

English as a Second Language

Student Packet Level 3

Volunteer Literacy Tutoring Program
Portland Community College
2002

This packet is to be used in conjunction with ESL Tutor Packet Level 3

The compilation of these packets would not possible without the knowledge, hard work, dedication, and generosity of those that work in the Adult Basic Skills department at Portland Community College, especially the Volunteer Literacy Program Coordinators and Oregon Literacy, Inc. would like to, specifically thank Kathleen Holloway, Kay Talbot and Karen Sanders of the Volunteer Literacy Tutoring Program at Portland Community College for allowing us to share this packet with tutors everywhere, but especially tutors and organizations that dedicate their time to their community in the state of Oregon .

OLI would also like to thank Pro Lingua Associates and New Readers Press for granting the permissions to include exercises from their materials.

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<http://www.newreaderspress.com>

<http://www.prolinguaassociates.com/Pages/about.html>

Tips for Learning English

These are things you can do to learn more English:

- Remember that learning English is a slow process - it does not happen quickly.
- Know what you want to learn and why.
- Make learning a habit. Try to learn something every day. **STUDY EVERY DAY!**
- Choose materials that are interesting.
- Use different materials, you need to practice reading, grammar, writing, speaking and listening.
- Find friends to study and speak with. Learning English together can be fun.
- Grammar by itself does not help you USE the language. You should practice what you are learning by using it for practical things.
- Move your mouth! Understanding something doesn't mean the muscles of your mouth can produce the sounds. Study out loud!
- Be patient with yourself. Remember learning is a process - speaking a language well takes time.
- Communicate! There is nothing like communicating in English and being successful.
- Use the Internet. The Internet is the most exciting, unlimited English resource that anyone could imagine and it is right at your finger tips.

Tips

- Develop a good attitude.
- Remember that learning English is a process.
- Be patient with yourself.
- Practice, practice, practice.
- It's OK to make mistakes! Have fun trying to speak!
- Get help if you need it.

Practice, practice, practice.

Practice, practice, practice.

Practice, practice, practice.

What will I learn with my tutor?

In Tutoring Level 3 you will learn:

Speaking and Listening

- to talk about things that are important to you
- to give and follow directions
- to correctly use new grammar structures

Reading

- different strategies to help you understand what you read
- to recognize many different types of writing, including charts, graphs, and labels
- to follow written instructions and diagrams

Writing

- to write short sentences using new words
- to put several sentences together to write a short paragraph
- to use writing to help you in your everyday life
- to use some new grammar

Technology

- the names of different parts of a computer
- to do some simple tasks using the computer
- to respond to telephone answering machines

*If there are other things you want to learn just ask your tutor.
Your tutor is there to help you!*

Role play dialogues related to life roles.

Making an appointment

Practice the dialogue

Linda: Dr. Brinker's office, this is Linda. Can I help you?

Arturo: *Yes, my name is Arturo Treviño and I need to make an appointment.*

Linda: Have you seen Dr. Brinker before?

Arturo: *Yes I have.*

Linda: What seems to be the problem?

Arturo: *I have a pain in my back.*

Linda: Can you come in on Friday at 3:30?

Arturo: *Yes, that works for me.*

Linda: Good, we'll see you Friday.

Arturo: *Thank you.*



Role play dialogues related to life roles.

Making an appointment

Listen to the dialogue, and fill-in the blanks.

Linda: Dr. Brinkers's _____, this is Linda. Can I help you?

Arturo: *Yes, my name is Arturo Treviño and I need to make an _____.*

Linda: Have you seen Dr. Brinker _____?

Arturo: *Yes I have.*

Linda: What seems to be the _____?

Arturo: *I have a _____ in my _____.*

Linda: Can you come in on _____ at 3:30?

Arturo: *Yes, that works for me.*

Linda: Good, we'll _____ you Friday.

Arturo: _____ you.



Role play dialogues related to life roles.

Fill in the blanks with your personal information.

Practice the new dialogue.

_____ : Dr. _____ office, this is _____. Can I help you?

_____ : *Yes, my name is _____ and I need to make an appointment.*

_____ : Have you seen Dr. _____ before?

_____ : *Yes I have.*

_____ : What seems to be the problem?

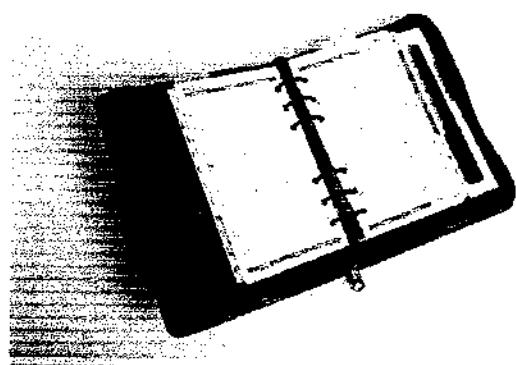
_____ : *I have a pain in my _____.*

_____ : Can you come in on _____?

_____ : *Yes, that works for me.*

_____ : Good, we'll see you _____.

_____ : *Thank you.*



Role play dialogues related to life roles.

Making an appointment

Read these examples and create conversations.

A. Make a doctor's appointment

- Monday
- early in the morning
- pain in your leg



B. Make a doctor's appointment

- for your child
- next month
- in the afternoon

C. Make a physical therapy appointment

- for your grandmother
- tomorrow
- neck pain



D. Make an appointment for your car

- for Saturday
- at 7:00 am
- leaking oil



E. Make an appointment to meet your son's teacher

- for next week
- after 3pm
- discuss your son's behavior



FINDING AN APARTMENT

- Fill in the blanks with the words below.
- Practice the conversation with a partner.

unfurnished bedroom month need apartment rent

A. I need a two _____ apartment.

B. I have a nice two bedroom _____ for rent.

A. How much is the _____?

B. It's \$875 a _____.

A. Is it furnished?

B. No. It's _____.

A. Thank you. I _____ a furnished apartment.

B. OK. Goodbye.

Questions to ask a partner:

1. What town do you live in?
2. Do you live in a house or in an apartment?
3. Do you have a yard?
4. Do you have a basement?
5. How many bedrooms do you have?
6. Do you have a gas or an electric stove?
7. Do you have a pet?
8. Do you have good neighbors? Are they noisy or quiet?

RIDING THE BUS

I. Dialogue A:

- Excuse me, does this bus go to PCC?
- No, it doesn't.
- Oh. Can you tell me which bus goes to PCC?
- Bus #41.
- OK. Thank you.

II. Dialogue B:

- Does this bus go downtown?
- Yes, it does.
- Can I have a transfer please?

III. Useful Phrases:

- Excuse me. May I sit down?
- Excuse me. Please ring the bell
- Excuse me. Please pull the cord.
- Excuse me. I want to get off.

A Sick Family



Hello, Dr. Lindsey?
This is George
Adams. I have
a very sick
family.



What's the
matter?



My son has a
_____.

He needs to _____.



My wife has a
_____.

She needs to _____.



My daughter has a
_____.

She needs to _____.

And my tooth hurts.
I have a
_____.

Well, you need to _____!



see a dentist

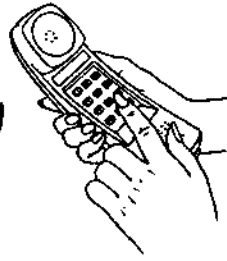
take aspirin

rest in bed

take cough medicine

911 Conversation

(You dial 911.)



911 Operator:

You:

_____ Police and Fire.
(city name)
Do you have an emergency?

What is the address you're calling from?

What is the telephone number you're calling from?

What is your name?

Please tell me the problem.

OK. But I need more information, please. Do you know the name of the person who needs help?

Thank you. Help is coming to you right now. You can hang up the phone.

Yes, this is an emergency.
I need help now.

(You hang up the phone.)

Conversation Strips

<p>Hello. <u>Atlantic Bell.</u> What city please?</p> <p>★</p>	<p>I'd like to call <u>Boston.</u></p> <p>★</p>	<p>Yes, who are you calling?</p> <p>★</p>	<p><u>Ana Romero</u> on <u>Garden Avenue.</u></p> <p>★</p>	<p>Thank you. The number is <u>724-9931.</u></p> <p>★</p>
<p>Hello. <u>Joe's Supermarket.</u> May I help you?</p> <p>●</p>	<p>Yes, please. I'd like to know your hours today.</p> <p>●</p>	<p>Our hours are <u>9:00 a.m. to 6:00 p.m.</u></p> <p>●</p>	<p><u>9:00 to 6:00?</u> OK, thank you.</p> <p>●</p>	<p>You're welcome.</p> <p>●</p>
<p>Hello?</p> <p>■</p>	<p>Hello. I'd like to speak to <u>Sara</u>, please.</p> <p>■</p>	<p>I'm sorry. There's no <u>Sara</u> at this number.</p> <p>■</p>	<p>Is this <u>591-1643?</u></p> <p>■</p>	<p>No, it's <u>591-1653.</u> You have the wrong number.</p> <p>■</p>



Small Talk



How to Play

Copy and cut out the following cards and scenario.

