

TEACHING INFORMATION SHEET  
ACCESSING COMMUNITY RESOURCES

This activity is designed to help students gain an awareness of several community resources and the role of each in the community. This awareness and knowledge will be demonstrated by performing activities on the post-tests included in the unit.

LEARNING OBJECTIVES: The student will be able to:

1. Use the appropriate resource to use when given a particular need.
2. Demonstrate skill in accessing resources by applying a three-question technique.

**ACCESSING COMMUNITY RESOURCES**

**TEACHER INFORMATION SHEET  
ACCESSING COMMUNITY RESOURCES**

**UNIT OBJECTIVE:** Upon completion of this two week unit, the student will be able to demonstrate an awareness of several community resources and a knowledge of how to use those resources. This awareness and knowledge will be demonstrated by performing satisfactorily on the post-tests included in the unit.

**ENABLING OBJECTIVES:** The student will be able to:

1. Name the appropriate resource to use when given a particular need
2. Demonstrate skill in accessing resources by applying a three-question technique

REPRODUCED FROM THE UNIVERSITY OF MICHIGAN LIBRARY

**TEACHER INFORMATION SHEET  
ACCESSING COMMUNITY RESOURCES A**

**UNIT DESCRIPTION:** This two week unit is designed to take about 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for the two weeks.

**Monday:** Brief unit introduction  
Pre-Test  
Teacher checks pretest to evaluate students needs.

**Tuesday:** Students receive Information Sheet  
1-Accessing Community Resources  
  
Teacher places transparency on overhead projector.

Teacher asks the first student to read the first resource on the transparency. That student calls on another student to read the second resource. Continue in this manner until the ten resources are read.

Students receive copies of Activity 1 to complete while referring to the transparency.

**Wednesday:** Students self-check Activity 1 using the transparency Activity 1-Check. Teacher discusses any questions.

Students receive Activity 2 - The Road to Resources.

Teacher monitors students as they work in groups of three. Is each student participating? Do any students need further explanation of the directions? Do any students need to have the information sheet taught again? Students will use their papers again on Thursday.

**Thursday:** The teacher chooses a road team to share their Road to Resources Activity Sheet in front of the class. Students should explain why they chose a particular resource. All students check their own papers. The teacher uses Activity-2 Check Sheet to confirm answers and award points.

Teacher awards each member of all teams earning 1000 points, \$100,000. Use the page of game money following this schedule to make copies.

Students self-check the Pre-Test using the transparency.

Friday: Post-Test

## Week 2 -Accessing Community Resources B

Monday: Brief unit introduction  
Pre-Test  
Teacher checks pretest to evaluate students needs.

Tuesday: Students receive Information Sheet 1-Accessing Community Resources  
  
Teacher places transparency on overhead projector.  
  
Teacher asks the first student to read the first resource on the transparency. That student calls on another student to read the second resource. Continue in this manner until the ten resources are read.  
  
Students receive copies of Activity 1 to complete while referring to the transparency.

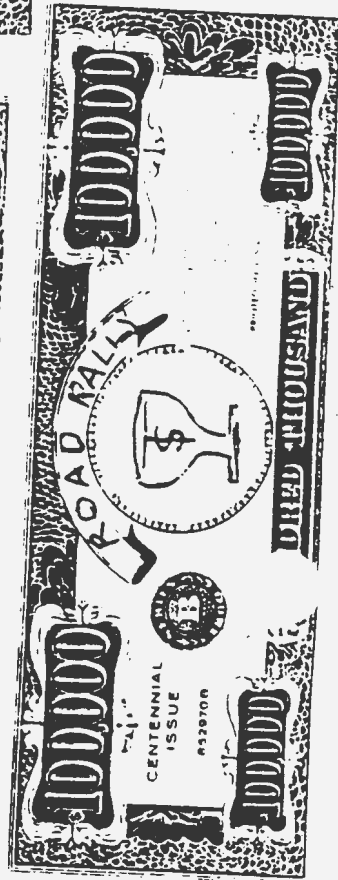
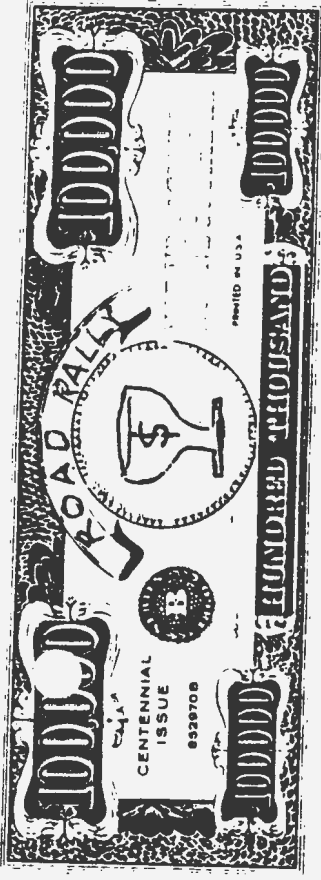
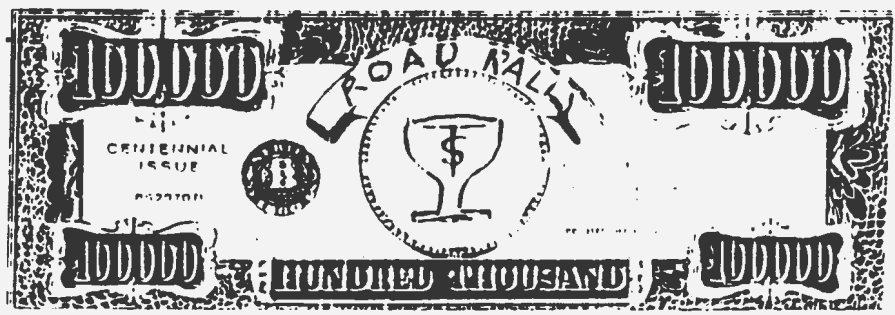
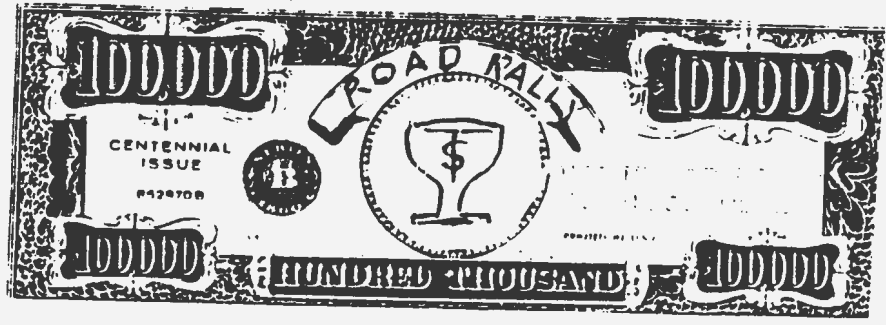
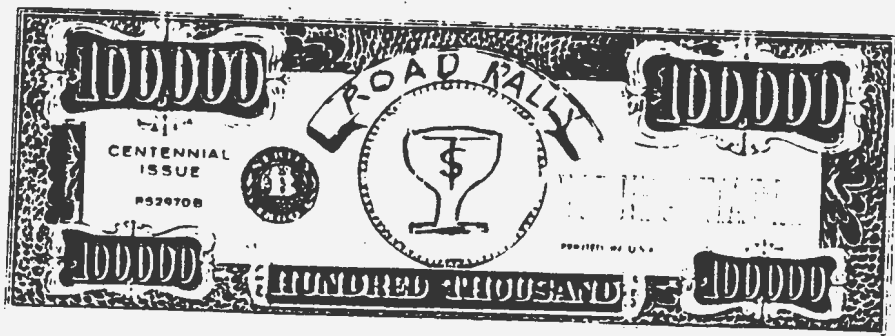
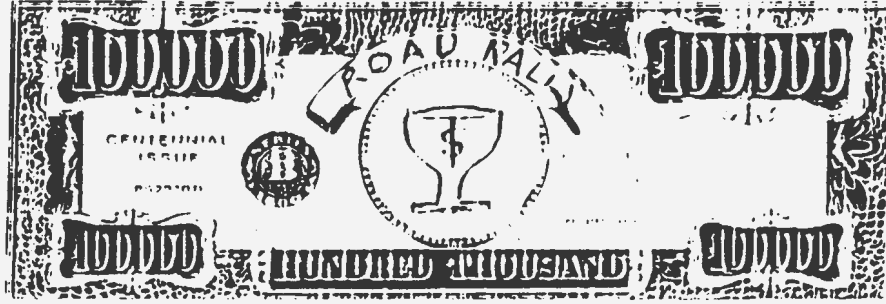
Wednesday: Students self check Activity 1 using the transparency Activity 1-Check. Teacher discusses any questions.  
  
Students receive Activity 2 - You Ask the Questions.  
  
Teacher monitors students as they work. Do any students need further explanation of the directions? Do any students need to have the information sheet taught again? Students will use their papers again on Thursday.

Thursday: The teacher asks different students to share their answers on Activity 2 with the class. Students should explain their answers. The teacher uses the check sheet to confirm answers.

Students self-check the Pre-Test using the transparency.

Friday: Post-Test

GAME MONEY  
ACCESSING COMMUNITY RESOURCES A



## SUGGESTED INTRODUCTION

Many resources are available in the community to help people in all areas of their lives. These areas may range from getting emergency medical care, to finding a good place to play tennis. Knowing who to call will help you in using the resources that are available. This week we will study about these resources. This will not be a part of our usual class lessons. It is meant to be an "extra" that will be helpful to you when you leave school and live on your own. We'll start the unit today with a pre-test. This test score will not be recorded.

**ACCESSING COMMUNITY RESOURCES A  
PRE-TEST**

Please list resources in the community to assist these people with their needs.

1. The gas at our home was turned off. I need to have it turned back on today.
- 

2. I inherited \$5,000. I'd like to save the money for when I start to college.
- 

3. My car is in the shop for three days. I need to be at work everyday at 4:30.
- 

4. Our telephone bill arrived today. We were overcharged \$300.
- 

5. I quit school last year, now I'd like to get a GED.
- 

6. I have a three year old son who gets into everything. I think it would be smart to get the number of the poison control center in case we ever had an accident.
- 

7. Recently, I got a new job. I had to move to a new city. I know nothing about the city. Where should I start to get the most information quickly?
- 

8. I'm visiting my aunt for the weekend. I'd like to know what is going on here this weekend.
-



9. The man who reads our electric meter is so nice and friendly. I'd like to call the electric company and tell them how much I appreciate him, but I don't know the name of the company.

---

10. My sister recently had a baby. Though I don't have much money, I would like to take the baby for a routine check-up and get information about immunizations for the future.

---

**ANSWER SHEET**  
**ACCESSING COMMUNITY RESOURCES A**  
**PRE-TEST**

Please list resources in the community to assist these people with their needs.

1. The gas at our home was turned off. I need to have it turned back on today.

Answer: A Utility Company (gas company)

2. I inherited \$5,000. I'd like to save the money for when I start to college.

Answer: Bank

3. My car is in the shop for three days. I need to be at work everyday at 4:30.

Answer: A Transportation Company (bus line or taxicab)

4. Our telephone bill arrived today. We were overcharged \$300.

Answer: A Utility Company (telephone company)

5. I quit school last year, now I'd like to get a GED.

Answer: Library

6. I have a three year old son who gets into everything. I think it would be smart to get the number of the poison control center in case we ever had an accident.

Answer: Hospitals (information number)

7. Recently, I got a new job. I had to move to a new city. I know nothing about the city. Where should I start to get the most information quickly?

Answer: City Hall

8. I'm visiting my aunt for the weekend. I'd like to know what is going on here this weekend.

Answer: Newspaper

9. The man who reads our electric meter is so nice and friendly. I'd like to call the electric company and tell them how much I appreciate him, but I don't know the name of the company.

Answer: Telephone book (look under electric co. in the Yellow Pages)

10. My sister recently had a baby. Though I don't have much money, I would like to take the baby for a routine check-up and get information about immunizations for the future.

Answer: Health Dept.

**INFORMATION SHEET 1**  
**ACCESSING COMMUNITY RESOURCES A**

Below is a listing of different agencies and businesses that can be contacted for certain needs. When a need arises, knowing who to contact can save you time and frustration.

**TELEPHONE DIRECTORY**

The telephone directory can be a great help in accessing information. If you know the name of a company you can find it in the white pages. If you don't know the name, you may need to look in the yellow pages under the headings for that type company. As an example you may need to look under "gas company" to find the name and number of the gas company. You may need to look under "bus lines" or "taxicabs" if you need transportation.

**CITY HALL**

When in doubt call City Hall. Many questions can be answered by the information department at City Hall. Look in the telephone book under the name of the city to find the number for City Hall. City services usually include water service, sewage service, garbage pick-up, parks and recreation services as well as library services. You can learn the name of the telephone company, gas company, electric company, etc.

**UTILITY COMPANIES**

You would call a utility company, if you needed to begin receiving their services or if you had a question about your bill or service. This might include the gas, telephone, or electric company.

**BANKS**

In order to get a checking or savings account set up, you would call the banks in the area. You may want to call several banks in order to compare their monthly services and charges.

**TRANSPORTATION COMPANIES**

If you don't have transportation, you may need to call the bus lines and taxicab company to get information about schedules, costs, routes, etc.

**NEWSPAPER**

The local newspaper will often have listings of upcoming events as well as movie schedules. Area churches will be listed in some papers. Job openings and items for sale can be found in the classified ad section.

**LIBRARY**

The public library is a good source of free information and programs. In many cities the library prints a calendar of their monthly events. Most libraries provide story times for children and GED training for adults.

**HOSPITALS**

Hospitals provide emergency medical care when needed, as well as providing non-emergency care. Locate the hospital ahead of time in case of an emergency. The hospital information department can give you information such as the telephone number for poison control in your area, information regarding emergency numbers such as 911, and physician referrals.

**PARKS AND RECREATION**

Many cities have a Parks and Recreation department operated by the city. The department offers a variety of programs for all ages. Programs in crafts, exercise, and sports are usually available.

**HEALTH DEPARTMENT**

The city provides some health care at a very low cost or free. Often well-baby care, immunizations, and T.B. testing are done at the health department.

**ACTIVITY SHEET 1**  
**ACCESSING COMMUNITY RESOURCES B**

Match the name of the resource below with the appropriate explanation of that resource.

- |                             |                         |
|-----------------------------|-------------------------|
| 1. Telephone Directory      | 6. City Hall            |
| 2. Newspaper                | 7. Utility Companies    |
| 3. Library                  | 8. Hospitals            |
| 4. Transportation Companies | 9. Parks and Recreation |
| 5. Banks                    | 10. Health Department   |

\_\_\_\_\_ You would call this place to set up a checking or savings account.

\_\_\_\_\_ If you don't have a car to use to get to work, you may need to call one of these places.

\_\_\_\_\_ This includes services such as gas and electricity.

\_\_\_\_\_ A great resource that will save you much time.

\_\_\_\_\_ Almost every city has one. When in doubt about city information call this resource.

\_\_\_\_\_ This facility takes care of medical emergencies, as well as, other health related services.

\_\_\_\_\_ Call to find out about inexpensive team or individual sports activities, a craft class or programs for children.

\_\_\_\_\_ This resource offers limited medical care, but it is very inexpensive. Many people have immunizations done here.

\_\_\_\_\_ This is published locally. You can be aware of current events within the community by reading this resource.

\_\_\_\_\_ This is a public source for reading materials, programs, and free information.

**ANSWER SHEET  
ACTIVITY SHEET 1  
ACCESSING COMMUNITY RESOURCES A**

Match the name of the resource below with the appropriate explanation of that resource.

- |                             |                         |
|-----------------------------|-------------------------|
| 1. Telephone Directory      | 6. City Hall            |
| 2. Newspaper                | 7. Utility Companies    |
| 3. Library                  | 8. Hospitals            |
| 4. Transportation Companies | 9. Parks and Recreation |
| 5. Banks                    | 10. Health Department   |

- |                      |  |
|----------------------|--|
| Banks                | You would call this resource to set up a checking or savings account.  |
| Transportation Co.   | If you don't have a car to use to get to work, you may need to call one of these places.                         |
| Utility Company      | This includes services such as gas and electricity.  |
| Telephone Directory  | A great resource that will save you much time.   |
| City Hall            | Almost every city has one. When in doubt about city information call this resource.                              |
| Hospitals            | This facility takes care of medical emergencies, as well as, other health related services.                      |
| Parks and Recreation | Call to find out about inexpensive team or individual sports activities, a craft class or programs for children. |
| Health Department    | This resource offers limited medical care, but it is very inexpensive. Many people have immunizations done here. |
| Newspaper            | This is published locally. You can be aware of current events within the community by reading this resource.     |
| Library              | This is a public source for reading materials, programs, and free information.                                   |

**ACTIVITY SHEET 2**  
**ACCESSING COMMUNITY RESOURCES A**  
**A ROAD TO RESOURCES**

Divide the class into road teams. Each road team will compete to gain the most miles in a cross country road race. 100 miles or 50 miles will be awarded by the teacher for the choices the team makes when they present their activity to the class on Thursday. Teams accumulating 1,000 miles will win \$100,000.

Instructions for each road team:

The team to make the best use of community resources will be the team to win. Miles will be awarded for each choice made. The best choice is worth 100 miles, an acceptable choice is worth 50 miles, a poor choice is worth 25 miles. A perfect race will gain 1,000 miles to reach the final destination.

Teams will not be allowed to carry large sums of money. All team members must have current immunizations. We advise you to chart your course ahead of time. Good luck!

Start your engines:

1. What community resource can assist you, since you can't have cash on the road with you?
2. Name an inexpensive place to get your immunizations.
3. The road rally begins at the gas company in Oklahoma City. What quick resource will you use to help you locate the gas company?
4. You made it to the gas company in Oklahoma City. Just as you leave, your engine stalls. You must leave your car at the auto repair garage and return for it tomorrow. How will you get to the hotel and back?
5. Great, the race just started and your sitting in a hotel room. You have your tennis rackets, so you decide to play tennis to pass the time. How do you locate a tennis court close to your hotel?
6. You figured that out, and now you're at the tennis court. Actually, this city has a pretty poor excuse for a tennis court. Just as you run to the net, you step in a hole. You hop up, only to stumble to your knees. You can't put any weight



(CONTINUED) ACTIVITY 2  
ACCESSING COMMUNITY RESOURCES A

on your ankle. What community resource can you call for advice and to possibly refer you to a doctor?

7. That was quite an eventful day. Your car is back on the road and you're back on your feet. You've made it to your first planned stop. One of you will pick up some hamburgers, while the other fills the car with gas and checks the engine. While you're getting the hamburgers, the lady beside you in line starts telling you all her problems. When she got home from the doctor today she didn't have any heat in her house. She thinks the gas has been turned off. She asks you what to do? You'd like to say, "Lady I have enough problems of my own." Instead you tell her who to call. To what resource did you refer her?
8. As you are traveling down the highway, the three people in the car are each daydreaming about the same place. One is planning to get a GED. He imagines the help he is getting to prepare for the GED. Another is daydreaming of the day she'll be taking her children to a Wednesday morning storytime. The third is looking for magazine articles on professional road racing, because he wants to see his name in print. Which one resource is in each dream?
9. The next town you drive through, is the type of town in which you would like to live. If you could call one resource to get information on this city, what resource would you call? In particular you'd like to know the city tax rate and information about the city's parks and recreation department.
10. Believe it or not you've arrived. You reached the final destination. You have the afternoon free, so you'd like to go to a movie. What resource would tell you the movies showing in this city, as well as, any other information on events for the weekend?

**ANSWER SHEET  
ACTIVITY SHEET 2  
ACCESSING COMMUNITY RESOURCES A**

Award 100 points for the right answer. Award 50 points for an acceptable answer, even though it is not the best answer.

1. Bank
2. Health Department
3. Telephone Directory
4. Transportation Companies (Bus lines, Taxicabs)
5. Parks and Recreation
6. Hospitals
7. Utility Companies (gas company for this need)
8. Library
9. City Hall
10. Newspaper

**ACCESSING COMMUNITY RESOURCES A  
POST-TEST**

Please list resources in the community to assist these people with their needs.

1. The gas at our home was turned off. I need to have it turned back on today.
- 

2. I inherited \$5,000. I'd like to save the money for when I start to college.
- 

3. My car is in the shop for three days. I need to be at work everyday at 4:30.
- 

4. Our telephone bill arrived today. We were overcharged \$300.
- 

5. I quit school last year, now I'd like to get a GED.
- 

6. I have a three year old son who gets into everything. I think it would be smart to get the number of the poison control center in case we ever had an accident.
- 

7. Recently, I got a new job. I had to move to a new city. I know nothing about the city. Where should I start to get the most information quickly?
- 

8. I'm visiting my aunt for the weekend. I'd like to know what is going on here this weekend.
-

9. The man who reads our electric meter is so nice and friendly. I'd like to call the electric company and tell them how much I appreciate him, but I don't know the name of the company.
- 

10. My sister recently had a baby. Though I don't have much money, I would like to take the baby for a routine check-up and get information about immunizations for the future.
-

**ANSWER SHEET**  
**ACCESSING COMMUNITY RESOURCES A**  
**POST-TEST**

Please list resources in the community to assist these people with their needs.

1. The gas at our home was turned off. I need to have it turned back on today.

Answer: A Utility Company (gas company)

2. I inherited \$5,000. I'd like to save the money for when I start to college.

Answer: Bank

3. My car is in the shop for three days. I need to be at work everyday at 4:30.

Answer: A Transportation Company (bus line or taxicab)

4. Our telephone bill arrived today. We were overcharged \$300.

Answer: A Utility Company (telephone company)

5. I quit school last year, now I'd like to get a GED.

Answer: Library

6. I have a three year old son who gets into everything. I think it would be smart to get the number of the poison control center in case we ever had an accident.

Answer: Hospitals (information number)

7. Recently, I got a new job. I had to move to a new city. I know nothing about the city. Where should I start to get the most information quickly?

Answer: City Hall

8. I'm visiting my aunt for the weekend. I'd like to know what is going on here this weekend.

Answer: Newspaper

9. The man who reads our electric meter is so nice and friendly. I'd like to call the electric company and tell them how much I appreciate him, but I don't know the name of the company.

Answer: Telephone book (look under electric co. in the Yellow Pages)

10. My sister recently had a baby. Though I don't have much money, I would like to take the baby for a routine check-up and get information about immunizations for the future.

Answer: Health Dept.

## SUGGESTED INTRODUCTION - WEEK 2

Many resources are available in the community to help people in all areas of their lives. Last week we identified these resources. This week we will study a technique to use in accessing these resources. This will not be a part of our usual class lessons. It is meant to be an "extra" that will be helpful to you when you leave school and live on your own. We'll start the unit today with a pre-test. This test score will not be recorded.

**ACCESSING COMMUNITY RESOURCES B**  
**PRE-TEST**

Now that you know what resource to contact for certain needs, please explain a technique to use when you contact a resource. As an example, how would you contact the parks department to find out about special interest classes they offer, such as a breadmaking class? Please list things you think are important in contacting this resource to make sure you get the service you need.



**ANSWER SHEET**  
**ACCESSING COMMUNITY RESOURCES B**  
**PRE-TEST**

Now that you know what resource to contact for certain needs, please explain a technique to use when you contact a resource. As an example, how would you contact the parks department to find out about special interest classes they offer, such as a breadmaking class? Please list things you think are important in contacting this resource to make sure you get the service you need.

**Who:** Know who to contact. In this case contact the parks department.

**What:** Know what information to give them. In this case, you need information on when and where there will be a class on breadmaking.

**How:** How will you verify that your need has been met? Repeat the information. Attend the class.

**INFORMATION SHEET 1**  
**ACCESSING COMMUNITY RESOURCES B**

This week we will study a technique to use in accessing a community resource. The technique has three parts. The first part deals with contacting the right resource to help you successfully answer a need. The second part deals with what information you should give the person to whom you are talking. The third part is a follow-up to insure that your need has been met.

**The Three Question Technique**

1. Who
2. What
3. How

Who will you contact?

What information will you give them?

How can you verify that your need has been met, and therefore the problem solved?

Example of using the Three Question Technique:

Need:

How does this city to which I have just moved, collect garbage from the people who live here?

1. WHO: I will look in the phone book under the name of the city. If I can find a listing for the sanitation department, I will call that number. If there isn't a listing for the sanitation department, I will call the number listed for general information under the city .
2. WHAT: I will give them my parents name and address. I will tell them we just moved to town and I need information about the garbage pick-up.
3. HOW: I will find out what days the garbage is picked-up and the name of the person to whom I spoke. After repeating this information, I write it down for my parents. I've solved our need, because we now have the information we needed. Now I'll watch to see if the garbage truck shows up on the day I was told it would come to our house.

**ACTIVITY SHEET 1**  
**ACCESSING COMMUNITY RESOURCES B**

Using what you know about community resources and referring to the Information Sheet, tell what you would do on each section below using the Three Question Technique.

Need:

Get yourself a library card.

Who:

What:

How:

Need:

Find out which bank is closest to your home and what their service charge is on checks.

Who:

What:

How:

Need:

Since there is one car in your family, is there a bus your mom can take to get downtown?

Who:

What:

How:

**ANSWER SHEET**  
**ACTIVITY SHEET 1**  
**ACCESSING COMMUNITY RESOURCES B**

Using what you know about community resources and referring to the Information Sheet, tell what you would do on each section below using the Three Question Technique.

**Need:**

You need a library card.

**Who:** At the public library, you would talk to the person who signs people up for library cards.

**What:** Tell the person, "I would like to get a library card. What should I do? What hours do you register people for the cards?"

**How:** You know how to get the card, who to talk to, where and when to go. Now go back and see if you can get the library card.

**Need:**

Find out which bank is closest to your home and what their service charge is on checks.

**Who:** Call the local banks.

**What:** Ask for the bank's general location and tell the receptionist you need to know their service charge on checking accounts.

**How:** Write down the service charges, the address, and the general location.

**Need:**

Since there is one car in your family, is there a bus your mom can take to get downtown?

**Who:** Use the Yellow Pages to locate a number for the bus line. Then call the bus line.

**What:** Tell the person your address and where your mom needs to go downtown.

**How:** Write down the information you are given. If the person sends you a schedule, you could confirm the information with the schedule. You can also confirm the information by making a practice trip on the bus.

**ACTIVITY SHEET 2**  
**ACCESSING COMMUNITY RESOURCES B**  
**YOU ASK THE QUESTIONS**

Read the situation below and apply the three question technique of accessing resources. On your own paper answer the questions who, what and how.

You have moved into a new city. Since school does not start for a week and your parents have to work, you have to take care of several family needs. You do not have your own transportation, but your father had the phone connected and turned on several days before you moved in this new home. The following things need to be taken care of:

1. Have the gas utility turned on.
2. Arrange for child care for your pre-school brother.
3. Arrange for your telephone number to be unlisted.
4. Begin the delivery of the local newspaper to your home.

**ANSWER SHEET**  
**ACTIVITY SHEET 2**  
**ACCESSING COMMUNITY RESOURCES B**

1. Have the gas utility turned on.  
Who: The gas company  
  
What: Tell the person you talk to that you need to have the gas turned on at your new home. Give the address. Determine a time the person will come to your home.  
  
How: Note the time the gas is to be turned on, if it is not turned on, you will need to call again.
  
2. Arrange for child care for your pre-school brother.  
Who: If you know what child care facility you want, call them. If you do not know of a place, you can use the yellow pages, or ask neighbors or other people to recommend a facility.  
  
What: You need to tell the person you speak with exactly what your needs are; hours, age of your brother, any other aspects that are important to you. You will need to find out their charges.  
  
How: Visit the facility to verify your answers.
  
3. Arrange for your telephone number to be unlisted.  
Who: Telephone Company  
  
What: Give you father's name, phone number and address. Explain that you would like to have your number unlisted.  
  
How: Call information to see if your number is unlisted.
  
4. Begin the delivery of the local newspaper to your home.  
Who: Call the newspaper company and ask to speak to someone about a subscription to the paper.  
  
