagette	13	50				13	50
218 12/4	Fraternity Contribution	5	00				5	00
219 2/20	Low's Deli	3	34				3	34
220 12/19	Pro Shop	2	53				2	53
221 /28	Natural bus Co.	83	98				83	98
700 198	TOElsa woods	Î			100	10	20	26
223	REMEMBER TO RECORD AUTOMATIC PAYMENT						8 A L	
1	REMEMBER TO RECORD AUTOMATIC PAYMENT	o / Der Galls	, OH UN	AUTHO				



Use the following information to complete Susan's register page.

	1	CHECKS ISSUED TO	()		-	() CHECK	{+}		BALANC	
NUMBER	DATE	OR DESCRIPTION OF DEPOSIT	AMOUNT OF C	HECK	T	FEE	AMOUNT OF	DEPOSIT		1
	+	TO/FOR		l	$\vdash$			T	╠	<u> </u>
	1						1			
				<u> </u>	ļ				<u> </u>	
		TO/FOR								
	1								B A	
		TO/FOR			Γ					T
		ու ու հարաքի արդադարարությունը է է է է է է է է է է է է է է է է է է է		1						
	+	TO/FOR		<del> </del>					1	
		an an an an an an ann ann an an an an an							8	
	<u> </u>			ļ					<b>Å</b>	
		TO/FOR								L
		n i sharan ay ananya, yan titu i in na anan an na si sa s							R .	
		TO/FOR								
		алан да дан алан алан алан алан алан ала								
	L	L		L	_		l			L
		1tő/FCR	·····		_		· · · · · · · · · · · · · · · · · · ·			
				1						
										1
		TO/FOR			-			1		
									B	41.12
										All a supervision of the supervi
		TO/FDA								
		10/F0A								
		TO/FDA								
		10/FOR 10/FOR								
		10/FOR								
		10/FOR 10/FOR								
		TO/FOR TO/FOR								
		TO/FOR TO/FOR TO/FOR								

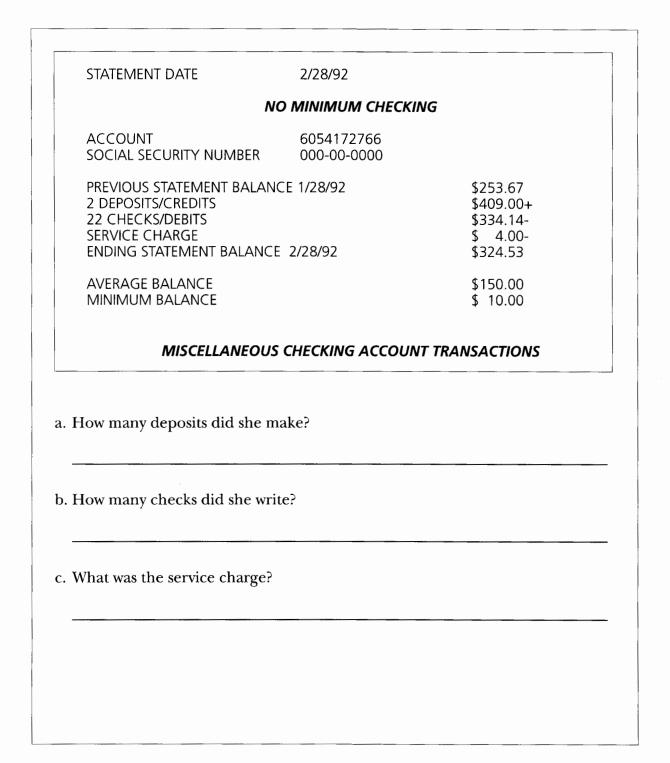
Susan's balance prior to writing a check is \$234.65. Check number 212 was written on November 29 to The Shop for \$31.79. This is not a tax-deductible expense. There is no check fee. On December 5, Susan wrote the next check to Royal High School for \$25 for a field trip and \$3.09 for some supplies she bought. These are not tax-deductible expenses. Later in the day, she also wrote check 214 to her father for \$20 cash.

## Activity 18 Understanding a Ba

## **Understanding a Bank Statement**

Each month you will receive a statement from your bank. This statement is a record of any transactions that have taken place during the month. It will include deposits you have made and a listing of checks you have written. You should compare this statement each month to your checkbook register to make sure they agree.

This is a portion of Susan's statement. Review the statement and answer the questions that follow.





Read these instructions for balancing your account. Use this information to help balance Susan's checkbook.

#### HOW TO BALANCE YOUR SECU SHARE DRAFT STATEMENT

Once a month, you receive your State Employees' Credit Union Share Draft (checking) account statement. It is designed to give a comprehensive review of your account activity for the previous month. All transactions, balances and other activities are shown in a convenient, straight forward format. There are no codes, no charts, and no technical jargon. Just plain, easy to understand explanations and descriptions.

However, we recognize that balancing a checkbook can sometimes be time consuming and a little bewildering. That is why we offer these step-by-step instructions for reconciling your account. Use this guide the next time your Share Draft statement arrives to help you account for the money you handle.

#### BEGIN WITH COMPLETE RECORDS

The first step in reconciling a checkbook is to keep detailed, accurate records. The Credit Union will retain your cancelled checks for safekeeping and maintain a record of your account activity. You, on the other hand, must also keep records. It is the comparison of your personal records to the statement you receive from the Credit Union that verifies the accuracy of both records.

The Credit Union offers an assortment of checkbook styles to assist you in record keeping. Included are wallet, top stub, desk book and end-stub styles. Some styles even have checks that instantly make a carbon copy for an exact duplication of your original check details.

When you write a check, be sure to retain records that display the check number and amount, date and payee (to whom the check is written). In some cases, you may wish to include the purpose and any special notes about the transaction. An example of a wallet style checkbook register is listed below. End stub and top stub checkbook styles have a separate register page that detaches from each check.

1392	37	INSURANCE COMP	NY - 31.			677.19
1393	1	GROCERY STORE ATM DEPOSIT	18.	20	400 0	140 01 560 01
-		er <del>V. C. So</del> ne of M.	1000	+	1-1-	A 19 1 1
		and the second s	10000	1	1000	1.00

#### TO BALANCE YOUR ACCOUNT

On the back of your Share Draft statement is a Checkbook Reconciliation form. This format is provided to guide you through the balancing process. Follow the instructions below to reconcile your records with the statement.

	of Chorged to Account		
Check No.	Amouni 25.00	B on this statement	s/902.38
1405	22.13	ADD	
1907	50.00	C Deposits not credited on this statement	\$ 150.00
		DIOTAL	\$ 2052.31
	-		
		E SUBTRACT Checks outstanding	311.28
			\$ 1739.10

- A. OUTSTANDING CHECKS List all the outstanding checks and debits that you have on your records that have not cleared (been posted to) your account according to the Credit Union's records (this statement).
- B. STATEMENT BALANCE Record the statement current balance shown on the front of the statement. (Item #8)
- C. OUTSTANDING DEPOSITS List all the outstanding deposits and credits that you have on your records that have not cleared (been posted to) your account according to the Credit Union's records (this statement).
- D. TOTAL CREDITS Add the figures in item "B" and "C" and enter the total.
- E. SUBTRACT OUTSTANDING CHECKS Enter the total from item "A" (outstanding checks and debits) and subtract from the total credits. (Item "D")
- F. FINAL BALANCE This amount should equal the balance in your checkbook. If the two figures do not agree, recheck your calculations to verify the accuracy. Look for often missed entries such as insurance drafts, service charges, and interest payments. Be sure to include in your checkbook register all such transactions listed on your statement before you compare balances.

After rechecking your calculations, and after including all transactions in your checkbook register, if item "F" does not agree with your checkbook balance, call or visit your local branch office for assistance. Read the listing by check number from Susan's bank statement below. Compare this with the checkbook register page in Activity 12. Check off what appears on both.

#### LISTING BY CHECK NUMBER

Check No.	Amount	Date	Check No.	Amount	Date
0211	6.50	11/30	0217	13.50	12/15
0212	31.79	11/29	0218	5.00	12/14
0213	28.09	12/05	0219	3.34	12/20
0215*	7.56	12/06	0220*	2.53	12/19
0216	1.85	12/09	0221	83.98	12/28

\*Indicates a break in check number sequence.

Based on your comparison of checkbook register and statement, Susan must subtract \_\_\_\_\_\_ from her bank statement to get an accurate reading of her balance.

## Activity 15 The Law and Bad Checks

It is important that you reconcile your statement with your register each month. This will keep you from spending more money than you have. Writing checks with no money in the bank results in an extra charge being added to your account. It currently costs \$15 to \$20 for every bad check you write. Writing bad checks also results in a poor credit rating and companies not accepting your checks. It is also possible that the person to whom you write the bad check will take you to court.

Research the laws in your state relative to writing bad checks and answer the questions below. You can find this information by calling a lawyer or your local police department. The person at the main desk of your public library can also help you.

a. If someone writes you a bad check, what do you do to collect your money?

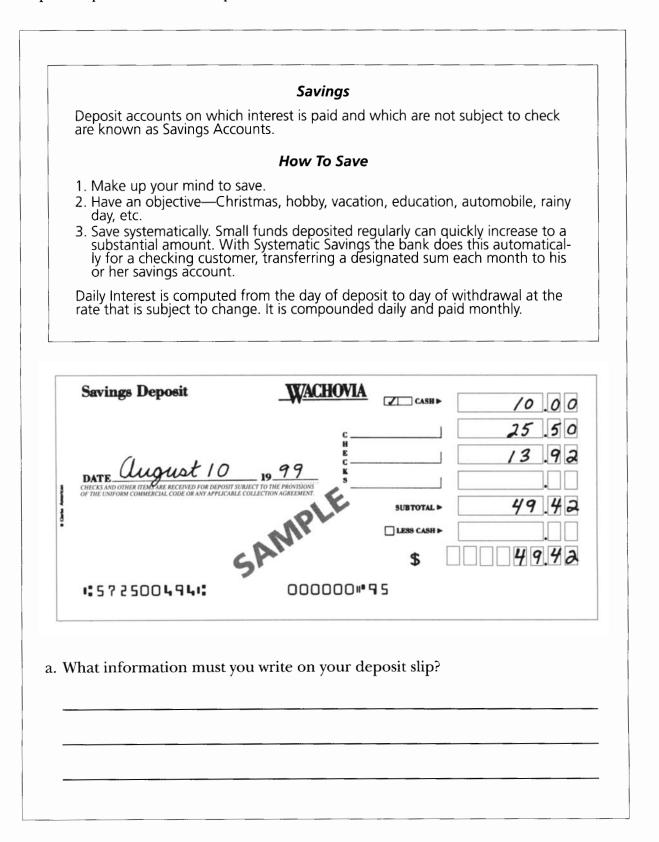
b. If you write a bad check by mistake, what action should you take?

#### EXTENSION ACTIVITY

Create a bank statement showing deposits, withdrawals, and a running balance.

## Activity 16 Depositing Money into a Savings Account

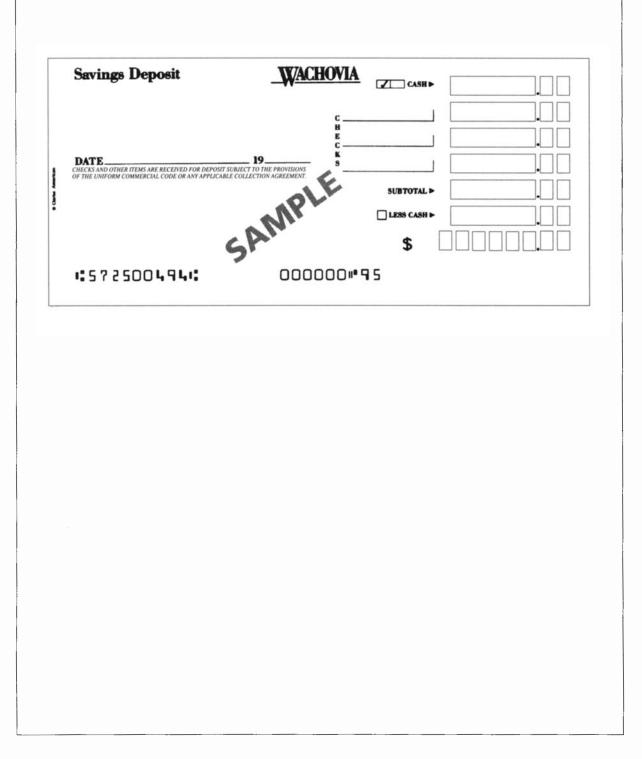
Read this information about depositing money into a savings account, study the deposit slip, and answer the questions that follow.



about how to save money?

## Activity 17 Completing a Sample Savings Deposit Form

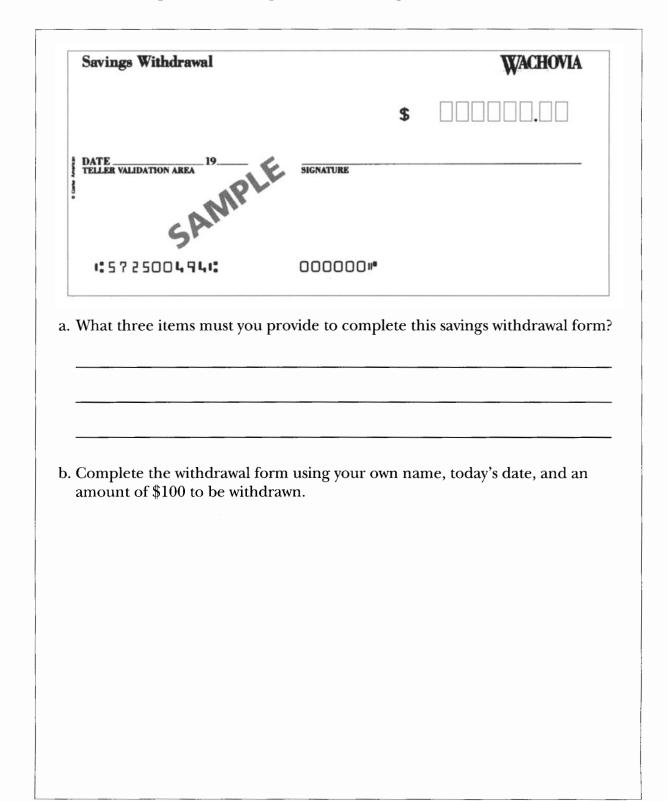
Complete this sample savings deposit form as if you were depositing \$29.67 in currency and coin, one check from Benbow, Inc., for \$18.89, and one check from Atlantis Company for \$68.79. Total the amount and write it in the appropriate space.



## Activity 18 Savings Withdrawal

In addition to depositing money into a savings account, people sometimes withdraw from, or take money out of, a savings account.

Read this savings withdrawal slip and answer the questions that follow.





As you remember, Hank wants to save a large portion of his weekly paycheck. He knows that if he leaves it in the checking account, it draws very little interest and he may spend it. Hank has decided he wants to put some of his money into a savings account. This money will earn interest and add to his balance each month. The current interest rate is 5 percent compounded quarterly.

If Hank has \$100 in an account, he will earn an additional \$5 at the end of the first quarter. At the end of the second quarter, he will earn 5 percent of \$105, or \$5.25, in interest and will have a total of \$110.25.

Figure the interest Hank will earn if he has the following amount in a savings account.

Amount in Account	Interest Rate	Amount at End of First Quarter*	Amount at End of Second Quarter	Amount at End of Third Quarter	Amount at End of Fourth Quarter
a. \$200.00	5%				
ь. \$500.00	5%				
c. \$1000.00	5%				

\*Remember, the interest is compounded quarterly. There are four quarters in a year.

# Applying the Process

## 1. Putting it all together

If you do not already have them, open a checking and a savings account. If you do not have money to do so, get the forms and complete them but do not turn them in.

#### 2. Rating your response

I feel that I can correctly:

a. Open a checking account	Yes	No
b. Write a check	Yes	No
c. Balance a register	Yes	No
d. Open a savings account	Yes	No
e. Make a deposit or withdrawal	Yes	No

# **Assessing Your Growth**

1. What three questions do you still have about this module's topic?

2. What have you learned or achieved?

3. How will you use this information?

#### **MODULE 5**

# Following Directions

#### Focusing

After completing this module, you should be able to:

- read directions to use an item
- assemble a product according to directions given
- prepare a packaged food item
- follow a recipe
- correctly administer medication
- find your way

 recognize key vocabulary words connected with this module and comprehend written materials using these terms

## Surveying the Field

ow many times have you heard someone say, "Follow the directions carefully"? A surprising number of products have printed directions. Off/on switches on tape decks, recipes on food packages, directions for assembling a Ping-Pong table, and instructions for cleaning clothes are only a few of the different kinds of printed directions you may encounter.

If you do not read directions and follow them carefully, problems will arise. Misreading a medicine label can result in an overdose of medication. Not being able to read the antidote for swallowing a cleaning substance can cause severe illness, bodily harm, or death. Following directions can be crucial to a healthy, productive life.



## **Knowing the Terms**

You will need to know the meaning of the following words as you work through this module.

**Operating** working, running

Manual book of directions

**Function** the way something works

Manufacturer one who makes items

**Caution** warning

**Producer** one who makes or grows a product

**Consumer** one who buys or uses a product

Assemble to put together

**Warranty** a guarantee that describes the conditions under which something will be fixed

Valid legal or not expired

**Ingredients** supplies used to make something to eat

**Medication** medicine

**Relieve** to ease or lessen the pain

**Dosage** amount of medicine to take

**Label** a small piece of paper or cloth attached to an item that shows contents or ingredients, or specifies instructions for care

Antidote what you take to make yourself better if you swallow a harmful substance

**Expiration** the date by which an item is no longer good

## Setting the Stage

Think of five things you have had to complete by reading directions in the past week.

1	
2.	
5.	

Share this list with your group or with a friend. How many different activities did you generate between you?

What activity or activities did you have in common? Why do you think that is?

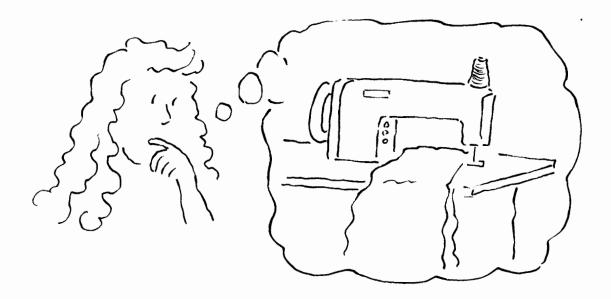
How might your list differ from that of your parents? Why?

Without the ability to interpret printed directions, a person is severely handicapped and must rely on personal judgment or oral directions from someone else.

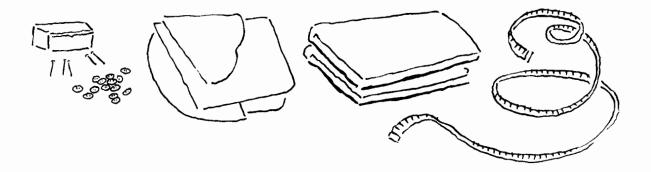
## **Understanding the Process**

Reading and following directions involve using specific skills and processes if you are to be successful. Listed here are some of those skills and tips on how to process the information.

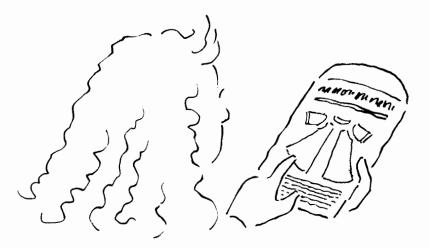
- 1. Determine your purpose for reading the directions. What is to be the end result?
- 2. Use any prior knowledge you may have. (Have you done this type of thing before? If so, how is this similar? How is it different? What did you learn the last time?)
- 3. Visualize how the product will look or what the outcome will be. Keep that image in mind and continue to check your steps mentally with that image.



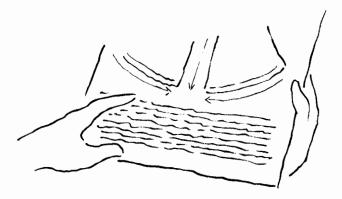
- 4. Set out the materials, ingredients, or items needed; be sure to have all equipment or tools. You may want to sort items by category, if appropriate.
- 5. Reading to follow directions involves sequencing—doing things in order. Follow the order exactly as given in the directions; do not change the sequence unless you know it is okay!



- 6. Skim through the entire set of directions to get an overview and to check with your mental image. As you skim, ask yourself questions you may need to answer before beginning.
- 7. Compare items to designated parts on the illustrations or diagrams.
- 8. Check to see if there are words or terms you do not understand; determine their meanings.
- 9. Review special precautions and warning passages.



10. Focus on correct sequencing of steps and on details. Refer to the text often!



# **Practicing the Process**

## Activity 1 Analyzing Directions of My Choice

Select a sample of any kind of written or printed directions. Examples include instructions for building an object, completing a form, following a process, or playing a game. Analyze your set of directions by answering the following questions.

a. What is the purpose of these directions or instructions?

b. What kind of prior knowledge do you have for this task?

c. What kind of materials will you need?

d. What three questions would you have about following the directions if you were going to do so?

#### Activity 1 (continued) Analyzing Directions of My Choice

Nord	I'll find out the meaning by
What kinds of precaut	tions will you have to take?
Why did you select thi	s particular set of directions?
. <u></u>	
	edo these directions for someone else your age, how
would you change the	em to make them easier to understand and complete?



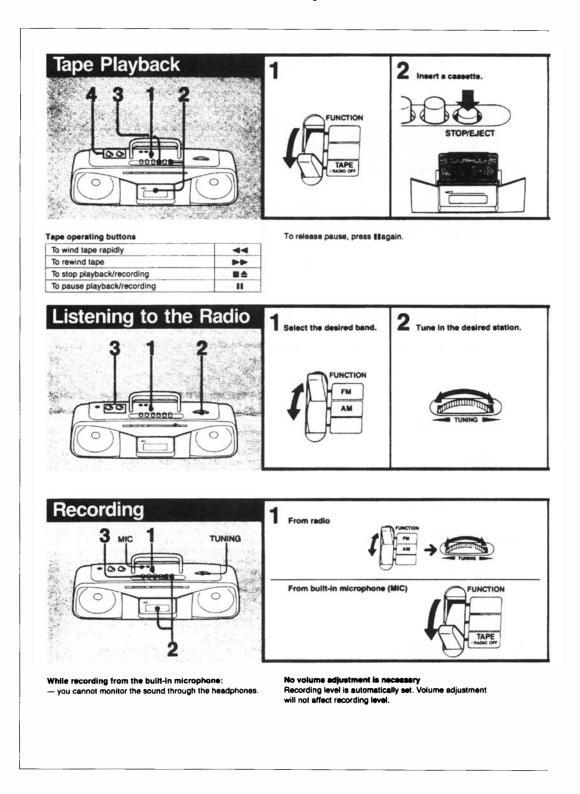
Susan bought herself a radio casette-recorder. Included with the radio cassette-recorder were directions for its use.

Read the first item to appear on the operating instructions, the warning section, and answer the questions that follow.

	CAUTIO RISK OF ELECTRICS DO NOT OPEN	эноск	4	This symbol is intended to alert the user to the presence of uninsulated "dangerous voltage" within the product's enclosure that may be of sufficient magnitude to constitute a risk of electric shock to persons.
	CAUTION TO REDUCE THE RIAN DO NOT REMOVE COVER NO USER SERVICEABLE PJ REFER SERVICING TO QUALIFIED S	I IOR BACK	Sony Corporat	This symbol is intended to alert the user to the presence of important operating and maintenance (servicing) instructions in the literature accompanying the appliance. ion © 1990 Printed in Philippines
Defi	ne these two symb	pols:		
Â.				
How	are they appropr	iate to their me	ssages?	
	do you think the	writer included	this warnin	g message at the very begin

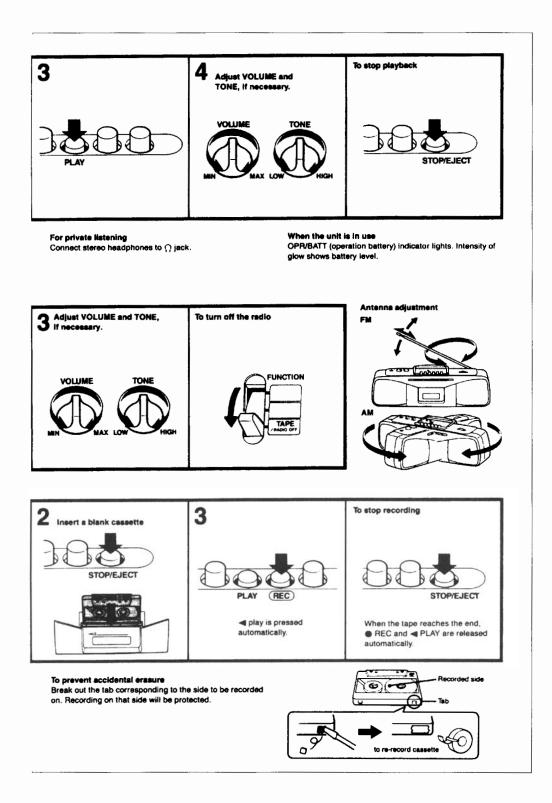


Read these operating instructions and answer the questions that follow.



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#### Activity 3 (continued) Operating Instructions

a. '	What three functions will the radio cassette-recorder perform?
-	
- b. ] -	How has the manufacturer made these directions easy to read and follow?
	What changes would you suggest to make them even more user-friendly for someone your age?
d. '	Write out the four steps to play a tape in the cassette-recorder.
e	Which are easier for you to follow—the picture directions or the written
	directions? Why?



f. What does this tell you about the way you learn things?

#### Activity 4 Guidelines for Using the Portable Headset

Included with the operating instructions were some further cautions. Read the guidelines for using the portable headset and answer the questions that follow.



Activity 4		
<b>Guidelines for</b>	<b>Using the Portable</b>	Headset

b. Which guid	elines do you	think are th	e most impor	tant? Why?	
				· · · · · · · · · · · · · · · · · · ·	

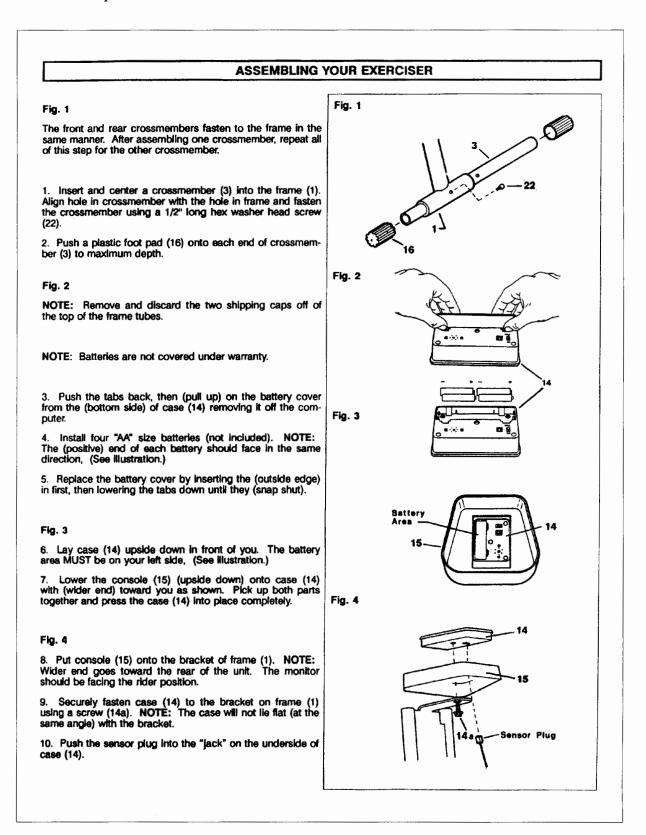
#### Activity 5 Directions for Product Assembly

Select a set of directions for assembling a product and examine it for the following points.