For repeated use, mount each card on cardstock.

Shuffle and stack the cards face down on the table.

Together read the scenario.

Have your student turn over the top card.

This card indicates the topic of conversation.

Initiate the conversation.

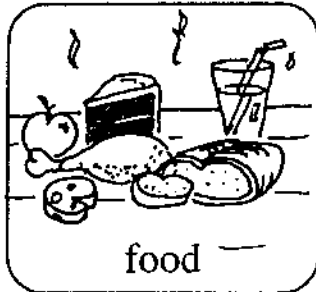
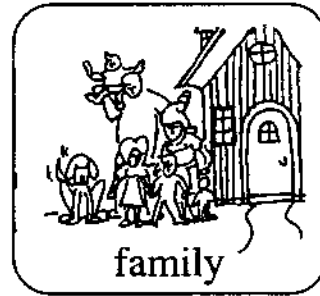
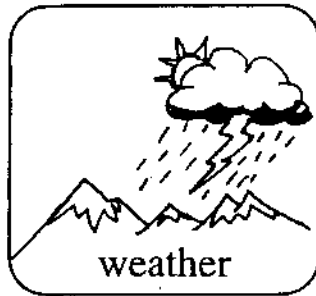
Encourage your student to continue the conversation with you.

When the conversation begins to falter, turn over the next card for a new conversation topic.



Continue for as long as desired or until all the cards have been used.

Scenario

You meet for the first time at a friend's birthday party. You have many common friends but you have never met each other. You would like to become better acquainted so you strike up a conversation.



Small Talk



<p>A. Hi. How are you? ★</p>	<p>B. Fine. How are you? ★</p>
<p>A. Good, but it's pretty cold out today. I can't wait for spring. ★</p>	<p>B. I can't wait either! ★ I heard it's going to snow.</p>
<p>A. Really? How much will we get? ★</p>	<p>B. The radio said about four inches. ★</p>
<p>A. Wow! I'd better get home. ★ See you.</p>	<p>B. Bye! ★</p>

<p>A. So, what are your plans for the weekend? ●</p>	<p>B. We're going up to the lake. ● What about you? Are you going anywhere?</p>
<p>A. No, I have to fix some things around the house. ●</p>	<p>B. There's always something to do around the house. ●</p>
<p>A. Yeah. But I can't complain. ● Last weekend we went to the beach.</p>	<p>B. Well, you can't have fun all the time! ●</p>
<p>A. You're right. Well, you have fun. Catch a fish for me! ●</p>	<p>B. I'll try. See you later. ●</p>

Reading authentic material and answer comprehension questions about the material

Reading a Report Card

Student: Becky Chen Teacher: Mandy Herrera	Grade: 7	School Name: Neil Armstrong		
SUBJECT AREAS				
Reporting Periods				
	1	2	3	4
Reading	B	C	C-	C
Language	C	C	C+	B-
Spelling	B	B	B	B+
Mathematics	C	B	B+	A-
PERSONAL DEVELOPMENT				
Reporting Periods				
E = Excellent	S = Satisfactory	I = Improvement Needed	U = Unsatisfactory	
Reporting Periods				
Follow directions	I	S	S	S
Complete assignments/homework	I	S	S	S
Turns work in on time	I	I	I	I

Read the questions and write the answers.

1. What did Becky make her best grade in?

2. What was Becky's worst grade?

3. Does Becky do her work on time?

4. Does Becky follow directions well?

Reading authentic material and answer comprehension questions about the material

Portland Community College Schedule

■ Forest Grove (Info: 503-533-2708. To register, see p. 6.)

Registration and testing for Survival English classes will be held in Hillsboro at St. Matthews School on Monday and Thursday, March 18th & 21st at 6:30pm, Room 8 and also at Poynter Middle School, Wednesday, March 20th, 6:30pm, room 14.

Survival English I — Introduction to basic English for Spanish speakers. No English required. Tuition: \$0.

27885 Forest Gr FGARMS A3 6:30p-8:30p TTh 4/2-6/6 Campos

Survival English II — Some English required for this course. Tuition: \$0.

24617 Forest Gr FGARMS A3 6:30p-8:30p TTh 4/2-6/6 Rodriguez

Preparation for GED in Spanish — For Spanish speaking students. Class prepares you for the GED test in Spanish. Overview and placement information, call 503-693-3237. Tuition: \$20.

27873 Forest Gr FGARMS A3 6:30p-8:30p TTh 4/2-6/6 Cerud

■ Hillsboro (Info: 503-533-2708. To register, see p. 6.)

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Survival English I — Introduction to Basic English for Spanish speakers. No English required. Tuition: \$0.

25231 Hillsboro POYNTR 3 7:00p-9:00p TTh 4/2-6/6 Kauth

21968 Hillsboro STMATH 8 7:00p-9:00p TTh 4/2-6/6 Caisse

25362 Hillsboro JBTMS 3A 7:00p-9:00p TTh 4/2-6/6 Galindo

24632 Hillsboro STMATH 8 9:00p-12:00p Sat 4/6-6/15 McGinty

No class 5/22.

Survival English II — Some English required for this course. Tuition: \$0.

22296 Hillsboro STMATH 8 7:00p-9:00p TTh 4/2-6/6 Hess

23358 Hillsboro POYNTR 2 7:00p-9:00p TTh 4/2-6/6 Brown

Survival English III — Prior English required for this course. Tuition: \$0.

23666 Hillsboro JBTMS 114 7:00p-9:00p TTh 4/2-6/6 Ramos

Preparation for GED in Spanish — For Spanish speaking students. Class prepares you for the GED test in Spanish. Overview and placement information, call 503-693-3237. Tuition: \$20.

24615 Hillsboro MONTE 12:00p-2:00p Tue 4/2-6/4 Torres

27843 Hillsboro POYNTR 7 7:00p-9:00p MW 4/1-6/10 Trevino

No class 5/27.

INEA - Spanish Literacy — Learn to read and write basic Spanish. Testing certificates available in elementary education. No class 5/27. Tuition: \$0.

27884 Hillsboro STMATH 8 7:00p-9:00p MW 4/1-6/10 Torres

Family Literacy — Class is designed to increase the communication skills of non-English speaking families. No class 5/27. Tuition: \$0.

25312 Hillsboro ALSTCH 6:30p-8:30p TTh 4/2-6/18 Maze

Read the questions and write the answers.

1. What days of the week are the Survival English classes in Hillsboro?

2. Who is the teacher for INEA?

3. What time is the GED in Spanish class in Forest Grove?

4. Can I take the Survival English in Hillsboro and Forest Grove?

The Best Classes for You

A. Look at the class schedule.

Oakton Community College		Summer Programs	
Adult Continuing Education—English as a Second Language			
ESL 011 Conversational English For beginning speakers of English. Learn basic listening and speaking skills. Cost: \$70 Oakton Community College, Room 2162 Tues. & Thurs., 7:15–9:45 p.m. 6 1/2 weeks – Starts Thurs., 6/10	ESL 022 U.S. Government Prepare for the interview to become a U.S. citizen. Learn about history and the U.S. form of government. Cost: \$30 Niles North High School, Room 306 Mon., 7:00–9:30 p.m. 6 weeks – Starts Mon., 6/14	ESL 012 Conversational English For adults who can speak and understand basic conversations. Learn to listen and speak in many different situations. Learn more about life in the United States. Cost: \$70 Oakton Community College, Room 2170 Mon. & Wed., 2:00–4:30 p.m. 6 1/2 weeks – Starts Wed., 6/9	ESL 200 Practical Reading and Writing For second-level ESL learners. Learn to read forms, magazines, and newspapers. Learn to write letters and fill in applications and forms. Cost: \$45 Niles North High School, Room 310 Wed., 7:00–9:30 p.m. 7 weeks – Starts Wed., 6/9

B. Read about each learner. Which classes would be best for him or her? Write them on the lines.

Learners

Best Classes

- Juan has just arrived in the United States. He knows only a little English. He wants to become a U.S. citizen.
- Lia has been in the United States for six months. She knows no English. She wants to become a U.S. citizen.
- Mark is visiting from Poland. He knows no English. He wants to learn some English before returning home.
- Teresa is a U.S. citizen from Puerto Rico. She knows some English. She wants to learn English well and get a job.

