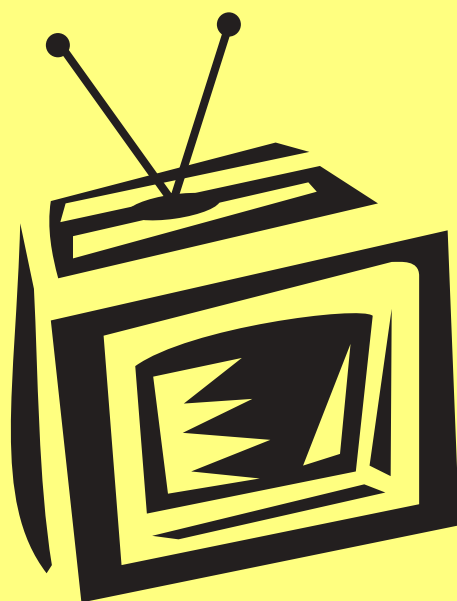


READ WRITE

NOW

2

Learner Workbook



NALA

Supporting the TV series

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Introduction to Learner Workbook

This Learner Workbook is written to support the TV series Read Write Now 2. The book is split into 12 sections. Each section has 12 worksheets.

TV series

RTÉ 1 will show Read Write Now 2 from 19th September 2001 on:

- Wednesday nights at 7.30 pm
- Sunday mornings at 10 am
- Tuesdays at midnight.

Freephone support line:

- Ring the freephone support line number at 1800 20 20 65
- Literacy tutors are available Monday to Friday, 10 am to 4 pm
- It is a free and confidential information service
- Answer your questions or help you with the worksheets.

Local literacy service:

There are 126 VEC adult literacy schemes throughout the country. People join their local literacy schemes to work with tutors on a one to one basis or in small groups. The service is free and confidential. You can get 2 – 4 tuition hours per week. The local adult literacy organiser will meet you and find a suitable tutor for you. There are about 17,000 adults learning in literacy schemes around the country. There are 4,300 adult literacy tutors working in literacy schemes and they are trained by their local literacy service

For information on your nearest service contact us:

freephone line at **1800 20 20 65** (Monday to Friday 10 am – 4 pm)

or

NALA at (01) 8554332 (Monday to Friday 9.30 am – 5 pm)

Guidelines for use

This book is split into 12 sections based on the TV programmes. Each section has 12 worksheets. They should be used soon after watching the TV programme.

Each section begins with

- an introduction giving a brief summary of the TV programme
- the areas the worksheets will cover.

The following symbols will guide you through using the book.

Read



Write



TIP



Information



You will also receive a Support Book which contains information that is often useful to have at hand, for example,

- when to use capital letters
- calendar
- words in forms

It also contains a word diary so you can write in new words for yourself.



You will see this sign, €, in all the worksheets dealing with sums. This is the sign for the euro. The euro is the money that will be used in Ireland from 1st January 2002. One euro is worth just under 79p in Irish money. So for a rough way to turn Irish money into euros, just divide by 4 and multiply by 5.

The Euro

Money is important to all of us no matter how much you have! Next year our money will be changing from pounds and pence to euros and cent.

The first step is to get to know each coin, what it is called and what it looks like. For each coin we have now, there is a matching coin in the euro money.

There are 6 'pence' coins up to £1: 1p, 2p, 5p, 10p, 20p, 50p, £1.

The pound is worth a hundred pence.

There are 6 'cent' coins up to 1 euro: 1c, 2c, 5c, 10c, 20c, 50c, €1.

The euro is worth a hundred cents.

Here are the new euro coins.

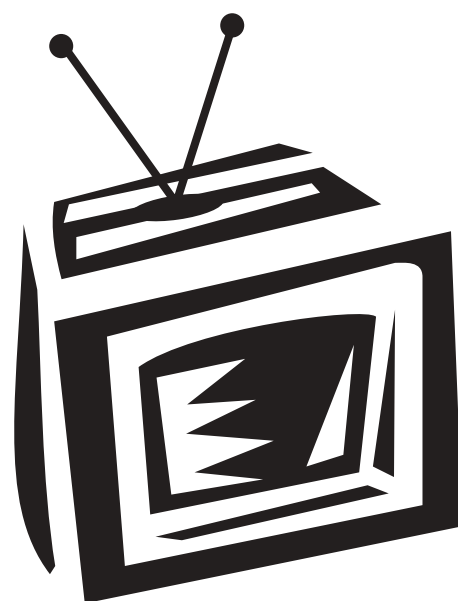
The pounds and pence will be taken away gradually after the 1st January 2002.



PROGRAMME

2

Cooking



Cooking

Programme 2: Cooking

Len decides to show off his cooking skills to his future parents in law. But he finds there is more to cooking than opening a few tins. We follow brothers, Len and Shay, as they organise the meal. However it all ends well, and everyone enjoys their meal. These worksheets will help you brush up your skills in the kitchen next time you need to impress someone.

The worksheets in this section cover the following:

- Reading Recipes
- Alphabetical Order
- Reading an Index
- Sentences
- Writing Lists
- Ordering
- Reading: The History of Cooking
- Spellings: Word Endings
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and

use the support book.



Reading Recipes

SPONGE CAKE

Ingredients

3oz (85g) flour

3 large eggs

4oz (110g) caster sugar

1. Heat the oven to 190°C/375°F or gas mark 5.
2. Line two 7in (18cm) tins with greaseproof paper.
3. Sift the flour and keep in a warm place.
4. Whisk the eggs and sugar until they are thick.
5. Fold in the flour slowly and gently to the whisked eggs and sugar with a spatula or a metal spoon.
6. Pour the mixture evenly into the two tins.
7. Bake above the centre of the oven for about 12 minutes.
8. Let the sponge cool before turning out onto sugared paper.
9. Spread jam, fruit or cream onto one of the sponges and put the other on top.



Match the words to their meaning.

The first one is done for you.

Recipe	a list of things needed to cook something
Ingredients	instructions for cooking something
Sift	to mix together very quickly
Whisk	very fine sugar
Fold	to put through a sieve to remove lumps
Caster sugar	to mix things together gently

Reading Recipes



Choose words from the box to fill the gaps in the sentences.

until	spoon	paper	oven
tins	flour	minutes	

1. Heat the _____ to 190°C/375°F or gas mark 5.
2. Line two 7in (18cm) tins with greaseproof _____.
3. Sift the _____ and keep in a warm place.
4. Whisk the eggs and sugar _____ they are thick.
5. Fold in the flour slowly and gently to the whisked eggs and sugar
with a spatula or a metal _____.
6. Pour the mixture evenly into the two _____.
7. Bake above the centre of the oven for about 12 _____.

Reading Recipes

There are many abbreviations or short ways of writing words in recipes.

For example: lb. = pound, oz. = ounce.



Write the full word for these abbreviations, using the list below.

minutes	temperature	fluid ounce	teaspoon
pint	tablespoon	centimetre	inch

min. _____

temp. _____

cm. _____

fl.oz. _____

in. _____

teasp. _____

tblsp. _____

pt. _____



These words from the recipe on page 25 have got mixed up. Can you sort them out?

sponeg _____

hiskw _____

lforu _____

terumix _____

ecram _____

Alphabetical Order

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



Which word comes first in alphabetical order?

Put a ✓ in the correct box.

The first one is done for you.

TIP

Remember if the word starts with the same letter, you must look at the second letter.

1. Bread ☐
Apple Pie ☒
Pancakes ☐

2. Macaroni ☐
Jam ☐
Omelettes ☐

3. Lasagne ☐
Liver ☐
Lentils ☐

4. Mushroom ☐
Melon ☐
Mincemeat ☐

5. Sauces ☐
Sponge ☐
Scones ☐

6. Tomato ☐
Trout ☐
Tuna ☐

Reading an Index



An Index is a list of things in alphabetical order, usually at the end of a book.

The main word is usually listed first and other words linked with it are listed underneath the main word.

Cookery Book Index

	Page No.		Page No.
Bacon	151	Casseroles	158
with cabbage	235	Cheese	411
with macaroni	336	cream	413
Barbeques	455	greek salad	424
Beef	139	Chicken	179
hamburgers	457	coq au vin	186
in beer	164	roast	187
steak and kidney pie	511	Cod	107
Bread and butter pudding	587	Curry	372
Cakes	532	Duck	195
Christmas	554	Eggs	18
sponge	538	bacon and egg pie	48



Fill in the gaps with the correct answer.

You can read about barbeques on page _____.

You can read about coq au vin on page _____.

Beef in beer is listed under the word _____.

Christmas Cake is listed under the word _____.

To read about bacon with cabbage turn to page _____.

Sentences

i

A sentence is a group of words that make sense.

TIP

Every sentence starts with a capital letter and ends with a full stop.

There are two sentences in each of the following.



Write out the sentences putting in the full stops and capital letters.

1. she turned on the oven to gas mark 6 then she popped in the cake

2. john cleared the dishes off the table he filled the sink with hot soapy water

3. we agreed to meet in the shopping centre when I arrived she was not there

4. paul arrived early for the match the stand was still empty

Writing Lists

You would like to invite two friends for a meal and want to cook Irish Stew and Apple Crumble.

You need the following ingredients.

Irish Stew

2lb mutton

3 onions

1lb carrots

Apple Crumble

2lb cooking apples

1lb sugar

1lb flour

4oz butter

You have 1lb cooking apples and 2 onions in your kitchen.



Write a list of the things you will need to buy to cook the dinner for your friends.



Ordering

The photographs below tell a story.



Put them in their proper order by numbering them 1, 2, 3 and 4.











The History of Cooking

How it all began

Cooking seems like such a simple art. Yet the art of cooking has a history. To cook you need fire. Man most likely discovered fire thousands of years ago. Of course they did not cook with it at first but probably thought highly of its warmth, its pain and looked in wonder as it lit up the darkness of the night. The first person to discover fire most likely saw a tree burning after a lightning strike.

How did man start to cook with fire? We can only imagine. Perhaps many years of sitting around the fire for warmth in the winter cold had passed before some clumsy cave man dropped his raw piece of meat into that fire. Before he could get it out of the fire and let it cool enough to eat again, it was cooked.

What did it taste like? Like most foods, it would have tasted better after falling in the fire. Finding the taste to his liking he told his friends. He did not hide the fact that he had discovered cooking. Instead he shared his discovery by painting what happened on his living room wall.

Others saw his paintings and so the art of cooking was discovered and improved over time.

Spellings: Word Endings

Some words double the last letter before adding **-er**, **-ed** or **-ing**

i

Usually the last letter is doubled if the word ends in a vowel followed by a consonant.

For Example: thin + ing = thinning

bat + er = batter

TIP

The black letters are vowels and the blue letters are consonants.

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



Add **-er** , **-ed** and **-ing** to these words.

	-er	-ed	-ing
Bat	_____	_____	_____
Pot	_____	_____	_____
Skip	_____	_____	_____
Trip	_____	_____	_____
Slip	_____	_____	_____
Fit	_____	_____	_____
Wet	_____	_____	_____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Spellings: Word Endings

Remember when a word ends in a vowel followed by a consonant you double the last letter.

i

When a word ends in two consonants you do not have to double the last letter.

For Example: Swim ends in a vowel followed by a consonant –*im* so you have to double the last letter, to get swimming.

Bump ends in two consonants –*mp* so you do not have to double the last letter, to get bumping.



Put a ✓ next to the words that double the last letter and a X against those that don't.

The first one is done for you.

run	<input checked="" type="checkbox"/>	shop	<input type="checkbox"/>
wash	<input type="checkbox"/>	clap	<input type="checkbox"/>
sun	<input type="checkbox"/>	want	<input type="checkbox"/>
help	<input type="checkbox"/>	stop	<input type="checkbox"/>



**Add -ing to these words.
Double the last letter if you need to.**

camp + ing _____

spot + ing _____

wet + ing _____

pot + ing _____

park + ing _____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Wordsearch

All the words in this wordsearch are connected with cooking.



Find the words in the wordsearch.

Put a circle around each one.

The first one is done for you.

TIP

The words are going across or down the page.

OVEN ✓	COOKER	SAUCEPAN	BOWL
BOILING	BAKING	STEAMED	GRILLED
HERBS	BATTER	FRIED	STEWED

S	R	S	T	E	W	E	D	E	B
T	G	H	B	B	R	O	K	C	O
E	R	E	A	O	F	V	D	O	I
A	I	R	K	W	M	E	C	O	L
M	L	B	I	L	G	N	R	K	I
E	L	S	N	P	T	V	D	E	N
D	E	A	G	Y	U	F	G	R	G
G	D	B	A	T	T	E	R	T	P
S	A	U	C	E	P	A	N	A	M
J	F	R	I	E	D	X	H	W	E

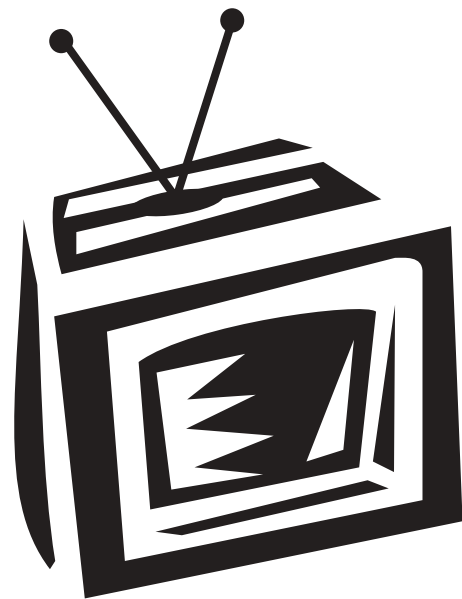
i

The answers are on page 178.

PROGRAMME

1

First Aid



First Aid

Programme 1: First Aid

Accidents can and do happen – usually when you are least expecting it. So like Betty and Bernie, it is always best to be well prepared. In this TV programme Betty goes to the chemist to have a prescription filled and Mrs McGee deals with a bad burn. The following worksheets will give you plenty of practice with reading and writing some common medical words.

The worksheets in this section cover the following:

- Reading Leaflets
- Reading Instructions
- Writing a List
- Writing a Conversation
- Reporting an Accident
- Taking Down Instructions
- Reading: Paperclips, Beds & Pencils
- Spellings: Word Ending -ing
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and

use the support book.



Reading Leaflets



If you want to enjoy the day outdoors on the beach and care for your skin at the same time, then choose New NIVEA Sun Spray SPF 30.

Check list before going to the beach!

- Apply your sunscreen 20 – 30 minutes prior to sun exposure.
- Choose a sun protection factor (SPF) suitable to your skin type. The higher the SPF number the better the protection.
- If you don't know how long you will be on the beach, play safe with an SPF 20 or above.
- Children should use a cream with an SPF of 25 or more.
- Keep drinking water while out in the sun.
- Most of all enjoy the day outside.



Read the leaflet and answer the questions.

1. How long before going out in the sun should you apply your sunscreen?

2. If you don't know how long you will be on the beach what SPF should you use?

3. What SPF should children use?

4. What is useful to drink while out in the sun?

Reading Instructions

FIRST AID

Burns can be caused by many accidents in the home.



fires



cookers



irons



steam



chemicals



sun

What you should do for a burn while you are waiting for help:

DO

Hold the burn under cold running water for ten minutes

Remove tight clothing

Remove rings

Rinse chemicals with running water so that the water runs away from the body

DO NOT

Put any creams on the burn

Put any ointments or fats, such as butter, on the burn

Burst any blisters

Put cotton wool on the burn

Put plasters on the burn

Remove clothing if it is sticking to the burn

Reading Instructions



What should you do for a burn?

Put a ✓ in the correct box.

- | | |
|---|--------------------------|
| 1. Hold the burn under cold running water for three minutes | <input type="checkbox"/> |
| Hold the burn under cold running water for ten minutes | <input type="checkbox"/> |
| Hold the burn under cold running water for two minutes | <input type="checkbox"/> |
| | |
| 2. Do put cotton wool on the burn | <input type="checkbox"/> |
| Do put a plaster on the burn | <input type="checkbox"/> |
| Do not burst any blisters | <input type="checkbox"/> |
| | |
| 3. Do put butter on the burn | <input type="checkbox"/> |
| Do not put any creams on the burn | <input type="checkbox"/> |
| Do put ointment on the burn | <input type="checkbox"/> |
| | |
| 4. Do remove tight clothing | <input type="checkbox"/> |
| Do remove clothing if it is sticking to the burn | <input type="checkbox"/> |
| Do not remove rings | <input type="checkbox"/> |

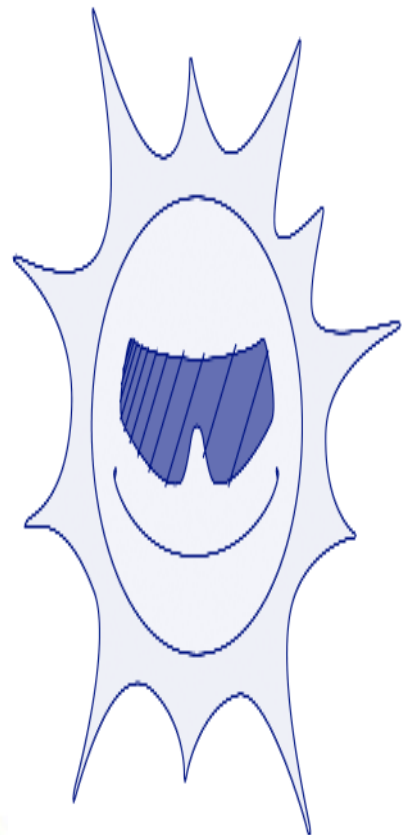
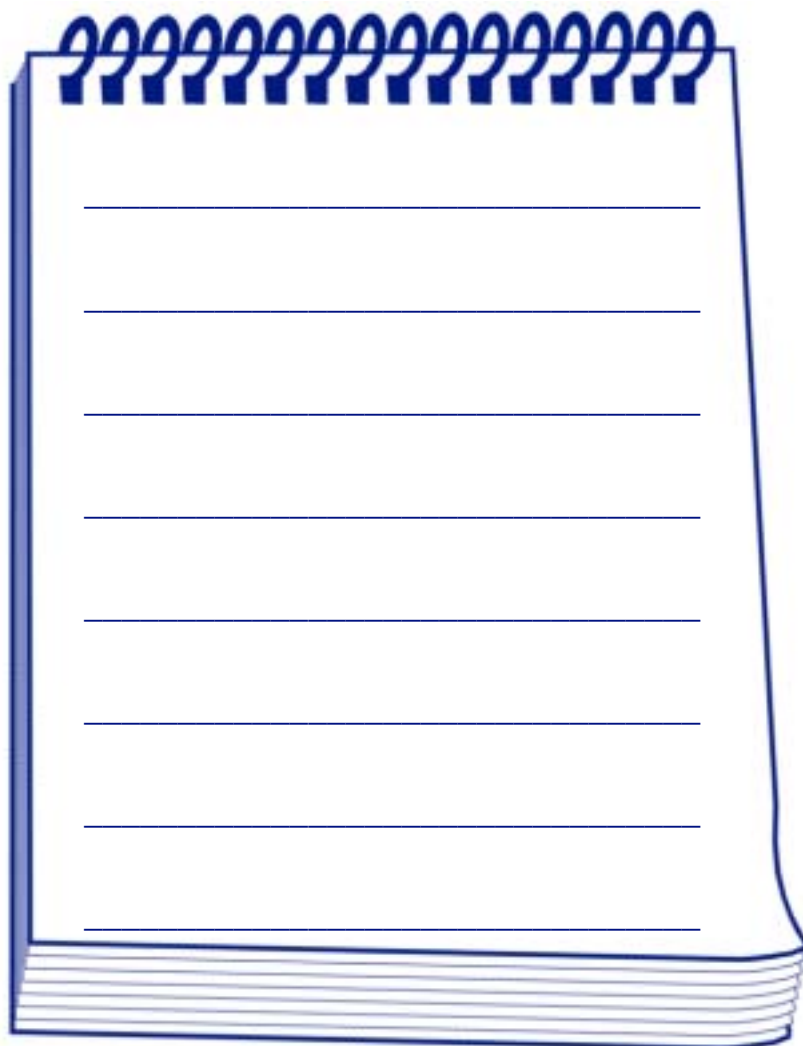
Writing a List

Here are some of the things you might find in a first aid kit.

plasters	savlon cream	anadin
calpol	scissors	TCP
tweezers	lemsip	thermometer



Make a list of the items you would bring in a holiday first aid kit.



Writing a Conversation

Bob wants to check with his doctor that his burn is healing.

He rings up the doctor's surgery to make an appointment.

TIP

A sentence starts with a capital letter and ends with a full stop.



Fill in the missing pieces of conversation.

Bob: Hi, this is Bob Kelly. I wanted to make an appointment with Dr. Smith.

Receptionist: Fine, is it about anything in particular?

Bob: _____

Receptionist: What day and time would suit?