What: Explain that you would like to subscribe to the paper for everyday or weekends. Find out the cost and method of payment. Give your address and name.  
  
How: Was the paper delivered on time? If it was not, call the newspaper company back.

**ACCESSING COMMUNITY RESOURCES B  
POST-TEST**

Now you know what resources to contact for certain needs and a technique to use when you contact them. Use this technique to contact the telephone company. You do not understand the charges on your telephone bill.

**ANSWER SHEET**  
**ACCESSING COMMUNITY RESOURCES B**  
**POST-TEST**

Now you know what resources to contact for certain needs and a technique to use when you contact them. Use this technique to contact the telephone company. You do not understand the charges on your telephone bill.

**Who:** Know who to contact. In this case contact the telephone company.

**What:** Know what information to give them. In this case, you need to give them your name, telephone number, and possibly an account number. Tell them what the statement says. Then ask for an explanation.

**How:** How will you verify that your need has been met? When you understand the statement or when the charges are changed.



**CHECKING ACCOUNT 1**

## CHECKING ACCOUNT 1

**UNIT OBJECTIVE:** Upon completion of this checking account unit, the learner should demonstrate the ability to write checks and deposit slips by completing the Post-Test with at least 70% accuracy.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Define checking account terms
2. Identify parts of a check
3. Identify parts of a deposit slip
4. Write a check for a specified amount
5. Fill out a deposit slip

**TEACHER INFORMATION SHEET  
CHECKING ACCOUNT 1**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for Week 1.

- Monday:** Teacher reads Introduction to Checking 1 (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO CHECKING 1:** We are going to spend approximately 15 minutes each day this week discussing checks and deposit slips. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about writing checks and filling out deposit slips.

**CHECKING ACCOUNT 1  
PRE-TEST**

**Define the following terms:**

- 1. Checking Account - \_\_\_\_\_  
\_\_\_\_\_
- 2. Deposit - \_\_\_\_\_  
\_\_\_\_\_
- 3. Withdrawal - \_\_\_\_\_  
\_\_\_\_\_
- 4. Personal Check - \_\_\_\_\_  
\_\_\_\_\_
- 5. Account Number - \_\_\_\_\_  
\_\_\_\_\_
- 6. Signature - \_\_\_\_\_  
\_\_\_\_\_

**Answer each of the following using the check below:**

ACCOUNT HOLDERS NAME 100 Post Avenue City, State, Zip	4811
Pay to the Order Of: <u>Cambridge Apartments</u>	<u>1-15-89</u>
<u>Four Hundred Fifty and 00/100 -----</u>	<b>\$450.00</b>
<b>Prairieview City Bank</b>	
For Rent _____	_____
1:200011166171: 112	Authorized Signature

- 7. Who is the payee? \_\_\_\_\_
- 8. What is the check for? \_\_\_\_\_
- 9. What is the account number? \_\_\_\_\_
- 10. What is the check number? \_\_\_\_\_

**CHECKING ACCOUNT 1  
PRE-TEST**

Answer each of the following using the deposit slip below:

<p><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE <u>12-2</u> 19 <u>89</u></p> <p>_____ SIGNATURE</p> <p>1:200011166171: 112</p>	C H E C K S	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; text-align: center;">CASH</td> <td style="width: 25%;">CURRENCY</td> <td style="width: 10%; text-align: right;">70</td> <td style="width: 10%; text-align: right;">00</td> </tr> <tr> <td></td> <td>COIN</td> <td></td> <td style="text-align: right;">85</td> </tr> <tr> <td></td> <td>Smith</td> <td style="text-align: right;">14</td> <td style="text-align: right;">60</td> </tr> <tr> <td></td> <td>Jones</td> <td style="text-align: right;">7</td> <td style="text-align: right;">75</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total From Other Side</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: right;">93</td> <td style="text-align: right;">20</td> </tr> <tr> <td colspan="2" style="text-align: center;">Less Cash Received</td> <td style="text-align: right;">20</td> <td style="text-align: right;">00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>NET DEPOSIT</b></td> <td style="text-align: right;">73</td> <td style="text-align: right;">20</td> </tr> </table>	CASH	CURRENCY	70	00		COIN		85		Smith	14	60		Jones	7	75									Total From Other Side				<b>TOTAL</b>		93	20	Less Cash Received		20	00	<b>NET DEPOSIT</b>		73	20
CASH	CURRENCY	70	00																																							
	COIN		85																																							
	Smith	14	60																																							
	Jones	7	75																																							
Total From Other Side																																										
<b>TOTAL</b>		93	20																																							
Less Cash Received		20	00																																							
<b>NET DEPOSIT</b>		73	20																																							

11. How much change was deposited? \_\_\_\_\_
12. How many checks were deposited? \_\_\_\_\_
13. How much money did you take home? \_\_\_\_\_
14. What was the net deposit? \_\_\_\_\_
15. How much paper money did you deposit? \_\_\_\_\_

Write out the following amounts as they would appear on a check.

16. \$ 17.90 \_\_\_\_\_ dollars
17. \$ 40.10 \_\_\_\_\_ dollars
18. \$ 29.19 \_\_\_\_\_ dollars
19. \$192.30 \_\_\_\_\_ dollars
20. \$ 4.07 \_\_\_\_\_ dollars

**ANSWER SHEET  
CHECKING ACCOUNT 1  
PRE-TEST**

**Define the following terms:**

1. Checking Account - A bank account holding your money where checks can be written.
2. Deposit - Any money put into a bank account
3. Withdrawal - Money taken out of an account by some method other than a check.
4. Personal Check - A check from your checkbook.
5. Account Number - A number the bank uses to identify which money is yours.
6. Signature - The name of the account owner written by that person/owner.

**Answer each of the following using the check below:**

ACCOUNT HOLDERS NAME	4811
100 Post Avenue	
City, State, Zip	<u>1-15-89</u>
Pay to the	
Order Of: <u>Cambridge Apartments</u>	
<u>Four Hundred Fifty and 00/100 -----</u> Dollars	\$450.00
<b>Prairieview City Bank</b>	
For <u>Rent</u>	_____
1:200:11166171: 112	Authorized Signature

7. Who is the payee? Cambridge Apartments
8. What is the check for? Rent
9. What is the account number? 11166171
10. What is the check number? 4811

**ANSWER SHEET  
CHECKING ACCOUNT 1  
PRE-TEST**

Answer each of the following using the deposit slip below:

<p><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE <u>12-2</u> 19 <u>89</u></p> <p>_____ SIGNATURE</p> <p>1:200011166171: 112</p>	C A S H	<p>CURRENCY 70 00</p> <p>COIN 85</p> <p>Smith 14 60</p> <p>Jones 7 75</p> <p> </p> <p> </p> <p>Total From Other Side</p> <p><b>TOTAL</b> 93 20</p> <p>Less Cash Received 20 00</p> <p><b>NET DEPOSIT</b> 73 20</p>
---	------------------	--

11. How much change was deposited? 85¢
12. How many checks were deposited? 2
13. How much money did you take home? \$20.00
14. What was the net deposit? \$73.20
15. How much paper money did you deposit? \$70.00

Write out the following amounts as they would appear on a check.

16. \$ 17.90 Seventeen and 90/100 ----- dollars
17. \$ 40.10 Forty and 10/100 ----- dollars
18. \$ 29.19 Twenty nine and 19/100 ----- dollars
19. \$192.30 One hundred ninety two and 30/100 -- dollars
20. \$ 4.07 Four and 07/100 ----- dollars

**INFORMATION SHEET 1**  
**CHECKING ACCOUNT 1**

1.    Checking Account -            A bank account holding your money where checks can be written.
2.    Deposit -                    Any money put into a bank account
3.    Withdrawal -                 Money taken out of an account by some method other than a check.
4.    Personal Check -            A check from your checkbook.
5.    Account Number -            A number the bank uses to identify which money is yours.
6.    Signature -                 The name of the account owner written by that person/owner.
7.    Payee -                     Person or institution the check is made payable to.
8.    Currency -                 Paper money
10.   Less cash -                 The amount of money you keep from the total deposits.
11.   Net deposit -               Money deposited, less cash received, on a deposit slip.
12.   Amount of money  
      in words -                 Written following the amount in numbers for security purposes.



INFORMATION SHEET 1  
CHECKING ACCOUNT 1

Parts of a check:

ACCOUNT HOLDERS NAME 100 Post Avenue City, State, Zip	9. 4811
Pay to the Order Of: _____	4. _____ 19
_____	7. _____ Dollars
	\$ 6.
<b>Prairieview City Bank</b>	8.
For Rent _____	
1. 2. 3. 1:2000:1166171: 112	Authorized Signature

The characters identifying each of the following parts of a check are printed in a magnetic ink so that the bank has a permanent record of all transactions.

1. The first part of these numbers identifies the Federal Reserve bank; the second part identifies your bank.
2. Your personal account number
3. The bank puts the amount of the check after it clears to prevent the amount from being changed.

The following parts are not printed in the magnetic ink.

4. Date you are writing the check.
5. To whom the check is written (payee).
6. Numerical amount of the check.
7. Written amount of the check.
8. Account holders signature is placed here.
9. Check number.

**ACTIVITY SHEET 1  
CHECKING ACCOUNT 1**

**When writing check amounts in word form, remember the following rules:**

1. The amount begins with a capital letter.
2. "dollar" is printed at the end of the line, therefore, you do not need to write it again.
3. Do not write the "cents" in word form
4. For security purposes, be sure to draw a line through the extra space.

**Example: \$62.51**

Sixty two and 51/100 ----- dollars

**Write the following amounts in words:**

- |    |          |       |         |
|----|----------|-------|---------|
| 1. | \$ 26.19 | _____ | dollars |
| 2. | \$ 3.98  | _____ | dollars |
| 3. | \$ 13.27 | _____ | dollars |
| 4. | \$ 19.01 | _____ | dollars |
| 5. | \$147.17 | _____ | dollars |

**Fill out a check for each of the following:**

7. May 7, 1989 to Glenn's Groceries for \$11.92
8. December 6, 1989 to Sunshine Tickets for \$25.00
9. December 19, 1989 to Mac's Department Store for \$49.19 for a new sweater.
10. On January 10, 1989, you bought a car stereo at Bob's Stereos for \$245.69. Write a check to pay for the purchase.

ACTIVITY SHEET 1  
CHECKING ACCOUNT 1

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4811

Pay to the  
Order Of: \_\_\_\_\_

\_\_\_\_ 19 \_\_\_\_

\_\_\_\_\_ Dollars

\$

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4812

Pay to the  
Order Of: \_\_\_\_\_

\_\_\_\_ 19 \_\_\_\_

\_\_\_\_\_ Dollars

\$

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4813

Pay to the  
Order Of: \_\_\_\_\_

\_\_\_\_ 19 \_\_\_\_

\_\_\_\_\_ Dollars

\$

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ACTIVITY SHEET  
CHECKING ACCOUNT 1

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4814

Pay to the  
Order Of: \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_\_

\_\_\_\_\_ Dollars

\$

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_ Authorized Signature

**ANSWER SHEET  
ACTIVITY SHEET 1  
CHECKING ACCOUNT 1**

**When writing check amounts in word form, remember the following rules:**

1. The amount begins with a capital letter.
2. "dollar" is printed at the end of the line, therefore, you do not need to write it again.
3. Do not write the "cents" in word form
4. For security purposes, be sure to draw a line through the extra space.

**Example: \$62.51.**

Sixty two and 51/100 ----- dollars

**Write the following amounts in words:**

1. \$ 26.19    Twenty six and 19/100 -----    dollars
2. \$ 3.98    Three and 98/100 -----    dollars
3. \$ 13.27    Thirteen and 27/100 -----    dollars
4. \$ 19.01    Nineteen and 01/100 -----    dollars
5. \$147.17    One hundred forty seven and 17/100 -    dollars

**Fill out a check for each of the following:**

7. May 7, 1989 to Glenn's Groceries for \$11.92
8. December 6, 1989 to Sunshine Tickets for \$25.00
9. December 19, 1989 to Mac's Department Store for \$49.19 for a new sweater.
10. On January 10, 1989, you bought a car stereo at Bob's Stereos for \$245.69. Write a check to pay for the purchase.

**ANSWER SHEET  
ACTIVITY SHEET 1  
CHECKING ACCOUNT 1**

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4811

May 7, 1989

Pay to the  
Order Of: Glenn's Groceries

Eleven and 92/100 ----- Dollars \$ 11.92

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4812

December 6, 1989

Pay to the  
Order Of: Sunshine Tickets

Twenty-five and 00/100 ----- Dollars \$ 25.00

**Prairieview City Bank**

For \_\_\_\_\_

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4813

December 19, 1989

Pay to the  
Order Of: Mac's Department Store

Forty-nine and 19/100 ----- Dollars \$ 49.19

**Prairieview City Bank**

For Sweater

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature

ANSWER SHEET  
ACTIVITY SHEET 1  
CHECKING ACCOUNT 1

ACCOUNT HOLDERS NAME  
100 Post Avenue  
City, State, Zip

4814

January 10, 1989

Pay to the  
Order Of: Bob's Stereos

Two hundred forty-five and 69/100----- Dollars

**\$245.69**

**Prairieview City Bank**

For Car stereo

1:2000:1166171: 112

\_\_\_\_\_  
Authorized Signature





**ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

Complete the following deposit slips:

Example:

\$63.00	Currency
.29	Coins
17.21	Check from A. Jones
21.92	Check from B. Sanders

This deposit was made July 11, 1989

<p><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE <u>    July 11,    </u> 1989</p> <p>_____ SIGNATURE</p> <p>1:200011166171: 112</p>	C H E C K S	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">CASH</td> <td style="width: 45%; text-align: center;">CURRENCY</td> <td style="width: 5%; text-align: center;">63</td> <td style="width: 5%; text-align: center;">00</td> </tr> <tr> <td></td> <td style="text-align: center;">COIN</td> <td></td> <td style="text-align: center;">29</td> </tr> <tr> <td></td> <td style="text-align: center;">A. Jones</td> <td style="text-align: center;">17</td> <td style="text-align: center;">21</td> </tr> <tr> <td></td> <td style="text-align: center;">B. Sanders</td> <td style="text-align: center;">21</td> <td style="text-align: center;">92</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total From Other Side</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;">102</td> <td style="text-align: center;">42</td> </tr> <tr> <td colspan="2" style="text-align: center;">Less Cash Received</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>NET DEPOSIT</b></td> <td style="text-align: center;">102</td> <td style="text-align: center;">42</td> </tr> </table>	CASH	CURRENCY	63	00		COIN		29		A. Jones	17	21		B. Sanders	21	92									Total From Other Side				<b>TOTAL</b>		102	42	Less Cash Received				<b>NET DEPOSIT</b>		102	42
CASH	CURRENCY	63	00																																							
	COIN		29																																							
	A. Jones	17	21																																							
	B. Sanders	21	92																																							
Total From Other Side																																										
<b>TOTAL</b>		102	42																																							
Less Cash Received																																										
<b>NET DEPOSIT</b>		102	42																																							

**ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

1.   \$ 64.00   Currency  
       10.10   Coins  
       11.40   Check from W. Wells  
 This deposit was made April 1, 1989

<p align="center"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME          100 Post Avenue          City, State, ZIP</p> <p>DATE _____ 19____</p> <p>_____          SIGNATURE</p> <p>1:200011166171: 112</p>	CASH	CURRENCY		
		COIN		
	C H E C K S			
	Total From Other Side			
	<b>TOTAL</b>			
	Less Cash Received			
	<b>NET DEPOSIT</b>			

2.   \$ 7.10    Coins  
       16.00   Check from C. Thorn  
       21.14   Check from R. Capp  
       141.50  Paycheck from Burger Prince  
       25.00   Cash to take with you

This deposit was made June 1, 1989

<p align="center"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME          100 Post Avenue          City, State, ZIP</p> <p>DATE _____ 19____</p> <p>_____          SIGNATURE</p> <p>1:200011166171: 112</p>	CASH	CURRENCY		
		COIN		
	C H E C K S			
	Total From Other Side			
	<b>TOTAL</b>			
	Less Cash Received			
	<b>NET DEPOSIT</b>			

**ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

3.           2    Ten dollar bills  
             5    Five dollar bills  
             7    Quarters  
\$210.00    Check from Computers Inc.

This deposit was made April 7, 1989

<p align="center"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE _____ 19____</p> <p>_____ SIGNATURE</p> <p>⑆00011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>			
		<b>COIN</b>			
	<b>C H E C K S</b>				
			<b>Total From Other Side</b>		
			<b>TOTAL</b>		
			<b>Less Cash Received</b>		
			<b>NET DEPOSIT</b>		

4. Joe opened his piggy bank and found 4 twenty dollar bills, 5 ten dollar bills, 14 one dollar bills and 56 pennies. He decided to deposit all of this money on March 3, 1989. Fill out the deposit slip.

<p align="center"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE _____ 19____</p> <p>_____ SIGNATURE</p> <p>⑆1:200011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>			
		<b>COIN</b>			
	<b>C H E C K S</b>				
			<b>Total From Other Side</b>		
			<b>TOTAL</b>		
			<b>Less Cash Received</b>		
			<b>NET DEPOSIT</b>		

**ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

- 5.   \$ 14.21   Check from B. Blair Co.
- 92.00   Check from A. James
- 25.00   Check from J. Smith
- 79.00   Check from Ace Auto
- 4.00   Check from R. Rath
- 120.50   Check from Wanda's Cameras
- 71.25   Cash to take with you

This deposit was made June 11, 1989

<p align="center"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE _____ 19____</p> <p>_____ SIGNATURE</p> <p>1:200011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>		
		<b>COIN</b>		
	<b>C</b>			
	<b>H</b>			
	<b>E</b>			
	<b>C</b>			
	<b>K</b>			
	<b>S</b>			
	<b>Total From Other Side</b>			
	<b>TOTAL</b>			
	<b>Less Cash Received</b>			
	<b>NET DEPOSIT</b>			

**ANSWER SHEET  
ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

Complete the following deposit slips:

Example:

\$63.00	Currency
.29	Coins
17.21	Check from A. Jones
21.92	Check from B. Sanders

This deposit was made July 11, 1989

<p><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE <u>July 11</u> 19 <u>89</u></p> <p>_____ SIGNATURE</p> <p>1:200011166171: 112</p>	C H E C K S	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">CASH</td> <td style="width: 50%; text-align: center;">CURRENCY</td> <td style="width: 10%; text-align: center;">63</td> <td style="width: 10%; text-align: center;">00</td> </tr> <tr> <td></td> <td style="text-align: center;">COIN</td> <td></td> <td style="text-align: center;">29</td> </tr> <tr> <td></td> <td style="text-align: center;">A. Jones</td> <td style="text-align: center;">17</td> <td style="text-align: center;">21</td> </tr> <tr> <td></td> <td style="text-align: center;">B. Sanders</td> <td style="text-align: center;">21</td> <td style="text-align: center;">92</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">Total From Other Side</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;">102</td> <td style="text-align: center;">42</td> </tr> <tr> <td colspan="2" style="text-align: center;">Less Cash Received</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>NET DEPOSIT</b></td> <td style="text-align: center;">102</td> <td style="text-align: center;">42</td> </tr> </table>	CASH	CURRENCY	63	00		COIN		29		A. Jones	17	21		B. Sanders	21	92									Total From Other Side				<b>TOTAL</b>		102	42	Less Cash Received				<b>NET DEPOSIT</b>		102	42
CASH	CURRENCY	63	00																																							
	COIN		29																																							
	A. Jones	17	21																																							
	B. Sanders	21	92																																							
Total From Other Side																																										
<b>TOTAL</b>		102	42																																							
Less Cash Received																																										
<b>NET DEPOSIT</b>		102	42																																							

**ANSWER SHEET  
ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

1.   \$ 64.00   Currency  
      10.10   Coins  
      11.40   Check from W. Wells  
      This deposit was made April 1, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE    <u>April 1</u>                    19 <u>89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>		<b>CASH</b>	<b>CURRENCY</b>	64	00
			<b>COIN</b>	10	10
		<b>C H E C K S</b>	W. Wells	11	40
			<b>Total From Other Side</b>		
			<b>TOTAL</b>	85	50
			<b>Less Cash Received</b>		
			<b>NET DEPOSIT</b>	85	50

2.   \$ 7.10   Coins  
      16.00   Check from C. Thorn  
      21.14   Check from R. Capp  
      141.50   Paycheck from Burger Prince  
      25.00   Cash to take with you  
      This deposit was made June 1, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE    <u>June 1</u>                    19 <u>89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>		<b>CASH</b>	<b>CURRENCY</b>		
			<b>COIN</b>	7	10
		<b>C H E C K S</b>	C. Thorn	16	00
			R. Capp	21	14
			Burger Prince payck	141	50
			<b>Total From Other Side</b>		
			<b>TOTAL</b>	185	74
			<b>Less Cash Received</b>	25	00
			<b>NET DEPOSIT</b>	160	74

**ANSWER SHEET  
ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

3.           2    Ten dollar bills  
             5    Five dollar bills  
             7    Quarters  
\$210.00    Check from Computers Inc.  
This deposit was made April 7, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE    <u>April 7,</u>                    <u>19 89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>200011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>	45	00	
		<b>COIN</b>	1	75	
	<b>C H E C K S</b>	<b>Computers, Inc.</b>		210	00
	<b>Total From Other Side</b>				
	<b>TOTAL</b>			256	75
	<b>Less Cash Received</b>				
	<b>NET DEPOSIT</b>			256	75

4.    Joe opened his piggy bank and found 4 twenty dollar bills, 5 ten dollar bills, 14 one dollar bills and 56 pennies. He decided to deposit all of this money on March 3, 1989. Fill out the deposit slip.

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE    <u>March 3,</u>                    <u>19 89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>	144	00	
		<b>COIN</b>		56	
	<b>C H E C K S</b>				
	<b>Total From Other Side</b>				
	<b>TOTAL</b>			144	56
	<b>Less Cash Received</b>				
	<b>NET DEPOSIT</b>			144	56

**ANSWER SHEET  
ACTIVITY SHEET 2  
CHECKING ACCOUNT 1**

5.   \$ 14.21   Check from B. Blair Co.  
       92.00   Check from A. James  
       25.00   Check from J. Smith  
       79.00   Check from Ace Auto  
        4.00   Check from R. Rath  
     120.50   Check from Wanda's Cameras  
       71.25   Cash to take with you

This deposit was made June 11, 1989

DEPOSIT	CASH	CURRENCY		
ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP		COIN		
	DATE <u>June 11,</u> 19 <u>89</u>	C	B. Blair Co.	14
H		A. James	92	00
E		J. Smith	25	00
C		Ace Auto	79	00
K				
		Total From Other Side	124	50
		<b>TOTAL</b>	334	
		Less Cash Received	71	25
		<b>NET DEPOSIT</b>	263	46
SIGNATURE				
1:200011166171: 112				



**CHECKING ACCOUNT 1  
POST-TEST**

**Match each of the following:**

- |        |                  |    |   |
|--------|------------------|----|---|
| ___ 1. | Account Number   | A. | Person to whom the check is made payable          |
| ___ 2. | Signature        | B. | Amount deposited, less cash received              |
| ___ 3. | Payee            | C. | Number that identifies your account               |
| ___ 4. | Currency         | D. | Name of the account holder written by him/herself |
| ___ 5. | Net deposit      | E. | An account from which checks can be written       |
| ___ 6. | Less Cash        | F. | Money taken with you from a deposit               |
| ___ 7. | Checking Account | G. | Paper money                                       |
|        |                  | H. | Coins   |

**Write in words for the following amounts:**

- |     |          |       |         |
|-----|----------|-------|---------|
| 8.  | \$ 19.25 | _____ | dollars |
| 9.  | \$ 40.31 | _____ | dollars |
| 10. | \$ 92.60 | _____ | dollars |

**CHECKING ACCOUNT 1  
POST-TEST**

**Fill out a check for the following:**

11. January 19, 1989 to Sanger Harris for \$12.79 for jeans.

<b>ACCOUNT HOLDERS NAME</b> 100 Post Avenue City, State, Zip	4814  _____ 19 _____
Pay to the Order Of: _____	_____ Dollars \$ <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>
<b>Prairieview City Bank</b>	
For _____	_____
1:2000:1166171: 112	Authorized Signature

12. Write a check to pay for the purchase of a dozen red roses on February 14, 1989 from Daisy Mae Florist. The roses cost \$69.95.

<b>ACCOUNT HOLDERS NAME</b> 100 Post Avenue City, State, Zip	4814  _____ 19 _____
Pay to the Order Of: _____	_____ Dollars \$ <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>
<b>Prairieview City Bank</b>	
For _____	_____
1:2000:1166171: 112	Authorized Signature

**CHECKING ACCOUNT 1  
POST-TEST**

**Complete a deposit slip for the following:**

- 13. \$ 25.00 Currency; and 14 cents coins
  - 19.11 Check from J. Spring
  - 119.13 Check from B.C.C.
- You made this deposit on January 6, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME ADDRESS CITY, STATE, ZIP</p> <p>DATE _____ 19____</p> <hr/> <p style="text-align: center;">SIGNATURE</p> <p>②00011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>		
		<b>COIN</b>		
	<b>C</b>			
	<b>H</b>			
	<b>E</b>			
	<b>C</b>			
	<b>K</b>			
	<b>S</b>			
	<b>Total From Other Side</b>			
	<b>TOTAL</b>			
<b>Less Cash Received</b>				
<b>NET DEPOSIT</b>				

- 14. 2 Twenty dollar bills
  - 5 Five dollar bills
  - 6 Dimes
- \$ 27.91 Check from S. Star
- You made this deposit on February 1, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE _____ 19____</p> <hr/> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>	<b>CASH</b>	<b>CURRENCY</b>		
		<b>COIN</b>		
	<b>C</b>			
	<b>H</b>			
	<b>E</b>			
	<b>C</b>			
	<b>K</b>			
	<b>S</b>			
	<b>Total From Other Side</b>			
	<b>TOTAL</b>			
<b>Less Cash Received</b>				
<b>NET DEPOSIT</b>				

**CHECKING ACCOUNT 1  
POST-TEST**

**Answer the following from the check below:**

ACCOUNT HOLDERS NAME 100 Post Avenue City, State, Zip	508
Pay to the Order Of: <u>W.B. Paint Company</u>	<u>May 30,</u> 19 <u>89</u>
Forty Eight and 26/100 ----- Dollars	<b>\$ 48.26</b>
 <b>Prairieview City Bank</b>	
For <u>Paint</u>	_____
1:2000:1166171: 112	Authorized Signature

- 15. Who is the payee? \_\_\_\_\_
- 16. What is the account number? \_\_\_\_\_
- 17. What is the check amount? \_\_\_\_\_
- 18. What is the check for? \_\_\_\_\_

**Answer the following questions about the deposit slip below:**

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP</p> <p>DATE <u>June 4,</u> 19<u>89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>		CASH			
			CURRENCY	21	00
			COIN		49
		C	S. Smith	101	10
		H	J. Jones	31	10
		E			
		C			
		K			
		S			
			Total From Other Side		
		<b>TOTAL</b>	153	69	
		Less Cash Received	32	50	
		<b>NET DEPOSIT</b>	121	19	

- 19. How much money did you take home? \_\_\_\_\_
- 20. What was the net amount deposited? \_\_\_\_\_

**ANSWER SHEET  
CHECKING ACCOUNT 1  
POST-TEST**

**Match each of the following:**

- |                              |  |
|------------------------------|--|
| <u>C</u> 1. Account Number   | A. Person to whom the check is made payable          |
| <u>D</u> 2. Signature        | B. Amount deposited, less cash received              |
| <u>A</u> 3. Payee            | C. Number that identifies your account               |
| <u>G</u> 4. Currency         | D. Name of the account holder written by him/herself |
| <u>B</u> 5. Net deposit      | E. An account from which checks can be written       |
| <u>F</u> 6. Less Cash        | F. Money taken with you from a deposit               |
| <u>E</u> 7. Checking Account | G. Paper money                                       |
|                              | H. Coins   |

**Write in words for the following amounts:**

- |     |          |                                    |         |
|-----|----------|------------------------------------|---------|
| 8.  | \$ 19.25 | <u>Nineteen and 25/100 -----</u>   | dollars |
| 9.  | \$ 40.31 | <u>Forty and 31/100 -----</u>      | dollars |
| 10. | \$ 92.60 | <u>Ninety two and 60/100 -----</u> | dollars |

ANSWER SHEET  
CHECKING ACCOUNT 1  
POST-TEST

Fill out a check for the following:

11. January 19, 1989 to Sanger Harris for \$12.79 for jeans.

ACCOUNT HOLDERS NAME	4814
100 Post Avenue	
City, State, Zip	
	<u>January 19, 1989</u>
Pay to the	
Order Of: <u>Sanger Harris</u>	
<u>Twelve and 79/100</u> ----- Dollars	<b>\$ 12.79</b>
<b>Prairieview City Bank</b>	
For <u>Jeans</u>	
1:2000:1166171: 112	Authorized Signature

12. Write a check to pay for the purchase of a dozen red roses on February 14, 1989 from Daisy Mae Florist. The roses cost \$69.95.