READING: What Are You Going to Do This Weekend?

SPECIAL EVENTS THIS WEEKEND

Captain Goodfellow

Do your kids enjoy interesting stories, funny games, and exciting dances? Captain Goodfellow will be ready to teach all these things to kids of all ages at the City Theater on Saturday morning at 10:00. Free.

Walking Tour of the Town

Forget your worries on Saturday morning. Take a beautiful walk and learn about local history. Meet at the front entrance of City Hall at 9:30. Wear comfortable shoes!

Films at the Museum

Two classical European films will be shown Saturday afternoon at the Museum Theater. See *Broken Window* at 1:30. *The Workers* will be at 3:45. For further information, call 498-7898.

International Picnic

Are you tired of eating the same food every day? Come to Central Park on Sunday and enjoy food from all over the world. Delicious and not expensive. Noon to 5:00 P.M.

Take Me Out to the Ballgame

It's October, and tonight is your last chance to see the Redbirds this year. Get your tickets at the gate. It might be cold . . . don't forget sweaters and jackets.

Do You Want to Hear "The Zoo"?

"The Zoo," a popular rock group from Australia, will give their first U.S. concert tomorrow night at 8 at Ross Hall, City College.

I. TRUE or FALSE? Write T if the sentence is true (correct) and F if the sentence is false (wrong).

- 1. The International Picnic starts at 12:00 P.M.
- 2. "The Zoo" is an American rock group.
- 3. You don't have to pay to see Captain Goodfellow.
- 4. The film *Broken Window* is from Japan.
- 5. It's summer.

II. DID YOU UNDERSTAND? Put a circle around the letter of the best answer.

- 1. You can probably eat Chinese, Italian, and Korean food
 - a. at the front entrance of City Hall.
 - b. at the ballgame.
 - c. at Central Park on Sunday.
- 2. You can see movies at
 - a. the City College.
 - b. the museum.
 - c. the City Theater.
- 3. If you are going on the Walking Tour, don't forget
 - a. your worries.
 - b. your local history.
 - c. your comfortable shoes.
- 4. The Redbirds' ballgame is
 - a. in the afternoon.
 - b. outside.
 - c. at the gate.

Reading authentic material and answering comprehension questions

Reading a Prescription

Haggens		18000 NW Evergreen
Pkwy Food & Pharmacy	Beaverton, OR 97006 (503) 614-3450	
RX. 163	Dr. Williamson, Patrick	
LOPEZ, MARIA DE JESUS, 04-22-2001		
TAKE ONE TABLET ORALLY TWICE DAILY – MAY CAUSE DROWSINESS		
FLUMADINE	100MG	TAFOR #10
Refills: NO REFILLS	Expires: 04/22/2003	

Read the questions and write the answers.

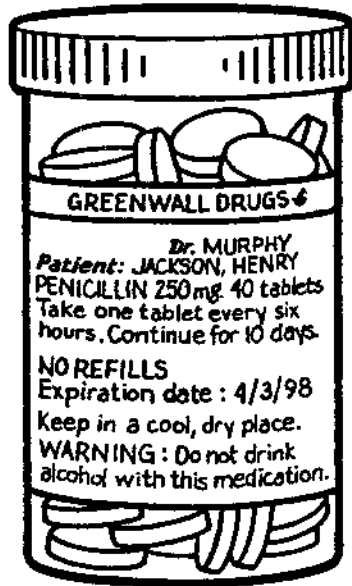
1. How many of these tablets should Maria take daily?

2. How many refills does Maria get?

3. Does this medication have side affects?

4. The doctor gave Maria these tablets because she had flu like symptoms. Maria's father has been feeling sick too. Should he take some of Maria's tablets? Why or why not?

Prescriptions



This drug is a

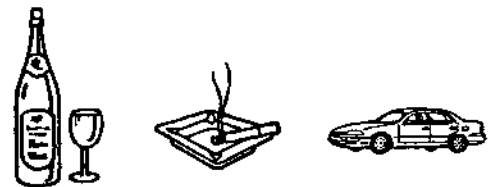


How much do you take in one day?



How many days do you take it?

Do not



This drug is a



How much do you take in one day?



What is the medicine for?

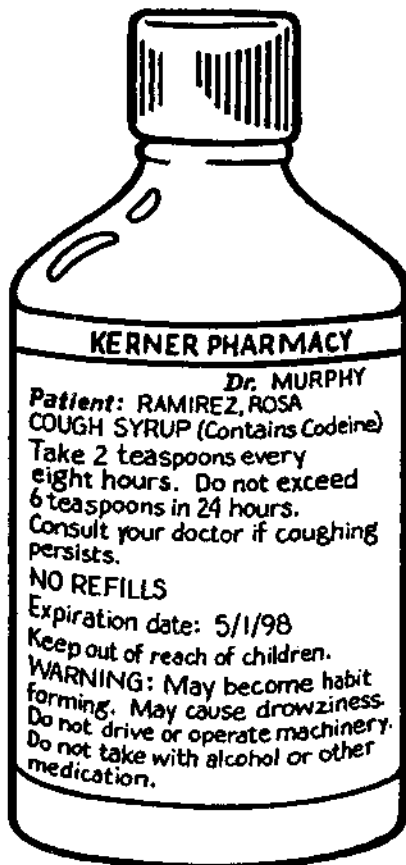


Do not



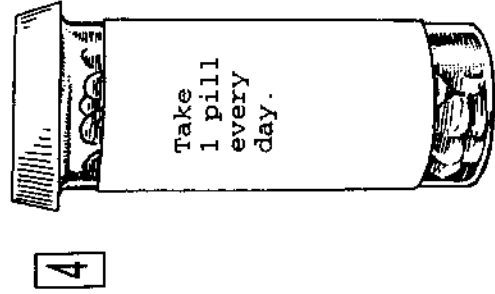
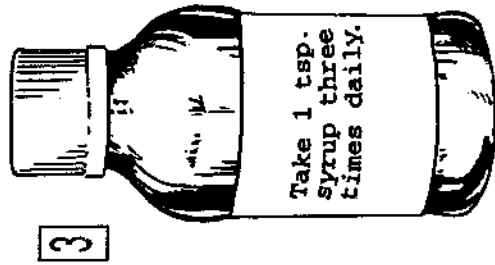
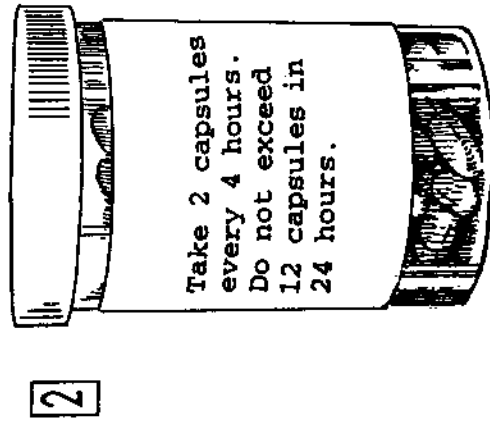
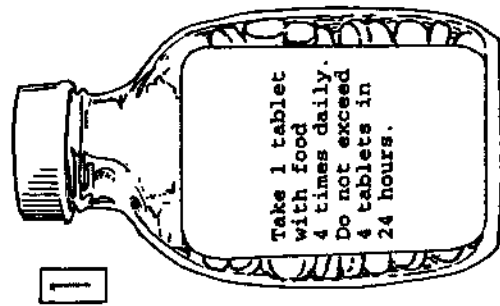
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HANDOUT



How Often Do I Take This.

Read the directions on each medicine bottle. What form of medicine is it? How often do you take it in a day? What is the most you should take in a day? Fill in the chart.

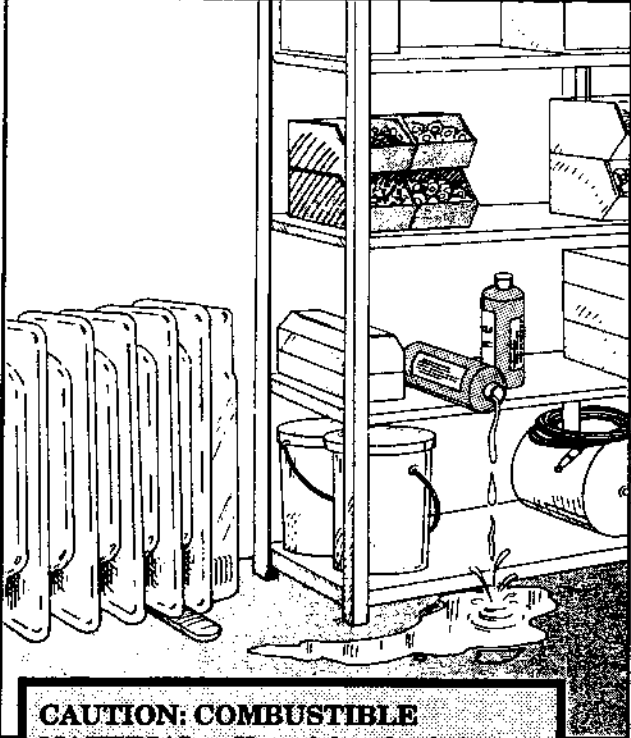


Form of Medicine	How Much/Many at One Time	How Many Times a Day	How Much in One Day	Special Directions
1.				
2.				
3.				
4.				