Bob: _____

Receptionist: That seems fine. Can I just take your phone number in case?

Bob: _____

Receptionist: See you then.

Bob: _____

Reporting an Accident



If an accident happens in the workplace, it has to be reported to the Health and Safety Officer.

The person who has had the accident has to write down exactly what happened. If possible a witness should also write down what happened.

The following form is an example of a report of a fall on the stairs of a building.



ACCIDENT REPORT FORM

Name: Mary Smith

Date: 28/08/01

Statement of Events:

As I was coming up the stairs from the canteen, I tripped on the stairs. I think my sandal caught on the lip of the stair. I was carrying a cup of coffee, but it was not very hot and did not burn me.

I fell on my left knee, which is badly bruised and swollen.

Signed: Mary Smith

WITNESS STATEMENT

Name: John O'Brien

Statement of Events:

I was at the door of the canteen when I heard a bang. I went to the stairs and found Mary Smith, who had fallen on the steps. She had hurt her knee and I brought her to the canteen and made an ice pack for her.

Signed: John O'Brien

Reporting an Accident

On Thursday, 4th October, Tony Jones and Patrick White were carrying a heavy table upstairs. Tony tripped and the table fell.

Patrick fell down the stairs and was knocked unconscious. Tony fell and hurt his arm. They were both taken by ambulance to hospital. Patrick was kept in for 24 hours and had four stitches in his head. Tony had an x-ray. He had no broken bones, but his arm was very badly bruised.

They were both off work for one week.



Fill in the witness statement below.

WITNESS STATEMENT

Names of injured people: _____

Date: _____


Place where the accident happened: _____

Was an ambulance called? Yes ☐ No ☐

How did the accident happen? _____


Signed: _____

Taking Down Instructions



Hello, is that casualty?
My son has just pulled a
pot of boiling water over
his leg. What should I do?

You must cool the burnt area
immediately by holding his leg under the
cold water tap for 10 – 20 minutes.
If you cannot do this, put his leg in a
bucket of clean, cold water. Remove any
tight clothing before the leg swells. You
should cut off the clothing soaked in the
boiling water. When you have done this,
if you have any sterile dressing, wrap it
around the leg. If not, wrap it with a
clean towel or sheet. He might be in
shock but an ambulance is on its way.



Write down the advice in clear steps.

The first one is done for you.

1. Hold the leg under the cold water tap for 10 – 20 minutes

OR

in a bucket of clean, cold water.

2. _____

3. _____

4. _____

OR

PAPERCLIPS, BEDS AND PENCILS



Every year more than 400,000 Americans have accidents caused by beds, mattresses or pillows. That is more people than live in Cork. It is almost 2,000 bed, mattress or pillow accidents every day.

In 1992 pens, pencils and other objects from their desks hurt 50,000 Americans. How do they do it? I have spent many hours at my desk, but I have never hurt myself. So, how do they do it?

In the same year over 40,000 people were hurt by chairs and sofas. This was 30,000 more than the year before. What are we to make of this? Is there something wrong with the furniture or are Americans very careless sitters?

More people were hurt by paper money and coins than by axes! I can understand how you might swallow a coin, but how can you be hurt by paper money?

I would like to meet some of the 142,000 people who are injured each year by their clothing. I live in one of the safest places in America, so I am more likely to be hurt by my underpants than by a stranger.

Adapted from Notes from A Big Country by Bill Bryson

Spellings: Word Ending -ing

When adding the word ending **-ing** to a root word ending with the letter **-e** we drop the **-e**.

For example: remove	remove + ing	=	removing
write	write + ing	=	writing

Words ending in **-ee** do not drop the **-e**.

For example: see	see + ing	=	seeing
agree	agree + ing	=	agreeing



Add -ing to the these words.

The first one is done for you.

care caring

take _____

vote _____

live _____

flee _____

smoke _____

remove _____

tee _____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Spellings: Word Ending -ing



Add -ing to the words in the box and solve the puzzle.

see	smoke	write
argue	remove	nurse

1. The sign read 'No _____',

--	--	--	--	--	--	--

2. Taking something away

--	--	--	--	--	--	--	--

3. Putting pen to paper

--	--	--	--	--	--	--

4. Disagreeing with someone

--	--	--	--	--	--	--

5. '_____ is believing'

--	--	--	--	--	--

6. Caring for a sick person

--	--	--	--	--	--	--

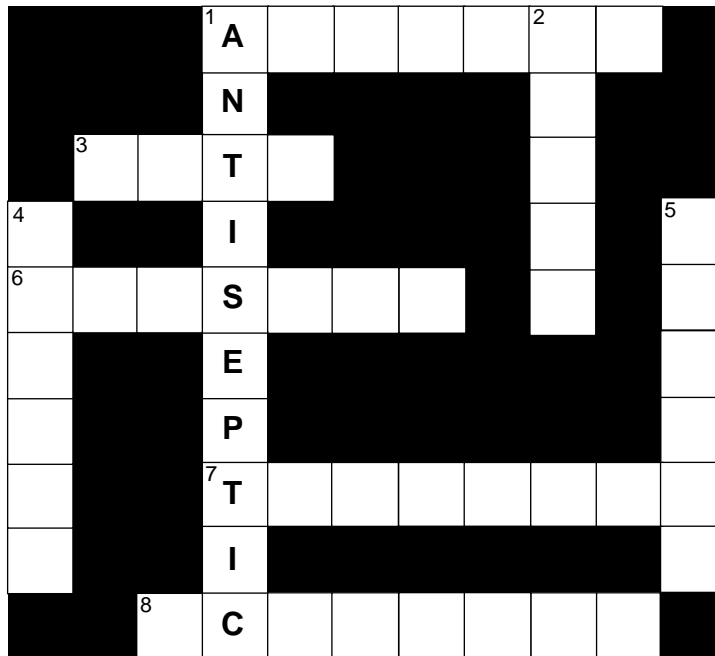


Think of words where you need to drop the -e and write them here.

Crossword

TIP

In the following crossword all the clues are things to do with first aid.



Fill in the crossword.

Choose the answers from these words.

The first clue down is done for you.

scissors
cuts
sprain

plasters
bruise
aspirin

inject
tweezers

CLUES

Across

1. A painkiller (7) ✓
3. Small wounds (4)
6. You put this on a cut (7)
7. You can pull out splinters
with this (8)
8. You use this cutting bandages (8)

Down

1. A cream for killing germs (10)
2. You have to ----- some drugs (6)
4. A common ankle injury (6)
5. A hard knock can cause this (6)

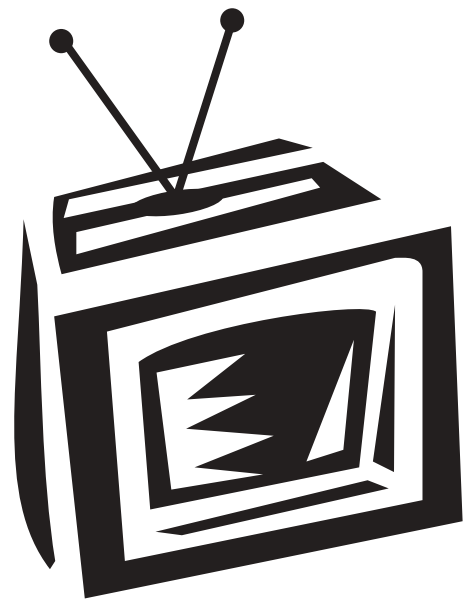
TIP

The answers are on page 178.

PROGRAMME

3

Football



Football

Programme 3: Football

Football crazy that's young Jim Kelly – and his Dad is a keen fan too. Unfortunately for Jim though, his Dad is better at watching the sport than playing it. While Jim does his school project on his favourite football team, he also ends up losing a bet to his friend Donal. If you are a sports fan – why not try out some of these worksheets that will help you keep up with the latest results.

The worksheets in this section cover the following:

- Reading Football Tables
- Capital Letters
- Reading an Index
- The Local Directory
- Reading
- Working on Words
- Writing a Football Report
- Reading: An Interview with a Bohemians Fan
- Spellings: Compound Words
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and

use the support book.



Reading Football Tables

Group Two

P	W	D	L	F	A	Pts	
Rep of Ire	8	5	3	0	18	5	18
Portugal	7	4	3	0	18	5	15
Holland	7	4	2	1	21	8	14
Estonia	7	2	1	4	8	14	7
Cyprus	7	2	1	4	10	22	7
Andorra	8	0	0	8	4	25	0



The following words are shortened.

Played = P

Won = W

Drew = D

Lost = L

Goals For = F

Goals Against = A

Points = Pts



Use the table to answer these questions true or false.

- | | True | False |
|---|--------------------------|--------------------------|
| 1. Estonia is the country with the lowest points. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Two countries are on 7 points. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Ireland leads the group with 18 points. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cyprus won 4 of its games. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Holland is on 14 points, with 7 games played. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ireland has 8 games played with 5 wins. | <input type="checkbox"/> | <input type="checkbox"/> |

Reading Football Tables

Leinster Football League (LFL) Youth Counties Division - Results 2000/2001

TEAM	P	W	D	L	F	A	Pts
Tullamore Town	9	7	0	2	4	1	21
Edenderry Town	6	6	0	0	1	0	18
Mountmellick Utd	8	5	0	3	0	0	15
Killavilla Utd	7	5	0	2	0	4	15
Portlaoise Town	10	2	0	8	0	0	6
Birr Town	10	0	0	10	0	0	0



The following words are shortened.

Played = P	Won = W	Drew = D	Lost = L
Goals For = F	Goals Against = A	Points = Pts	



Answer the following questions.

1. Which teams have played the most games?

2. Which team is at the top of the table, with the most points?

3. Which two teams have only won 5 of their games played so far?

4. How many points has Edenderry got? _____

5. Did any of the teams draw in their matches? _____

Capital Letters

When do we use capital letters?

i

We use capital letters for the days of the week and the months of the year.

We also use capital letters for the names of people and places.

Example: Ireland Cyprus November Damien Duff



Rewrite the words that need capital letters.

Some of the capital letters have been left out in the following sentences.

The first one is done for you.

1. I go swimming every thursday.

Thursday

2. I hope to travel to cyprus during the december holiday.

3. niall quinn scored many goals for ireland.

4. wales was the first country we played, with jack charlton in charge.

5. The 2002 World Cup is being held in japan and korea.

Reading an Index

FAST FIND INDEX

Spray Painting	698	Take Aways	25
Staircases	699	Tapes	618
Stamp Dealers	699	Tanks	706
Steakhouse cafes	85	Tattoos	710
Steel Fixing	701	Taxis	711
Sunbeds	705	Telephones	717
Sunroofs	202	Television Repairs	747
Superglue	112	Tennis	721
Sweet Shops	705	Theatres	721
Swimming Instructors	705	Ties	723
Swimming Pools	705	Tiles	723
		Timber Decking	566
T		Tools	727
Table Tennis	706	Topsoil	728
Tai Chi	706	Tours	535
Tailors - Repairs	707	Toys & Games	732



Put a ✓ beside the correct answer.

- Information on taxis is on page:
 - 445 ☐
 - 711 ☐
 - 535 ☐
- Information on tiles is on page:
 - 723 ☐
 - 112 ☐
 - 699 ☐
- Information on sunbeds is on page:
 - 705 ☐
 - 727 ☐
 - 535 ☐
- Information on tours is on page:
 - 705 ☐
 - 723 ☐
 - 535 ☐
- I can find out about staircases on page _____.
- I can find out about swimming pools on page _____.

The Local Directory

sunb – swim **705**

SWIMMING POOLS

Cheeverstown Pool
Templeogue, Dublin 6W
490 XXXX

Coolmine Sports Complex
Dublin 14
821 XXXX

De Paul Swimming Pool
20 Metre Pool
Open Mon - Fri 7.30am - 11pm
Navan Rd, Dublin 7 **838 XXXX**

SWIMMING INSTRUCTORS

Aidan's Swimming School
Raheny, Dublin 5 **481 XXXX**

Shannon Swimming Lessons
Shankill, Co. Dublin **272 XXXX**

Monkstown Pool & Fitness
Monkstown Avenue
230 XXXX

Sun Bed Hire

Turbo Sunbeds
Home Rental
€35 per day

Dublin **01 490 XXXX**
Cork **021 45 XXXX**

Sun Centre
Tree Pine Ave,
Dublin 9 **831 XXXX**



Underline the following pieces of information.

1. The phone number of Cheeverstown swimming pool.
2. The phone number of the Sun Centre.
3. The opening times in De Paul's swimming pool.
4. The price per day listed in Sun Bed Hire.
5. The phone number of Coolmine Sports Complex.

Reading



Read the following article and use the words in the box to fill in the gaps in the sentences.

the	of	are	second
before	with	have	could

Irish Ladies Continue Preparation

The Irish Ladies Soccer Squad have been training hard for _____ European championships in September. They recently played a match against Bristol Rovers.

Ireland did well in the opening part _____ the game. However even though they created a number of openings they _____ not find an early breakthrough. After 20 minutes Ireland scored. Bristol Rovers equalised just _____ half time.

In the _____ half the Irish squad's fitness paid off, seeing them win 4-1. They won the match because of their fitness.

Irish Manager Noel King was happy _____ the outcome.

"The European championships in September is our main goal, but we _____ a few interesting friendly matches coming up in Iceland and of course we will go to Belfast to try and keep the Celt Cup.

I am happy with the progress we _____ making," he said.

Working on Words



Match the words to their meaning.

squad

improvement

recently

made the score equal

progress

a short time ago

equalised

team / group being trained together



Try to write out the correct word.

There is one spelling mistake in each of the sentences.

The mistake is underlined.

The first one is done for you.

1 We did weel in the first part of the game.

well

2. The team trained hard befor the match.

3. They coud not score in the first half.

4. In the secand half they did well.

5. They won becase of their fitness.

6. The manager siad he was happy.

7. The team has a few matches comeing up.

Writing a Football Report



Read each sentence and describe what happened next.

The words in the box might help.

score	shoot	passing	dribble
heading	team	half-time	won
goal	game	tackle	lose

1. The referee took out a yellow card because _____

2. The goalie kicked the ball up the field and _____

3. The full-time whistle blew _____

Reading



An Interview with a Bohemians fan

How long have you been a supporter of Bohemians?

All my life. I started going with my father in the early 1970's.

Where do they play?

They play in Dalymount every Friday evening. The kick-off is at 7.45. It is usually raining and very cold, but with the floodlights on, there is a great atmosphere.

There are about 3 or 4 thousand people at each match.

Do you bring your children?

Yes. I bring my 7 year old. There is nothing like the atmosphere of a live match for kids.

What do you think of the standard of League of Ireland football?

Bohemians have improved a lot over the last year since they became professional. They are like 1st division English football. A lot of the players have played in English clubs.

Who do you think is the best player?

Glen Crowe. He is the first League of Ireland player to have scored 25 goals in a season.

What do you think of the recent sacking of the manager Roddy Collins?

I think it is very sad. It was great that he was a local man. Since he took over 2 years ago he has completely transformed the club. The team won the double for the first time in 73 years and had the best European record of any Irish club. He introduced a fully professional team and I think he was on the right road. He was great at getting publicity for the team, but the board didn't like it when he criticised them. Maybe he'll be back, but only time will tell.



Spellings: Compound Words



There are many words in English, which are made up of two words joined together to make a new word.

For example: break + through = breakthrough



Draw a line between the two words to make a new word.

The first one is done for you.

Hand	view
Come	ship
Foot	port
Champion	sight
Over	ball
Hind	stand
Book	some
Under	back
Air	case

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Spellings: Compound Words



Split the following words into two separate words.

childcare _____

supermarket _____

staircase _____

footpath _____

passport _____

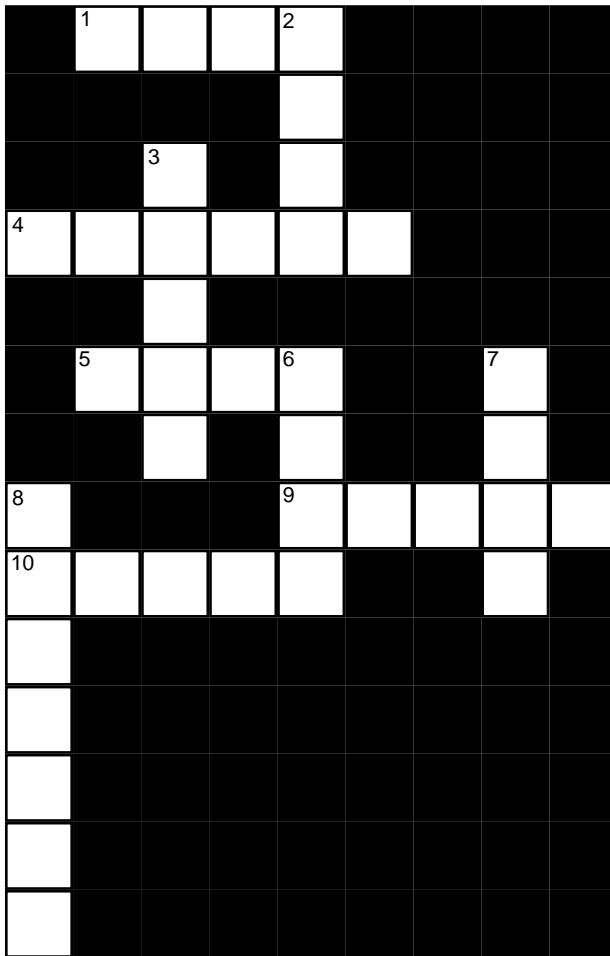


Use the words above to fill in the gaps in the sentences.

1. She needed to show her _____ at the airport.
2. Good _____ is very expensive for working parents.
3. He warned the children to walk on the _____ going to school.
4. I do a weekly shop at the local _____.
5. He hurt his arm falling down the _____.

Crossword

In the following crossword all the clues are to do with football.



Fill in the crossword.

Choose the answers from these words.

score	flag	teams	striker	wins
noise	draw	tackle	lost	goal

ACROSS

1. The lines man raised the _____. (4)
4. He won the ball in a _____. (6)
5. The game ended in a _____. (4)
9. The ____ of the crowd was loud. (5)
10. There are 2 ____ playing the match. (5)

DOWN

2. The player scored a _____. (4)
3. The ____ was 2-1. (5)
6. The team had 5 ____ in the year. (4)
7. They ____ by 1 goal. (4)
8. The ____ scored a goal. (7)

TIP

The numbers after each clue tell you how many letters are in the answer.

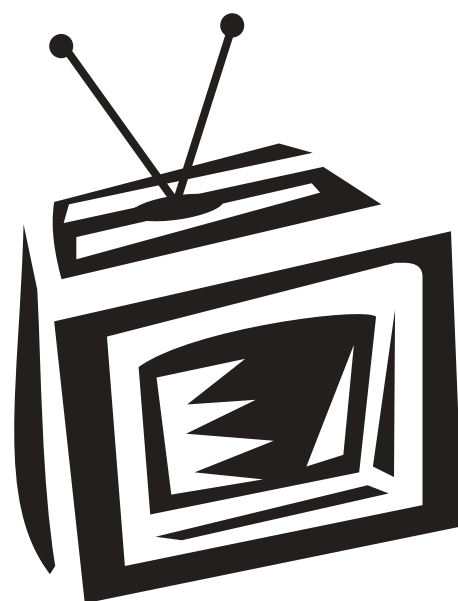
i

The answers are on page 179.

PROGRAMME

4

Gardening



Gardening

Programme 4: Gardening

Betty always has her nose in a book and hardly notices her surroundings. But when her next door neighbour points out the state of her back garden, she finally decides it is time to take action. Bernie gives Betty a hand and tries to keep her on track. These worksheets will help you with reading, writing and following instructions and you will be able to brush up on gardening tips.

- The worksheets in this section cover the following:
- Reading Instructions
- Locating Information
- Making Garden Compost
- Taking Notes
- Filling in Forms
- Reading: Tulip Mania
- Spellings: Word Building and Revision Sheets
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



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and

use the support book.



Reading Instructions

SOWING PANSIES

SOWING TIME

March – April or September

SOWING

Prepare the ground by raking the soil to make an even surface. Water the soil

Make a shallow ridge about 1cm deep and sprinkle the seeds along the ridge. Cover the seeds.

Keep the soil moist, but not too wet until the seedlings begin to appear.

THINNING

When the seedlings are large enough to handle, thin them out so that they are about 30cm apart.

SPECIAL NOTE

Pansies can be grown throughout the year in a cool greenhouse. If you plant them in the autumn, they will flower in early spring.

Pansies are hardy annuals.



Put a ✓ in the correct box.

	True	False
1. You can sow the seed in January.	<input type="checkbox"/>	<input type="checkbox"/>
2. You plant the seeds 1cm deep.	<input type="checkbox"/>	<input type="checkbox"/>
3. The soil must be very wet.	<input type="checkbox"/>	<input type="checkbox"/>
4. The seedlings need to be 40cm apart.	<input type="checkbox"/>	<input type="checkbox"/>
5. Plant in the autumn for early spring flowers.	<input type="checkbox"/>	<input type="checkbox"/>

Locating Information

This is a contents page from a gardening book.