. Aı	re the directions easy to follow? Why or why not?
. Li	ist three features that help you read and understand the directions.
. W	What two features would you add to increase the reader's understanding?
_	

### Activity 6 Assembling an Exercise Bike

Hank's mother purchased an exercise bike. Read the instructions for assembly and answer the questions that follow.





	understand?
•	Why would the writer or manufacturer go to this much trouble?
•	Compare the features in this set of directions with those in the set you select ed in Activity 5. What similarities do you find and what differences do you note?
	XTENSION ACTIVITIES
•	Complete a model kit by following the assembly or construction directions. Answer the questions below.
	a. What things in the directions helped you complete the task?
	· · · · · · · · · · · · · · · · · · ·

-	
-	
(	c. What could the manufacturer have added to the instructions to have pre- vented these problems?
-	
	d. Why was it important to follow the particular sequence of activities in the directions in the order they were given?
-	
	Draw a design using only geometric shapes. Write directions for copying the design. Give the directions, but not the design, to another person. That per- son must re-create the design from the written directions only. When the sec ond design is complete, compare it with the original design and answer the following questions.
-	a. How are the two designs similar?
-	
I	b. How are they different?

c. Explain why the differences may have occurred.

d. Discuss how the directions might be changed to make the task easier.

e. What have you learned from this exercise?

### Activity 7 Following Warranty Information

Included with Susan's radio cassette-recorder was a limited warranty. Read the warranty and answer the questions that follow.



#### Activity 7 (continued) Following Warranty Information

		· · · · · · · · · · · · · · · · · · ·
. Indicate on the chart b time for which each is	below the aspects covered by the v covered, and the restrictions (if a	varranty, the length of ny) that apply.
Item Covered	Length of Time	Restrictions
How do you obtain the	e warranty service?	
. What does the warrant	y not cover?	
. What must you have w	ith you to obtain service?	
Why is the warranty va	lid only if the service number app	pears on the product?

. V	What is the difference between a warranty and a guarantee?
_	
_	
v	TENSION ACTIVITIES
. V	Write a reasonable warranty for some product. Compare your warranty with in actual warranty for the same or a similar product.
а	. What steps did you take to complete the assignment?
_	
_	
_	
b	o. What was difficult about your task?
_	
_	
-	
С	. How is your warranty different from the real warranty?
_	
_	

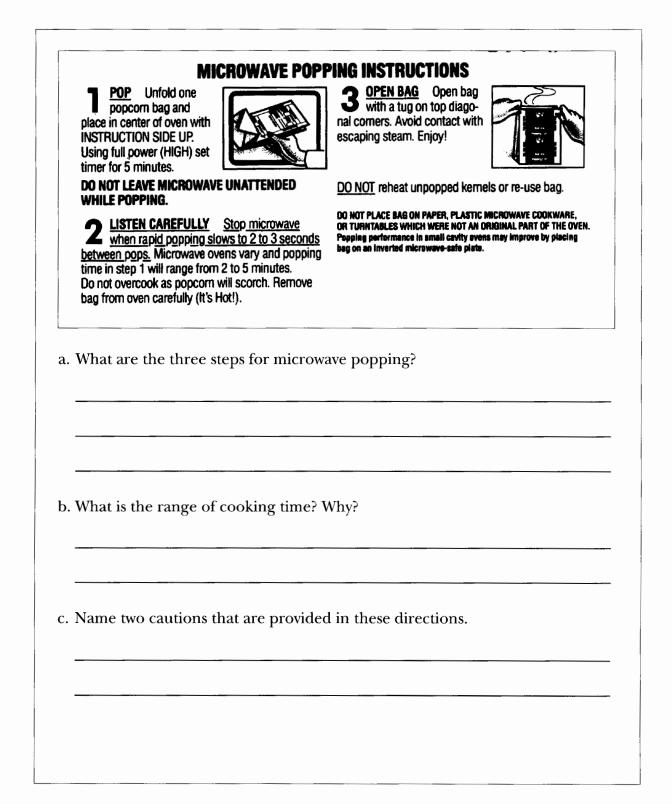


question	is separately, based on the warranty you read. Compare your answe
a. What	is covered by the warranty?
b. What	is not covered by the warranty?
c How (	lid your warranty compare with that of your partner?
	ing your warranty compare whit that or your particer.
d. How	do you account for the differences?



Other types of directions are those we use for food preparation. Perhaps the easiest directions are those for something like microwave popcorn.

Read the directions for popping popcorn in the microwave and answer the questions that follow.





d. Why do you	think you should	l not leave a	microwave	unattended while
popping?				

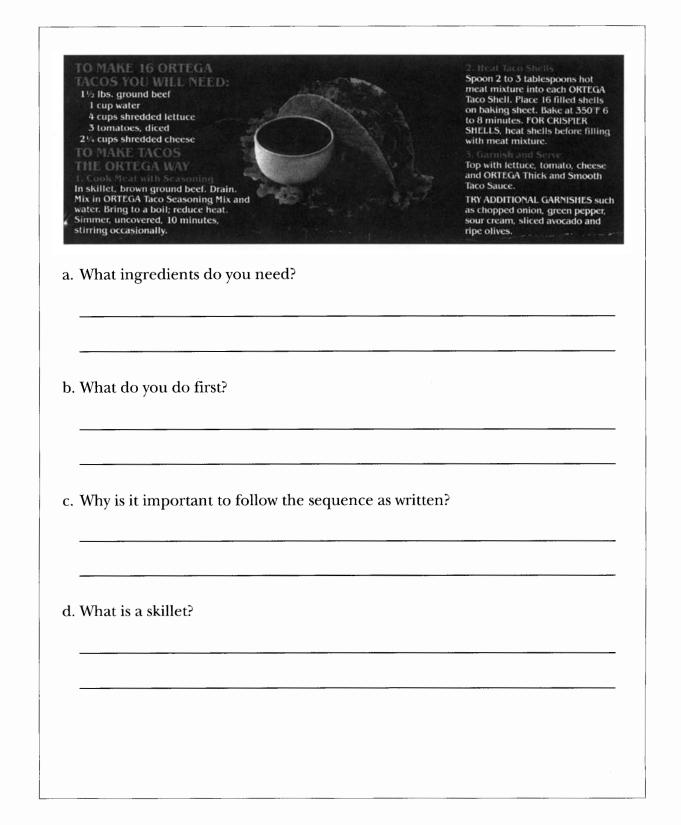
e. What techniques did the manufacturer use in the directions to make the information easier to understand and follow?

#### FOR EXTENDED THINKING:

f. Why would placing the bag on an inverted microwave-safe plate improve the popping performance in a small microwave oven?



A more complicated form of directions is that for a prepared dinner. Read these directions for a taco dinner and use the information to answer the questions that follow.





Activity 9 (continued) Following Directions for a Prepared Dinner

g. What are the two things you could do with the taco shells? Why? h. Define the word "garnish."	e. What does it mean to "brown the ground beef"?	
g. What are the two things you could do with the taco shells? Why? h. Define the word "garnish."		
g. What are the two things you could do with the taco shells? Why? h. Define the word "garnish."		
g. What are the two things you could do with the taco shells? Why? h. Define the word "garnish."		
h. Define the word "garnish."	f. What does the term "simmer" mean?	
h. Define the word "garnish."		
h. Define the word "garnish."		
h. Define the word "garnish."		
. How does the vocabulary used in these instructions make them more difficult	g. What are the two things you could do with the taco shells? Why?	
. How does the vocabulary used in these instructions make them more difficult		
. How does the vocabulary used in these instructions make them more difficult		
. How does the vocabulary used in these instructions make them more difficult	h Define the mond "memoiale"	
	n. Define the word garnish.	
		· · · · · · · · · · · · · · · · · · ·
	i. How does the vocabulary used in these instructions make them mor	e difficult



As any good cook will tell you, the most difficult cooking is done from scratch. It is a little easier if you have a recipe to follow. A recipe is a set of instructions for preparing a particular dish that gives the ingredients, the amount needed of each, the exact sequence in which the ingredients are mixed, and special cooking instructions.

Read the recipe for fried chicken and answer the questions that follow.

#### Fried Chicken

1 (1 1/2- to 2 1/2-pound) fryer 1 cup all-purpose flour 1/2 teaspoon salt 1/4 teaspoon fresh ground pepper Shortening

Dress and disjoint fryer. Chill overnight. Combine flour, salt, and pepper. Put flour mixture into paper bag and drop in several pieces of chicken at a time.

Shake bag to coat chicken with flour. Melt 1 1/2 to 2 inches shortening in a large, hot frying pan. When all chicken is in, cover for 5 to 7 minutes. Uncover, and turn chicken when underside is golden brown. Cover again for 5 to 10 minutes; then remove top, and cook until other side is brown. Reduce heat, cover, and cook 20 to 25 minutes longer. Turn chicken only once.

Yield: 4 servings

#### Variations

Add one or more of the following to the flour — 1/4 teaspoon paprika, monosodium glutamate, chili powder, or curry powder. Some cooks insist that chicken be left in sweet milk for an hour or so (this milk may be used later in gravy). Others dip the pieces of chicken into buttermilk before coating with flour.

a. Each of the eleven sentences in the recipe is a different direction. (Do not count "Yield: 4 servings" as a sentence.) Find and read the sentence indicated by the number, then answer the question.

Sentence 3: What three ingredients should you combine?

Sentence 5: At this point, the chicken should be covered with



#### Activity 10 (continued) Following a Recipe

Sentence 6: How much shortening should you use?
Sentence 10: What three things are you supposed to do in this part of the recipe?
Do you use more salt or pepper?
Define the following words as they are associated with frying chicken:
Dress
Coat
Cover
Yield
Dip



Activity 10 (continued) Following a Recipe

Sweet milk	
EXTENSION ACTIVITIES	
1. Locate recipes for dishes commonly served at your house. Bring them in. Pr pare a class cookbook. Discuss the types of recipes chosen.	re-
2. Compare recipes for foods you like with those for foods you dislike. Decide which ingredients you prefer. Discuss your reasons.	
3. Locate recipes for dishes commonly served in some other country. List the kinds of meats and vegetables used most frequently in the recipes.	
4. For homework, select a recipe and without assistance from anyone in your family, prepare the food and serve it. In your group, discuss what you prepared and how it went.	
5. Find a recipe simple enough to illustrate for young children to follow. Pre- pare a cookbook for primary-grade children.	
6. Locate a recipe of your choice. Turn to the grocery ads and cut out ads for a many of the ingredients in it as you can find. Approximately what would you recipe cost to prepare?	



Another important type of directions appears on medicine bottles. Each year, millions of labels are printed, placed on items, and displayed for people to read. They come in various sizes and shapes and carry an amazing assortment of information. At one time, the information on labels could be distorted and make unsubstantiated claims for the product. Now, regulations are fairly strict and a label must accurately represent a product's ingredients and its intended use or purpose.

Read the label regarding BC Pain Relief Powders and answer the questions that follow.

Arthritis Strength BC contains the maximum amount of pain relieving ingredients to fight the minor pain and inflammation of arthritis. Arthritis Strength BC contains more pain relieving ingredients than a regular strength powder or tablet. The pain relieving ingredients work fast to provide relief from arthritis. rheumatism, body aches and pains.

**DIRECTIONS:** Place one powder on tongue and follow with liquid. If you prefer, stir powder into glass of water or other liquid. May be used every three to four hours, up to 4 powders each 24 hours. For children under 12, consult a physician.

WARNINGS: Children and teenagers should not use this medicine for chicken pox or flu symptoms before a doctor is consulted about Reye Syndrome, a rare but serious illness reported to be associated with aspirin. Keep this and all medicines out of children's reach. In case of accidental overdose, contact a physician immediately. As with any drug, if you are pregnant or nursing a baby seek the advice of a health professional before using this product.

IT IS ESPECIALLY IMPORTANT NOT TO USE ASPIRIN DURING THE LAST 3 MONTHS OF PREGNANCY UNLESS SPECIFICALLY DIRECTED TO DO SO BY A DOCTOR BECAUSE IT MAY CAUSE PROBLEMS IN THE UNBORN CHILD OR COMPLICATIONS DURING DELIVERY.

This product contains aspirin and should not be taken by individuals who are sensitive to aspirin. If pain persists for more than 10 days, or redness is present, consult a physician immediately.

ACTIVE INGREDIENTS: Each powder contains 742 mg. Aspirin, 222 mg. Salicylamide, 36 mg. Caffeine.

INACTIVE INGREDIENTS: Dioctylsodium sulfosuccinate, Fumaric acid, Lactose and Potassium chloride.

a. BC will provide relief from (list all that apply):

b. What is the recommended dosage for an adult?

#### Activity 11 (continued) Reading Medication Labels

с.	What is the dosage for children?
d.	Why do you think there are different dosages for children?
e. '	What warnings are given?
f. V	Why are such warnings given on the label?
g.	Is there an expiration date?
h.	Why is an expiration date usually given?



Collect labels from five different medications. Use this information for the questions and tasks that follow.

Medication	Intended Use	Dosage	Warnings
	of the specialized voca ese words specialized.		he labels. Discuss why you
consider in	ese words specialized.		
Words		Why Specialized	



Select five medicines that treat the same illness or symptoms and compare the labels to answer the following questions.

Crime in to man			
Symptoms =	=		
Medicine	Dosage	Ingredients	Side Effects
Which med condition?	icine would be t	he most appropria	te for someone with a heart
	lients were com	mon to the five me	edicines?
. What ingree			
		ffective for a child	who is nine years old?
		ffective for a child	who is nine years old?



e. If you were selecting one for your grandmother who is seventy-two, what would you need to watch out for? (What will you need to take into consideration?)

f. Which medicine would you select for yourself? Explain why.

### Activity 14 Creating a New Product

Create a new product. Try to make something unusual or funny. Make a label for the product, place the item in a can or box, and paste the label on the container. Based on your creation, answer the following questions.

b.	What name did you select for it and why?
c.	How did you go about deciding what things to put on the label?
	What techniques did you use to help the reader better understand the information?
	Describe your packaging idea. (How did you package your item?) Explain wl you chose the container you used.
	Why should someone choose to buy your product rather than a product already on the market for the same or a similar use?



Survey the medicine cabinet at home.

What simil	arities do you find?
	u think your parents placed these medicines in a cabinet rather ng them out on a countertop or dresser?
	e steps you would take if a two-year-old child climbed up to the
	e steps you would take if a two-year-old child climbed up to the d took some of the medicine that is stored there.

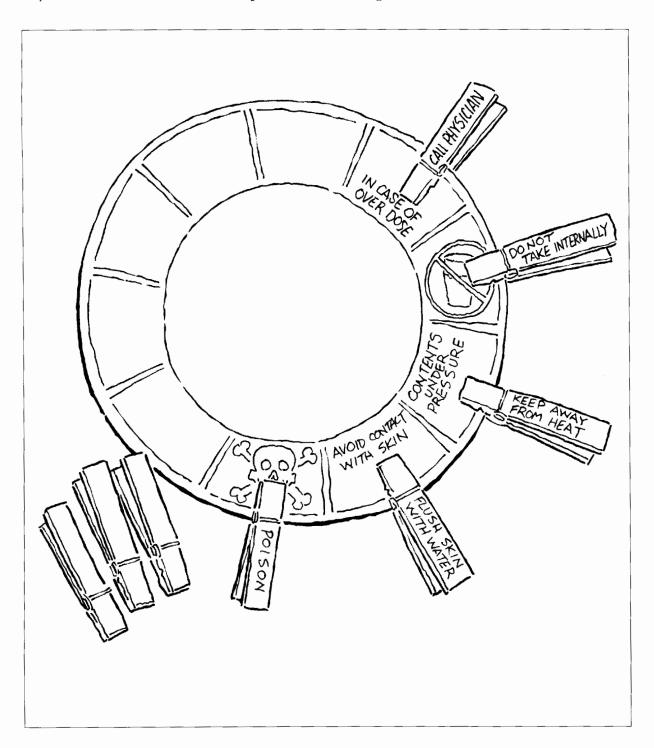


Read the labels on cleaning products found at home and answer the following questions.

b.	Make a list of the antidotes recommended if the substance is swallowed, or if it gets in the eye or on the skin.
с.	Sometimes the instructions tell us to induce vomiting and sometimes they tell us to avoid vomiting. Why is there a difference? When do we do one and when do we do the other?
d.	What emergency numbers or resources are given on the labels?
e.	How can you prevent a tragic accident involving a cleaning product from happening in your home?

## Activity 17 Medical Pizza Aid

Around the edge of a paper plate or a pizza disk, write various warning signs, symptoms, and poisonous hazards. Do each category in a separate color (such as warning signs in blue, symptoms in red, and hazards in yellow). On clothespins using the matching category color, write the appropriate meaning for each warning sign, medicine for each symptom, and antidote for each hazard. Clip each clothespin to the corresponding space on the pizza disk. Use a matching code or number as an answer key if you decide to use the medical pizza as a first-aid guide and resource.



## Activity 18 Directions for Life

Perhaps the most important directions we follow are those we set for ourselves. We call these directions goals. A goal is a statement of what we intend to do—what direction we intend to take in life. That direction may change as we encounter new experiences and as we mature and grow. Sometimes we may travel down a side road just to experience the scenery. Along the way, we may need to use mileposts and signs to help us determine if we are on the correct path and how we are moving. These benchmarks could be said to be our objectives and our strategies for helping us reach our goals.



Think of a direction you would like your life to take. Picture it in your mind.

a. What will it look like when you get there? (What is that goal?)

b. What will you have to do to reach your goal?

## Activity 18 (continued) Directions for Life

c. How long wi	ill it take?
	ı know if you have reached it?
e. What people	e or resources will you need to help you?

Pplying the Process Putting it all together Why are directions so important to our everyday life?					
In reading directions, what do you feel is important t	o keep in	mind?			
What techniques for following directions and reading useful to you as a reader and a consumer?	g labels do	o you feel m			
As our world becomes more connected and our lives changes do you foresee for the future in terms of dir					
As our world becomes more connected and our lives changes do you foresee for the future in terms of dir <b>Rating your response</b> I feel that I can correctly:					
changes do you foresee for the future in terms of direction of the future in terms of direction of the future in terms of terms of the future in terms of te					
changes do you foresee for the future in terms of direction of the future in terms of direction of the future in terms of terms of the future in terms of terms of the future in terms of ter	ections an	id labels?			
<ul> <li>changes do you foresee for the future in terms of directions</li> <li><b>Rating your response</b></li> <li>I feel that I can correctly:</li> <li>a. Assemble an item according to directions given</li> </ul>	ections an Yes	nd labels?			
<ul> <li>changes do you foresee for the future in terms of directions</li> <li>Rating your response</li> <li>I feel that I can correctly:</li> <li>a. Assemble an item according to directions given</li> <li>b. Read directions to use an item</li> </ul>	Yes Yes	No No			

## Assessing Your Growth

1. What three questions do you still have about this module's topic?

2. What have you learned or achieved?

3. How will you use this information?

#### **MODULE** 6

# Finding One's Way

#### Focusing

After completing this module you should be able to:

- understand location, directional, and identification signs
- recognize warning signs
- read map symbols
- read an airline schedule
  - make an airline reservation
- interpret information on a climate chart
- read and understand promotional travel information

 recognize and understand vocabulary related to this module

## Surveying the Field

An increasing number of signs have appeared along streets and highways, in stores, in public transportation terminals, and in homes. Signs can be used to picture or state intended uses, identify locations, indicate distances, give directions, list hours and conditions of operation, or give warnings.

Although many signs employ both words and symbols to convey their messages, the current trend is toward deleting words from signs. This is done because many people are unable to read the words.

The same may be said for maps. Maps encountered outside school differ markedly from most of those found in textbooks. The secret of efficient map use is understanding the symbols on the key and their purpose.

## **Knowing the Terms**

**Symbol** picture of a word; graphic representation of an idea or message

Convey explain

Delete take out

**Directional** instruction indicating a direction

Exit way to leave

Entrance way to enter

**Detour** change in direction; alternative way

**Escalator** moving stairs

Beware watch for danger

**Legend** list of pictures and what they mean

Brochure flyer, pamphlet

Interpret understand

**Attraction** something that will draw you to a place; special activity

**Profile** view

**Specialty** special feature or attraction

**Feature** something that stands out about a person, place, or thing

## Setting the Stage

ank's mother is going to Colorado Springs to attend a conference. As the conference is just before Thanksgiving, she is taking Hank along.

While Mrs. Lancaster is in meetings, Hank will be on his own. He would like to see as much of the area as possible. He has some interest in the Air Force Academy. That will definitely be on his list of places to visit.

Make a list of ways Hank might find out what else there is to see in the Colorado Springs area.

## **Understanding the Process**

There are a number of different ways to find out what's to be seen in any area:

1. Visit the library and find some books or videos.

- **2.** Write the chamber of commerce or the convention bureau in the town you are going to visit.
- **3.** Ask friends and relatives who travel if they have ever been to the area, and if so, what they saw.
- 4. Contact a travel agency for pamphlets or brochures.

## Practicing the Process

## Activity 1 Writing a Letter for Information

Hank has decided to write the chamber of commerce in Colorado Springs and ask for some information. The address is:

Colorado Springs Chamber of Commerce P.O. Drawer B Colorado Springs, CO 80901

If he did not have the address, he could have sent it to: Colorado Springs Chamber of Commerce Colorado Springs, CO 80901

Most large cities also have a convention and visitors bureau to which one can write.

- a. Write a letter to the chamber of commerce or convention and visitors bureau of a city you would like to visit. It could be your own town.
- b. This is Hank's letter. How does yours compare? Complete the chart that follows noting how they are alike and how they are different.

Colorado Springs Chamber of Commerce P.O. Drawer B Colorado Springs, CO 80901

Dear Sir or Madam:

I will be visiting Colorado Springs in November of this year. Please send me information detailing what is available to see and do. My address is:

> Hank Lancaster 620 Harvey Street Winston-Salem, NC 27106

Thank you very much for your prompt response to this request.

Sincerely,

Hank Lancaster



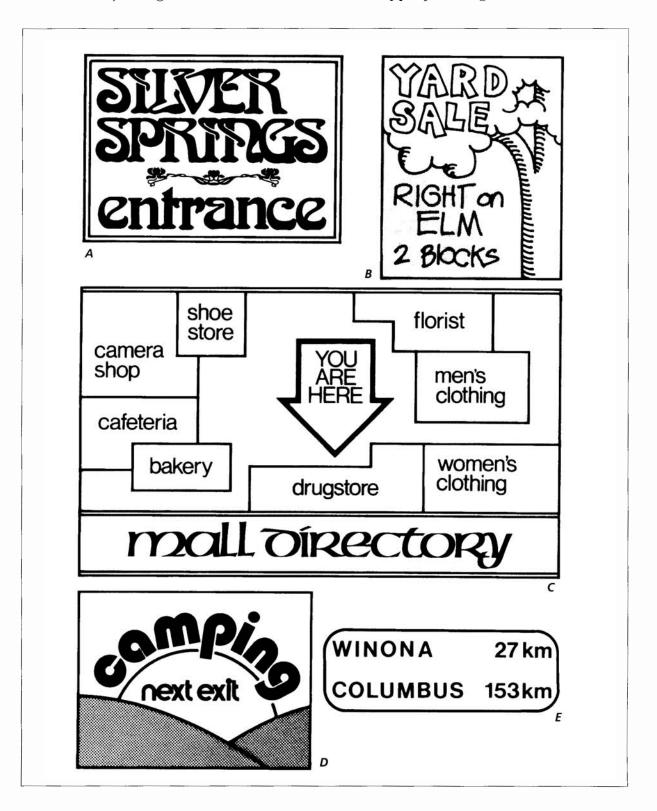
## Activity 1 (continued) Writing a Letter for Information

Similarities	Differences	



While Hank waits to receive his information, he decides to practice reading and identifying various signs and symbols so he will be able to find his way around.

Beside each of the location signs below is an alphabet letter. Answer the questions that follow by filling in the letter that identifies the appropriate sign.





#### Activity 2 (continued) Understanding Location Signs

a. Which sign(s) would not be found beside a street or highway?

b. Which sign(s) gives distances to specified destinations?

c. Which sign(s) tells what street or road to use to visit a vacation spot?

d. Which sign(s) was probably written by hand?

e. Which sign(s) would be found inside a place?

f. Which direction would you travel in the mall to go to the camera shop? (You are facing the drugstore.)

g. Which direction would you travel to go to the men's clothing store?

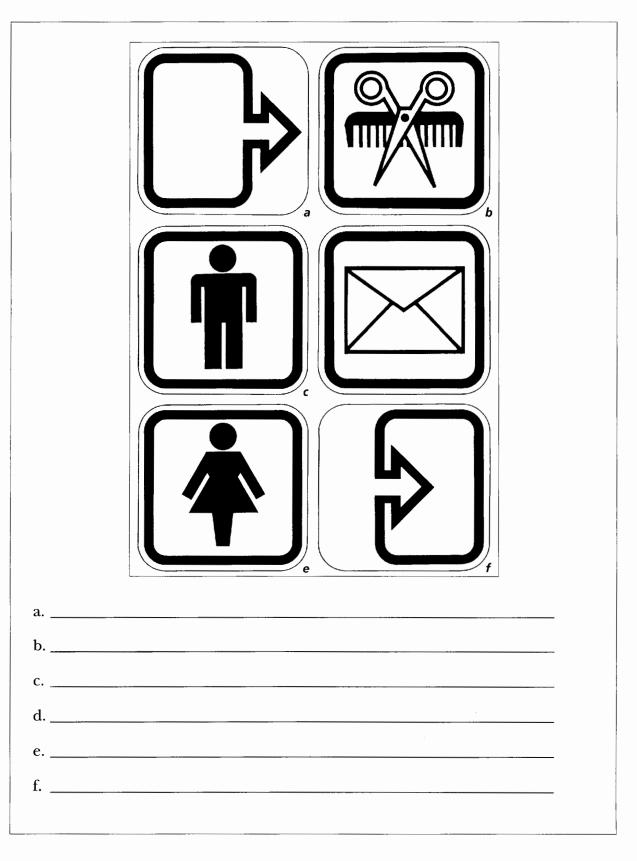
h. If you went to the right after leaving the men's clothing store, how many stores would you pass before getting to the cafeteria?