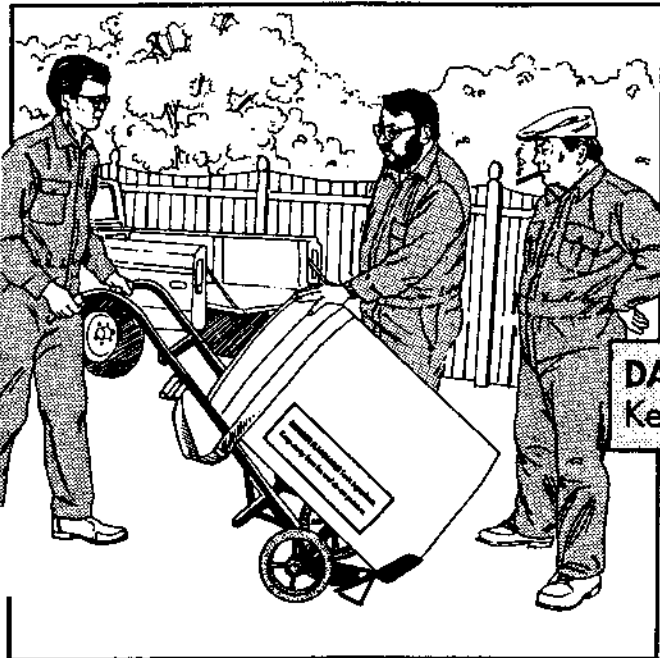
Warning Labels



WARNING—THIS TOY CONTAINS SMALL PARTS. DO NOT USE WITH CHILDREN AGES 3 AND UNDER.



CAUTION: COMBUSTIBLE MATERIAL—Harmful or fatal if swallowed. Avoid contact with skin and eyes. Use only with ventilation. Do not use or store near heat.



DANGER! FLAMMABLE! Toxic ingredients. Keep away from fire and do not puncture.

Cash Register Receipts

SAVE-ALL SUPERMARKET WELCOME TO SAVE-ALL

FEBRUARY 21 5:52 PM
STORE 49
REGISTER 7 OPERATOR 102

1.25 LB @ 1 LB/ \$0.99	
GR PEPPERS	1.24
ICE LETTUCE 2 HD	
EMP APPLES 3 LB BAG	1.49
WHT BLEACH	.89T
2 LB @ 1 LB/ \$	
CHICKEN	7.98
BR RICE	
	9.99T
SKIM MILK 1/2 GAL	1.09
.50 LB @ 1 LB/ \$2.69	
GRD BEEF	
ONIONS 3 LB BAG	1.19
BAGELS	
BROCCOLI 2 BUNCH	1.58
1 @ 2/ 1.89	
CLEAN-UP PAP TOWEL	.95T
 SUBTOTAL	
TAX	.59
TOTAL	
 CASH TEND	35.00
CHANGE	

SAVE-ALL SUPERMARKET

Green Peppers from Florida

99¢/lb.



Iceberg Lettuce 99¢/head
Yellow Onions \$1.19/3-lb. bag
Empire Apples 3-lb. bag only \$1.49
Bagels \$1.69/pkg.



Skim Milk

\$1.09 1/2 gallon

Home-Cooked Chicken

\$3.99/lb.



Fluffy Diapers

Econo-Box \$9.99

Lean Ground Beef \$2.69/lb.

Clean-Up Paper Towels

2 rolls for **\$1.89**

Long-Grain Brown Rice

1.39/2-lb. bag



White Bleach

89¢ 1/2 gal. bottle

Broccoli

79¢/bunch



PORTLAND MAP

Note to the Tutor: You will need a map of Portland for this activity. Tri-Met maps work well too.

- Many newcomers to Portland say that it is a confusing city. It is difficult to drive around Portland because it has so many rivers and bridges.

Activities

A. Look at the map. Find the Willamette River. It flows through the city of Portland. There are eleven bridges in the Portland area that cross the Willamette. What are their names?

- | | | |
|-----|-----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |
| 10. | 11. | |

B. Find the Columbia River. It is north of Portland. There are two bridges across the Columbia from Portland to Vancouver. List them. What is the number of the freeway that crosses these bridges?

- | | |
|----|----------------------|
| 1. | Freeway number _____ |
| 2. | Freeway number _____ |

C. Three important islands in Portland are Swan Island, Ross Island and Sauvie Island.

Which island is the most north? _____

Which island is not a true island? _____

Which island is near the University of Portland? _____

D. Downtown Portland has many parks.
Where are the North Park blocks?
Where is Waterfront Park?

Write simple notes in real life contexts.

Vocabulary

considerate – thoughtful

disturb – bother

note – a short letter

pick up – get

remind – tell someone to remember

Why write a note

At times, it is more considerate to leave a note for someone than to disturb them. For example, you could leave someone a note if you want to remind a person:

- ❖ of an appointment you have together
- ❖ that you won't be home for dinner
- ❖ to pick up your mail

If you leave a written message, there is less chance the person will forget it. Another good time to leave a note is when you have a message for someone who isn't home. When you leave a note, you can be sure that you have let the person know your message.

Reasons to leave a note



Write simple notes in real life contexts.

Examples of short notes

May 5, 2003

Mom,
I won't be home until
4:30. I'm going to the
library after school with
Juan.

Bryan

Sept. 8, 2002

Imelda,
Please pick me up in
front of Hanks on
Baseline St. at 3:30.
I'll be waiting outside.

Jacki

January 4, 2002

Valentina,
I'll be at the office
until 6pm. The
vegetable soup is on
the stove. Please turn
the burner on low at
5:30. See you later.

Mom

- Discuss with your tutor the reason each note was written.

Write simple notes in real life contexts.

Writing more formal notes and messages.

Discuss the times you might write a more formal note with your tutor.

Vocabulary

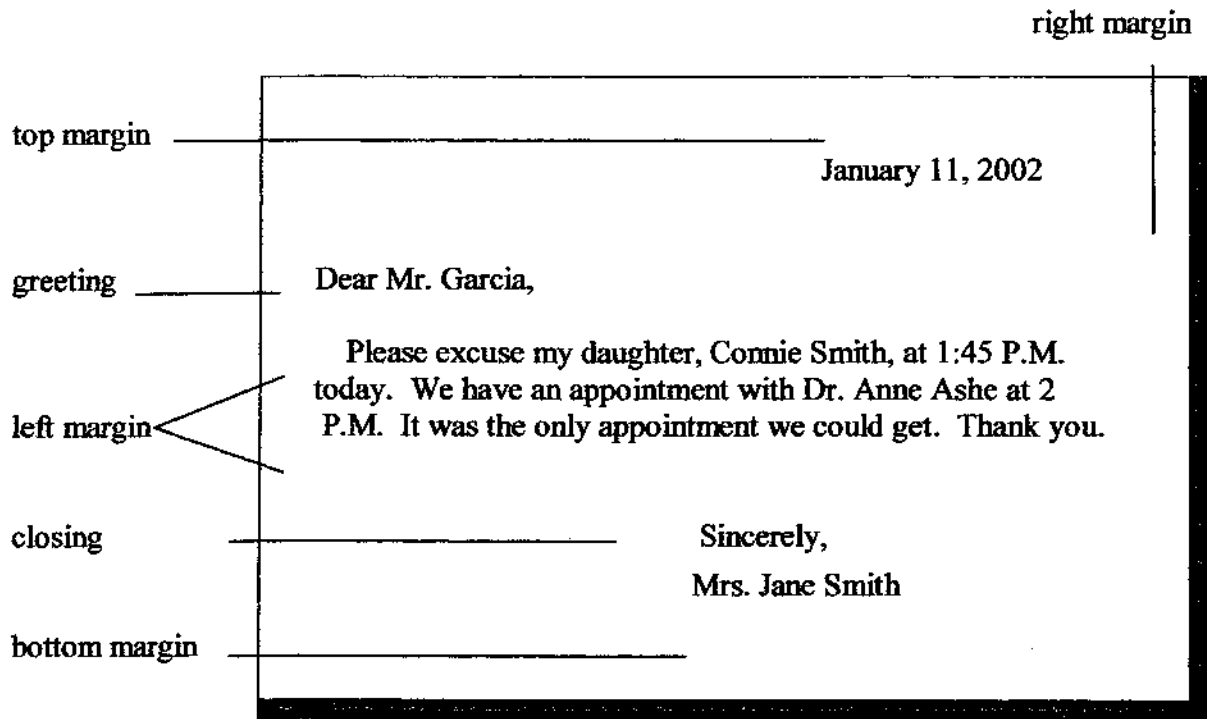
Discuss the meaning of each word briefly.