CONTENTS

CHAPTER 1	FLOWERS IN THE GARDEN	4 – 7
CHAPTER 2	ANNUALS & BIENNIALS	8 – 41
CHAPTER 3	BORDER PERENNIALS	42 – 75
CHAPTER 4	INCREASING YOUR STOCK	76 – 82
	Seed Sowing	76 – 78
	Division	79
	Cuttings	81
CHAPTER 5	ROCKERY PERENNIALS	83 – 102
CHAPTER 6	BULBS	103 – 120
CHAPTER 7	FLOWER CARE	121 – 132
	Buying	121 – 125
	Planting	126 – 128
	Hoeing and weeding – cutting – watering	129 – 130
	Mulching – cutting back – renovating	131
	Winter care – feeding	132
CHAPTER 8	HOBBY PLANTS	133 – 140
CHAPTER 9	FLOWER GROWER'S DICTIONARY	141 – 146
CHAPTER 10	PLANT TROUBLES	147 – 153
CHAPTER 11	PLANT INDEX	154 – 157

Locating Information



Circle the correct answer.

1. To read about Hobby Plants turn to pages:
 - a) 76 – 78
 - b) 126 – 128
 - c) 133 – 140

2. To read about Bulbs turn to pages:
 - a) 103 – 120
 - b) 147 – 153
 - c) 42 – 75

3. What can you read about in Chapter 10?
 - a) Increasing Your Stock
 - b) Flowers in the Garden
 - c) Plant Troubles

4. On pages 4 – 7 you can read about:
 - a) Border Perennials
 - b) Flowers in the Garden
 - c) Plant Index

5. On page 132 you can read about:
 - a) Choosing the Right Type
 - b) Winter Care and Feeding
 - c) Cuttings

Making Garden Compost



Compost is fertilizer to make your soil richer.

Nearly half of all the rubbish we put into our dustbins could be used to make garden compost.

For example:

- Vegetable and fruit peelings
- Grass cuttings
- Weeds
- Tea leaves
- Egg shells
- Coffee grounds
- Waste food
- Paper
- Leaves
- Shrub clippings

Things you should not put in a compost heap are:

- Meat
- Fat
- Cooked food
- Weeds with seed heads

You can make a simple container for the compost by using old pallets, a dustbin or chicken wire. You can also buy special compost containers from your local council. The types of containers for compost that can be made are:



Add the waste materials in layers making sure that each layer is damp. Turn the compost every few days to get air into it. It is ready when it is dark and crumbly and sweet smelling. This can take about 6 months. Spread it around the plants in your garden.



Making Garden Compost



Answer the questions.

1. Name three things you can put in a compost heap.

2. Where can you buy special containers for making compost?

3. How long does it take before you can use the compost?

4. How often should you turn the compost heap?

5. Name three things you should not put in a compost heap.

6. Put these instructions in the right order.

Write the correct number in the box.



Taking Notes

This is Margaret. The lawn needs a final cut for the winter. Could you come on Friday, some time in the afternoon?

Hi, John here, the hedges need a cut and I want you to clear a rose bed. Could I book you in for Tuesday at 10 in the morning?

Pete's Garden Centre here. We'd like you to deliver some spring bulbs on Saturday, if possible. The afternoon suits best.

This is Paul. Could you work Tuesday or Wednesday? The garden needs a general tidy up.



Fill in the diary below with the garden work for the week.

Monday 22nd October

Tuesday 23rd October

Wednesday 24th October

Thursday 25th October

Friday 26th October

Saturday 26th October

Filling in Forms

Ordering Roses

John and Mary want to order 3 new rose bushes for their new garden.
Which ones would you choose?



Fill in this form.

		Quantity	Cost
Peace (yellow)	€5.99	<input type="checkbox"/>	€_____
Paddy McGredy (pink)	€4.50	<input type="checkbox"/>	€_____
Iceberg (white)	€6.00	<input type="checkbox"/>	€_____
Chorus (red)	€5.80	<input type="checkbox"/>	€_____
Total cost			€_____
Name: _____			
Address: _____			

Phone: _____			



TULIP MANIA

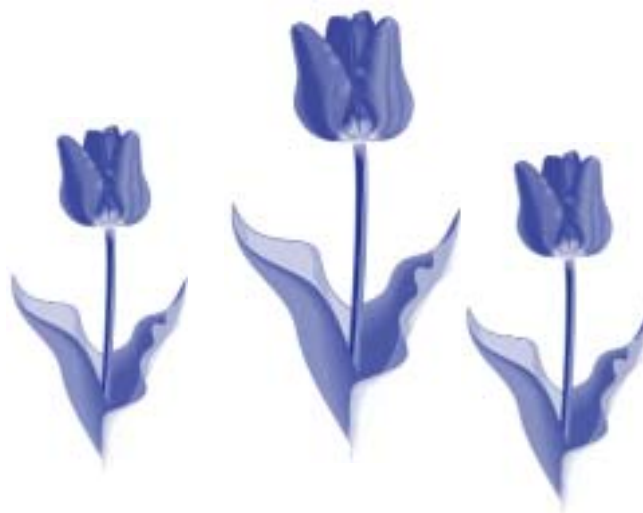
Tulips are probably the most popular spring flowers and you will see them in most gardens, parks and window boxes during April and May.

Tulips grew as wild flowers in Asia and gradually spread to Turkey. Some bulbs and seeds were collected in Turkey and given to a man called Carolus Clusius. He was a botanist working in Austria. When he left Austria to work in Holland, he took his plants with him. He planted them in 1593 in the garden of the university where he was working and people fell in love with them.

They became so popular in Holland that some people sold their family jewels or even their houses to buy them. Some traders earned €25,000 a month selling tulip bulbs. The price of the bulbs got higher and higher and very rare tulips could cost as much as €35,000 for a handful of bulbs. This trading in tulip bulbs became known as 'Tulip Mania'. The craze for paying huge sums of money for tulip bulbs died down in 1637.

There are over 3,500 types of tulips grown in Holland and sold all over the world.

In the town of Limmen there is a living museum of tulips where many of the very early varieties of tulip can be seen.



Spellings: Word Building



We can add -ing to many words to make a new word.

For Example:

sow + ing = sowing

plant + ing = planting



Choose words from the box below to fill in the blank spaces.

growing

watering

covering

flowering

appearing

waiting

1. Put a thin _____ of soil over the seeds when you have sown them.
2. Some plants take a long time to flower, but they are worth _____ for.
3. You will see the seedlings _____ soon after they are planted.
4. All young plants need regular _____.
5. Pansies should start _____ in the early summer.
6. You can have many sorts of flowers _____ together.

Spellings: Revision Sheets

Can you remember what happens if you add **-ing**, **-ed** or **-er** to some words?



Add -ing to these words. See page 20.

like _____

vote _____

flee _____

live _____

take _____

give _____



Add -er or -ed to the words. See page 34.

hot _____

cup _____

grip _____

ship _____

bet _____

fat _____

pat _____

tap _____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Spellings: Revision Sheets

Each of the words below are made up of two smaller words.



Write out the two words. See page 48.

The first one is done for you.

1. airport

air

port

2. postcard

3. birthday

4. motorway

5. greenhouse

6. dustbin

7. wallflower

8. paintbrush

Wordsearch

All the words in this wordsearch are names of flowers.



Find the words in this wordsearch.

Put a circle around each one.

TIP

The words are going across or down the page.

Pansy	Tulip	Rose	Daffodil
Bluebell	Wallflower	Poppy	Primrose
Sweet Pea	Gladiola	Aster	Cornflower

P	A	N	S	Y	H	O	Y	R	S	E	T	U	S	D
A	N	W	A	L	L	F	L	O	W	E	R	F	W	L
B	A	S	L	E	D	F	C	E	K	P	O	P	E	Y
L	S	L	W	G	L	A	D	I	O	L	A	N	E	M
U	D	M	T	R	G	Y	W	I	D	K	B	C	T	R
E	R	L	U	P	R	I	M	R	O	S	E	O	P	T
B	O	T	L	H	I	D	A	L	P	B	H	R	E	S
E	S	U	I	K	Y	R	S	Z	X	A	B	N	A	C
L	E	D	P	E	F	G	T	H	I	J	K	F	L	M
L	N	O	L	S	W	T	E	J	D	R	W	L	P	L
Y	P	O	P	P	Y	C	R	T	K	H	T	O	R	V
N	M	D	A	F	F	O	D	I	L	Y	R	W	G	H
P	L	E	A	C	T	F	E	S	K	L	Z	E	T	Y
M	N	K	R	F	H	J	K	C	Y	E	B	R	L	J

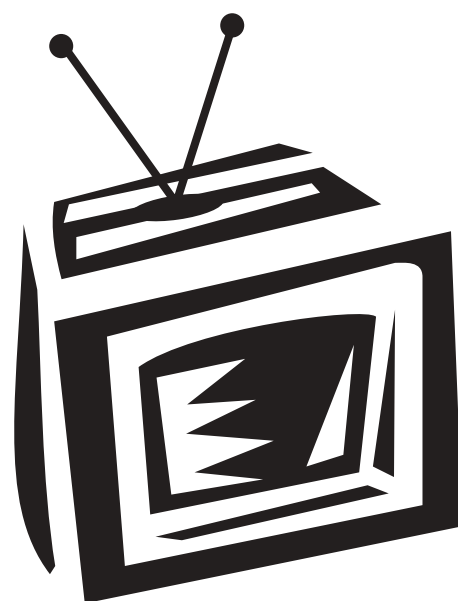
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The answers are on page 179.

PROGRAMME

5

Wedding



Wedding

Programme 5: Wedding

A wedding in the family is a great occasion, but it certainly means plenty of work and a lot of planning. Betty and Bernie find this out when they look at the hotel, invitations and what to wear. There seem like a million and one decisions to make and tasks to complete. If you have a wedding, birthday party or christening to plan, the following worksheets will be of help to you.

The worksheets in this section cover the following:

- Reading Leaflets
- Choosing Menus
- Using a Diary
- Wedding Invitations
- -tion Words
- Capital Letters and Full Stops
- Writing a Cheque
- Reading: Joe's Wedding
- Spellings: Spelling of Numbers
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



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Reading Leaflets

Wedding Flowers

Bride	Shower Bouquet	€85.00
	Hand Tied Bouquet	€80.00
	Head-dress – Adult	€20.00
Groom	Rose Buttonhole	€4.00
	Carnation Buttonhole	€1.50
Bridesmaid	Hand Tied Bouquet	€45.00
	Posy Bouquet	€45.00
Best Man	Rose Buttonhole	€ 4.00
	Carnation Buttonhole	€ 1.50
Hair	Hairband	€15.50
	Comb/Clip	€10.00

Loose Flowers Price According to Flower



Put a ✓ in the correct box.

- | | True | False |
|---|--------------------------|--------------------------|
| 1. A bride's hand tied bouquet will cost €80. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. An adult head-dress costs €45 . | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The rose buttonhole costs €1.50. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Loose flowers are priced according to flower. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The most expensive item is a bride's shower bouquet. | <input type="checkbox"/> | <input type="checkbox"/> |

Choosing Menus

The hotel has sent three different menus to Mary. She wants to choose a set menu for her wedding reception.

DINNER MENU 1

Vegetable soup
or
Melon

Roast Beef
or
Salmon
or
Vegetable stir-fry

Apple tart
or
Ice cream

DINNER MENU 2

Chicken soup
or
Homemade Pâté

Roast Turkey
or
Deep fried cod
or
Vegetable lasagne

Fruit salad
or
Jam sponge

DINNER MENU 3

Oxtail soup
or
Grapefruit

Roast Lamb
or
Baked trout
or
Vegetable curry

Lemon sorbet
or
Baked Alaska



Write your ideal menu for a wedding reception.

Dinner Menu

Starter

Meat course

Vegetarian course

Fish course

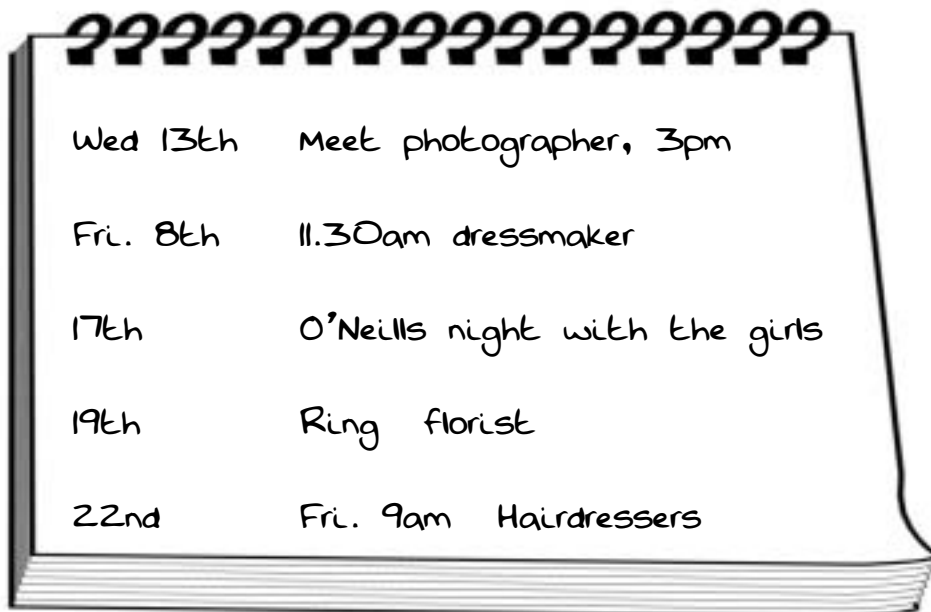
Hot dessert

Cold dessert

Using a Diary



Fill in the appointments in the diary below.



Wedding Invitations

Jenny has received the following wedding invitation from her friend's parents.



Mr & Mrs. Smith request the pleasure of the company of

Jenny Ryan

to celebrate the wedding of their daughter

Mary Smith to John O'Brien

at

Registry Office

on

20th October 2001 at 11am

Reception 1pm Barrow Hotel, Blackrock.

RSVP by 20th September 2001

She has to write a short letter to let them know she will be at the wedding.

She does not know her friend's parents very well so she needs to write a formal letter.



RSVP is a common abbreviation that means please reply.

Wedding Invitations



Use the following words to reply to the wedding invitation.

invitation attend daughter wedding sincerely

15 Swords Grove
Limerick

15th September 2001

Dear Mr. And Mrs. Smith,

Thank you very much for your kind _____ to the
_____ of your _____ Mary.

I will be very happy to _____.

Yours _____,

Jenny Ryan

-tion Words

-tion at the end of a word sounds like **-shun**

i

-tion usually comes after a consonant
For example: invention, attention.



Add -tion to these words.

Atten _____

Objec _____

Inten _____

TIP

Try breaking up the words to help you to say them.
Remember that -tion sounds like -shun.



Choose the right word from the box to fill in the missing words in these sentences.

invention
perfection

direction
objection

intention
rejection

1. He walked in the wrong _____ and lost his way.
2. It was not my _____ to offend you.
3. The grandmother thought the baby was the picture of _____.
4. The _____ of television changed people's lives.
5. She got a _____ letter to her job application.
6. Would you have any _____ to telling me your age?

Capital Letters and Full Stops



All sentences start with a capital letter and end with a full stop.

The following sentences have been written without any capital letters and full stops.




Write the sentences putting in all the capital letters and full stops.

mary and john are getting married next summer they are starting to plan the wedding now so that everything will be perfect on the day they need to book a hotel and decide how many guests they can afford to invite they cannot decide where to go for their honeymoon john would like to go to greece and mary would like to go to france.

Writing a Cheque

Look at the cheque below.



Name of person that cheque is for

Date

Bank _____ Date _____ 90 - 60 - 64

PAY _____

CHEQUE NO BRANCH SORT CODE

ACCOUNT NO

€

Amount of money in words

Signature

Amount in numbers



Write out the cheque below.

Write it out to O'Brien's Florist for €90

Bank _____ Date _____ 90 - 60 - 64

PAY _____

CHEQUE NO BRANCH SORT CODE

ACCOUNT NO

€



From January 2002 cheques will be written in Euros.

Reading



We can get information about what a book is about by reading the back cover.



Read the following back cover from Gareth O'Callaghan's "Joe's Wedding".

JOE'S WEDDING

It is the morning of Joe's wedding. He opens his eyes to find himself on a park bench beside the sea, dressed in torn tights and a cape. And that's not his only chilly awakening. For Joe is in Holyhead, but his wedding is in Dublin. And he doesn't even remember how he got there.

As Joe tries to put the pieces back together, an old man joins him on the bench. Marty is a local, no stranger to these parts. So how does he know so much about this gruff young man? And why is he so interested in talking to a stranger in a Superman suit, who clearly has no time for chit-chat. That is hardly going to help Joe solve his major dilemma: Does he really want to get married? And it's certainly not going to help get him to the church on time if he does.

Or will it ...?

Spellings: Spelling of Numbers

i

When we write a cheque we need to write in words the amount the cheque is for.

Some numbers can be difficult to spell.

Let's look at the numbers between ten and twenty.

11	eleven	12	twelve	13	thir +teen
14	four +teen	15	fif +teen	16	six +teen
17	seven +teen	18	eigh +teen	19	nine +teen



Fill in the missing letters in the numbers.

11 e l e v _ _
12 t w _ _ v e
13 t h _ _ t e e n
15 f _ _ t e e n
18 e _ _ _ t e e n



Try this exercise.

All the answers to the clues are numbers.

Unlucky for some.

There are _____ eggs in a dozen.

'I am sixteen going on _____.'

The age you are allowed to vote.

This number comes after 14.

Spellings: Spelling of Numbers

Let's count up in 10's.

10	ten	20	twen+ty	30	thir+ty
40	for+ty	50	fif+ty	60	six+ty
70	seven+ty	80	eigh+ty	90	nine+ty



Find the mistake and write the correct word.

There is a number spelt wrong in each of the sentences below.

1. We are now in the twenty first century. _____
2. Thirety days has September, April, June & November. _____
3. Four times ten is fourty. _____
4. I was paid eightty euros more because I did overtime. _____
5. The horse was given a fivety-fifty chance of winning. _____



Look at the difference.

three and thirteen

four and forty

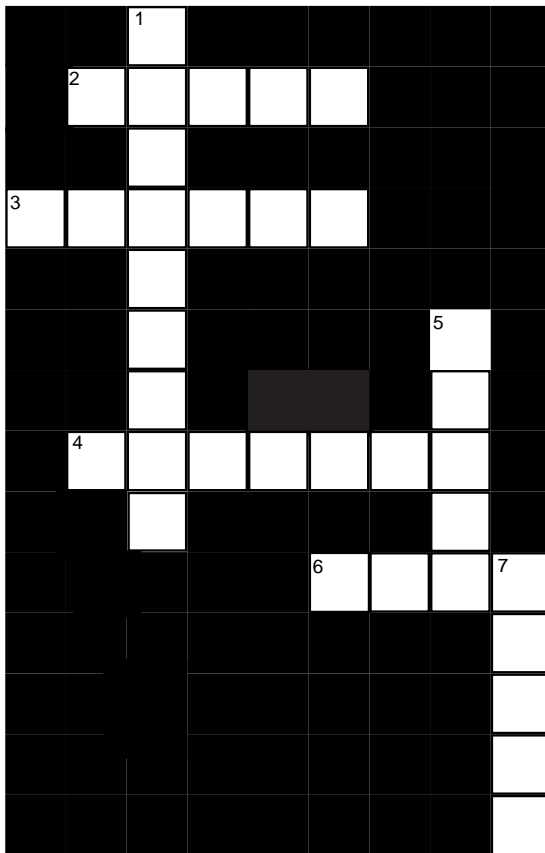
five and fifteen



Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Crossword

In the following crossword all the clues are to do with weddings.



Fill in the crossword.

Choose the answers from these words.

hotel	groom	speech	satin
honeymoon	bouquet	ring	

Across

2. The wedding reception is held in a _____. (5)
3. This is made by the bestman. (6)
4. The _____ is thrown by the bride. (7)
6. A band of gold. (4)

Down

1. The bride and groom go on one after the wedding day. (9)
5. The wedding dress can be made of _____. (5)
7. The man getting married is called the _____. (5)

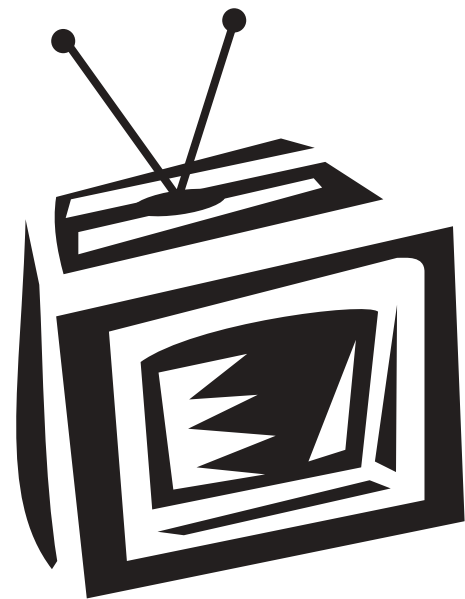


The answers are on page 180.