#### EXTENSION ACTIVITY

On your way to and from school or while in the mall, draw the different signs you see. Illustrate at least five.



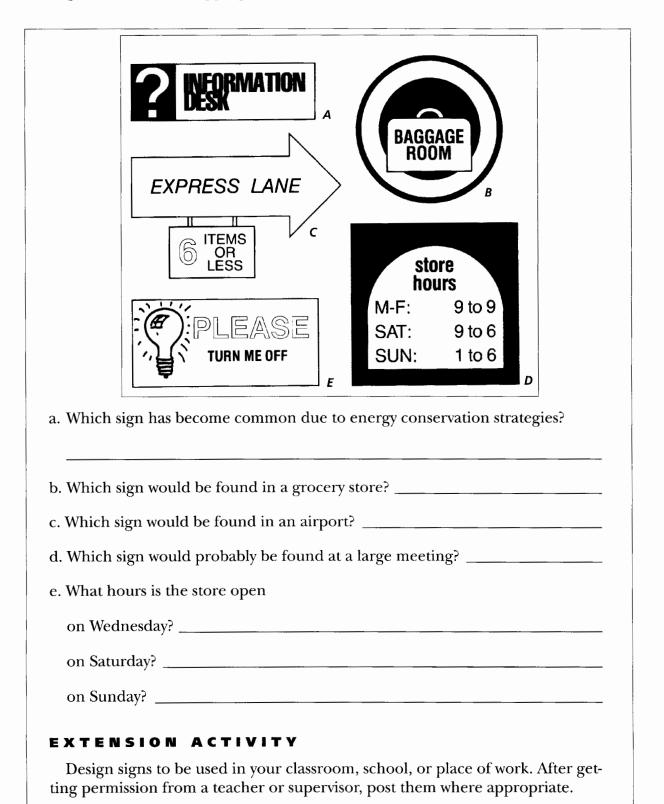
Look at the six picture signs below and write a possible meaning for each one.



From Roading for Survival in Today's Society, Second Edition, Book 1, published by GoodYearBooks. Copyright @ 1994 Elsa Woods and Beverly Lancaster.

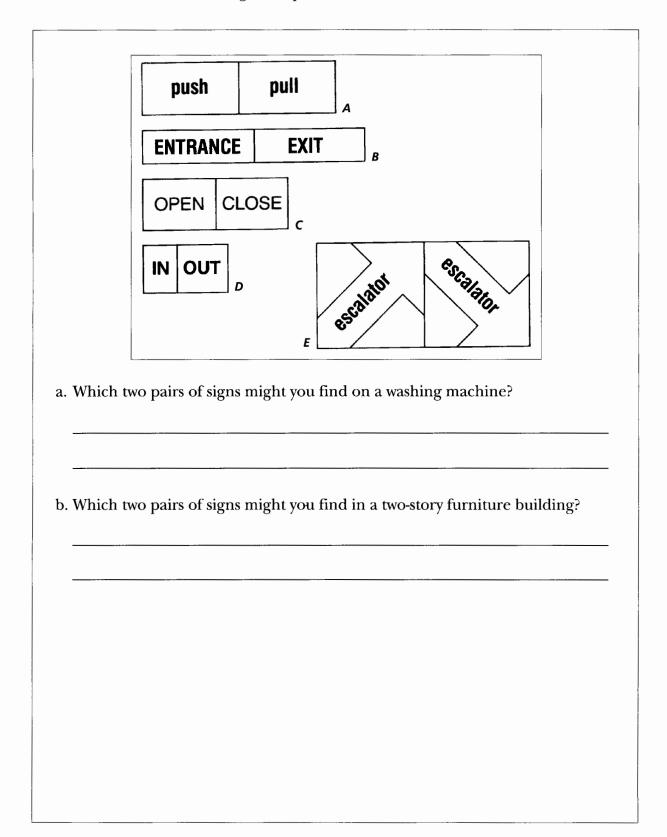
## Activity 4 Interpreting Identification Signs

Beside each identification sign below is an alphabet letter. On the line following each question, write the appropriate letter.





Beside each pair of directional signs below is an alphabet letter. Write the appropriate letter on the line following each question.





### Activity 5 (continued) Identifying Directional Signs

c. Which two pairs of signs might you find in a cafeteria line?

d. Which pair of signs might you find on a cereal box?

#### EXTENSION ACTIVITY

Create some directional signs. Share them with a friend to see if the message is clear. Do they work?



Beside each warning sign below is an alphabet letter. Complete each question by writing the correct letter in the blank.

	DANGER     Of       FLAMMABLE LIQUID     Dog
	FLAMMABLE LIQUID     B     C       NO     bird sanctuary       SMOKING     D       Image: Smoking of the sanctuary     NO       Image: Smoking of the sanctuary     Image: Smoking of the sanctuary
	<b>NO TRESPASSING</b> <i>F</i>
they?	and sign(s) would probably be found on a house, gate, or fence?
. Which a line?	sign(s) might be on a large truck carrying an explosive, such as gase



#### EXTENSION ACTIVITIES

- 1. Make a booklet of signs you have designed to give people basic information about a topic, such as shopping, safety, or traveling.
- 2. Select one area or topic, such as streets, shopping centers, public transportation terminals, or kitchen appliances. Collect information about signs posted in your area or related to your topic. You may want to take notes, make sketches, take photographs, or cut pictures from magazines or brochures. Discuss the meaning of each sign. Use your signs to make a collage.
- 3. Using identification signs C, D, and E in Activity 4, write a story about a person in a grocery store. The signs should play an important part in the story.
- 4. Design signs to be used in your classroom or school. With the principal's and teacher's permission, post them where appropriate.
- 5. Make a list of all the signs you see on your way home.
- 6. Paste various road, directional, and locational symbols or picture signs on 2-x-3-inch cards. On another set of cards, write the word for which each symbol stands. Play Concentration. The winner is the student who successfully matches the most words and signs.
- 7. Paste various signs on one side of a pizza disk. Beside or under each sign, make a hole. On the other side of the disk, beside or under the hole, write the words for which the sign stands. Place or hold the pizza disk so that you can see the signs and your partner can see their meanings. Put a pencil in the hole beside or under one of the signs. Tell what the sign means. Ask your partner to check your answers. Trade places with your partner or turn the disk around.
- 8. Create a story using pictures or signs in place of key words. Exchange stories with a friend and read each other's story.

## Activity 7 Locating Buildings on a Map

In addition to understanding the signs in our school, workplace, or mall, we must be able to find our way around when we travel.

Susan has been given two tickets for the basketball game between Duke and UNC. The game is to be played at Cameron Indoor Stadium at Duke.

Look at the map that follows and find Cameron Indoor Stadium. The key on the following pages will help.

- $\sqrt{}$  Notice that beside "Cameron Indoor Stadium" on the legend, C and 12 are printed.
- $\sqrt{1}$  The C indicates the column on the map in which you will find the stadium; the 12 tells you the building.
- $\sqrt{1}$  Find the letter C along the top and bottom of the map.
- $\sqrt{}$  Move down column C.
- $\sqrt{}$  Do you see building 12?

Now use this map to find the buildings listed below. When you find each building, circle it. Write the number-letter of the building beside each name below.

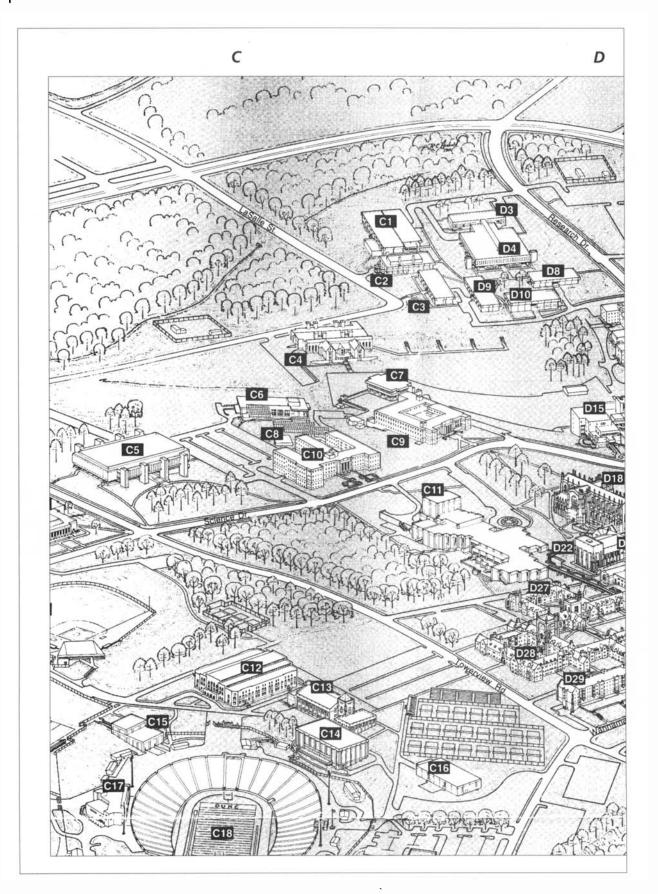
Wallace Wade	Stadium		
--------------	---------	--	--

Duke Chapel \_\_\_\_\_

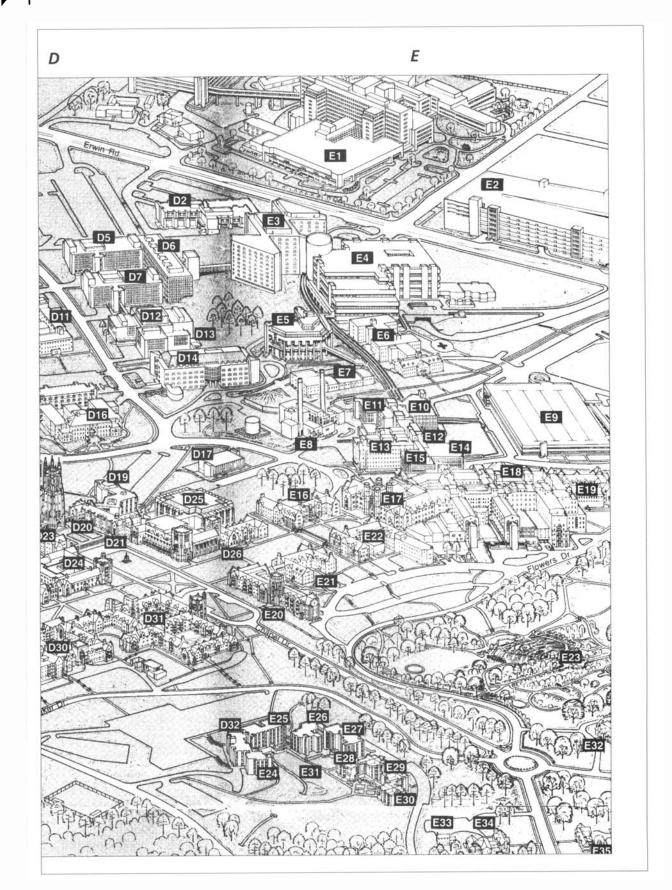
Undergraduate Admissions \_\_\_\_\_

Perkins Library \_\_\_\_\_

### Activity 7 (continued) Locating Buildings on a Map



### Activity 7 (continued) Locating Buildings on a Map





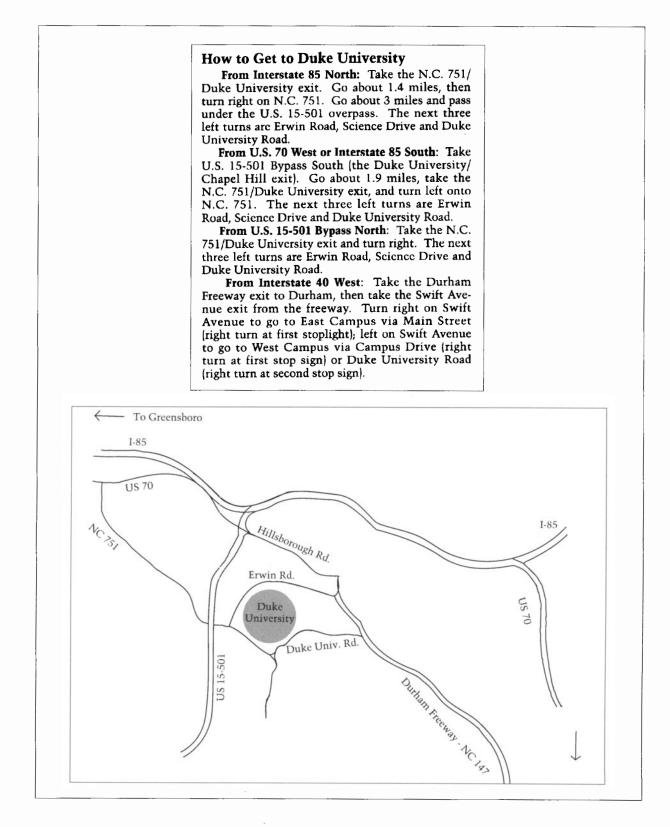
## Activity 7 (continued) Locating Buildings on a Map

Biological Sciences Building (7758)	C10
The Bishop's House (7209) Bivins Building (7228)	
Blacknall House (8098)	
Botany Greenhouses (7772)	C8
Branson Building (7229)	J3
Brown Residence Hall (7221) Bryan, Joseph and Kathleen,	J9
Research Building for Neurobiology (7579)	D14
Brvan University Center (7791)	
Bryan University Center (7791) Bulk Mail, 206 Broadway (not shown) (7976)	
Busse, E.W., Building (7501)	E13
Cabinet Shop (7250)	
Campus Center (7211)	
Campus Center (7211) Canadian Studies (7135) Cancer Center Isolation Facility (CCIF) (7542)	F15
Cancer Center Isolation Facility (CCIF) (7542)	C1
Card Gymnasium (7717)	C13
Carr Building (7214) Central Campus Apartments	J14
Central Campus Housing Office (7184)	
Central Warehouse (7256)	
Child Guidance Clinic (7523)	F3
Child Care Facility (7195)	G8
Civitan Building (7527) Clinical and Research Labs	F2
(CARL) Building (7576)	De
Clinical Research No. 2 (7505)	E11
Coombs Baseball Stadium (7790)	B5
Coombs Baseball Stadium (7790) Craven Quad (7711)	D30
Credit Union (8095)	A1
Crowell Quad (7712)	D28
Crowell Building (7206) D & T No. 3 (7502)	J 10 F14
Davison Building (7507)	E17
Decker Tower (7783) Demographic Studies, Center for (7729) Dialysis Center (7552)	E28
Demographic Studies, Center for (7729)	F18
Dialysis Center (7552)(ne	ot ahown)
Diet and Fitness Center, 804 W. Trinity Ave. (7972)(n)	
Divinity School (7703)	D20
Duke Chapel (7701)	D18
Duke Gardens Duke Gardens Greenhouses (7731)	E23
Duke Gardens Greenhouses (7731)	F10
Duke Golf Course	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
Duke (Injugraity Enderal Cradit   Injan (2005)	A1
Duke Golf Course Duke University Federal Credit Union (8095) Duke University Hospital, North Division (7573)	A1
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508)	E4
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 )E18 J15
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 )E18 J15 J15
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224) East Campus Heating Plant (7254)	E4 )E18 J15 J15 J12
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224) East Campus Heating Plant (7254)	E4 )E18 J15 J15 J12
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	
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Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E18 
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Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E18 E18 E18 E18 E18 E18 E18 E19 E112
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E18 E18 E18 E18 E18 E18 E18 E19 E112
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E18 E18 E18 E18 E12 E12 E12 E12 E12 E12 E12 E12
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E18 E18 E18 E18 E18 E18 E18 E18
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 E188 55 15 12 12 12 13 14 14 14 14 14 114 111 F12 E31 D16 D23 C42 B2 B2 B2 B2 B2 B2 B2 B2 B2 B
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 E18 15 12 12 112 112 114 114 114 114
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 E18 15 15 12 10 10 11 11 11 11 11 11 11 11
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 55 15 112 112 112 113 114 114 114 114 114 111 111 111 111
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Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 E188 15 15 12 112 114 114 114 114 111 F12 E31 D166 D3 J17 D22 A2 E7 C17 D31 C17 C2 E33 D33 D200 C5 C5 C19 H9 H9 F14 F11 C16 C16 C16 C16 C16 C16 C16 C
Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E48 E188 15 12 12 112 112 114 114 114 111 111
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Duke University Hospital, North Division (7573) Duke University Hospital, South Division (7508) Duke University Museum of Art (7224)	E4 E4 E18 15 12 112 112 112 114 114 114 114

