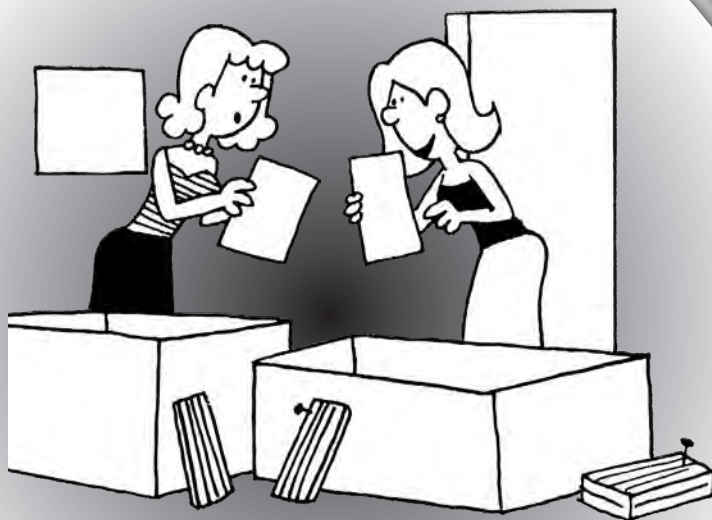


Please Follow the Directions Carefully.



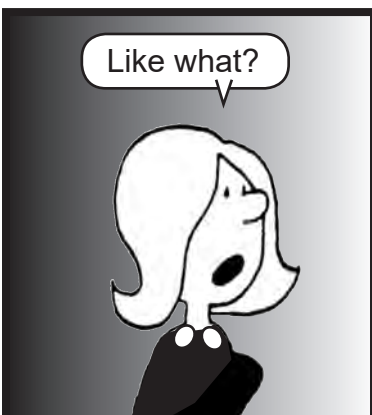
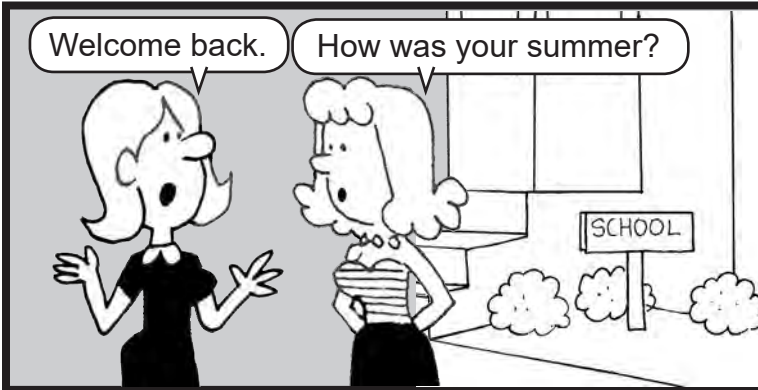
# Chapter 1

**SKILLS/COMPETENCIES** • Understanding Written Directions

**GRAMMAR** • Common Regular Verbs in the Past Tense

**VOCABULARY** • Commonly Used Technical Words

It's the first day of a new semester.



No problem. It took only a day to move.



Mike moved the bed. He's so strong.



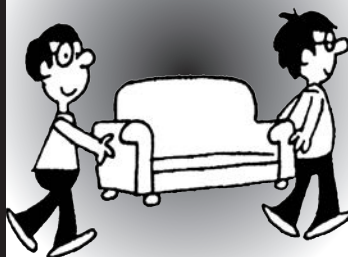
Peter and Martin helped, too.



Who else was there?



Paul and Tan were there, too.



Were there other people there?



Theresa was there.



So was Vince.



Was Helen there?



No, she wasn't. She was sick.

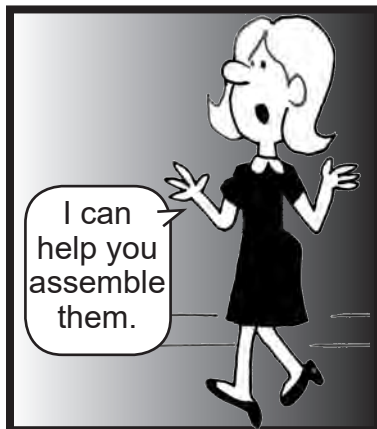
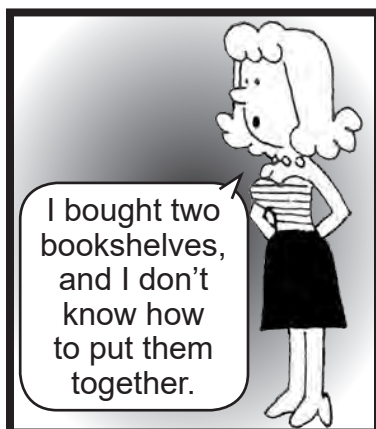


I'm sorry I wasn't there to help.

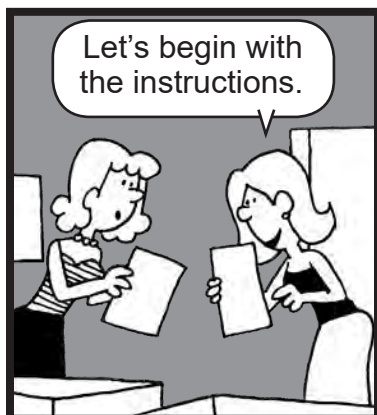
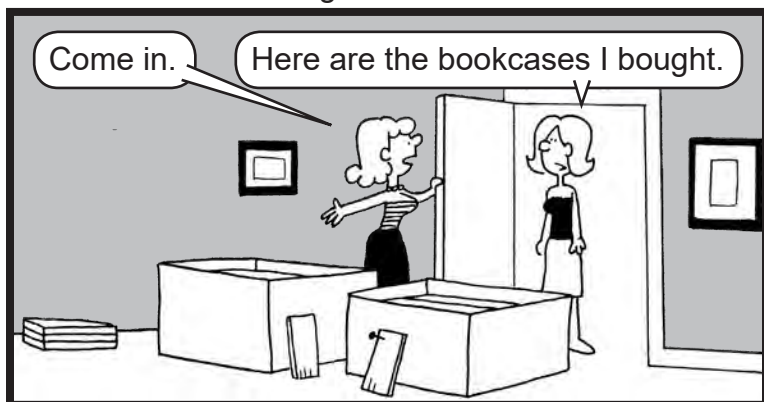


You can help me now with one thing.