PROGRAMME

6

Accommodation



Accommodation

Programme 6: Accommodation

Buying a house or flat is one of the biggest and most important purchases most of us are ever likely to make. Len and his girlfriend have decided to take the plunge. But before they start their house hunting they set off to see their local Building Society. They are nearly put off by the amount of paperwork to get through. Some of the worksheets here may be of use to you if you have decided to buy a house or rent a flat or apartment.

The worksheets in this section cover the following:

- Looking for a Flat
- Reading am and pm
- Reading the Property Section
- Filling in Forms
- Moving into a New Flat
- Writing Directions
- Writing
- Reading: Flatmates from Hell
- Spellings: Apostrophe
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and

use the support book.



Looking for a Flat

City Centre - 1 bed
newly furn. 1st flr. apt.
All mod. cons. €450 per
month.

Min. 1 yr. Lease.
Refs. ess.
Tel. 021 56 XX XX
after 6 pm

TIP

Abbreviations are short ways of writing words.

Here are some from the advertisement:

1 bed = 1 bedroom

furn. = furnished

flr. = floor

apt. = apartment

mod. cons. = modern conveniences

min. = minimum

refs. ess. = references essential

yr. = year

tel. = telephone



Look at the advertisement and put a ✓
in the correct box.

- | | True | False |
|------------------------------------|--------------------------|--------------------------|
| 1. The apartment has two bedrooms. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. It is on the 2nd floor. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. You can phone in the morning. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The rent is €450 per month. | <input type="checkbox"/> | <input type="checkbox"/> |

Reading am and pm

City Centre - 1 bed
newly furn. 1st flr.
flat. All mod. cons.
Tel. 021 56XXXX
after 6 pm

The advertisement for the apartment says to ring after 6 pm.

The person who is renting the flat is making it clear that he or she wants us to phone in the evening.

To make it clear we use – **am** or **pm**.

6 **pm** is 6 o'clock in the evening.

6 **am** is 6 o'clock in the morning.



Write the times using am or pm.

The first one is done for you.

- | | | |
|----|----------------------|-----------------|
| 1. | 10.30 in the morning | <u>10.30 am</u> |
| 2. | 8.00 in the evening | _____ |
| 3. | 5.00 in the evening | _____ |
| 4. | 11.00 in the morning | _____ |
| 5. | 4.15 in the morning | _____ |
| 6. | 7.00 in the evening | _____ |
| 7. | 7.00 in the morning | _____ |
| 8. | 8.15 in the morning | _____ |

Reading the Property Section

Houses for Sale

Offaly, Birr. 3 bed s/d, 2 mls. from Birr town, sitting room, fitted kitchen, gfch, quick sale, €145,000.

Tel 086 XXXXXX after 10.00 am

Roscommon, Boyle. Newly built, 3 bed, 2 storey hse., gfch, alarm and many extra, large south facing gdns. €170,000. 078 XXXXX

Roscommon, Carrick-On-Shannon. 2 bed bungalow, within 1 ml. of town, large gdns., quiet rural setting, well worth viewing.

Telephone 087 XXXXXX after 7.30 pm

TIP

In advertisements words are often shortened.

Abbreviations are short ways of writing words.

Here are some from the advertisement.

s/d = semi – detached

mls. = miles

gfch = gas fire central heating

bed = bedrooms

hse. = house

gdns. = gardens



Underline the mistakes.

1. The house in Birr, Co. Offaly is a semi-detached house, 8 miles from the town, with gas fired central heating and costing €180,000. Telephone after 10 o'clock in the morning.
2. The house in Boyle, Co. Roscommon is a bungalow, with an alarm and oil fired central heating.
3. The house in Carrick-On-Shannon, Roscommon, is in the centre of the town and is a semi-detached house. Telephone after 7.30 in the morning.

Filling in Forms

When applying for a loan for a house or flat the form may include questions on:

1. Number of Dependents

This means the number of children you are supporting.

2. Marital Status

This means whether you are married, single, widow(ed), or separated.

3. PPS Number

The PPS Number is your Personal Public Service Number. It used to be called the RSI Number. Information on your PPS Number can be found from your local tax or social welfare office.

Example: Helen Byrne is married with 2 school going children.
She fills out the form below.

Name:	<u>Helen Byrne</u>
Address:	<u>14 The Millhouse,</u>
	<u>Ardagh,</u>
	<u>Co. Donegal.</u>
Marital Status:	<u>Married</u>
No. of Dependents:	<u>2</u>

Filling in Forms



Fill in the form.

PERSONAL DETAILS

Name: _____

Address: _____

No. of Dependents: _____

Current Weekly Take Home Pay: _____

Are You:

Married ☐

Separated ☐

Single ☐

Single Parent ☐

Widow/widowed ☐

Moving into a New Flat

Mary has just moved into a new flat. It is not furnished and she has to decide what are the most important things she needs to buy.



Number the following items in order of importance.

For example: if you think a bed is the most important item, put the number 1 beside it.



Chair ____



Cooking utensils ____



Coffee table ____



Bed ____



Sofa ____



Cutlery ____

Writing Directions

Hello,

I'm interested in the flat advertised in today's paper.

Would it be possible to come and see it this evening?

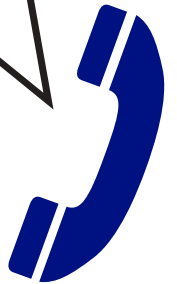


Yes, that would be no problem.

The address is 42 Windmill Road.

You can take a number 100 bus and get off on the corner of William Street. Take the first left along Paul Street. Windmill Road is the third turn on the right and we are fifth house on the left.

Do you think you will be able to find it?



Write down the directions for yourself.

1. _____
2. _____
3. _____
4. _____
5. _____

Writing



Write what you think is happening under each photograph.











Flatmates from Hell

One of the cheapest ways to find somewhere to live is to share a house or a flat with other people.

You often see advertisements in the newspapers looking for a 'third person to share a large flat'. Sharing with strangers can often work out very well. You can make new friends as well as finding somewhere cheap to live. Sometimes it does not work out quite so well as these stories show.

"I lived in a flat where one of the men phoned his girlfriend in Japan every night. He left before the phone bill came in and we had to pay his bill of £900."

"I lived in a house with four other girls and a dog. Two of the girls used to fight all the time and throw shoes and chairs at each other. They also got a second dog without telling the rest of us. They kept it in their bedroom and never took it for walks, so the whole house smelled of dog urine."

"I once shared a flat with a man who always washed at the kitchen sink. It didn't matter if there were dishes still in it. He would quite happily shave and brush his teeth all over the dishes."

"I used to share with a girl who followed me everywhere and invited herself to everything I did. She watched television when I did and listened to music when I did. She nearly drove me mad."

"I shared a house with a man, who was so horrible that I left for work as early as possible and came back as late as possible, so that I never had to see him. He spent most of his time making up really nasty stories about all my friends."

If you are thinking of sharing a house or a flat with people you do not know, be very careful!

Spellings: Apostrophe

Sometimes we run two words together and shorten them to make one word.

i

An apostrophe, like this, ' , is used to replace the missing letters.

Example: do not becomes don't

The apostrophe goes between the *n* and *t* to show the *o* has gone.

Example: we will becomes we'll

The apostrophe goes between the *e* and *l* to show the *wi* has gone.

TIP

This is often the way we speak.



Match the words with their shortened form.

The first one is done for you.

we are

she'll

he is

we'll

she will

he's

could not

they're

would not

we're

they are

you're

we will

wouldn't

it is

couldn't

you are

it's

Spellings: Apostrophe



Write out the shortened forms of the words in brackets.

“(I will) _____ rent the flat for one week only”, was the reply on the phone. Jessie (could not) _____ understand why they were finding it so hard. “(It is) _____ because (we are) _____ new in the town,” Pete reassured her. “(We will) _____ find somewhere soon.”



Put the words in the correct space.

well or we'll

1. Robin was not feeling very _____ yesterday.
_____ call for him when he feels better.

ill or I'll

2. _____ phone the doctor because she is feeling
_____.

shell or she'll

3. _____ show you the sea _____ on the
nature table.

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet.

Wordsearch

All the words in this wordsearch are to do with accommodation



Find the words in this wordsearch.

Put a circle around each one.

TIP

The words are going across or down the page.

flat

address

rent

street

bedroom

kitchen

furnished

floor

A	S	F	U	R	N	I	S	H	E	D	L	T	Y	A
L	O	F	Y	U	I	O	P	T	S	E	R	U	F	D
F	I	K	T	O	R	R	E	N	T	I	U	K	L	D
L	T	I	O	D	L	M	H	Y	I	O	F	T	O	R
A	E	T	B	E	D	R	O	O	M	U	L	L	O	E
T	I	C	N	E	R	T	O	D	N	O	O	R	R	S
E	N	H	K	I	L	O	U	T	R	A	F	O	G	S
T	U	E	E	R	G	S	T	R	E	E	T	O	O	L
B	E	N	O	O	N	I	M	L	A	T	R	W	Y	Y
R	T	S	G	I	G	H	T	S	T	U	L	D	E	R

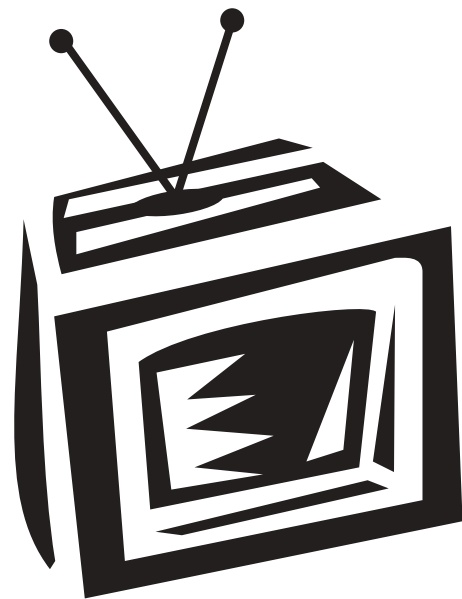
i

The answers are on page 180.

PROGRAMME

7

Information Technology



Information Technology

Programme 7: Information Technology

The children in the Kelly household are very keen to get a computer, but their parents are not so sure. So Mum and Dad decide to find out a little about this new technology for themselves to try and keep ahead of their children. This section contains worksheets on parts of the computer, sending emails and some useful words to get you started on the Internet.

The worksheets in this section cover the following:

- Computers
- The Email
- Writing an Email
- International Dialling Codes
- Working on Words
- Reading: Computers are Watching You!
- Spellings: Syllables
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and

use the support book.



Computers



THE MONITOR

It is the computer screen and it displays information.



THE MOUSE

It is used to point to things on the screen to make changes.



FLOPPY DISK

It stores information.

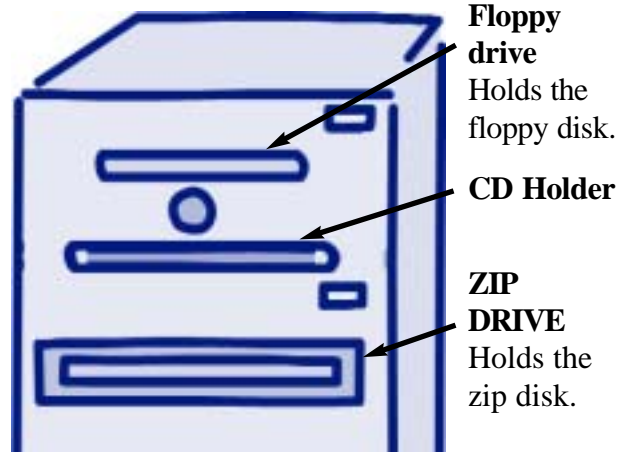


THE KEYBOARD

It is used to type information into the computer. The information is displayed on the monitor.

THE COMPUTER

- The computer is attached to the monitor. It holds all the information on the hard drive.
- You can also save information on floppy disks, or on a zip disk. If you save on disk you can load the information onto other computers.
- You can also load information onto the computer from a CD.



Computers



Match the words to their meaning.

The first one is done for you.

Monitor	You use it to type information into the computer
Floppy drive	Holds the floppy disk
Keyboard	Points to the screen to make changes
Mouse	Screen which displays information
CD Holder	The place to put the CD



**These words are mixed up. Can you sort them out?
Choose from the words in the box.**

keyboard	mouse	floppy	holder
monitor	computer	drive	screen

musoe _____

vider _____

rdbaoeyk _____

pofpyl _____

rotinom _____

oldher _____

putemocr _____

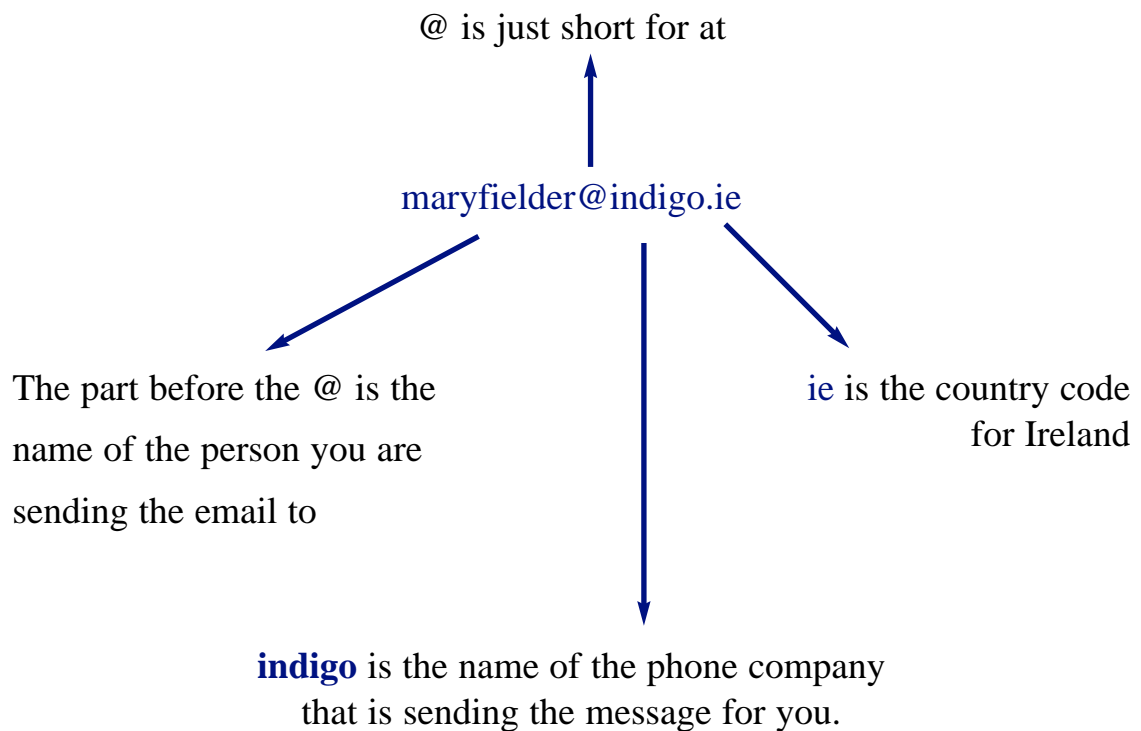
crenes _____

The Email

Email is short for electronic mail. It is the way that the Internet allows you to send letters. It is quick and cheap. As well as letting you send simple messages, it allows you to send pictures and cards.

You can send an email to anyone on the Internet. You simply need to know their email address.

Email addresses look something like this: maryfielder@indigo.ie



There are other phone companies that people use, for example, `iol.ie`

Every country has its own code. These are some examples:

ie	Ireland
es	Spain
uk	United Kingdom
com	United States

TIP

When we are writing the name of the person we are sending the email to we do not usually use capital letters.

Writing an Email

When you are writing email you need to do three things:

1. Enter the email address of the person you are sending it to.
2. Fill in the subject line. That means write a word or two on what the email is about.
3. Write the message.

NEW MESSAGE
File Edit View Insert Format Tools
SEND
From:
To:
Subject:

Hi Mary

All is going well. I have booked us in for the 1st two weeks in June. Were they the weeks you were on holidays?

John

Then press the send button.

Writing an Email

You are sending an email to Mary because you forgot her birthday.

Mary's email company is: @indigo.ie

Your email company is: @indigo.ie also.



Fill out the message.

NEW MESSAGE

File **Edit** **View** **Insert** **Format** **Tools**

SEND

From:

To:

Subject:

International Dialling Codes

If you want to phone someone living in another country you need to know the following information.

Access Code This is the number of the country.

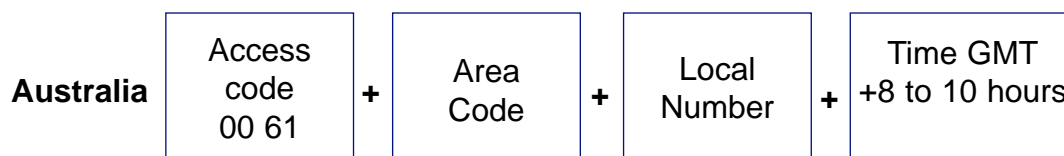
Area Code This is the number of the town or city in a country.

Local Number This is the number of the person you are phoning.

Local Time This is the time in the place you are phoning. This is written in the phone book as GMT+1hr or GMT-1hr. This lets you know by how many hours the time is earlier or later than the time in Ireland. GMT stands for Greenwich Mean Time.



Look at these examples of codes in Australia and answer the questions.



Area code	Adelaide	8	Darwin	8
	Brisbane	7	Hobart	3
	Canberra	2	Sydney	2

1. If the local number for your friend in Hobart is 34678, what number do you dial from Ireland? _____
2. What do you dial before the local number to reach Canberra? _____
3. What is the area code for Sydney? _____
4. If you dial 00 61 7 30001 what city will you reach? _____

Working on Words



Read the following article and use the words in the box to fill in the gaps in the sentences.

the	visit	will	taking
have	at	way	other

Welcome to the Internet

The internet is changing _____ way we live. It is changing the way we pass news and information to each _____, the way we find information, the way we shop and the _____ we do business.

But _____ your first step onto the internet can be a puzzling time. You might _____ heard all about websites on TV and in newspapers. People keep telling us that the internet is really simple to use. But _____ first it can be difficult to get used to the list of words or jargon surrounding the internet.

What are chat rooms, email addresses, search engines? What does www stand for? The list of questions is endless. Perhaps I _____ do what I have always done when faced with the world of computers and pay a _____ to my granddaughter.

Working on Words

www – stands for World Wide Web.

The World Wide Web is made up of millions of pages of information stored on computers, which anyone linked to the Internet can look at.



Can you find the mistake? Try to write the correct spelling.

The first one is done for you.

There is one spelling mistake in each of these sentences.

1. The Internet is changeing the way we live. _____
2. It changes the way we finde out news. _____
3. The frist step can be puzzling. _____
4. You miht have heard about it on TV. _____
5. Thay it is simple to use. _____
6. I wil do what I have always done. _____
7. I will vsit my granddaughter. _____
8. The cours is about computers. _____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Computers are Watching You!



In 1988 the Dáil passed The Data Protection Act.

This means that anyone who keeps information about people on a computer must let the people see the information.

If you want to know what information is being kept about you, it is very easy to find out.

Just follow these steps.

- Write to the company and say - Please send me a copy of any information you keep on computer about me. I am making this request under the Data Protection Act.
- Give any details that will help them to find the information, for example your bank account number.

You must get the information within 40 days. Sometimes you might have to pay a fee, but it must not be more than €7.00.

You have the following rights.

- To ask for information about you to be changed if it is incorrect.
- To have your name taken off mailing lists. This will stop you getting junk mail.
- To complain to the Data Protection Commissioner.
- To claim compensation if you suffer because your personal information was not used properly.
- To find out from any person or company whether they have any information about you on their computer.

Computers have made life easier in many ways, but they can sometimes cause problems and the law is there to protect your rights.

Spellings: Syllables

If you are trying to read or spell words it is often useful to break them up into syllables.

For Example: The word monitor can be broken up into **mon it or**.

These words have been broken into syllables.



Read each syllable and then write the whole word, joining the syllables together.

TIP

'tion' sounds like 'shun'

Com pu ter

In for ma tion

Ex er cise

Pro gramme

In ter na tion al

Spellings: Syllables



Can you put the missing syllable from the box below in the right place to make the correct word?