Lew, School of (7759)	Law, School of (7759)	
Living, Center for (7588)	Lenox Baker Children's Hospital (7583)	B3
Mary Duke Biddle Music Building (7232)	Living, Center for (7588)(not a	hown)
Medical Center Engineering         F1           and Operations (7956)         F1           Medical Center Parking Garage #2 (7533)         E2           Medical Center Grounds Building (7628)         F9           Medical Center Storage Building (7103)         H8           Medical Center Warehouse Complex         G2           Memorial Gymnasium (7226)         IS           Mirchell Tower (7784)         E30           Morris, Edwin A., Clinical         Cancer Building (7532)           Cancer Building (7543)         E10           Mudd, Seeley G., Building (7532)         G6           Museum of Art (7224)         J15           Nanaline H. Duke Building (7513)         D12           New Divinity (7707)         D19           North Building (7568)         D4           North Division, Duke University Hospital (7573)         E4           Nuclear Laboratory (7767)         F7           Nursing Garage #1 (7588)         D13           Pege Auditing (7768)         D12           Parking Garage #1 (7583)         E2	Mary Duke Biddle Music Building (7232)	J4
and Operations (7956).       F1         Medical Center Parking Garage #1 (7538).       E2         Medical Center Storage Building (7628).       F9         Medical Center Storage Building (7103).       H8         Medical Center Storage Building (7103).       H8         Memorial Gymnasium (7226).       L5         Memory Disorders Clinic (8093).       L2         Mirecourt Residence Hall (7786).       D32         Mitchell Tower (7784).       E30         Morris, Edwin A., Clinical       Cancer Building (7543).       E10         Mudd, Seeley G., Building (753).       D1         Mutipupose Building (7189).       G8         Musaum of Art (7224).       J15         Nanaline H. Duke Building (7763).       D1         North Division, Duke University Hospital (7573).       E4         Nuclear Laboratory (7767).       C7         Nuclear Laboratory (7767).       C7         Nuclear Laboratory (7763).       E9         Parking Garage #1 (7538).       E9		
Medical Center Forunds Building (7103)	and Operations (7956)	F1
Medical Center Grounds Building (7628)	Medical Center Parking Garage #1 (7538)	E9
Medical Center Storage Building (7103)         H8           Medical Center Warehouse Complex	Medical Center Parking Garage #2 (7553)	E2
Medical Center Warehouse Complex	Medical Center Storage Building (7028)	H8
Memory Disorders Clinic (8093)	Medical Center Warehouse Complex	G2
Mirccourt Residence Hall (7786).         D32           Mitchell Tower (7784).         E30           Morris, Edwin A., Clinical         E10           Cancer Building (7543).         E10           Mudd, Seeley G., Building (7532).         E5           Murray, William D., Athletic Building (7781).         C15           Museum of Art (7224).         J15           Nanaline H. Duke Building (7513).         D11           New Divinity (7707).         D19           New Divinity (7767).         D79           North Building (7548).         D4           Northe Storage Building (7548).         D13           Page Auditorium (7768).         E16           Old Chemistry Building (7548).         D13           Parking Garage #1 (7538).         E22           Parking Garage #1 (7538).         E3           Parking Garage #1 (7538).         E9           Parkins Lib	Memorial Gymnasium (7226)	
Mitchell Tower (7784)       E30         Morris, Edwin A., Clinical       E10         Cancer Building (7543)       E10         Murdy, Seeley G., Building (7532)       E5         Muttipurpose Building (7189)       G6         Musaum of Art (7224)       J15         Nearlip New Shoppe (7554)       D11         Nearly New Shoppe (7554)       D11         New Divinity (7707)       D19         North Division, Duke University Hospital (7573)       E4         Nuclear Laboratory (7767)       C7         Nursing, School of (7539)       F7         Old Laundry Building (7548)       D12         Parking Garage #1 (7538)       E9         Parking Garage #2 (7553)       E2         Physics Building (7714)       D25         Physics Building (7744)       D25         Physics Building (7714)       C6         Perking Garage #2 (736)       F16         Physics Garage T305       F16         Physics Building (774)       C6	Memory Disorders Clinic (8093) Mirecourt Residence Hall (7786)	
Cancer Building (7543)         E10           Mudd, Seeley G., Building (7732)         E5           Murrey, William D., Athletic Building (7781)         C15           Museum of Art (7224)         J15           Nanaline H. Duke Building (7513)         D12           New Divinity (7707)         D19           North Building (7756)         D4           North Division, Duke University Hospital (7573)         E4           Nuclear Laboratory (7767)         C7           Nuclear Laboratory (7767)         C7           Old Chemistry Building (7548)         D13           Peaking Garage #1 (7538)         E9           Parking Garage #2 (7553)         E2           Parking Garage #1 (7218)         J6           Perkins Library (7704)         D25           Physics Building (7749)         C9           Phytotron Building (7749)         C9           Phytotron Building (7749)         C9           Phytotron Building (7749)         C9           President'S Guest House,         1508 Pinecrest Road (7862)	Mitchell Tower (7784)	
Mudd, Seeley G., Building (7532).         E5           Murray, William D., Athletic Building (7781)         C15           Nanaline H. Duke Building (7189)         G6           Museur of Art (7224)         J15           Nanaline H. Duke Building (7513)         D12           Nearly New Shoppe (7554)         D1           North Building (7756)         D4           North Building (7756)         D4           North Division, Duke University Hospital (7573)         E4           Nuciear Laboratory (7767)         C7           Nursing, School of (7539)         F7           Old Chemistry Building (7706)         E16           Old Chemistry Building (7765)         D12           Parking Garage #1 (7538)         E9           Parking Garage #1 (7538)         E9           Parking Garage #1 (7538)         E9           Parking Garage #2 (7553)         E2           Parking Services (7143)         H5           Parking Garage #2 (7553)         E2           Parking Garage #2 (7553)         E2           Parking Garage #2 (7553)         E3           Parking Garage #2 (7553)         E4           Parking Garage #2 (7553)         E4           Parking Garage #2 (7553)         E2           Parki	Morris, Edwin A., Clinical	
Murray, William D., Athletic Building (7781)         C15           Museum of Art (7224)         J15           Nanaline H. Duke Building (7513)         D12           Nearly New Shoppe (7554)         D1           New Divinity (7707)         D19           North Building (7756)         D4           North Division, Duke University Hospital (7573)         E4           Nuclear Laboratory (7767)         C7           Nursing, School of (7539)         F7           Old Chemistry Building (7548)         D13           Peak Storage Building (7255)         L16           Parking Garage #2 (7553)         E2           Parking Garage #1 (7218)         J6           Perking Services (7143)         H4           Pistoron Building (7711)         C6           Pixotron Building (7734)         D25           Phytotron Building (734)         H3           President's Guest House,         1508 Pinecrest Road (7862)           Nont Brimerest Road (7982)         (not shown)           Primate Center, 3705 Erwin Road (7764)         (not shown)           Primate Setty (7136)         C16		
Museum of Art (7224)	Murray, William D., Athletic Building (7781)	C15
Nanaline H. Duke Building (7513)       D12         Newr Divinity (7707)       D19         North Building (7756)       D4         North Division, Duke University Hospital (7573)       E4         Nuclear Laboratory (7767)       C7         Nursing, School of (7539)       F7         Old Chemistry Building (7766)       E16         Did Laundry Building (7548)       D13         Pega Auditorium (7716)       D22         Paint Shop & Storage Building (7255)       116         Parking Garage #2 (7553)       E2         Parking Garage #2 (7553)       E2         Parking Services (7143)       H5         Pegram Residence Hall (7218)       J6         Perkins Library (7704)       D25         Phystoron Building (7771)       C6         Pickens, Marshall I, Building (7515)       F5         Piant Accounting (7034)       H3         President's Guest House,       1508 Pinecrest Road (7862)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Safety (7136)       F16         Public Safety (7136)       C16         Public Safety (7136)       C3         Research Park B	Multipurpose Building (7189)	G6
Nearly New Shoppe (7554)       D1         New Divinity (7707)       D19         North Building (7756)       D4         North Division, Duke University Hospital (7573)       E4         Nuclear Laboratory (7767)       C7         Nursing, School of (7539)       F7         Old Laundry Building (7768)       E16         Parking Garage #1 (7588)       D13         Page Auditorium (7716)       D22         Parking Garage #2 (7553)       E2         Parking Garage #2 (753)       E2         Parking Garage #2 (753)       E2         Perkins Library (7704)       D25         Physics Building (7749)       C9         Physics Building (7749)       C9         Physics Building (774)       C6         Pickens, Marshall I., Building (7515)       F5         Plant Accounting (7097)       H4         Praint Accounting (7097)       H4         Primate Center, 3705 Erwin Road (7764)       Inot shown)         Primate Center, 3705 Erwin Road (7764)       Inot shown)         Primate Center, 3705 Erwin Road (7764)       Inot shown)         Research Park Building No. 1 (7517)       D6         Research Park Building No. 2 (7518)       D9         Public Safety Annae: (7142)       Inot s	Museum of Art (7224) Nacalina H. Duka Building (7512)	J15
New Divinity (7707)       D19         North Building (7756)       D4         North Division, Duke University Hospital (7573)       E4         Nucriag, School of (7539)       F7         Old Chemistry Building (7766)       E16         Old Chemistry Building (7766)       E16         Old Laundry Building (7766)       D22         Parking Garage #1 (7538)       E9         Parking Garage #2 (7553)       E2         Parking Garage #1 (7538)       E9         Perking Services (7143)       H5         Perkins Library (7704)       D25         Phytics Building (7771)       C6         Pickens, Marshall I., Building (7515)       F5         Plant Accounting (7097)       H4         Plant Accounting (7034)       H3         President's Guest House,       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Research Park Building No. 2 (7518)       C9         Public Safety Annex (7142)       H6         Reilway Storage Building No. 2 (7518)       C9         Research Park Building No. 3 (7519)       C3         Research Park Building No. 3 (7519)       C3         Research Park Building	Nearly New Shoppe (7554)	D12
North Division, Duke University Hospital (7573)       E4         Nuclear Laboratory (7767)	New Divinity (7707)	D19
Nuclear Laboratory (7767)       C7         Nursing, School of (7539)       F7         Nursing, School of (7539)       F7         Old Chemistry Building (7706)       E16         Old Laundry Building (7548)       D13         Page Auditorium (7716)       D22         Parking Garage #1 (7538)       E2         Parking Garage #2 (7553)       E2         Parking Garage #2 (7553)       E2         Parking Services (7143)       J6         Perkins Library (7704)       D25         Physics Building (7719)       C6         Pickens, Marshall I., Building (7515)       F5         Piant Accounting (7034)       H3         President's Guest House,       1508 Pinecrest Road (7882)         1508 Pinecrest Road (7982)       (not shown)         Printing Shop (7973)       H4         Public Safety Annex (7142)       H6         Research Park Building No. 1 (7517)       D8         Research Park Building No. 3 (7519)       C3         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Research Park Building No. 3 (7519)       C3         Research Park Building No. 3 (7519)       C3         Schafer House       E29 <td>North Building (7756)</td> <td>D4</td>	North Building (7756)	D4
Nursing, School of (7539)       F7         Old Chernistry Building (7766)       E16         Old Laundry Building (7548)       D13         Page Auditorium (7716)       D22         Paint Shop & Storage Building (7255)       116         Parking Garage #1 (7538)       E9         Parking Garage #2 (7553)       E2         Parking Services (7143)       H5         Pegram Residence Hall (7218)       J6         Perkins Library (7704)       D25         Physics Building (7749)       C9         Phystotron Building (7771)       C6         Pickens, Marshall I, Building (7515)       F5         Plant Accounting (7034)       H4         President's Guest House,       1508 Pinecrest Road (7982)         Intot shown)       Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7761)       C6         Public Safety (7136)       F16         Public Safety (7136)       C16         Research Park Building No. 1 (7517)       D8         Research Park Building No. 2 (7518)       D9         Research Park Building No. 2 (7518)       D7 </td <td>Nuclear Laboratory (7767)</td> <td></td>	Nuclear Laboratory (7767)	
Old Laundry Building (7548)       D13         Page Auditorium (7716)       D22         Paint Shop & Storage Building (7255)       L16         Parking Garage #1 (7538)       E9         Parking Garage #2 (7553)       E2         Parking Garage #2 (7553)       E2         Parking Services (7143)       J6         Perking Services (7143)       J6         Perkins Library (7704)       D25         Physics Building (7719)       C9         Phytotron Building (7711)       C6         Pickens, Marshall I., Building (7515)       F5         Piant Accounting (7034)       H3         President's Guest House,       1508 Pincerest Road (7882)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Primate Safety Annex (7142)       H6         Railway Storage Building (7266)       (not shown)         Research Park Building No. 1 (7517)       D8         Research Park Building No. 2 (7518)       D9         Research Park Building No. 4 (7520)       D10         Research Park Building No. 4 (7520)       D10         Research Park Building (7710)       E21         Social Sciences Building (7710)       E223	Nursing, School of (7539)	F7
Page Auditorium (7716).       D22         Paint Shop & Storage Building (7255)		
Paint Shop & Storage Building (7255)		
Parking Garağe #2 (7553)	Paint Shop & Storage Building (7255)	
Parking Services (7143)       H5         Pegram Residence Hall (7218)       J6         Perkins Library (7704)       D25         Physics Building (7771)       C6         Phytotron Building (7771)       C6         Pickens, Marshall I., Building (7515)       F5         Plant Accounting (7037)       H4         Plant Accounting (7034)       H3         President's Guest House,       1508 Pinecrest Road (7882)       (not shown)         Primate Center, 3705 Erwin Road (7764)      (not shown)         Research Park Building No. 2 (7518)       D8         Research Park Building No. 2 (7518)       D8         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House	Parking Garage #1 (7538)	E9
Pegram Residence Hall (7218)		
Perkins Library (7704)       D25         Physics Building (7749)       C9         Phystoron Building (7771)       C6         Pickens, Marshall I, Building (7515)       F5         Plant Accounting (7034)       H4         President's Guest House,       1508 Pinecrest Road (7982)         1508 Pinecrest Road (7982)       (not shown)         Primate Center, 3705 Erwin Road (7764)       Hot shown)         Primate Center, 3705 Erwin Road (7764)       (not shown)         Rester Vanex (7142)       H6         Railway Storage Building (7266)       (not shown)         Research Park Building No. 1 (7517)       D6         Research Park Building No. 2 (7518)       D9         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Schafer House       E23         Schafer House       E23         Schafer House       E23         Southgate Residence Hall (7258)       E16         Stead, E.A., Building (7503)       E12	Pegram Residence Hall (7218)	J6
Phytotron Building (7771)	Perkins Library (7704)	D25
Pickens, Marshall I., Building (7515)       F5         Plant Accounting (7034)       H4         President's Guest House,       H308         1508 Pinecrest Road (7982)       (not shown)         Primate Center, 3705 Erwin Road (7764)       H3         Public Safety (7136)       F16         Public Safety (7136)       F16         Resident's Guest Nose,       F16         Public Safety (7136)       F16         Research Park Building (7266)       (not shown)         Research Park Building No. 1 (7517)       D8         Research Park Building No. 2 (7518)       D9         Research Park Building No. 2 (7518)       D9         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Social Sciences Building (7710)       E21         Social Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7508)       E18         Surgial Oncology Research Facility (7541)       C2         Taylor Residence Hall (7785)       E24         Taylor Residence Hall (7785)       E24         Taylor Residence Hall (7785)       E25         <	Physics Building (7749) Phytotrop Building (7771)	
Plant Accounting (7097)	Pickens, Marshall I., Building (7515)	F5
President's Guest House, 1508 Pinecrest Road (7982)	Plant Accounting (7097)	H4
1508 Pinecrest Road (7982)       (not shown)         Printing Shop (7973)	Plant Accounting (7034)	НЗ
Printing Shop (7973)       G1         Public Safety (7136)       F16         Reilway Storage Building (7266)       (not shown)         Research Park Building No. 1 (7517)       D8         Research Park Building No. 2 (7518)       D9         Research Park Building No. 2 (7518)       D9         Research Park Building No. 2 (7518)       D9         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Sands, Alex H. Jr, Building (7530)       D7         Sarah P. Duke Gardens       E23         Schaefer House       E23         Social Sciences Building (7700)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7508)       E18         Southgate Residence Hall (7225)       I6         Staad, E.A., Building (7503)       E12         Sounoslogy Research Facility (7541)       C2         Tabard Residence Hall (7785)       E24         Taylor Residence Ha	1508 Pinecrest Road (7982)(not :	shown)
Public Safety (7136).       F16         Public Safety Annex (7142)       H6         Public Safety Annex (7142)       H6         Reilway Storage Building (7266).       (not shown)         Research Park Building No. 1 (7517)       D8         Research Park Building No. 3 (7519)       C3         Research Park Building No. 3 (7519)       C3         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Sands, Alex H. Jr., Building (7530)       D7         Sarah P. Duke Gardens       E23         Scial Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7528)       E18         Southgate Residence Hall (7225)       I6         Stead, E.A., Building (7503)       E12         Sunnyside (7098)       E14         Sunnyside (7098)       E12         Sunnyside (7098)       E14         Taylor Residence Hall (7787)       E25         Teer House (7991)       Inot shown)         Teer, Nello L, Engineering Library (7768)       D17         Temporary Services (8096)       B3         Thomas, R. David, Center (7782)	Primate Center, 3705 Erwin Road (7764)(not :	shown)
Public Safety Annex (7142)       H6         Railway Storage Building (7266)       (not shown)         Recycling & Sales Warehouse (7267)       (not shown)         Research Park Building No. 1 (7517)       D8         Research Park Building No. 2 (7518)       D9         Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Sands, Alex H. Jr., Building (7530)       D7         Sards, Alex H. Jr., Building (7709)       E21         Social Sciences Building (7710)       E21         Social Sciences Building (7709)       E22         Social Sciences Building (7503)       E18         South Divison, Duke Hospital (7508)       E18         Southgate Residence Hall (725)       I6         Stead, E.A., Building (7503)       E12         Southgate Residence Hall (7785)       E24         Taylor Residence Hall (7785)       E25         Teer House (7991)       (not shown)         Teer, Nello L, Engineering Library (7768)       D17         Temporary Services (8096)       13         Thomas, R. David, Center (7782)       B4         Transportation (7268)       G5         Undergraduate Admissions (7719)       E35	Printing Shop (7973)	G1
Railway Storage Building (7266)		
Research Park Building No. 1 (7517)         D8           Research Park Building No. 2 (7518)         D9           Research Park Building No. 3 (7519)         C3           Research Park Building No. 4 (7520)         D10           Ronald McDonald House         G7           Sands, Alex H. Jr., Building (7530)         D7           Sards, Alex H. Jr., Building (7730)         E23           Schaefer House         E29           Social Sciences Building (7710)         E21           Sociology-Psychology Building (7709)         E22           Sociology-Psychology Building (7709)         E22           South Division, Duke Hospital (7508)         E18           Southgate Residence Hall (725)        6           Stead, E.A., Building (7503)         E12           Sounspield (7098)         H1           Surgical Oncology Research Facility (7541)         C2           Taylor Residence Hall (7785)         E24           Taylor Residence Hall (7785)         E25           Teer House (7991)         (not shown)           Teer, Nello L, Engineering Library (7768)         D17           Temporary Services (8096)        13           Thomas, R. David, Center (7782)         B4           Transportation (7268)        55	Public Safety Annex (7142)	H6
Research Park Building No. 2 (7518)         D9           Research Park Building No. 3 (7519)         C3           Research Park Building No. 4 (7520)         D10           Ronald McDonald House         G7           Sands, Alex H. Jr., Building (7530)         D7           Sarah P. Duke Gardens         E23           Schaefer House         E23           Social Sciences Building (7710)         E21           Sociology-Psychology Building (7709)         E22           South Division, Duke Hospital (7508)         E18           Southgate Residence Hall (7225)         I6           Stard Residence Hall (7787)         E24           Surgical Oncology Research Facility (7541)         C2           Taylor Residence Hall (7787)         E25           Teer House (7991)         Inot shown)           Teer, Nello L, Engineering Library (7768)         D17           Temporary Services (8096)         I3           Thomas, R. David, Center (7782)         B4           Transportation (7268)         F8           Triangle Universities Nuclear         F8           Laboratory (TUNL) (767)         C7           Uncle Harry's General Store (7186)         E13           Union West Building (7714)         E43           University Relatio	Public Safety Annex (7142) Railway Storage Building (7266)(not :	H6 shown)
Research Park Building No. 3 (7519)       C3         Research Park Building No. 4 (7520)       D10         Ronald McDonald House       G7         Sands, Alex H. Jr., Building (7530)       D7         Sarah P. Duke Gardens       E23         Scial Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7508)       E18         Southgate Residence Hall (7225)       I6         Stead, E.A., Building (7503)       E12         Sounyside (7098)       E14         Sunyside (7098)       H1         Surgical Oncology Research Facility (7541)       C2         Tabard Residence Hall (7787)       E25         Teer House (7991)       Inot shown)         Teer, Nello L., Engineering Library (7768)       D17         Temporary Services (8096)       B3         Thomas, R. David, Center (7782)       B4         Triangle Universities Nuclear       Laboratory (TUNL) (7767)         Laboratory (TUNL) (7767)       C7         Undergraduate Admissions (7719)       E32         University Relations (7720)       F13         Union West Building (7714)       D24         University Relations (7721)       E35         Vetrains (7	Public Safety Annex (7142) Railway Storage Building (7266)(not : Recycling & Sales Warehouse (7267)	H6 shown) shown)
Ronald McDonsid House         G7           Sands, Alex H. Jr., Building (7530)         D7           Sarah P. Duke Gardens         E23           Schaefer House         E23           Schaefer House         E23           Social Sciences Building (7710)         E21           Sociology-Psychology Building (7709)         E22           South Division, Duke Hospital (7508)         E18           Southgate Residence Hall (7255)         I6           Strad, E.A., Building (7503)         E12           Sunyside (7098)         H1           Surgical Doncology Research Facility (7541)         C2           Taylor Residence Hall (7785)         E24           Taylor Residence Hall (7785)         E24           Taylor Residence Hall (7787)         E25           Teer House (7991)         Inot shown)           Teer, Nello L, Engineering Library (7768)         D17           Temporary Services (8096)         I3           Thomas, R. David, Center (7782)         B4           Transportation (7268)         (not shown)           Trent Drive Hall (7512)         F8           Triangle Universities Nuclear         E3           Lady and te fancial Aid (728)         F13           Undergraduate Admissions (7719)         E35	Public Safety Annex (7142) Railway Storage Building (7266)(not 1 Recycling & Sales Warehouse (7267)(not 1 Research Park Building No. 1 (7517)	H6 shown) shown) D8
Sands, Alex H. Jr., Building (7530)       D7         Sarah P. Duke Gardens       E23         Schaefer House       E29         Social Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7508)       E18         South Division, Duke Hospital (725)       I6         Stead, E.A., Building (7503)       E12         Sounnyside (7098)       E14         Sunnyside (7098)       E12         Sunnyside (7098)       E14         Sungside (7098)       E12         Sunnyside (7098)       E12         Tabard Residence Hall (725)       E24         Taylor Residence Hall (7787)       E25         Teer House (7991)       Inot shown)         Teer, Nello L, Engineering Library (7768)       D17         Temporary Services (8096)       B3         Thomas, R. David, Center (7782)       B4         Triangle Universities Nuclear       Laboratory (TUNL) (7767)         Laboratory (TUNL) (7767)       C7         Undergraduate Admissions (7719)       E32         Union West Building (7714)       D24         University Development (7720)       F13         Union West Building (7714)       D24	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D8 D9 C3
Sarah P. Duke Gardens       E23         Schaefer House       E29         Social Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Divison, Duke Hospital (7508)       E18         South Divison, Duke Hospital (725)       E18         Sounpside (7098)       H1         Surgical Oncology Research Facility (7541)       C2         Tabard Residence Hall (7785)       E24         Taylor Residence Hall (7787)       E25         Teer House (7991)       (not shown)         Teer, Nello L, Engineering Library (7768)       D17         Temporary Services (8096)       .13         Thomas, R. David, Center (7782)       B4         Triansportation (7268)       F8         Triangle Universities Nuclear       Laboratory (TUNI) (7767)         Laboratory (TUNI) (7767)       C7         Uncle Harry's General Store (7186)       E3         Undergraduate Admissions (7719)       E32         University Relations (7721)       F13         University Relations (7720)       F17         University Relations (7721)       E35         Vivarium (7524)       D4         Vivarium (7524)       D4	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D8 D9 C3 D10
Social Sciences Building (7710)       E21         Sociology-Psychology Building (7709)       E22         South Division, Duke Hospital (7508)       E18         Southgate Residence Hall (7225)       I6         Stead, E.A., Building (7503)       E12         Sunnyside (7098)       H1         Surgical Oncology Research Facility (7541)       C2         Tabard Residence Hall (7785)       E24         Taylor Residence Hall (7785)       E25         Teer House (7991)       Inot shown)         Teer, Nello L., Engineering Library (7768)       D17         Temporary Services (8096)       J3         Thomas, R. David, Center (7782)       B4         Triansportation (7268)       Inot shown)         Terent Drive Hall (7512)       F8         Triangle Universities Nuclear       Laboratory (TUNL) (7767)         Laboratory (TUNL) (7767)       C7         Undergraduate Admissions (7719)       E32         Union West Building (7721)       F13         University Relations (7120)       F14         University Relations (7721)       E35         Vivarium (7524)       D4         Vivarium (7524)       C4	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D8 D9 C3 D10 G7
Sociology-Psychology Building (7709)         E22           South Division, Duke Hospital (7508)         E18           Southgate Residence Hall (7225)         I6           Stead, E.A., Building (7503)         E12           Sunnyside (7098)         H1           Surgical Oncology Research Facility (7541)         C2           Tabard Residence Hall (7785)         E24           Taylor Residence Hall (7785)         E24           Taylor Residence Hall (7787)         E25           Teer House (7991)         (not shown)           Tern, Nello L, Engineering Library (7768)         D17           Temporary Services (8096)         .13           Thomas, R. Devid, Center (7782)         B4           Transportation (7268)         (not shown)           Trent Drive Hall (7512)         F8           Triangle Universities Nuclear         E35           Laboratory (TUNL) (7767)         C7           Uncle Harry's General Store (7186)         E13           Union West Building (7714)         E44           University Relations (7719)         E35           Veterans Affairs Medical Center (8056)         E1           Vivarium (7524)	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D8 D9 C3 D10 G7 D7 E23
South Division, Duke Hospital (7508)         E18           Southgate Residence Hall (7225)         I.6           Stead, E.A., Building (7503)         E12           Sunnyside (7098)         H1           Surgical Oncology Research Facility (7541)         C2           Tabard Residence Hall (7787)         E24           Taylor Residence Hall (7787)         E25           Teer House (7991)         (not shown)           Teer, Nello L., Engineering Library (7768)         D15           Tel-Com Building (7746)         D17           Temporary Services (8096)         I3           Thomas, R. David, Center (7782)         B4           Transportation (7268)         I01           Triangle Universities Nuclear         Laboratory (TUNL) (7767)           Lobratory (TUNL) (7767)         C7           Undergraduate Admissions (7719)         E32           Union West Building (7714)         D24           University Relations (7721)         E35           Vetrans Affairs Medical Center (8056)         E1           Vivarium (7524)         D4	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D8 D9 C3 D10 G7 G7 C7 E23 E29
Stead, E.A., Building (7503)       E12         Sunnyside (7098)       H1         Surgical Oncology Research Facility (7541)       C2         Tabard Residence Hall (7785)       E24         Taylor Residence Hall (7787)       E25         Teer House (7991)       (not shown)         Teer, Nello L., Engineering Library (7768)       D17         Temporary Services (8096)	Public Safety Annex (7142) Railway Storage Building (7266)	
Sunnyside (7098)	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D9 C3 D10 G7 C7 E23 E29 E21 E21 E22 E18
Tabard Residence Hall (7785)         E24           Taylor Residence Hall (7785)         E25           Teer House (7991)         (not shown)           Teer, Nello L, Engineering Library (7768)         D15           Tel-Com Building (7746)         D17           Temporary Services (8996)         .13           Thomas, R. Devid, Center (7782)         B4           Transportation (7268)         (not shown)           Trent Drive Hall (7512)         F8           Triangle Universities Nuclear         F8           Laboratory (TUNL) (7767)         C7           Uncle Harry's General Store (7186)         E35           Undergraduate Admissions (7719)         E32           University Development (7720)         F13           University Relations (7721)         E35           Veterans Affairs Medical Center (8056)         E1           Vivarium (7524)         D4	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D9 C3 D10 G7 C7 C7 C7 C7 C7 C7 C7 C7 C7 C7 C7 C7 C7
Taylor Residence Hall (7787)       E25         Teer House (7991)       (not shown)         Teer, Nello L., Engineering Library (7768)       D15         Teer Com Building (7746)       D17         Temporary Services (8096)       I3         Thomas, R. David, Center (7782)       B4         Transportation (7268)       I3         Triangle Universities Nuclear       Laboratory (TUNL) (7767)         Laboratory (TUNL) (7767)       C7         Undergraduate Admissions (7719)       E32         University Relations (7721)       F13         University Relations (7721)       E35         Vetrans Affairs Medical Center (8056)       E1         Vivarium (7524)       D4         Vadsworth, Joseph A.C., Building (7531)       D2	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D9 C3 D10 C7 E23 E29 E21 E22 E21 E22 E21 E22 E21 E22 E22 E21 E22 E22
Teer House (7991)	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) shown) D9 C3 D9 C3 C3 C7 C7 E23 E29 E22 E12 E12 E12 E12 H1 C2
Teer, Nello L., Engineering Library (7768)	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) bhown) D9 D9 C3 D9 C3 C3 C7 C7 C7 C7 E23 E23 E23 E23 E21 E22 E21 E22 E22 E22 E22 E22 E22 E22
Tel-Com Building (7746)       D17         Temporary Services (8096)	Public Safety Annex (7142) Railway Storage Building (7266)	H6 shown) bhown) D9 C3 D9 C3 C3 C3 C7 C7 C7 C7 C7 C7 E23 E22 E21 E22 E21 E22 H1 C2 E24 E22 H1 C2 E25
Thomas, Ř. David, Center (7782)       B4         Transportation (7268)       (not shown)         Trent Drive Hall (7512)       F8         Triangle Universities Nuclear       Eboratory (TUNL) (7767)         Laboratory (TUNL) (7767)       C7         Uncle Harry's General Store (7186)       G5         Undergraduate Admissions (7719)       E32         Undergraduate Financial Aid (7728)       F13         University Development (7720)       F17         University Relations (7721)       E35         Vetarans Affairs Medical Center (8058)       E1         Vivarium (7524)       D4         Vadsworth, Joseph A.C., Building (7531)       D2	Public Safety Annex (7142) Railway Storage Building (7266)	
Transportation (7268)       (not shown)         Trent Drive Hall (7512)       F8         Triangle Universities Nuclear       E8         Laboratory (TUNL) (7767)       C7         Uncle Harry's General Store (7186)       G5         Undergraduate Admissions (7719)       E32         University Relations (7720)       F13         University Relations (7721)       E35         Vetrans Affairs Medical Center (8056)       E1         Vivarium (7524)       D4	Public Safety Annex (7142) Railway Storage Building (7266)	
Triangle Universities Nuclear       C7         Laboratory (TUNL) (7767)       C7         Uncle Harry's General Store (7186)       G5         Undergraduate Admissions (7719)       E32         Undergraduate Financial Aid (7728)       F13         University Development (7720)       F17         University Relations (7721)       E35         Vetrans Affairs Medical Center (8056)       E1         Vivarium (7524)       D4         Wadsworth, Joseph A.C., Building (7531)       D2	Public Safety Annex (7142) Railway Storage Building (7266)	
Laboratory (TUNL) (7767)	Public Safety Annex (7142) Railway Storage Building (7266)	
Uncle Harry's General Store (7186)         G5           Undergraduate Admissions (7719)         E32           Undergraduate Financial Aid (7728)         F13           Union West Building (7714)         D24           University Development (7720)         F17           University Relations (7721)         E35           Vetrans Affairs Medical Center (8056)         E1           Vivarium (7524)         D4	Public Safety Annex (7142) Railway Storage Building (7266)	
Undergraduate Admissions (7719)         E32           Undergraduate Financial Ald (7728)         F13           Union West Building (7714)         D24           University Development (7720)         F17           University Relations (7721)         E35           Veterans Affairs Medical Center (8056)         E1           Vivarium (7524)         D4           Wadsworth, Joseph A.C., Building (7531)         D2	Public Safety Annex (7142) Railway Storage Building (7266)	
Union West Building (7714)	Public Safety Annex (7142) Railway Storage Building (7266)	
University Development (7720)	Public Safety Annex (7142) Railway Storage Building (7266)	
University Relations (7721)	Public Safety Annex (7142) Railway Storage Building (7266)	
Veterans Affairs Medical Center (8056)E1 Vivarium (7524)D4 Wadsworth, Joseph A.C., Building (7531)D2	Public Safety Annex (7142) Railway Storage Building (7266)	
Wadsworth, Joseph A.C., Building (7531)D2	Public Safety Annex (7142) Railway Storage Building (7266)	
Wallace Windo Stadium (7719)	Public Safety Annex (7142) Railway Storage Building (7266)	
Wallace Wade Stadium (7718)C18	Public Safety Annex (7142) Railway Storage Building (7266)	



Read the "How to Get to Duke University" directions and, using a red pen or pencil, trace the route Susan will follow to get to Duke on the map below. Susan will be traveling east from Greensboro.





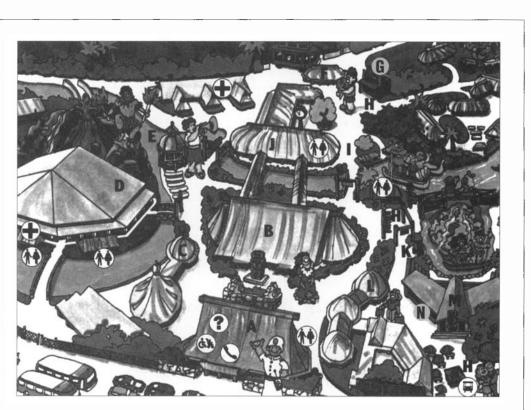
#### EXTENSION ACTIVITIES

- 1. On a small section of a state or local map, locate and circle one or more key symbols identified in the map's legend. Discuss the meaning of each of the symbols.
- 2. Compare a city, a state, and a national map. List similar symbols used on all three.
- 3. Locate your home and school on a city map. Trace the shortest route between the two places. Compute the approximate distance by using the map mileage legend.



#### Interpreting Maps in Travel Brochures

Use this map of the Polynesian Cultural Center in Hawaii to answer the questions that follow.



**A Box Office** — make additional reservations; rent strollers and wheel chairs; lost and found.

#### **B** The Gateway Restau-

rant --- enjoy the lunch buffet from 11:15 to 12:50 or the dinner buffet between 4:30 and 7:00 p.m.

C The Ice Cream Hut - cool off with your favorite treat.

**D** Pacific Pavilion --- sit back and thrill to the daytime performance of "This is Polynesia" at 1:00 p.m. or the evening production at 7:30 p.m. E The Gazebo — Island music J The Marketplace — see the at noon and a Polynesian brass band concert at 6:00 p.m.

F Laie Tour Stop — board a special trolley for a unique look at the community of Laie. (Optional)

**G** Yoshimura Store — treat yourself to Hawaiian "shave ice" and other Island goodies.

H Entrance to villages

I Canoe Landing — float along the Center's lagoon on a delightful, 15-minute tour, ending near Tahiti. The canoe tour also leaves from Tahiti.

For the enjoyment of all guests we ask that shirts and footwear be worn at all times, and that you do not pick the flowers. Please, no swimwear or alcoholic beverages on the grounds, and no flash photography during "This is Polynesia." Smoking is allowed only in designated areas. Mahalo (thanks)!

40-foot Fijian camakau (canoe) and watch the people of Polynesia making beautiful island handicrafts.

K Photo Polynesia — have your picture taken in a colorful Polynesian costume.

L Shop Polynesia and Hale Kuai — buy film, postcards and souvenirs.

M Hale Aloha --- don't miss our world-famous "Pageant of the Long Canoes" at 2:30, 3:30, 4:30 or 5:30.

N The Snack Bar — hungry? Stop by for a snack.

On rainy days, some activities may be altered or relocated. Guides can direct you to revised activities.

Activity 9 (continued) Interpreting Maps in Travel Brochures

<u> </u>	
. What do you think th	ese symbols mean?
	Ô
	n the map. Draw a box around each of them.
. What is a "trolley"?	n the map. Draw a box around each of them.
. What is a "trolley"?  What other means of	•



#### Activity 9 (continued) Interpreting Maps in Travel Brochures

#### EXTENSION ACTIVITIES

- 1. Create a travel poster, brochure, or small advertisement for an American city.
- 2. Write literature describing the ideal city.
- 3. Invite a travel agent to visit the class to discuss the purposes and advantages of engaging a travel agent to help plan a trip.
- 4. Analyze magazine advertisements for different places to visit according to (1) the place farthest from your home; (2) the place nearest your home; (3) the place to which you would have to take clothing other than what you wear at home; and (4) the place you would need a passport to visit.