Joanne Yates is visiting Rita Lachance.



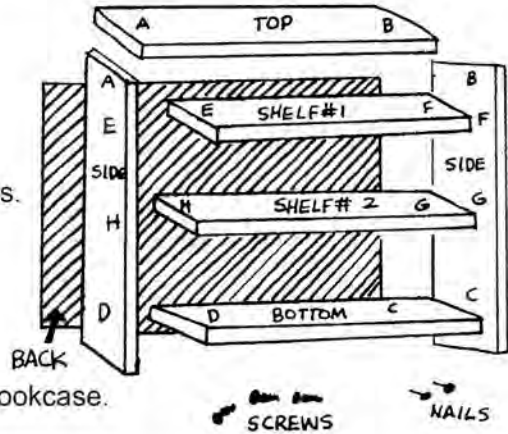


## INSTRUCTIONS TO ASSEMBLE BOOKCASE

Tools needed: screwdriver and hammer.

Follow the steps below carefully.

1. Remove the pieces from the box.
2. Make sure all pieces are included.  
This kit includes screws, nails, and seven pieces of wood: top board, bottom board, two side boards, back board, and two shelves.
3. Place all pieces on the floor.
4. Position the sides and match the letters on the ends of the boards. (See picture.)
5. Place screws in the holes and attach sides.
6. Tighten all screws.
7. Nail the large board to the back side of the bookcase.
8. Lift bookcase upright.
9. Insert and adjust shelves.



Do you have a hammer and screwdriver?



Yes, here they are.



Let's follow these steps carefully.



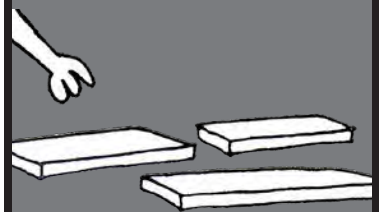
First, remove the pieces from the box.



Second, check all the parts.



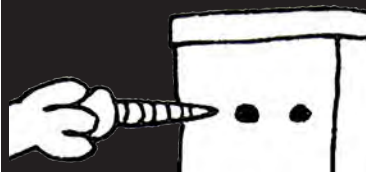
Third, place all the pieces on the floor.



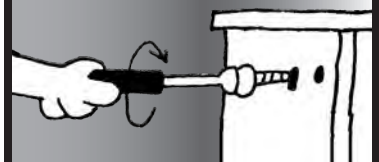
Fourth, position the pieces.

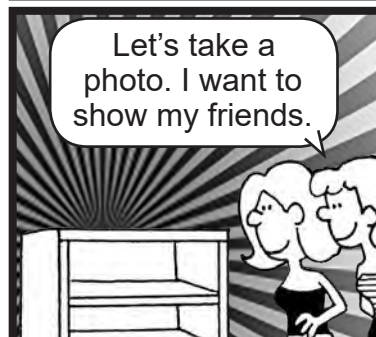
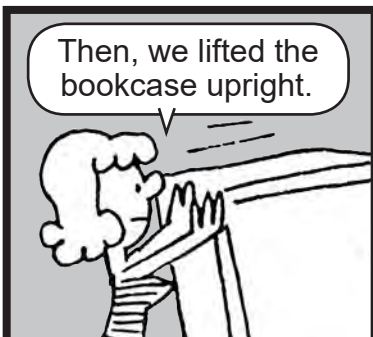
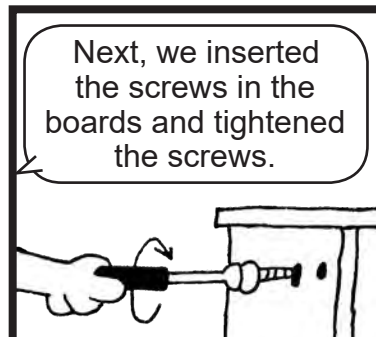
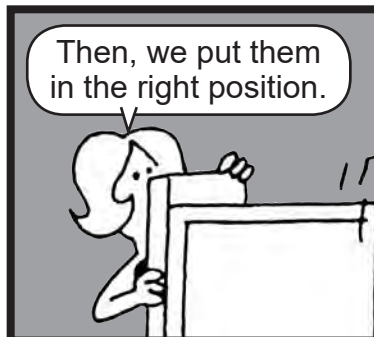
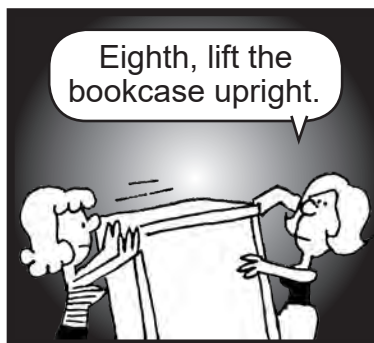


Fifth, place the screws in the holes.