ACCOUNT HOLDERS NAME	4814
100 Post Avenue	
City, State, Zip	
	<u>February 14, 1989</u>
Pay to the	
Order Of: <u>Daisy Mae Florist</u>	
<u>Sixty Nine and 95/100</u> ----- Dollars	<b>\$ 69.95</b>
<b>Prairieview City Bank</b>	
For <u>Roses</u>	
1:2000:1166171: 112	Authorized Signature

**ANSWER SHEET  
CHECKING ACCOUNT 1  
POST-TEST**

Complete a deposit slip for the following:

13. \$ 25.00 Currency; and 14 cents coins  
 19.11 Check from J. Spring  
 119.13 Check from B.C.C.

You made this deposit on January 6, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME ADDRESS CITY, STATE, ZIP</p> <p>DATE <u>January 6,</u> 19 <u>89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>200011166171: 112</p>		<b>CASH</b>	CURRENCY	25	00
			COIN		14
	<b>C H E C K S</b>	J. Spring		19	11
		B.C.C.		119	13
		Total From Other Side			
		<b>TOTAL</b>		163	38
		Less Cash Received			
		<b>NET DEPOSIT</b>		163	38

14. 2 Twenty dollar bills  
 5 Five dollar bills  
 6 Dimes  
 \$ 27.91 Check from S. Star  
 You made this deposit on February 1, 1989

<p style="text-align: center;"><b>DEPOSIT</b></p> <p>ACCOUNT HOLDERS NAME ADDRESS CITY, STATE, ZIP</p> <p>DATE <u>February 1,</u> 19 <u>89</u></p> <p style="text-align: center;">SIGNATURE</p> <p>1:200011166171: 112</p>		<b>CASH</b>	CURRENCY	65	00
			COIN		60
	<b>C H E C K S</b>	S. Star		27	91
		Total From Other Side			
		<b>TOTAL</b>		93	51
		Less Cash Received			
		<b>NET DEPOSIT</b>		93	51

**ANSWER SHEET  
CHECKING ACCOUNT 1  
POST-TEST**

Answer the following from the check below:

ACCOUNT HOLDERS NAME 508  
100 Post Avenue  
City, State, Zip

May 30, 19 89

Pay to the  
Order Of: W.B. Paint Company

Forty Eight and 26/100 ----- Dollars \$ 48.26

**Prairieview City Bank**

For Paint

1:2000:1166171: 112

Authorized Signature

15. Who is the payee? W.B. Paint Company
16. What is the account number? 1166171
17. What is the check amount? \$48.26
18. What is the check for? Paint

Answer the following questions about the deposit slip below:

DEPOSIT		CURRENCY	21	00
ACCOUNT HOLDERS NAME 100 Post Avenue City, State, ZIP  DATE <u>June 4,</u> 19 <u>89</u>	CASH	COIN		49
	C H E C K S	S. Smith	101	10
		J. Jones	31	10
	Total From Other Side			
<b>TOTAL</b>			153	69
SIGNATURE	Less Cash Received		32	50
1:200011166171: 112	<b>NET DEPOSIT</b>		121	

19. How much money did you take home? \$32.50
20. What was the net amount deposited? \$121.19



**CHECKING ACCOUNT 2**

## CHECKING ACCOUNT 2

**UNIT OBJECTIVE:** Upon completion of this unit, the learner should be able to record checks and deposits in a check register, identify parts of a bank statement, and use a bank statement to check the balance of an account.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Record checks and deposits in a check register
2. Identify parts of a bank statement
3. Use a bank statement to check the balance of an account

**TEACHER INFORMATION SHEET  
CHECKING ACCOUNT 2**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for Checking 2.

- Monday:** Teacher reads Introduction to Checking 2 (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency.
- Friday:** Students complete Post-Test independently.

**Recommendation:** On the following Monday, review/correct Post-Test

**SUGGESTED INTRODUCTION TO CHECKING 2:** We are going to spend approximately 15 minutes each day this week discussing check registers and bank statements. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about check registers and bank statements.

**CHECKING ACCOUNT 2  
PRE-TEST**

**Define the following terms:**

1. Reconcile - \_\_\_\_\_  
\_\_\_\_\_
2. Debit - \_\_\_\_\_  
\_\_\_\_\_
3. Credit - \_\_\_\_\_  
\_\_\_\_\_
4. Check Register - \_\_\_\_\_  
\_\_\_\_\_
5. Bank Statement - \_\_\_\_\_  
\_\_\_\_\_
6. Insufficient Funds - \_\_\_\_\_  
\_\_\_\_\_
7. Account Balance - \_\_\_\_\_  
\_\_\_\_\_
8. Service Charge - \_\_\_\_\_  
\_\_\_\_\_
9. Outstanding Checks or - \_\_\_\_\_  
Deposits \_\_\_\_\_

**Record each item in the register and find the balance:**

**The beginning balance is \$461.15**

10.	10/01	#109	Buddies	\$ 24.50
11.	10/03	#110	Electric Company	\$ 45.85
12.	10/04	#111	Shamkin Petroleum Co	\$ 36.55
13.	10/10	#112	M-Mart	\$ 10.89
14.	10/15		Deposit	\$142.15
15.	10/18	#113	Water Company	\$ 41.62
16.	10/25	#114	Arbor Apartments	\$250.00

**CHECKING ACCOUNT 2  
PRE-TEST**

**CHECK REGISTER**

DATE	NO.	DESCRIPTION	DEPOSIT	/	WITHDRAWAL	BALANCE	
		TO:					
		TO:					
		TO:					
		TO:					
		TO:					
		TO:					

Reconcile your checkbook using the check register above and the bank statement below:

DATE	CHECK NUMBER	AMOUNT	BALANCE	Checkbook Balance
			461.15	_____
10/03	110	45.85	415.30	_____
10/04	111	36.85	378.45	Outstanding Checks
10/05	109	24.50	353.95	_____
10/15	Deposit	142.15	496.10	_____
10/15	112	10.89	485.21	_____
10/20	113	41.62	443.59	Outstanding Deposits
10/31	Service Charge	5.00	438.59	_____
				_____
<b>Total</b>				<b>Other</b>
_____				_____

**ANSWER SHEET  
CHECK ACCOUNT 2  
PRE-TEST**

**Define the following terms:**

1. Reconcile - Settle or adjust your check book according to the statement of transactions sent to you by bank.
2. Debit - Money subtracted from your account such as automatic teller withdrawals, penalties for insufficient funds, or monthly service charges.
3. Credit - Any money added to your account such as deposits or interest.
4. Check Register - The record of transactions to your account you keep in your checkbook.
5. Bank Statement - The monthly reporting that a bank sends you listing all additions and subtractions you made to your account during the previous month.
6. Insufficient Funds - You wrote checks for more money than you had in your account.
7. Account Balance - The amount of money you have in your account after all additions and subtractions have been made.
8. Service Charge - Monthly debit the bank charges for maintaining your account.
9. Outstanding Checks or Deposits - Money that has not cleared the bank.

**Record each item in the register and find the balance:  
The beginning balance is \$461.15**

10.	10/01	#109	Buddies	\$ 24.50
11.	10/03	#110	Electric Company	\$ 45.85
12.	10/04	#111	Shamkin Petroleum Co	\$ 36.55
13.	10/10	#112	M-Mart	\$ 10.89
14.	10/15		Deposit	\$142.15
15.	10/18	#113	Water Company	\$ 41.62
16.	10/25	#114	Arbor Apartments	\$250.00

**ANSWER SHEET  
CHECKING ACCOUNT 2  
PRE-TEST**

**CHECK REGISTER**

DATE	NO.	DESCRIPTION	DEPOSIT	/	WITHDRAWAL	BALANCE		
						461	15	
10/1	109	TO: BUDDIES			24	50	24	50
							436	65
10/3	110	TO: ELECTRIC CO.			45	85	45	85
							390	80
10/4	111	TO: SHAMKIN			36	55	36	55
							354	25
10/10	112	TO: M-MART			10	89	10	89
							343	36
10/5		TO: DEPOSIT	142	15			142	15
							485	51
10/18	113	TO: WATER COMPANY			41	62	41	62
							443	89
10/25	114	TO: ARBOR APARTMENTS			250	00	250	00
							193	89

**Reconcile your checkbook using the check register and the abnk statement below:**

DATE	CHECK NUMBER	AMOUNT	BALANCE
			461.15
10/03	110	45.85	415.30
10/04	111	36.85	378.45
10/05	109	24.50	353.95
10/15	Deposit	142.15	496.10
10/15	112	10.89	485.21
10/20	113	41.62	443.59
10/31	Service Charge	5.00	438.59

Checkbook Balance

\$193.90

Outstanding Checks

\$250.00

Outstanding Deposits

\_\_\_\_\_  
\_\_\_\_\_

Other

\$438.90

Total

(Service Charge)

\$ 5.00

**INFORMATION SHEET 1  
CHECKING ACCOUNT 2**

**Define the following terms:**

1. Reconcile - Settle or adjust your check book according to the statement of transactions sent to you by bank.
2. Debit - Money subtracted from your account such as automatic teller withdrawals, checks penalties for insufficient funds, or monthly service charges.
3. Credit - Any money added to your account such as deposits or interest.
4. Check Register - The record of transactions to your account you keep in your checkbook.
5. Bank Statement - The monthly reporting that a bank sends you listing all additions and subtractions you made to your account during the previous month.
6. Insufficient Funds - You wrote checks for more money than you had in your account.
7. Account Balance - The amount of money you have in your account after all additions and subtractions have been made.
8. Service Charge - Monthly debit the bank charges for maintaining your account.
9. Outstanding Checks - Checks that you have written that did not reach the bank before the statement was mailed to you.  
bank.
10. Outstanding Deposits - Deposits you made that were not recorded on the bank statement.





**ACTIVITY SHEET 1  
CHECKING ACCOUNT 2**

Use the check register to record the following checks. Balance the register. The beginning balance is \$382.45.

1.	10/01	#109	Bensons	\$ 24.50
2.	10/02	#110	Electric Company	\$ 45.85
3.	10/02	#111	Sun City Mortgage Co	\$189.75
4.	10/02	#112	Shamluck Petroleum	\$ 36.55
5.	10/05		Deposit	\$150.82
6.	10/08	#113	Bensons	\$ 31.45

**Fill in the blanks:**

1. \_\_\_\_\_ checks are checks that have not cleared the bank.
2. A record of transactions you keep in your checkbook is called a \_\_\_\_\_.
3. The \_\_\_\_\_ indicates how much money you have in your account after all additions and subtractions have been made.
4. You will have \_\_\_\_\_ funds if you write a check for more than your current balance.
5. To \_\_\_\_\_ your checkbook means to check your balance against the monthly bank statement you receive.
6. The money a bank charges to maintain your checking account is called a \_\_\_\_\_ charge.

**Circle the correct answers:**

7. Interest earned on an account is considered a debit/credit.
8. Outstanding checks are added/subtracted when reconciling your checkbook.
9. The bank statement balance should sometimes/always be the same as your reconciled checkbook balance.
10. The monthly report your bank sends you listing all transactions of that month is called the bank statement/check register.

**ACTIVITY SHEET 1  
CHECKING ACCOUNT 2**

DATE	NO.	DESCRIPTION	DEPOSIT		/	WITHDRAWAL		BALANCE	
		TO:							
		TO:							
		TO:							
		TO:							
		TO:							

**ANSWER SHEET  
ACTIVITY SHEET 1  
CHECKING ACCOUNT 2**

Use the check register to record the following checks. Balance the register. The beginning balance is \$382.45.

1.	10/01	#109	Bensons	\$ 24.50
2.	10/02	#110	Electric Company	\$ 45.85
3.	10/02	#111	Sun City Mortgage Co	\$189.75
4.	10/02	#112	Shamluck Petroleum	\$ 36.55
5.	10/05		Deposit	\$150.82
6.	10/08	#113	Bensons	\$ 31.45

Fill in the blanks:

1. Outstanding checks are checks that have not cleared the bank.
2. A record of transactions you keep in your checkbook is called a check register.
3. The account balance indicates how much money you have in your account after all additions and subtractions have been made.
4. You will have insufficient funds if you write a check for more than your current balance.
5. To reconcile your checkbook means to check your balance against the monthly bank statement you receive.
6. The money a bank charges to maintain your checking account is called a service charge.

Circle the correct answer:

7. Interest earned on an account is considered a debit/credit.
8. Outstanding checks are added/subtracted when reconciling your checkbook.
9. The bank statement balance should sometimes/always be the same as your reconciled checkbook balance.
10. The monthly report your bank sends you listing all transactions of that month is called the bank statement/check register.

**ANSWER SHEET  
ACTIVITY SHEET 1  
CHECKING ACCOUNT 2**

**CA & REGISTER:**

DATE	NO.	DESCRIPTION	DEPOSIT		✓	WITHDRAWAL		BALANCE	
								382	45
10/1	109	TO: BENSON'S				24	50	24	50
								357	95
10/2	110	TO: ELECTRIC CO.				45	85	45	85
								312	10
10/2	111	TO: SUN CITY MORTGAGE				189	75	189	75
								122	35
10/2	112	TO: SHAMLUCK				36	55	36	55
								85	80
10/5		TO: DEPOSIT	150	82				150	82
								236	62
10/8	113	TO: BENSON'S				31	45	31	45
								205	17
		TO:							

**INFORMATION SHEET  
CHECKING ACCOUNT 2**

**Checking Account Statement:  
EXAMPLE:**

**NAME**  
1234 Tarragon  
Big Town, TX 43210

**ACCOUNT NUMBER: 9765-4312-8**

**4.**

**DATES: 8/15/89 through 9/15/89**

BALANCE 9/15/89	
175	60

1. CHECK NO.	2. DATE	3. CHECKS & OTHER DEBITS	DEPOSITS	BALANCE
101	8/22	22 40		153 20
102	8/25	23 35		129 85
103	8/25	10 50		119 35
	8/26		50 00	169 35
104	8/27	23 50		145 85
105	9/03	79 35		66 50
	9/07		20 00	86 50
	9/15	(SC) 2 00		84 50

Checkbook Balance \_\_\_\_\_

5. Outstanding Checks (+) \_\_\_\_\_

6. Outstanding Deposits (-) \_\_\_\_\_

7. Other \_\_\_\_\_

8. Total \_\_\_\_\_

Bank Statement Balance \_\_\_\_\_

**INFORMATION SHEET 2**  
**CHECKING ACCOUNT 2**

This is a checking account statement that the bank sends you each month. The statement is used to reconcile your checkbook. There are seven parts to the statement:

1. The check number and the date. The date indicates what day and month the check reached the bank.
2. Checks and other debits show the amount of each check. (This bank charges \$2.00 each month for their checking service.)
3. Deposits are the monies put in the checking account.
4. The balance is how much money you had in your account last month. As you write checks and deposit money, your balance will either go up or down.
5. Outstanding checks is a place to list checks that have not cleared the bank. These should be added to your checkbook balance when reconciling your checkbook.
6. Outstanding deposits is a place to list deposits that do not show up on the monthly bank statement. These deposits should be subtracted from your checkbook balance when reconciling your checkbook.
7. Other deductions such as service charges are subtracted here.
8. Total is the amount after the outstanding checks and deposits have been added and subtracted from your checkbook balance. This total and the bank statement balance should be the same.

**ACTIVITY SHEET 2  
CHECKING ACCOUNT 2**

Use the following bank statement to reconcile your check register in Activity 1.

NAME  
ADDRESS  
CITY, STATE ZIP CODE

ACCOUNT NUMBER: 9654321

DATES: 10/1/89 through 10/27/89

BALANCE 10/01/89	
382	45

CHECK NO.	DATE	CHECKS & OTHER DEBITS		DEPOSITS		BALANCE	
109	10/03	24	50			357	95
110	10/03	45	85			312	10
112	10/05	36	55	150	82	426	37
	10/27	(SC)	3 00			423	37

Checkbook Balance \_\_\_\_\_

Outstanding Checks (+) \_\_\_\_\_

\_\_\_\_\_

Outstanding Deposits (-) \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Bank Statement Balance \_\_\_\_\_



**ANSWER SHEET  
ACTIVITY SHEET 2  
CHECKING ACCOUNT 2**

Use the following bank statement to reconcile your check register in Activity 1.

NAME  
ADDRESS  
CITY, STATE ZIP CODE

ACCOUNT NUMBER: 9654321

DATES: 10/1/89 through 10/27/89

BALANCE 10/01/89	
382	45

CHECK NO.	DATE	CHECKS & OTHER DEBITS		DEPOSITS		BALANCE	
109	10/03	24	50			357	95
110	10/03	45	85			312	10
112	10/05	36	55	150	82	426	37
	10/27	(SC)	3 00			423	37

Checkbook Balance	<u>\$205.17</u>
Outstanding Checks (+)	<u>189.75</u>
	<u>31.45</u>
Outstanding Deposits (-)	<u>          </u>
Other	<u>3.00</u>
Total	<u>423.37</u>
Bank Statement Balance	<u>423.37</u>

**CHECKING ACCOUNT 2  
POST-TEST**

Using the check register below, record the following deposits and checks. Balance the register. The beginning balance is \$582.60.

- |    |       |      |                |          |
|----|-------|------|----------------|----------|
| 1. | 12/01 | #251 | Bensons        | \$ 18.50 |
| 2. | 12/03 | #252 | Bill James     | \$ 25.60 |
| 3. | 12/07 | #253 | Safemart       | \$ 42.50 |
| 4. | 12/08 |      | Deposit        | \$ 95.85 |
| 5. | 12/10 | #254 | Tom's Pastries | \$ 8.50  |
| 6. | 12/11 | #255 | Sea Corp       | \$ 48.35 |
| 7. | 12/19 |      | Deposit        | \$125.48 |

DATE	NO.	DESCRIPTION	DEPOSIT		/	WITHDRAWAL		BALANCE	
		TO:							
		TO:							
		TO:							
		TO:							
		TO:							
		TO:							

**CHECKING ACCOUNT 2  
POST-TEST**

Reconcile the check register from the previous problem:

CHECK NO.	DATE	CHECKS & OTHER DEBITS		DEPOSITS		BALANCE	
						12/01/89	
						582	60
251	12/02	18	50			564	10
252	12/03	25	60			538	50
	12/12			95	85	634	35
254	12/13	8	50			625	85
	12/20			125	48	751	33
253	12/24	42	50			708	83
	12/27	(SC)	3 00			705	83

Checkbook Balance \_\_\_\_\_

Outstanding Checks (+) \_\_\_\_\_

\_\_\_\_\_

Outstanding Deposits (-) \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Bank Statement Balance \_\_\_\_\_

**ANSWER SHEET  
CHECKING ACCOUNT 2  
POST-TEST**

Using the check register below, record the following deposits and checks. Balance the register. The beginning balance is \$582.60.

- |    |       |      |                |          |
|----|-------|------|----------------|----------|
| 1. | 12/01 | #251 | Bensons        | \$ 18.50 |
| 2. | 12/03 | #252 | Bill James     | \$ 25.60 |
| 3. | 12/07 | #253 | Safemart       | \$ 42.50 |
| 4. | 12/08 |      | Deposit        | \$ 95.85 |
| 5. | 12/10 | #254 | Tom's Pastries | \$ 8.50  |
| 6. | 12/11 | #255 | Sea Corp       | \$ 48.35 |
| 7. | 12/19 |      | Deposit        | \$125.48 |

DATE	NO.	DESCRIPTION	DEPOSIT	/	WITHDRAWAL	BALANCE	
						582	60
12/1	251	TO: BENSON'S			18 50	18	50
						5	00
12/3	252	TO: BILL JAMES			25 60	25	60
						538	50
12/7	253	TO: SAFEMART			42 50	42	50
						496	00
12/8		TO: DEPOSIT	95 85			95	85
						591	85
12/10		TO: TOM'S PASTRIES			8 50	8	50
						583	35
12/11		TO: SEA CORP			48 35	48	35
						535	00
12/19		TO: DEPOSIT	125 48			125	48
						660	48

**ANSWER SHEET  
CHECKING ACCOUNT 2  
POST-TEST**

Reconcile the check register from the previous problem:

CHECK NO.	DATE	CHECKS & OTHER DEBITS		DEPOSITS		BALANCE	
						12/01/89	
						582	60
CHECK NO.	DATE	CHECKS & OTHER DEBITS		DEPOSITS		BALANCE	
251	12/02	18	50			564	10
252	12/03	25	60			538	50
	12/12			95	85	634	35
254	12/13	8	50			625	85
	12/20			125	48	751	33
253	12/24	42	50			708	83
	12/27	(SC)	3 00			705	83

Checkbook Balance	\$660.48
Outstanding Checks (+)	48.35
Outstanding Deposits (-)	
Other	3.00
Total	705.83
Bank Statement Balance	705.83

**SAVINGS ACCOUNT 1**

## SAVINGS ACCOUNT 1

**UNIT OBJECTIVE:** Upon completion of this savings account unit, the learner should demonstrate the ability to understand savings account terms by completing the Post-Test with at least 70% accuracy.

### **ENABLING OBJECTIVES:**

The learner should be able to:

1. Match savings account terms with their definitions
2. Fill out a signature card

**TEACHER INFORMATION SHEET  
SAVINGS ACCOUNT 1**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline for this unit.

- Monday:** Teacher reads introduction to unit (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using Pre-Test Answer Sheet transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing savings accounts. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a Pre-Test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about savings accounts.



SAVINGS ACCOUNT 1  
PRE-TEST

Define the following words:

1. Currency -
2. Coin -
3. Account Number -
4. Deposit slip -
5. Withdrawal slip -
6. Signature -
7. Signature Card -
8. Total -
9. Bank Statement -
10. Interest -
11. Balance -
12. Joint Account -
13. Savings Account -  
Register

**SAVINGS ACCOUNT 1  
PRE-TEST**

Complete the following signature card:

I desire to open an account with <b>Town Bank</b> and hereby agree to the by-laws and rules of the bank.					
Signature	Mr Mrs				
Address					
City/State/Zip					
Date of Birth		Soc. Sec. #			
<b>TO BE COMPLETED BY BANK:</b>					
Date Opened:		Account Opened By:		Initial Deposit	

**ANSWER SHEET  
SAVINGS ACCOUNT 1  
PRE-TEST**

1. Currency - Paper money (on a deposit slip, it is the place where you write the amount of paper money which you are depositing.)
2. Coins - Half dollars, quarters, dimes, nickels, and pennies.
3. Account Number - The number which the bank uses to identify your account after you complete your signature card.
4. Deposit slip - You must fill this out in order to put money into your savings account.
5. Withdrawal slip - You must fill this out in order to take money out of your savings account.
6. Signature - The way you sign your name.
7. Signature Card - A form which you must complete at a bank before opening a savings account.
8. Total - The sum when your money is added on a deposit slip.
9. Bank Statement - The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account.
10. Interest - Money which the bank pays you for having a savings account in their bank.
11. Balance - The amount of money which you have in your account.
12. Joint Account - An account which is shared by two people.
13. Savings Account - Register A form you use to record deposits, withdrawals, and interest for your savings account.

**ANSWER SHEET  
SAVINGS ACCOUNT 1  
PRE-TEST**

**Complete the following signature card:**

I desire to open an account with <b>Town Bank</b> and hereby agree to the by-laws and rules of the bank.			
Signature	Mr Mrs		
Address			
City/State/Zip			
Date of Birth		Soc. Sec. #	
<b>TO BE COMPLETED BY BANK:</b>			
Date	Account	Initial	
Opened: _____	Opened By: _____	Deposit	_____

**NOTE: Answers will vary**

**INFORMATION SHEET 1**  
**SAVINGS ACCOUNT 1**

1. Currency - Paper money (on a deposit slip, it is the place where you write the amount of paper money which you are depositing.)
2. Coins - Half dollars, quarters, dimes, nickels, and pennies.
3. Account Number - The number which the bank uses to identify your account after you complete your signature card.
4. Deposit slip - You must fill this out in order to put money into your savings account.
5. Withdrawal slip - You must fill this out in order to take money out of your savings account.
6. Signature - The way you sign your name.
7. Signature Card - A form which you must complete at a bank before opening a savings account.
8. Total - The sum when your money is added on a deposit slip.
9. Bank Statement - The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account.
10. Interest - Money which the bank pays you for having a savings account in their bank.
11. Balance - The amount of money which you have in your account.
12. Joint Account - An account which is shared by two people.
13. Savings Account - Register A form you use to record deposits, withdrawals, and interest for your savings account.

**ACTIVITY SHEET 1**  
**SAVINGS ACCOUNT 1**

**Match the following terms with their definitions:**

- |                         |   |
|-------------------------|---|
| ___ 1. Coins            | A. Paper money (on a deposit slip, it is the place where you write the amount on paper money which you are depositing.) |
| ___ 2. Account Number   | B. Half dollars, quarters, dimes, nickels, and pennies.   |
| ___ 3. Total            | C. The number which the bank uses to identify your account after you complete your signature card.                      |
| ___ 4. Balance          | D. You must fill this out in order to put money into your savings account.  |
| ___ 5. Joint Account    | E. You must fill this out in order to take money out from you savings   |
| ___ 6. Interest         | F. The way in which you sign your name  |
| ___ 7. Bank Statement   | G. A form which you must complete at a bank before opening a savings account.   |
| ___ 8. Signature Card   | H. The sum when your money is added on a deposit slip.  |
| ___ 9. Currency         | I. The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account.       |
| ___ 10. Register        | J. Money which the bank pays you for having a savings account in their bank.  |
| ___ 11. Deposit Slip    | K. The amount of money which you have in your account.  |
| ___ 12. Signature       | L. An account which is shared by two people.  |
| ___ 13. Withdrawal Slip | M. A form you use to record deposits, withdrawals, and interest for your savings account.                               |

**ANSWER SHEET  
ACTIVITY SHEET 1  
SAVINGS ACCOUNT 1**

**Match the following terms with their definitions:**

- |                              |    |  |
|------------------------------|----|--|
| <u>B</u> 1. Coins            | A. | Paper money (on a deposit slip, it is the place where you write the amount of paper money which you are depositing.) |
| <u>C</u> 2. Account Number   | B. | Half dollars, quarters, dimes, nickels, and pennies.   |
| <u>H</u> 3. Total            | C. | The number which the bank uses to identify your account after you complete your signature card.                      |
| <u>K</u> 4. Balance          | D. | You must fill this out in order to put money into your savings account.  |
| <u>L</u> 5. Joint Account    | E. | You must fill this out in order to take money from you savings account.  |
| <u>J</u> 6. Interest         | F. | The way in which you sign your name  |
| <u>I</u> 7. Bank Statement   | G. | A form which you must complete at a bank before opening a savings account.   |
| <u>G</u> 8. Signature Card   | H. | The sum when your money is added on a deposit slip.  |
| <u>A</u> 9. Currency         | I. | The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account.       |
| <u>M</u> 10. Register        | J. | Money which the bank pays you for having a savings account in their bank.  |
| <u>D</u> 11. Deposit Slip    | K. | The amount of money which you have in your account.  |
| <u>F</u> 12. Signature       | L. | An account which is shared by two people.  |
| <u>E</u> 13. Withdrawal Slip | M. | A form you use to record deposits, withdrawals, and interest for your savings account.                               |

**INFORMATION SHEET 2  
SAVINGS ACCOUNT 1**

**Complete the following signature card:**

I desire to open an account with <b>Town Bank</b> and hereby agree to the by-laws and rules of the bank.			
Signature	Mr Mrs	2.	
Address		3.	
City/State/Zip		4.	
Date of Birth		5.	
		Soc. Sec. #	6. <span style="border-bottom: 1px solid black;"></span>
7. <span style="border-bottom: 1px solid black;"></span>			
<b>TO BE COMPLETED BY BANK:</b>			
Date Opened:	8. <span style="border-bottom: 1px solid black;"></span>	Account Opened By:	9. <span style="border-bottom: 1px solid black;"></span>
		Initial Deposit	10. <span style="border-bottom: 1px solid black;"></span>

1. Statement which says you want to open an account with the bank and will follow the rules of the bank.
2. The way you plan to sign your name.
3. Street number and street name of where you live.
4. City, State, and Zip Code where you live.
5. Month, day, and year you were born.
6. Your social security number.
7. Do not write below this line. The bank must fill in this information.
8. Month, day, and year you opened the savings account.
9. Person at the bank who completes the signature card will sign here.
10. The amount of your first deposit.