## Activity 10

#### **Reading Timetable Abbreviations**

It's time for Hank and his mother to make their airline reservations to Colorado Springs.

If you do not know what airline flies to your destination, you can call a travel agent or any airline and ask. If they do not have a flight to your destination, they will tell you who does and/or help you make connecting flights on their airline. Before you make your phone call, you need to know:

- $\sqrt{}$  Where you are going
- $\sqrt{}$  Where you are leaving from
- $\sqrt{}$  When you will leave
- $\sqrt{}$  When you wish to return

Hank knows from news reports that the best way to find the cost of his flight is to ask when he calls for reservations. Airline fares change frequently. The cheapest flights usually involve staying over a Saturday night.

Read the airline timetable abbreviations and answer the questions that follow.

	E ABBREVIA GE INFORMA	
TO — Destination DEP — Departure ARR — Arrivai		Q — Frequency — Stops
p – PM 2- X – Except 3-	– Monday – Tuesday – Wednesday – Thursday	5 — Friday 6 — Saturday 7 — Sunday
Schedule Subject to Char Selected Flights with Unit		
This guide contains an alpha and United Express. Depa name; arrivals are listed alp	artures are listed	alphabetically by cit
Flight information includes single connected flights. D from the Pacific and Europe service are listed in the bac	ouble connected f . Mileage, flight tir	ights are included to nes, aircraft and mea
When single connected flig be constructed by using co Hub airports: ORD, DEN, I gateway airports: LAX, SF(	mbinations of flight AD, SFO or with o	s with one of United' ne of the internationa
Build your connections by 6 • Select a flight from the f • Note arrival time at H destination flight according • Find the best flight tim • Flights aren't internation	origin airport to a Hu ub or gateway airp ding to the required to your destinati	b or gateway airport. ort and schedule you I minimum connection on.
In order to make the most or gateway airports.	efficient connection	, check the other Hu
This timetable lists new Ur American cities: Buenos / Janeiro. These flights depai ican World Airways, and ar number and a P in the STO	<b>Vires, Sao Paulo,</b> It from Miami, are o e designated with a	Santiago and Rio d perated by Pan Ame
British Airways flights to I O'Hare are listed in this t Airlines connections to tho: Airways are indicated by an the letter B in the STOPS of	imetable, together se BA flights. Fligh underline beneath	with selected Unite ts operated by Britis
Swissair flights to Zurich, Sv in this timetable together w to those SR flights. Flights underlined flight number ar	vith selected Unite operated by Swiss	Airlines connection air are indicated by a

## Activity 10 (continued) Reading Timetable Abbreviations

a. De	efine the following as found in the timetable:	
TO	D	
ST	ſ	
DI	EP	-
	RQ	
p_		_
AF	RR	-
b. Ho	ow are the days listed?	
с. Но	ow are departures listed?	
		·

## Activity 11 Reading the "Coding and Decoding of Cities Served"

Now that Hank knows how to read the timetable, he must find the schedule of flights from Greensboro to Colorado Springs. He'll need to know the city codes. Read the key below and find the codes Hank will need to use.

	AIRLINES G OF CITIES SERVED	O Portland, ME PWM O Portland, OR PDX	Seoul, Korea SEL Shanghai, PRC SHA
		Providence, RI	* Sheridan, WY
		* Pueblo, CO PUB	Singapore
+ Akron-Canton, OH CAK + Alamosa, CO ALS	★ Greenville, NC	O Raleigh-Durham, NC RDU	Sioux City, IA SUX
Albany, NY	★ Greenville/Spartanburg, SC GSP ★ Gunnison, CO	O Rapid City, SD RAP	Sioux Falls, SD FSD
Albuquerque, NM ABQ	Hamburg, Germany	* Redding, CA RDD	* South Bend, IN SBN
O Allentown-Bethiehem-	O Harrisburg, PA	Redmond/Bend, OR RDM	O Spokane, WA GEG
Easton, PA ABE	Hartford, CT/	O Reno/Tahoe, NV RNO	Springfield, MO SGF
Amsterdam, Netherlands AMS	Springfield, MA BDL	O Richmond, VA	* State College, PA SCE
Anchorage, AK ANC	Hong Kong HKG	A Rio de Janeiro, Brazil GIG ★ Riverton, WY	* Stockton, CA
* Appleton/Neenah/	Honolulu, Hi HNL	* Roanoke, VA	O Syracuse, NY SYR
Menasha, WI ATW	Houston, TX Hobby Airport HOU	Rochester, NY	Taipel, Taiwan TPE
* Asheville, NC AVL	Houston, TX Int'l Airport IAH	O Sacramento, CA	Tampa/St. Petersburg/
* Aspen/Snowmass, CO ASE	★ Huntington, WV/Ashland, KY/ Ironton, OH	(Metropolitan Airport) SMF	Clearwater, FL TPA
Atlanta, GA ATL Auckland, New Zeeland AKL	O Huntsville, AL	Saginaw/Midland/	Tokyo, Japan NRT
Austin, TX AUS	Indianapolis, IN IND	Bay City, MI MBS	* Toledo, OH TOL
* Bakersfield, CA BFL	+ Jackson Hole, WY JAC	St. Louis, MO STL	Toronto, Ontario
Baltimore, MD BWI	Jacksonville, FL	Salt Lake City, UT SLC	O Tucson, AZ TUS
Bangkok, Thailand BKK	Kahului, Maul, HI OGG	San Antonio, TX SAT	Tulsa, OK
Bangor, ME BGR	* Kalamazoo, MI AZO	O San Diego, CA	Vancouver, B.C
Berlin, Germany TXL	Kansas City, MO	O San Francisco, CA SFO San Jose, CA SJC	Washington, D.C. O Dulles Airport, D.CVA IAD
Bermuda, Atlantic Ocean BDA	O Knoxville, TN TYS	* San Luis Obispo, CA SBP	National Airport
Beijing (Peking), PRC PEK	Kona, Hi KOA	O Santa Berbara, CA	* Wausau/Stevens Point, WI CWA
* Bellingham, WA BLI	★ La Crosse, WI LSE	San Juan, P.R	West Palm Beach, FL PBI
Billings, MT	★ Lansing, MI LAN	* Santa Maria, CA SMX	O White Plains, NY
Binghamton, NYBGM     Birmingham, ALBHM	★ Laramie, WY LAR Las Vegas, NV LAS	★ Santa Rosa, CA STS	Wichita, KS ICT
) Boise, ID BOI	Las vegas, nv LAS ★ Lexington, KY LEX	△ Santiago, Chile SCL	★ Wilkes-Barre/Scranton, PA AVP
Boston, MA BOS	Lihue, Kauai, HI	△ Sao Paulo, Brazil GRU	* Worland, WY WRL
Brisbane, Australia BNE	Lincoln, NB LNK	Sarasota/Bradenton, FL SRQ	* Yakima, WA
Brussels, Belgium BRU	Little Rock, AR LIT	Savannah, GA SAV	+ Youngstown, OH YNG
Buenos Aires, Argentina EZE	O London-Heathrow Airport LHR	O Sesttle-Tacoma, WA SEA	∆ Zurich, Switzerland ZRH
Buffalo, NY	Long Beach, CA LGB	*Cities served by United Express	∆Served by other airlines
OBurbank, CA BUR	★ Long Island, Islip, NY ISP	Bold face denotes Red Carpet Club loca	tions OJointly served cities
Burlington, VT BTV	O Los Angeles, CA LAX		
Calgary/Banff, Atla	O Louisville, KY SDF		
Cancun, MX CUN	* Lynchburg, VA LYH		
★ Casper, WY CPR	Madrid, Spain MAD		
Cedar Hapids/lowa City, IA CiD ★ Champaign, IL	Madison, WI MSN Manchester, NH MHT		
Charleston, SC CHS	Manila, Philippines MNL		
+ Charleston, WV CRW	O Medford, OR MFR		
Charlotte, NC CLT	Melbourne, Australia MEL		
+ Chariottesville, VA CHO	Memphis, TN MEM	a. Circle the code	tor Greensboro.
+ Cheyenne, WY CYS	* Merced, CA MCE		,
O Chicago, IL-O'Hare Int'l ORD	Mexico City, MX MEX	NC	
Chicago, IL-Midway MDW	O Miami, FL MIA	110	
* Chico, CA CIC	O Milwaukee, WI MKE		
Cincinnati, OH CVG	Minneapolis/St. Paul, MN MSP * Modesto, CA		
Colorado Springs, CO COS	O Moline, IL	1 0 1 1 1	C = C = 1
Olumbia, SC CAE	O Monterey, CA MRY	b. Circle the code	for Golorado
Columbus, OH CMH	* Montrose, CO MTJ	0 1 00	
* Cortez, CO CEZ	Munich, Germany MUC	Springs, CO	
* Crescent City, CA CEC	Nashville, TN BNA	1 - 8-, - 5	
Dallas/Ft. Worth, TX DFW	Newark, NJ EWR		
O Dayton, OH DAY	* New Bern, NC EWN		
O Denver, CO DEN	★ Newburgh, NY SWF ○ New Haven, CT HVN		
Des Moines, IA DSM	New Orleans, LA MSY		
Detroit, MI DTW + Durango/Purgatory, CO DRO	New York, NY		
Eugene, OR EUG	J.F. Kennedy Airport JFK		
★ Eureka, CA ACV	LaGuardia Airport LGA		
Fairbanks, AK FAI	* Newport News, VA PHF		
Fargo, ND FAR	O Norfolk/Portsmouth, VA ORF		
+ Farmington, NM FMN	Oakland, CA OAK		
* Fayetteville/Fort Bragg, NC FAY	Oklahoma City, OK OKC		
Fort Lauderdale/	Omaha, NE OMA		
Hollywood, FL FLL	O Ontario, CA ONT		
Fort Myers, FL RSW	O Orange County, CA SNA		
+ Fort Wayne, IN FWA	Orlando, FL		
Frankfurt, FRG FRA	Osaka, Japan OSA ★ Oshkosh, WI OSH		
O Fresno, CA FAT	★ Oshkosh, WI OSH ★ Oxnard, CA OXR		
* Gillette, WY GCC	★ Oxnard, CA Oxn O Palm Springs, CA PSP		
* Grand Junction, CO GJT	Paris, France		
Grand Rapids, MI GRR	* Pasco, WA PSC		
Great Falls, MT GTF + Green Bay, WI GRB	O Pabria/Bioomington, IL PIA		
Greensboro/High Point/	O Philadelphia, PA PHL		
Winston-Salem, NC GSO	Phoenix, AZ PHX		
	* Pittsburgh, PA PIT		

## Activity 12 Reading an Airline Schedule

The timetable says departures are listed alphabetically by city name. Hank will leave from Greensboro/High Point/Winston-Salem Regional Airport.

Answer the questions that follow by referring to the airline schedule below.