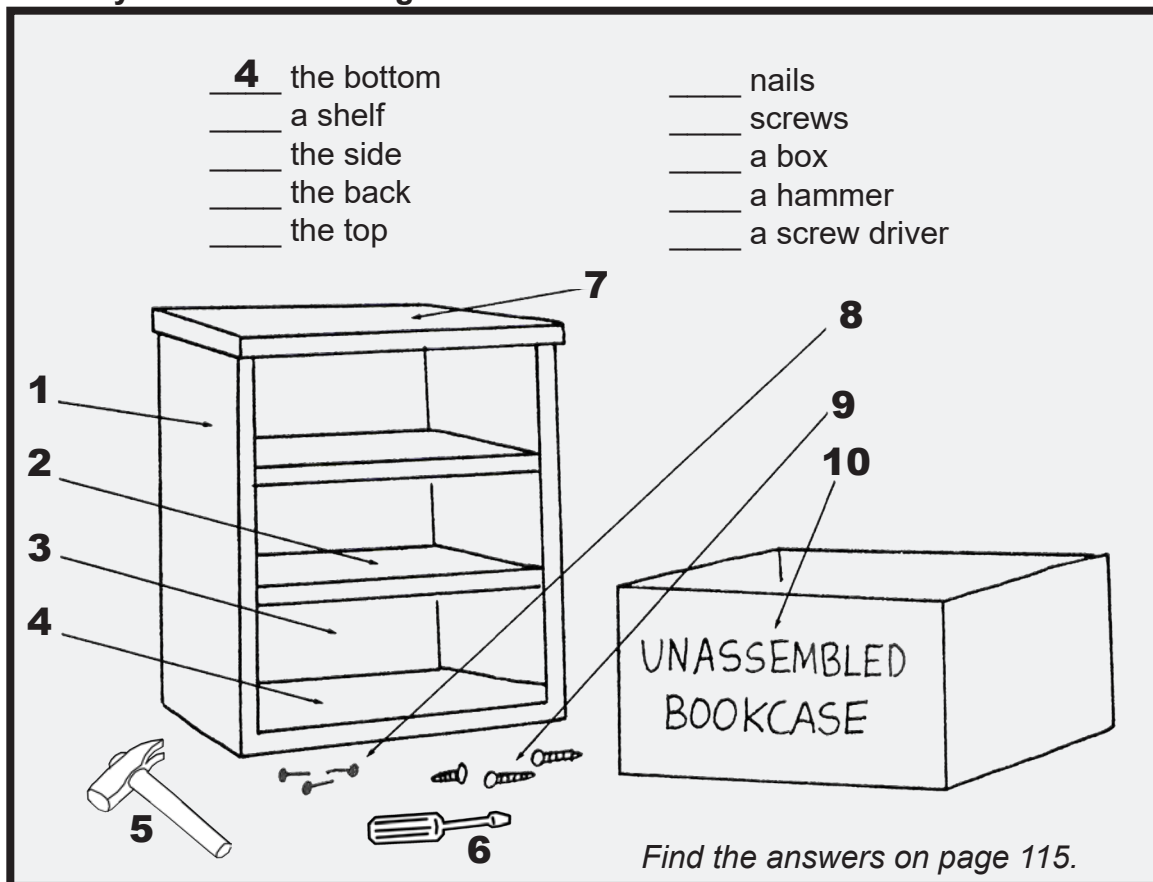


Sixth, tighten the screws.





**Check your understanding.** Match the numbers with the correct word.

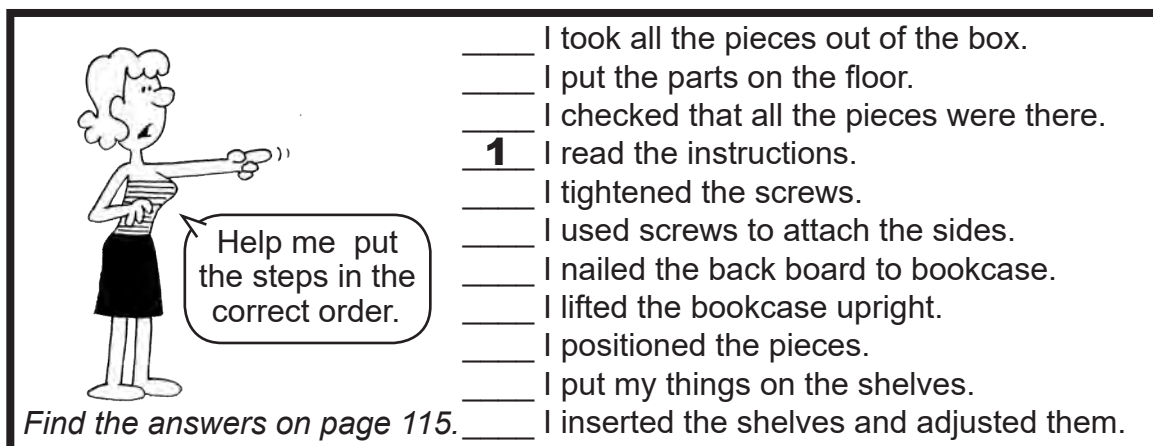


*Find the answers on page 115.*

Amir is looking at the photo.