Parts of a note

date
greeting
note
closing

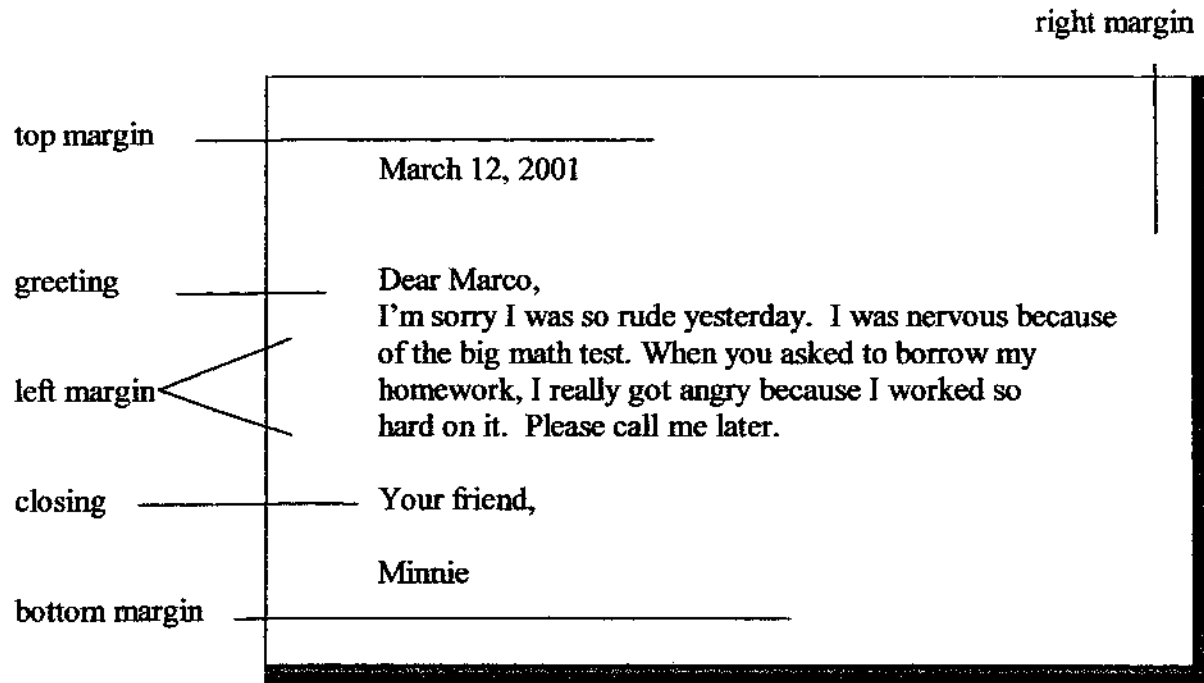
Extra vocabulary

indentation
margin (top, bottom, right, left)



Write simple notes in real life contexts.

Writing more formal notes and messages (continued).



Review

- Match the following words with their definition

margin	a word or phrase used to end a letter
greeting	a short letter
note	the greeting in a letter, usually beginning with Dear
indentation	the space that is left empty on the paper
closing	the spaces before the first word of the note

Write simple notes in real life contexts.

Procedure for Writing a Note

- ❖ Use a piece of paper that is large enough to be seen, or a note card.
- ❖ Organize your thoughts and then write down your message.
- ❖ Be sure your handwriting, including your signature is easy to read.
- ❖ Put your note where it will be seen by the person you want to read it.
- ❖ Read your note again. Be sure your message is clear.

Practice A

Write a note for someone. Choose a subject applicable to your student's life or use the following situation:

Situation: You leave the house before your brother is awake. You want him to pick you up at your friend's house at 6 P.M. Think about what he needs to know and write a note to leave for him.

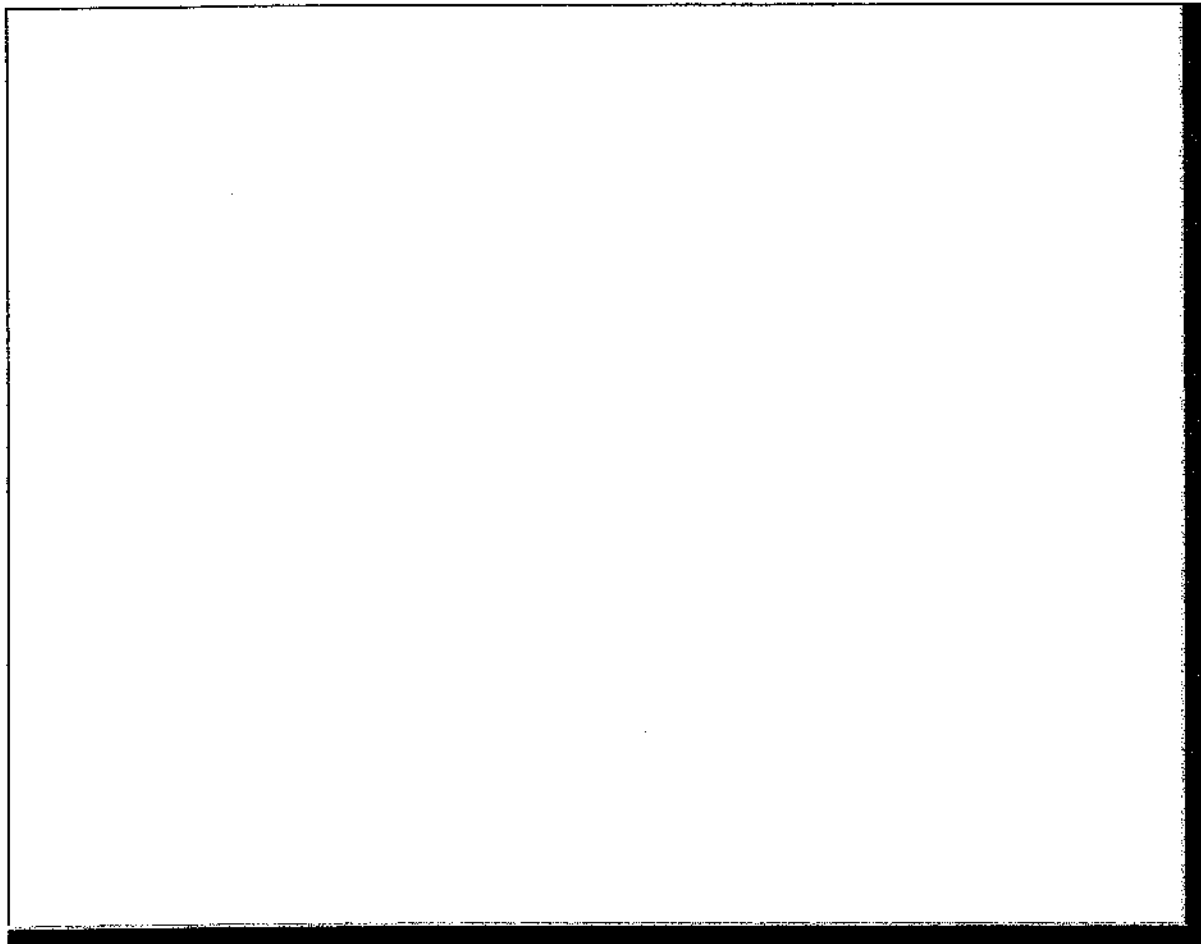
Discuss these questions with your tutor.

1. Did you remember to tell your brother your friend's name?
2. Did you leave your friend's address and phone number?
3. Did you write the time you want to be picked up in the note?

Practice B

- Write a note for someone.

Situation: You will be leaving for five days to take care of some family business in Mexico. You must take your children out of school. Write a note to the school principal.

A large, empty rectangular box with a thick black border, intended for the student to write a note to the school principal.

Writing a Letter to a Friend

You are visiting your sister in Seattle, Washington. Your friend Kim drove you to the airport. Kim is going to pick you up when you return.