Aller         1556, 11 556, 1358, 3059(02):000         128 (C         Allow Sched Dec. 10/27           ANC 1035a         6 48p, 511/1767         C         500         82.02         105         127/7642         X         C         105         500         82.02         127/7645         X         C         105.02         120.05         127.05         100.05         100.00         127.07         X         C         100.05         127.05         C         100.05         127.05         100.05         120.05         117.05         C         100.05         100.05         127.05         100.05         100.05         127.05         100.05         100.05         100.05         100.05         100.05         127.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05         100.05		DEP	ARR	FLIGHT	FIRQ 1	-	_	DEP	ARR	FLIGHT	FIRQ	-	_	DEP	ARR	FLIGHT	FRQ	5
To         To <thto< th="">         To         To         To<!--</th--><th>Gre</th><th>ensb</th><th>oro, l</th><th>C (Cont.)</th><th></th><th>1</th><th>FRA</th><th>155p</th><th></th><th></th><th>10/27</th><th>C</th><th>[ LHR</th><th>155p</th><th></th><th></th><th>10/27</th><th></th></thto<>	Gre	ensb	oro, l	C (Cont.)		1	FRA	155p			10/27	C	[ LHR	155p			10/27	
Akcrow Samuel Eth. 10/27         PBD         652a         1106a         1627/657         X7           Akcrow Samuel Eth. 10/27         PBD         652a         1106a         1627/657         X7           Akcrow Samuel Eth. 10/27         PBD         652a         1106a         1627/657         X7           1103a         1267/7627         C         500p         1000p         275/2633         x5           1103a         1262         127/167         X7         1003a         1203a         1106a         1223a         1106a         1223a         1106a         1223a         1106a         1223a         1106a         1223a         1106a         1223a         1223a         1106a         123a	To				_	-1		1550	7 20a+	13055/916		С		635p				
Abc (1) 328         6480 p 51(1/177         C         500 p         823 p 22)         500 p         826 p 22)         500 p 226 p 22)         500 p 22 p 2)         500 p 22 p 22)         500 p 22 p 22)         500 p 22 p 2)         <	AMS	155p	11358+	3055/902/9	00 1246	i C			Abov									
Access         Access         State         Total         State         <					. 10/27		FSD				X7		UNK				X7	
Arrer 6520         1077         10255         1276         10256	ANC	1035a			. 10/1		~~				~7	-						
Trible 226         Stop		6 6 7 -					rwa						LSE					
S000         8000         272/2005         272/2005         272/2005         272/2005         272/2005         272/2015         272					~/	č		500p	7450	275/2092		Č					X6	
ALIS 652         1222         1627/277         X7         C         500         6436         275843         C         10358         738-r         738-r </td <td></td> <td>500p</td> <td>800p</td> <td>275/2937</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X6</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		500p	800p	275/2937							X6							
Allow Solid         Top         Top <th< td=""><td></td><td>•</td><td></td><td></td><td></td><td></td><td>GEG</td><td>1035a</td><td></td><td>511/763</td><td></td><td></td><td>Abo</td><td></td><td></td><td></td><td></td><td></td></th<>		•					GEG	1035a		511/763			Abo					
1500         1326         1237         1236         1237         1236         1237         1236         1236         1236         1236         1236         1236         1236         1236         1237         1236         1236         1236         1236         1236         1236         1236         1236         1236         1236         1236 <td< td=""><td></td><td></td><td></td><td></td><td><b>X</b>7</td><td></td><td>-</td><td></td><td></td><td></td><td>¥7</td><td></td><td></td><td>10338</td><td>Abow</td><td>e Sched. Dis</td><td></td><td></td></td<>					<b>X</b> 7		-				¥7			10338	Abow	e Sched. Dis		
AZO 652         1125         1127/14         X7         C         500p         750p         275/2883         6         C         750p					X6	č	Gnø				~/	č		1035a	7358+	1511/910	X4	
10.38         21.90         30.00         30.00         20.00 <th< td=""><td>AZO</td><td>652a</td><td>1125a</td><td>1627/2714</td><td>X7</td><td>c</td><td></td><td>500p</td><td>7500</td><td>275/2983</td><td></td><td></td><td></td><td>1550</td><td>7 15a</td><td>e Sched. Eff. 13055/910</td><td></td><td></td></th<>	AZO	652a	1125a	1627/2714	X7	c		500p	7500	275/2983				1550	7 15a	e Sched. Eff. 13055/910		
BDA         720a         1230a         511p         5114         C         Advers         Scheil         Circle         Advers         Scheil         Circle         Advers         Scheil         Circle         Advers         Scheil         Circle         Circle         Scheil         Circle         Circle         Scheil         Circle         Scheil         Scheil         Circle         Scheil         Scheil <t< td=""><td></td><td></td><td></td><td></td><td>YE</td><td>ç</td><td></td><td></td><td></td><td></td><td></td><td></td><td> </td><td></td><td>Abov</td><td>e Sched. Eff.</td><td></td><td></td></t<>					YE	ç									Abov	e Sched. Eff.		
Control         Above         Solop         1007/p         279(42)         C         MCI         652a         942a         1227(1160)         XI           7.00         2310         305(1/141)         X         C         MADVE         Solop         1007/p         279(42)         1005a         105b         1510         511(455         XI         1005a         105a         105b         1007	804						GHH				X/			155p				
TOB         231p         305/11/411         X7         C         MAMI 1035a         955a+151/1000         12         C         Tid35a         147p         517/1445         Tid35a           BUL         70a         1058a         305/1208         X7         Tid35a         1035a         1045a         1046a         3051/041         X7           704a         300a         275/413         X3         C         Abore Sched         1045a         3056/1403         1046a         3051/041         X7           1035a         125a         125a         125a         125a         1045a         3056/1408         115a         115b         115b         115b         115b         115b         115b         115b         115b	DUA	/ 208	Abov	e Sched. Eff		1								6620				
Above         Sched. EH. 9/23 and Disc. 10/27         Stop         B34/p         27/415         Stop         B34/p         27/415           1035a         1369         305/1/28         C         1035a         1035a         117/80         5		720a	231p	3051/1411	X7	c						C	<b>—</b>				~ ~ ~	
Charmon         Charmon         Charmon         Above         Schwart         Effett         Charmon         C							Abo	1035e	d. Eff. 9	/29 and Disc 1511/008		c						
"1555         5146         3055/1554         C         1035a         1055a+1055a         1035a         1055a+1055a         1035a         1055a+1055a         1055a+1055a+1055a         1055a+1055a         1					X7			10.000	Aboy	e Sched. Eff			нсо				X7	
6355         1032b         3269/1546         X7         C         ADOVE Sched. 198: 1972         500         502         725         500         502         725         500         502         725         500         502         725         500         725         726		155p	5140			C I		1035a	10558-	1511/900	12		l			3055/1249		
BCH         522         236         182/1/360         X         C         Above Sched. Eft. 10/27         5.80         10/10         305/3/041         X           Above Sched. Eft. 10/27         Case 306/17/367         X         C         Above Sched. Eft. 10/27         1035a         135a         135a </td <td></td> <td>635p</td> <td>1032p</td> <td>3059/1546</td> <td></td> <td></td> <td></td> <td>1550</td> <td>ADOV 12250</td> <td>e Sched. Dis 13055/902/9</td> <td>c. 9/29 06 X5</td> <td>c</td> <td>1</td> <td>500p</td> <td>1152p</td> <td>275/894</td> <td></td> <td></td>		635p	1032p	3059/1546				1550	ADOV 12250	e Sched. Dis 13055/902/9	c. 9/29 06 X5	c	1	500p	1152p	275/894		
BKK 7 20a         122 Set-3305 (1/13)(837         X7         C         635p         240p-13059/820         3457         E         MOE         Same						- 1		-	Abov	e Sched. Eff	10/27							
7 20a         9 30p-1305/173/84.5         C         635p         340p-1305/920         347         C         Abore Sched. Disc. 10/27           1035a         125a+251/881/881/837         X3         C         Abore Sched. Disc. 10/27         Abore Sche	BKK	7 2 <b>0a</b>				C			240p	13059/920	345		MDT			3051/3041	X7	
Above Sched Disc. 10/27         Above Sched Disc. 10/27         Above Sched Disc. 10/27           1035a         1235a+251/88/108/1087         C         HKG         652a         555p+1827/863         X C         Above Sched Disc. 10/27           1035a         1235a+251/88/108/1087         C         HKG         652a         555p+1827/863         X C         Above Sched Disc. 10/27           Above Sched Disc. 10/27         Above Sched Disc. 10/27         Above Sched Disc. 10/27         Above Sched Disc. 10/27           S00p         102a+227/841/815         246         720a         750p+1305/7/863         X C           Above Sched Disc. 10/27         Above Sched Disc. 10/27         Above Sched Disc. 10/27         Above Sched Disc. 10/27           S00p         943p<275/555		720.				c	AD0				345	1 C	l					
103a       122se+s11881/837       X3       C       HKG       652a       555p+1827/863       X7       C       155p<50b)			Above	Sched. Disc	10/27							·	1		Abov	a Sched. Disc	. 9/15	
1035a         1235a         1235a <t< td=""><td></td><td>1035a</td><td>1225a+</td><td>2511/881/83</td><td>X3</td><td>C</td><td>HKQ</td><td>652a</td><td></td><td></td><td></td><td>C</td><td></td><td>155p</td><td></td><td></td><td></td><td></td></t<>		1035a	1225a+	2511/881/83	X3	C	HKQ	652a				C		155p				
Bitle Soup         Schwid Disc. 10/27         Dibits         Schwid Eff. 10/27         Bitle Soup         Schwid Disc. 10/27           Bitle Soup         Soup Schud. Disc. 10/27         720a         SSbi-1305/51/883         X7         C           Above Schud. Disc. 10/27         Soup Schud. Disc. 10/27         Tobits. 10/27         Soup Schud. Disc. 10/27         Above Schud. Disc. 10/27         Above Schud. Disc. 10/27           BOI 652a         1214p         1627/645         X7         C         Above Schud. Disc. 10/27         Above Schud. Disc. 10/27           1035a         140p         305/1724         C         1035a         1000p-1511/881/831         X6           BUI 035c         3364-151/960         X7         C         Above Schud. Disc. 10/27         Above Schud. Eff. 10/27         A		1035a				c		6527	Above 7500	Sched. Disc 1627/863	10/27	c	1	6350				
BME         500p         850e-275/041/815         246 C         7.20a         5550-305/15/1083         X7         Abores         Abores         Abores         Check         1135           500p         10/20a-2275/041/815         246 C         7.20a         750p-10/20a-2275/041/815         337           BOI         652a         1214 p         1627/645         X7         C         Abores         Sched. Eff. 10/27           1035a         140p         3053/1082         C         1035a         140p         3053/1082         26           635p         1046p         3053/1082         X7         C         Abores         Sched. Eff. 10/27           1035a         140p         3053/1032         X7         C         Abores         Sched. Eff. 10/27           1035a         140p         3059/1794         C         Abores         Sched. Eff. 10/27           1035a         140p         3055/1002         C         Abores         Sched. Eff. 10/27           1035a         143p         3053/1016         C         Abores         Sched. Eff. 10/27           1035a         143p         3055/1020         C         Abores         Sched. Eff. 10/27           1035a         143p         3055/1020 <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td></td> <td>0,528</td> <td>Aboy</td> <td>e Sched. Eff</td> <td></td> <td></td> <td>MEL</td> <td></td> <td>•</td> <td>•</td> <td>135</td> <td>1</td>						1		0,528	Aboy	e Sched. Eff			MEL		•	•	135	1
5 00p         10 20ia-s275/641 (815)         246 C         7 50p-1305/5(1083)         X7 C         Above Sched. Eff. 10/27           BOI 6 52a         12 14p         1627/645         X7 C         Above Sched. Eff. 10/27         500p         948p         275/555         C         1035a         Above Sched. Eff. 10/27         500p         1035a         140p         3053/1082         C         1035a         140p         3053/1082         C         1035a         140p         3053/1082         C         1035a         120p+151/881/831         2         Above Sched. Eff. 10/27         500p         125a         140p         516/211         X2         Above Sched. Eff. 10/27         1035a         140p         505/194         C         Above Sched. Eff. 10/27         1035a         152p         1627/187         X         C         Above Sched. Eff. 10/27         1035a         152p         1627/187         X         C         Above Sched. Eff. 10/27         1035a         152p         1627/189         X7         Above Sched. Eff. 10/27         1035a         143p         3053/1010         C         Above Sched. Eff. 10/27         1035a         152p         1627/187         X         C         Above Sched. Eff. 10/27         1035a         143p         3053/1030         C         1027/110         X	BNE	500p				C		720a	555p-	13051/51/86	3 X7	С						
Above         Sched. Eff. 10/27         Above Sched. Eff. 10/27         Above Sched. Eff. 10/27         Above Sched. Eff. 10/27           BOI 652a         12 14p         1627/645         X7         C         1035a         950p-151/881/831         X20         Above Sched. Eff. 10/27         500p         1155a+277/641         246           BOI 652a         12 14p         1627/645         X7         C         1035a         1607         20         Above Sched. Eff. 10/27         500p         1155a+277/641         246         Above Sched. Eff. 10/27         1035a         1652a         92a+151/900         X1         C         1035a         1627/789         X7         1035a         1210         1627/789         X7         1035a         1509         1627/789         X7         X7         1035a         1509         1627/789         X7         X7 <td< td=""><td></td><td>6 00-</td><td></td><td></td><td></td><td>~</td><td></td><td>7 20a</td><td>Above 750m</td><td>Sched. Disc 13051/51/98</td><td>10/2/ 1 17</td><td>c</td><td></td><td>500p</td><td>1015a+</td><td>22/5/641/615 e Sched Fil</td><td>10/27</td><td>ſ</td></td<>		6 00-				~		7 20a	Above 750m	Sched. Disc 13051/51/98	10/2/ 1 17	c		500p	1015a+	22/5/641/615 e Sched Fil	10/27	ſ
BOI         652a         1214p         1827/645         X7         C         1035a         9 50p-151/881/831         X3         C         Above Sched. Disc. 10/27           5000         948p         275/555         C         C         1035a         140p         3053/1032         C         1035a         140p         3053/1032         C         1035a         140p         3053/1032         C         1035a         1000p-151/881/831         X23         Above Sched. Eff. 10/27         1035a         140p         3056/1794         C         1035a         1200         11077         1075         11077         1075         1250         127/1         X7         C         1035a         1200         127/7         X7         550         101072         10050         10005		Such				۲,		1 200	Abov	e Sched. Eff	. 10/27	v		500p	1020a+	2275/841	246	\$
500p         946p         275/555         C         1035a         103	BOI	652a				c		1035a				C		F 00-	Above	Sched. Disc.		,
BOS 720a         1105a         3051/1060         X7         C         Above Sched. Eff. 10/27         BEU         652a         9.42a         1627/233         X7           1035a         1409         3055/1794         C         1035a         1409         3051/142         X7           6335p         10469         3056/1794         C         1035a         1200p-1515/81/813         Z         Y7         BRU 1035a         146p         511/421         500p         S15p         252p         1627/189         X7           Above Sched. Eff. 10/27         BSa+1511/900         X12 C         Above Sched. Eff. 10/27         BADove Sched. Eff. 10/27         1035a         155p         155p         155p         155p         1627/899         X7           155p         738p         3055/1001         C         Above Sched. Eff. 10/27         BADove Sched. Eff. 10/27         155p         155p </td <td></td> <td></td> <td></td> <td></td> <td></td> <td>Ċ</td> <td></td> <td>1035a</td> <td></td> <td></td> <td></td> <td>10</td> <td></td> <td>500p</td> <td></td> <td></td> <td></td> <td>'</td>						Ċ		1035a				10		500p				'
I Sob 1					X7				Abon	e Sched. Eff	. 10/27		HEN	652a				
6 35p         10 46p         3056/182         X 6 C           BWU 1036         935a+151/900         X12 C         Above Sched. Disc. 10/27         Above Sched. Disc. 10/27         Above Sched. Disc. 10/27         652a         152p         152p <td></td> <td></td> <td>140p 524p</td> <td>3053/1032</td> <td></td> <td>2</td> <td></td> <td>1035a</td> <td>1000p-</td> <td>1511/881/83</td> <td>1 2</td> <td>C</td> <td>1</td> <td>10'35a</td> <td>146p</td> <td>511/421</td> <td></td> <td></td>			140p 524p	3053/1032		2		1035a	1000p-	1511/881/83	1 2	C	1	10'35a	146p	511/421		
BRU 1036e 935e+1511/900 x12 C Above Sched. Dec. 10/27 155p 1240p+13055/902/900 C Above Sched. Eff. 10/27 155p 1240p+13055/902/900 C Above Sched. Eff. 10/27 1035a 135p 3365/1050 C 1035a 142p 3055/1050 C 1035a 142p 3055/1050 C 1035a 215p 511/107 x57 C Above Sched. Eff. 10/27 1035a 251p 511/107 x57 C Above Sched. Eff. 10/27 1035a 251p 511/107 x57 C 1035a 251p 511/14 x7 C 1035a 151/942 C 1035a 251p 511/942 1035a 251p 511/942 1035a 250a+511/942 C 1035a 215p 51279 3055/103 x7 C 1035a 215p 3053/0265 C 1035a 215p 3053/016 x7 C 1035a 215p 3053/016 x7 C 1035a 215p 3053/016 x7 C 1035a 120p 511/2867 X7 C 1035a 120p 511/2867 X7 C 1035a 120p 510/28775 C 1035a 215p 3053/016 x7 C 1035a 120p 510/28775 C 1035a 215p 3053/0265 C 1035a 215p 3053/0302 C 1035a 215p 3053/0307 X7 C 1035a 215p 3053/0307 X7 C 1035a 120p 510/2877 K 1035a 120p 510/2877 K 7 1035a 120p 510/287 X 7 1035a 120p 510/2877 K 7 1035a 120p 510/287 X 7 1035a 120p 510/287 X 7 1035a 120p 510/287 X 7 1035a 120p 510/287 K 7 1035a 215p 3053/014 X 6 C 1035a 210p 510/287 X 7 1035a 215p 51086 C 1035a 210p 510/287 X 7 1035a 210p 510/287 X 7 1035a 210p 510/287 X 7 1035a 120p 510/282 X 7 10		6350		3059/182	X6	č		650-				c						
Nores         Sched. Ell. 3/27         Sched. Ell. 3/27         Sched.						C		0.520				v	<b>WEX</b>	652a				
Above Sched. Dec. 9/29 155p         1035a         630p         511/107         X57         Above Sched. Disc. 10/27 Above Sched. Eft. 10/27           155p         1240p-13055/02006         C         Above Sched. Eft. 10/27         1035a         155p					. 10/27			652a				C		652a	151p	1627/899	X7	
1 55p         12 40p+13055/902/500         C         Above Sched. Disc. 10/27         1035a         14 3p         3053/103         C         1035a         710p         511/107         C         155p         738p         3055/103         C         1035a         710p         511/107         C         Above Sched. Eff. 10/27         Above Sched. Eff. 10/27         Above Sched. Eff. 10/27         1035a         151p         3053/103         Above Sched. Eff. 10/27           1 55p         738p         3055/1050         C         HOU         652a         1220p         151/131         C         Immodel Sched. Eff. 10/27         Immodel Sched		10334				1		1035a	6300	18 SCRIBULER 511/107	X57	Ċ	ļ į	1660	Abov 901p	e Sched. Eff.	10/27	
Above Sched. Eff. 10/27         1035a         710p         1107         C         155p         9.01p         3055/1003           1155p         730p         3056/1050         C         Above Sched. Eff. 10/27         Above Sched. Disc. 10/27         Above Sched. Eff. 10/27         Above Sched. Eff. 10/27         Above Sched. Disc. 10/27         Above Sched. Eff. 10/27		155p	1240p+	13055/902/9	00	C			Above	Sched. Disc			1	1000			10/27	
1 55p         7 36p         3056/1050         C         HOU         6 52a         1220p         127/871         X 7         C         HMT 1035a         15 1p         3053/254           8UF         7 20a         1048a         3051/1144         X 7         C         1035a         251p         511/311         C         C         155p         759p         3056/244         C         155p         759p         3056/2757         C         155p         759p         3056/244         MIA         155p         759p         3056/244         MIA         720a         1035a         251p         511/345         X7         155p         759p         3056/244         MIA         720a         1035a         251p         511/345         X7         155p         759p         3056/2575         C         MIA         720a         1035a         1627/651         X67         MIXE         652a         1016a         1627/761         X67         1035a         1620p         3056/3051         X7         1035a         125p         3059         3055         0         1035a         125p         3059         3056         0         1035a         125p         3059/3014         X6         C         1035a         125p         30					10/2/	1		1035a	710p	511/107	10/07	C		155p	901p	3055/1003		
BUF         7.20a         10.46a         3051/1144         X7         C         10.35a         2.51p         511/511         C         11.55p         511/511         C         11.55p         511/511         11.55p         1	814					č	-	6523				r	I				10/27	
1 155         255         255         255         255         275         255 <th25< th=""> <th255< td="" th<=""><td>auf.</td><td></td><td></td><td></td><td>X7</td><td>- 1</td><td>100</td><td></td><td></td><td></td><td>~/</td><td>č</td><td><b>MRHT</b></td><td></td><td></td><td></td><td>¥6</td><td></td></th255<></th25<>	auf.				X7	- 1	100				~/	č	<b>MRHT</b>				¥6	
BLUR 1035a         444p         511/1457         C         155p         534p         3055/2757         C         1155p         745p         3055/2757           CDG 1035a         750a+51/1942         C         635p         945p         3055/2759         X6         C           Above Sched CH: 9/28 and Disc. 10/27         LAD         720a         830a         3051         X7         C         1035a         460a+511/942         C         LAD         720a         3059         3055         0         652a         1138a         1627/61         K6         720a         1035a         128p         747p         275/257         K6         1035a         128p         747p         275/257         K6         1035a         128p         748p         305/7001         X7         C         1035a         128p         748p         305/7001         X7         C         1035a         128p         747p         275/267         K6         C         103		155p	458p	3055/1244		C			9360	275/739	X6	C	Į.				~~	
CDG 10 35a         7 50a+151 / 54/2         C         635p         9 45p         3069/2759         X5         C           Above Sched         Eff. 9/28 and Disc. 10/27         IAD         7 20a         10 35a         252a         11 38a         1627 / 652a         11 35a         3059         252a         138a         1627 / 652         X7         I         10 35a         12 35a         3059 / 3059         3059         10 35a         12 35a         3059 / 3059         3059         10 35a         12 35a         13 35a         11 / 28 305         10 35a         12 35a         13 35a         13 35a         11 / 28 305         10 35a         12 35a         11 / 28 305         10 35a         13 35a         13 35a         13 35a         13 / 28 305         10 35a         13 / 58 305 / 3026         10 35a         13 / 58 305 / 3026         10 35a         12 / 35 305 / 3026         10 35a         12 / 35 305 / 3026         10 35a         12 / 29 27 / 27 / 28 1         10 35a         10 / 35a / 10 / 36 1 / 73 / 3007         X7         Above Sched         1					X6		HSV			3051/2751	X67	ç	MIA				X7	
Above Sched. Eff. 9/28 in/d Disc. 10/27         IAD 7 70a         8 30a 3051         X 7         Image: The Sched. Eff. 19/28         Image: The Sched. Eff. 10/27         Imag				-		- 1			9450	3059/2759	X6	č						,
1035a         240a+1511042         C         1145a         3053         0           1035a         Abowe Schad. Eff. 10/27         155p         3059         3059         3059         3059         3059         3059         3059         1035a         123p         511/343         1035a         1035a         123p         511/343         1035a         133a         1135a         23p         511/343         1035a					10/27	~	IAD	720a	830a	3051		0	MAKE					
Above         Sched. Eff. 10/27         1550         3058         3056         0         5000         7420         273/257           1033a         2650+151/742         C         6350         7450         3058         905a         1627/2681         X7           Above         Sched         Disc. 9/28         Li         652a         1295         1275/953         X6 C           1035a         2059         3059         2430         511/703         C         1035a         1007/267         10000         1007/267         10000         1007/267         10000         1007/267         10000         1007/267         100000         1007/267         100000         1007/267         100000         1007/267         1000000         1007/267         1000000         1000000000000000000000000000000000000			8408+	1511/942		C		10356	1145a	3053				1035a	123p	511/331	~	
Above Sched Disc. 9/28         LAH         652a         1215p         1627/1001         X7         C           CHO         720a         935a         3051/3018         X7         C         1035a         243p         511/703         C         1035a         104H         512/2601         X7           1035a         1215p         3055/3022         C         1035a         1295p         500p         805p         275/953         X6         C         500p         805p         275/953         K7         C         632p         1025p         3055/3022         C         KT         632p         1025p         3055/3022         C         K1         K1         K7         Above Sched. Disc. 10/27         K2         K5 <t< td=""><td></td><td>1035-</td><td>Abov 850e</td><td>e Sched. Eff 1511/942</td><td>10/27</td><td>c</td><td></td><td></td><td></td><td></td><td>X6</td><td></td><td></td><td></td><td>742p</td><td></td><td></td><td></td></t<>		1035-	Abov 850e	e Sched. Eff 1511/942	10/27	c					X6				742p			
CHO         7 20a         9 35a         305 / 301 / 8         X7         C         10 35a         2 43p         5 11 / 703         X6         C           10 35a         2 15p         3053/3022         C         C         10 35a         2 43p         5 11 / 703         X6         C           10 35a         2 15p         3053/3022         C         C         K         C         500p         9 26p         275/953         X6         C           6 35p         10 25p         3059/3024         X6         C         10 35a         2 33p         511 / 687         C         652a         10 25p         3059/3024         X6         C         10 35a         2 33p         511 / 687         C         652a         10 25p         3059/3024         X6         C         652a         11 25p         527/255/53         C         400ve Sched. Disc. 10/27         7 20a         10 35a         2 30p         511 / 680         X7         C         Above Sched. Disc. 10/27         7 20a         10 35a         10 9 31 / 280         X7         C         10 35a         110 2 511 / 980         X7         C         Above Sched. Eff. 10/27         7 20a         11 3407         X7         X6         Above Sched. Eff. 10/27         Above Sched			Abov	a Sched. Dis	c. 9/28		IAH						l mu				X7	
1035a         215p         3053/3022         C         500p         925p         275/683         X 6         C           155p         500p         3050/3026         C         1055a         275/683         X 6         C           633p         1025p         3059/3014         X 6         C         1035a         233p         511/687         C         Above Sched. Disc. 10/27         652a         1025p+11627/007         X 7           1035a         120p         511/269         C         1035a         220p         152/7287         C         652a         1025p+1052/173/007         X 7           500p         800p         275/2897         6         C         Above Sched. Disc. 10/27         720a         1025p+1052/173/007         X 7           500p         800p         275/2897         6         C         Above Sched. Disc. 10/27         720a         1035a         10020+1051/173/007         X 7           1035a         1055         3055/30015         C         Above Sched. Eff. 10/27         720a         1145p+1362/173/1745         Above Sched. Eff. 10/27           1035a         100p         511/2954         C         Above Sched. Disc. 10/27         1035a         1109         511/289         500p         <			935a	3051/3018		¢		1035a	243p	511/703		C	1					
6 35p         10 25p         3056/3014         X6         C         10 35a         2 33p         511/667         ADD/W         Add/W         Science         Science         Add/W         Science				3053/3022		_ 1 t	~						MINI.		1025p+	1627/807		
CID         652a         905a         1827/2883         X7         C         500p         832p         275/553         C         302a         114201-1827/807         X7         C         500p         832p         275/553         C         302a         114201-1827/807         X7         C         500p         832p         275/553         C         72a         1035a         12dp         511/2889         C         1         302a         114201-1827/807         X7         C         72a         1022a         11227/292         X7         C         72a         1025p-13651/173/807         X7         C         72a         1025p-13651/173/807         X7         C         72a         1035a         11605         3055/1015         C         1035a         1127/282         X7         C         72a         1035a         1160         1161/145         245         72a         1035a         1160         1161/145         10173         1017362         X7 <td></td> <td></td> <td></td> <td></td> <td>X6</td> <td>č</td> <td>C1</td> <td>0 5 2 a 10 3 5 a</td> <td></td> <td></td> <td>X6/</td> <td></td> <td></td> <td>652-</td> <td>Above</td> <td>Sched. Disc.</td> <td>10/27</td> <td>,</td>					X6	č	C1	0 5 2 a 10 3 5 a			X6/			652-	Above	Sched. Disc.	10/27	,
1035a         120p         511/2699         C         NMD         652a         1202p         127/292         X7         C         720a         1025p-33651/173/807         X7         2         Above Sched. Disc. 10/27         Above Sched. Disc. 10/27         720a         1025p-33651/173/845         245           500p         747p         275         X6         1         652a         1202p         127/292         X7         C         Above Sched. Disc. 10/27         720a         1025p-33651/173/845         245           CLE         720a         105sa         3051/3009         X7         C         Above Sched. Eff. 10/27         720a         1025p-33651/173/845         245           635p         1055p         3059/3021         X5         C         Above Sched. Eff. 10/27         720a         1035a         10/97/173/845         245           1035a         110p         511/25910         X7         C         Above Sched. Eff. 10/27         720a         1036a         1627/431         X7           1035a         110p         511/25914         X6         C         Above Sched. Disc. 10/27         1033a         1007         51/259         500p         750p         275/423         X6           500p         838p	CID	652a	905a	1627/2883					832p				1	0528				
500p         800p         275/2897         6         C         652a         1027/282         X7         C         7 20a         1030p+1051/173/845         243           CLE         720a         105a         3051/3009         X7         C         Above Sched. Eff. 10/27         7 20a         1030p+1051/173/845         243           155p         3055/3015         C         1035a         11p         511/962         C         7 20a         103707         X47           633p         1055p         3056/3021         X5         C         Above Sched. Eff. 10/27         7 20a         1148p+1061/173/807         X47           CM         652a         1020a         1627/2952         X7         C         Above Sched. Eff. 10/27         X652a         1026a         1627/2431         X7           1035a         110p         511/2514         C         500p         947p         275/744         X6         C         500p         500p         750p         275/423         X6           COS         500p         838p         275/447         C         500p         1047p         275/744         X6         C         500p         500p         500p         500p         500p         500p         50		1035a		511/2889	ve	ç	HID	652a				C		720a	1025p+	13051/173/80	17 X7	
CLE         7 20a         11 05a         3051/3009         X7         C         Above Sched Eff. 10/27         Above Sched Eff. 10/27           1 55p         525p         3055/3015         C         10 35a         411p         511/962         C         720a         11 45p+1305/1173/907         X47           633p         1055p         3055/3015         C         10 35a         511p         511/962         C         Above Sched Eff. 10/27         720a         11 45p+1305/1173/907         X47           1035a         10 51         500p         511p         511p         511p         52a         10 511/269         10 511/269         10 511/269         10 511/269         10 53a         10 511/269         10 35a         10 75         511/269         10 35a         10 75         500p         947p         275/744         X6         C         500p         938p         275/242         X6           COS         500p         938p         275/242         X6         500p         938p         275/242         X6           Above         500p         10 263         10 277/24         X7         C         Above         500p         938p         275/242         X6           Above         500p         10 35		E 00.	800m	275/2897	6	έl		652*	ADOV8	1807/000	. 10/27	c		7 20-			10/27	
155p         325p         3055/3015         C         1035a         411p         511/982         C         720a         114 Spi-13051/173/907         X47           633p         1055p         3055/3015         C         1035a         411p         511/982         C         Above Sched         Disc. 10/27         Above Sched         Eff. 10/27         I035a         107         511/289         107         511/289         Sched         Disc. 10/27         I035a         107         511/289         Sched         Disc. 10/27         I035a         107         511/289         Sched         Disc. 10/27         Sched         Disc. 10/27         I035a         500p         750p         275/423         X6         Sched         Disc. 10/27         Sched         Sched         Disc. 10/27         Sched         Disc. 10/27         Sched         Sched         Disc. 10/27         Sched         Sched         Disc. 10/27         Sched         Sched         Sched         Disc. 10/27	CLE				¥7	cl		0 324	Abov	e Sched. Eff	10/27	č	1		Abov	e Sched. Eff.	10/27	'
CML         652a         10 20a         1627/2952         X7         C         10 35a         511/952         C         MSSP         652a         10 20a         1627/431         X7         X7         10 35a         511/952         C         MSSP         652a         10 20a         1627/431         X7         X6         C         MSSP         652a         10 20a         1627/431         X7         X6         C         MSSP         652a         10 20a         1627/431         X6         C         MSSP         652a         10 20a         10 27/543         X6         C         MSSP         652a         10 20a         1627/241         X7         10 35a         210p         511/952         X7         C         MSSP         652a         10 20a         1627/251         X7         10 35a         120p         511/952         X7         10 35a         120p         511/952         10 35a		155p	525p	3055/3015		C		1035a	4110	511/962		С		7 20a	1145p+	13051/173/80	17 X47	1
Com         Doba         Doba <thd< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>10350</td><td>Above 511c</td><td>Sched. Disc 511/962</td><td>. 10/27</td><td>c</td><td></td><td></td><td></td><td></td><td></td><td></td></thd<>								10350	Above 511c	Sched. Disc 511/962	. 10/27	c						
5000         8450         275/743         X6         C         5000         7500         75/7423         X6           COS         5000         8380         275/747         C         5000         9380         275/743         X6           COS         5000         9380         275/747         C         5000         9380         275/747         S000         9380         275/747         X6         C         5000         9380         275/747         S000         10470         275/744         X6         C         S000         9380         275/285         X7         C         NASP         652a         1023a         1627/221         X7         1035a         100         511/2979         X7         C         JAX         720a         1029         3051/1055         X7         L         1035a         120p         511/453         3         1035a         120p         <		6528	1020a	1627/2952	X7				Abov	e Sched. Eff	10/27		<b>***</b> *	652a 1035a	10268	511/289	X/	
COS 500p 838p 275/447 C 500p 1047p 275/744 X6 500p 938p 275/295 CWA 652a 1100a 1627/2925 X7 C Above Sched. Eff. 10/27 1035a 210p 511/501 X7 1035a 210p 511/2979 C JAX 720a 102p 3051/1055 X7 C 1035a 120p 511/501 X7 500p 1047p 275/744 X6 C 1035a 120p 511/501 X7								500p	947p	275/744	X6	С		500p	750p	275/423	X6	
CWA 652a 1100a 1627/2925 X7 C Above Sched. EH: 10/27 1035a 210p 511/501 X7 1035a 210p 511/2979 C JAX 720a 102p 3051/1055 X7 C 1035a 120p 511/501 X7 500p 240p 2757647 C JAX 720a 102p 3051/1055 X7 C 1035a 120p 511/453	cos							5000	ADOVE 10.47c	275/744	10/27 ¥6	0		500p	938p	275/295		
1035a 210p 511/2979 C JAX 720a 102p 3051/1055 X7 C 1035a 220p 511/1453					X7			3.00P	Abov	e Sched. Eff	10/27				1023a	1627/221	X7	
		10 <b>35a</b>	210p	511/2979		r i	XAL	7 20a	1020	3051/1055	X7	C	1		2200	511/1453	X67	
		500p	940p	2/5/2647		5		635p	1058p	3059/1035		C	I .					

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## Activity 12 (continued) Reading an Airline Schedule

a. Find the code for Colorado Springs. Circle it.
b. How many flights are there from Greensboro to Colorado Springs?
c. What is the departure time?
d. What is the arrival time?
e. Must a connection be made?
f. What are the flight numbers?

## Activity 13 Reading an Airline Schedule (Return Flight)

Now let's get Hank back from Colorado Springs. The code for Greensboro/High Point/Winston-Salem is GSO.

Answer the questions that follow by referring to the airline schedule below.

	DEP	ARR	FLIGHT	FRO ST	T	DEP	ARR	FLIGHT	FRQ S	π	DEP	ARR	FLIGHT	FRQ S	π
2	and	Rnd	nas, CO	( ma)	FRA	1037a	8108+	1425/940		CIN	D 145p	751p	458/524		c
		opii			Abo			28 and Disc.	10/27				e Sched. Eff.		•
To					1	1037a		1425/940 e Sched. Eff.	10/27	c	419p		870/668 Sched. Disc.	X6	C
CEZ	9058		314/2171 Sched. Disc	6 C	1	1037a		1425/940	10/21	cl	4190	11150		X6	с
	9054		314/2224	X6 C	1			e Sched. Disc	. 9/28	1			e Sched. Eff.	10/27	-
		Abow	e Sched. Disc		FSD	905a	105p	314/972		c Ju	C 905e		314/2303		C
	905a		314/2224	C C	ļ	419p		870/298		c			e Sched. Disc		~
	1450		ve Sched. Eff 458/2229	X6 C	FWA	700a	1150a		X67		1037a		425/2179 s Sched, Disc	X67	ι
	4190	6500	870/2229	6 Č		700e		968/2648		C	1450		458/2309	X6	C
	712p	940p	867/2230	X6 C	GCC	905a		314/2169	X7	¢ į	•		a Sched. Disc	9/16	
CHS	700a	206p	968/406	C		905a		e Sched. Disc 314/2249	X67	cl	4 19p		870/2153 e Sched, Disc	0/15	¢
CIC	640a	955a	1137/3171	X7 C			Abo	ve Sched. Eff			w 700-			* 9/13	c
CIO	700s	120p	968/2889	c		1037a		425/2341		~ 1	K 700e		968/900	X7	c
	905a	1360	314/796	ç		1037a		e Sched. Disc 425/2341	. 9/10	c   **	DA 640a		1137/49 Sched. Disc.		C
	4 19p		870/748	c	1	103/8		we Sched. Eff	. 9/16	۲ľ	640a	12170		X7	C
αĿ	700a 419p	120p 1132p	968/702 870/872	C		145p		458/2157	X67	C		Abov	e Sched. Eff.	10/27	
CI T	700a	4360	968/936	č		1450		a Sched. Disc 458/2215	. 9/16 6	c u	N 700a		966/2766	X6	C
	700a	1120	968/696	č		1 sp		Sched. Disc		1	700e		968/2790		C
CMI	700a	1100	968/2954	č		419p	750p	870/2215	X6	c U	R 1037a		425/2286 we Sched. Eff	0/16	C
	905a		314/2163	č				a Sched. Disc		.1	1037a		425/2318		С
			Sched. Disc		1	419p		870/2176 Sched. Disc	6 9/16	c		Above	e Sched. Disc		-
	419p		870/2296	C	1	419p		870/2176		cl	145p		458/2214	X67	
			Sched. Disc	· · ·	1			ve Sched. Eff			4 19p		870/2212 Sched. Disc	6 9/16	C
	7 10a 1037a	955a 1150	293/2114 425/2287	X7 C		712p		867/2176 sched. Disc	X6	6	4 19p		870/2212		C
	145p		458/2258	X6 Č	lara	7104		293/561		c	-		ve Sched. Ef		•
	419p		870/2159	X67 C	Jac G	4190		870/373	~	č	7 12p		867/2324 s Sched. Disc	X6	C
	4190		Sched. Disc 870/2260	. 9/16 C	1	712p	944p	667/139	X6	¢ ],,	S 710e	949a	293/349	X7	с
242	700a	1210	966/452	č	GJT			293/2314	X7	C [ -	1037a	12550	425/1441	~	č
	700a	2100	968/2979	č		905a		314/2160 sched. Disc	X67	¢ į	419p	932p	870/253		Ç
	710		293/2312	X7 C	1	1037a		425/2292	. 9/10	c l	7 12p	932p	867/253	X6	C
	905a		314/2316	X67 Č			Abov	e Sched. Disc	9/16		X 710e 1037a	1012a 1250	293/193 425/127	X7	C C
			ve Sched. Elf		1	1037a		425/2292		c	1450	4150	425/12/		č
	103/a		425/2286 ve Sched. Eff	0/16 C		1450		ve Sched. Eff 458/2297	. 9/10	cl	4 19p		870/857		č
	1037a		425/2286	X6 C		4190		870/2289		č	7 12p	951p	867/1625	X6	C
			sched. Disc	9/16		712p	930p	867/2262	X6	clu	X 700a	125p	966/3072		C
	1450		458/2320	С Х 67 С	GRB	700a	126p	968/2979		clu	A 700a	154p	968/70		ç
	419p		870/2322 Sched. Disc		GRR	700a	100p	968/938		c	905a 1450	425p 913p	314/162 458/164		C C
	419p	7250	870/2212	6 C	GSO	700a	415p	968/892		c	4190	11590	870/166		č
	4100		Sched. Disc 870/2212	. 9/16 C	GTF		1124a		X7	ç Lu	MB 640a	10298	1137	X7	1
	419p		ve Sched. Eff		1			870/403 867/403	X6	ĉ	7100	1015a	293/1563	X7	ç
	712p		867/2324	X6 C	1	712p	950a	293/2334	X7	č	1037a 419o	139p 658p	425/1609 870/1611		C C

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## Activity 13 (continued) Reading an Airline Schedule (Return Flight)

	Iow many flights are there from Colorado Springs to Greensboro/High oint/Winston-Salem?
». W	Vhat is the departure time?
. V	Vhat is the arrival time?
– I. N	Aust a connection be made?
e. V	Vhat are the flight numbers?
_	

## Activity 14 Locating Information About Airline Travel

Now let's read some general information about airline travel. Using the passenger information below, answer the questions that follow.