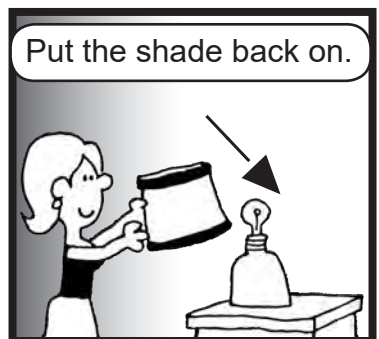
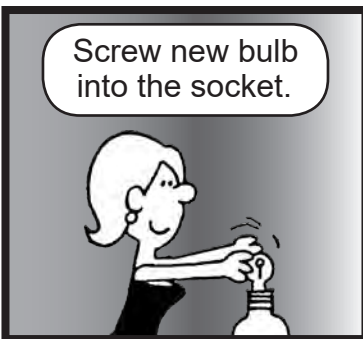
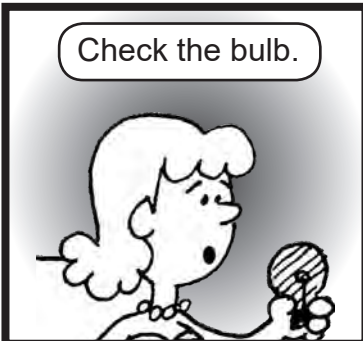
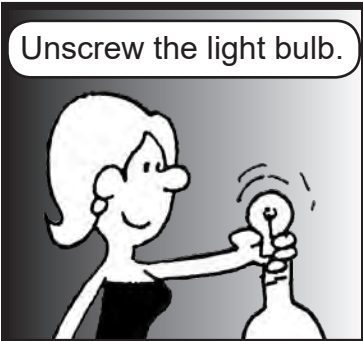
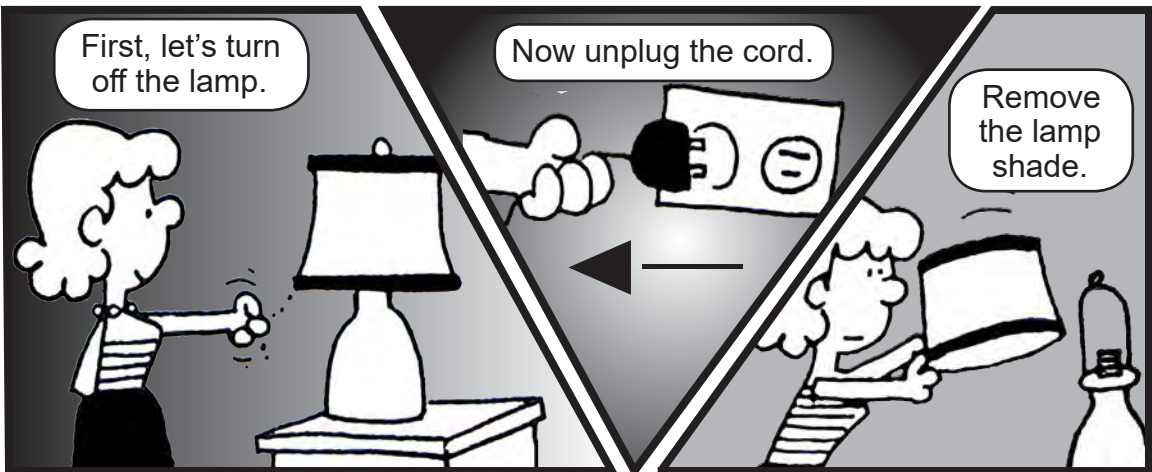
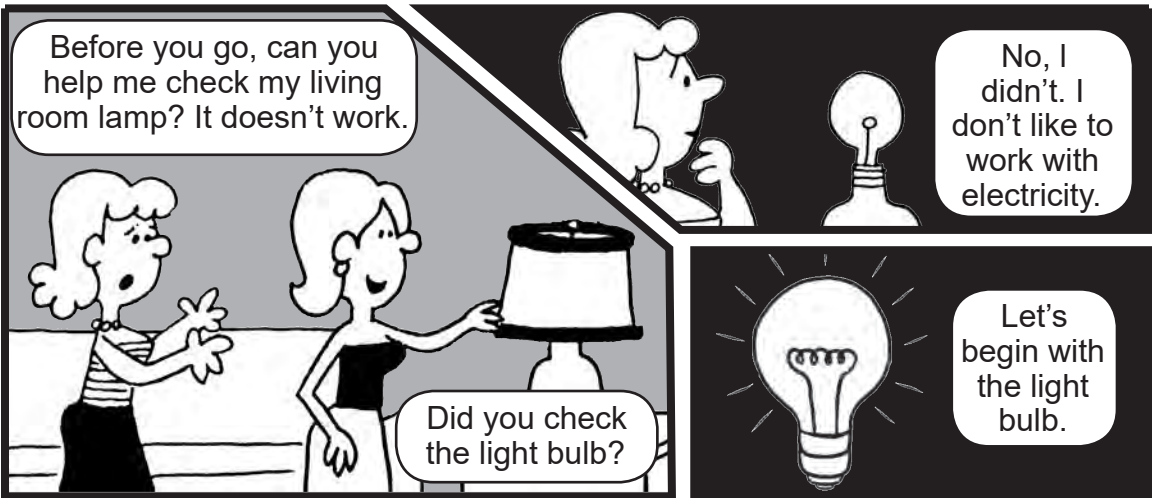


