Functional Reading & Life Skills

Practice Packet · Harder Version

Name _____ Date _____

What is inside this packet

1 **Reading a Recipe**
Read a recipe, double it for more people, and figure out the cooking time.

2 **Shopping List, Sales Tax & a Budget**
Work out quantities, add up the cost with tax, and stay in budget.

3 **Filling Out a Job Application**
Complete a full application with experience and a reference.

4 **Reading a Work Schedule**
Read a weekly shift schedule and fill out a time-off request.

5 **Reading a Pay Stub**
Read your paycheck stub and work out your take-home pay.

6 **Making a Bank Deposit**
Fill out a deposit slip and add up your total deposit.

7 **Writing Emails**
Read a work email, then write two emails of your own.

These pages practice everyday reading and math: recipes, shopping, job applications, schedules, paychecks, banking, and email. Read carefully, take your time, and show each step of your thinking.

Reading a Recipe

Section 1

DIRECTIONS

Read the recipe, then answer the questions. Some questions have more than one step.

Veggie Pasta Bake (serves 2)

INGREDIENTS

- 2 cups pasta (dry)
- 1 cup pasta sauce
- 1 cup shredded cheese
- 1/2 cup chopped vegetables
- 1 tablespoon olive oil

STEPS

1. Preheat the oven to 375°F.
2. Boil the pasta for 8 minutes, then drain the water.
3. Mix the pasta, sauce, vegetables, and olive oil in a baking dish.
4. Sprinkle the cheese on top.
5. Bake for 20 minutes.
6. Let it cool for 5 minutes before you eat.

1. What temperature do you set the oven to? _____

2. This recipe serves **2** people. You need to make enough for **4** people. **Double** each amount and write the new amount.

Ingredient	Serves 2	Serves 4 (double)
Pasta	2 cups	
Pasta sauce	1 cup	
Shredded cheese	1 cup	
Chopped vegetables	1/2 cup	
Olive oil	1 tablespoon	

3. Boiling takes **8 minutes** and baking takes **20 minutes**. How many minutes of cooking is that in all?

_____ minutes

4. You start cooking at **4:45**. Boiling and baking take the number of minutes from Question 3. What time is it when the baking finishes? _____

5. Why does Step 6 tell you to let the food cool for 5 minutes?

_____

Shopping List, Sales Tax & a Budget

Section 2

READ THIS

You are buying everything to make the **Veggie Pasta Bake for 4 people**. You need **2 boxes of pasta** and **1 of each** other item.

Store prices: Pasta (1 box) $1.80 · Pasta sauce (1 jar) $2.50 · Shredded cheese (1 bag) $3.25 · Vegetables (1 bag) $2.40 · Olive oil (1 bottle) $4.75

1. Fill in the shopping table. Multiply to find the cost of each row.

Item	How many	Price each	Cost
Pasta	2	$1.80	
Pasta sauce	1	$2.50	
Shredded cheese	1	$3.25	
Vegetables	1	$2.40	
Olive oil	1	$4.75	
		Subtotal	

Sales tax: Total = Subtotal × 1.06 Example: $10.00 × 1.06 = $10.60

2. Add 6% sales tax. Total = Subtotal × 1.06 = $ _____

3. You have **$20.00**. Can you buy everything?

YES NO

4. How much money is left? $20.00 − Total = $ _____

5. If you did **not** buy the olive oil, what would the new **subtotal** be? $ _____

Filling Out a Job Application

Section 3

DIRECTIONS

Fill out this Riverside Market job application completely and accurately. Write neatly and use real information about yourself.

Personal Information

First Name _____

Last Name _____

Street Address _____

City _____

State & Zip _____

Phone Number _____

Email _____

Education

School Name _____

Grade _____

Availability

For each day, write **Yes** or **No**. If yes, write the hours you can work.

Day	Can you work? (Yes / No)	From	To
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Filling Out a Job Application

Section 3 (continued)

Work or Volunteer Experience

Place

Your Job or Role

One thing you did there

Reference

A reference is a person who can say good things about you. (Not a family member.)