One syllable is missing from each of these words.

com	mon	in	pro	or
ter	gramme	cise	al	tion

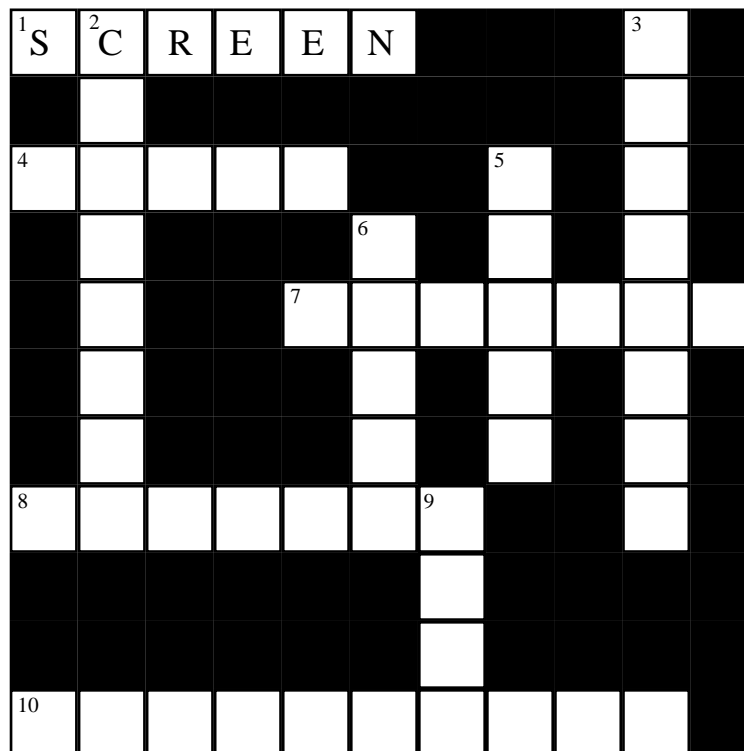
1. _____itor
2. internation_____
3. pro_____
4. monit_____
5. _____puter
6. _____ternational
7. exer_____
8. compu_____
9. interna____al
10. _____gramme

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Crossword

In the following crossword all the clues are to do with computers



Fill in the crossword by answering the following clues.

The first one is done for you

Across

Down

1. You can see information on this (6) 2. A machine for storing information (8)
4. A letter sent through the computer (5) 3. You use this to type information (8)
7. Another name for the screen (7) 5. You do this with the mouse (5)
8. Use this for printing pages (7) 6. Use this to point at the screen (5)
10. Use this to store information onto (6, 4) 9. You can ____ email on the screen (4)

TIP

The numbers after each clue tell you how many letters are in the answer.

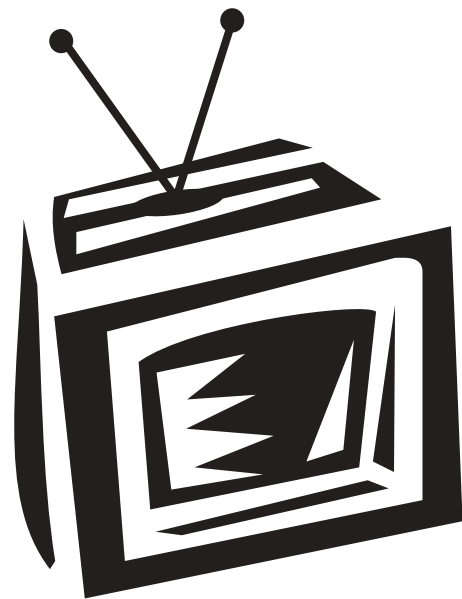
i

The answers are on page 181.

PROGRAMME

8

DIY



Programme 8: DIY

There are so many magazines and television programmes about home decorating. So it is no wonder that Bernie has got the DIY bug. Betty gives her a hand, however after a few trips to the hardware shop, they realise it is not quite as easy as it looks on television. You will find plenty of worksheets here to help you to understand measuring walls and floors and read instructions.

The worksheets in this section cover the following:

- Reading Instructions
- Working on Words
- Alphabetical Order
- Finding Information
- Reading Signs
- Building Sentences
- Writing
- Reading: Feng Shui
- Spellings: Revision Sheets
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

Contact the freephone support line at **1800 20 20 65**

(Monday to Friday 10am – 4pm)

and


use the support book.



Reading Instructions



Read the instructions and answer the questions.

<h2>White Spirit</h2> <p>FOR THINNING PAINT AND CLEANING BRUSHES AND TOOLS</p> <p>Replace cap firmly after use.</p> <p>Store away from naked flames.</p> <p>Not for medicinal use.</p> <p>When cleaning brushes, pour into a non-plastic dish or jar.</p>	<h2>WARNING</h2>  <p>HARMFUL: May cause lung damage if swallowed.</p> <p>Do not empty into drains.</p> <p>No smoking.</p> <p>Keep out of the reach of children.</p> <p>Avoid contact with skin and eyes.</p> <p>In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.</p> <p>After contact with skin, wash immediately with plenty of soap and water.</p>
---	--

1. What is white spirits used for?

2. When cleaning brushes, what should white spirit be poured into?

3. What should you do if white spirit gets in your eye?

4. Which warning do you think is the most important?

Reading Instructions

Wallpaper Paste

Application	Quantity of cold water to use	Coverage
Normal Wallpapers	12 pints	10 rolls
Washable and Vinyl Wall Coverings	10 pints	8 rolls
Polystyrene Tiles	7 pints	140 sq.ft.
Embossed Wallpaper including woodchip	8 pints	5-6 rolls
Heavy Embossed Papers	7 pints	5 rolls

NB: These figures are intended as a guide only

Mixing: See table for quantity of cold water to use. Sprinkle contents into water. Stir briskly for 30 seconds. Use after about 3 minutes.

Pasting: Always paste generously. Heavy and embossed papers should be soaked until supple. Lightweight papers should be hung as soon as pasted. Take care to keep the surface of all papers free of paste.



Put a ✓ in the correct box.

True False

- | | | |
|--|--------------------------|--------------------------|
| 1. For normal wallpaper use 12 pints of water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. For woodchip use 7 pints of water. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 12 pints will cover 10 rolls of normal wallpaper. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Use warm water when mixing paste. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. When mixing stir the contents for 3 minutes. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Hang lightweight papers as soon as paste. | <input type="checkbox"/> | <input type="checkbox"/> |

Working on Words



Number the following instructions so they are in the correct order.

Mixing Wallpaper Paste

- ☐ Stir briskly for 30 seconds.
- ☐ Use after about 3 minutes.
- ☐ Sprinkle contents into water.
- ☐ Read the table for the quantity of water to use.



Match the words to their meaning.

quantity	now and again
briskly	top part
occasionally	how much/amount
surface	quickly

Two words joined make up the following words.



Write out the two words.

wallpaper _____ + _____

woodchip _____ + _____

Alphabetical Order

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



Put these words into alphabetical order.

The first one is done for you.



If the words start with the same letter you must look at the next letter.

1.

Pink



Purple



Peach



2.

Blue



Black



Brown



3.

Red



Yellow



Orange



4.

Lemon



Lilac



Lime



5.

Green



Grey



Gold



6.

Rose



Rust



Plum



Finding Information

If you are using a book to find information you will need to look at the contents.

The contents page is at the front of the book and gives a list of the main topics in the book.

The list of contents is in alphabetical order.

The following page is part of the contents from a DIY book.

CONTENTS	Page
Bathroom	11
Bricklaying	15
Carpets	26
Ceilings	31
Chimneys	38
Damp	40
Drains	43
Electricity	51
Fences	62
Fireplaces	67
Floors	71
Gardens	75
Glass	83



Look at the contents page and answer these questions.

1. On which page would you find an article on drains? _____
2. What can you read about on page 38? _____
3. Which article comes after fireplaces? _____
4. Which article comes before ceilings? _____

Reading Signs

You have decided that you want to paint and tile your bathroom and wallpaper the hall.

You need to buy the following items.

sandpaper	wallpaper paste	grouting	white spirits	tile
sharp knife	paint brushes	wallpaper	bath sealant	cutter
paint tray	paint rollers	paste brush	lining paper	cloths



Look at the following signs from a DIY shop.

Write under them where you would find the items you need to buy.

The first one is done for you.

PAINTING	WALLPAPERING	TILING
Paint brushes		

Building Sentences

Basic facts are not very interesting to read. They need to be filled out to catch the interest of the reader. Just like decorating a room you can decorate a sentence.

Example: The car was in an accident.

This does not tell us what sort of car it was; where it happened; what type of accident; who was driving the car; what the weather was like or if any other cars were involved.

We could add all the following information to make the sentence more interesting.

- The old red Ford was in an accident.
- The old red Ford was in a minor accident.
- The old red Ford, driven by a young woman, was in a minor accident.
- During the icy weather, the old, red Ford, driven by a young woman was in an accident.
- During the icy weather, the old, red Ford, driven by a young woman, was in an accident in O'Connell Street, when it skidded into a wall.



Add more information to the following sentence to make it more interesting.

The man and the woman went for a walk.

Was he young/old, tall/short?	How was she dressed?	Where did they go?
What was he wearing?	Was she blonde/dark, sad/happy?	What was the weather like?

Writing



Write what you think is happening under each photograph.











Feng Shui

Have you heard of Feng Shui? This is a Chinese Word and it is concerned with bringing good luck or fortune into your home. The Chinese believe that the layout of your home and the way it is facing can effect your health, wealth and how you get on with those close to you.

Some tips

- **Remove Clutter:** Perhaps one of the most important rules of Feng Shui is to remove the clutter from your home. You know that room where things are dumped? Now is the time to tidy it up. The first step is to clear out everything that is no longer of use, as well as cleaning everything as you go. Don't you feel better already?
- **Two of Everything:** Keep things such as ornaments in pairs. This is meant to particularly help relationships.
- **Position of Bed:** When you are lying in bed, your feet should not directly face the door. This is meant to be unlucky.
- **Lucky Numbers:** The luckiest numbers are 8 (becoming rich) and 9 (for long life). Other lucky numbers are 2 (for things to come easy to you) and 5 (for balance in your life).

Spellings: Revision Sheets

Can you remember how to spell numbers? Look back at pages 76 and 77.



Put a ✓ beside the numbers that are spelt correctly.

- | | | | | | |
|-------------|--------------------------|-------------|--------------------------|-------------|--------------------------|
| 1. fiveteen | <input type="checkbox"/> | 2. nineteen | <input type="checkbox"/> | 3. thirteen | <input type="checkbox"/> |
| 4. fourty | <input type="checkbox"/> | 5. twenty | <input type="checkbox"/> | 6. fivety | <input type="checkbox"/> |



Write the numbers into words.

- | | |
|-------------|-------------|
| 1. 12 _____ | 2. 14 _____ |
| 3. 50 _____ | 4. 80 _____ |

Do you remember syllables? Look back at pages 104 and 105.



In these words mark the syllables with a line and then write out the syllables separately.

The first one is done for you.

- | | |
|-----------|--------------------|
| hap/pen | <u>h a p p e n</u> |
| pencil | _____ |
| together | _____ |
| Wednesday | _____ |
| September | _____ |

Spellings: Revision Sheets

Shortening Words

Can you remember how to use an apostrophe (') to shorten words?

Look back at page 90 and 91.



Write the shortened form of these words.

we will _____

could not _____

it is _____

they are _____

she will _____

would not _____

I will _____

you are _____

he is _____

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet

Wordsearch

All the words in this wordsearch are all connected with decorating.



Find the words in this wordsearch.
Put a circle around each one.

TIP

The words are going across or down the page.

PAINT	PASTE	BRUSHES	WALLPAPER
COLOURS	PATTERNS	WATER	WHITE SPIRITS
CHARTS	BUCKETS	ROLLERS	SANDPAPER

W	H	I	T	P	A	S	T	E	S	A	N	D	L	S
I	R	O	L	L	E	R	S	C	O	L	O	U	P	A
W	H	I	T	E	S	P	I	R	I	T	S	A	A	N
T	H	E	A	R	T	C	H	A	R	T	S	F	T	D
E	O	P	F	V	C	H	F	R	B	W	S	A	T	P
P	F	A	L	X	O	J	L	S	E	A	P	T	E	A
A	P	I	I	G	L	K	O	A	U	T	I	M	R	P
R	A	N	T	U	O	Z	W	R	T	E	R	D	N	E
L	I	T	Y	L	U	P	E	I	F	R	K	T	S	R
M	T	C	D	K	R	B	U	C	K	E	T	S	W	P
S	I	L	S	M	S	U	G	H	T	N	G	H	O	A
N	P	O	B	R	U	S	H	E	S	I	R	I	T	S
W	A	L	L	P	A	P	E	R	W	R	E	K	E	T
O	N	T	H	R	C	L	O	T	H	E	L	P	O	L

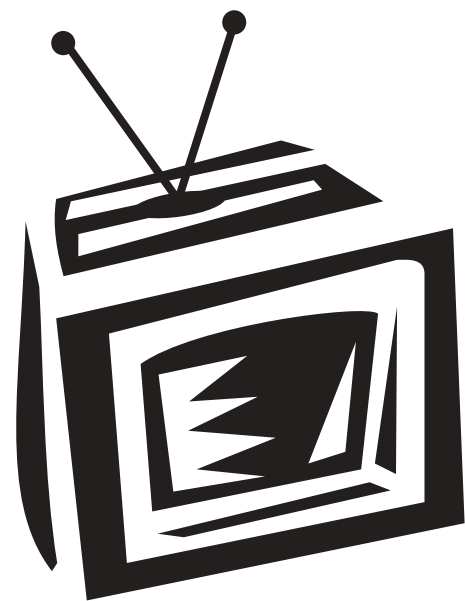
i

The answers are on page 181.

PROGRAMME

9

Healthy Lifestyle



Healthy Lifestyle

Programme 9: Healthy Lifestyle

When Mr. Kelly goes for a medical check-up in work he is surprised to find that his cholesterol levels look very unhealthy. Mrs. Kelly uses this as an excuse to get the whole family fit and eating more healthy foods. She gets the children on side to encourage their father to start looking after himself. In the following pages you will find a lot of useful information on healthy eating which you might like to put into practise.

The worksheets in this section cover the following:

- Changing Your Lifestyle
- Reading Food Labels
- The Food Pyramid
- Vitamins
- Per Cent
- Reading: Changing to a Healthy Lifestyle
- Spellings: -er, -ed, -ing
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



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(Monday to Friday 10am – 4pm)

and

use the support book.



Changing Your Lifestyle

You have decided to get fit and start eating a healthy diet.



Make a list of all the changes you need to make to get fit and healthy.

Some of these words might be useful.

Exercise, smoking, drinking alcohol, fruit, cycling, walking, running, swimming, running, vegetables, wholegrain, weight.

TIP

If you are exercising for the first time, take it slowly at the beginning.

Reading Food Labels

The following information is on a tin of Batchelors Sugar Free Beans.

<i>Batchelors</i>		INGREDIENTS Beans, water, tomatoes, food starch, salt, spices, vinegar, artificial sweetener (saccharin), tomato flavour.
HEALTHY EATING GUIDE		
LOWER CALORIE	✓	
SUGAR FREE	✓	
REDUCED SALT	✓	
NO PRESERVATIVES	✓	
NO COLOURING	✓	
HIGH IN DIETARY FIBRE	✓	
HIGH IN PROTEIN	✓	
GLUTEN FREE	✓	



Put a ✓ in the correct box.

	True	False
1. The beans contain no colouring.	<input type="checkbox"/>	<input type="checkbox"/>
2. The beans have no salt.	<input type="checkbox"/>	<input type="checkbox"/>
3. They are high in fibre.	<input type="checkbox"/>	<input type="checkbox"/>
4. They are a calorie free food.	<input type="checkbox"/>	<input type="checkbox"/>
5. There is only artificial sweetener.	<input type="checkbox"/>	<input type="checkbox"/>

Reading Food Labels



Match the words to their meaning.

artificial

these are used to make food last longer

ingredients

the contents used in the mixture

reduced

not natural

preservatives

the taste of something

flavour

less

The label also has the following information.

Typical Nutritional Value per 100g	
Energy	62.2kCal
Protein	4.5g
Carbohydrate	10.9g
Fat	0.4g
Dietary Fibre	2.9g



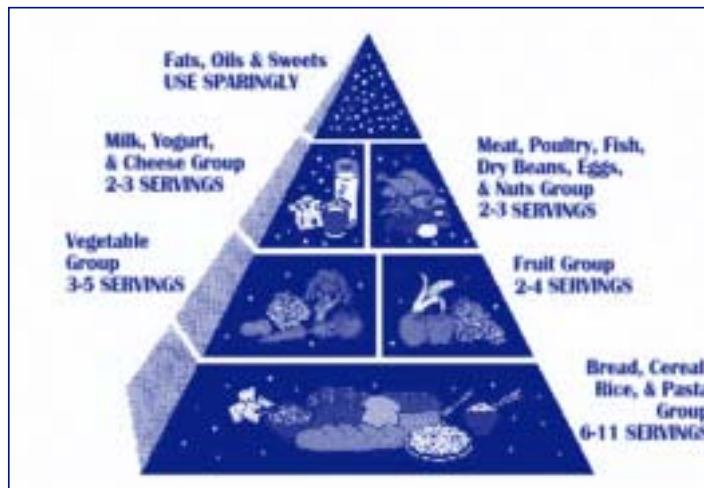
This tells us that beans are high in energy, and low in fat.

The Food Pyramid



The food pyramid tells you what you should eat each day to make sure that you have a healthy balanced diet.

You should choose something from each of the food groups, but only eat fat, oils and sweets sparingly.



What is a serving?

Look at the list below to see what counts as one serving.

MILK, YOGURT AND CHEESE

1 CUP OF MILK OR YOGURT	1 1/2 OUNCES OF NATURAL CHEESE	2 OUNCES OF PROCESSED CHEESE
-------------------------	--------------------------------	------------------------------

MEAT, FISH, POULTRY, DRY BEANS, EGGS AND NUTS

2-3 ounces of cooked lean meat, poultry or fish	cup of dry beans, 1 egg, or 2 tablespoons of peanut butter
---	--

VEGETABLES

1 cup of raw leafy vegetables	cup of other vegetables, cooked or raw	cup of vegetable juice
-------------------------------	--	------------------------

FRUIT

1 medium apple, banana or orange	cup of chopped, cooked or canned fruit	cup of fruit juice
----------------------------------	--	--------------------

BREAD, CEREAL, RICE, PASTA OR POTATOES

1 slice of bread	1 ounce of breakfast cereal	cup of cooked cereal, rice, pasta or potatoes
------------------	-----------------------------	---

The Food Pyramid



Answer the following questions.

1. How many servings of vegetables should you eat each day? _____
2. How many cups of milk or yogurt are in 3 servings? _____
3. What foods should you eat sparingly? _____
4. How much fruit should you eat each day? _____
5. How many ounces of processed cheese make one serving? _____



Use the words in the box to fill in the gaps in these sentences.

sparingly	vegetables	serving	balanced
-----------	------------	---------	----------

1. You need to eat 3-5 servings of _____ each day.
2. Eat sweets, fats and oils very _____.
3. One apple counts as one _____ of fruit.
4. To stay healthy you should eat a _____ diet.

Vitamins



To stay healthy we need to be sure that we get enough vitamins.

If we eat a balanced diet, we should get all the vitamins we need.

The following table shows the main vitamins and which foods we get them from.

VITAMINS	FOODS	WHAT THEY ARE GOOD FOR
VITAMIN A	Milk, cheese, butter, liver, eggs, dark green leafy vegetables and deep orange fruits.	Healthy eyes, skin, and bones.
VITAMIN C	Fruit, dark green leafy vegetables, potatoes.	Helps with healing injuries and fighting infection.
VITAMIN D	Milk, eggs liver, sunlight.	Keeps bones and teeth strong and healthy.
VITAMIN E	Vegetable oils, green leafy vegetables, whole grain bread, egg yolk.	Keeps the cells of the body healthy.
THIAMIN	Pork, organ meats, beans, nuts, whole grains, cereal.	Keeps nerves, muscles, and body tissue healthy.
RIBOFLAVIN	Dairy foods, dark green leafy vegetables, whole grains, cereals.	Healthy skin and eyes.
NIACIN	Meat, milk, eggs, fish, whole grains, nuts.	Used by the nervous system and the digestive system. Keeps skin healthy.
VITAMIN B6	Meat, fish, whole grains, bread, cereal, beans, green, leafy vegetables.	Helps the body to burn up fatty acids. Helps to form red blood cells. Keeps the nervous system healthy.
VITAMIN B12	Meat, poultry, fish, eggs, milk, cheese.	Helps form new cells and keeps nervous system healthy.

Vitamins



Answer the following questions.

1. Name 3 foods which give us vitamin A.

2. What does vitamin D do to keep us healthy?

3. What sort of vegetables do we get vitamin C from?

4. Name 4 foods that give us thiamin?

5. Which vitamin is good for the nervous and the digestive system?

Per Cent

We read a food label to find out what is in it. The information is often given per 100 grams or 'in each hundred grams'.