**ACTIVITY SHEET 2  
SAVINGS ACCOUNT 1**

Complete the following signature card:

I desire to open an account with **Town Bank** and hereby agree to the by-laws and rules of the bank.

Signature <sup>Mr</sup> \_\_\_\_\_  
<sub>Mrs</sub>

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

**TO BE COMPLETED BY BANK:**

Date	Account	Initial
Opened: _____	Opened By: _____	Deposit _____

**NOTE: Answers will vary**

**SAVINGS ACCOUNT 1  
POST-TEST**

**Match the following terms with their definitions:**

- |                         |   |
|-------------------------|---|
| ___ 1. Coins            | A. Paper money (on a deposit slip, it is the place where you write amount of paper money which you are depositing.) |
| ___ 2. Account Number   | B. Half dollars, quarters, dimes, nickels, and pennies.   |
| ___ 3. Total            | C. The number which the bank uses to identify your account after you complete your signature card.                  |
| ___ 4. Balance          | D. You must fill this out in order to put money into your savings account.  |
| ___ 5. Joint Account    | E. You must fill this out in order to take money from your savings account.   |
| ___ 6. Interest         | F. The way in which you sign your name  |
| ___ 7. Bank Statement   | G. A form which you must complete at a bank before opening a savings account.                                       |
| ___ 8. Signature Card   | H. The sum when your money is added on a deposit slip.  |
| ___ 9. Currency         | I. The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account.   |
| ___ 10. Register        | J. Money which the bank pays you for having a savings account in their bank.  |
| ___ 11. Deposit Slip    | K. The amount of money which you have in your account.  |
| ___ 12. Signature       | L. An account which is shared by two people.  |
| ___ 13. Withdrawal Slip | M. A form you use to record deposits, withdrawals, and interest for your savings account.                           |

**SAVINGS ACCOUNT 1  
POST-TEST**

**Complete the following signature card:**

I desire to open an account with **Town Bank** and hereby agree to the by-laws and rules of the bank.

Signature <sup>Mr</sup> \_\_\_\_\_  
<sub>Mrs</sub>

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

**TO BE COMPLETED BY BANK:**

Date \_\_\_\_\_ Account \_\_\_\_\_ Initial \_\_\_\_\_  
Opened: \_\_\_\_\_ Opened By: \_\_\_\_\_ Deposit \_\_\_\_\_

**ANSWER SHEET  
SAVINGS ACCOUNT 1  
POST-TEST**

Match the following terms with their definitions:

- |                              |   |
|------------------------------|---|
| <u>B</u> 1. Coins            | A. Paper money (on a deposit slip, it is the place where you write the amount of paper money you are depositing.) |
| <u>C</u> 2. Account Numbers  | B. Half dollars, quarters, dimes, nickels, and pennies.   |
| <u>H</u> 3. Total            | C. The number which the bank uses to identify your account after you complete your signature card.                |
| <u>K</u> 4. Balance          | D. You must fill this out in order to put money into your savings account.  |
| <u>L</u> 5. Joint Account    | E. You must fill this out in order to take money from your savings account.                                       |
| <u>J</u> 6. Interest         | F. The way you sign your name   |
| <u>I</u> 7. Bank Statement   | G. A form which you must complete at a bank before opening a savings account.                                     |
| <u>G</u> 8. Signature Card   | H. The sum when your money is added on a deposit slip.  |
| <u>A</u> 9. Currency         | I. The report the bank sends to you, listing all deposits, withdrawals, and earned interest made to your account. |
| <u>M</u> 10. Register        | J. Money which the bank pays you for having a savings account in their bank.                                      |
| <u>D</u> 11. Deposit Slip    | K. The amount of money which you have in your account.  |
| <u>F</u> 12. Signature       | L. An account which is shared by two people.  |
| <u>E</u> 13. Withdrawal Slip | M. A form you use to record deposits, withdrawals, and interest for your savings account.                         |

**SAVINGS ACCOUNT 2**

## SAVINGS ACCOUNT 2

**UNIT OBJECTIVE:** Upon completion of this savings account unit, the learner should demonstrate the ability to maintain a savings account register by completing the Post-Test with at least 70% accuracy.

### **ENABLING OBJECTIVES:**

The learner should be able to:

1. Fill out a savings account deposit slip
2. Fill out a savings account withdrawal slip
3. Record information in a savings account register
4. Balance a savings account register

**TEACHER INFORMATION SHEET  
SAVINGS ACCOUNT 2**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline for this unit.

- Monday:** Teacher reads introduction to unit (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using Pre-Test Answer Sheet transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing savings accounts. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a Pre-Test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about savings accounts.

**SAVINGS ACCOUNT 2  
PRE-TEST**

1. You must take \$325.00 out of your savings account to pay your rent. You will need to fill out a special form to take money from your account. Choose and fill out the appropriate form at the end of this test. Your account number is 70421.
2. You have the following items which you want to put in your savings account: 10 quarters, 50 one dollar bills, check #0652 from Uncle Bud for \$75.00, and your paycheck #33188 for \$112.86. Choose and fill out the appropriate form at the end of this test. Your account number 89404.
3. Use the savings account register to record the following information. Then balance the register.

Your beginning balance is \$936.80

Money put into your account:

\$183.41 on January 5  
\$196.82 on February 17  
\$124.90 on March 8  
\$ 8.05 interest on March 15

Money taken out of your account:

\$25.00 on January 22  
\$12.45 on February 4  
\$50.00 on February 27

Your account number is 89404.



**SAVINGS ACCOUNT 2  
PRE-TEST**

PUBLIC BANK  DATE _____ NAME _____ ADDRESS _____ _____ _____	ACCOUNT NUMBER _____ _____	SAVINGS DEPOSIT		
	CASH	CURRENCY COIN		
	CHECKS			
				TOTAL

	SAVINGS WITHDRAWAL
PUBLIC BANK  DATE _____ NAME _____ ADDRESS _____ _____ _____  SIGNATURE _____	ACCOUNT NUMBER _____ _____  _____ DOLLARS \$ _____

TOWN BANK			
SAVINGS ACCOUNT REGISTER			
ACCOUNT NO. _____			
DATE	WITHDRAWALS	DEPOSITS (INTEREST)	BALANCE

**ANSWER SHEET  
SAVINGS ACCOUNT 2  
PRE-TEST**

PUBLIC BANK  DATE <u>Today's Date</u> NAME <u>Student's Name</u> ADDRESS <u>Student's Address</u> <u>City, State, Zip Code</u>	ACCOUNT NUMBER 89404	SAVINGS DEPOSIT		
	CASH	CURRENCY	50	00
		COIN	2	50
	CHECKS	#0652 Uncle Bud	75	00
		#33188 Payroll Check	112	86
		TOTAL	240	36

PUBLIC BANK  DATE <u>Today's Date</u> NAME <u>Student's Name</u> ADDRESS <u>Student's Address</u> <u>City, State, Zip Code</u>	SAVINGS WITHDRAWAL  ACCOUNT NUMBER 70421
Three Hundred Twenty Five and 00/100 ----- DOLLARS    \$325.00	
SIGNATURE _____	

TOWN BANK			
SAVINGS ACCOUNT REGISTER			
ACCOUNT NO. 89404			
DATE	WITHDRAWALS	DEPOSITS (INTEREST)	BALANCE 936.80
01/05		183 41	1,102 21
01/22	25 00		1,095 21
02/04	12 45		1,082 76
02/17		196 82	1,279 58
02/27	50 00		1,229 58
03/08		124 90	1,354 48
03/15		Interest 8 05	1,362 53

**INFORMATION SHEET 1  
SAVINGS ACCOUNT 2**

**Savings Deposit Slip**

Below you will find an example of a completed savings deposit slip. You must fill out the deposit slip if you want to put money into your account. On the savings deposit slip, you must write down the amount of currency (paper money) which you are depositing, the amount of coins you are depositing, and checks which you are putting in your account. Remember to write the check number and from whom you have received the check, in the space provided. Add the currency, coins, and checks and write the total at the bottom. The total for this deposit is \$150.05. When you fill out the personal information on the left, you must write your account number. It is important to write the correct number. Otherwise, the bank may put the money in another person's account. The account number for Mitch Phillips is 096543.

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>TOWN BANK</b></td> <td style="width:50%; text-align: center;"><b>ACCOUNT NUMBER</b></td> </tr> <tr> <td></td> <td style="text-align: center;">096543</td> </tr> </table> <p><b>DATE</b> <u>March 8, 1989</u></p> <p><b>NAME</b> <u>Mitch Phillips</u></p> <p><b>ADDRESS</b> <u>3900 Sweet Pea Lane</u> <u>Huxton, TX 00220</u></p>	<b>TOWN BANK</b>	<b>ACCOUNT NUMBER</b>		096543	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center;">SAVINGS DEPOSIT</th> </tr> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;"><b>CASH</b></td> <td style="text-align: center;"><b>CURRENCY</b></td> <td style="text-align: right;">29 00</td> </tr> <tr> <td style="text-align: center;"><b>COIN</b></td> <td style="text-align: right;">1 18</td> </tr> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;"><b>C H E C K S</b></td> <td style="text-align: center;">#7112-Aunt Julie</td> <td></td> </tr> <tr> <td style="text-align: center;">    Birthday money</td> <td style="text-align: right;">25 00</td> </tr> <tr> <td style="text-align: center;">#6044-Glenn's Tacos</td> <td></td> </tr> <tr> <td style="text-align: center;">    Paycheck</td> <td style="text-align: right;">94 87</td> </tr> <tr> <td></td> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: right;">150 05</td> </tr> </table>	SAVINGS DEPOSIT			<b>CASH</b>	<b>CURRENCY</b>	29 00	<b>COIN</b>	1 18	<b>C H E C K S</b>	#7112-Aunt Julie		Birthday money	25 00	#6044-Glenn's Tacos		Paycheck	94 87		<b>TOTAL</b>	150 05
<b>TOWN BANK</b>	<b>ACCOUNT NUMBER</b>																								
	096543																								
SAVINGS DEPOSIT																									
<b>CASH</b>	<b>CURRENCY</b>	29 00																							
	<b>COIN</b>	1 18																							
<b>C H E C K S</b>	#7112-Aunt Julie																								
	Birthday money	25 00																							
	#6044-Glenn's Tacos																								
	Paycheck	94 87																							
	<b>TOTAL</b>	150 05																							

**Savings Withdrawal Slip:**

Below you will find an example of a completed withdrawal slip. If you want to take money out of your account, you must fill out this form. First, fill in the date, your name, address, and account number. Next, write the amount of money which you want to take from your account. You must write the amount in numerical form and you must also spell out the dollar amount. Mitch Phillips' withdrawal is \$76.42 (seventy six and 42/100). The cents amount does not have to be spelled out. Finally, sign your name at the bottom of the withdrawal slip. You must sign your name the same way you signed it on your signature card.

<p><b>TOWN BANK</b></p> <p><b>DATE</b> <u>March 9, 1989</u></p> <p><b>NAME</b> <u>Mitch Phillips</u></p> <p><b>ADDRESS</b> <u>3900 Sweet Pea Lane</u> <u>Huxton, TX 00220</u></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">SAVINGS WITHDRAWAL</th> </tr> <tr> <td style="width:50%;"></td> <td style="width:50%; text-align: center;"><b>ACCOUNT NUMBER</b></td> </tr> <tr> <td></td> <td style="text-align: center;">096543</td> </tr> </table> <p><u>Seventy Six and 42/100</u> ----- <b>DOLLARS</b>    \$ <u>76.42</u></p> <p>_____</p> <p><b>SIGNATURE</b></p>	SAVINGS WITHDRAWAL			<b>ACCOUNT NUMBER</b>		096543
SAVINGS WITHDRAWAL							
	<b>ACCOUNT NUMBER</b>						
	096543						

**ACTIVITY SHEET 1  
SAVINGS ACCOUNT 2**

Fill out the following deposit and withdrawal slips using the information provided. Your account number is 95701.

1. Deposit \$10.00 in quarters, a 20 dollar bill and a 10 dollar bill, check #408 for a \$20.00 refund from Campy's Soup, and payroll check #22289 for \$187.45.

PUBLIC BANK _____  DATE _____ NAME _____ ADDRESS _____ _____	ACCOUNT NUMBER _____	SAVINGS DEPOSIT		
	CASH	CURRENCY		
		COIN		
	C H E C K S			
		TOTAL		

2. Deposit A \$50.00 bill, check #023 from Ann Smith for \$15.00, payroll check #59854 for \$202.55, and birthday check from your mom #751 for \$25.00.

PUBLIC BANK _____  DATE _____ NAME _____ ADDRESS _____ _____	ACCOUNT NUMBER _____	SAVINGS DEPOSIT		
	CASH	CURRENCY		
		COIN		
	C H E C K S			
		TOTAL		

**ACTIVITY SHEET 1  
SAVINGS ACCOUNT 2**

3. Withdrawal - \$67.37

		<b>SAVINGS WITHDRAWAL</b>	
<b>PUBLIC BANK</b>		<b>ACCOUNT NUMBER</b>	
<b>DATE</b> _____			
<b>NAME</b> _____			
<b>ADDRESS</b> _____			
		DOLLARS	\$ _____
<b>SIGNATURE</b> _____			

4. Withdrawal - \$125.00

		<b>SAVINGS WITHDRAWAL</b>	
<b>PUBLIC BANK</b>		<b>ACCOUNT NUMBER</b>	
<b>DATE</b> _____			
<b>NAME</b> _____			
<b>ADDRESS</b> _____			
		DOLLARS	\$ _____
<b>SIGNATURE</b> _____			

**ANSWER SHEET  
ACTIVITY SHEET 1  
SAVINGS ACCOUNT 2**

Fill out the following deposit and withdrawal slips using the information provided. Your account number is 95701.

1. Deposit \$10.00 in quarters, a 20 dollar bill and a 10 dollar bill, check #408 for a \$20.00 refund from Campy's Soup, and payroll check #22289 for \$187.45.

PUBLIC BANK	ACCOUNT NUMBER	SAVINGS DEPOSIT			
	95701				
DATE <u>Today's Date</u>	NAME <u>Student's Name</u>	ADDRESS <u>Student's Address</u> <u>City, State, Zip</u>	CASH	CURRENCY	30 00
				COIN	10 00
			C H E C K S	#408 Campy's Soup Rfnd	20 00
				#22289 Payroll Check	187 45
				TOTAL	247 45

2. Deposit A \$50.00 bill, check #023 from Ann Smith for \$15.00, payroll check #59854 for \$202.55, and birthday check from your mom #751 for \$25.00.

PUBLIC BANK	ACCOUNT NUMBER	SAVINGS DEPOSIT			
	95701				
DATE <u>Today's Date</u>	NAME <u>Student's Name</u>	ADDRESS <u>Student's Address</u> <u>City, State, Zip</u>	CASH	CURRENCY	50 00
				COIN	-- --
			C H E C K S	#023 Ann Smith	15 00
				#59854 Payroll Check	202 55
				#751 Birthday-mom	25 00
				TOTAL	292 55

**ANSWER SHEET  
ACTIVITY SHEET 1  
SAVINGS ACCOUNT 2**

3. Withdrawal - \$67.37

<b>SAVINGS WITHDRAWAL</b>	
PUBLIC BANK	<b>ACCOUNT NUMBER</b>
DATE <u>Today's Date</u>	95701
NAME <u>Student's Name</u>	
ADDRESS <u>Student's Address</u> <u>City, State, Zip</u>	
<u>Sixty seven and 37/100-----</u>	DOLLARS \$ <u>67.37</u>
<u>Student's Name</u>	
SIGNATURE	

4. Withdrawal - \$125.00

<b>SAVINGS WITHDRAWAL</b>	
PUBLIC BANK	<b>ACCOUNT NUMBER</b>
DATE <u>Today's Date</u>	95701
NAME <u>Student's Name</u>	
ADDRESS <u>Student's Address</u> <u>City, State, Zip</u>	
<u>One Hundred Twenty Five and 00/100 -----</u>	DOLLARS \$ <u>125.00</u>
<u>Student's Name</u>	
SIGNATURE	

**INFORMATION SHEET 2  
SAVINGS ACCOUNT 1**

**Parts of a Savings Account Bank Book:**

1. TOWN BANK					
SAVINGS ACCOUNT REGISTER					
2. ACCOUNT NO. <u>44961</u>					
DATE 3.	WITHDRAWALS 4.	DEPOSITS (INTEREST) 5.		BALANCE 6.	
				1,570	66
04/07			75 00	1,645	66
04/15		Interest	7 00	1,652	66
05/08	100 00			1,552	66
05/16			188 39	1,741	05
06/03	225 00			1,516	05
06/18			30 50	1,546	55

1. The name of the bank where you have your savings account. The name of this bank is Town Bank.
2. The number which the bank uses to identify your savings account. The number for this account is 44961.
3. The date of which money was deposited, withdrawn, or interest was earned.
4. Each time you take money from your account, you write the amount in this column. When balancing your savings account register, you must subtract all withdrawals.
5. When you put money into your account, you must write the amount in this column. Also, the bank pays you interest for keeping money in their bank. When the bank puts money in your account for interest, you write the amount in this column. All deposits and interest are added to your balance when you balance your savings account register.
6. Column in which you write the balance after subtracting all withdrawals and adding all interest and deposits.

When balancing your savings account bank book, remember the following rules:

1. **Add** all deposits to your balance.
2. **Subtract** all withdrawals from your balance.
3. **Add** any interest which you earn from the bank.



**ACTIVITY SHEET 2**  
**SAVINGS ACCOUNT 2**

Read the following story. Use the savings account register to record all deposits and withdrawals which Jed Smith makes. Be sure to balance the register.

On May 4, Jed Smith woke up, quickly realizing that he had forgotten today was his mother's birthday. He looked in his wallet, but he did not have any cash. He checked his savings account register and was pleased to see that his account (#87654) had a balance of \$930.50. He rushed to Town Bank in order to get money to buy his mom a birthday present. He decided to take out \$40.00. While he was there, the bank teller informed him that his account received \$6.80 in interest today. Jed was very happy. He went to the store and bought his mother a necklace for her birthday.

The next day, May 5, Jed received a phone call from Stanley's Stereo Shop. The salesman informed Jed that he was supposed to make a payment of \$63.14 for a stereo which he put on layaway. "The payment is due today" said the salesman. Once again, Jed went to the bank to take money out of his account. Today, he withdrew \$63.14. He hoped that would be his last withdrawal for a while.

On his 18th birthday, May 29, Jed received a 50 dollar bill from his Aunt Beverly. He also received his payroll check for \$105.32. He decided to deposit the pay check into his savings account today and keep the fifty dollars for spending money.

On June 5, Jed needed to make another \$63.14 payment at Stanley's Stereo Shop. Jed made the withdrawal and took the money to the shop. On his way home, he saw a used car for sale. The cost was \$3695.00. The car salesman told Jed he would have to put down \$500.00 to buy the car and then make payments each month. Jed knew five hundred dollars would drain his savings account, but he decided to go ahead and buy the car. So, the next day, June 6, Jed withdrew \$500.00 from his savings account and bought the car. Jed hoped he would receive his pay check soon.

Finally, on June 15, he received his pay check for \$142.99. He deposited it immediately. Jed decided he must start saving his money again to rebuild his savings account.

**ACTIVITY SHEET 2**  
**SAVINGS ACCOUNT 2**

TOWN BANK				
SAVINGS ACCOUNT REGISTER				
ACCOUNT NO. _____				
DATE	WITHDRAWALS	DEPOSITS (INTEREST)	BALANCE	

On his 12th birthday, May 15, Ted received a 50 dollar bill from his Aunt Mary. He decided to deposit the pay check into his savings account every week and keep the fifty dollars for spending money.

On June 2, Ted needed to make another \$25.00 payment on his Aunt Mary's car. Ted made the withdrawal and took the money to the shop. On his way home, he saw a used car for sale. The car was \$300.00. The car salesman told Ted he would have to put down \$100.00 to buy the car and then make payments each month. Ted knew five hundred dollars would double his savings account, but he decided to go ahead and buy the car. So, the next day, June 4, Ted withdrew \$200.00 from his savings account and bought the car. Ted hoped he would receive the pay check soon.

Finally, on June 15, he received his pay check for \$125.00. He deposited it immediately. Ted decided he would start saving his money again to purchase his savings account.

**ANSWER SHEET  
ACTIVITY SHEET 2  
SAVINGS ACCOUNT 2**

TOWN BANK						
SAVINGS ACCOUNT REGISTER						
ACCOUNT NO. <u>87654</u>						
DATE	WITHDRAWALS		DEPOSITS (INTEREST)		BALANCE	
					930	50
05/04	40	00			890	50
05/04			Interest	6 80	897	30
05/05	63	14			834	16
05/29			105	32	939	48
06/05	63	14			876	34
06/06	500	00			376	34
06/15			142	99	519	33

**SAVINGS ACCOUNT 2  
POST-TEST**

1. You must put the following money into your savings account. One 50 dollar bill, \$22.46 in change, pay check #37498 for \$247.88, and check #370 from Bill Green for \$32.60. Fill out the appropriate form. Your account number is 60013.
2. You must pay rent. You need \$325.00 from your savings account. Fill out the appropriate form. Your account number is 60013.

PUBLIC BANK   DATE _____ NAME _____ ADDRESS _____ _____	ACCOUNT NUMBER _____	SAVINGS DEPOSIT		
	CASH	CURRENCY		
		COIN		
	C H E C K S			
TOTAL				

PUBLIC BANK   DATE _____ NAME _____ ADDRESS _____ _____  _____ SIGNATURE	SAVINGS WITHDRAWAL ACCOUNT NUMBER _____
_____ DOLLARS \$ _____	

**SAVINGS ACCOUNT 2A  
POST-TEST**

3. Record the information from problems 1 and 2 at the bottom of the following savings account register.
4. Balance the following savings account register. (Remember to include information from problems 1 and 2.)

TOWN BANK					
SAVINGS ACCOUNT REGISTER					
ACCOUNT NO. _____					
DATE	WITHDRAWALS	DEPOSITS (INTEREST)	BALANCE		
01/05			936	80	
02/04	25 00				
02/17		196 82			
02/27	50 00				
03/08		124 90			



**ANSWER SHEET  
SAVINGS ACCOUNT 2  
POST-TEST**

3. Record the information from problems 1 and 2 at the bottom of the following savings account register.
4. Balance the following savings account register. (Remember to include information from problems 1 and 2.)

TOWN BANK						
SAVINGS ACCOUNT REGISTER						
ACCOUNT NO. <u>60013</u>						
DATE	WITHDRAWALS		DEPOSITS (INTEREST)		BALANCE	
01/05					936	80
02/04	25	00			911	80
02/17			196	82	1,108	62
02/27	50	00			1,058	62
03/08			124	90	1,183	52
Today			352	94	830	58
Today	325	00			505	58

MONEY ORDER  
SAVINGS ACCOUNT #  
5007-1000

1. Record the information from problems 1 and 2 at the bottom of the following savings account register.
2. Balance the following savings account register. (Remember to include information from problems 1 and 2.)

TOWN BANK			
SAVINGS ACCOUNT REGISTER			
ACCOUNT NO. 5007			
DATE	WITHDRAWALS	DEPOSITS (INTEREST)	BALANCE
01/03			932 80
01/04	25 00		907 80
01/17		125 82	1,033 62
01/21	50 00		983 62
01/28		125 82	1,109 44
Today		252 84	1,362 28
Today	212 00		1,150 28

**PAYROLL 1**



## PAYROLL 1

**UNIT OBJECTIVE:** Upon completion of this payroll unit, the learner should demonstrate an understanding of the parts of a payroll check by completing the Post-Test with at least 70% accuracy.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Match payroll terms with their definitions
2. Identify parts of a payroll check by answering questions about a specific payroll check

you already know about payroll terms and checks. Things will be included in this week's unit and let us know when we will start the unit today with a pre-test. This test score will be helpful for you when you leave school and live on your own. We our usual class lessons, it is meant to be an "extra" that will be done and parts of a payroll check. This will not be a part of approximately 10 minutes each day this week discussing payroll. SUGGESTED INTRODUCTION TO EXERCISES: We are going to spend

**TEACHER INFORMATION SHEET  
PAYROLL 1**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this week.

- Monday:** Teacher reads Unit Introduction and displays Introduction transparency.  
Teacher reads Introduction to Week 1 (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency of answer sheet.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO PAYROLL:** We are going to spend approximately 15 minutes each day this week discussing payroll terms and parts of a payroll check. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about payroll terms and checks.

**PAYROLL 1  
PRE-TEST**

Define the following payroll terms:

1. Hourly Rate - \_\_\_\_\_

2. Hours Per Day - \_\_\_\_\_

3. Hours Per Week - \_\_\_\_\_

4. Days Per Week - \_\_\_\_\_

5. Overtime Hours - \_\_\_\_\_

6. Deductions - \_\_\_\_\_

7. Total Deductions - \_\_\_\_\_

8. Federal Income Tax - \_\_\_\_\_

9. State Income Tax - \_\_\_\_\_

10. F.I.C.A. - \_\_\_\_\_

11. Fringe Benefits - \_\_\_\_\_

12. Union Dues - \_\_\_\_\_

13. Insurance - \_\_\_\_\_

14. Gross Pay - \_\_\_\_\_

15. Net Pay - \_\_\_\_\_

**PAYROLL 1  
PRE-TEST**

11-11 11-17	31.5	200	00	5	237	50	32	50	--	--	14	83	20	00	7	00	74	33	163	17
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Retire ment	Total Ded.	Net Pay									

Payroll Account: **Wendy's Groceries** No. 5473

Pay to the Order Of: Bill Johnson 1-15-89

One Hundred Sixty Three and 17/100 ----- \$163.17

**Prairieview City Bank**

For \_\_\_\_\_  
111912774    188583    0170 7 Authorized Signature

Answer the following questions about the above payroll check.