**Check your Understanding** • *Put the steps in the correct order from 1 - 11.*

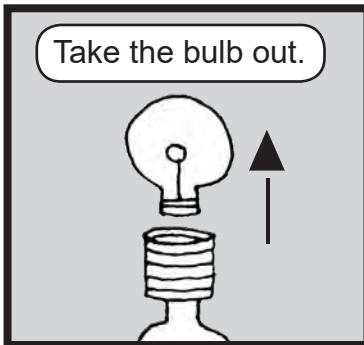
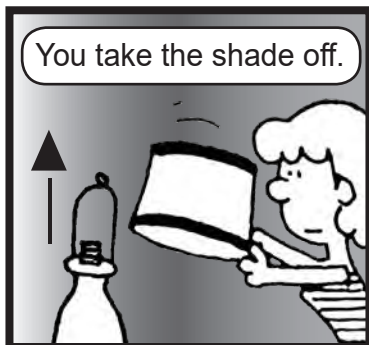
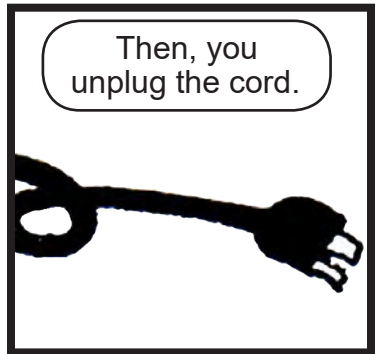
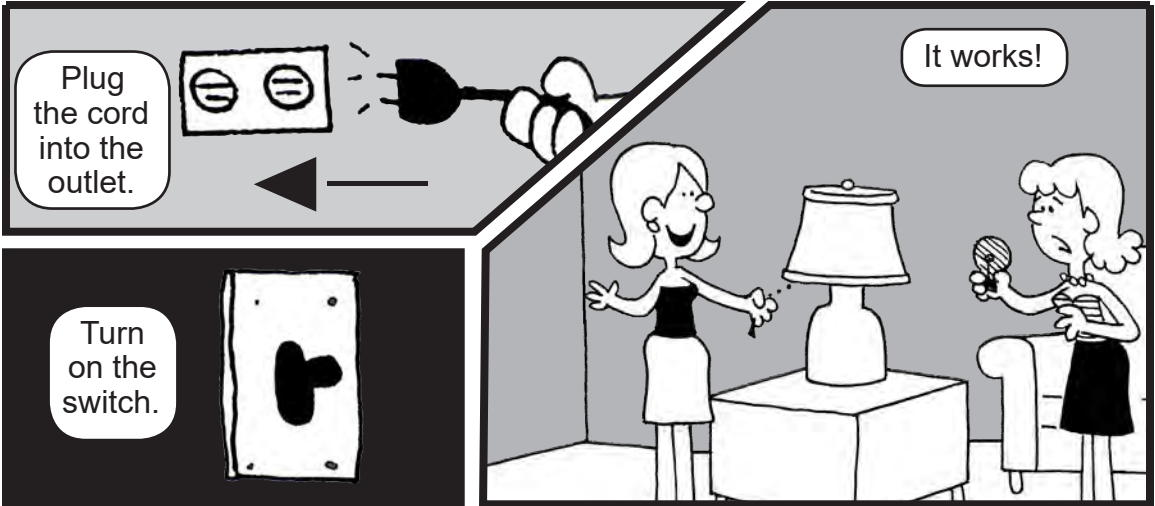


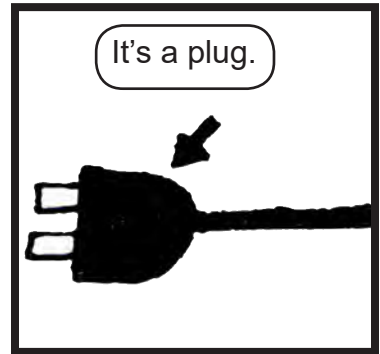
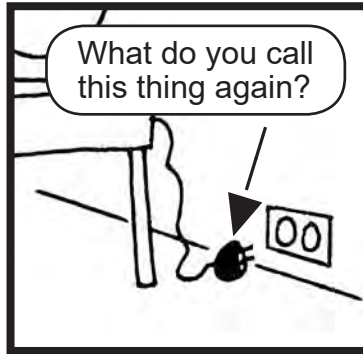
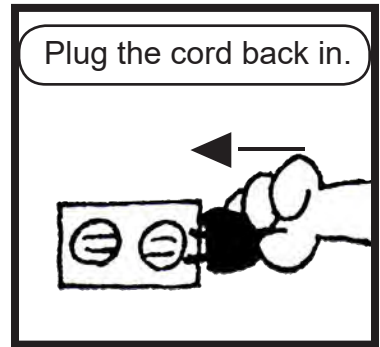
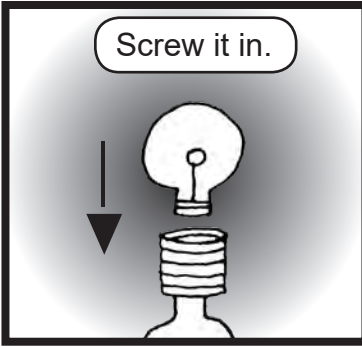
*Find the answers on page 115.*

Rita has another problem.

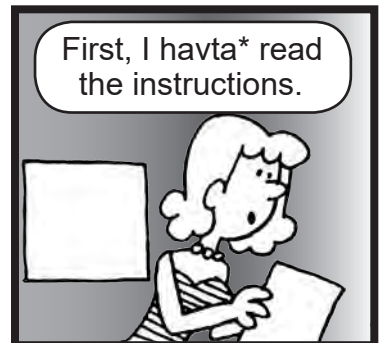




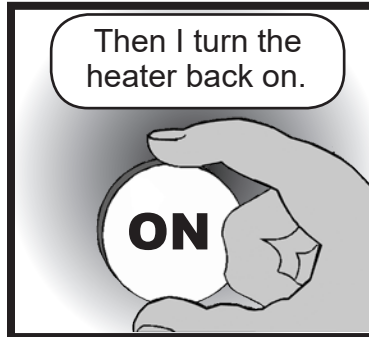
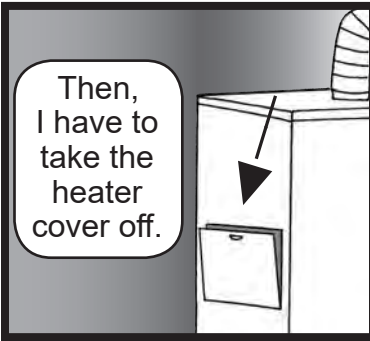




Rita is changing a dirty air filter in the heater.



\* "havta" = have to



A man is asking Rita for help at the supermarket.



### INSTRUCTIONS

1. Deposit money.
2. Open lid.
3. Place paper on the glass surface.
4. Close lid.
5. Select size of copy.
6. Press button to start.
7. Wait for light.
8. Open lid.
9. Remove original paper and copy.