Cancellation of Reservations Reservations are subject to cancella- tion if you are not available for board- ing, at the boarding gate, at least 10	Reconfirmation				
munues prori to scheduled departure (or lights between U.S. points 20 minutes to/from Canada and Mexico, and 30 minutes to/from all other international oponts Prase cancel your reservation if there is a change in your reservation if there are a change in your reservation if there is a change in your reservation if the entre timerary. Advance seat Assignments Advance seat assignment if not claimed at least 20 minutes prior to scheduled departure for flights between U.S. points other than Hawaii, 30 minutes to/from all either internasional points.	HECONTITUTIONAL RESERVA. TIONS MUST BE RECOMFIRMED 72 HOURS PRIDE TO DEPAR- TURE, FAILURE TO RECONFIRM MAY RESULT IN CANCELLATION OF SEAT ASSIGNMENT AND OR RESERVATION. Language Assistance 来記, カナダ内への日本版ナービス卡 いんなの方は、下足のかられた数子・ビスト いんないたい、 ビストレーン・ ビストレーン・ ロン・ ロン・ ロン・ ロン・ ロン・ ロン・ ロン・ ロン・ ロン・ ロ	Reservation Telephones           Domestic and International Chraqoo         252525           Derwei         398 4141           Hornulut         5472211           Das Angeles         772 2121           San Fransco         397.2103           San Fransco         397.2103           San Fransco         397.2103           San Fransco         397.4103           All other North American cities         can dial           can dial         1.800.241.552           Dutside The U.S.A.         Auckland. New Zealand 09.733-000           Bangkot, Theatanal         02.753.0559           Bangko, Theatanal         02.753.0559           Bangko, Theatanal         02.753.0559           Bangko, Theatanal         02.754           Melbourne, Australia         03.602.2544           Mento City, Mexico         2019.6956           Datas, Japan         211.5951           Shangha, Philoppurs         818.7321           Shangha, Rice         22.53.333           Shangparot         22.97.1631           Shangha, Zhogen         22.73.71631           Shangha, Zhogen         22.73.71631           Shangha, Reve         22.73.71631           Shangha, Reve         22.73.71	No Smoking Smoking is prohibited on all flights within the continental II.S. Flights to and from Aleska, Canada, San Juon and Bernuska and non-stop flights of lass than 6 hours to and from Hawait Marketing Partners Flight Numbers in the following ranges are operated by United's marketing partners: Mesa IAX100-7249 — Westrik 2375-2824 and 3100-3566 — Arr Wissonsin 2540-3099 and 3740-3899. Overhooking of Flights – Same Hights may be overhooked. Please see notice provided with your tickets.	<ul> <li>Dee piece with linear dimensions not over 62 inches (size of 3 suiter).</li> <li>Dee piece with linear dimensions not over 55 inches (size of 2-suiter)</li> <li>A third piece not to exceed 8H 14W 221, may be checked or carried on Maximum weight 70 pounds per checked bag - 50 pounds carry on Internetional</li> </ul>	Cerry-on Baggage Maximum two carry-on pieces within Five allowance un domester hights Maximum one piece with linear dimensions not to exceed 45 inches ito interananol segments Carry-on baggage must fit under seat to be stowed in an approved company A briefcase is considered one of the alidiced pieces, as are gament bags All baggage must be completely stowe before the artiphane may depart the allow- ance and for sech piece of oversize or voerweight baggage. A the aggage to allow a piece, using agge to allowe the stowed before the artiphage A charge will apply to special items such as bio- cles, southagers, surtheards, house- hald piecs, to: Baggage Liability See Note candianed in your inclet Exclude givents, electronic equip- ment fragile items etc and minor damage due to normal use Excess Valuation A during the set of the set of the allow- ment fragile items etc and minor damage due to normal use Excess Valuation
Documentation	Baggage Tips				Dangerous Goods
<ul> <li>International destinations require spe- cific documentation (i.e., pasquots, visa, proof of citizenebni), please con- tact United Reservations for country requirements. It is the outsomers te- penability to obtain and have posses- sion of all required travel documents</li> </ul>	cases, softsided luggage provides minimal protection to the contents. - Put your name and address on your baggage outside and inside, identifica-	<ul> <li>Do not overpack your bag.</li> </ul>	ger to the aircraft or is passengers may not be carried with you or in your carry-on - Ensure that you receive the correct number of baggage claim checks from the check-in agent and verify the destination on each	<ul> <li>Otam your bagpage immediately on orrival. Always identify your bagpage by the baggage tag numbers Remember, may suicases look alike, make sure the one's you collect belong to you.</li> <li>Ock your bag.</li> <li>Remove or secure bagpage hooks/ straps</li> </ul>	For safety reasons dangerous goods may not be packed in checked or carry on baggage or taken an board with you. Restincted articles include, but are not immed to acid, matches, inghter fluid, explosives, flammable safets/fluids, ourdynon materiats, corrosive materiats, compressed gassis, poisons, etiologic agents, radioactive materiats, compressed gassis, poisons, etiologic agents, radioactive materiats, and prefision incapacitating scrays, mercury or notionas materials, and threfcases and attache cases with installed aisrm devices. Firearms - Faterial Regulations require that line arms in checked baggage ting allows in carry-on) be unloaded and declare
a. How many	pieces of bagg	gage can you o	carry on boar	d?	
b. Where mus	st you place yo	our carry-on b	aggage?		



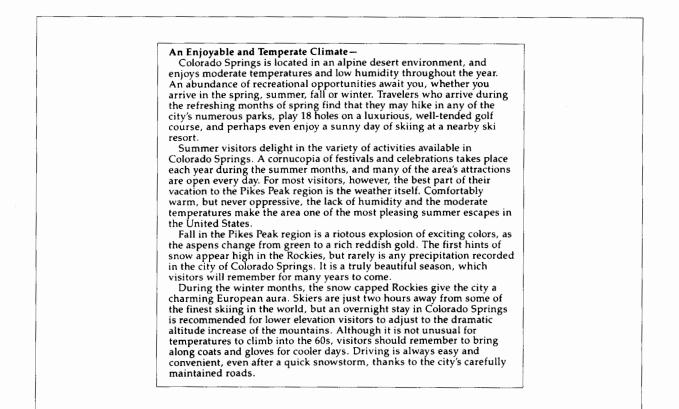
# Activity 14 (continued) Locating Information about Airline Travel

c. Which	flights are nonsmoking flights?	
d. When	may your reservations be cance	lled?
e. What	must you have on your baggage	tag?
f. Name	four items you cannot pack in y	our baggage.

# Activity 15 Interpreting Information on a Climate Chart

Hank's information finally arrives from Colorado Springs. He quickly turns to the Colorado Springs Profile.

Read the information about the climate in Colorado Springs and the temperature chart at the bottom of the page and answer the questions that follow. (Remember, Hank is traveling in November.)



#### **COLORADO SPRINGS CLIMATE**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Average Low (F)	16	20	24	33	42	51	57	55	47	37	25	18
Average High (F)	42	45	49	59	68	79	85	82	74	64	51	44

Colorado Springs receives over 250 days of sunshine per year and its average annual precipitation of 15.70 inches classifies the area as an "alpine desert." Visitors to the area enjoy relatively low humidity year round.

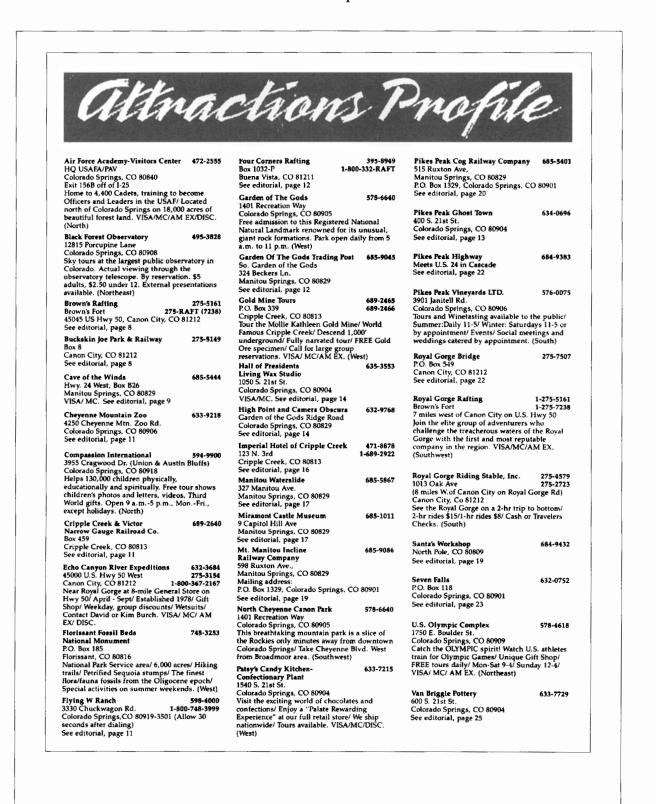


Activity 15 (continued) Interpreting Information on a Climate Chart

	the Pikes Peak regi			
	now? How do you kr			
What will be th	e temperature rang	e while Hank is in	Colorado Springs	?
. Why is it impo	rtant to know this in	formation?		



Hank next turns to the Attractions Profile. Read the Attractions Profile and answer the questions that follow.





## Activity 16 (continued) Reading an Attractions Profile

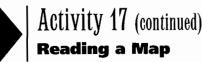
Items to See or Do		Reason	
What questions do	you still have?		
<u> </u>			
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?
What do you like a	bout the Attraction	ns Profile page? How does it h	elp you?



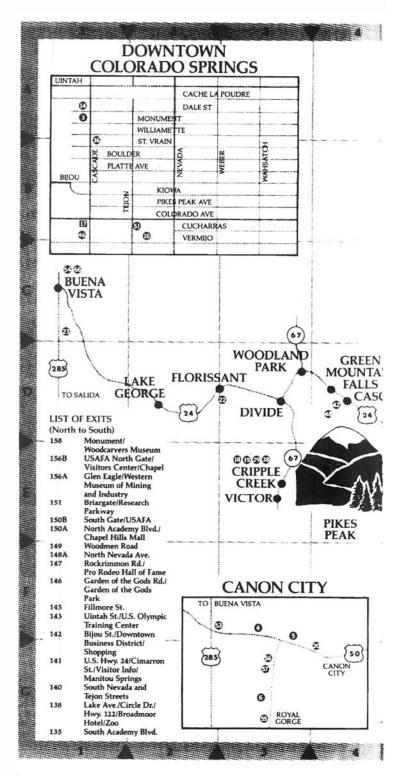
Hank selected the following sites to visit:

- 1. Air Force Academy
- 2. Seven Falls
- 3. Royal Gorge Bridge
- 4. Garden of the Gods
- 5. Ghost Town

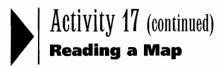
Find the sites Hank wants to visit on the map that follows. Circle them in red.

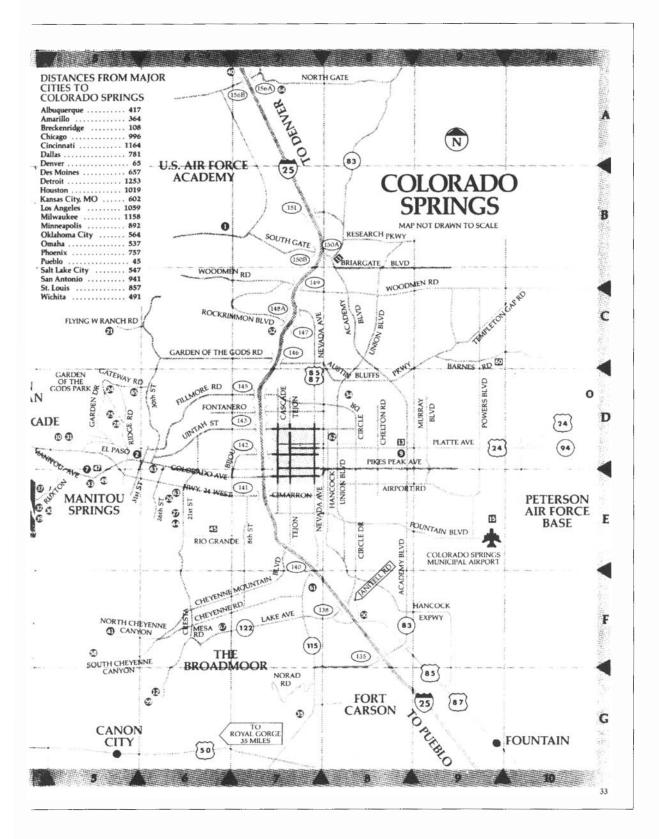


#### ATTRACTIONS LOCATION n Air Force Visitors Center ....B-6 Academy Riding Stables of Colorado Springs . D-5 Ø American Numismatic Museum-Money Õ Museum (Downtown Insert) ..... A-1 Arkansas Adventures Recreation Ranch (Canon City Insert) ...... F-3 0 Browns Rafting/Royal Gorge Rafting (Canon City Insert) ...... F-3 ø Buckskin Joe's a (Canon City Insert) ..... G-3 Ð ត៍ 山田 Ð (Downtown Insert) ...... A-1 Colorado Springs Municipal Airport ...... E-9 E Colorado Springs Pioneers' Museum O (Downtown Insert) ..... B-2 Colorado Springs Convention m and Visitors Bureau (Downtown Insert) ..... B-1 (Downtown insert) ...... E-3 Cripple Creek Marrow Gauge Railroad ..... E-3 Echo Canyon River Expeditions (Canon City Insert) ..... G-4 œ Ģ 日本ででででののたのの Garden of the Gods Trading Post ..... D-5 Ghost Town E-6 Hall of Presidents Living Wax Museum E-6 High Point and Camera Obscura D-5 Imperial Hotel of Cripple Creek E-3 000000 Manitou Waterslide ..... E-5 McAllister House Museum (Downtown Insert) ..... B-1 909000000000000000 Penrose Stadium E-6 Pikes Peak Center (Downtown Insert) B-1 Pikes Peak Country Attractions Association D-5 Pikes Peak Lountry Attractions Association D-5 Pikes Peak Highway D-4 Pikes Peak Race Car Museum E-5 Pikes Peak Vineyards F-8 Piaza lee Chalet (Downtown Insert) ...... B-2 ð 3 Pro Rodeo Hall of Fame and Museum of the 9000 Royal Gorge Bridge (Canon City Insert) ..... G-3 Royal Gorge Riding Stables (Canon City Insert) ...... G-3 9 00000000000 U.S. Olympic Complex ..... D-8 Van Briggle Art Pottery ..... E-6 Western Museum of Mining and Industry ... A-7 White House Ranch Historical Site ...... D-5 32



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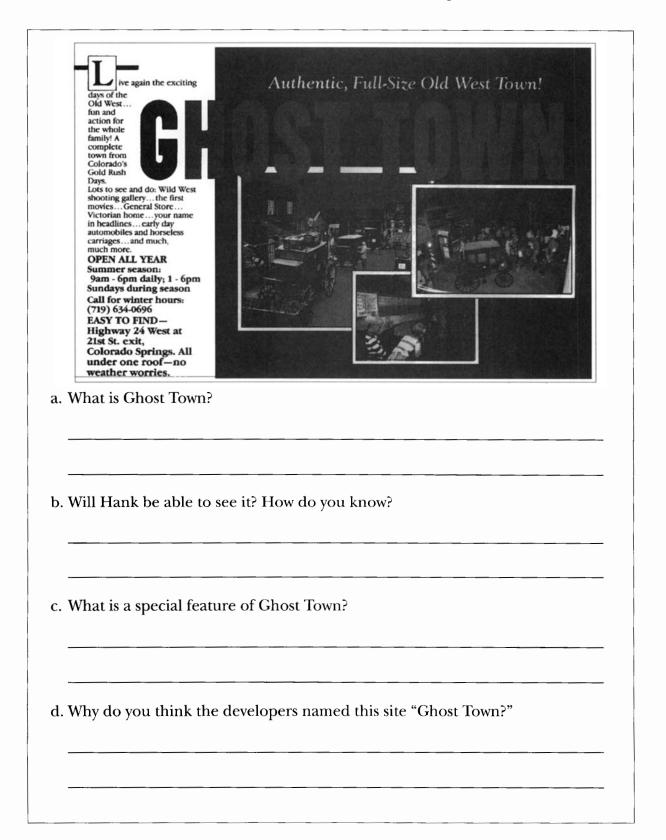


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## Activity 18 Reading Information About Attractions—Ghost Town

Now let's find out more about these attractions.

Read the information about Ghost Town and answer the questions that follow.



## Activity 19 Reading Information About Attractions—Royal Gorge Bridge

Read the information about Royal Gorge Bridge and answer the questions that follow.

#### **Royal Gorge Bridge: A New Look** The new Royal Gorge Theater features Impossible! Or at least so it seemed to a spectacular sight and sound explorer Zebulon Pike, after he tried and presentation that takes viewers on a journey through time, from the creation failed in several attempts to traverse the Royal Gorge of the Arkansas in 1806. of the universe to the eventual creation Pike would surely be astonished to learn of the Royal Gorge and the construction that in the years since he proclaimed of the world's highest suspension bridge. that "it can't be done," some ten million The Royal Gorge Theater is part of a recently completed \$2.8 million visitors have crossed the Royal Gorge. Pike hadn't counted on the genius and renovation program at the park. In addition to new gift shops and daring of Lon Piper, a bridge builder from Texas. The Royal Gorge was restaurants, the kids are sure to enjoy the all-new creative play area and Rocky, spanned in 1929 by the world's highest a computerized, animitronic playful dog suspension bridge. who will sing his way into your heart. The Royal Gorge is 1,200 feet deep and offers a multitude of spectacular vantage points. For two very different perspectives on this magnificent scene, try either a ride on the aerial tramway across the gorge, or on the incline railway to the bottom. Both rides have unparalleled safety records and are inspected daily to ensure the safety and enjoyment of visitors. A scale model vintage railway chugs around the area, to the delight of children, while a herd Royal Gorge Bridge of tame deer make daily forays among the visitors for handouts. The Royal Gorge Bridge is open every day of the year, and is located 8 miles west of Cañon City on U.S. Highway 50. For more information call (719) 275-7507. a. Why would Hank want to see the Royal Gorge Bridge? b. What will Hank see in the Royal Gorge Theater?

1	ı.

### Activity 19 (continued) Reading Information About Attractions—Royal Gorge Bridge

- c. Will Hank be able to visit Royal Gorge? How do you know?
- d. Which ride would you prefer to take in order to see Royal Gorge: the aerial tramway going across the gorge or the incline railway that goes to the bottom? Explain why.

## Activity 20 Reading Information About Attractions—Seven Falls

Read the information about Seven Falls and answer the questions that follow.

## Seven Falls - The Grandest Mile of Scenery

It has been called "the Grandest Mile of Scenery in Colorado", and certainly the 300,000 visitors who view it each year would agree that the essence of Colorado's beauty seems to be concentrated at Seven Falls and South Cheyenne Cañon.

Visitors pass between the towering Pillars of Hercules, where the cañon narrows to 42 feet. Driving along the box cañon, unique rock formations can be seen through the mountain foliage leading to the cascading falls.

Wildlife activity is present everywhere. Native hummingbirds dart in and out of the pines, shining rainbow trout flash in the crystal clear pond, and especially lucky visitors may even see a water ouzel, a rare bird that nests beneath waterfalls.

Steps lead to the Eagles Nest platform, with the best view of the seven separate falls as they splash and tumble 300 feet down the granite cliff. Beside the falls, a 265-step stairway leads to a mile-long trail and an overlook of the city and plains as well as to the grave of Helen Hunt Jackson, poet and author of the classic novel "Ramona."



Seven Falls

From mid-May to mid-September the entire cañon is illuminated with spectacular lights upon the granite walls, on fabulous rock formations and, of course, on the SEVEN FALLS. Located just ten minutes from downtown Colorado Springs. Call (719) 632-0752 for more information.

#### a. Where did the falls get their name?

b. Will Hank be able to visit the falls? How do you know?



### Activity 20 (continued) Reading Information About Attractions—Seven Falls

c.	What	is a	"water	ouzel"?
~.		~~ ~~		000000

d. If the falls are 300 feet in depth (not 5,280 feet, which equals a mile), why do the promoters call Seven Falls the "Grandest Mile of Scenery"?

e. Would you prefer to see the falls during the day or at night? Why?

## Activity 21 Reading Information About Attractions—Garden of the Gods

Read the information that follows on the Garden of the Gods and answer the questions below.

-	
- ). \	What is the Garden of the Gods?
	What is a specialty to eat at the Patio Cafe? Why do you think it was named hat?
- I. 1	Will Hank be able to visit the Garden of the Gods?
	f you were a photographer, what aspect of the Garden of the Gods would attract or interest you the most? Explain your reasoning.

**Reading Information About Attractions—Garden of the Gods** 

Activity 21(continued)



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Activity 21(continued)

High Point and Camera Obscura of Gods The best vantage point of the Garden and Pikes Peak can be obtained from High Point at the park's edge. Here, too, is Į. one of the world's largest cameras, the "Camera Obscura." agnificent red sand-M stone formations are scattered throughout Inside the the 1.350 acre Garden of the Gods. The free city Camera Obscura park was founded in 1909 S tep inside the "Camera Obscura" at High and is a national Registered Natural Landmark. Point! In the tower is a 13 foot focal length lens. As the lens revolves, a live 360 degree magnified **Clearly the Best** panorama of the Garden and the Pikes Peak region unfolds. 0 Use this map for Q' our tour of the arden of the Gods den of th U.S. 24 ROAD S culpted by wind and erosion, the forma-E nter the Garden of the Gods by driving west on Colorado Avenue or U.S. 24 to tions are over 300 million years old. The Garden the Ridge Road exit, then turn north (High offers the best hiking, Point). Continue on towards the Balanced picnicking, riding, and Rock (Trading Post). photography in the region. Garden of the Gods Trading Post P.O. Box 147 WELCOME For Lunch nitou Springs, CO 80829 Summer Hours: 8:00 a.m. to 8:00 p.m. (719) 632-9768 29

**Reading Information About Attractions—Garden of the Gods** 

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# Activity 22 Reading a Calendar of Events

Read the calendar of events and determine if there is anything special planned for the time of Hank's visit. Answer the questions that follow.

	–Calendar of Eve	nti
	cummun of the	****
Jan-Dec	U.S. Olympic Committee events, training camps and competitions for Olympic Athletes	Olympic Trng Cntr (578-4644)
Jan-Feb	USAFA Falcons Ice Hockey Games (Game time: 7pm/ Call for Schedules/Tickets)	USAFA Field House (472-1895)
Jan-Feb	Colorado College Tigers Ice Hockey Games (Game time: 7pm/ Call for Schedules/Tickets)	Bdmr World Arena (473-2233x6606)
Jan/Apr/ Sep/Nov	Rampart Range Sertoma Club Gun Show & Sale (Fri's 12-6, Sat's & Sun's 10-6)	Mega Mart (635-8539)
Feb-Dec Feb 9-10	"Star Bar Players" Stage Productions (Fri's & Sat's 8pm/ Sun's 2pm) 5th Ann. Women's Life Festival & Trade Fair (Seminars, Health Screening,	City Auditorium (579-0768) Bdmr.Intern.Cntr. (520-1100)
Feb 16-19	Info.booths) President's Day Youth Tournament (Hockey) (Ice rinks in Mem.Pk., USAFA & The Edma)	C.Spgs.Ice Rinks (577-5795)
Mar 18	USAFA, & The Bdmr) Annual St Patrick's Day Parade (Community parade starts at noon)	Old Colorado City (577-4112)
Apr 4-8	Colorado Springs Sports, Boat & RV Show (The latest boats, sports equip. & RVs)	Location T.B.A. (630-7469)
Apr 9-12	Annual U.S. Space Symposium (4-day symposium, Information booths)	Bdmr.Intern.Cntr. (550-1000)
Apr 15 Apr 24-30	Easter Sunrise Service (Outdoor Service - 6am) Kennedy Center Imagination Celebration (Theatre/Arts & Fun for the whole family)	Garden of Gods Pk (635-7506) Fine Arts Center (634-5581)
Apr 22-Sep	Sky Sox Baseball Games (Triple A Team of the Cleveland Indians)	Sky Sox Stadium (597-3000)
May 2-5 May 6	"Cavalcade of Music" (100 Bands & Choral Groups in competition) "Cinco de Mayo" Celebration (Indoor & Outdoor annual festival)	Pikes Peak Center (635-7506) F.A.C.&CO.College (634-5581)
May 26-28	"Territory Days" (Annual street festival/food/ crafts/ music)	Old Colorado City (577-4112)
May 27	"Fiddle & Talent" Contest (Full Day Music Festival & Competition)	Buckskin Joe's (275-5149)
May 30	USAF Academy Graduation (By invitation only/11am March-On/ Thunderbirds)	Falcon Stadium (472-2040)
Jun 8-10	Colorado Springs Watersports Show (Watersports & Fun for the whole family)	Prospect Lake (630-7469)
Jun 9 Jun 9-10	Annual Colorado Championship Chili Cookoff (11AM - 5PM) "Stamp Mill Days"/ Pikes Peak Engine and Tractor Gas-Up/ Events for the whole family	Olympic Trng Cntr (636-0204) Western Museum (598-8850)
Jun 22-24	the whole family. "Donkey Derby Days" (Annual Street Festival & Donkey Races)	Cripple Creek (689-2519)
Jun 23-24	Annual Springspree (City Street Festival/Food/Entertainment/Music)	Downtown Colo.Spgs (635-1166)
Jun 28-Jul 1	Pikes Peak Invitational Soccer Tournament (Youth Soccer teams from 5 states)	USAFA Soccer Flds (590-9977)
Jun 29-Jul 1	20th Annual Chin-Qua-Pin Pow Wow (Lone Feather Council - Woodland Park)	Bergstrom Arena (475-8896)
Jul 1-3 July 4	"Zoobilee" - Zoo Festival (Special Family Activities all day) "Fabulous Fourth" Celebration (All Day Events; 8pm Symphony; 9pm Fireworks)	Cheyenne Mt. Zoo (633-9218) Memorial Park (578-6640)
Jul 25	Pikes Peak or Bust Rodeo Street Breakfast (5:30am-10am/ Kiwanis & Ft Carson Chefs)	Downtown Colo.Spgs (635-7506)
Jul 25-29	El Paso County Fair (Calhan, CO/ Ride the Fair Train Daily)	Calhan Fairgrounds (520-6450)
Jul 27-29 Jul 27,29 & 31	"Colorado State Games" (Ages 8-80, participating in events) Colorado Opera Festival - 20th Season (Il Trovatore, Verdi - In English)	USAFA & C.Springs (634-7196) Bikes Back Center (473 0073)
Jul 29	Pikes Peak Auto Hill Climb (Internat. Auto Race to the top of the Peak)	Pikes Peak Center (473-0073) Manitou Springs (685-4400)
Aug 7-11	50th Annual Pikes Peak or Bust Rodeo (Golden Anniversary/PRCA Rodeo)	Penrose Stadium (635-3547)
Aug 8-12	Broadmoor Ice Revue (World Figure Skating Stars & Bdmr Sktg Club)	Bdmr World Arena (685-5089)
Aug 12 Aug 24-Sep 3	"Fiddling Contest" (Big-name Fiddlers in a Country Music Contest) Annual "Oktoberfest" Celebration (Beergarden, food, music, dancing, antest )	Royal Gorge Bridge (275-7507) Briarhurst Manor (685-5089)
Aug 24-Sep 3	entert.) Colorado State Fair (10 days of Exhibits, Family entert.& fun)	Pueblo Fairgrounds (542-1704)
Sep-Nov	USAFA Falcon Football games (Saturdays/ 12 Noon/ Call for schedules)	Falcon Stadium (472-1895)
Sep 1-3 Sep 8	Annual Hot Air Balloon Classic (6am daily races/ 100 balloons/ Free) Annual ARK "Jazz Classic" (Famous Jazz Musicians/ Benefit Performance)	Memorial Park (473-2120) Pikes Peak Center (684-9483)
Sep/Oct Sep 15-16	Annual "Aspen Jeep Tours" (Sep 22-23/ 29-30/ Oct 6-7) Annual Southern Colorado "OKTOBERFEST" (German Bands/ Food/	Cripple Creek (689-2519) Royal Gorge Bridge (275-7507)
-	Beergarden/ Dancing)	
Nov 23-27 Dec 1-24	"The Nutcracker Ballet" (Tulsa Ballet Co., and 80 local children) Christmas Events at the Broadmoor, Old Colo, City, Miramont Castle	Pikes Peak Center (520-7469) Colorado Springe (635-7506)
DCC 1-49	Christmas Events at the Broadmoor, Old Colo. City, Miramont Castle, Manitou Spgs., White House Ranch, Downtown C.Spgs., Fine Arts Cntr & The Pioneers Museum	Colorado Springs (635-7506)
Dec(TBA)	"Christmas Pops On Ice" (Christmas Ice Show/ Colo.Spgs. Symphony)	Brdmr World Arena (633-0333)
Dec 1	Annual Festival of Lights Christmas Parade (Tentative date; Parade begins at 6:30pm)	Downtown C.Spgs (632-0553)
Dec 17-29	"Christmas Lighting" at Seven Falls (Free) [Tentative] (Donations requested for "Christmas Unlim.")	Seven Falls (632-0752)
Dec 31	Annual Ad-A-Man Fireworks on Pikes Peak (2-Day climb to Peak & midnight Fireworks)	Top of Pikes Peak (632-7275)
	ALL EVENTS ARE SUBJECT TO (	CHANCE

a. Make a list o	of those events.				
b. Which three	e events would int	erest you the	most? Explair	ı why.	