Name

How you know them

Phone

Short Answer

Why do you want to work at Riverside Market? Write two or three sentences.

Applicant Signature:

Date:

Reading a Work Schedule

Section 4

DIRECTIONS

This is your work schedule at Riverside Market. Read it carefully, then answer the questions.

Day	Shift	Start	End
Monday	Morning	9:00 AM	1:00 PM
Tuesday	Off	—	—
Wednesday	Afternoon	2:00 PM	6:00 PM
Thursday	Morning	9:00 AM	1:00 PM
Friday	Afternoon	3:00 PM	7:00 PM
Saturday	Morning	8:00 AM	12:00 PM

1. Which day do you have **off**? _____

2. Which **three** days do you work in the morning? _____

3. How many hours long is the **Friday** shift? _____ hours

4. Your boss says to arrive **10 minutes early**. What time should you get to work on **Wednesday**?

_____

5. Add up your hours for **Monday, Wednesday, and Friday**. _____ hours

Fill Out a Time-Off Request

Your Name

_____

Today's Date

_____

Day you want off

_____

Reason

_____

Reading a Pay Stub

Section 5

DIRECTIONS

This is your paycheck stub from Riverside Market. Read it, then answer the questions. Two questions ask you to do the math yourself.

Riverside Market

Pay period: June 1 – June 7

DESCRIPTION	AMOUNT
Hours worked	20
Pay rate (per hour)	$15.00
Gross pay (hours × rate)	$300.00
Deduction — Federal tax	− $30.00
Deduction — State tax	− $15.00
Net pay (take-home)	**$_____**

1. How many hours did you work this pay period? _____

2. What is your pay rate for each hour? $ _____

3. Check the gross pay yourself: 20 hours × $15.00 = $ _____

4. Add the two deductions together. $30.00 + $15.00 = $ _____

5. Find your **net pay** (take-home). Gross pay − deductions = $ _____

6. Why is your net pay **less** than your gross pay?

_____

_____

_____

_____

Making a Bank Deposit

Section 6

READ THIS

You are putting money into your bank account. You have **$40.00 in cash** and **one check for $255.00** (your paycheck). Fill out the deposit slip below.

Deposit Slip

Riverside Bank

Name	
Date	
Account Number	
Cash	
Check	
Total Deposit	

1. Write the cash amount and the check amount on the slip above.

2. Add them together to find your **total deposit**. $40.00 + $255.00 = $ _____

3. Write the total on the "Total Deposit" line of the slip.

4. A friend asks how much you put in the bank today. What would you tell them?

_____

_____

Writing Emails

Section 7

DIRECTIONS

Read the email from your manager and answer the questions. Then write two emails of your own on the next page. Use a greeting, a clear message, and a polite closing.

Parts of an email: **To** · **Subject** · **Greeting** ("Dear ...,") · **Body** (your message) · **Closing** ("Thank you,") · **Your name**

Part A — Read this email, then answer

To: team@riversidemarket.com **Subject:** Staff meeting on Friday

Dear Team,

Please remember our staff meeting is on **Friday at 3:00 PM** in the break room. Bring your name badge. If you cannot come, please email me by **Thursday**.

Thank you,

Ms. Reed, Manager

1. What day and time is the meeting?

2. Where is the meeting?

3. What should you bring?

4. What should you do if you cannot come, and by when?

Writing Emails

Section 7 (continued)

Part B — Write an Email to Miss the Meeting

READ THIS

You have a doctor's appointment on Friday at 3:00 PM, so you cannot come to the staff meeting. Write an email to Ms. Reed. Tell her you cannot come **and why**. Remember to send it before Thursday.

To: _____ Subject: _____

Part C — Write an Email Because You Are Running Late

READ THIS

The bus is late and you will be about **15 minutes late** for your work shift. Write an email to your manager, Ms. Reed. Say you are sorry, tell her why, and say what time you will arrive.

To: _____ Subject: _____