**DEPOSIT MONEY HERE** →

**SIZES:**

Regular	<input type="radio"/>
8 1/2" x 11"	
Legal	<input type="radio"/>
8 1/2" x 14"	

**PRESS THIS BUTTON TO START**

▼

**COPY IS READY WHEN THIS LIGHT GOES ON**

**COIN RETURN**

Deposit the money.



Open the lid.



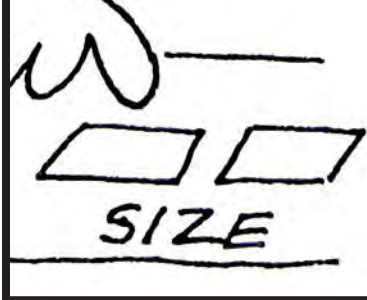
Place the paper on the glass surface.



Close the lid.



Select the size.



Press the button to start.



Wait for the light to go on.



Open the lid.



Remove the original paper.



Wait for the copy to appear. Then, take it.



A few minutes later.

Can you help me make a copy?

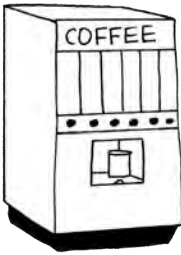


Sure, I'm an expert!



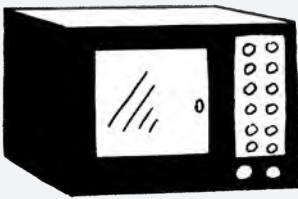


**Follow the directions.** *Put the instructions in the correct order.*



**TO OPERATE COFFEE MACHINE:**

- \_\_\_\_\_ Lift the\* plastic door.
- \_\_\_\_\_ Press button to start.
- 1** \_\_\_\_\_ Deposit money.
- \_\_\_\_\_ Remove cup.
- \_\_\_\_\_ Select item.



**TO OPERATE MICROWAVE OVEN:**

- \_\_\_\_\_ Remove the hot food.
- \_\_\_\_\_ Close the door.
- \_\_\_\_\_ Press the button to start.
- \_\_\_\_\_ Wait for the red light when food is ready.
- \_\_\_\_\_ Place the cold food in oven.
- 1** \_\_\_\_\_ Open the door.
- \_\_\_\_\_ Select the time and temperature.



**TO REPLACE A BATTERY IN A SMOKE ALARM:**

- \_\_\_\_\_ Press the button to test the alarm.
- \_\_\_\_\_ Open the battery compartment.
- \_\_\_\_\_ Close the lid.
- \_\_\_\_\_ Put in a new one.
- 1** \_\_\_\_\_ Take the smoke alarm down from the ceiling.
- \_\_\_\_\_ Take out the old battery.
- \_\_\_\_\_ Put the smoke alarm back on the ceiling.



**TO OPERATE COIN-OPERATED WASHING MACHINE:**

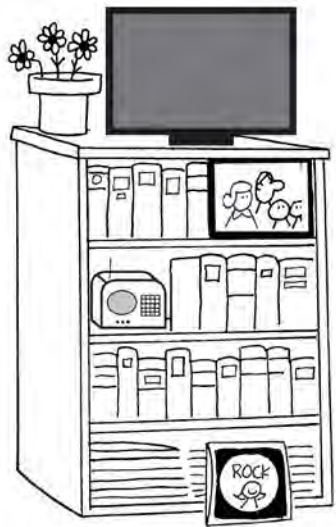
- \_\_\_\_\_ Wait for the machine to finish.
- \_\_\_\_\_ Close the lid.
- \_\_\_\_\_ Push the button to start.
- 1** \_\_\_\_\_ Open the lid.
- \_\_\_\_\_ Remove the clean clothes.
- \_\_\_\_\_ Place the dirty clothes and detergent in washer.
- \_\_\_\_\_ Select the water temperature.
- \_\_\_\_\_ Deposit the money.

*Find answers on page 115.*

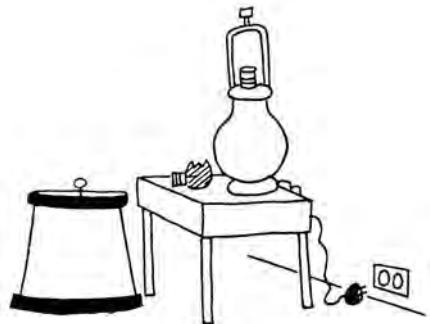
**\*Note:** *In many written instructions the definite article “the” is not used.  
Example: Deposit money. Deposit the money. Open lid. Open the lid.*

**Check your understanding.** Circle “T” for *True* or “F” for *False*. Find the answers on page 115.

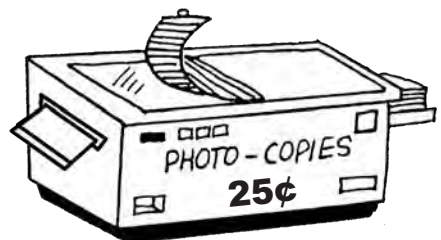
1. There's a bookcase in the picture.      **(T)** F
2. There's a TV on the top of it.      T F
3. There are three shelves?      T F
4. There's a photo on the second shelf. T F
5. There are books on four shelves.      T F
6. The flowers are on the bottom shelf. T F
7. There's a radio on the first shelf.      T F
8. The bookcase is unassembled.      T F



9. The lamp is unplugged.      T F
10. The light bulb is in the socket.      T F
11. The shade is on the floor to the right. T F
12. The outlet is on the wall.      T F
13. The plug is in the outlet.      T F
14. The lamp is on.      T F
15. The bulb is broken.      T F
16. The cord connects the lamp and plug. T F



17. The photo copier lid is open.      T F
18. The copier has paper.      T F
19. We can see the instructions.      T F
20. The copies cost a quarter.      T F
21. There a piece of paper under the lid. T F
22. Copies come out on the left side.      T F