## Activity 23 Learning About the Air Force Academy

Read the information regarding the United States Air Force Academy and answer the questions that follow.

#### United States Air Force Academy

Set at the foot of the majestic Rampart Range, the United States Air Force Academy is Colorado's most visited man-made attraction. You and your family will definitely want to see this fascinating area for yourselves, during your vacation in Colorado Springs. Highlights of the Air Force Academy include the beautiful Cadet Chapel, the planetarium, and the USAFA Visitor Center.

The Cadet Chapel is open for viewing Monday through Saturday,9 a.m. to 5 p.m., and on Sunday, 1-5 p.m. The Chapel may be closed for special services during the year, so visitors are encouraged to call (719) 472-4515 for schedule information. While visiting the Chapel, visitors may also observe approximately 4,400 cadets marching to lunch, beginning at 12:10 p.m. on weekdays during the academic year, weather permitting. The Visitor Center features informative exhibits on cadet life and Academy history, as well as a theater, cafeteria, gift shop and a nature trail leading to the Cadet Chapel. The Visitor Center is open seven days a week from 9 a.m. to 5 p.m., and offers self guided tour information. Nearby is the planetarium, featuring special shows throughout the year.

For information on the Visitor Center, call (719) 472- 2555 and for the Planetarium, (719) 472-2778. All attractions at the Academy are free and can be reached by taking exit 156B off of Interstate 25, just north of Colorado Springs.

a. What unique facts did you learn about the Air Force Academy?

b. Which feature interested you the most? Why?

c. What highlights should you see according to the information?



# Activity 23 (continued)

Learning About the Air Force Academy

d. Will Hank be able to visit the academy? Why or why not?

e. Why do you think the Air Force Academy is Colorado's most visited humanmade attraction?

#### EXTENSION ACTIVITIES

1. Decide upon a place to visit. Write for information about the site.

2. Collect a series of brochures on sites to visit in your area.

# Applying the Process

#### 1. Putting it all together

Select a site to visit. Write for information about the site. Plan what you will see and do during a three-day visit.

#### 2. Rating your response

a. Did you receive information about your site?	Yes	No
b. Did you select a site with a lot to see and do?	Yes	No
c. Did you prepare an itinerary for the entire time?	Yes	No
d. Does your itinerary allow adequate time to:		
travel to and from sites?	Yes	No
visit and explore sites?	Yes	No
eat?	Yes	No
enjoy unexpected, spontaneous activities?	Yes	No
relax?	Yes	No
e. Would you really like to visit this location?	Yes	No
f. Why or why not?		

# Assessing Your Growth

1. What three questions do you still have about this module's topic?

2. What have you learned or achieved?

<ol><li>How will you use this informatio</li></ol>	n?
--	----

# Answer Key

You will find answers here for all objective questions. For all other questions, answers may vary.

#### **MODULE 1**

# Finding and Landing a Job

#### Activity 5 Another Way to Score

-- -- ---

. . . .

Job	Activities/ Duties	My Skills Used	Environment	Promotion	Salary	Benefits
Assistant manager	Not stated	Answers will vary	Store, Silk Plant Forest	Not stated	Not stated	Not stated
Clerk/ Messenger	Clerical and driving	Answers will vary	Office	Not stated	Not stated	Not stated
Physician's assistant	Not stated	Answers will vary	Hospital	Not stated	Not stated; competitive	Paid health, life, disability insurance

#### Activity 11 Reading the Information on the Back of a Youth Employment Certificate

- a. Birth certificate, driver's license or learner's permit, school records, insurance records, Bible records, or other documents approved by the Department of Social Services and/or the North Carolina Department of Labor
- b. Someone under eighteen cannot perform hazardous work or any work involving certain potentially toxic substances. They are forbidden from operating certain heavy machinery.
- c. Department of Social Services in the county where you work or live

#### Activity 12 The Social Security Card

- a. Social Security is basically an insurance system. You pay in taxes during your working years and receive benefits when you retire or become disabled.
- b. When you retire or become disabled
- c. Your survivors
- d. It is not intended to be your only source of income.
- e. Answers will vary.
- f. For recordkeeping, as a means of identification, to track benefits and earnings
- g. Social Security numbers are required by the Internal Revenue Service on tax returns for all dependents age 2 and older.
- h. To prove dependents exist
- i. Answers will vary.
- j. Answers will vary.

#### Activity 14 The Next Move

- a. Circle the top half-Personal Information.
- b. The number of hours Hank can work
- c. Box around the chart of the week
- d. He is in school, not a co-op/work study student.
- e. He does not have a work history.
- f. None
- g. It is grounds for dismissal and forfeiture of benefits.

#### Activity 21 Investigating the Use of a City Bus

Circle the Winston-Salem Transit Authority. Find the telephone number for the local bus system.

#### Activity 22 Reading a Bus Schedule

- a. Yes
- b. Thruway Shopping Center
- c. 6:50 7:30 8:10 8:50 9:30 10:10 10:50
- d. 60 cents
- e. No service on Sunday or seven holidays

#### Activity 23 Investigating the Use of a Cab

- a. Circle ads for taxi companies
- b. 722-7121
- c. It's the only one available; the others are airport cabs or for invalids.
- d. \$6.44
- e. Answers will vary.

# **Keeping Your Job**

#### Activity 1 Assessing Your Apearance

- a. Answers will vary.
- b. Answers will vary.
- c. Answers will vary, but might include:

, ,	
Fast food worker:	wear a uniform that includes slacks, shirt, and hat
Student bank teller:	wear a suit, dress, or skirt and blouse, or a suit, slacks, shirt, and tie
Student nursing assistant:	wear a uniform of pale color
Student editor:	wear skirt and blouse or slacks and shirt
Clerk:	wear skirt and blouse or slacks and shirt and tie
Construction:	wear jeans or slacks and shirt of sturdy material and boots

#### Activity 3 Problem Solving

- a. Susan wanted to leave work to go to a party.
- b. 1. Walk out.
  - 2. Stay at work until you can leave.
  - 3. Tell the boss you have a prior commitment and must leave in thirty minutes.
- c. 1. Walk out-get fired.
  - 2. Stay at work until you can leave-be late to the party.
- d. Stay at work until you can leave. The boss will be pleased and you will still get to enjoy some of the party.

#### Activity 4 Showing Initiative

- a. There is no one to serve.
- b. Sit down and rest.

Punch your time card and leave.

Look around to see if anyone else needs some help. If so, help out. If not, begin cleaning up or restocking the area.

c. Sit down and rest-boss will think you are lazy.

Punch your time card and leave-get fired.

Look around to see if anyone else needs some help. If so, help out. If not, begin cleaning up or restocking the area—boss will be pleased that you are showing initiative.

d. Hopefully, option 3. This shows initiative on the part of the employee.

- e. I might want to sit down and rest; the boss would want me to keep working.
- f. I would be more interested in working, cleaning, and stocking shelves, and having everyone else do the same.

#### **MODULE 3**

## Making Wise Purchases Activity 1 Reviewing Advertisements

a. Yes

b. Answers will vary.

c. Answers will vary.

#### Activity 2 Comparing Advertisements

Item	Description	Original Cost	Sale Price	Unique Selling Feature
A. Men's Lava High Hiking Boot	?	\$71	\$34.98	On sale
B. LA Gear Land- mark Hiker	Black Suede	5	\$49	?
C. Ellesse Holiday Hi	Black Suede	?	\$39	?
D. Hikers	?	\$39-\$70	\$24.98-\$62.98	On sale

a.-e. Answers will vary.

#### Activity 3 Comparing Advertised Specials

Brand	Store	ltem#	Sale Price	Deadline	Features
A. GPX	Best	513997	\$59.98	none	AM/FM com- pact stereo, dual-cassette, high-speed dub- bing, EQ, auto record, level control, speak- ers
B. Emerson	Best	779601	\$69.99	none	AM/FM stereo dual cassette, PLL synthesized digital tuning, 20 presets, auto- reverse with high-speed dub, 3-band EQ, 2- way speakers
C. Panasonic	Circuit City	not shown	\$69.97	9/30	Portable slim- line AM/FM stereo double cassette recorder with synchrostart and high-speed dub- bing

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Brand	Store	ltem#	Sale Price	Deadline	Features
D. Sharp	Circuit City	not shown	\$179.97	9/30	Portable AM/FM stereo cassette recorder with built-in compact disc player
E. Sony	Lowe's	55260	\$198	Sunday	AM/FM dual cassette stereo with CD, detach- able 2-way speakers, 16- track program- mability, shuffle and repeat play, synchronized CD to cassette dubbing, bass boost, 4-band graphic equaliz- er

- a. Best
- b. GPX
- c. \$138.02
- d. Answers will vary.
- e. Panasonic or Emerson-size
- f. GPX-speaker and price
- g. Answers will vary.

#### Activity 6 Warranty Cards

- a. 90 days labor
  - 2 years parts
- b. Defects in parts and workmanship at the time of purchase by the original owner
- c. Cabinet, battery packs, accessories, head cleanings, videotape damage, TV or TV set modifications, defect, malfunction, or failure caused by improper service, maintenance, repair, use of video cleaning cassettes, or from abuse, neglect, accident, or any other cause beyond the control of Hitachi, unpacking, set-up, or installation, adjustment of customer operated controls, user instruction, any product with serial numbers altered or removed, purchases or services outside U.S., used for commercial or industrial purpose
- d. Send it to an Authorized Service Facility in the original carton or equally well packed. Include a dated sales receipt, proof of purchase, and a description of the problem.
- e. Answers will vary.

#### Activity 8 Ordering from a Catalogue Store

Answers will vary. Take form to desk.

#### Activity 9 Shopping by Catalogue

- a. Answers will vary.
- b. Answers will vary, but lightweight hiker at \$47.50 is best answer.
- c. Brought in from outside the United States
- d. Answers will vary.
- e. Has ridges to increase traction; ask a shoe salesperson
- f. Answers will vary.

#### Activity 10 Understanding Ordering Instructions

- a. Phone or mail
- b. Visa

MasterCard

American Express

Check

- c. Delivery faster than normal
- d. Any time
- e. Return to J. Crew Returns with packing slip and return label. Wrap securely and prepay.

#### Activity 12 Consignment Stores

- a. Answers will vary.
- b. Answers will vary.
- c. Answers will vary.
- d. Cheaper than in a retail store
- e. It has been used, it may have defects, and you probably can't return it.

#### Activity 17 Investigating the Concept of a Rummage Sale

- a. Cheaper
- b. Used; may not be the latest style
- c. Similarities: used items, cheaper than new

Differences: rummage sale is usually larger; more items from which to select

- d. Greater selection from which to choose
- e. They would have to organize or staff a yard sale; for a rummage sale, they just deliver items

# Managing Money

#### Activity 1 Reading a Check Stub

- a. 48 hours
- b. 4/17/93 to 4/30/93
- c. \$4
- d. \$14.70 + \$14.68 + \$4.60 = \$33.98
- e. \$158.02
- f. \$192

#### Activity 6 Banking Terms

- a. \$100,000
- b. Identifies checking, savings, or loan accounts
- c. Second set, usually at bottom
- d. Magnetic
- e. Along the bottom edge or as fraction in upper righthand corner
- f. Minimum deposit balance or average monthly balance above a specified amount

#### Activity 7 Economy Checking at the State Employee's Credit Union

- a. There is none.
- b. \$9
- c. \$1.25
- d. 25

#### Activity 8 Reading and Understanding a Checking Account Application

a. Checking: An account into which you deposit and from which you withdraw funds using checks

Interest checking: An account that earns interest and still provides the convenience of writing checks

Cash investment account: A savings account on which the interest rate varies with the market

Statement savings: A savings account for which you receive a regular statement. There must be a balance in the account to receive interest for that period.

Certificate: A savings account on which you choose rate and term so as to lock in a good interest rate

BankLine/Equity BankLine: This account backs up a checking account with a cash reserve so there is no possibility of an overdraft.

b. Answers will vary.

Right of survivorship means that money in the account goes to the joint owner. Without right of survivorship, money in the account is paid to the estate of the deceased and joint owners.

- c. Answers will vary.
- d. A beneficiary is the person to whom you leave your possessions at the time of your death.

#### Activity 9 DOS and DON'TS of Check Writing

- a. Don't
- b. Do
- c. Don't
- d. Don't
- e. Do
- f. Don't

#### Activity 12 Completing a Checkbook Register Page

		CHECKS ISSUED TO	()		1-	()	(+)		BALANCE	
NUMBER	DATE	OR DESCRIPTION OF DEPOSIT	AMOUNT OF C	HECK			AMOUNT OF DE	POSIT	234	6!
212	11/29	The Shop	31	79					31	7
212	11/29		51	15					202	8
213	12/5	Royal High School	28	09					28	0
213	12/3		20	05					<sup>8</sup> 174	7
214	12/5	Dad	20	00					20	0
214	12/5		20	00			1		154	7

#### Activity 13 Understanding a Bank Statement

- a. 2
- b. 22
- c. \$4

#### Activity 14 Balancing Your Checkbook

```
Check 0212, 0213
```

Susan must subtract \$20 from her bank statement.

#### Activity 15 The Law and Bad Checks

- a. Answers will vary, but might include: Call them; try putting it through again; take them to court
- b. Answers will vary, but might include: Call the person, store, or organization immediately. Explain the problem and either take them the cash or ask them to deposit the check again.

#### Activity 16 Depositing Money into a Savings Account

a. Date

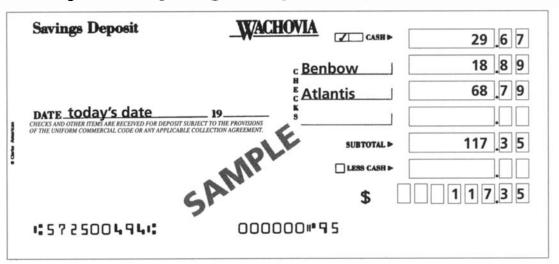
Amount of checks and/or cash Total deposit

- b. Your account number
- c. Make up mind

Have an objective

Save systematically

#### Activity 17 Completing a Sample Savings Deposit Form



#### Activity 18 Savings Withdrawal

a. Amount of withdrawal

Date

Signature

b. Answers will vary.

#### Activity 19 Figuring Interest

a. \$200	5%	\$210	\$220.50	\$231.53	\$243.11
ь. \$500	5%	\$525	\$551.25	\$578.81	\$607.75
c. \$1000	5%	\$1050	\$1102.50	\$1157.63	\$1215.51

# **Following Directions**

#### Activity 2 Warning

- a. Deadly voltage; danger of shock; important instructions included
- b. The first one looks like a bolt of lightning, which is deadly and carries large amounts of electricity; the second one uses an exclamation point to call attention to something or emphasize something.
- c. To warn people to be careful before they start working on this. People need to know this information first so they won't get hurt.

#### Activity 3 Operating Instructions

- a. Playing a tape
  - Recording
  - Playing the radio
- b. Steps are numbered.
  - Sentences are short.
  - Pictures are included.

Instructions are divided into sections.

- c. Answers will vary.
- d. Move the switch to TAPE.

Press the STOP/EJECT button and put in a tape.

Press PLAY.

Change VOLUME and TONE as you want.

- e. Answers will vary.
- f. Answers will vary.

#### Activity 4 Guidelines for Using the Portable Headset

- a. To make sure the user does not damage his or her hearing or use the headset in a dangerous way while driving or in other situations
- b. Answers will vary.

#### Activity 6 Assembling an Exercise Bike

- a. Written instructions
  - Illustrations

Parts are labeled.

Directions are numbered to refer to pictures of the parts.

Special notes are included.

Directions are in the order of what needs to be done first.

- b. To make sure the buyer can put the bike together correctly so that it works and he or she is satisfied
- c. Answers will vary.

#### EXTENSION ACTIVITIES

- 1. a. Answers will vary.
  - b. Answers will vary.
  - c. Answers will vary.
  - d. To be sure the item is assembled correctly and/or functions properly
- 2. All answers will vary.

#### Activity 7 Following Warranty Information

a. Terms under which a product will be replaced or repaired due to poor workmanship or poor quality

b.	Item Covered	Length of time	Restrictions		
	Labor to fix defective product	90 days	Labor must be performed by a SONY authorized service facility.		
			You must have the proof of pur- chase.		
			The serial number must be on the product.		
			Warranty is valid only in USA.		
	Defective parts	l year	Product must be taken to SONY authorized service facility.		
			After first 90 days, labor is not included.		
			You must have proof of purchase.		
			The serial number must be on the product.		
			Warranty is valid only in USA.		

- c. You must take the product or deliver it prepaid to a SONY authorized service facility.
- d. Cosmetic (superficial) damage, damage due to accident, misuse, abuse, negligence, or acts of God
- e. Proof of purchase showing date purchased
- f. To ensure that it is an authentic SONY product and not a copy or replica
- g. A warranty includes the terms under which a product will be replaced or repaired if not of high quality; a guarantee is a statement that verifies the quality of a product.

#### Activity 8 Making Microwave Popcorn

- a. Pop the corn.
  - Listen carefully.
  - Open the bag.
- b. Two to five minutes; microwave ovens vary due to size and power.

c. Answers will include two of the following:

Do not leave microwave unattended.

Do not reheat unpopped kernels or re-use bag.

Do not overcook popcorn.

Do not place bag on paper, plastic microwave cookware, or turntables which were not an original part of the oven.

- d. Popcorn could heat too quickly and burn; the bag could catch on fire; other answers possible
- e. Large numbers

Short phrases ("Pop," "Listen carefully") All caps Key words underlined Pictures

f. It allows more "waves" to get around the bag.

#### Activity 9 Following Directions for a Prepared Dinner

a. Ground beef

Water

Lettuce

Tomatoes

Cheese

- b. Cook meat with seasoning in skillet.
- c. To make sure the meat is well cooked and is well flavored with the seasoning
- d. Frying pan
- e. Cook the beef until it is no longer pink but a brownish color.
- f. Allow to cook slowly on low heat.
- g. Heat shells before filling for crispness. Bake shells after filling with meat.
- h. Items spread over the top of a food; also could be used as a decoration
- i. Answers will vary.

#### Activity 10 Following a Recipe

a. Flour, salt, and pepper

Flour

Enough to make 1-1/2 to 2 inches of melted shortening in the pan

Reduce heat, cover, cook 20 to 25 minutes more

b. Salt

c. Chill: Refrigerate

Dress: Remove skin, clean skin if left on, remove remaining feathers Coat: Cover completely Cover: Place lid on Yield: Produce Dip: Put quickly into a liquid coating and remove Sweet milk: Regular white milk

#### Activity 11 Reading Medication Labels

- a. Arthritis, rheumatism, body aches and pains
- b. One powder every three to four hours
- c. Dosage for children under twelve years of age should be determined by a physician.
- d. Since they are smaller and younger, they may need to take less.
- e. Children and teenagers with certain illnesses should not take this.

Nursing a baby

Pregnancy warning

Avoid if sensitive to aspirin

- f. For protection of people using the product; to warn people of dangers before buying or using the product
- g. No
- h. To let people know when the medicine is too old to be effective

#### **MODULE 6**

# Finding One's Way

#### Activity 2 Understanding Location Signs

- a. C
- b. E, B
- c. A, D
- d. B
- e. C
- f. Right
- g. Left
- h. Three (florist, shoe store, and camera shop)

#### Activity 3 Reading Picture Signs

- a. Exit
- b. Barber or beauty shop
- c. Men's restroom
- d. Post office
- e. Women's restroom
- f. Entrance

#### Activity 4 Interpreting Identification Signs

- a. E
- b. C, D
- c. B
- d. A
- e. 9-9
  - 9-6
  - 1-6

#### Activity 5 Identifying Directional Signs

- a. A, C
- b. E, B
- c. B, C
- d. C, A

#### Activity 6 Recognizing Warning Signs

- a. C, F
- b. C, F
- c. B, A, D
- d. C, E, F

#### Activity 7 Locating Buildings on a Map

C18, D18, E32, D25

#### Activity 8 Reading Street Names on a Map

Follow directions given from Interstate 85N.

#### Activity 9 Interpreting Maps in Travel Brochures

a. H

b. Afternoon and evening performances

- c. Restrooms
  - Bus/Trolley First aid Picnic/sitting area Telephone Wheelchairs/strollers Information
- d. Draw boxes around the restrooms.
- e. Type of train; open air shuttle
- f. Strollers, wheelchairs, trolley, canoe
- g. Answers will vary.
- h. Answers will vary.

#### Activity 10 Reading Timetable Abbreviations

- a. TO: Destination
  ST: Stops
  a: AM
  DEP: Departure
  FRQ: Frequency
  p: PM
  ARR: Arrival
  b. By numbers 1–7
- c. Alphabetically by city name

#### Activity 11 Reading the "Coding and Decoding of Cities Served"

- a. GSO
- b. COS

#### Activity 12 Reading an Airline Schedule

- a. Circle the code for Colorado Springs (COS).
- b. One
- c. 5:00 p.m.
- d. 8:38 p.m.
- e. Yes
- f. 275, 447

#### Activity 13 Reading an Airline Schedule (Return Flight)

- a. One
- b. 7:00 a.m.
- c. 4:15 p.m.
- d. Yes
- e. 968, 892

#### Activity 14 Locating Information About Airline Travel

- a. Two on domestic flights, one on international
- b. Under seat or stowed in compartment
- c. All flights within continental U.S., to and from Alaska, Canada, San Juan, Bermuda, and nonstop flights of less than six hours to and from Hawaii
- d. If you're not present at the boarding gate ten minutes prior to departure
- e. Name and address
- f. Answer will include four of the following: Acid, matches, lighter fluid, explosives, flammable solids and liquids, oxidizing and corrosive materials, compressed items, poisons, etiologic agents, radioactive materials, irritating or incapacitating sprays, mercury or noxious materials, briefcases/attaches with alarm devices

#### Activity 15 Interpreting Information on a Climate Chart

- a. Cool temperature, vibrant colors of leaves, snow seen at a distance on the Rockies, but little/no snowfall at that time in the area
- b. No, brochure says there is little, temperatures not really low enough
- c. 25 (low) to 51 (high)-averages
- d. To know how to plan appropriate clothing to take and how to plan for activities

#### Activity 17 Reading a Map

Appropriate sites should be circled.

#### Activity 18 Reading Information About Attractions—Ghost Town

- a. Authentic, full-sized, Old West town
- b. Yes, it's open all year.
- c. It's all under one roof, not outside.
- d. Answers will vary.

#### Activity 19 Reading Information About Attractions—Royal Gorge Bridge

- a. Answers will vary.
- b. Sight/sound presentation
- c. Yes, it's open every day of the year.
- d. Answers will vary.

#### Activity 20 Reading Information About Attractions—Seven Falls

- a. It doesn't say.
- b. Can't tell from information given
- c. Rare birds that nest below the waterfalls
- d. Scenic trip to falls seems to be a mile long
- e. Answers will vary.

#### Activity 21 Reading Information About Attractions---Garden of the Gods

a. Answers will include four of the following:

Go to gift shop Take pictures Eat at Patio Cafe See the rock formations Go to Camera Obscura Hike Picnic

Ride

- b. 1,350-acre park with red sandstone formations
- c. Buffalo burgers; western theme; perhaps they are made from buffalo meat
- d. Yes, it's open year-round.
- e. Answers will vary.

#### Activity 22 Reading a Calendar of Events

- a. The Nutcracker Ballet
  - U.S. Olympic Events
  - Rampart Range Sertoma Gun Show and Sale
  - "Star Bar Players"
  - U.S.A. F.A. Falcon Football Games
- b. Answers will vary.

#### Activity 23 Learning About the Air Force Academy

- a. Located at the foot of Rampart Range
  - Most visited human-made attraction
  - Has 4,400 cadets
  - Has various features: chapel, visitor's center, theater, gift shop, nature trail, cafeteria, planetarium
- b. Answers will vary.
- c. Cadet Chapel, planetarium, Visitor Center
- d. Yes, it's open seven days a week.
- e. Answers will vary.

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(pp. 16, 79, 83) The *Winston-Salem Journal*, Classified Section, January 20, 1992; Circuit City ad from the September 29, 1991, issue, p. A5; R & M Sporting Goods ad from the October 4, 1991, issue, p. 21; Burlington Shoes ad from the October 10, 1991, issue, p. 8; Lowe's ad from the October 10, 1991, issue, p. 9; Shoe Dept. ad from the November 28, 1991, issue, p. 30; and the Hofheimer's Holiday Savings ad from the November 28, 1991, issue, p. 33

(pp. 30-33) Hardee's, employment application

(pp. 22, 23) North Carolina Department of Labor, youth employment certificate

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(pp. 87, 88) Hitachi Home Electronics, warranty card

(pp. 83, 91, 92) Best Products Company, p. 69 from the spring 1992 catalogue, portion of p. 13 from November 30, 1991, newspaper insert, and Show Room Order Form

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(pp. 93, 95, 97) J. Crew, Inc., p. 85, and order form from the spring 1992 catalogue and offer page regarding Christmas delivery

(pp. 116, 119, 120, 122, 130, 132, 133) Wachovia Corporation, banking terms, savings withdrawal slip, savings deposit slip, and checking account application

(pp. 118, 123–25, 127) North Carolina State Employees' Credit Union, check form, check register page, checking rules and regulations, and SECU Share Draft Statement

(pp. 143–45, 148, 155) Sony Corporation, product warranty brochure and operating instructions

- (p. 151) Roadmaster Corporation, assembly instructions from Owner's Manual No. 98-0355
- (p. 159) Hunt-Wesson, Inc., popcorn package

(p. 161) Nabisco Foods Group, taco kit package

(p. 163) Oxmoor House, recipe from Southern Living Country Cooking, 1974

(p. 166) Block Drug Company, Inc., pain reliever package

(pp. 192-95) Duke University, campus map

(p. 197) Polynesian Cultural Center, Laie, Hawaii, map

(pp. 200, 202, 203, 205, 207) United Airlines, Inc., timetables and passenger information from System Timetable, effective September 4, 1991

(pp. 209, 211, 214–17, 219, 222–24, 226) Colorado Springs Convention and Visitor's Bureau, information from the Colorado Springs-Pike's Peak Region Official Visitor's Guide, 1990