

# Contents

## Chapter 1 *Finding Information*

telephone list	1
the alphabet	2
alphabetical order	3
capital letters	4
alphabetical order: the telephone book	5
telephone book	6
capital letters	8
newspaper ads	9
telephone book	10
the owner's manual	11
capitalization	12
* <b>a</b> alphabetical order review	15
<b>a</b> capital letters review	16
days of the week	17
<b>a</b> alphabetical order review	18

## Chapter 2 *Following Directions*

capital letters and end punctuation	19
reading clothing tags	21
following directions: clothing tags	22
following directions: dials	23
punctuation: periods	25
punctuation and capital letters	26
punctuation: question marks	27
end punctuation	28
sequence	29
sentences	30
alphabetical order	32
map reading	33
following directions	35
capitalization and punctuation	37
<b>a</b> capital letters review	39
<b>a</b> following directions review	40
word puzzles	41
<b>a</b> capital letters and punctuation review	42

\***a** indicates assessment

### Chapter 3 *Writing Letters*

completing a letter	43
titles	44
streets, addresses	45
punctuation	50
friendly letters	51
capitalization and punctuation	56
writing sentences, letters	59
writing friendly letters	63
addresses	64
☐ end punctuation review	66
☐ writing letters review	67
☐ punctuation and capitalization review	68

### Chapter 4 *Understanding Signs*

understanding signs	69
the dictionary	70
reading ☉ signs	71
contractions	72
signs report	73
punctuation and capitalization	74
warning signs	75
place signs	76
street signs	77
punctuation and capitalization	78
road signs report	79
signs and sentences	80
capitalization and punctuation	81
abbreviations	82
months, days	83
reading signs	85
sentences	86
writing letters	87
capitalization and punctuation	88
historical signs	90
capitalization and punctuation	91
☐ months and days review	92
☐ signs review	93
☐ capitalization and punctuation review	94

## Chapter 5 *Reading Labels*

word study	95
capitalization and punctuation	96
reading labels	97
word study	99
finding sentences	100
forms	101
word study, dictionary	102
telephone emergency numbers	105
reading labels	106
end punctuation	107
abbreviations	108
writing letters	109
capitalization and punctuation	110
word study	111
finding sentences	112
ⓐ end punctuation review	113
ⓐ writing sentences review	114
word puzzles	115
ⓐ capitalization and punctuation review	116

## Chapter 6 *Filling Out Forms*

filling out forms	117
abbreviations	119
word study	120
filling out forms	121
abbreviations	122
filling out forms	123
nouns	124
filling out forms	125
capitalization and punctuation	126
Social Security card	127
emergencies	128
word study	129
emergency forms	130
filling out forms	131
paragraphs	132
adjectives	133
filling out forms	134
ⓐ writing sentences review	135
ⓐ end punctuation review	136
puzzles	137
ⓐ filling out forms review	138

## Chapter 7 *Finding a Job*

end punctuation, capitalization	139
interviews	141
word study	142
job skills	143
interviews	144
capitalization	146
references	147
choosing clothes	148
adjectives	149
the dictionary	150
writing letters	151
writing explanations	152
application forms	153
end punctuation and sentences	154
☐ writing sentences review	155
☐ applications review	156
choosing clothes	157
☐ capitalization and punctuation review	158

## Chapter 8 *Travel and Recreation*

questions and sentences	159
sports	160
end punctuation	161
writing sentences	162
reading carefully	163
writing sentences	164
reading schedules, maps	165
finding sentences	168
classifying	169
finding information	171
writing letters	172
travel, planning trips	173
writing a paragraph	175
hobbies	176
punctuation review	178
writing sentences review	179
☐ capital letters	180
☐ writing letters	181
☐ filling out forms	182
☐ signs	183
☐ writing sentences	184
☐ punctuation and abbreviations	185
☐ alphabetical order	186

## Chapter 1 *Finding Information*

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Mrs. Smith's class made a list of their telephone numbers. They listed last names first. They put their names in alphabetical order.

Mrs. Smith's Class Phone Numbers	
Baker, Joe	555-3321
Cook, Mary	555-6123
Flood, Patrick	555-5478
Fredericks, Brenda	555-0121
Goldman, John	555-7896
Gordon, Marissa	555-0118
Henry, Susan	555-4545
Henry, Thomas	555-2123
Herraro, Eric	555-0116
Jones, Luis	555-1478
Miller, Litesha	555-8956
Mills, Kathryn	555-4549

1. Names start with capital letters. Circle the capital letters in the list above.

Sentences start with capital letters. Rewrite the sentences below. Start each one with a capital letter.

2. the class made a list of all of their telephone numbers.
- 

3. there are twelve students in Mrs. Smith's class.
- 

4. it will be nice to have a list of friends' telephone numbers.
- 

5. can you make a list of the telephone numbers of your friends?
- 
-

---

*the alphabet*

---

This is the alphabet.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z

1. Trace over the dotted lines to make capital letters.

A B C D E F G H I J K L M

2. Trace over the dotted lines to make small letters.

a b c d e f g h i j k l m

3. Trace over the dotted lines to make capital letters.

N O P Q R S T U V W X Y Z

4. Trace over the dotted lines to make small letters.

n o p q r s t u v w x y z

5. Write the capital letters.

_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

6. Write the small letters.

_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

---

*alphabetical order*

---

1. These words are in alphabetical order.

↓  
and

↓  
bad

↓  
cat

↓  
dad

↓  
eat

↓  
fat

1. Put these words in alphabetical order.

and

bad

cat

dad

eat

fat

a \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

d \_\_\_\_\_

e \_\_\_\_\_

f \_\_\_\_\_

2. Put these words in alphabetical order.

it

hat

glad

jar

leg

kite

g \_\_\_\_\_

h \_\_\_\_\_

i \_\_\_\_\_

j \_\_\_\_\_

k \_\_\_\_\_

l \_\_\_\_\_

3. Put these words in alphabetical order.

old

not

man

pat

ran

quit

m \_\_\_\_\_

n \_\_\_\_\_

o \_\_\_\_\_

p \_\_\_\_\_

q \_\_\_\_\_

r \_\_\_\_\_

4. Put these words in alphabetical order.

sad

use

tell

dad

zip

we

yet

x-ray

s \_\_\_\_\_

t \_\_\_\_\_

u \_\_\_\_\_

v \_\_\_\_\_

w \_\_\_\_\_

x \_\_\_\_\_

y \_\_\_\_\_

z \_\_\_\_\_