# Functional Reading & Life Skills

Practice Packet · Easy Version

Name _____ Date _____

## What is inside this packet


1 **Reading a Recipe**
Read the steps and ingredients, then answer questions.

2 **Making a Shopping List**
Read a list, sort items, and plan what to buy.

3 **Filling Out a Job Application**
Practice writing your information on a real form.

4 **Sign-Up Sheets & Forms**
Read a sign-up sheet and fill out everyday forms.

5 **Writing Emails**
Write a thank-you email and ask for help by email.


These pages practice everyday reading and writing: recipes, shopping, job applications, forms, and emails. Work at your own pace. Take your time and do your best.

# Reading a Recipe

Section 1

**DIRECTIONS**

Read the recipe card. Then answer the questions. You can circle your answers.

## Ants on a Log

**YOU NEED**

- 3 celery sticks
- Peanut butter
- Raisins

**STEPS**

1. Wash the celery.
2. Spread peanut butter on the celery.
3. Put raisins on top.
4. Eat and enjoy!

**1.** How many ingredients do you need?

2 3 5

**2.** Circle the 3 things you need:

Cheese Celery Peanut butter Bread Raisins

**3.** What do you do FIRST?

Put raisins on top Eat it Wash the celery

**4.** Put the steps in order. Write 1, 2, 3, or 4 in each box.

Put raisins on top.

Eat and enjoy!

Wash the celery.

Spread peanut butter on the celery.

**5.** What goes on top?

Raisins Cheese

# Making a Shopping List

Section 2

**DIRECTIONS**

You want to make Ants on a Log. Use the shopping list to answer the questions.

## My Shopping List

- Celery
- Peanut butter
- Raisins

**1.** Read the list. Check the box when you find each item.

- ☐ Celery
- ☐ Peanut butter
- ☐ Raisins

**2.** Where do you find it in the store? Write **Produce** or **Snacks**.

Celery _____

Peanut butter _____

Raisins _____

**3.** Circle the items that are on your list:

Milk  Celery  Soda  Raisins  Peanut butter

**4.** Add one snack you like to your list:

_____

# Filling Out a Job Application

Section 3

**DIRECTIONS**

Fill out the job application. Use the hint under a box if you need help. Write neatly so an employer can read it.

**First Name**

**Last Name**

**Today's Date**

**Phone Number**

Example: 617-555-1234

**Email**

Example: yourname@email.com

**The job I want**

Hint: bagger, cashier, or helper

**One reason I want this job**

**Sign your name:**

**Date:**

# Sign-Up Sheets & Forms

Section 4

## Part A — After-School Cooking Club Sign-Up

**DIRECTIONS**

Read the sign-up sheet. Then answer the questions and add your name.

| Name | Grade |
|---|---|
| Maria | 9 |
| James | 10 |
| Lily | 9 |
| Molly | 11 |
| John | 12 |
| | |

**1.** How many students signed up? _____

**2.** Who signed up first? _____

**3.** Add your name and grade to the empty row above.

## Part B — Library Card Sign-Up

**Full Name**

**Phone Number**

**Today's Date**

## Part C — School Information

**Teacher's Name**

**Classroom Number**

**Grade Level**

# Writing Emails

Section 5

**DIRECTIONS**

Fill in the blanks to finish each email. Then circle the best greeting and closing.

**Parts of an email:** **To** (who you send it to) · **Greeting** ("Dear ...") · **Message** (what you want to say) · **Closing** ("Thank you,") · **Your name**

## Part A — Finish the Thank-You Email

**To:** mr.garcia@school.org **Subject:** Thank you

Dear _____,

Thank you for _____.

From, _____

**Pick the best greeting:**

hey | Dear Mr. Garcia,

**Pick the best closing:**

Thank you, | bye lol

## Part B — Finish the Asking-for-Help Email

**To:** ms.adam@school.org **Subject:** I need help

Dear Ms. Adam,

I need help with _____.

I cannot find my assignment on Canvas.

Can you help me?

Thank you,

_____