This is the same as giving the information out of 100 or out of 100 per cent.

Per cent means 'in each hundred'.

Example: 100% means 100 in each 100 or the whole of something.

50% means 50 in each 100 or the half ($\frac{1}{2}$) of something.

25% means 25 in each 100 or a quarter ($\frac{1}{4}$) of something.

20% means 20 in each hundred or a fifth ($\frac{1}{5}$) of something.

10% means 10 in each hundred or a tenth ($\frac{1}{10}$) of something.



Match the per cent with the correct amount.

The first one is done for you.

100%	a quarter ($\frac{1}{4}$)
25%	a fifth ($\frac{1}{5}$)
50%	the whole
10%	a half ($\frac{1}{2}$)
20%	a tenth ($\frac{1}{10}$)

TIP

To find out what 25% of something is just divide by 4.

Example: 25% of 40

Divide 40 by 4 = 10

Therefore 10 is 25% of 40



CHANGING TO A HEALTHY LIFESTYLE

What is a healthy lifestyle? It means starting good health habits and giving up harmful ones. Eating well and exercising are the two most important things you can do to improve your health.

Here is a list of what you can do to keep healthy.

- Eat a balanced diet, with plenty of fresh fruit and vegetables.
- Cut down on the amount of alcohol you drink.
- If you smoke, try and stop or at least cut down.
- Drink less tea and coffee.
- Start exercising for about 30 minutes each day.
You can walk, cycle, swim, dance or take up a sport.

Changing to a healthy lifestyle will improve your life in the following ways:

- You will feel good and have more energy.
- You will sleep better and be more relaxed.
- You will look better. Your muscles will be stronger, your eyes brighter and your skin and hair will look better.
- You will spend less time visiting the doctor.
- You will lose weight without going on difficult diets.
- You will feel happier.

Spellings: -er, -ed, -ing

When we add -er, -ed or -ing to words that have two vowels together you do not double the last letter.

Example: cook —————> cooking

look —————> looking



Underline the vowels and add -ing to the following words.



The vowels are a, e, i, o ,u

Cook _____

Pour _____

Speed _____

Cool _____

Boat _____

Need _____

Read _____

Steam _____

Spellings: -er, -ed, -ing

Remember: One vowel + one consonant = double the last letter.

Two vowels = no need to double the last letter.



Underline the vowels in the following words and then add the correct ending.

The first one is done for you.



The vowels are a, e, i, o, u



Remember you do not need to double the last letter in every word.

Boat + ing boating

Sail + ing _____

Swim + er _____

Suit + ed _____

Boil + ing _____

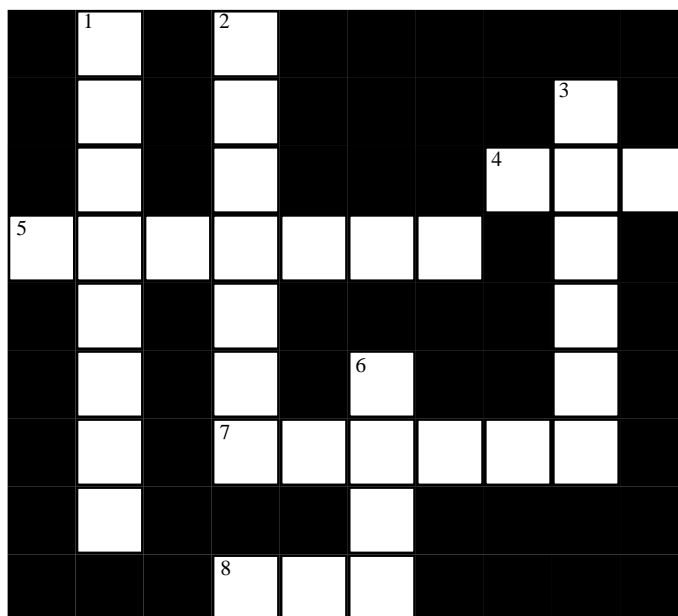
Cook + er _____

Run + ing _____

Wait + er _____

Crossword

In the following crossword all the answers are to do with a healty lifestyle.



Fill in the crossword by answering the following clues.

Across

4. It is better to grill than _____ food.
5. This is a good form of exercise.
7. It is good to eat plenty of these
8. Exercise keeps you _____

Down

1. You should eat _____ diet.
2. Try and give up this.
3. Beer and gin are alcoholic _____
6. Vegetarians don't eat this.

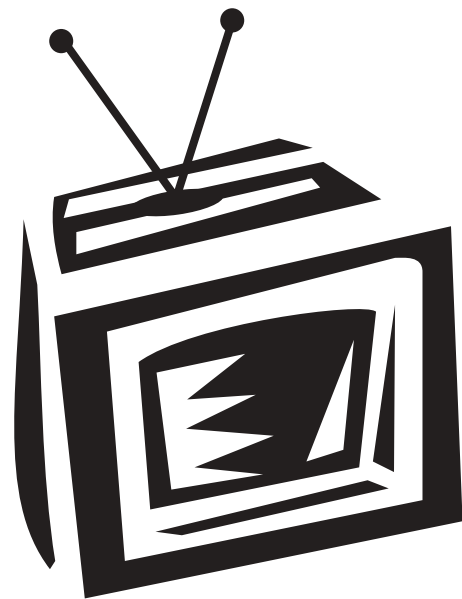


The answers are on page 182.

PROGRAMME

10

Interview for a Job



interview for a job

Programme 10: Interview for a job

Looking forward to buying a new house, Len decides that he needs a better income to keep up with his new lifestyle. So he sets about getting a new, better paid job. Luckily his friend Bob is on hand to take him through his paces as he prepares for his interview. If you are job hunting at the moment you might like to try out some of these worksheets.

The worksheets in this section cover the following:

- Writing Letters
- Reading Job Adverts
- Filling in Forms: Work History
- Proof Reading
- Using the Dictionary
- Questions and Answers
- Reading: Going for an Interview
- Spellings: Hymonyms
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



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(Monday to Friday 10am – 4pm)

and

use the support book.



Writing Letters



These are some words that are useful to have when applying for a job.

apply	dear	writing	hope
yours	sincerely	position	wish



Use some of the words above to fill in the gaps in this letter.

24 Hill Pk,
Carlow.

26th October 2001

_____ Sir/Madam,

I am _____ to apply for the _____
as Head Chef, advertised in last night's Evening Paper.

I have experience as Head Chef in the Lodge Hotel and I enclose
two references.

I _____ you will consider my application
favourably.

Yours _____,

Paul Smith

Reading Job Adverts

The following job vacancies are in your local FÁS office.

<u>Job No.</u>	<u>Vacancy</u>	<u>Hours</u>	<u>Salary</u>
JB 84862	Office Person	40	€11,350p.a.
Person required for the above position. Your duties will include dealing with people by telephone, mailing and reception duties. Must have a good telephone manner. Full training will be given.			
JB 35693	Clerical Assistant	42	€13,500
Photocopying, post, filing and other general duties for a construction company.			
JB 45673	Part Time Receptionist	22	€6.00p.h.
A Receptionist required, duties include answering the telephone, checking in guests, filing and some computer work. 4 days on and 4 days off. Experience desirable but not essential.			
JB 54623	Car Rental Receptionist	Flexible	€12,000
Hiring cars to clients. Must have clean driver's licence as you may have to drive car to clients. Keyboard skills are essential.			

TIP

Abbreviations are short ways of writing words.

Here are some from the advertisement:

p.a. means per annum (per year)

p.h. means per hour

Reading Job Adverts



Using the job adverts answer the questions.

1. You have some experience working in an office and are looking for part time work. Which job should you apply for?

2. Which job allows you work flexible hours and asks for a clean driver's licence?

3. Which job offers training?

4. Which job offers €13,500 and requires you to work 42 hours per week?



You want to find out more about two of the jobs on the FÁS notice board. Fill in the form below.

FÁS Placement Services Unit

For further details on any vacancy on display, please complete this form and hand it to the Employment Services Officer at the Desk.

Name: _____	Vacancy Number
	(1) _____
	(2) _____
Date of Birth: _____	(3) _____

Filling in Forms: Work History

When filling in application forms for jobs you can be asked to give details of the last job or jobs you were in.

The form might look like this.

	Month	Year
Starting date	02	1999
Finishing date	06	2001
Employer's name	Mahons Printing Works	
Employer's address	5 Ironworks Industrial Estate, Carlow	
Job Title	Clerical Assistant	
Duties	answering the telephone, mailing and filing duties and some computer work.	

You also have to state your starting and finishing date.

This is usually the month and year you started and left the job.

The month is filled in like this:

0 2 is February, the 2nd month of the year.

0 6 is June, the 6th month of the year.

Filling in Forms: Work History



Fill in the forms below for your last two jobs.

	Month	Year
Starting date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Finishing date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employer's name	<hr/>	
Employer's address	<hr/>	
Job Title	<hr/>	
Duties	<hr/>	
	<hr/>	

	Month	Year
Starting date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Finishing date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Employer's name	<hr/>	
Employer's address	<hr/>	
Job Title	<hr/>	
Duties	<hr/>	
	<hr/>	

Proof Reading

Proof reading is important. When we proof read we look over what we have written and check for mistakes.

It could be mistakes with:

- spelling
- leaving words out
- forgetting to include a full stop.

It is particularly important that we proof read letters to people we do not know, such as a job application.



Proof read the following letter. Underline the mistakes.

There are 10 mistakes altogether.

12 The Drive,
Ardagh,
Co.Donegal

14th Octoeber 2001

Deer Jane,

I hope all is well. I heare you are going for an interview next week. I thought I wold write and give you some advice.

Well Jane, you are not long driving, so you ned to check how to get to the interview. Check out how long it will tak you to get there and if there is parking. Did you get your driving licence yet? If so bring along. They could ask you four it.

You have a lovely smile. So don't forget when you go into the interview give one of your charming smiles. I hop I am not being too pushy.

Best of look,
Your loving Aunt May.

Using the Dictionary

If we are unsure of the meaning of a word, or if we are unsure whether we have spelt the word correctly looking up a dictionary will help.

In a dictionary the words are in alphabetical order.

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

Example: interest would come before the word interview

The first letters that are different in the two words are
-e and -v. As -e comes before -v in the alphabet the word
interest comes before interview in the dictionary.



In the list of words from the dictionary where should the word go?

The first one is done for you.

- | | | | |
|-----------------|---|---------------------|---|
| 1. dear | dead
deaf
deal
death | 2. check | cheap
cheat
cheek
chess |
| 3. apply | appeal
appear
appoint
approach | 4. interview | interact
interest
internet
interrupt |
| 5. write | wrap
wreck
wrong | 6. number | nudge
nun
nurse |

Question and Answers

Here are the answers to some questions often asked at interviews.



Write down what you think each question was.

The words in the box might help.

how long	what	why
hobbies	interests	strengths
suitable	should	qualities

1. Answer: I worked in my last job for four years.

Question: _____

2. Answer: I would like the job because I enjoy working with people and I am looking forward to a new challenge.

Question: _____

3. Answer: Well, I think I am suitable for the job because I work well in a team, I like serving the public and I am willing to learn.

Question: _____

4. Answer: Yes, I am a member of a darts club and train a local football team.

Question: _____



Going for an Interview

Before the Interview:

- Make sure you understand the duties and skills needed for the job.
- Try to find out as much as you can about the place you are applying to.
- It is a good idea a day or two before the interview to find out exactly where the interview will take place. Check how long it will take to get there. Make sure you have a good map.

Things to bring:

- Take the letter inviting you to the interview.
- If you need a driver's licence for the job, bring it along.
- Bring a note of details of your referees. These are people who you have worked for before who your new employer might like to talk to.
- It is no harm to bring a brush, comb or tissues with you.

When you arrive:

- Be polite and friendly to the reception staff.
- Give a firm handshake when you enter the room.
- Maintain good eye contact - look at the people who are interviewing you.

Spellings: Homonyms

There are many words in English that sound the same, but have different meanings and are spelt differently. These words are called homonyms.

Look at these pairs of homonyms.

dear	deer
write	right
pane	pain
would	wood



Look at the meaning of the words.

dear = a polite greeting in a letter

deer = a fast-running graceful animal

write = put letters or words on paper

right = on or towards the right hand side

pane = a sheet of glass in a window

pain = hurt caused by an injury or illness

would = used with I and we with the word like or to be glad

wood = the material of which trees are made

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet.

Spellings: Homonyms



Choose the correct word to fill in the gaps in these sentences.

1. She began the letter '_____ Sir'. (dear, deer).
2. The hunter shot a young _____. (dear, deer).
3. Turn _____ at the next street. (write, right).
4. I _____ in my diary every day. (write, right).
5. I _____ like to go to the cinema. (would, wood).
6. We went for a walk in the _____. (would, wood).
7. He had a bad _____ in his back. (pain, pane).
8. The football broke the window _____. (pain, pane).

TIP

Contact the NALA freephone support line at **1800 20 20 65** for help with this worksheet.

Wordsearch

All the words in this wordsearch are the names of jobs.



Find the words in this wordsearch.

Put a circle around each one.

TIP

The words are going across or down the page.

plumber

carpenter

nurse

secretary

driver

teacher

shopkeeper

caretaker

T	A	E	C	H	E	N	U	C	P
D	R	I	V	E	R	U	E	A	S
C	A	R	T	A	K	R	P	R	E
N	U	S	E	T	E	S	D	P	C
S	H	O	P	K	E	E	P	E	R
R	I	V	E	R	L	N	O	N	E
T	E	A	C	H	E	R	S	T	T
Y	F	G	H	L	W	X	A	E	A
P	L	U	M	B	E	R	F	R	R
C	A	R	E	T	A	K	E	R	Y

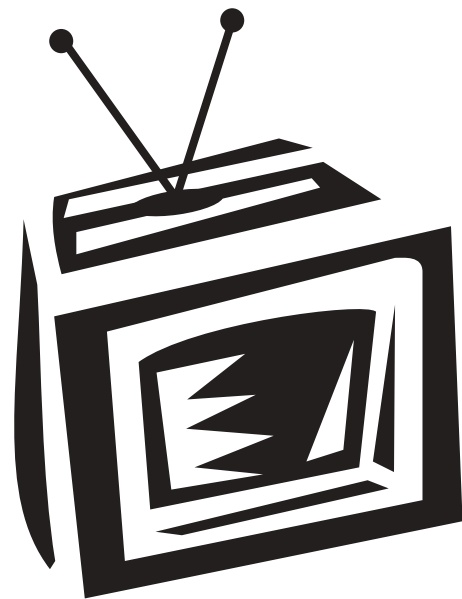
i

The answers are on page 182.

PROGRAMME

11

Pets



Pets

Programme 11: Pets

The Kelly children finally convince their parents to get them a new dog. But Mum and Dad want to make sure that the kids understand the responsibility they are taking on. So they go off to the Pound to choose a puppy, talk to the vet about looking after it and finally get a dog license from the post office. So whether you have a dog, cat or budgie, these worksheets will be useful to you in taking care of your pet.

The worksheets in this section cover the following:

- Reading Notices
- Talking to a Vet
- Locating Information
- Filling in Forms
- Plurals: Changing -y to -ies
- Reading Signs
- Keeping a Pet
- Reading: Unusual Animals
- Spellings: Prefixes
- Crossword

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



For help with the worksheets:

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(Monday to Friday 10am – 4pm)

and

use the support book.



Reading Notices

WANTED

Good home wanted for 2 dogs. Elderly owner unable to take care of them. Must have large garden. Very good with children.

Homes needed for kittens. Would you like to own a beautiful long-haired kitten? 5 eight-week-old kittens, looking for good homes.

Have you got room for a donkey? Four-year-old donkey is looking for a very special home. He has been badly treated, but is very friendly.

If you could offer a home to any of these animals, ring Mary at 021 285 xxxx



Put a ✓ in the correct box.

	True	False
1. The dogs are not good with children.	<input type="checkbox"/>	<input type="checkbox"/>
2. The kittens are long-haired.	<input type="checkbox"/>	<input type="checkbox"/>
3. The kittens are 6 weeks old.	<input type="checkbox"/>	<input type="checkbox"/>
4. The donkey is four years old.	<input type="checkbox"/>	<input type="checkbox"/>
5. Ring Mary for more information.	<input type="checkbox"/>	<input type="checkbox"/>

Talking to a Vet



Why did you want to be a vet?

I always loved animals. I grew up on a farm and there were always cows, horses, dogs and cats around.

How long did you have to train to become a vet?

I trained in college for 5 years and every summer I spent time working with different types of vets. Some vets looked after small pets and other looked after farm animals.

What was the worst injury you ever saw?

I used to do some work for the RSPCA, when I worked in England. One day one of the officers brought in a cat that had been shot in the eye with a crossbow. It lost its eye, but was adopted by a new family, who looked after it very well.

Were you ever injured by any of the animals?

I have only been bitten a few times by cats. A dog has never bitten me. I have been kicked a few times by horses.

What unusual animals have you treated?

Lizards, snakes, rats and wild animals like hedgehogs, foxes and birds. I don't think people should keep unusual animals for pets unless they know how to look after them properly. Some wild animals do not make good pets and they can be very dangerous.

Is there anything you did not like doing?

I would never dock a dog's tail. I think it is cruel and should not be done to any dog unless the tail has been injured.

What is the funniest thing you remember?

I had to pump the stomach of a police dog, which had eaten a big lump of hash. He was being trained as a 'sniffer' dog. The police had left him in the back of a van and he helped himself to the hash they were taking back to the police station.

Talking to a Vet



Answer the following questions.

1. Why did she want to be a vet?

2. How long did she have to train to become a vet?

3. Name some of the unusual pets she has treated.

4. Why does she think it is wrong to keep wild animals as pets?

5. What would she never do to a dog?

6. What sort of dog ate the hash?

Locating Information

This is a contents page from a dog care book.

Contents	
Diet	16
What to feed a dog	18
How often to feed a dog	19
Health	23
Coat and skin problems	24
Eyes and ears	26
Giving medicine	29
Puppies	30
First lessons	31
House training	33
Teething and chewing	35
Training	42
Training tools	44



Answer the questions.

1. Where would you find information on what to feed a dog? _____

2. What is on page 44? _____

3. Where can you find out about house training? _____

4. Where is the information on giving medicine? _____

Filling in forms

If you own a dog, you need to buy a licence. You can get an application form from your local post office. Each licence lasts for one year.


You have two dogs. A 1-year-old black female Labrador and a 4-year-old brown male Jack Russell.



Fill in the form to apply for a licence for your dog.



Use block letters to fill in the form.

Application for Dog Licence(s) 

Please fill out section **A** **B** and sign **C** Clerk to fill in Section **1**
Please use BLOCK LETTERS, Please tick ✓ where appropriate.

A Name of owner of Dog(s)
Address

A Licence must be obtained in respect of each dog.

B **Description of Dog(s)**

	Breed	Colour	Age	Sex	
				male	female
1.					
2.					
3.					
4.					
5.					

The amount payable for each Licence, £ is to be handed in with this application.

C Signature of Applicant
Date of Application Year ending 31st December

1 Serial Number of Licence(s)

1.	<input type="text"/>	3.	<input type="text"/>
2.	<input type="text"/>	4.	<input type="text"/>

Form SMCC 0260 C23



Block letters are capital letters. Refer to Support Book.

Plurals: Changing -y to -ies

Plural means more than one.

For example: two dogs, three cats, four houses and five cars.

We usually just add 's' to a word to make it plural.

i

If a word ends with a consonant followed by a 'y', we have to change the 'y' to 'ie' before adding an 's'.

For example: Penny / → pennies

TIP

The black letters are vowels and the blue letters are consonants.

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



Write the plural of these words.

Copy _____

Daily _____

Penny _____

Facility _____

Jury _____

Pony _____

Baby _____

Reading Signs

Here are some notices you will see in a pet shop.



Underline the mistake in each one.

**Puppys
for sale**

**Homes wanted
for kitens**

**For Sale
Large dog kenel**

**Good homes needed for
Yorkshire Teriers**

**Fish bowels for sale.
Very cheap**

**Baby rabbits
need homes**



Write the correct spellings.

Keeping a Pet

If you are buying a pet for the first time it is important that you have all the things you need to make the animal feel comfortable.



Choose an animal from the list below that you would like as a pet. Write a list of all the things you will need to buy.

Dog cat bird rabbit fish mice

Some of these words might be useful.

food bowl	cage	kennel	hutch	lead
collar	toys	brushes	shampoo	water bowl



Unusual Animals



In America it has become very popular to keep hedgehogs as pets.

They are not the common type of hedgehog we know in Ireland.

They are African hedgehogs, which are much smaller than the ones we know.

If you look on the Internet you will find hundreds of sites telling you where to buy hedgehogs, what to feed them and how to look after them.

You can even buy special bags for carrying them, so that their prickles do not hurt you. They only live for about 3 years.