*Find the answers on page 115.*

# Isn't That Women's Work?



## Chapter 2

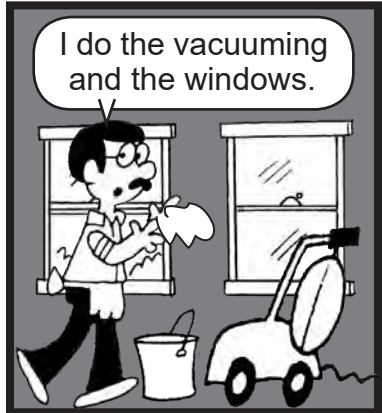
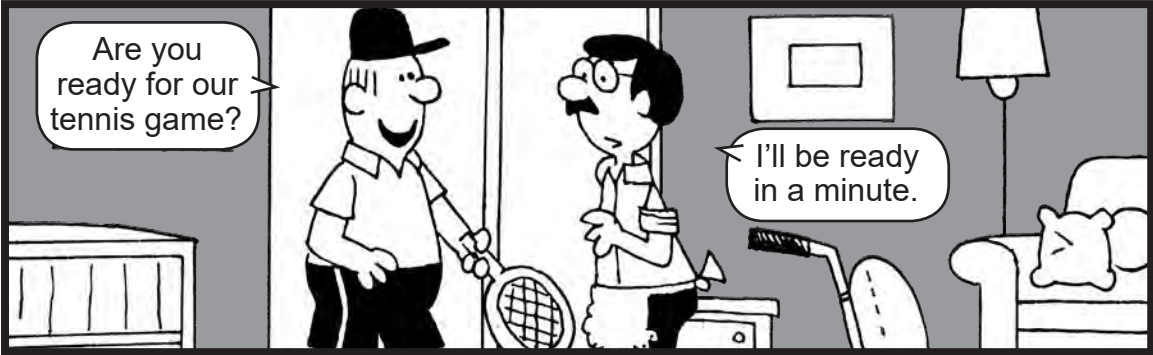
**SKILLS/COMPETENCIES** • Identifying Daily Activities

• Making a Household Work Schedule

**GRAMMAR** • Expressions with *do*, *make*, and *get*

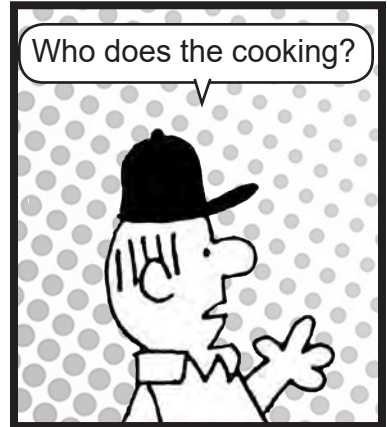
**VOCABULARY** • Household Chores • Daily Activities

It's Saturday morning and Paul Wilson is vacuuming. The door bell rings. David Morris is at the door.