Write a **thank-you note** to Kim. Include:

- the date when you will return
- the airline name
- the flight number
- the arrival time
- where you will meet her

DEAR KIM,

- Address the envelope below to:
Kim Ho, 745 Eddy St., Portland, OR 97208
- Put your name and address in the space for the return address.

Discussion Questions

1. What's your name?
2. Where are you from?
3. How long have you lived in Oregon?
4. When did you leave your country?
5. What year did you arrive in Oregon?
6. Did you work in your country?
7. What job did you do in your country?
8. Are you working now? What do you do?
9. Are you married?
10. Do you have any children? How many? When were they born?
11. How many years did you go to school in your country?
12. How long have you been studying English?
13. Is there anything else you would like to talk about?

Anna' Story

Anna was born in Poland in 1961. She got married in 1981. She had her first child in 1984. Her husband came to the United States in 1989. She came to the U.S. with their child in 1993. She started school in 1994. She wants to become a citizen. She's learning the Pledge of Allegiance now.

Complete Anna's timeline.

1993	She _____.
1994	She _____.
1989	Her husband _____.
1984	She _____.
1981	Anna _____.
1961	Anna _____.

Write about Yourself

_____ Story

I was born in _____ in _____.

I got married in _____. I had my first child in _____.

I came to the U.S. in _____. I started school in _____.

Complete your own timeline,

Date

What happened?



I was born.

My Experience

My name is _____ . I'm from _____ .

I lived in _____ for _____ years.

In _____ I left my country. I went to _____ .

I came here to _____ , in _____ .

In my native country, I was a _____ . In the United States,

I'm a/an _____ . I like to work _____ .

_____ . I can _____ .

In _____ years I'd like to be _____ .

Paragraphs

- Write down six things you did this morning

Some examples:

got up
ate breakfast
drank coffee

List

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- Now make each item from your list into a complete sentence.
- Add at least one more piece of information to each sentence.

Example:

1. I got up at 8:00.
2. I ate cereal for breakfast.
3. I drank two cups of coffee.

Sentences

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- On the back of this sheet rewrite your sentences in paragraph form. Start each new sentence right after the one before. Remember to use indentation, capital letters and periods. Give your paragraph a title.

Example:

My Morning

I got up at 8:00. I ate cereal for breakfast. I drank two cups of coffee. It was very good.

About Myself

- Write a short paragraph about yourself.
- Study the model paragraph before you write.

Model Paragraph #1:

About Me

My name is Mario Gonzalez. I was born in 1950 in Guatemala. In my country I worked as a bus driver. I came to Oregon in 1995. I have lived in Portland for 7 years. In Portland, I work in a restaurant. I am married and I have 5 children. I study English every Tuesday at PCC.

Model Paragraph #2:

About Me

My name is Marina Schueleva. I was born in 1978 in Russia. In my country I didn't work. I stayed at home with my baby. I came to Oregon in 2001. I have lived in Portland for 1 year. In Portland, I work at McDonald's. I am married and I have one son. My son is 10 years old. I study English two evenings a week in Tigard. When my English is better, I want to work as a nurse.

Your Paragraph:

Numbers Numbers Numbers

- Numbers are used in many different ways. Look at the following list and talk about the different types of numbers.

A. 503-555-1212 - information

B. 911 - emergency / police and fire number

C. 92111 - zip code

D. 0-541-778-5670 - operator-assisted long distance call; you pay

E. 503-677-4867 - local call, caller doesn't pay

F. 0 - operator

G. 239-76-0456 - social security number

H. 1-216-654-2345 - direct-dial long distance, you pay

-
- Are there other important numbers that you need to know? List them below.

Yes or No

- Ask a partner these questions.
- Check if the answer is **Yes**; leave blank if it is **No**.

Have you _____ ?

1. called 911? _____
2. used 555-1212? _____
3. dialed 0? _____
4. called long distance? _____
5. called for a time check? _____
6. used an 800 number? _____
7. talked to a telephone operator? _____
8. dialed the wrong number? _____
9. called an 888 number? _____
10. used a pay phone? _____
11. taken a phone message? _____
12. read the phone book? _____
13. used a cell phone? _____
14. left a message on an answering machine? _____
15. called another country? _____

The Answering Machine

- Leave a message on a telephone answering machine.

Remember to include:

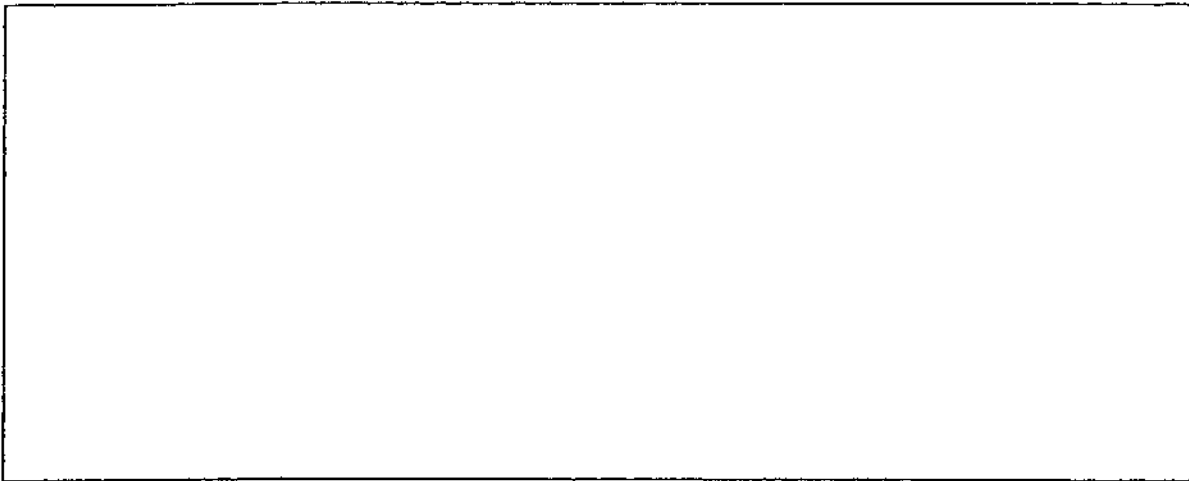
1. Your name
2. The time of your call
3. The reason for calling
4. Your phone number

A.

Hi. This is Mary. We are unable to answer the phone now, so please leave a message after the beep. Thank you.

BEEP.

B.



News, Sports & TV

National & World News

- 2000 National News Headlines
- 2001 World News Headlines

Business News & Market Updates

- 6026 Business news headlines
- 6027 Stock market updates
- 6028 Precious metals updates
- 6060 Wall Street money rates
- 6059 Currencies
- 6029 Commodities

TV Listings

- 6126 Top 10 TV Shows
- 6127 TV Star Line
- 6128 ABC Tonight
- 6129 CBS Tonight
- 6130 NBC Tonight
- 6136 Fox Tonight
- 6131 Premium Cable Tonight
- 6132 ESPN Tonight
- 6133 Superstations Tonight

Sports

- 2057 Sports Headlines
- 2058 NFL Report
- 2059 NBA Report
- 2077 American League Baseball Scoreboard
- 2078 National League Baseball Scoreboard
- 2061 NHL Report
- 2062 NCAA Report
- 2063 Golf Report
- 2070 Wrestling Update
- 2064 Boxing Report
- 2065 Tennis Report
- 2075 Speedway Report
- 2076 Soccer News
- 2066 Sports Trivia
- 2067 Sports Transactions

Information Guide - Table of Contents

News, Sports & TV	3	Wills & Estates	9
Time & Weather	4	Family Law	9
Horoscopes, Soaps & Lottery	4	Bankruptcy & Debt Relief	10
Entertainment	5	Personal Injury/Workers' Comp.	11
Auto Body/Collision Repair	6	Chiropractic Guide	12
Career & Employment	7	Dental Guide	12
Credit Concerns	7	Allergies & Asthma	13
Insurance Guide	8	Diet & Nutrition	13
Funeral Guide	8	Family Health	14

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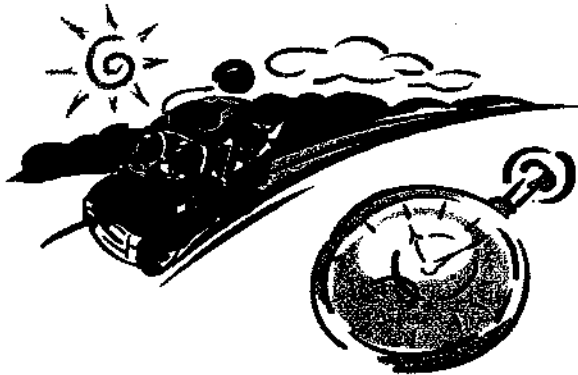
Call 503-291-6030