Another very popular animal is the sugar glider. This is a tiny animal from Australia. It looks like a small squirrel. It carries its young in a pouch like a kangaroo. Its body is only about 5 or 6 inches long, but it has a tail about the same size as its body. The sugar gliders can live for up to 15 years.

Some of the other unusual animals that people keep as pets are pot-bellied pigs, wolves, lizards and spiders.

Spellings: Prefixes

You can make new words in English by putting a smaller word in front of a word. The smaller word is called a prefix.

You can put 'un' or 'dis' in front of many words.

Putting 'un' or 'dis' in front of a word changes it to its opposite meaning.

For example:	Prefix		rootword		
	un	+	happy	=	unhappy
	dis	+	able	=	disable



Put the prefix 'un' or 'dis' in front of these words to make new words.

The first one is done for you.

unaided

_____agree

_____arm

_____clean

_____comfort

_____loyal

_____cover

_____tidy

_____trust

_____infect

_____truth

_____clear

Spellings: Prefixes

All these words have prefixes.



Choose the right word from the box to fill in the gaps in these sentences.

uncover disarmed disappear unblocked unclear disallowed
--

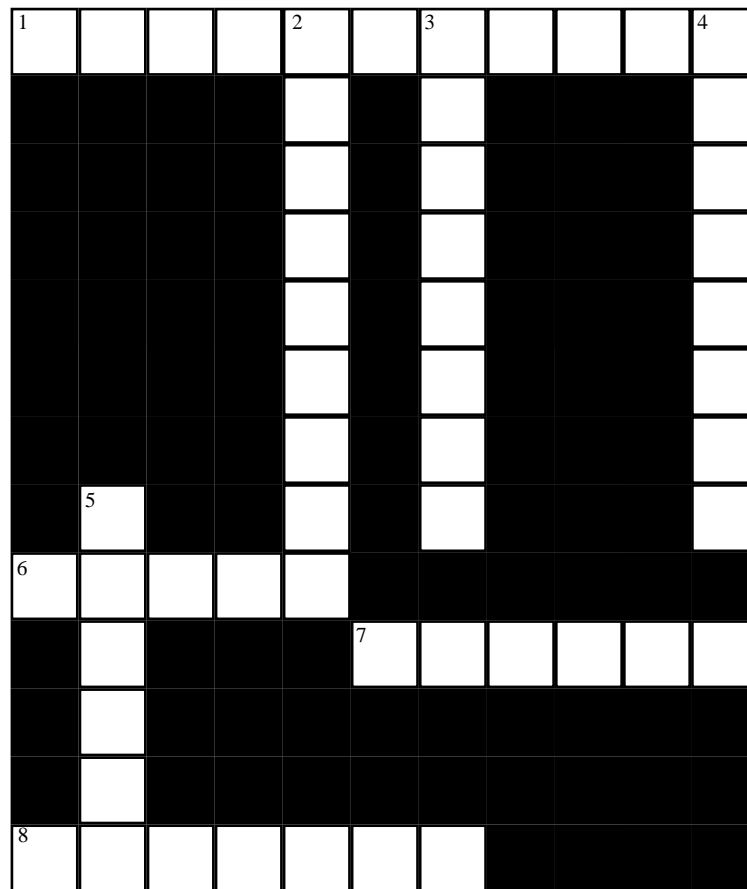
1. The policeman _____ the man with the gun.
2. The plumber _____ the drain.
3. The goal was _____ because the player was offside.
4. I got lost because the directions were very _____.
5. Please do not _____ the paint container.
6. The children always _____ when the dinner is ready.

TIP

Contact the NALA Freephone support line at **1800 20 20 65** for help with this worksheet.

Crossword

In the following crossword all the answers are the names of types of dog



Fill in the crossword by answering the following clues.
Choose the answers from these words.

sheepdog

collie

terrier

boxer

labrador

poodle

red setter

jack russell

Across

1. A small dog. Starts with a boy's names
6. Can thid dog box.
7. This dog has very curly hair
8. A small breed of dog

Down

2. A large sandy coloured dog
3. helps on the farm.
4. A large friendly dog
6. A type of sheep dog

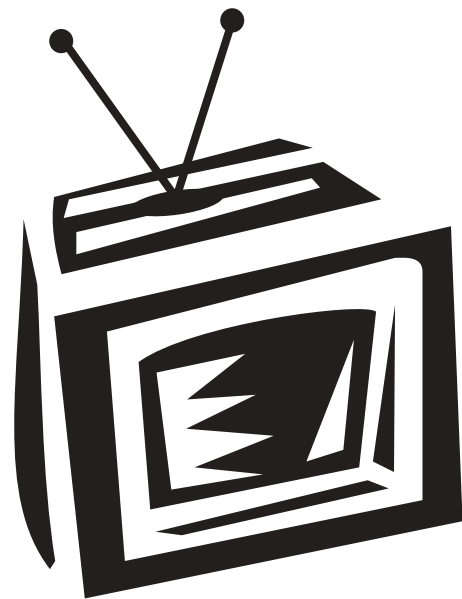


The answers are on page 183.

PROGRAMME

12

Trip Away



Trip Away

Programme 12: Trip Away

A day out is what everyone needs now and then. Len and Bob are persuaded to leave the comfort of the couch and head off on the open road. An adventure is sure to come their way. As always things are never as bad as they seem and help is on hand sooner than they think. If you are planning a trip to town, the country or even further, these worksheets will take you through map reading, following directions and sending a postcard.

The worksheets in this section cover the following:

- Following Directions
- The Map of Ireland
- Reading a Map
- Road Signs
- Making a List
- Writing a Postcard
- Reading: Following Instructions
- Spellings: Revision Sheets
- Wordsearch

Symbols

READ



WRITE



TIP



INFORMATION



SUPPORT BOOK



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use the support book.



Following Directions



Following signposts can be difficult sometimes as you can see from these signposts.

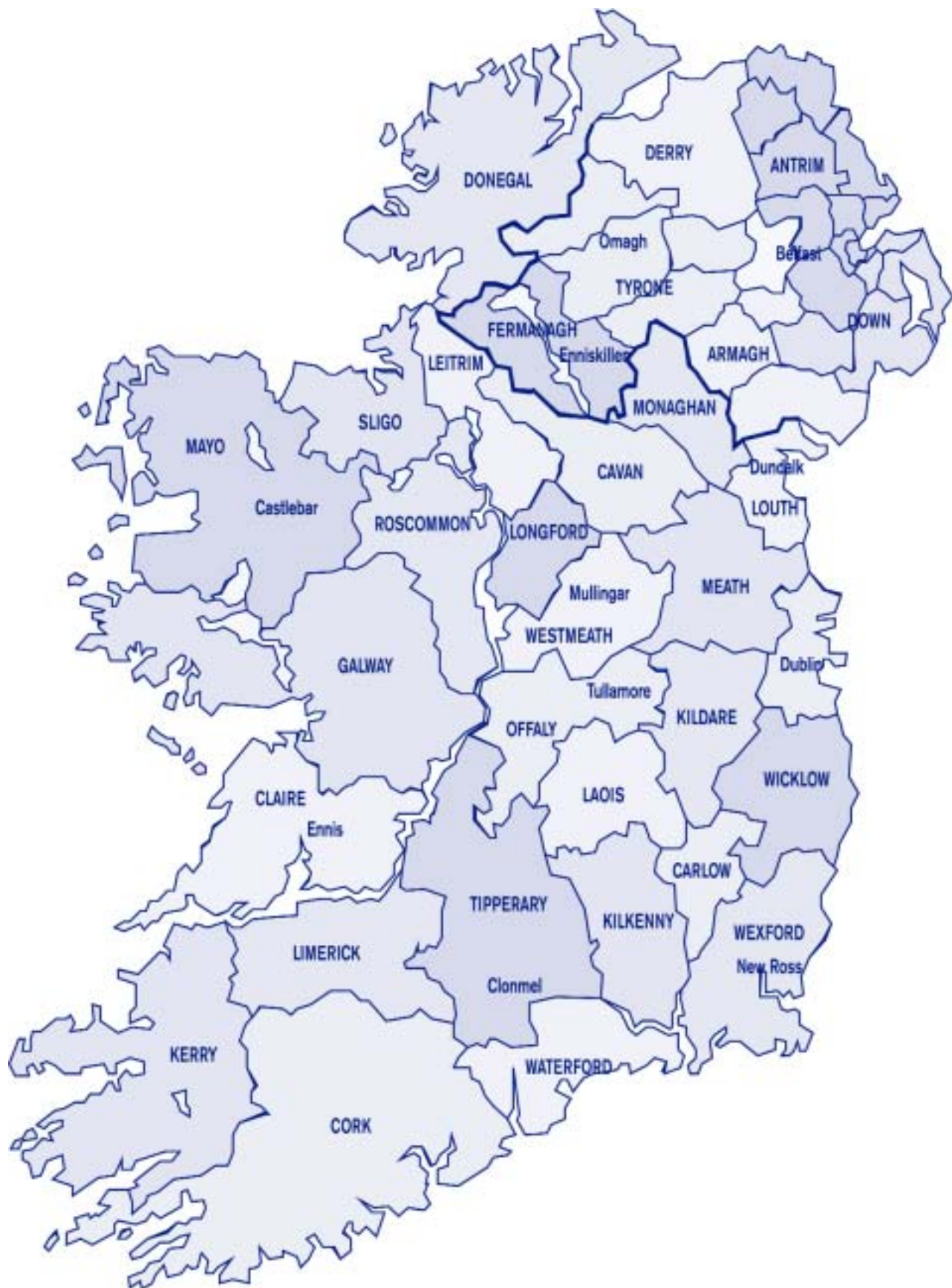
You have got lost and need to ask someone for directions.



Make a short note of the directions you have been given to find your way back to the right road.

“Go straight on to the next crossroads. Turn left and follow the road for about two miles until you come to a roundabout. Take the second turn to the left off the roundabout. Keep going straight and take the first turn left and then the second turn to the right. This should get you back on the right road.”

The Map of Ireland



The Map of Ireland



Look at the map of Ireland to find the answers to these questions.

1. Which is the largest County in Ireland? _____

2. Which is the smallest county in Ireland? _____

3. In which county are the following towns and cities?

Ennis _____

Tullamore _____

Mullingar _____

Clonmel _____

Enniskillen _____

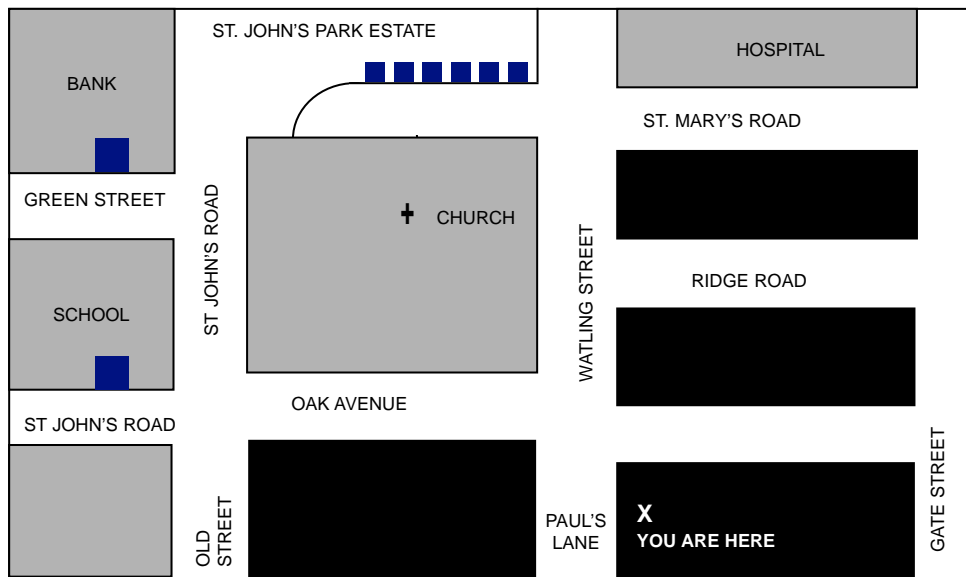
Castlebar _____

Omagh _____

Dundalk _____

New Ross _____

Reading a Map



Look at the map above and answer these questions.

1. If you turn left at Paul's Lane, which road will you be on?

2. Where would you find the bank?

3. Which building is on St. Mary's Road?

4. If you are driving along Watling Street, which building do you pass on your left?

5. Where would you find the school?

Road Signs



Match these road signs to the correct meaning.

The first one is done for you.



Right turn ahead



End of speed limit



4 Road junction



Roundabout



Road narrows



No parking



Dangerous bends

Making a List

You are going away with your partner and your two children for the weekend for a short break at the seaside.

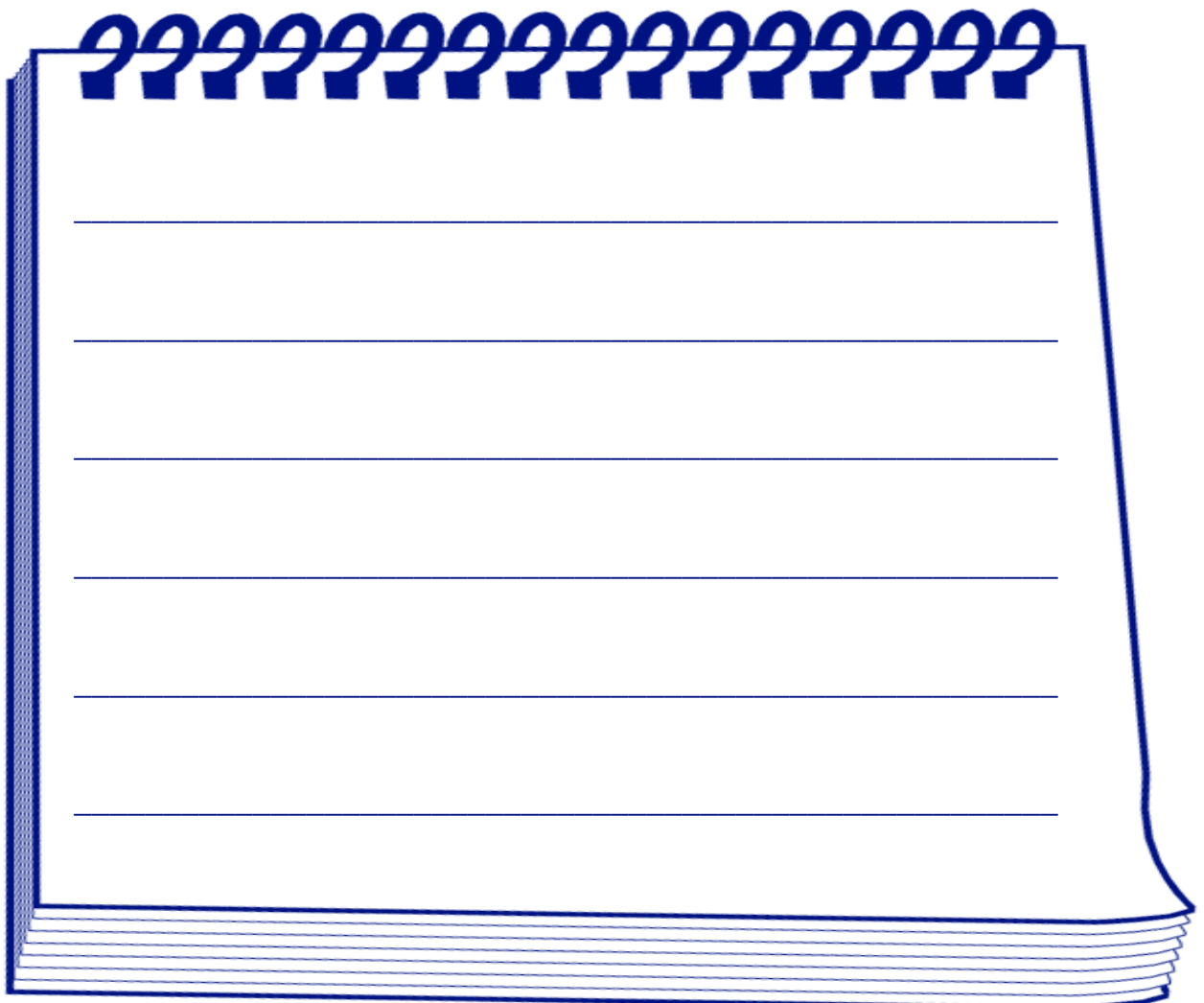


Make a list of some of the things you will need to bring with you.

Some of these words might be useful.

swimming costumes	buckets and spades	sun cream	soap
toothpaste	shampoo	towels	hat

List of things to bring on a short break to the seaside:



Writing a Postcard

When we send postcards to our friends or family, we write a short note.
We just want them to know that we are enjoying our holiday.



Write the following postcard to a friend telling them about a visit to the Rock of Cashel.

Some of these words might be useful.

weather	castle	visited	enjoying	journey
sunny	raining	hotel	driving	holiday

<div><div></div><div><hr/><hr/><hr/><hr/><hr/></div></div>
--

Reading

Following Instructions

One of the wheels of your car has got a puncture.



Read the following instructions to change the wheel.

1. Make sure you are on flat part of the road.
2. Make sure you are safe from passing cars.
3. Take off the hubcap.
4. Use the wheel nut spanner to loosen the nuts slightly.
5. Use the jack to raise the car.
6. Loosen the nuts fully and remove them.
7. Lift off the wheel.
8. Put the spare wheel in place and tighten the nuts almost fully.
9. Lower the car and remove the jack.
10. Finish tightening the nuts.
11. Replace the hubcap.
12. Put the old wheel face down in the boot of the car.
13. Replace the tools.
14. Check the tyre pressure.

Following Instructions



Fill in the missing words in these sentences.

1. Make sure you are on a _____ part of the road.
2. Use the wheel nut spanner to _____ the nuts.
3. Use the jack to _____ the car.
4. Put the spare wheel in place and _____ the nuts.
5. Lower the car and _____ the jack.



These words are mixed up.

Use the words in the box to help you sort them out.

wheel	spanner	loosen	tighten
remove	finish	tyre	hubcap

1. nerpans _____
2. ryte _____
3. chapub _____
4. hightten _____
5. helwe _____
6. shinif _____
7. moreev _____
8. soonel _____

Spellings: Revision Sheets

Homonyms

TIP

Look at page 146 if you cannot remember what a homonym is.



Write other words that sound the same as these words, but are spelled differently.

write _____ dear _____

would _____ pain _____

know _____ some _____

Word Endings – ing, er and ed

TIP

Look at pages 20 + 34 for the rules.



Add –er, -ing and –ed to these words.

er

ing

ed

Swim _____

Jump _____

Cool _____

Spellings: Revision Sheets

Prefixes

TIP

Look at page 160



Put 'un' or 'dis' in front of these words.

___arm

___sure

___happy

___loyal

___appoint

___tidy

___clean

___cover

___appear

___able

TIP

Remember we have looked at tips for spelling on the following pages.

Word Ending -ing	20 and 21
Word Endings -er, -ed, -ing	34, 35, 132 and 133
Compound Words	48 and 49
Spelling of Numbers	76 and 77
Apostrophe	90 and 91
Syllables	104 and 105
Hymonyms	146 and 147
Prefixes	160 and 161

Wordsearch

All the words in this wordsearch are the names of Irish cities and towns



Find the words in this wordsearch.

Put a circle around each one.

TIP

The words are going across or down the page.

Waterford	Dublin	Belfast	Derry	Wicklow
Ennis	Wexford	Cork	Birr	Thurles

F	W	E	N	W	T	E	R	F	O	D	H
O	E	X	I	A	R	L	E	B	W	S	U
R	X	D	U	B	L	I	N	E	A	L	T
D	F	D	E	R	R	Y	B	L	T	G	H
C	O	F	W	L	D	R	B	F	E	D	U
A	R	L	I	B	E	I	C	A	R	U	R
R	D	E	C	D	R	B	J	S	F	B	L
L	E	G	K	R	Y	L	U	T	O	L	E
U	B	H	L	E	N	N	I	S	R	N	S
N	I	K	O	R	B	I	R	S	D	F	T
O	R	F	W	Y	C	O	R	K	H	K	P
S	R	G	K	I	V	E	L	O	F	C	L

i

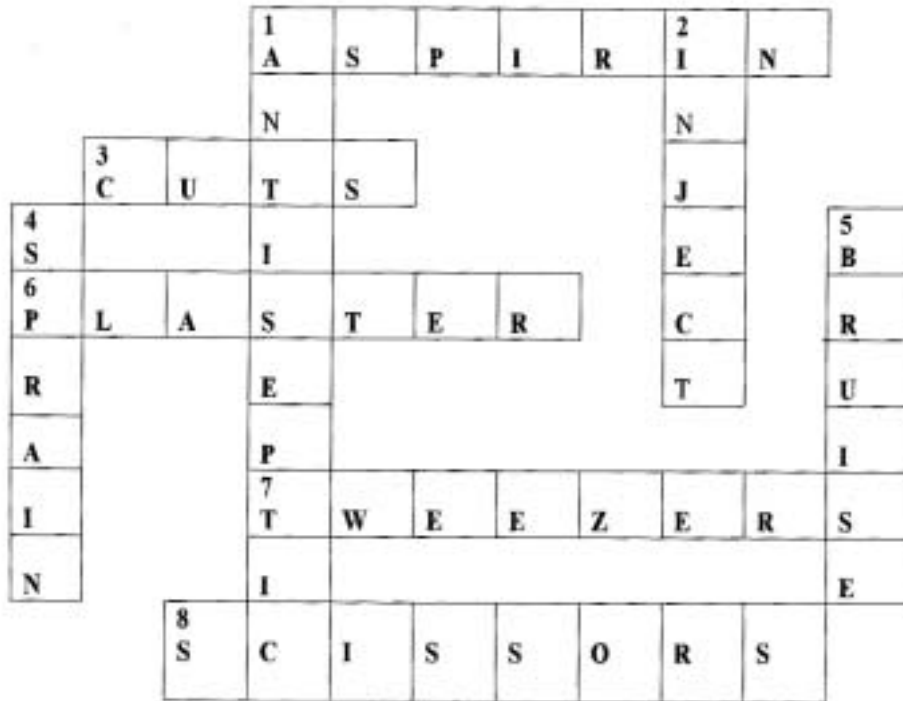
The answers are on page 183.

