Functional Reading & Life Skills

Practice Packet · Standard 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

Mug Mac & Cheese (1 serving)

INGREDIENTS

- 1/3 cup macaroni (dry)
- 1/2 cup water
- 1/4 cup milk
- 1/2 cup shredded cheese
- A pinch of salt

STEPS

1. Put the macaroni and water in a large mug.
2. Microwave for 3 minutes. Watch it so it does not boil over.
3. Carefully take out the mug. The water will be hot.
4. Add the milk and cheese. Stir well.
5. Microwave for 1 more minute. Stir and eat.

1. Write the 5 ingredients you need:

_____

_____

2. How much water do you add? _____

3. How long do you microwave it the first time? _____

4. What do you add in Step 4? _____

5. Number the steps in the right order (1–5).

- [ ] Add the milk and cheese. Stir well.
- [ ] Put the macaroni and water in a mug.
- [ ] Microwave for 1 more minute. Stir and eat.
- [ ] Microwave for 3 minutes.
- [ ] Carefully take out the hot mug.

Making a Shopping List

Section 2

READ THIS

You are going to make **Mug Mac & Cheese** for yourself. Use the recipe from Section 1.

DIRECTIONS

Make your shopping list, sort it by store section, and work out the cost.

1. Write a shopping list of what you need to buy:

_____

_____

_____

2. Sort your items into the right store section.

Dairy

Pasta & Dry Goods

Store prices: Macaroni $1.50 · Milk $2.00 · Cheese $3.00 · Salt $1.00

3. Add up the cost of all 4 items. Total = $_____

4. You have $10. Can you buy everything?

YES NO

5. If yes, how much money is left? $_____

Filling Out a Job Application

Section 3

DIRECTIONS

Fill out this Stop & Shop job application completely and accurately. Write neatly. Use real information about yourself.

Personal Information

First Name

Last Name

Street Address

City

State & Zip

Phone Number

Email

Education

School Name

Grade

Availability

Circle the days you can work:

Mon Tue Wed Thu Fri

Sat Sun

Applicant Signature:

Date:

Sign-Up Sheets & Forms

Section 4

Part A — Community Garden Volunteer Sign-Up

DIRECTIONS

Read the volunteer sign-up sheet. Answer the questions, then add yourself to the list.

Name	Phone	Shift
Maria Lopez	617-555-0181	Morning
James Carter	617-555-0142	Afternoon
Lily Chen	617-555-0199	Morning
Devon Brooks	617-555-0173	Morning
Aisha Khan	617-555-0188	Afternoon

1. How many people signed up for the **morning** shift? _____

2. Add yourself to the list. Write your name, phone, and pick a shift (Morning or Afternoon).

Part B — Field Trip Permission Form

Student Name _____ **Grade** _____

Parent Name _____ **Parent Phone** _____

☐ I give permission for my child to go on the field trip.

Date: _____

Writing Emails

Section 5

DIRECTIONS

Read the sample email and answer the questions. Then write your own two emails. 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: ms.vivian@school.org **Subject:** Question about my schedule

Dear Ms. Vivian,

I am not sure which room my elective is in on Thursday. Could you please tell me where to go? Thank you for your help.

Sincerely,

Sam

1. Who is this email to? _____

2. What is Sam asking for? _____

3. Write one word or phrase that makes the email polite: _____

Writing Emails

Section 5 (continued)

Part B — Write a Thank-You Email

READ THIS

Your internship at the Bayview Café is over. Write a thank-you email to your supervisor, Mr. Garcia. Tell him one thing you liked about working there.

To: _____ Subject: _____

Part C — Write an Email Asking for Help

READ THIS

You cannot find your math assignment on Canvas. Write an email to your teacher, Mr. Adam, and ask for help finding it.

To: _____ Subject: _____