Enter a 4-digit extension

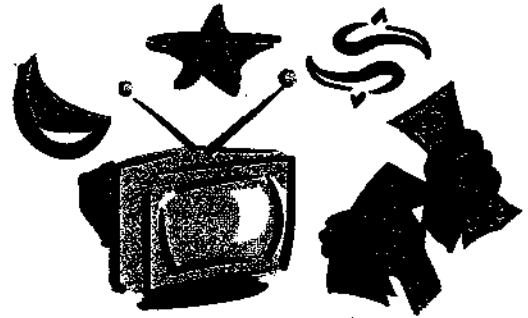
Press 9 for Recorded Instructions
Press * to Repeat Message
Press # to Skip Message

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7 Days a Week**
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Time & Weather



Horoscopes, Soaps & Lottery



Time

1234 Current Local Time & Temperature

Weather

U.S.A.
 2069 Albuquerque
 2003 Anchorage
 2004 Atlanta
 2005 Atlantic City
 2006 Baltimore
 2007 Boston
 Chicago
 Cincinnati
 2070 Cleveland
 2011 Columbus
 2012 Dallas
 6430 Denver
 2068 Des Moines
 2014 Honolulu
 2015 Houston
 2016 Indianapolis
 2017 Kansas City
 2018 Las Vegas
 2019 Los Angeles
 2020 Miami
 2021 Milwaukee
 2022 Minneapolis
 2024 New York
 2025 Philadelphia
 2026 Phoenix
 2027 Pittsburgh
 2215 Portland
 2031 Salt Lake City
 2029 San Diego
 2030 San Francisco
 2032 Seattle
 2028 St. Louis
 2033 Tampa
 2034 Washington, D.C.

Canada
 6398 Alberta Provincial
 6400 Calgary, Alberta
 6402 Edmonton, Alberta
 2044 Montreal, P.Q.
 6407 Ottawa, Ontario
 6408 Quebec City, P.Q.
 2049 Toronto, Ontario
 2050 Vancouver, B.C.
 6411 Winnipeg, Manitoba

International
 2039 Acapulco, Mexico
 6414 Beijing, China
 2040 Cancun, Mexico
 2041 Frankfurt, Germany
 2042 Hong Kong
 2043 London, England
 6416 Madrid, Spain
 6417 Manila, Philippines
 2045 Moscow, Russia
 2046 Paris, France
 6418 Rio de Janeiro, Brazil
 2047 Rome, Italy
 6419 Seoul, Korea
 6421 Sydney, Australia
 2048 Tokyo, Japan

Horoscopes

1050 Aquarius
 1051 Pisces
 1052 Aries
 1053 Taurus
 1054 Gemini
 1055 Cancer
 1056 Leo
 1057 Virgo
 1058 Libra
 1059 Scorpio
 1060 Sagittarius
 1061 Capricorn
 1062 Your Birthday Today

Soap Opera Updates

1070 All My Children
 1071 Passions
 1072 As the World Turns
 1073 The Bold and the Beautiful
 1074 Days of Our Lives
 1075 General Hospital
 1076 Guiding Light
 1077 Port Charles
 1078 One Life to Live
 1079 The Young and the Restless
 1080 Soap Scene
 1081 Soap Trivia

Lottery Results

1087 American Lotteries
 1088 Canadian Lotteries

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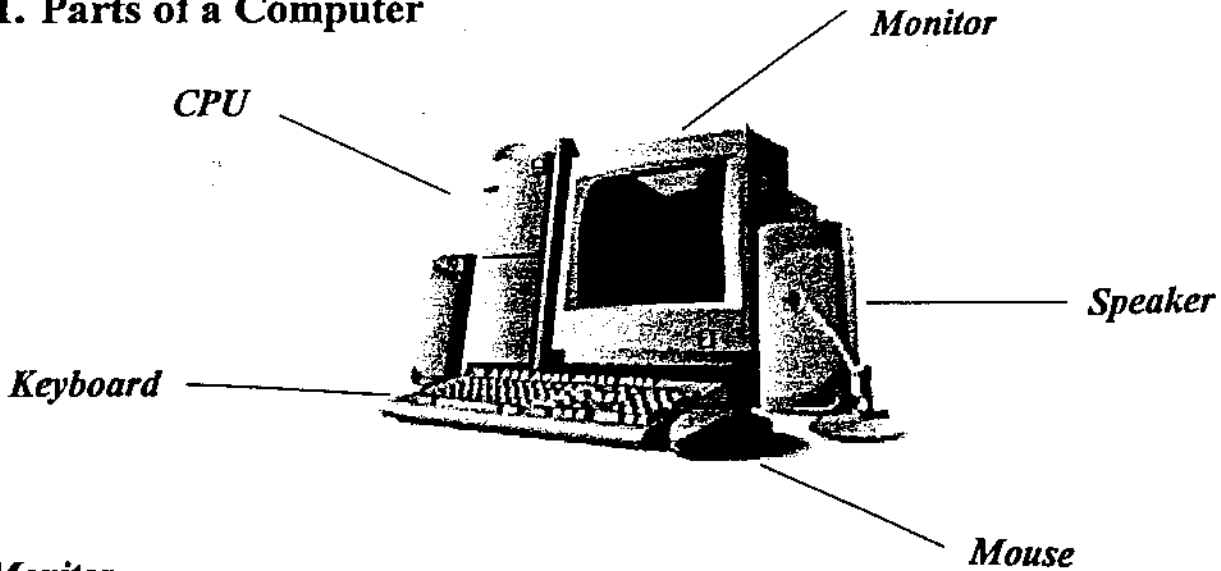
Call 503-291-6030

Enter a 4-digit extension

Enter extension 8000 for information on audio services and advertising

FREE 24 Hours a Day 7 Days a Week
Toll charges apply in some areas

1. Parts of a Computer



Monitor –

The monitor is where you keep track of what you are doing. It is also called a Screen or Display.

CPU (Central Processing Unit) –

The CPU is the part that contains the “motherboard” which holds the computer chips that are used to process your commands.

Floppy Disk Drive –

The Floppy disk drive records and retrieves information stored on floppy disks.

Keyboard –

The Keyboard is used to enter text into the computer and issue commands.

Mouse –

A mouse is another input device for giving the computer instructions. It lets you select and move items on your screen.

2. How to Use the Mouse

1) Parts of the Mouse –

Usually, the mouse has a left and right button. You can use these buttons to select commands and choose options. Under the mouse, there is a ball that senses movement.

2) Using the Mouse –

Click, double click, and drag and drop are some terms for mouse usage.

The **Mouse Pointer**: 

Click – press and release the left mouse button once.

Double click – quickly press and release the left mouse button twice.

Make sure the mouse does not move while you double click.

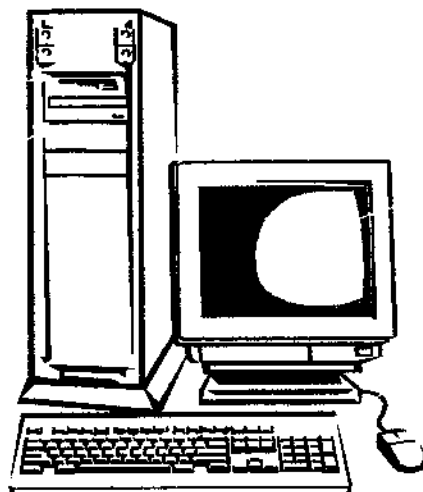
Drag and drop – when the mouse pointer is over an object on your screen, press and hold down the left mouse button. Still holding down the button, move the mouse to where you want to place the object and then release the button.



A Few of the Basics...

A **computer system** consists of the hardware and software.

Hardware is the equipment that makes up the computer system. This includes the system unit (which houses the CPU or Central Processing Unit), speakers, mouse, keyboard, printer, etc.



NOTE: Computers vary. Your disk drives may not look like the above illustration.

Software is a set of instructions that tells the computer how to perform a task. A computer cannot work without software. There are different kinds of software.

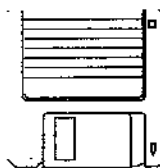
Operating system software manages the hardware and the other software on your computer. Example: Windows 98

Applications software is designed to do a specific task, such as word processing, spreadsheets, or database management, etc.

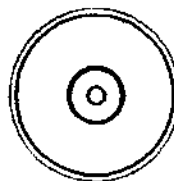
Examples: WordPerfect, Excel, Access, Games

When you purchase software, it is usually on a CD-ROM disk. However, it can be on a floppy disk.