ANSWERS

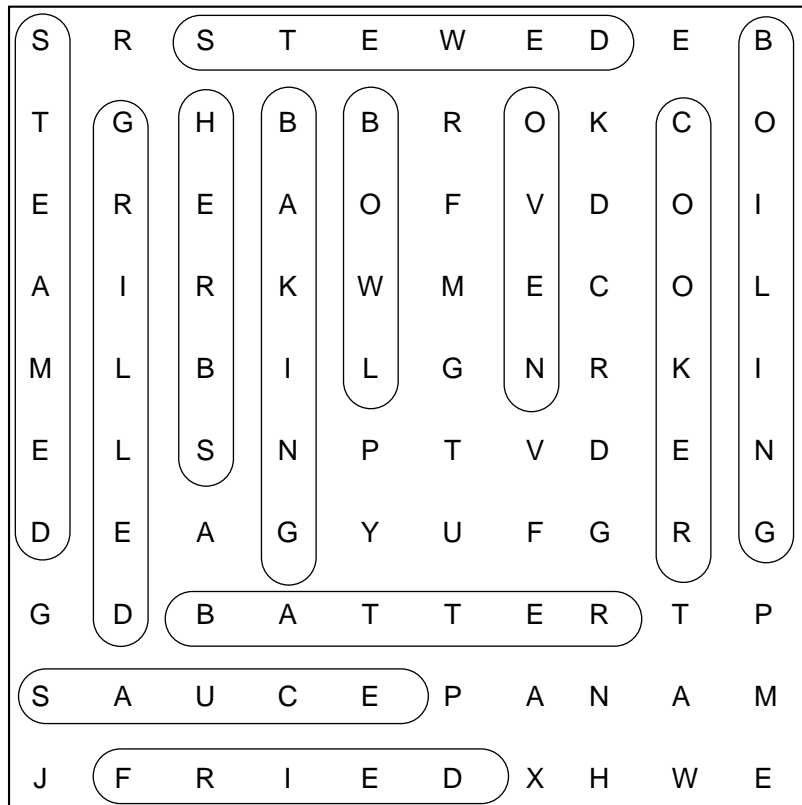


Answers

Crossword (page 22)

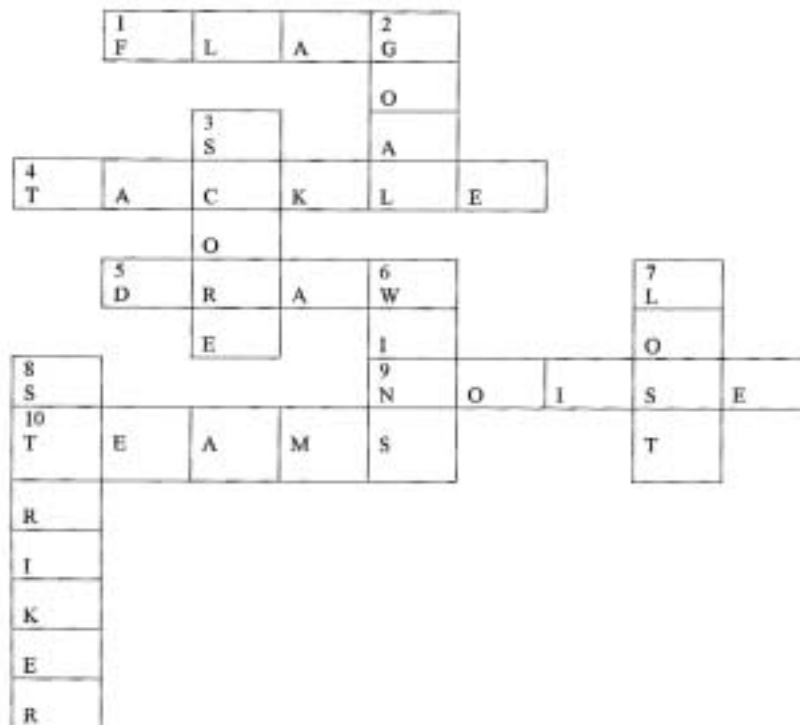


Wordsearch (page 36)

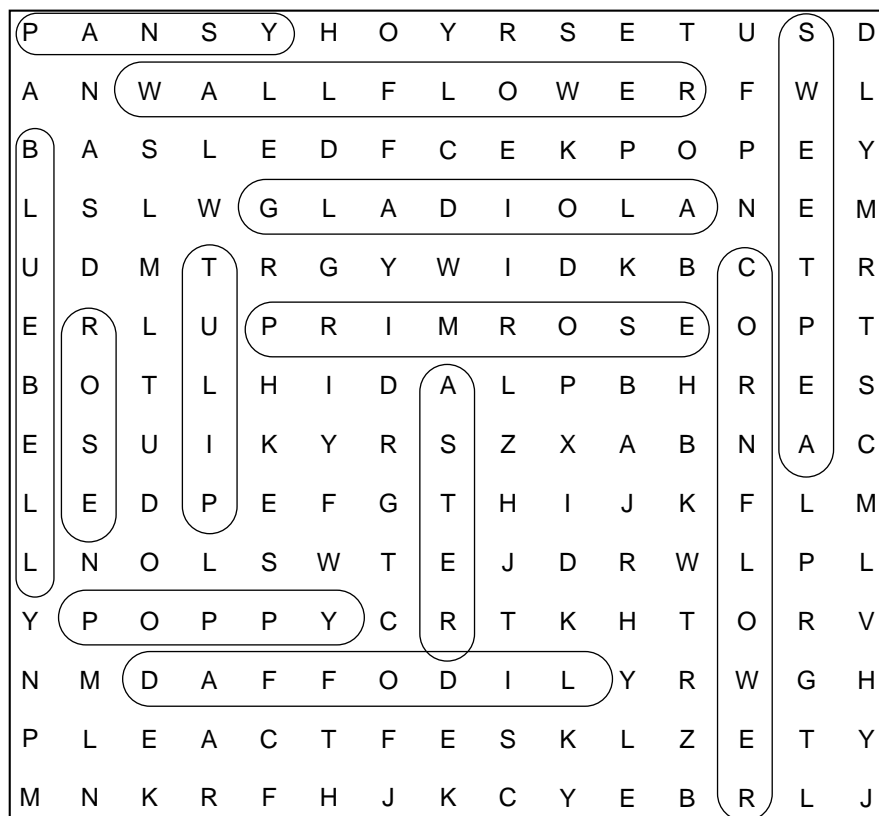


Answers

Crossword (page 50)



Wordsearch (page 64)

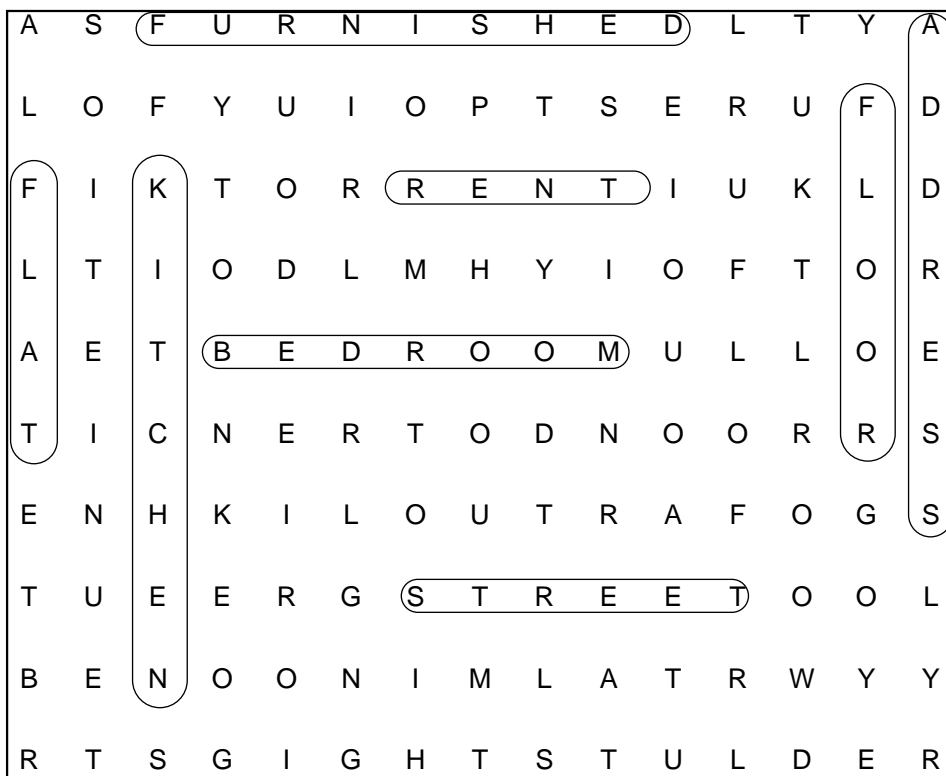


Answers

Crossword (page 78)

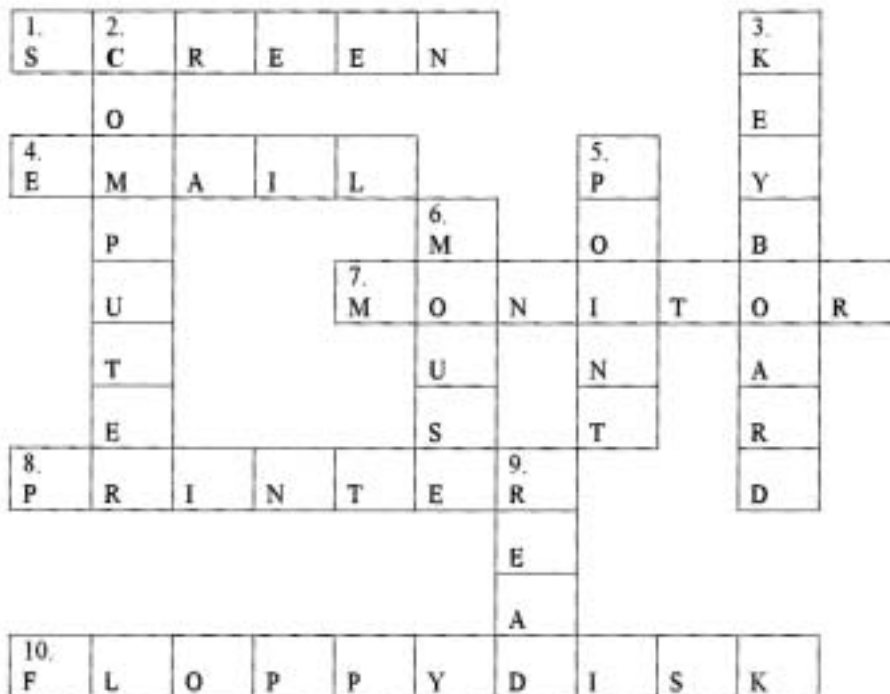


Wordsearch (page 92)

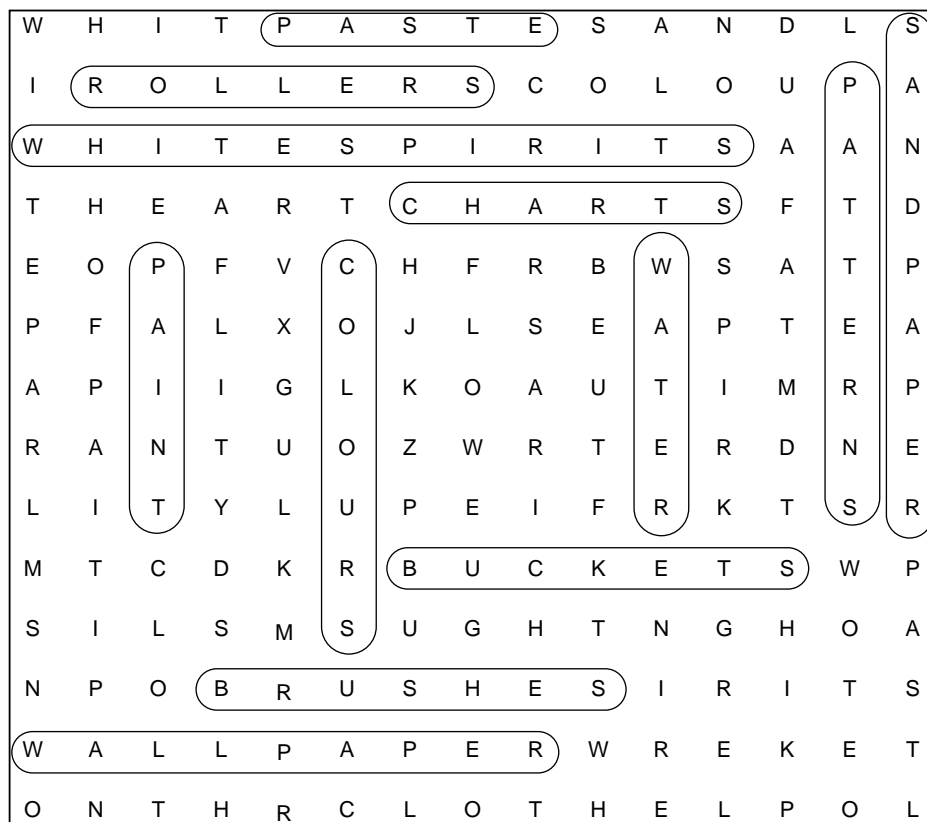


Answers

Crossword (page 106)

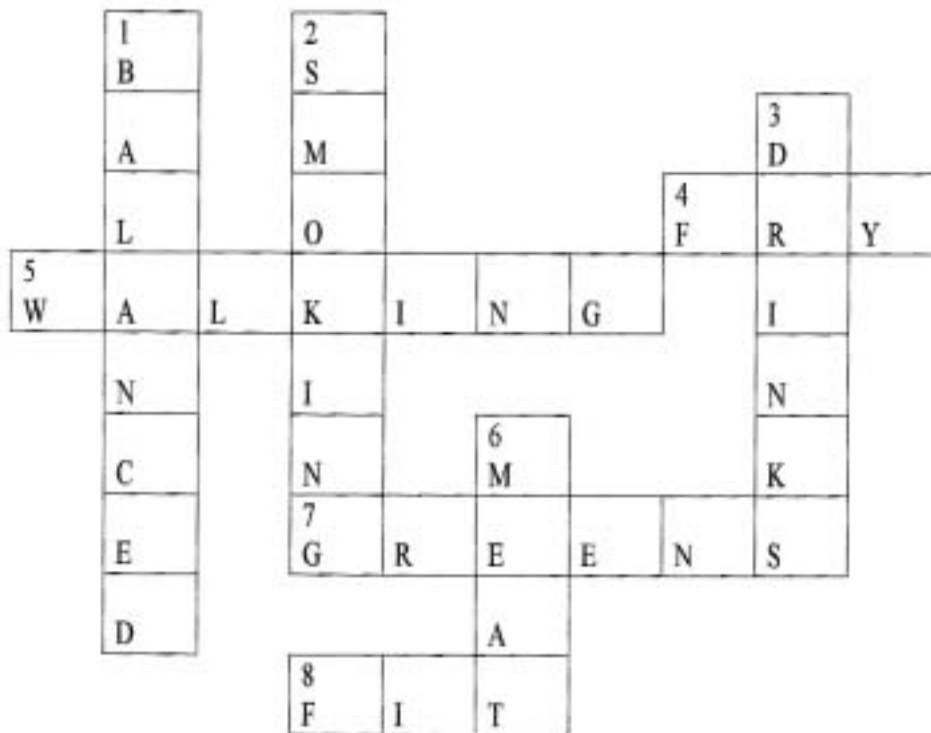


Wordsearch (page 120)

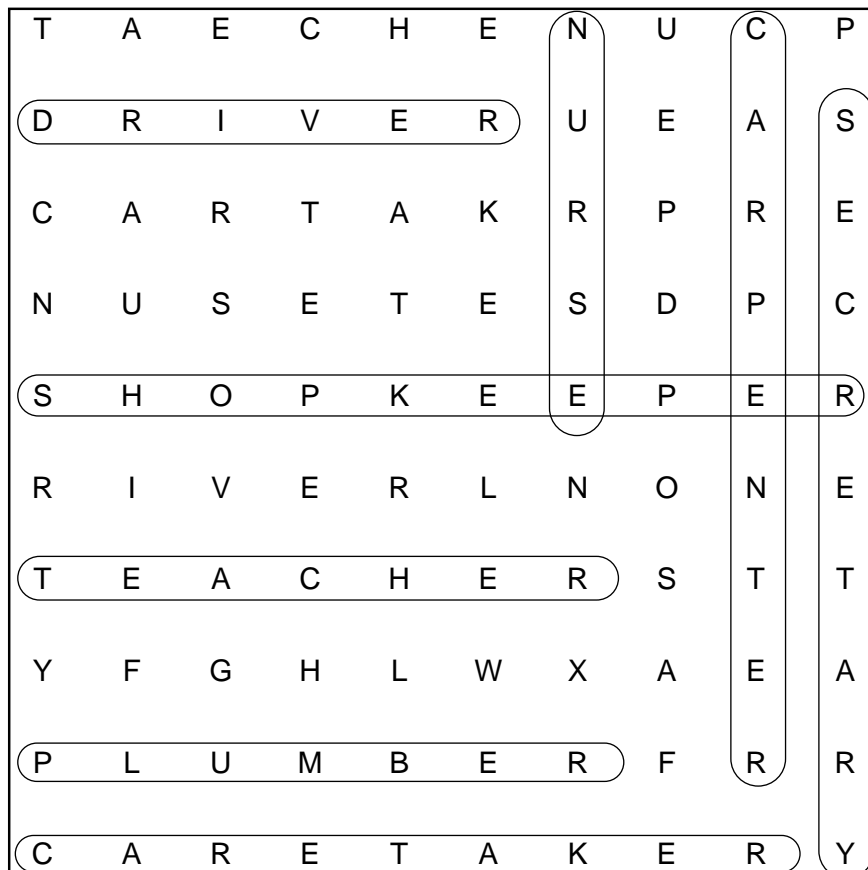


Answers

Crossword (page 134)



Wordsearch (page 148)



Answers

Crossword (page 162)

1 J	A	C	K	2 R	U	3 S	S	E	L	4 L
				E		H				A
				D		E				B
				S		E				R
				E		P				A
				T		D				D
				T		O				O
				E		G				R
6 B	O	X	E	R						
	L				7 P	O	O	D	L	E
	L									
	I									
8 T	E	R	R	I	E	R				

Wordsearch (page 176)

F	W	E	N	W	T	E	R	F	O	D	H
O	E	X	I	A	R	L	E	B	W	S	U
R	X	D	U	B	L	I	N	E	A	L	T
D	F	D	E	R	R	Y	B	L	T	G	H
C	O	F	W	L	D	R	B	F	E	D	U
A	R	L	I	B	E	I	C	A	R	U	R
R	D	E	C	D	R	B	J	S	F	B	L
L	E	G	K	R	Y	L	U	T	O	L	E
U	B	H	L	E	N	N	I	S	R	N	S
N	I	K	O	R	B	I	R	S	D	F	T
O	R	F	W	Y	C	O	R	K	H	K	P
S	R	G	K	I	V	E	L	O	F	C	L

READ WRITE NOW

2



National Adult Literacy Agency
76 Lower Gardiner Street
Dublin 1

TEL: (01) 855 4332
FAX: (01) 855 5475
EMAIL: literacy@nala.ie
WEBSITE: www.nala.ie



The National Adult Literacy Strategy is funded by the Department of Education and Science under the National Development Plan 2000 - 2006, part-funded by the European Social Fund.