1. How many overtime hours did Bill work? \_\_\_\_\_
2. What is Bill's salary without overtime? \_\_\_\_\_
3. What deductions were taken from Bill's check? \_\_\_\_\_  
\_\_\_\_\_
4. Was money withheld for state taxes? \_\_\_\_\_
5. What is the check number? \_\_\_\_\_
6. What date was the check written? \_\_\_\_\_
7. How much money can Bill take home? \_\_\_\_\_
8. How much social security was withheld? \_\_\_\_\_
9. How much money did Bill earn before deductions? \_\_\_\_\_

**ANSWER SHEET  
PAYROLL 1  
PRE-TEST**

Define the following payroll terms:

1. **Hourly Rate -** amount of money a person earns each hour he works
2. **Hours Per Day -** total number of hours a person works each day
3. **Hours Per Week -** total number of hours a person works in one week
4. **Days Per Week -** total number of days a person works in one week
5. **Overtime Hours -** extra hours worked during a pay period
6. **Deductions -** money which is taken out of an employee's check. Examples: federal income tax, social security, state income tax, retirement, union dues, insurance, savings, etc.
7. **Total Deductions -** all deductions added together
8. **Federal Income Tax -** a tax which is subtracted from your check by the United States Government
9. **State Income Tax -** a tax which is taken from your check by the state government (not all states have a state income tax).
10. **F.I.C.A. -** more commonly known as Social Security Tax; money taken from your check by the federal government to assist you when you retire or if you become disabled
11. **Fringe Benefits -** "extras" which a company may give to its employees
12. **Union Dues -** a fee which is paid by an employee in order to be a member of a union at his place of employment
13. **Insurance -** money which may be paid by an employee to protect his home, life/health, or property
14. **Gross Pay -** the amount of money before deductions are taken out
15. **Net Pay -** the amount of money an employee receives after deductions are taken out

**ANSWER SHEET  
PAYROLL 1  
PRE-TEST**

11-11 11-17	31.5	200	00	5	237	50	32	50	--	--	14	83	20	00	7	00	74	33	163	17
<b>Dates</b>	<b>Hrs.</b>	<b>Salary</b>		<b>OT</b>	<b>Gross</b>		<b>Fed'l Tax</b>		<b>State Tax</b>		<b>FICA</b>		<b>Insurance</b>		<b>Retirement</b>		<b>Total Ded.</b>		<b>Net Pay</b>	

Payroll Account: **Wendy's Groceries** No. 5473

Pay to the Order Of: Bill Johnson 1-15-89

One Hundred Sixty Three and 17/100 ----- \$163.17

**Prairieview City Bank**

For \_\_\_\_\_  
 111912774    188583    0170 7 Authorized Signature

Answer the following questions about the above payroll check.

1. How many overtime hours did Bill work? 5
2. What is Bill's salary without overtime? \$200.00
3. What deductions were taken from Bill's check? Federal tax, F.I.C.A., Insurance, Retirement
4. Was money withheld for state taxes? No
5. What is the check number? 5473
6. What date was the check written? 1/15/89
7. How much money can Bill take home? \$163.17
8. How much social security was withheld? \$14.83
9. How much money did Bill earn before deductions? \$237.50

**INFORMATION SHEET 1  
PAYROLL 1**

1. Hourly Rate - amount of money a person earns each hour he works
2. Hours Per Day - total number of hours a person works each day
3. Hours Per Week - total number of hours a person works in one week
4. Days Per Week - total number of days a person works in one week
5. Overtime Hours - extra hours worked during a pay period
6. Deductions - money which is taken out of an employee's check. Examples: federal income tax, social security, state income tax, retirement, union dues, insurance, savings, etc.
7. Total Deductions - all deductions added together
8. Federal Income Tax - a tax which is subtracted from your check by the United States Government
9. State Income Tax - a tax which is taken from your check by the state government (not all states have a state income tax).
10. F.I.C.A. - more commonly known as Social Security; money taken from your check by the federal government to assist you when you retire or if you become disabled
11. Fringe Benefits - "extras" which a company may give to its employees
12. Union Dues - a fee which is paid by an employee in order to be a member of a union at his place of employment
13. Insurance - money which may be paid by an employee to protect his home, life/health, or property
14. Gross Pay - the amount of money before deductions are taken out
15. Net Pay - the amount of money an employee receives after deductions; also known as "take home pay"

ACTIVITY SHEET 1  
PAYROLL 1

Fill in the blanks, use Information Sheet 1A for assistance.

1. Some state governments deduct a \_\_\_\_\_ from payroll checks in their state.
2. If you work extra hours during a pay period, then you will be paid \_\_\_\_\_.
3. F.I.C.A. is more commonly known as \_\_\_\_\_.
4. \_\_\_\_\_ are "extras" which a company may give to its employees.
5. To calculate total deductions, all deductions are \_\_\_\_\_ together.
6. The \_\_\_\_\_ subtracts Federal Income Tax from payroll checks.
7. If John receives \$4.50 per hour, then \$4.50 is his \_\_\_\_\_.
8. Another name for "take-home pay" is \_\_\_\_\_.
9. If you wish to join a union at your place of employment, you will have to pay \_\_\_\_\_.
10. \_\_\_\_\_ is the amount of money you earn before deductions are subtracted.



**ANSWER SHEET  
ACTIVITY SHEET 1  
PAYROLL 1**

Fill in the blanks, use Information Sheet 1A for assistance.

1. Some state governments deduct a state income tax from payroll checks in their state.
2. If you work extra hours during a pay period, then you will be paid overtime.
3. F.I.C.A. is more commonly known as social security.
4. Fringe benefits are "extras" which a company may give to its employees.
5. To calculate total deductions, all deductions are added together.
6. The United States Government subtracts Federal Income Tax from payroll checks.
7. If John receives \$4.50 per hour, then \$4.50 is his hourly rate.
8. Another name for "take-home pay" is net pay.
9. If you wish to join a union at your place of employment, you will have to pay union dues.
10. Gross pay is the amount of money you earn before deductions are subtracted.

**INFORMATION SHEET 2  
PAYROLL 1**

11-11 11-17	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.								
31.5	200	00	5	237	50	32	50	--	--	14	83	20	00	--	--	74	33	163	17
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Other ment	Total Ded.	Net Pay								

Payroll Account: 13. **Wendy's Groceries** 14. No. 5473

15. 1-15-89

16. Pay to the Order Of: Bill Johnson

17. One Hundred Sixty Three and 17/100 ----- 18. \$163.17

**Prairieview City Bank**

19. For \_\_\_\_\_ 20. \_\_\_\_\_

111912774 188583 -0170 7 Authorized Signature

1. The dates which the employee worked.
2. The regular total of hours worked without overtime.
3. The employee's salary without overtime money.
4. The total number of overtime hours worked.
5. The total amount of money earned before deductions are taken out.
6. A deduction which is the amount of money taken out by the federal government.
7. A deduction which is the amount of money taken out by the state government.
8. A deduction which is the amount of money taken out by the federal government for social security.
9. A deduction which is the amount of money taken out to protect an employee's home, life, health, or property.
10. Other deductions, for example; hospitalization, union dues, etc.
11. The total amount of deductions withdrawn from the check.
12. "Take home" pay.
13. Company name.

**INFORMATION SHEET 2  
PAYROLL 1**

- 14. Check number
- 15. Date check is written

16. Employee's name	
17. Total amount of the check	
18. Total amount of the check written in numerical form.	
19. Name of the bank that holds the account for your employer	
20. Employer's signature	

- 1. What company does your work for? \_\_\_\_\_
- 2. What is the raise-base pay amount? \_\_\_\_\_
- 3. What date was the check written? \_\_\_\_\_
- 4. How many cash this payroll check? \_\_\_\_\_
- 5. How much federal income tax was withheld? \_\_\_\_\_
- 6. Did Basic Co work overtime? \_\_\_\_\_
- 7. How much social security was withheld from this amount? \_\_\_\_\_
- 8. Has money withheld for savings? \_\_\_\_\_  
If yes, how much? \_\_\_\_\_
- 9. Has money withheld for insurance? \_\_\_\_\_  
If yes, how much? \_\_\_\_\_
- 10. What is the bank number? \_\_\_\_\_

**ACTIVITY SHEET 2  
PAYROLL 1**

8/11- 8/18	30	120 00	--	120 00	16 00	-- --	8 59	18 00	-- --	34 54	85 41
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	other	Total Ded.	Net Pay

Payroll Account: **HOWDY'S HAMBURGERS** No. 7603

8-19-89

Pay to the  
Order Of: Suzie Cue

Eighty Five and 41/100----- \$85.41

**Prairieview City Bank**

For \_\_\_\_\_  
111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

1. What company does Suzie Cue work for? \_\_\_\_\_
2. What is the take-home pay amount? \_\_\_\_\_
3. What date was the check written? \_\_\_\_\_
4. Who may cash this payroll check? \_\_\_\_\_
5. How much federal income tax was withheld? \_\_\_\_\_
6. Did Suzie Cue work overtime? \_\_\_\_\_
7. How much social security was withheld from this check?  
\_\_\_\_\_
8. Was money withheld for savings? \_\_\_\_\_  
If yes, how much? \_\_\_\_\_
9. Was money withheld for insurance? \_\_\_\_\_  
If yes, How much? \_\_\_\_\_
10. What is the check number? \_\_\_\_\_

**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 1**

8/11- 8/18	30	120 00	--	120 00	16 00	--	--	8 59	18 00	--	--	34 54	85 41
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	other	Total Ded.	Net Pay		

Payroll Account: **HOWDY'S HAMBURGERS**

No. 7603

Pay to the  
Order Of: Suzie Cue

8-19-89

Eighty Five and 41/100-----

**\$85.41**

**Prairieview City Bank**

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

1. What company does Suzie Cue work for? Howdy's Hamburgers
2. What is the take-home pay amount? \$85.41
3. What date was the check written? 8/19/89
4. Who may cash this payroll check? Suzie Cue
5. How much federal income tax was withheld? \$16.00
6. Did Suzie Cue work overtime? No
7. How much social security was withheld from this check? \$8.59
8. Was money withheld for savings? No  
If yes, how much? ---
9. Was money withheld for insurance? Yes  
If yes, How much? \$18.00
10. What is the check number? 7603

**PAYROLL 1  
POST-TEST**

Match the following terms:

- |                           |  |
|---------------------------|--|
| ___ 1. Hourly Rate        | A. "Extras" which a company may give to its employees.   |
| ___ 2. Hours Per Day      | B. A tax which is withheld from your check by the U.S. Government.   |
| ___ 3. Hours Per Week     | C. Extra hours worked during a pay period.   |
| ___ 4. Days Per Week      | D. Money which maybe paid by an employee to protect his home, life, health, or property.                           |
| ___ 5. Overtime Hours     | E. Total number of hours a person works each day.  |
| ___ 6. Deductions         | F. The amount of money before deductions are taken out.  |
| ___ 7. Total Deductions   | G. A fee which is paid by an employee in order to be a member of the union at his place of employment.             |
| ___ 8. Federal Income Tax | H. Total number of days a person works in one week.  |
| ___ 9. State Income Tax   | I. All deductions added together.  |
| ___ 10. F.I.C.A.          | J. Amount of money a person earns each hour he works.  |
| ___ 11. Fringe Benefits   | K. The amount employee receives after deductions; also known as "take-home pay".                                   |
| ___ 12. Union Dues        | L. Total number of hours a person works in one week.   |
| ___ 13. Insurance         | M. Money which is taken out of an employee's check. Examples: Federal Income Tax, F.I.C.A., State Income Tax, etc. |
| ___ 14. Gross Pay         | N. Social Security   |
| ___ 15. Net Pay           | O. A tax which is taken from your check by the state government.   |

**PAYROLL 1  
POST-TEST**

2/9- 2/16	40	240 00	5	277 50	39 75	21 00	17 24	18 00	-- --	34 54	181 51
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Other	Total Ded.	Net Pay

Payroll Account: **JOAN'S CARWASH** No. 2914

Pay to the Order Of: Gerald Green 2-20-89

One Hundred Eighty One and 51/100 ----- \$181.51

**Prairieview City Bank**

For \_\_\_\_\_  
111912774 188583 0170 7 Authorized Signature

1. How many overtime hours did this employee work? \_\_\_\_\_
2. Who may cash this payroll check? \_\_\_\_\_
3. What date was this check written? \_\_\_\_\_
4. What company does this employee work for? \_\_\_\_\_
5. How much social security was withheld from this check? \_\_\_\_\_
6. What is the take-home pay amount? \_\_\_\_\_
7. What bank is responsible for this check? \_\_\_\_\_
8. What date did this pay period begin? \_\_\_\_\_
9. What is the number of this payroll check? \_\_\_\_\_
10. What is the total amount of money earned before deductions were withheld? \_\_\_\_\_

List 5 possible deductions:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ |          |

**ANSWER SHEET  
PAYROLL 1  
POST-TEST**

Match the following terms:

- |          |     |                    |    |   |
|----------|-----|--------------------|----|---|
| <u>J</u> | 1.  | Hourly Rate        | A. | "Extras" which a company may give to its employees  |
| <u>E</u> | 2.  | Hours Per Day      | B. | A tax which is withheld from your check by the U.S. Government.   |
| <u>L</u> | 3.  | Hours Per Week     | C. | Extra hours worked during a pay period.   |
| <u>H</u> | 4.  | Days Per Week      | D. | Money which maybe paid by an employee to protect his home, life, health, or property.                           |
| <u>C</u> | 5.  | Overtime Hours     | E. | Total number of hours a person works each day.  |
| <u>M</u> | 6.  | Deductions         | F. | The amount of money before deductions are taken out.  |
| <u>I</u> | 7.  | Total Deductions   | G. | A fee which is paid by an employee in order to be a member of the union at his place of employment.             |
| <u>B</u> | 8.  | Federal Income Tax | H. | Total number of days a person works in one week.  |
| <u>O</u> | 9.  | State Income Tax   | I. | All deductions added together.  |
| <u>N</u> | 10. | F.I.C.A.           | J. | Amount of money a person earns each hour he works.  |
| <u>A</u> | 11. | Fringe Benefits    | K. | The amount employee receives after deductions; also known as "take-home pay".                                   |
| <u>G</u> | 12. | Union Dues         | L. | Total number of hours a person works in one week.   |
| <u>D</u> | 13. | Insurance          | M. | Money which is taken out of an employee's check. Examples: Federal Income Tax, F.I.C.A., State Income Tax, etc. |
| <u>F</u> | 14. | Gross Pay          | N. | Social Security   |
| <u>K</u> | 15. | Net Pay            | O. | A tax which is taken from your check by the state government.   |



**ANSWER SHEET  
PAYROLL 1  
POST-TEST**

2/16	40	240	00	5	277	50	39	75	21	00	17	24	18	00	--	--	34	54	181	51
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insurance	Other	Total Ded.	Net Pay									

Payroll Account: **JOAN'S CARWASH** No. 2914

2-20-89

Pay to the Order Of: Gerald Green

One Hundred Eighty One and 51/100 ----- \$181.51

**Prairieview City Bank**

For \_\_\_\_\_

111912774    188583    0170 7 Authorized Signature

1. How many overtime hours did this employee work? 5
2. Who may cash this payroll check? Gerald Green
3. What date was this check written? 2/20/89
4. What company does this employee work for? Joan's Car Wash
5. How much social security was withheld from this check? \$17.24
6. What is the take-home pay amount? \$181.51
7. What bank is responsible for this check? Prairieview City Bank
8. What date did this pay period begin? 2/9/89
9. What is the number of this payroll check? 2914
10. What is the total amount of money earned before deductions were withheld? \$277.50

List 5 possible deductions:

- |                            |                              |
|----------------------------|------------------------------|
| 1. <u>Insurance</u>        | 4. <u>Federal Income Tax</u> |
| 2. <u>F.I.C.A.</u>         | 5. <u>Retirement</u>         |
| 3. <u>State Income Tax</u> | <u>Savings/Union Dues</u>    |

PAYROLL 2

DATE	NO.	AMOUNT	DEDUCTIONS	NET PAY	TAXES	TOTAL	REMARKS
10/15/82	1	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	2	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	3	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	4	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	5	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	6	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	7	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	8	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	9	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	10	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	11	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	12	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	13	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	14	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	15	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	16	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	17	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	18	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	19	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	20	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	21	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	22	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	23	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	24	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	25	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	26	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	27	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	28	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	29	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	30	100.00	0.00	100.00	0.00	100.00	Regular pay
10/15/82	31	100.00	0.00	100.00	0.00	100.00	Regular pay

1. How many overtime hours did this employee work? 2

2. How much overtime pay did this employee receive? \$20.00

3. What date was this check written? 10/15/82

4. What company does this employee work for? John's Car Wash

5. How much social security was withheld from this check? \$15.00

**PAYROLL 2**

6. How much federal income tax was withheld from this check? \$15.00

7. How much state income tax was withheld from this check? \$15.00

8. How much FICA tax was withheld from this check? \$15.00

9. How much total amount of money was withheld from this check? \$45.00

10. How much net pay did this employee receive? \$55.00

11. How much total amount of money was paid to this employee? \$110.00

List 2 possible deductions:

1. Federal Income Tax	\$15.00
2. State Income Tax	\$15.00
3. FICA Tax	\$15.00
4. Retirement	\$0.00
5. Union Dues	\$0.00

## PAYROLL 2

**UNIT OBJECTIVE:** Upon completion of this payroll unit, the learner should demonstrate the ability to figure total hours worked per week by completing the Post-Test with at least 70% accuracy.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Identify parts of a time card
2. Figure total hours worked per week
3. Figure total hours worked per day from a time card
4. Figure total hours worked per week from a time card

**TEACHER INFORMATION SHEET  
PAYROLL 2**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this week.

**Monday:** Teacher reads Introduction to Week 2 (see bottom of this page).  
Students complete Pre-Test independently (allow 5-10 minutes only).  
Students receive Information Sheet 1  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).

**Tuesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).

**Wednesday:** Review/correct Activity 2 using transparency.  
Students receive Information Sheet 3.  
Teacher talks through Information Sheet 3 using transparency.  
Students receive Activity 3 (to be completed in class or as homework).

**Thursday:** Review/correct Activity 3 using transparency.  
Review/correct Pre-Test using transparency.

**Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO PAYROLL 2:** We are going to spend approximately 15 minutes each day this week discussing and calculating total hours worked per week and gross pay. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will begin this week's lesson by reviewing and correcting Post-Test 1 which you completed Friday. Next, you will complete Pre-Test 2. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about hours worked per week and gross pay.

**PAYROLL 2  
PRE-TEST**

Identify the labeled parts of this time card:

NAME: <b>A.</b>		Week: <b>B.</b>					
EMP # <b>C.</b>							
<b>D.</b>	DATE	AM		PM		TOTAL	<b>G.</b>
		E.IN	OUT	F.IN	OUT	HOURS	
<b>H. Weekly Total</b>							

- A.** \_\_\_\_\_
- B.** \_\_\_\_\_
- C.** \_\_\_\_\_
- D.** \_\_\_\_\_
- E.** \_\_\_\_\_
- F.** \_\_\_\_\_
- G.** \_\_\_\_\_
- H.** \_\_\_\_\_

Identify the following abbreviations:

- 1. Hrs. \_\_\_\_\_ 2. Min. \_\_\_\_\_ 3. # \_\_\_\_\_
- 4. A.M. \_\_\_\_\_ 5. P.M. \_\_\_\_\_

Fill in the blanks:

- 1. .25 hours = \_\_\_\_\_ minutes
- 2. .50 hours = \_\_\_\_\_ minutes
- 3. .75 hours = \_\_\_\_\_ minutes

**PAYROLL 2  
PRE-TEST**

Figure the following time card. Find the total hours per day and the total hours per week.

NAME: Pat Hill		Week: 1/18 - 1/24			
EMP # 7135					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
1/18	8:00	11:00	12:00	4:00	
1/19	9:00	11:15	12:15	3:45	
1/20	8:30	11:30	12:30	4:00	
1/21	9:15	12:45	1:45	5:30	
1/22	9:30	12:30	1:00	3:15	
1/23					
1/24					
Weekly Total					

**ANSWER SHEET  
PAYROLL 2  
PRE-TEST**

Identify the labeled parts of this time card.

NAME: A.		Week: B.				
EMP # C.						
D.	DATE	AM		PM		G. TOTAL HOURS
		E. IN	OUT	F. IN	OUT	
	H. Weekly Total					

- A. Employee's name
- B. Date of the week he worked
- C. Employee's payroll number which is assigned to him by the employer.
- D. Date of each day the employee worked
- E. Time the employee checked In and Out during the morning
- F. Time the employee checked In and Out during the afternoon
- G. Total number of hours worked each day
- H. Total number of hours worked for the week.

Identify the following abbreviations:

- 1. Hrs. Hours    2. Min. Minutes    3. # Number
- 4. A.M. 12 midnight - 11:59am    5. P.M. 12:00 noon - 11:59 pm

Fill in the blanks:

- 1. .25 hours = 15 minutes
- 2. .50 hours = 30 minutes
- 3. .75 hours = 45 minutes

**ANSWER SHEET  
PAYROLL 2  
PRE-TEST**

Figure the following time card. Find the total hours per day and the total hours per week.

NAME: Pat Hill		Week: 1/18 - 1/24			
EMP # 7135					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
1/18	8:00	11:00	12:00	4:00	7.00
1/19	9:00	11:15	12:15	3:45	5.75
1/20	8:30	11:30	12:30	4:00	6.50
1/21	9:15	12:45	1:45	5:30	7.25
1/22	9:30	12:30	1:00	3:15	5.25
1/23					
1/24					
<b>Weekly Total</b>					<b>31.75</b>



**INFORMATION SHEET 1  
PAYROLL 2**

Parts of a time card:

NAME: A.		Week: B.					
EMP # C.							
D.	DATE	AM		PM		TOTAL	G.
		E.IN	OUT	F.IN	OUT	HOURS	
H. Weekly Total							

**A time card shows:**

- A. Employee's name
- B. Date of the week he worked
- C. Employee's payroll number which is assigned to him by the employer.
- D. Date of each day the employee worked
- E. Time the employee checked In and Out during the morning
- F. Time the employee checked In and Out during the afternoon
- G. Total number of hours worked each day
- H. Total number of hours worked for the week.

**Important abbreviations:**

- Hrs.- Hours                      A.M.-12:00 midnight until 11:59 in the morning
- Min.- Minutes
- # - Number                      P.M.-12:00 noon until 11:59 at night

**ACTIVITY SHEET 1**  
**PAYROLL 2**

Parts of a time card:

D. 

NAME:	A.	Week:				B.
EMP #	C.					G.
DATE	AM		PM		TOTAL	
	E. IN	OUT	F. IN	OUT	HOURS	
H. Weekly Total						

Match the parts of the time card with the appropriate definition:

- \_\_\_ 1. Time the employee checked IN and OUT during the morning.
- \_\_\_ 2. Date of the week he worked.
- \_\_\_ 3. Total number of hours worked each day.
- \_\_\_ 4. Date of each day the employee worked.
- \_\_\_ 5. Time the employee checked IN and OUT during the afternoon.
- \_\_\_ 6. Employee's name.
- \_\_\_ 7. Total number of hours worked each week.
- \_\_\_ 8. Assigned to employee by his employer.

**ANSWER SHEET  
ACTIVITY SHEET 1  
PAYROLL 2**

**Parts of a time card:**

	NAME: <b>A.</b>	Week: <b>B.</b>				
<b>D.</b>	EMP # <b>C.</b>					<b>G.</b>
	DATE	AM		PM		TOTAL
		E. IN	OUT	F. IN	OUT	HOURS
	<b>H. Weekly Total</b>					

**Match the parts of the time card with the appropriate definition:**

- E   1. Time the employee checked IN and OUT during the morning.
- B   2. Date of the week he worked.
- G   3. Total number of hours worked each day.
- D   4. Date of each day the employee worked.
- F   5. Time the employee checked IN and OUT during the afternoon.
- A   6. Employee's name.
- H   7. Total number of hours worked each week.
- C   8. Assigned to employee by his employer.

**INFORMATION SHEET 2  
PAYROLL 2**

**Important facts:**

.25 hours = 15 minutes

.50 hours = 30 minutes

.75 hours = 45 minutes

DATE	IN	OUT	HR	MIN

**Example:**

If John worked 3 hrs. 15 min, then he worked 3.25 hours.  
 If he worked 4 hrs. 30 min, then he worked 4.50 hours.  
 If he worked 2 hrs. 45 min, then he worked 2.75 hours.  
 To figure John's total hours, you would add:

$$\begin{array}{r}
 3.25 \text{ hrs.} \\
 4.50 \text{ hrs.} \\
 + 2.75 \text{ hrs.} \\
 \hline
 \text{Total } 10.50 \text{ hrs.}
 \end{array}$$

Therefore, John worked 10.50 hours which is the same as 10 hours and 30 minutes.

**Figuring Working Hours:**

To figure the total number of hours worked in a week, you must add the hours worked each day.

**Example:**

Ned worked 7 hrs. Monday, 6 hrs. Tuesday, 8 hrs. Wednesday, 7 hrs. Thursday, and 7 hrs. Friday.

$$\begin{array}{r}
 \text{Add:} \quad 7 \\
 \quad \quad 6 \\
 \quad \quad 8 \\
 \quad \quad 7 \\
 \quad \quad 7 \\
 + \quad \quad \underline{7} \\
 \hline
 \text{Total } 35
 \end{array}$$

Ned worked a total of 35 hours in one week.

**ACTIVITY SHEET 2**  
**PAYROLL 2**

**Answer the following questions:**

1. Sandy worked 6 hrs. Monday, 8 hrs. Tuesday, 7 hrs. Wednesday, 8 hrs. Thursday, and 7 hrs. Friday. What are Sandy's total hours for the week? \_\_\_\_\_
2. Chris worked 8 hrs. Sunday, 8 hrs. Tuesday, 6 hrs. Wednesday, and 8 hrs. Saturday. How many hours did Chris work this week? \_\_\_\_\_
3. Tony worked 7 hrs. Monday, 6 hrs. Wednesday, 6 hrs. Thursday, 5 hrs. Friday, and 8 hrs. Saturday. What are his total hours for the week? \_\_\_\_\_
4. On Wednesday, Dan worked from 8:00 until 1:00 and 2:30 until 4:30. How many hours did he work? \_\_\_\_\_
5. On Friday, Angie worked from 9:15 until 12:45 and 1:15 until 4:30. How many hours did she work? \_\_\_\_\_
6. Glenn worked on Saturday from 10:00 until 2:30 and 3:30 until 6:15. How many hours did he work? \_\_\_\_\_

**Fill in the blanks:**

7. The number which an employer may assign to an employee for payroll purposes is called a \_\_\_\_\_.
8. If you worked 9 hrs. 30 min., then you worked 9.\_\_\_\_ hours.
9. If you worked 38 hrs. 45 min., then you worked 38.\_\_\_\_ hours.
10. If you worked 15 hrs. 15 min., then you worked 15.\_\_\_\_ hours.

**ANSWER SHEET**  
**ACTIVITY SHEET 2**  
**PAYROLL 2**

**Answer the following questions:**

1. Sandy worked 6 hrs. Monday, 8 hrs. Tuesday, 7 hrs. Wednesday, 8 hrs. Thursday, and 7 hrs. Friday. What are Sandy's total hours for the week? 36
2. Chris worked 8 hrs. Sunday, 8 hrs. Tuesday, 6 hrs. Wednesday, and 8 hrs. Saturday. How many hours did Chris work this week? 30
3. Tony worked 7 hrs. Monday, 6 hrs. Wednesday, 6 hrs. Thursday, 5 hrs. Friday, and 8 hrs. Saturday. What are his total hours for the week? 32
4. On Wednesday, Dan worked from 8:00 until 1:00 and 2:30 until 4:30. How many hours did he work? 7
5. On Friday, Angie worked from 9:15 until 12:45 and 1:15 until 4:30. How many hours did she work? 6.75
6. Glenn worked on Saturday from 10:00 until 2:30 and 3:30 until 6:15. How many hours did he work? 7.25

**Fill in the blanks:**

7. The number which an employer may assign to an employee for payroll purposes is called a payroll number.
8. If you worked 9 hrs. 30 min., then you worked 9.50 hours.
9. If you worked 38 hrs. 45 min., then you worked 38.75 hours.
10. If you worked 15 hrs. 15 min., then you worked 15.25 hours.

**INFORMATION SHEET 3  
PAYROLL 2**

**Figuring working hours from a time card:**

NAME: Ryle Nelly		Week: 2/16 - 2/22			
EMP # 6052					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
2/16	8:00	11:00	12:30	3:30	6.00
2/17	8:15	11:15	1:00	4:15	6.25
2/18	8:00	11:30	1:00	4:30	7.00
2/19	8:45	11:15	12:00	3:45	6.25
2/20	8:30	10:30	11:30	2:00	4.50
2/21					
2/22					
Weekly Total					30.00

To figure the total hours worked per week for the above time card, you must break it down in the following manner.