Floppy disk



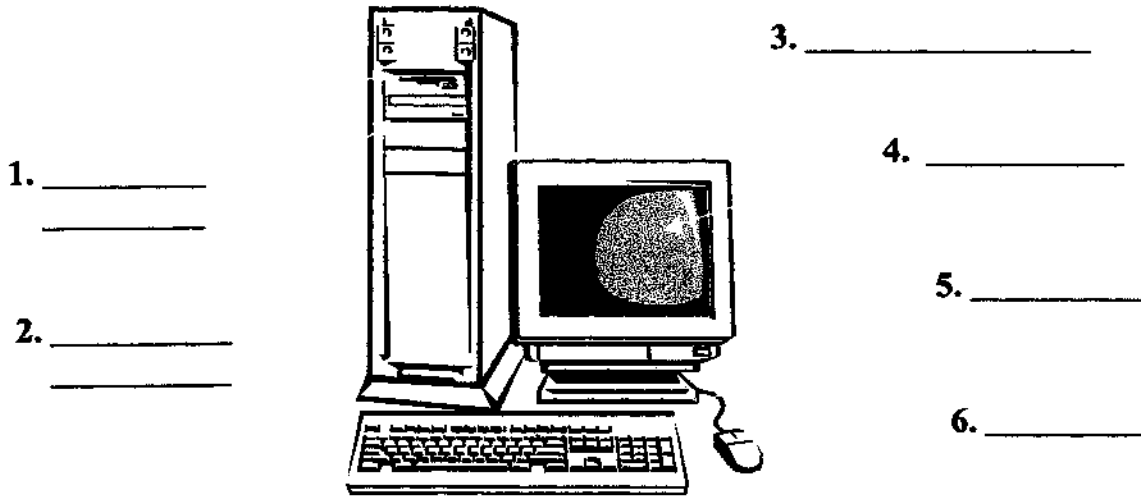
CD-ROM



Complete Worksheet #1 - A Few of the Basics!

Name _____ Date _____

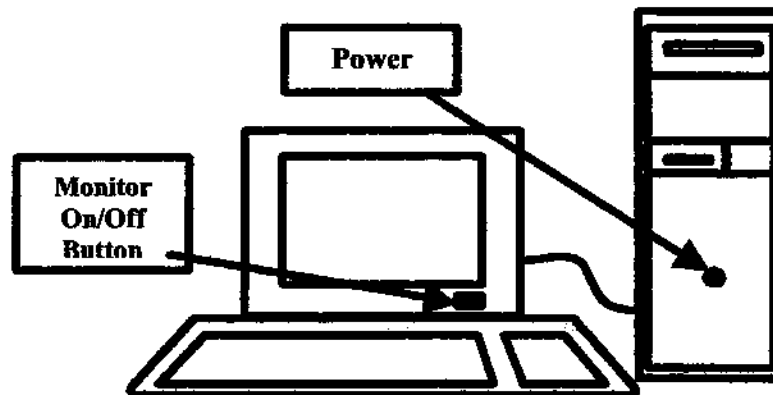
Label The Parts Of The Computer System



Match the term on the left with the appropriate definition / description on the right

- | | | |
|----------------------|-------|--------------------------------------------------------------------------|
| A. Keyboard | _____ | Hand-held device that controls the pointer on the screen |
| B. Monitor | _____ | Contains the disk drives; Stores the processor |
| C. Floppy Disk Drive | _____ | Looks like a typewriter; Allows you to relay information to the computer |
| D. Mouse | _____ | Slot in the system unit that accepts a 3 1/2" disk |
| E. CD-ROM Drive | _____ | Shows you what you are doing with the keyboard or the mouse |
| F. System Unit | _____ | Tray in the system unit that opens to accept a CD |

Getting Started...



Turning The Computer On:

1. First, turn on the monitor by pressing the **On** button/switch. (Depending on the type of monitor, the ON button/switch may be located in a different place than the illustration.)
2. Next, turn on the system unit by pressing the **Power** button.
3. If there is a Password dialog box, your instructor will give you the necessary information.

Shutting Down (Turning The Computer Off):

1. Close all open programs. (This will be discussed later.)
2. Move the mouse pointer to the **Start** button in the bottom left-hand corner of the screen, and click on **Start** with your left mouse button.
3. Move the pointer to the words **Shut Down**. Click the left mouse button. (Don't worry; we will practice "clicking a mouse" later.)
4. A dialog box will open asking you to confirm that you want to shut down. Make sure that the circle (radio button) beside the words **Shut Down** has a black dot in it (is selected), and then click **OK**.
5. A message will appear on your screen -- "It is now safe to turn your computer off." Press the power button on the system unit to turn it off. You will need to push the monitor button/switch to turn it off.

NOTE: Some computers turn off automatically when you click OK.



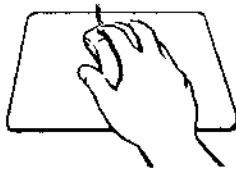
Complete Checkpoint #3 – Getting Started

Introduction to a Mouse

A mouse is a hand-held device used to control the movement of the on-screen pointer. The pointer usually looks like an arrow. However, it changes shape depending on what program is open and what action the computer is performing.



A mouse usually has two buttons—a left and a right. Sometimes it has a middle button or a wheel in between the right and left buttons. To use the buttons, you **press gently and release the button**. You will use the left button most of the time.



When you move a mouse, the pointer on the screen moves in the same direction. It takes **practice** to learn to use the mouse successfully. You will be practicing mouse maneuvers later in the course.

Here are some hints to make it easier to use the mouse.

1. Hold the mouse in the palm of your right hand. Rest the thumb in the indented side of the mouse. Place your ring finger and little finger on the other side.
2. Left-handed users will do the opposite. (The mouse is normally set up for right-handed users. However, if you are left-handed and want to use your left hand to hold the mouse, your instructor can change the set-up.)
3. Position your index finger over the left mouse button. Let your middle finger rest **lightly** above or on the right button.
4. Hold the mouse firmly, but lightly. If you grasp it too tightly, your hand may cramp.
5. Be sure that you do not press (or click) both buttons at the same time.
6. Always hold your mouse when pressing a button. (Do not position the pointer and try to press the button without holding the mouse.)
7. Hold the mouse very still when pressing or clicking a button. **(This one is very important.)**
8. When you press the mouse button, use a light touch. You do not have to press hard. Press lightly and release the button.
9. You can start a program by double-clicking (press and release the left mouse button two times in rapid succession) an icon. Be sure that you double-click on the **icon**, and not the name under it.

Click? Double-Click? Right-Click? What does it all mean??



To...	Do This...
Point	Move the mouse pointer so that the arrow rests on an area or a word. In many cases, just pointing to an area or word will bring up menus or help features.
Click	Move the mouse pointer to an object. Then press and quickly release the left mouse button. If you are told to "Click," press and release the left mouse button one time. This is the most common mouse action.
Double-Click	Press and release the left mouse button two times in rapid succession. It is very important that you do not move the mouse while you are double-clicking.
Drag	Point to an object with the mouse pointer, then click and hold down the left mouse button as you move the mouse (and the object) to a new position. Release the mouse button to place the object in its new position.
Right-Click	Press and release the right mouse button. This action brings up special menus.
Click Off	Click on an empty area of the screen to get rid of a menu.

Name _____ Date _____

Mouse Action

Match the following terms with their definitions.

- A. Point
- B. Click
- C. Double-click
- D. Click and Drag
- E. Right-click
- F. Click off



1. _____ Pressing and releasing the right mouse button
2. _____ Moving the pointer so that the arrow rests on an area or word
3. _____ Pressing and releasing the left mouse button two times rapidly
4. _____ Click on an empty area of the screen to close a menu
5. _____ Moving the pointer to an object and pressing and releasing the left mouse button one time
6. _____ Clicking on an object and holding down the left button as you move the mouse (and the object) to a new location

Name _____ Date _____

A Few of the Basics!

Match the terms and the definitions.

- | | | |
|--------------------------------|-------------------|----------------------|
| A. Application software | E. Ink-jet | H. Dot-matrix |
| B. Operating software | F. Input | I. Output |
| C. Hardware | G. Laser | J. Software |
| D. Processing | | |

1. _____ The equipment that makes up the computer system
2. _____ A set of instructions that tells the computer how to perform a task
3. _____ Software designed to do a specific task, like word processing or spreadsheets
4. _____ Software that manages the hardware and the other software on your computer, like Windows 98
5. _____ The process of communicating with the computer
6. _____ The result of the work done by your computer
7. _____ The actions performed by a computer to manipulate data
8. _____ Printers that have nozzles that spray ink on the paper
9. _____ Printers that are similar to copiers
10. _____ Printers that have print heads that shoot pins at an inked ribbon, leaving a dot of ink on the paper