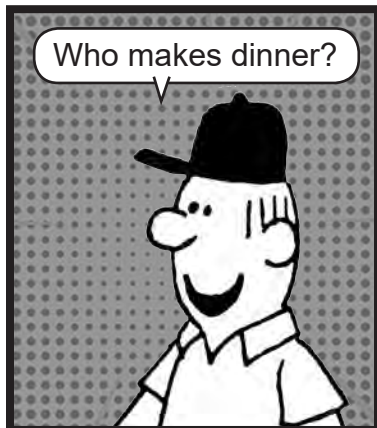




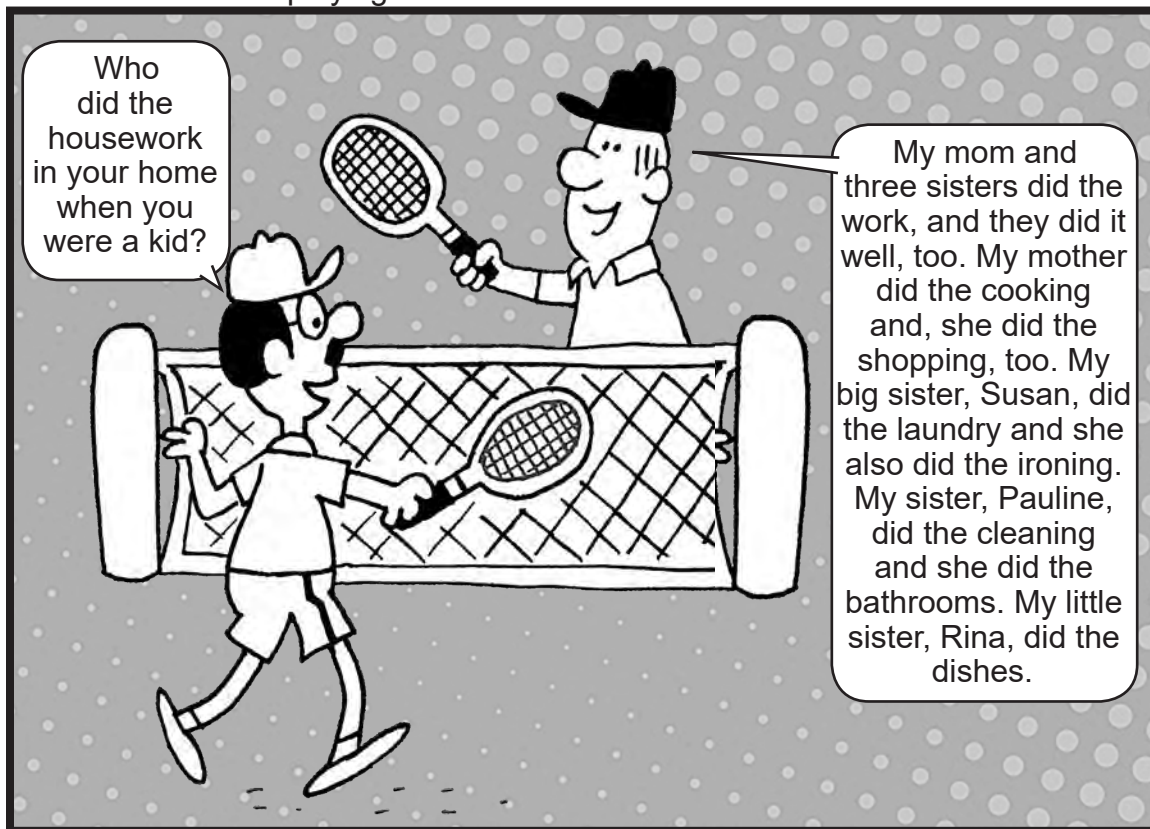








Paul and David are playing tennis.





Check your understanding. Circle *True*, *False*, or *We don't know*.

HOUSEHOLD RESPONSIBILITIES		
	LAST SATURDAY	THIS SATURDAY
BETTY	dinner laundry ironing	dinner bathrooms
PAUL	breakfast gardening floors	breakfast vacuuming windows
THERESA	lunch beds dishes	dusting cake dishes

1. Paul usually makes breakfast.	<u>True</u>	False	We don't know.
2. Betty makes the evening meal.	True	False	We don't know.
3. Paul did the floors two weeks ago.	True	False	We don't know.
4. Paul won't do the floors this weekend.	True	False	We don't know.
5. Theresa will make a cake.	True	False	We don't know.
6. Theresa does the dishes.	True	False	We don't know.
7. Theresa makes her bed every day.	True	False	We don't know.
8. Paul will do the windows this Saturday.	True	False	We don't know.
9. Paul will do the gardening this Saturday.	True	False	We don't know.
10. Betty did the vacuuming last month.	True	False	We don't know.
11. Theresa made the beds last week.	True	False	We don't know.
12. Theresa made breakfast last week.	True	False	We don't know.
13. Theresa will make a cake next month.	True	False	We don't know.
14. Betty did the bathrooms last Saturday.	True	False	We don't know.
15. Betty will do the dusting this week.	True	False	We don't know.
16. Paul will do the ironing this week.	True	False	We don't know.
17. Theresa will make a desert this Saturday.	True	False	We don't know.
18. Betty ironed the clothes last Saturday.	True	False	We don't know.
19. Betty will clean the shower this week.	True	False	We don't know.
20. Paul worked in the yard last week.	True	False	We don't know.
21. Paul made breakfast this and last Saturday.	True	False	We don't know.

Find the answers on page 115.

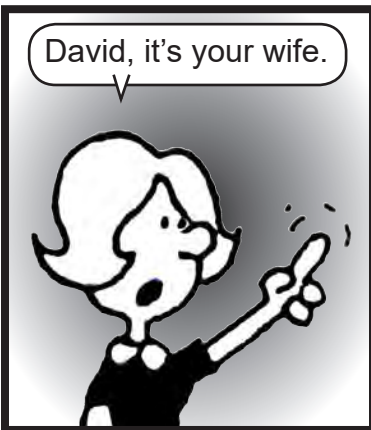
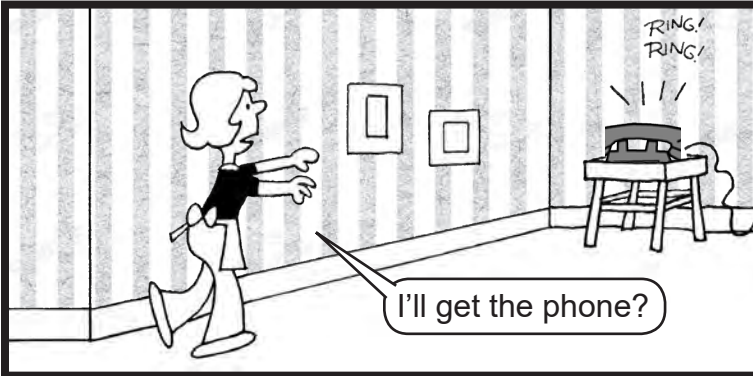
Paul and David are returning from their tennis game.



\*havta = have to



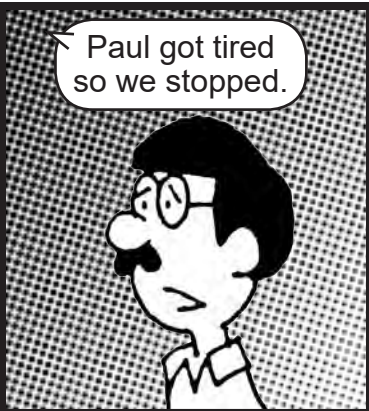
A few minutes later, the telephone rings. Betty answers it.



\* "Gotta" is a popular variation of "have to."



David and Alice Morris are at a dinner party. They're speaking to a guest.





Next, I went to my ATM to get some money.



The ATM machine was broken so I got the money from a teller.



Then, I got some gas.



Next, I got a hair cut.

**JACK'S  
BARBER  
SHOP**

Then, I drove to the post office and got the mail.



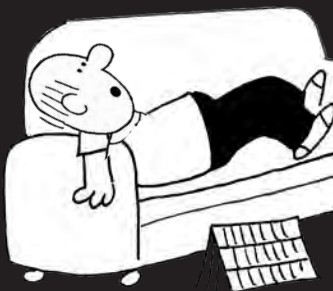
And, of course, I got only bills.



I got home around five.



I took a short nap and got up at six.



Then, I got ready for this dinner party.



We got here a few minutes ago.



You got me a snack, and here we are.



You gotta try my cookies. They're delicious.