DATE	IN	OUT	(total)	IN	OUT	(total)	(add)	TOTAL
2/16	8:00-11:00		3	12:30-3:30		3	3 +3	=6
2/17	8:15-11:15		3	1:00-4:15		3.25	3 +3.25	=6.25
2/18	8:00-11:30		3.50	1:00-4:30		3.50	3.50+3.50	=7
2/19	8:45-11:15		2.50	12:00-3:45		3.75	2.50+3.75	=6.25
2/20	8:30-10:30		2	11:30-2:00		2.50	2 +2.50	=4.50
Weekly Total								30.00

**ACTIVITY SHEET 3  
PAYROLL 2**

Figure the total hours per week for the following time cards.

NAME: Brenda Roads    Week: 3/7 - 3/13 EMP # 0432					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
3/07	9:00	11:00	1:00	4:15	
3/08	8:30	11:45	12:45	4:00	
3/09	9:15	11:30	12:30	4:00	
3/10	8:00	11:00	12:15	4:45	
3/11	8:15	10:45	12:00	4:00	
3/12					
3/13					
Weekly Total					

NAME: Brenda Roads    Week: 3/14 - 3/20 EMP # 0432					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
3/14	10:00	11:45	12:45	6:00	
3/15	9:00	11:30	12:30	5:00	
3/16	9:30	11:45	12:45	4:30	
3/17	9:45	11:30	12:30	4:15	
3/18	10:00	11:45	12:45	7:00	
3/19					
3/20					
Weekly Total					



**ANSWER SHEET  
ACTIVITY SHEET 3  
PAYROLL 2**

Figure the total hours per week for the following time cards.

NAME: Brenda Roads    Week: 3/7 - 3/13					
EMP # 0432					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
3/07	9:00	11:00	1:00	4:15	5.25
3/08	8:30	11:45	12:45	4:00	6.50
3/09	9:15	11:30	12:30	4:00	5.75
3/10	8:00	11:00	12:15	4:45	7.50
3/11	8:15	10:45	12:00	4:00	6.50
3/12					
3/13					
<b>Weekly Total</b>					<b>31.50</b>

NAME: Brenda Roads    Week: 3/14 - 3/20					
EMP # 0432					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
3/14	10:00	11:45	12:45	6:00	7.00
3/15	9:00	11:30	12:30	5:00	7.00
3/16	9:30	11:45	12:45	4:30	6.00
3/17	9:45	11:30	12:30	4:15	5.50
3/18	10:00	11:45	12:45	7:00	8.00
3/19					
3/20					
<b>Weekly Total</b>					<b>33.50</b>

**PAYROLL 2  
POST-TEST**

Figure the total hours per day and the total hours per week for the following time cards.

NAME: Jim Bowden		Week: 8/10 - 8/16			
EMP # 5544					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
8/10	6:00	11:45	12:00	2:30	
8/11	7:00	11:15	12:00	3:00	
8/12	6:15	11:00	12:00	2:45	
8/13	6:30	11:30	12:00	3:00	
8/14	6:00	11:00	12:00	2:00	
8/15					
8/16					
Weekly Total					

NAME: Sue Ennis		Week: 9/22 - 9/28			
EMP # 9864					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
9/22	7:15	11:15	12:00	3:00	
9/23	7:45	11:15	12:00	3:30	
9/24	8:30	11:15	12:00	3:15	
9/25	7:30	11:15	12:00	3:00	
9/26	7:00	11:15	12:00	3:00	
9/27					
9/28					
Weekly Total					

Answer the following questions about the time cards above.

1. What week did Jim work? \_\_\_\_\_
2. What week did Sue work? \_\_\_\_\_
3. How many days did Jim work? \_\_\_\_\_

**PAYROLL 2  
POST-TEST**

4. If Jim earns \$5.85 per hour, what is his gross pay? \_\_\_\_\_
5. If Sue earns \$6.25 per hour, what is her gross pay? \_\_\_\_\_

**Fill in the Blanks:**

1. A.M. is the time from \_\_\_\_\_ until \_\_\_\_\_
2. P.M. is the time from \_\_\_\_\_ until \_\_\_\_\_

**Answer the following questions:**

1. John worked Monday, Tuesday, Wednesday, and Thursday for 7 hours each day. He also worked 3 hours on Saturday. What are John's total hours this week? \_\_\_\_\_
2. Mike worked 8 hours on Monday, Tuesday, and Wednesday. He also worked 6 hours on Thursday and 2 hours on Friday. How many hours did he work this week? \_\_\_\_\_

DATE	IN	OUT	IN	OUT	HOURS
10/1	08:00	12:00	13:00	17:00	7.00
10/2	08:00	12:00	13:00	17:00	7.00
10/3	08:00	12:00	13:00	17:00	7.00
10/4	08:00	12:00	13:00	17:00	7.00
10/5	08:00	12:00	13:00	17:00	7.00
10/6	08:00	12:00	13:00	17:00	7.00
10/7	08:00	12:00	13:00	17:00	7.00
10/8	08:00	12:00	13:00	17:00	7.00
10/9	08:00	12:00	13:00	17:00	7.00
10/10	08:00	12:00	13:00	17:00	7.00
10/11	08:00	12:00	13:00	17:00	7.00
10/12	08:00	12:00	13:00	17:00	7.00
10/13	08:00	12:00	13:00	17:00	7.00
10/14	08:00	12:00	13:00	17:00	7.00
10/15	08:00	12:00	13:00	17:00	7.00
10/16	08:00	12:00	13:00	17:00	7.00
10/17	08:00	12:00	13:00	17:00	7.00
10/18	08:00	12:00	13:00	17:00	7.00
10/19	08:00	12:00	13:00	17:00	7.00
10/20	08:00	12:00	13:00	17:00	7.00
10/21	08:00	12:00	13:00	17:00	7.00
10/22	08:00	12:00	13:00	17:00	7.00
10/23	08:00	12:00	13:00	17:00	7.00
10/24	08:00	12:00	13:00	17:00	7.00
10/25	08:00	12:00	13:00	17:00	7.00
10/26	08:00	12:00	13:00	17:00	7.00
10/27	08:00	12:00	13:00	17:00	7.00
10/28	08:00	12:00	13:00	17:00	7.00
10/29	08:00	12:00	13:00	17:00	7.00
10/30	08:00	12:00	13:00	17:00	7.00
10/31	08:00	12:00	13:00	17:00	7.00
Weekly Total					210.00

**ANSWER SHEET  
PAYROLL 2  
POST-TEST**

Figure the total hours per day and the total hours per week for the following time cards.

NAME: Jim Bowden		Week: 8/10 - 8/16			
EMP # 5544					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
8/10	6:00	11:45	12:00	2:30	8.25
8/11	7:00	11:15	12:00	3:00	7.25
8/12	6:15	11:00	12:00	2:45	7.50
8/13	6:30	11:30	12:00	3:00	8.00
8/14	6:00	11:00	12:00	2:00	7.00
8/15					
8/16					
Weekly Total					38.00

NAME: Sue Ennis		Week: 9/22 - 9/28			
EMP # 9864					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
9/22	7:15	11:15	12:00	3:00	7.00
9/23	7:45	11:15	12:00	3:30	7.00
9/24	8:30	11:15	12:00	3:15	6.00
9/25	7:30	11:15	12:00	3:00	6.75
9/26	7:00	11:15	12:00	3:00	7.25
9/27					
9/28					
Weekly Total					34.00

Answer the following questions about the time cards above.

1. What week did Jim work? 8/10 - 8/16
2. What week did Sue work? 9/22 - 9/28
3. How many days did Jim work? 5

**ANSWER SHEET  
PAYROLL 2  
POST-TEST**

4. If Jim earns \$5.85 per hour, what is his gross pay? \$222.30
5. If Sue earns \$6.25 per hour, what is her gross pay? \$212.50

**Fill in the Blanks:**

1. A.M. is the time from 12:00 midnight until 11:59 in the morning.
2. P.M. is the time from 12:00 noon until 11:59 at night.

**Answer the following questions:**

1. John worked Monday, Tuesday, Wednesday, and Thursday for 7 hours each day. He also worked 3 hours on Saturday. What are John's total hours this week? 31
2. Mike worked 8 hours on Monday, Tuesday, and Wednesday. He also worked 6 hours on Thursday and 2 hours on Friday. How many hours did he work this week? 32

4. If Jim earns \$7.25 per hour, what is his gross pay? \_\_\_\_\_
5. If Bob earns \$6.25 per hour, what is his gross pay? \_\_\_\_\_

Fill in the blanks:

1. A.M. is the time from 12:00 midnight until 11:59 in the morning.
2. P.M. is the time from 12:00 noon until 11:59 at night.

Answer the following questions:

1. John worked Monday, Tuesday, Wednesday, and Thursday for 7 hours each day. He also worked 3 hours on Saturday. What are John's total hours this week? \_\_\_\_\_
2. Mike worked 6 hours on Monday, Tuesday, and Wednesday. He also worked 4 hours on Thursday and 2 hours on Friday. How many hours did he work this week? \_\_\_\_\_

**PAYROLL 3**

### PAYROLL 3

**UNIT OBJECTIVE:** Upon completion of this payroll unit, the learner should demonstrate the ability to calculate gross pay by completing the Post-Test with at least 70% accuracy.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Figure total hours worked per week
2. Figure gross pay
3. Locate information on a time card in order to calculate gross pay

**TEACHER INFORMATION SHEET  
PAYROLL 3**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this unit.

- Monday:** Teacher reads Introduction to Unit (see bottom of this page).  
Review/Correct Post-test 2  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing gross pay. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will begin this week's lesson by reviewing and correcting Post-Test 2 which you completed Friday. Next, you will complete Pre-Test 3. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about gross pay.



**PAYROLL 3  
PRE-TEST**

**Figure the gross pay for each employee:**

1. Tim works 25 hours per week and earns \$4.00 per hour.  
His gross pay is \_\_\_\_\_
2. Keith works 32 hours per week and earns \$5.95 per hour.  
His gross pay is \_\_\_\_\_
3. Sally works 40 hours per week and earns \$4.35 per hour.  
Her gross pay is \_\_\_\_\_
4. Henry works 6 hours Monday, 7 hours Tuesday, and 7 hours  
Wednesday. If he earns \$5.25 per hour, what is his gross pay?  
\_\_\_\_\_
5. Beth worked 7 hours on Monday, 3 hours on Tuesday, and 9 hours  
on Thursday. How many hours did she work this week?  
\_\_\_\_\_ If she earns \$5.00 per hour, what is her  
gross pay? \_\_\_\_\_

NAME: Penny Hill		Week: 1/18 - 1/24			
EMP # 7135					
DATE	AM		PM		TOTAL HOURS
	IN	OUT	IN	OUT	
1/18	8:00	11:00	12:00	4:00	
1/19	9:00	11:15	12:15	3:45	
1/20	8:30	11:30	12:30	4:00	
1/21	9:15	12:45	1:45	5:30	
1/22	9:30	12:30	1:00	3:15	
1/23					
1/24					
Weekly Total					

6. How many hours did Penny Hill work during the week of 1/18  
through 1/24? \_\_\_\_\_ If she earns \$6.00 per  
hour, what is her gross pay? \_\_\_\_\_

**ANSWER SHEET  
PAYROLL 3  
PRE-TEST**

**Figure the gross pay for each employee:**

1. Tim works 25 hours per week and earns \$4.00 per hour.  
His gross pay is \$100.00
2. Keith works 32 hours per week and earns \$5.95 per hour.  
His gross pay is \$190.40
3. Sally works 40 hours per week and earns \$4.35 per hour.  
Her gross pay is \$174.00
4. Henry works 6 hours Monday, 7 hours Tuesday, and 7 hours Wednesday. If he earns \$5.25 per hour, what is his gross pay?  
\$105.00
5. Beth worked 7 hours on Monday, 3 hours on Tuesday, and 9 hours on Thursday. How many hours did she work this week? 19  
If she earns \$5.00 per hour, what is her gross pay?  
\$95.00

NAME: Penny Hill		Week: 1/18 - 1/24			
EMP # 7135					
DATE	AM		PM		TOTAL HOURS
	IN	OUT	IN	OUT	
1/18	8:00	11:00	12:00	4:00	7.00
1/19	9:00	11:15	12:15	3:45	5.75
1/20	8:30	11:30	12:30	4:00	6.50
1/21	9:15	12:45	1:45	5:30	7.25
1/22	9:30	12:30	1:00	3:15	5.25
1/23					
1/24					
Weekly Total					31.75

6. How many hours did Penny Hill work during the week of 1/18 through 1/24? 31.75 If she earns \$6.00 per hour, what is her gross pay? \$190.50

**INFORMATION SHEET 1**  
**PAYROLL 3**

**Figuring Gross Pay:**

To figure an employee's gross pay per week, you must know:

1. The total number of hours the employee has worked during the week.
2. The employee's hourly rate. (How much he is paid each hour he works.)

Next, to find the employee's gross pay, you must multiply the total number of hours per week times the employee's hourly rate.

**Example:**

Pam works 34 hours per week. Her hourly rate is \$4.25. To figure Pam's gross pay for the week, you must complete the following steps:

$$\begin{array}{r} \$4.25 \\ \times \quad 34 \\ \hline 1700 \\ 1275 \\ \hline \$144.50 \text{ Gross Pay} \end{array}$$

(If your instructor allows you to use a calculator - don't forget about the decimal points!)

**ACTIVITY SHEET 1**  
**PAYROLL 3**

**Answer the following questions:**

1. Sally works 35 hours per week for \$4.25 per hour. What is her gross pay? \_\_\_\_\_
2. Jim works at Bradley Industries 25 hours per week. He earns \$5.50 per hour. What is his gross pay? \_\_\_\_\_
3. Chris earns \$3.75 per hour working at Redco Oil Company and works 40 hours per week. What is his gross pay? \_\_\_\_\_
4. Joe earns \$4.50 per hour working at Tyler Automotive. What is his gross pay if he works 30 hours in one week? \_\_\_\_\_
5. Doris works twenty hours per week at Mr. Stereo. She earns \$4.65 per hour. What is her gross pay? \_\_\_\_\_

**ANSWER SHEET**  
**ACTIVITY SHEET 1**  
**PAYROLL 3**

**Answer the following questions:**

1. Sally works 35 hours per week for \$4.25 per hour. What is her gross pay? 148.75
2. Jim works at Bradley Industries 25 hours per week. He earns \$5.50 per hour. What is his gross pay? 137.50
3. Chris earns \$3.75 per hour working at Redco Oil Company and works 40 hours per week. What is his gross pay? \$150.00
4. Joe earns \$4.50 per hour working at Tyler Automotive. What is his gross pay if he works 30 hours in one week? 135.00
5. Doris works twenty hours per week at Mr. Stereo. She earns \$4.65 per hour. What is her gross pay? 93.00

**INFORMATION SHEET 2  
PAYROLL 3**

**Figuring Working Hours:**

To figure the total number of hours worked in a week, you must add the hours worked each day.

**Example:**

Ned worked 7 hours Monday, 6 hours Tuesday, 8 hours Wednesday, 7 hours Thursday, and 7 hours Friday.

Add:           7  
                  6  
                  8  
                  7  
                  7  
              + 7  
Total       35

Ned worked a total of 35 hours in one week.

If Ned earns \$4.00 per hour, then his gross pay for the week would be \$140.00:

4.00 hourly rate  
   x 35 hours per week  
20 00  
120 0  
\$140.00 gross pay

**INFORMATION SHEET 2  
PAYROLL 3**

Using a time card:

NAME: Daisy Streep      Week: 3/3 - 3/10					
EMP # 2632					
DATE	AM		PM		TOTAL HOURS
	IN	OUT	IN	OUT	
3/4	8:00	11:00	12:00	4:30	7.50
3/5	8:00	11:00	12:00	4:00	7
3/6	8:00	11:00	12:00	4:00	7
3/7	8:00	11:00	12:00	4:00	7
3/8	8:00	11:00	12:00	4:00	7
3/9					
3/10					
Weekly Total					35.50

The time card above shows that Daisy Streep worked on 3/4, 3/5, 3/6, 3/7, and 3/8. Her total hours per week are 35.50. (Add 7.5+7+7+7+7 to get 35.50)

If Daisy's hourly rate is \$5.50, then we must multiply 35.5 times 5.5 to figure her gross pay.

$$\begin{array}{r}
 35.5 \\
 \times 5.5 \\
 \hline
 1775 \\
 1775 \\
 \hline
 \$195.25 \text{ Gross Pay}
 \end{array}$$

Daisy's gross pay for the week is \$195.25

DATE	AM IN	AM OUT	PM IN	PM OUT	TOTAL HOURS
3/4	8:00	11:00	12:00	4:30	7.50
3/5	8:00	11:00	12:00	4:00	7
3/6	8:00	11:00	12:00	4:00	7
3/7	8:00	11:00	12:00	4:00	7
3/8	8:00	11:00	12:00	4:00	7
3/9					
3/10					
Weekly Total					35.50

**ACTIVITY SHEET 2  
PAYROLL 3**

**Answer the following questions:**

1. Tam worked Wednesday, Thursday, and Friday. She worked 8 hours each day. Tam also worked 6 hours on Saturday. She is paid \$4.65 per hour. How many hours did she work this week? \_\_\_\_\_ What is her gross pay? \_\_\_\_\_
2. Dan worked 3 hours on Monday, 4 hours on Tuesday, 7 hours on Thursday, and 6 hours on Friday. He is paid \$3.50 per hour. How many hours did he work this week? \_\_\_\_\_ What is his gross pay? \_\_\_\_\_
3. Sam worked Monday, Tuesday, Wednesday, and Thursday. He worked 8 hours each day. He also worked 4 hours on Saturday. Sam is paid \$4.25 per hour. How many hours did he work this week? \_\_\_\_\_ What is his gross pay? \_\_\_\_\_
4. You worked 8 hours each day Monday, Tuesday Wednesday, Thursday, and Friday. Your pay is \$3.75 per hour. What would your gross pay be? \_\_\_\_\_

Numbers 5-9:

Figure daily hours for 5/11, 5/12, 5/13, 5/14, and 5/15.  
Write answers in time card.

10. Figure weekly total for 5/11-5/17. Write answer in time card.

NAME: Mary Bell		Week: 5/11 - 5/17			
EMP # 2532					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
5/11	7:00	11:00	12:00	3:00	
5/12	7:00	11:00	12:00	3:15	
5/13	7:30	11:00	12:30	3:30	
5/14	7:30	11:30	12:30	2:00	
5/15	7:00	11:45	12:45	3:45	
5/16					
5/17					
Weekly Total					

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
11. If Mary Bell earns \$6.15 per hour, what is her gross pay for the week of 5/11 through 5/17? \_\_\_\_\_



**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 3**

1. Tam worked Wednesday, Thursday, and Friday. She worked 8 hours each day. Tam also worked 6 hours on Saturday. She is paid \$4.65 per hour. How many hours did she work this week? 30 What is her gross pay? \$139.50
2. Dan worked 3 hours on Monday, 4 hours on Tuesday, 7 hours on Thursday, and 6 hours on Friday. He is paid \$3.50 per hour. How many hours did he work this week? 20 What is his gross pay? \$70.00
3. Sam worked Monday, Tuesday, Wednesday, and Thursday. He worked 8 hours each day. He also worked 4 hours on Saturday. Sam is paid \$4.25 per hour. How many hours did he work this week? 36 What is his gross pay? \$153.00
4. You worked 8 hours each day Monday, Tuesday Wednesday, Thursday, and Friday. Your pay is \$3.75 per hour. What would your gross pay be? \$150.00

NAME: Mary Bell		Week: 5/11 - 5/17			
EMP # 2532					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
5/11	7:00	11:00	12:00	3:00	7.00
5/12	7:00	11:00	11:50	3:15	7.25
5/13	7:30	11:00	12:30	3:30	6.50
5/14	7:30	11:30	12:30	2:00	5.50
5/15	7:00	11:45	12:45	3:45	7.75
5/16					
5/17					
Weekly Total					34.0

11. If Mary Bell earns \$6.15 per hour, what is her gross pay for the week of 5/11 through 5/17? \$209.10

**PAYROLL 3  
POST-TEST**

**Answer the following questions:**

1. Penny works 35 hours per week for \$4.25 per hour. What is her gross pay? \_\_\_\_\_
2. Wendy works at Al's Auto 25 hours per week. She earns \$5.50 per hour. What is her gross pay? \_\_\_\_\_
3. Harold earns \$3.75 per hour working at the car wash for 40 hours per week. What is his gross pay? \_\_\_\_\_
4. Sandy worked 4 hours on Monday, 3 hours on Tuesday, 5 hours on Wednesday, 4 hours on Thursday, and 7 hours on Saturday. How many hours did she work this week? \_\_\_\_\_  
If she earns \$5.00 per hour, what is her gross pay? \_\_\_\_\_
5. Jan worked 7 hours Tuesday, Wednesday, Thursday, and Friday. She also worked 4 hours on Saturday. How many hours did she work this week? \_\_\_\_\_  
If she earns \$6.35 per hour, what is her gross pay? \_\_\_\_\_

NAME: Jim Bowden		Week: 8/10 - 8/16			
EMP # 5544					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
8/10	6:00	11:45	12:00	2:30	
8/11	7:00	11:15	12:00	3:00	
8/12	6:15	11:00	12:00	2:45	
8/13	6:30	11:30	12:00	3:00	
8/14	6:00	11:00	12:00	2:00	
8/15					
8/16					
Weekly Total					

6. How many hours did Jim Bowden work this week? \_\_\_\_\_  
If he earns \$4.00 per hour, what is his gross pay. \_\_\_\_\_

**ANSWER SHEET  
PAYROLL 3  
POST-TEST**

**Answer the following questions:**

1. Penny works 35 hours per week for \$4.25 per hour. What is her gross pay? \$148.75
2. Wendy works at Al's Auto 25 hours per week. She earns \$5.50 per hour. What is her gross pay? \$137.50
3. Harold earns \$3.75 per hour working at the car wash for 40 hours per week. What is his gross pay? \$150.00
4. Sandy worked 4 hours on Monday, 3 hours on Tuesday, 5 hours on Wednesday, 4 hours on Thursday, and 7 hours on Saturday. How many hours did she work this week? 23  
If she earns \$5.00 per hour, what is her gross pay? \$115.00
5. Jan worked 7 hours Tuesday, Wednesday, Thursday, and Friday. She also worked 4 hours on Saturday. How many hours did she work this week? 32  
If she earns \$6.35 per hour, what is her gross pay? \$203.20

NAME: Jim Bowden		Week: 8/10 - 8/16			
EMP # 5544					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
8/10	6:00	11:45	12:00	2:30	8.25
8/11	7:00	11:15	12:00	3:00	7.25
8/12	6:15	11:00	12:00	2:45	7.50
8/13	6:30	11:30	12:00	3:00	8.00
8/14	6:00	11:00	12:00	2:00	7.00
8/15					
8/16					
<b>Weekly Total</b>					<b>38.00</b>

6. How many hours did Jim Bowden work this week? 38  
If he earns \$4.00 per hour, what is his gross pay? \$152.00

LARRY J. BOWEN  
 100-10000

Answer the following questions:

1. Larry works 35 hours per week for \$4.00 per hour. What is his gross pay? \$140.00
2. Larry works 40 hours per week for \$4.00 per hour. What is his gross pay? \$160.00
3. Larry works 37.5 hours per week for \$4.00 per hour. What is his gross pay? \$150.00
4. Larry worked 4 hours on Monday, 7 hours on Tuesday, 5 hours on Wednesday, 4 hours on Thursday, and 7 hours on Saturday. How many hours did she work this week? 27  
 If she earns \$4.00 per hour, what is her gross pay? \$108.00
5. Larry worked 7 hours Tuesday, Wednesday, Thursday, and Friday. She also worked 4 hours on Saturday. How many hours did she work this week? 22  
 If she earns \$4.00 per hour, what is her gross pay? \$88.00

NAME: Jim Bowen  
 No. 4 2244

Week: 5/10 - 5/16

DATE	IN	OUT	HOURS	TOTAL
5/10	6:00	11:00	5:00	20.00
5/11	7:00	12:15	5:15	21.00
5/12	6:15	11:00	4:45	18.00
5/13	6:30	11:30	5:00	20.00
5/14	6:00	11:00	5:00	20.00
5/15				
5/16				
Weekly Total				120.00

6. How many hours did Jim Bowen work this week? 22  
 If he earns \$4.00 per hour, what is his gross pay? \$88.00



**TEACHER INFORMATION SHEET  
PAYROLL 4**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this week.

- Monday:** Teacher reads Introduction to Week 4 (see bottom of this page).  
Review Post-test 3  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO PAYROLL 4:** We are going to spend a few minutes each day this week reviewing the information you have learned during the past few weeks about payroll checks. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will begin this week's lesson by reviewing and correcting Post-Test 3, which you completed Friday. Next, you will complete the Pre-Test for Payroll 4. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about calculating total deductions and net pay.

**PAYROLL 4  
PRE-TEST**

List 5 possible deductions (Several possible answers)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. Define Deductions - \_\_\_\_\_

**Total the following deductions:**

7.	Federal Income Tax	25.00
	Hospitalization	27.84
	F.I.C.A.	17.85
	Insurance	<u>10.50</u>

Total \_\_\_\_\_

8.	Insurance	21.17
	F.I.C.A.	18.93
	Hospitalization	<u>15.00</u>

Total \_\_\_\_\_

9.	Hospitalization	18.93
	F.I.C.A.	34.88
	Federal Income Tax	<u>32.04</u>

Total \_\_\_\_\_

10.	F.I.C.A.	28.09
	Federal Income Tax	31.55
	Hospitalization	20.50
	Insurance	<u>11.75</u>

Total \_\_\_\_\_

**PAYROLL 4  
PRE-TEST**

11. Jerry's gross pay is \$394.13. His total deductions are \$69.47. What is Jerry's net pay? \_\_\_\_\_
12. Susan's total deductions are \$53.80. Her gross pay is \$303.69. What is her net pay? \_\_\_\_\_
13. Ken's gross pay is \$425.19. He had the following deductions: Federal Income Tax \$87.90; F.I.C.A. \$61.66; and Insurance \$25.00. What is his net pay? \_\_\_\_\_
14. Barbie had the following deductions: F.I.C.A. \$75.99; Federal Income Tax \$94.83; Hospitalization \$35.00; and Insurance \$19.72. If Barbie's gross pay is \$680.39, what is her net pay? \_\_\_\_\_

Total for following deductions:

	\$2.00	Federal Income Tax	
	\$7.84	Hospitalization	
	\$7.88	F.I.C.A.	
	\$25.00	Insurance	
	\$42.72	Total	
	\$21.17	Insurance	
	\$18.81	F.I.C.A.	
	\$12.00	Hospitalization	
	\$51.98	Total	
	\$25.00	Hospitalization	
	\$14.88	F.I.C.A.	
	\$28.00	Federal Income Tax	
	\$67.88	Total	
	\$25.00	F.I.C.A.	
	\$11.88	Federal Income Tax	
	\$35.00	Hospitalization	
	\$19.72	Insurance	
	\$91.60	Total	



**ANSWER SHEET  
PAYROLL 4  
PRE-TEST**

List 5 possible deductions (Several possible answers)

1. Insurance                      Union Dues
2. Retirement                      Hospitalization
3. State Income Tax                      Savings
4. Social Security                      F.I.C.A.
5. Federal Income Tax                      Christmas Fund
6. Define Deductions - Money which is taken out of an employee's check.

Total the following deductions:

7.	Federal Income Tax	25.00
	Hospitalization	27.84
	F.I.C.A.	17.85
	Insurance	<u>10.50</u>
	<b>Total</b>	<b>81.19</b>

8.	Insurance	21.17
	F.I.C.A.	18.93
	Hospitalization	<u>15.00</u>
	<b>Total</b>	<b>55.10</b>

9.	Hospitalization	18.93
	F.I.C.A.	34.88
	Federal Income Tax	<u>32.04</u>
	<b>Total</b>	<b>85.85</b>

10.	F.I.C.A.	28.09
	Federal Income Tax	31.55
	Hospitalization	20.50
	Insurance	<u>11.75</u>
	<b>Total</b>	<b>91.89</b>

**ANSWER SHEET  
PAYROLL 4  
PRE-TEST**

11. Jerry's gross pay is \$394.13. His total deductions are \$69.47. What is Jerry's net pay? \$324.66
12. Susan's total deductions are \$53.80. Her gross pay is \$303.69. What is her net pay? \$249.89
13. Ken's gross pay is \$425.19. He had the following deductions: Federal Income Tax \$87.90; F.I.C.A. \$61.66; and Insurance \$25.00. What is his net pay? \$250.63
14. Barbie had the following deductions: F.I.C.A. \$75.99; Federal Income Tax \$94.83; Hospitalization \$35.00; and Insurance \$19.72. If Barbie's gross pay is \$680.39, what is her net pay? \$454.85

11	Jerry's gross pay	\$394.13	
	Total deductions	\$69.47	
	Net pay	\$324.66	
12	Susan's gross pay	\$303.69	
	Total deductions	\$53.80	
	Net pay	\$249.89	
13	Ken's gross pay	\$425.19	
	Federal Income Tax	\$87.90	
	F.I.C.A.	\$61.66	
	Insurance	\$25.00	
	Total deductions	\$174.56	
	Net pay	\$250.63	
14	Barbie's gross pay	\$680.39	
	F.I.C.A.	\$75.99	
	Federal Income Tax	\$94.83	
	Hospitalization	\$35.00	
	Insurance	\$19.72	
	Total deductions	\$235.54	
	Net pay	\$454.85	

**INFORMATION SHEET 1  
PAYROLL 4**

**Deductions -** Money which is taken out of an employee's check.  
**Examples:** Federal Income Tax, State Income Tax,  
 Social Security Tax (F.I.C.A.),  
 Retirement, Union Dues, Christmas Fund,  
 Savings, Insurance, Hospitalization

The deductions from the following payroll check are: federal income tax, social security tax (F.I.C.A.), insurance, and retirement. State income tax is listed on the paycheck, however, no money was deducted for that purpose.

11-11																				
11-17	31.5	200	00	5	237	50	32	50	--	--	14	83	20	00	7	00	74	33	163	17
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Retire- ment	Total Ded.	Net Pay									
Payroll Account: <b>Wendy's Groceries</b>											No. 5473									
Pay to the Order Of: <u>Bill Johnson</u>											1-15-89									
One Hundred Sixty Three and 17/100 -----											\$163.17									
airievew City Bank																				
For _____											_____									
111912774 188583 0170 7											Authorized Signature									

**Figure Total Deductions:**

To figure total deductions, you must add all the deductions together. For instance, the above paycheck has deductions which total \$74.33. You obtain that total by adding:

Federal tax	\$32.50
F.I.C.A.	14.83
Insurance	20.00
Retirement	+ 7.00
<b>Total</b>	<b>\$74.33</b>

**ACTIVITY SHEET 1  
PAYROLL 4**

**Find the deductions:**

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

**Hint:**

1. I \_ \_ \_ r \_ \_ \_ \_
2. U \_ \_ \_ \_ D \_ \_ \_
3. R \_ \_ \_ \_ m \_ \_ \_
4. F \_ \_ . \_ . \_ .
5. S \_ \_ \_ \_ I \_ \_ \_ \_ T \_ \_ \_
6. F \_ \_ \_ r \_ \_ I \_ c \_ \_ \_ T \_ \_ \_
7. H \_ \_ \_ \_ a \_ \_ z \_ \_ \_ n
8. S \_ v \_ \_ g \_
9. S \_ c \_ \_ \_ S \_ c \_ \_ \_ t \_

**Total the deductions.**

1. Bob had the following deductions: federal income tax \$25.66; F.I.C.A. \$16.88; and insurance \$15.00. What is the total of his deductions? \_\_\_\_\_

**ACTIVITY SHEET 1  
PAYROLL 4**

2. Jill had the following deductions: state income tax \$35.09; federal income tax \$37.54; hospitalization \$20.00; and Union dues \$10.00. What is the total of her deductions? \_\_\_\_\_
  
3. Sammy had the following deductions: state income tax \$39.86; Federal income tax \$29.59; retirement \$16.54; hospitalization \$20.50; and christmas fund \$50.00. What is the total of his deductions? \_\_\_\_\_
  
4. Sandy had the following deductions: income tax \$26.54; F.I.C.A. \$14.05; insurance \$15.38; and state income tax \$13.72. What is the total of her deductions? \_\_\_\_\_

Add the deductions on the following payroll check and fill in the blank for total deductions.

02-09	30.0	150 00	--	150 00	7 13	8 25	21 93	10 00	20 00			82 69
02-16												
Dates	Hrs.	Salary	OT	Gross	State Tax	FICA	Fed'l Tax	Christ masfnd	Saving	Total Ded.	Net Pay	

Payroll Account: <b>Grover Landscape Co.</b>	No. 3208
Pay to the Order Of: <u>Penny Newman</u>	<u>2-20-89</u>
<u>Eighty two and 69/100 -----</u>	<b>\$ 82.69</b>
City Town Bank	
For _____	_____
111912774    188583    0170 7	<b>Authorized Signature</b>

**ANSWER SHEET  
ACTIVITY SHEET 1  
PAYROLL 4**

Find the deductions:

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

Hint:

1. I n s u r a n c e
2. U n i o n D u e s
3. R e t i r e m e n t
4. F. I. C. A.
5. S t a t e I n c o m e T a x
6. F e d e r a l I n c o m e T a x
7. H o s p i t a l i z a t i o n
8. S a v i n g s
9. S o c i a l S e c u r i t y

Total the deductions.

1. Bob had the following deductions: federal income tax \$25.66; F.I.C.A. \$16.88; and insurance \$15.00. What is the total of his deductions? \$57.54

**ANSWER SHEET  
ACTIVITY SHEET 1  
PAYROLL 4**

2. Jill had the following deductions: state income tax \$35.09; federal income tax \$37.54; hospitalization \$20.00; and Union dues \$10.00. What is the total of her deductions? \$102.63
3. Sammy had the following deductions: state income tax \$39.86; Federal income tax \$29.59; retirement \$16.54; hospitalization \$20.50; and christmas fund \$50.00. What is the total of his deductions? \$156.49
4. Sandy had the following deductions: income tax \$26.54; F.I.C.A. \$14.05; insurance \$15.38; and state income tax \$13.72. What is the total of her deductions? \$69.69

Add the deductions on the following payroll check and fill in the blank for total deductions.

02-09	02-16	30.0	150	00	--	150	00	7	13	8	25	21	93	10	00	20	00	67	31	82	69
es	Hrs.	Salary	OT	Gross	State Tax	FICA	Fed'l Tax	Christ masfnd	Saving	Total Ded.	Net Pay										

Payroll Account: **Grover Landscape Co.** No. 3208

2-20-89

Pay to the Order Of: Penny Newman

Eighty two and 69/100 -----

<b>\$ 82.69</b>
-----------------

**City Town Bank**

For \_\_\_\_\_

111912774    188583    0170 7

\_\_\_\_\_  
Authorized Signature

**ACTIVITY SHEET 2  
PAYROLL 4**

**Figure the net pay:**

1. Gross Pay \$296.00                      5. Gross Pay \$224.00

F.I.C.A. 25.63  
Income Tax 30.61  
Hospitalization 5.00

F.I.C.A. 20.82  
Income Tax 25.54  
Hospitalization 18.75

Net Pay \_\_\_\_\_

Net Pay \_\_\_\_\_

2. Gross Pay \$198.00                      6. Gross Pay \$157.25

F.I.C.A. 17.69  
Income Tax 23.39  
Hospitalization 17.50

F.I.C.A. 8.50  
Income Tax 19.23  
Hospitalization 20.00

Net Pay \_\_\_\_\_

Net Pay \_\_\_\_\_

3. Gross Pay \$374.00                      7. Gross Pay \$396.04

F.I.C.A. 32.05  
Income Tax 38.41  
Hospitalization 25.95

F.I.C.A. 16.52  
Income Tax 31.48  
Insurance 25.75

Net Pay \_\_\_\_\_

Net Pay \_\_\_\_\_

4. Gross Pay \$163.00                      8. Gross Pay \$462.33

F.I.C.A. 12.74  
Income Tax 17.92  
Hospitalization 20.50

F.I.C.A. 29.99  
Income Tax 52.34  
Dues 15.00

Net Pay \_\_\_\_\_

Net Pay \_\_\_\_\_



**ACTIVITY SHEET 2  
PAYROLL 4**

Figure the net pay for the following payroll checks:

03-01																				
03-08	40.0	450	00	--	450	00	33	80	94	50	--	--	5	00	-	--				
Dates	Hrs.	Salary	OT	Gross	FICA	Fed'l Tax	State Tax	Dues	Retire ment	Total Ded.	Net Pay									
Payroll Account: <b>Paul's Plumbing</b>												No. 8280								
Pay to the Order Of: <u>Sara Lloyd</u>												3-10-89								
												\$ <input type="text"/>								
Town Savings																				
For _____																				
111912774 188583 0170 7												Authorized Signature								

03-09																				
03-16	38.0	256	50	--	256	50	19	26	48	75	--	--	3	00	12	50				
Dates	Hrs.	Salary	OT	Gross	FICA	Fed'l Tax	State Tax	Christ masfnd	Retire ment	Total Ded.	Net Pay									
Payroll Account: <b>Vally Irrigation</b>												No. 3200								
Pay to the Order Of: <u>Leon McDonald</u>												3-18-89								
												\$ <input type="text"/>								
Town Savings																				
For _____																				
111912774 188583 0170 7												Authorized Signature								

**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 4**

Figure the net pay:

1. Gross Pay \$296.00  
F.I.C.A. 25.63  
Income Tax 30.61

Hospitalization 5.00

Net Pay \$234.76

2. Gross Pay \$198.00  
F.I.C.A. 17.69  
Income Tax 23.39  
Hospitalization 17.50

Net Pay \$139.42

3. Gross Pay \$374.00  
F.I.C.A. 32.05  
Income Tax 38.41  
Hospitalization 25.95

Net Pay \$277.59

4. Gross Pay \$163.00  
F.I.C.A. 12.74  
Income Tax 17.92  
Hospitalization 20.50

Net Pay \$111.84

5. Gross Pay \$224.00  
F.I.C.A. 20.82  
Income Tax 25.54

Hospitalization 18.75

Net Pay \$158.89

6. Gross Pay \$157.25  
F.I.C.A. 8.50  
Income Tax 19.23  
Hospitalization 20.00

Net Pay \$109.52

7. Gross Pay \$396.04  
F.I.C.A. 16.52  
Income Tax 31.48  
Insurance 25.75

Net Pay \$322.29

8. Gross Pay \$462.33  
F.I.C.A. 29.99  
Income Tax 52.34  
Dues 15.00

Net Pay \$365.00

**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 4**

Figure the net pay for the following payroll checks:

03-01 03-08	40.0	450 00	--	450 00	33 80	94 50	-- --	5 00	- --	133 30	316 70
Dates	Hrs.	Salary	OT	Gross	FICA	Fed'l Tax	State Tax	Dues	Retire ment	Total Ded.	Net Pay

Payroll Account: **Paul's Plumbing** No. 8280

Pay to the Order Of: Sara Lloyd 3-10-89

**\$316.70**

Three Hundred Sixteen and 70/100 -----

**Town Savings**

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

03-09 03-16	38.0	256 50	--	256 50	19 26	48 75	-- --	3 00	12 50	83 51	172 99
Dates	Hrs.	Salary	OT	Gross	FICA	Fed'l Tax	State Tax	Christ masfnd	Retire ment	Total Ded.	Net Pay

Payroll Account: **Vally Irrigation** No. 3200

Pay to the Order Of: Leon McDonald 3-18-89

**\$172.99**

One Hundred Seventy Two and 99/100 -----

**Town Savings**

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

**INFORMATION SHEET 2  
PAYROLL 4**

**Figuring Net Pay**

**Net Pay** - The amount of money an employee receives after deductions; also known as "take-home pay".

To figure net pay, you must complete the following steps:

1. Find the total deductions (reminder: add all deductions together to find total deductions.)
2. Subtract the total deductions from the gross pay which will give you the net pay for that check.

Study the following payroll check:

03-20																							
03-27	35.0	210 00	--	210 00	27 88	-- --	16 05	15 00	-- --	58 93	151 07												
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Retire ment	Total Ded.	Net Pay												
<b>Payroll Account:</b>		<b>Mac's Hamburgers</b>									<b>No. 0001</b>												
<b>Pay to the Order Of:</b>		<b>Mark Young</b>									<b>3-30-89</b>												
<b>One Hundred Fifty One and 07/100 -----</b>											<b>\$151.07</b>												
<b>Town Savings</b>																							
<b>For</b>																							
111912774		188583		0170 7													<b>Authorized Signature</b>						

Gross                                   \$210.00  
 Total Deductions -           58.93  
 Net Pay                                 \$151.07

Therefore, Mark Young will "Take-home" \$151.07

**PAYROLL 4  
POST-TEST**

**Figure the total deductions and net pay:**

1. Mary had the following deductions taken from her paycheck. insurance \$25.00; dues \$15.00; income tax \$18.50; F.I.C.A. \$33.81; and hospitalization \$69.00. What is the total of her deductions? \_\_\_\_\_  
If her gross pay is \$475.00, what is her net pay? \_\_\_\_\_
  
2. Jan had the following deductions taken from her paycheck. federal tax \$37.80; social security tax \$26.29; christmas fund \$5.00; and \$15.00 for retirement. What is the total of her deductions? \_\_\_\_\_  
If her gross pay is \$350.00, what is her net pay? \_\_\_\_\_
  
3. The deductions on Ned's check were: state income tax \$11.70; federal income tax \$18.65; retirement \$10.50; and dues \$5.00. What is the total of his deductions? \_\_\_\_\_  
If his gross pay is \$196.50, what is his "take-home" pay? \_\_\_\_\_
  
4. If Steve's gross pay is \$425.00 and he has the following deductions: federal tax \$78.00; F.I.C.A. \$31.92; and savings \$25.00; what is his "take-home" pay? \_\_\_\_\_  
What is the total of his deductions? \_\_\_\_\_

04-16																	
04-23	25.0	137	50	--	137	50	19	25	--	--	10	33	11	15	--	--	
<b>Dates</b>	<b>Hrs.</b>	<b>Salary</b>	<b>OT</b>	<b>Gross</b>		<b>Fed'l Tax</b>	<b>State Tax</b>		<b>FICA</b>	<b>Insur- ance</b>	<b>Retire ment</b>	<b>Total Ded.</b>	<b>Net Pay</b>				

Payroll Account: **ABC Janitorial**

No. 152

4-25-89

Pay to the  
Order Of: David Butler

\$

**Town Savings**

For \_\_\_\_\_

111912774    188583    0170 7

\_\_\_\_\_  
Authorized Signature

**PAYROLL 4  
POST-TEST**

-24 -01	32.0	184	00	--	184	00	22	08	9	65	--	--	2	00	9	00			
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Dues	Retire ment	Total Ded.	Net Pay								

Payroll Account: **Pizza City**

No. 634

Pay to the Order Of: Toni Smith

5-02-89

\$

**Town Savings**

For \_\_\_\_\_

111912774 188583 0170 7

Authorized Signature

05-02 05-09	37.0	222	00	--	222	00	37	74	--	--	16	67	2	00	9	50			
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Christ masfnd	Insur-ance	Total Ded.	Net Pay								

Payroll Account: **New Hair Salon**

No. 789

Pay to the Order Of: Judy Cane

5-11-89

\$

**Phillip Savings**

For \_\_\_\_\_

111912774 188583 0170 7

Authorized Signature

05-11 05-18	40.0	300	00	--	300	00	36	00	21	00	22	53	10	00	1	75			
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Saving	Dues	Total Ded.	Net Pay								

Payroll Account: **Kay's Dress Shop**

No. 012

Pay to the Order Of: Ellen Huff

5-19-89

\$

**Phillip Savings**

For \_\_\_\_\_

111912774 188583 0170 7

Authorized Signature

**ANSWER SHEET  
POST-TEST  
PAYROLL 4**

**Figure the total deductions and net pay:**

- Mary had the following deductions taken from her paycheck. insurance \$25.00; dues \$15.00; income tax \$18.50; F.I.C.A. \$33.81; and hospitalization \$69.00. What is the total of her deductions? \$161.31  
If her gross pay is \$475.00, what is her net pay? \$313.69
- Jan had the following deductions taken from her paycheck. federal tax \$37.80; social security tax \$26.29; christmas fund \$5.00; and \$15.00 for retirement. What is the total of her deductions? \$84.09  
If her gross pay is \$350.00, what is her net pay? \$265.91
- The deductions on Ned's check were: state income tax \$11.70; federal income tax \$18.65; retirement \$10.50; and dues \$5.00. What is the total of his deductions? \$45.85  
If his gross pay is \$196.50, what is his "take-home" pay? \$150.65
- If Steve's gross pay is \$425.00 and he has the following deductions: federal tax \$78.00; F.I.C.A. \$31.92; and savings \$25.00; what is his "take-home" pay? \$290.08  
What is the total of his deductions? \$134.92

04-16																				
04-23	25.0	137	50	--	137	50	19	25	--	--	10	33	11	15	--	--	40	73	96	77
Dates	Hrs.	Salary	OT	Gross		Fed'l Tax	State Tax	FICA	Insurance	Retirement	Total Ded.	Net Pay								

Payroll Account: **ABC Janitorial** No. 152

Pay to the Order Of: David Butler

4-25-89

Ninety Six and 77/100 ----- **\$ 96.77**

Town Savings

For \_\_\_\_\_

111912774 188583 0170 7

Authorized Signature

**ANSWER SHEET  
POST-TEST  
PAYROLL 4**

05-01	-24 32.0	184	00	--	184	00	22	08	9	65	--	--	2	00	9	00	42	73	141	27
Dates	Hrs.	Salary	OT	Gross	Fed'1 Tax	State Tax	FICA	Dues	Retire ment	Total Ded.	Net Pay									

Payroll Account: **Pizza City** No. 634

5-02-89

Pay to the  
Order Of: Toni Smith

One Hundred Forty One and 27/100 ----- \$141.27

**Town Savings**

For \_\_\_\_\_

111912774 188583 0170 7 Authorized Signature

05-02	05-09	37.0	222	00	--	222	00	37	74	--	--	16	67	2	00	9	50	65	91	156	09
Dates	Hrs.	Salary	OT	Gross	Fed'1 Tax	State Tax	FICA	Christ masfnd	Insur- ance	Total Ded.	Net Pay										

Payroll Account: **New Hair Salon** No. 789

5-11-89

Pay to the  
Order Of: Judy Cane

One Hundred Fifty Six and 09/100 ----- \$156.09

**Phillip Savings**

For \_\_\_\_\_

111912774 188583 0170 7 Authorized Signature

05-11	05-18	40.0	300	00	--	300	00	36	00	21	00	22	53	10	00	1	75	91	28	208	72
Dates	Hrs.	Salary	OT	Gross	Fed'1 Tax	State Tax	FICA	Saving	Dues	Total Ded.	Net Pay										

Payroll Account: **Kay's Dress Shop** No. 012

5-19-89

Pay to the  
Order Of: Ellen Huff

Two Hundred Eight and 72/100 ----- \$208.72

**Phillip Savings**

For \_\_\_\_\_

111912774 188583 0170 7 Authorized Signature



PAYROLL 5

THIS EXERCISE IS A continuation of the payroll exercise in the previous module. It demonstrates the ability to calculate net pay and design the parts of a payroll check.

INSTRUCTIONS: The instructor should be able to:

1. Calculate number of working hours for a pay period using a time card
2. Prepare payroll check forms in their districts
3. Endorsing the parts of a payroll check
4. Calculate net pay, given rate of pay, number of hours worked, and a list of deductions

**PAYROLL 5**

## PAYROLL 5

**UNIT OBJECTIVE:** Upon completion of this payroll unit, the learner should demonstrate the ability to calculate net pay and define the parts of a payroll check.

**ENABLING OBJECTIVES:** The learner should be able to :

1. Calculate number of working hours for a pay period using a time card
2. Match payroll check terms to their definitions
3. Read/define the parts of a payroll check
4. Calculate net pay, given rate of pay, number of hours worked, and a list of deductions

**TEACHER INFORMATION SHEET  
PAYROLL 5**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this week.

- Monday:** Teacher reads Introduction to Week 5 (see bottom of this page).  
Students receive Review Sheet - Payroll 5  
Teacher talks through Review Sheet using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Tuesday:** Review/correct Activity 1 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 2 using transparency.
- Thursday:** Students complete Post-Test independently.
- Friday:** Discuss Post-Test using transparency.

**SUGGESTED INTRODUCTION TO PAYROLL 5:** We are going to spend a few minutes each day this week reviewing the information you have learned during the past few weeks about payroll checks. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will begin this week's lesson by discussing the Review Sheet together.

**REVIEW SHEET  
PAYROLL 5**

1. Hourly Rate - amount of money a person earns each hour he works
2. Hours Per Day - total number of hours a person works each day
3. Hours Per Week - total number of hours a person works in one week
4. Days Per Week - total number of days a person works in one week
5. Overtime Hours - extra hours worked during a pay period
6. Deductions - money which is taken out of an employee's check. Examples: federal income tax, social security, state income tax, retirement, union dues, insurance, savings, etc.
7. Total Deductions - all deductions added together
8. Federal Income Tax - a tax which is subtracted from your check by the United States Government
9. State Income Tax - a tax which is taken from your check by the state government (not all states have a state income tax).
10. F.I.C.A. - more commonly known as Social Security; money taken from your check by the federal government to assist you when you retire or if you become disabled
11. Fringe Benefits - "extras" which a company may give to its employees
12. Union Dues - a fee which is paid by an employee in order to be a member of a union at his place of employment
13. Insurance - money which may be paid by an employee to protect his home, life, or property
14. Gross Pay - the amount of money before deductions are taken out
15. Net Pay - the amount of money an employee receives after deductions; also known as "take home pay"

**REVIEW SHEET  
PAYROLL 5**

**Figuring Working Hours:**

To figure the total number of hours worked in a week, you must add the hours worked each day.

**Example:**

Ned worked 7 hrs. Monday, 6 hrs. Tuesday, 8 hrs. Wednesday, 7 hrs. Thursday, and 7 hrs. Friday.

Add:	7
	6
	8
	7
	7
	+
Total	35

Ned worked a total of 35 hours in one week.

**Figuring Gross Pay:**

To find the employee's gross pay, you must multiply the total number of hours per week times the employee's hourly rate.

**Example:**

Pam works 34 hours per week. Her hourly rate is \$4.25. To figure Pam's gross pay for the week, you must complete the following steps:

\$4.25
X 34
1700
<u>1275</u>
\$144.50 Gross Pay

**Figuring Net Pay**

To figure net pay, you must complete the following steps:

1. Find the total deductions (reminder: add all deductions together to find total deductions.)
2. Subtract the total deductions from the gross pay which will give you the net pay for that check.

**ACTIVITY SHEET 1  
PAYROLL 5**

08-11																			
08-18	30.0	120 00	--	120 00	16 00	-- --	8 59	10 00	-- --										
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Dues	Total Ded.	Net Pay								

Payroll Account: **Kyle's Cameras** No. 9564

8-20-89

Pay to the  
Order Of: Sam Dandy

\$

**Town Bank**

For \_\_\_\_\_

111912774    188583    0170 7

\_\_\_\_\_  
Authorized Signature

**Answer the following questions and complete the above check.**

1. What company does Sam Dandy work for? \_\_\_\_\_
2. What are the total deductions? \_\_\_\_\_
3. What is the take-home pay amount? \_\_\_\_\_
4. What date was the check written? \_\_\_\_\_
5. Who may cash this payroll check? \_\_\_\_\_
6. How much federal income tax was withheld? \_\_\_\_\_
7. How much social security was withheld from this check? \_\_\_\_\_
8. Was money withheld for savings? \_\_\_\_\_  
If yes, how much? \_\_\_\_\_
9. Was money withheld for insurance? \_\_\_\_\_  
If yes, How much? \_\_\_\_\_
10. What is the check number? \_\_\_\_\_
11. What bank holds this account? \_\_\_\_\_
12. How many hours did Sam Dandy work during this pay period?  
\_\_\_\_\_

**ANSWER SHEET  
ACTIVITY SHEET 1  
PAYROLL 5**

08-11	08-18	30.0	120	00	--	120	00	16	00	--	--	8	59	10	00	--	--	34	59	85	41
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Dues	Total Ded.	Net Pay										

Payroll Account: **Kyle's Cameras** No. 9564

Pay to the Order Of: Sam Dandy 8-20-89

Eighty Five and 41/100 ----- **\$ 85.41**

Town Bank

For \_\_\_\_\_

111912774 188583 0170\_7 Authorized Signature

**Answer the following questions.**

1. What company does Sam Dandy work for? Kyle's Cameras
2. What are the total deductions? \$34.59
3. What is the take-home pay amount? \$85.41
4. What date was the check written? 8-20-89
5. Who may cash this payroll check? Sam Dandy
6. How much federal income tax was withheld? \$16.00
7. How much social security was withheld from this check? \$8.59
8. Was money withheld for savings? No  
If yes, how much? ---
9. Was money withheld for insurance? Yes  
If yes, How much? \$10.00
10. What is the check number? 9564
11. What bank holds this account? Town Bank
12. How many hours did Sam Dandy work during this pay period?  
30

**ACTIVITY SHEET 2  
PAYROLL 5**

1. Figure the total hours per day and total hour per week for the following time card.

NAME: Neal Orange		Week: 2/09 - 2/16			
EMP # 1642					
DATE	AM		PM		TOTAL HOURS
	IN	OUT	IN	OUT	
2/10	8:00	11:00	12:00	4:00	
2/11	9:00	11:15	12:15	3:45	
2/12	8:30	11:30	12:30	4:00	
2/13	9:15	12:45	2:00	5:30	
2/14	9:30	12:30	11:00	3:15	
2/15					
2/16					
Weekly Total					

2. Using the information from the time card above, if Neal Orange earns \$4.50 per hour, what is his gross pay for the period from 2/9 through 2/14? \_\_\_\_\_
3. Rhonda worked 6 hours on Monday, 8 hours on Wednesday, 8 hours on Thursday, and 4 hours on Friday. What are her total hours for the week? Record your answer on the following payroll check.  
If Rhonda earns \$6.25 per hour, what is her gross pay? Record your answer on the following payroll check.

5-04					17 83	-- --	9 48	50 00	25 00			
5-10												
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Saving	Retire ment	Total Ded.	Net Pay	

Payroll Account: **Flora's Flower Shop** No. 0053

Pay to the Order Of: Rhonda Blue 5-12-89

\$

**Town Bank**

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature





**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 5**

1. Figure the total hours per day and total hour per week for the following time card.

NAME: Neal Orange		Week: 2/09 - 2/16			
EMP # 1642					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
2/10	8:00	11:00	12:00	4:00	7.00
2/11	9:00	11:15	12:15	3:45	5.75
2/12	8:30	11:30	12:30	4:00	6.50
2/13	9:15	12:45	2:00	5:30	7.00
2/14	9:30	12:30	11:00	3:15	7.25
2/15					
2/16					
Weekly Total					33.50

2. Using the information from the time card above, if Neal Orange earns \$4.50 per hour, what is his gross pay for the period from 2/9 through 2/14? \$150.75
3. Rhonda worked 6 hours on Monday, 8 hours on Wednesday, 8 hours on Thursday, and 4 hours on Friday. What are her total hours for the week? Record your answer on the following payroll check.  
If Rhonda earns \$6.25 per hour, what is her gross pay? Record your answer on the following payroll check.

5-04	26.0	162	50	--	162	50	17	83	--	--	9	48	50	00	25	00	102	31	60	19
5-10																				
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Saving	Retire ment	Total Ded.	Net Pay									

Payroll Account: **Flora's Flower Shop**

No. 0053

Pay to the Order Of: Rhonda Blue

5-12-89

Sixty and 19/100 -----

\$ 60.19

Town Bank

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

**ANSWER SHEET  
ACTIVITY SHEET 2  
PAYROLL 5**

4. What is the total of Rhonda's deductions? Record your answer on the above payroll check.
5. What is Rhonda's "take-home" pay? Record your answer on the above payroll check.
6. Karen worked 40 hours this week. She earns \$4.50 per hour. Her pay check had the following deductions: F.I.C.A. \$10.91; Income Tax \$18.66; and Christmas Fund \$50.00.

What is Karen's gross pay?     \$180.00    

What is the total of her deductions?     \$79.57    

What is her net pay?     \$100.43

**PAYROLL 5  
POST-TEST**

**Match the following terms:**

- |                           |  |
|---------------------------|--|
| ___ 1. Hourly Rate        | A. "Extras" which a company may give to its employees  |
| ___ 2. Hours Per Day      | B. A tax which is withheld from your check by the U.S. Government.   |
| ___ 3. Hours Per Week     | C. Extra hours worked during a pay period.   |
| ___ 4. Days Per Week      | D. Money which may be paid by an employee to protect his home, life, health, or property.                          |
| ___ 5. Overtime Hours     | E. Total number of hours a person works each day.  |
| ___ 6. Deductions         | F. The amount of money before deductions are taken out.  |
| ___ 7. Total Deductions   | G. A fee which is paid by an employee in order to be a member of the union at his/her place of employment.         |
| ___ 8. Federal Income Tax | H. Total number of days a person works in one week.  |
| ___ 9. State Income Tax   | I. All deductions added together.  |
| ___ 10. F.I.C.A.          | J. Amount of money a person earns each hour he works.  |
| ___ 11. Fringe Benefits   | K. The amount employee receives after deductions; also known as "take-home pay".                                   |
| ___ 12. Union Dues        | L. Total number of hours a person works in one week.   |
| ___ 13. Insurance         | M. Money which is taken out of an employee's check. Examples: Federal Income Tax, F.I.C.A., State Income Tax, etc. |
| ___ 14. Gross Pay         | N. Social Security   |
| ___ 15. Net Pay           | O. A tax which is taken from your check by the state government.   |

**PAYROLL 5  
POST-TEST**

**Answer the following questions:**

1. Carol worked Wednesday, Thursday, and Friday. She worked 8 hours each day. Carol also worked 6 hours on Saturday. She is paid \$4.65 per hour. How many hours did she work this week? \_\_\_\_\_ What is her gross pay? \_\_\_\_\_
  
2. Don worked Monday, Tuesday, Wednesday, and Thursday. He worked 8 hours each day. He also worked 4 hours on Saturday. Don is paid \$4.25 per hour. How many hours did he work this week? \_\_\_\_\_ What is his gross pay? \_\_\_\_\_
  
3. Sharon had the following deductions taken from her paycheck. insurance \$25.00; dues \$15.00; income tax \$18.50; F.I.C.A. \$33.81; and hospitalization \$69.00. What is the total of her deductions?  
If her gross pay is \$475.00, what is her net pay? \_\_\_\_\_
  
4. The deductions on Terry's check were: state income tax \$11.70; federal income tax \$18.65; retirement \$10.50; and dues \$5.00. What is the total of his deductions?  
If his gross pay is \$196.50, what is his "take-home" pay?  
\_\_\_\_\_

NAME: Sid Buckman		Week: 4/05 - 4/11			
EMP # 76200					
DATE	AM		PM		TOTAL
	IN	OUT	IN	OUT	HOURS
4/05	8:00	11:00	12:00	4:00	7.00
4/06	9:00	11:00	12:00	5:00	8.00
4/07	8:00	11:00	12:00	4:00	7.00
4/08	8:30	11:00	12:00	3:00	5.50
4/09	8:30	11:00	12:00	3:00	5.50
4/10	8:15	11:00	12:00	4:30	7.75
4/11					
<b>Weekly Total</b>					<b>40.75</b>

**Answer the questions about the time card above:**

1. Are the total hours for 4/5 correct? \_\_\_\_\_  
If not, what is the correct total? \_\_\_\_\_
  
2. Are the total hours for 4/6 correct? \_\_\_\_\_  
If not, what is the correct total? \_\_\_\_\_
  
3. Are the total hours for 4/8 correct? \_\_\_\_\_  
If not, what is the correct total? \_\_\_\_\_
  
4. Are the total hours for 4/10 correct? \_\_\_\_\_  
If not, what is the correct total? \_\_\_\_\_

**PAYROLL 5  
POST-TEST**

9-20 9-26	35.0	175 00	--	175 00	17 32	-- --	8 61	20 00	25 00			
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Saving	Total Ded.	Net Pay	

Payroll Account: **Tom's Ice Cream** No. 8224

Pay to the Order Of: Chris Wolf 9-27-89

\$

**Prairieview City Bank**

For \_\_\_\_\_

111912774    188583    0170 7 Authorized Signature

**Answer the following questions about the payroll check above:**

1. What company does Chris Wolfe work for? \_\_\_\_\_
2. What are the total deductions? \_\_\_\_\_
3. What is the take-home pay amount? \_\_\_\_\_
4. What date was the check written? \_\_\_\_\_
5. Who may cash this payroll check? \_\_\_\_\_
6. How much federal income tax was withheld? \_\_\_\_\_
7. How much social security was withheld from this check? \_\_\_\_\_
8. Was money withheld for savings? \_\_\_\_\_  
If yes, how much? \_\_\_\_\_
9. Was money withheld for insurance? \_\_\_\_\_  
If yes, How much? \_\_\_\_\_
10. What is the check number? \_\_\_\_\_

**ANSWER SHEET  
PAYROLL 5  
POST-TEST**

Match the following terms:

- |                                |  |
|--------------------------------|--|
| <u>J</u> 1. Hourly Rate        | A. "Extras" which a company may give to its employees  |
| <u>E</u> 2. Hours Per Day      | B. A tax which is withheld from your check by the U.S. Government.   |
| <u>L</u> 3. Hours Per Week     | C. Extra hours worked during a pay period.   |
| <u>H</u> 4. Days Per Week      | D. Money which may be paid by an employee to protect his home, life, health, or property.                          |
| <u>C</u> 5. Overtime Hours     | E. Total number of hours a person works each day.  |
| <u>M</u> 6. Deductions         | F. The amount of money before deductions are taken out.  |
| <u>I</u> 7. Total Deductions   | G. A fee which is paid by an employee in order to be a member of the union at his/her place of employment.         |
| <u>B</u> 8. Federal Income Tax | H. Total number of days a person works in one week.  |
| <u>O</u> 9. State Income Tax   | I. All deductions added together.  |
| <u>N</u> 10. F.I.C.A.          | J. Amount of money a person earns each hour he works.  |
| <u>A</u> 11. Fringe Benefits   | K. The amount employee receives after deductions; also known as "take-home pay".                                   |
| <u>G</u> 12. Union Dues        | L. Total number of hours a person works in one week.   |
| <u>D</u> 13. Insurance         | M. Money which is taken out of an employee's check. Examples: Federal Income Tax, F.I.C.A., State Income Tax, etc. |
| <u>F</u> 14. Gross Pay         | N. Social Security   |
| <u>K</u> 15. Net Pay           | O. A tax which is taken from your check by the state government.   |

**ANSWER SHEET  
PAYROLL 5  
POST-TEST**

**Answer the following questions:**

1. Carol worked Wednesday, Thursday, and Friday. She worked 8 hours each day. Tam also worked 6 hours on Saturday. She is paid \$4.65 per hour. How many hours did she work this week? 30 What is her gross pay? \$139.50
2. Don worked Monday, Tuesday, Wednesday, and Thursday. He worked 8 hours each day. He also worked 4 hours on Saturday. Sam is paid \$4.25 per hour. How many hours did he work this week? 36 What is his gross pay? \$153.00
3. Sharon had the following deductions taken from her paycheck. insurance \$25.00; dues \$15.00; income tax \$18.50; F.I.C.A. \$33.81; and hospitalization \$69.00. What is the total of her deductions? \$161.31  
If her gross pay is \$475.00, what is her net pay? \$313.69
4. The deductions on Terry's check were: state income tax \$11.70; federal income tax \$18.65; retirement \$10.50; and dues \$5.00. What is the total of his deductions? \$45.85  
If his gross pay is \$196.50, what is his "take-home" pay? \$150.65

NAME: Sid Buckman		Week: 4/05 - 4/11			
EMP # 76200					
DATE	AM		PM		TOTAL HOURS
	IN	OUT	IN	OUT	
4/05	8:00	11:00	12:00	4:00	7.00
4/06	9:00	11:00	12:00	5:00	8.00
4/07	8:00	11:00	12:00	4:00	7.00
4/08	8:30	11:00	12:00	3:00	5.50
4/09	8:30	11:00	12:00	3:00	5.50
4/10	8:15	11:00	12:00	4:30	7.75
4/11					
<b>Weekly Total</b>					<b>40.75</b>

**Answer the questions about the time card above:**

1. Are the total hours for 4/5 correct? Yes  
If not, what is the correct total? \_\_\_\_\_
2. Are the total hours for 4/6 correct? No  
If not, what is the correct total? 7
3. Are the total hours for 4/8 correct? Yes  
If not, what is the correct total? \_\_\_\_\_
4. Are the total hours for 4/10 correct? No  
If not, what is the correct total? 7.25



**ANSWER SHEET  
PAYROLL 5  
POST-TEST**

9-20																				
9-26	35.0	175	00	--	175	00	17	32	--	--	8	61	20	00	25	00	70	93	104	07
Dates	Hrs.	Salary	OT	Gross	Fed'l Tax	State Tax	FICA	Insur- ance	Saving	Total Ded.	Net Pay									

Payroll Account: **Tom's Ice Cream** No. 8224

9-27-89

Pay to the Order Of: Chris Wolf

One Hundred Four and 07/100 -----

**\$104.07**

**Prairieview City Bank**

For \_\_\_\_\_

111912774 188583 0170 7

\_\_\_\_\_  
Authorized Signature

**Answer the following questions about the payroll check above:**

1. What company does Chris Wolfe work for? Tom's Ice Cream
2. What are the total deductions? \$70.93
3. What is the take-home pay amount? \$104.07
4. What date was the check written? 9-27-89
5. Who may cash this payroll check? Chris Wolf
6. How much federal income tax was withheld? \$17.32
7. How much social security was withheld from this check? \$8.61
8. Was money withheld for savings? Yes  
If yes, how much? \$25.00
9. Was money withheld for insurance? Yes  
If yes, How much? \$20.00
10. What is the check number? 8224



## COMPARATIVE SHOPPING

**UNIT OBJECTIVE:** Upon completion of this comparative shopping unit, the learner should demonstrate the ability to compare prices when shopping by completing the Post-Test with at least 70% accuracy.

**ENABLING OBJECTIVES:** The learner should be able to:

1. Define comparative shopping terms
2. Find the best value by comparing prices per unit
3. Use coupons when shopping
4. Compare store prices
5. Calculate "percent off" prices

INTRODUCTION TO UNIT: We are going to spend approximately 15 minutes each day this week discussing comparative shopping skills. This will not be a part of our usual class lessons. It is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let us know what you already know about comparative shopping.

**TEACHER INFORMATION SHEET  
COMPARATIVE SHOPPING**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline for this unit.

- Monday:** Teacher reads Introduction to Unit (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing comparative shopping skills. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about comparative shopping.

**COMPARATIVE SHOPPING  
PRE-TEST**

Define the following terms:

1. Unit Price - \_\_\_\_\_  
\_\_\_\_\_
2. Sale Price - \_\_\_\_\_  
\_\_\_\_\_
3. Coupon - \_\_\_\_\_  
\_\_\_\_\_
4. Comparison - \_\_\_\_\_  
\_\_\_\_\_
5. Discount - \_\_\_\_\_  
\_\_\_\_\_

Find the best buy:

6. Star Soup \_\_\_\_\_ 48¢/8 oz can  
Moon Soup \_\_\_\_\_ 52¢/8.5 oz can
7. J.J.'s Gum sm \_\_\_\_\_ 38¢/5 sticks  
J.J.'s Gum lg \_\_\_\_\_ \$1.29 /20 sticks
8. A \$2.89 16oz bag of chips 'A' with a 20¢ off coupon  
A \$1.69 10oz bag of chips 'B' with no coupon \_\_\_\_\_
9. \$299.25 stereo 'A' for 20% off  
\$350.00 stereo 'B' for 25% off \_\_\_\_\_
10. Lisa needs to replenish her school supplies. She needs the following items:  
 5 pencils                      2 folders  
 3 pens                         1 spiral notebook

ITEM	STORE 'A'		STORE 'B'	
	PRICE	TOTAL	PRICE	TOTAL
Pencil	\$ .21	_____	\$ .15	_____
Pen	\$1.09	_____	\$ .89	_____
Folder	\$ .49	_____	\$ .69	_____
Notebook	\$1.83	_____	\$2.01	_____
<b>Total</b>		_____		_____

At which store will Lisa get the best buy? \_\_\_\_\_

**ANSWER SHEET  
COMPARATIVE SHOPPING  
PRE-TEST**

Define the following terms:

1. Unit Price - Price per one measurement (i.e., can, ounce, pound, inch)
2. Sale Price - Price the consumer pays after the discount is subtracted.
3. Coupon - Company issued paper that instructs the store to subtract a certain amount from the selling price of an item.
4. Comparison - The difference in cost between two items.
5. Discount - The amount of money deducted from a product during a sale.

Find the best buy:

6. Star Soup 48¢/8 oz can Star Soup  
Moon Soup 52¢/8.5 oz can
7. J.J.'s Gum sm 38¢/5 sticks J.J.'s Gum lg  
J.J.'s Gum lg \$1.29 /20 sticks
8. A \$2.89 16oz bag of chips 'A' with a 20¢ off coupon  
A \$1.69 10oz bag of chips 'B' with no coupon Chips 'A'
9. \$299.25 stereo 'A' for 20% off Stereo 'A'  
\$350.00 stereo 'B' for 25% off
10. Lisa needs to replenish her school supplies. She needs the following items:

5 pencils            2 folders  
3 pens                1 spiral notebook

ITEM	STORE 'A'		STORE 'B'	
	PRICE	TOTAL	PRICE	TOTAL
Pencil	\$ .21	<u>\$1.05</u>	\$ .15	<u>\$ .75</u>
Pen	\$1.09	<u>\$3.27</u>	\$ .89	<u>\$2.67</u>
Folder	\$ .49	<u>\$ .98</u>	\$ .69	<u>\$1.38</u>
Notebook	\$1.83	<u>\$1.83</u>	\$2.01	<u>\$2.01</u>
Total		<u>\$7.13</u>		<u>\$6.81</u>

At which store will Lisa get the best buy? Store 'B'

**INFORMATION SHEET 1  
COMPARATIVE SHOPPING**

1. **Coupons -** Company issued paper that instructs the store to deduct a certain amount from the selling price of an item.
2. **Discount -** The amount of money being deducted from the original price of an item during a sale.
3. **Sale Price -** The price the consumer pays after the discount is subtracted.
4. **Unit of Measure -** Measurement of one ounce, pound, liter, can, etc.)
5. **Unit Price -** Price per each (ounce, pound, liter, box, etc.)
6. **Comparison -** The difference in cost between two items.
7. **Best Buy -** The product in which you get the most for your money.

**Finding the best value by comparing unit price:**

1. If you know the quality of two items is the same, you can determine the best buy by comparing prices per unit (i.e., per ounce, per liter, per can, etc.)
2. To find the unit price, divide the price per item by the number of units. (Round answers to the nearest tenth of a cent.)

**Example:**

Janet wants to buy a jar of mustard. Franks brand costs 43¢ for 8 ounces. Irish brand costs 59¢ for 10 ounces. Which is the better buy?

$$\text{Franks} - \frac{43¢}{8\text{oz}} \approx 5.3¢ \text{ per ounce (per unit)}$$

$$\text{Irish} - \frac{59¢}{10\text{oz}} \approx 5.9¢ \text{ per ounce (per unit)}$$

**Franks mustard is the better buy.**

**Coupon Shopping:**

1. Coupons can help you save money when shopping. However, sometimes other brands of equal quality cost less than the coupon item. Always compare prices before assuming the coupon item is the best buy.

**INFORMATION SHEET 1  
COMPARATIVE SHOPPING**

2. To find the best buy, subtract the coupon amount from the price. If the items are the same size you can compare the prices immediately, otherwise, you must find the unit price before comparing.

**Example:**

Jackie has a coupon for 30¢ off a 12oz package of Ernies sausage that costs \$3.98. Burts sausage costs \$4.10 for 14oz. Which is the better buy?

$$\begin{array}{r} \text{Ernies} - \$3.98 \\ \quad \quad - \quad .30 \\ \hline \quad \quad \$3.68 \end{array} \quad \frac{\$3.68}{12} \approx .31\text{¢ per oz}$$

$$\text{Burts} - \frac{\$4.10}{14} \approx .29\text{¢ per oz}$$

Even with the coupon, Burts is a better buy.



**ACTIVITY SHEET 1  
COMPARATIVE SHOPPING**

Assuming that the items are comparable in quality, determine the best buy:

- |   |  |
|---|--|
| <p>1. Soup A: 29¢/14oz<br/>Soup B: 28¢/11oz</p> <hr/> <p>2. Mandarin Oranges<br/>Brand A: 94¢/22oz<br/>Brand B: 45¢/12oz</p> <hr/> <p>3. Peanut Butter<br/>Brand A: 1.05/18oz<br/>Brand B: .98/16oz</p> <hr/> <p>7. Should Sally buy Coke that costs \$1.49 for a 2 liter bottle or Root Beer that costs \$2.30 for 3 liters? _____</p> | <p>4. Moonkist Tuna: \$1.85/13oz<br/>Joe's Tuna: \$3.17/24oz</p> <hr/> <p>5. Vine Juice: \$1.00/1.89 lt<br/>Orchard Juice: \$1.14/1.92 lt</p> <hr/> <p>6. Blue Giant Corn: \$1.06/3 cans<br/>Del Rio Corn: 1.68/4 cans</p> <hr/> <p>8. Would 3 packages of notebook paper for \$2.35 or 5 packages for \$4.13 be a better buy? _____</p> |
|---|--|

Jane has decided to use coupons when grocery shopping. Help her decide which coupons to use to save money. These are the coupons Jane has to shop with:

- Weeble crackers - 20¢ off a 16oz box
  - Rosey tissues - 20¢ off a 100 count box
  - Nate's cookies - 35¢ off a 10oz bag
  - Brand 'A' chips - 25¢ off a 16oz bag
- |   |
|---|
| <p>9. Weeble Crackers - 16oz box \$1.69<br/>Blitz crackers - 16oz box \$1.59</p> <hr/> <p>10. Rosey tissues - one 100 count box 79¢<br/>Tuffs tissues - one 200 count box \$1.16</p> <hr/> <p>11. Nate's cookies - 10oz bag \$2.99<br/>As Good as Home cookies - 12oz bag \$3.24</p> <hr/> <p>12. Brand 'A' chips - 16oz bag \$2.89<br/>Brand 'B' chips - 12oz bag \$1.96</p> <hr/> |
|---|

**ANSWER SHEET  
ACTIVITY SHEET 1  
COMPARATIVE SHOPPING**

Assuming that the items are comparable in quality, determine the best buy:

- |  |  |
|--|--|
| <p>1. Soup A: 29¢/14oz<br/>Soup B: 28¢/11oz</p> <p style="text-align: center;"><u>Soup A</u></p>                         | <p>4. Moonkist Tuna: \$1.85/13oz<br/>Joe's Tuna: \$3.17/24oz</p> <p style="text-align: center;"><u>Joe's Tuna</u></p>            |
| <p>2. Mandarin Oranges<br/>Brand A: 94¢/22oz<br/>Brand B: 45¢/12oz</p> <p style="text-align: center;"><u>Brand B</u></p> | <p>5. Vine Juice: \$1.00/1.89 lt<br/>Orchard Juice: \$1.14/1.92 lt</p> <p style="text-align: center;"><u>Vine Juice</u></p>      |
| <p>3. Peanut Butter<br/>Brand A: 1.05/18oz<br/>Brand B: .98/16oz</p> <p style="text-align: center;"><u>Brand A</u></p>   | <p>6. Blue Giant Corn: \$1.06/3 cans<br/>Del Rio Corn: 1.68/4 cans</p> <p style="text-align: center;"><u>Blue Giant Corn</u></p> |

7. Should Sally buy Coke that costs \$1.49 for a 2 liter bottle or Root Beer that costs \$2.30 for 3 liters? Coke
8. Would 3 packages of notebook paper for \$2.35 or 5 packages for \$4.13 be a better buy? 3 packages for \$2.35

Jane has decided to use coupons when grocery shopping. Help her decide which coupons to use to save money. These are the coupons Jane has to shop with:

- |  |                  |
|--|------------------|
| <p>Weeble crackers - 20¢ off a 16oz box<br/>Rosey tissues - 20¢ off a 100 count box<br/>Nate's cookies - 35¢ off a 10oz bag<br/>Brand 'A' chips - 25¢ off a 16oz bag</p> |                  |
| <p>9. Weeble Crackers - 16oz box \$1.69<br/>Blitz crackers - 16oz box \$1.59</p>   | <u>Weeble</u>    |
| <p>10. Rosey tissues - one 100 count box 79¢<br/>Tuffs tissues - one 200 count box \$1.16</p>  | <u>Tuffs</u>     |
| <p>11. Nate's cookies - 10oz bag \$2.99<br/>As Good as Home cookies - 12oz bag \$3.24</p>  | <u>Nate's</u>    |
| <p>12. Brand 'A' chips - 16oz bag \$2.89<br/>Brand 'B' chips - 12oz bag \$1.96</p>   | <u>Brand 'B'</u> |

**INFORMATION SHEET 2  
COMPARATIVE SHOPPING**

**Comparing Price between Stores:**

To be a smart shopper it is a good idea to compare prices of items at different stores. To find the amount you could save, subtract the cheaper item from the more expensive one.

**Example:**

	<u>Store A</u>	<u>Store B</u>	<u>Savings</u>
Acid washed jeans - \$29.99		\$34.25	\$34.25
			- \$29.99
			<u>\$ 4.26</u>

You could save \$4.26 by shopping at Store A.

**"Percent Off" Sales**

1. Find the discount (sale) price for the item to be purchased by:
  - a) multiplying the decimal equivalence of the "percent off", and then;
  - b) subtracting from the regular price.

**Example:** 25% off a \$49.50 radio

a) \$49.50	b) \$49.50
x <u>.25</u>	- <u>12.37</u> *
12.375	<u>\$37.13 = Sale Price</u>

\* do not round up for discount

2. Although another store may be having a sale with a larger percent marked off, be sure to compare the sale prices of the items.

**Example:**

Highways is having a 25% off clearance sale and Fellows is having a 30% off clearance sale. Where would you get the best buy on a compact disc player if it costs \$192.50 at Highways and \$225.00 at Fellows?

Highways

Fellows

\$192.50	\$192.50	\$225.00	\$225.00
x <u>.25</u>	- <u>48.12</u>	x <u>.30</u>	- <u>67.50</u>
<u>48.125</u>	<u>\$144.38 Sale</u>	<u>\$ 67.50</u>	<u>\$157.50 Sale</u>

The best buy would be at Highways.

**ACTIVITY SHEET 2  
COMPARATIVE SHOPPING**

Sarah decided to buy some new school clothes with the money she received for her birthday. She wanted to get the most for her money so she decided to compare the prices between Store A and Store B. She planned to buy the following items:

- |                 |           |
|-----------------|-----------|
| 1 pair of jeans | 3 skirts  |
| 1 sweater       | 2 scarfs  |
| 1 pair of shoes | 2 blouses |

<u>ITEM</u>	<u>STORE 'A'</u>		<u>STORE 'B'</u>	
	<u>PRICE</u>	<u>TOTAL</u>	<u>PRICE</u>	<u>TOTAL</u>
Jeans	\$29.90	_____	\$25.50	_____
Sweater	\$19.50	_____	\$23.99	_____
Shoes	\$49.10	_____	\$50.00	_____
Skirt	\$15.65	_____	\$20.00	_____
Scarf	\$ 9.00	_____	\$ 5.00	_____
Blouse	\$21.85	_____	\$20.99	_____
<b>Total</b>		_____		_____

- If she shops at one store only, which should it be? \_\_\_\_\_
- To get the most for her money, which items should Sarah buy at Store 'A'? \_\_\_\_\_  
at Store 'B'? \_\_\_\_\_
- How much would Sarah spend if she shops for the best buys at Store 'A' and Store 'B'. \_\_\_\_\_  
What are her savings? \_\_\_\_\_

To furnish your new apartment you need to buy a couch, recliner and kitchen table. Loaners Furniture is having a 27% off sale and Wisener's Furniture is having a 33% off sale.

<u>ITEM</u>	<u>LOANERS</u>	<u>SALE PRICE</u>	<u>WISENER'S</u>	<u>SALE PRICE</u>
Couch	\$349.00	_____	\$485.00	_____
Recliner	\$258.50	_____	\$299.05	_____
Table	\$500.95	_____	\$500.19	_____

**ACTIVITY 2  
COMPARATIVE SHOPPING**

4. At which store should you buy the:

Couch \_\_\_\_\_

Recliner \_\_\_\_\_

Table \_\_\_\_\_

5. What is the cost if you purchase all the items at:

Loaners? \_\_\_\_\_

Wisener's? \_\_\_\_\_

6. How much will you save by making your purchases at the store with the best buys rather than just buying at Loaners?

Item	Loaners Price	Wisener's Price
Couch	\$119.00	\$119.00
Recliner	\$119.00	\$119.00
Table	\$119.00	\$119.00
<b>Total</b>	<b>\$357.00</b>	<b>\$357.00</b>

1. How much would Sarah spend if she shops for the best buys at Store 'A' and Store 'B'?

2. How much would Sarah spend if she shops for the best buys at Store 'A'?

3. To get the best for her money, which store should Sarah buy at?

4. If she shops at one store only, which should it be?

Item	Loaners Price	Wisener's Price
Couch	\$119.00	\$119.00
Recliner	\$119.00	\$119.00
Table	\$119.00	\$119.00

**ANSWER SHEET  
ACTIVITY SHEET 2  
COMPARATIVE SHOPPING**

Sarah decided to buy some new school clothes with the money she received for her birthday. She wanted to get the most for her money so she decided to compare the prices between Store A and Store B. She planned to buy the following items:

1 pair of jeans	3 skirts
1 sweater	2 scarfs
1 pair of shoes	2 blouses

ITEM	STORE 'A'		STORE 'B'	
	PRICE	TOTAL	PRICE	TOTAL
Jeans	\$29.90	<u>\$29.90</u>	\$25.50	<u>\$25.50</u>
Sweater	\$19.50	<u>\$19.50</u>	\$23.99	<u>\$23.99</u>
Shoes	\$49.10	<u>\$49.10</u>	\$50.00	<u>\$50.00</u>
Skirt	\$15.65	<u>\$46.95</u>	\$20.00	<u>\$60.00</u>
Scarf	\$ 9.00	<u>\$18.00</u>	\$ 5.00	<u>\$10.00</u>
Blouse	\$21.85	<u>\$43.70</u>	\$20.99	<u>\$41.98</u>
Total		<u>\$207.15</u>		<u>\$211.47</u>

1. If she shops at one store only, which should it be?  A
2. To get the most for her money, which items should Sarah buy at Store 'A'?  sweater, shoes, skirts   
at Store 'B'?  Scarfs, blouses, Jeans
3. How much would Sarah spend if she shops for the best buys at Store 'A' and Store 'B'.  \$115.55 + 77.48 = 193.03

To furnish your new apartment you need to buy a couch, recliner and kitchen table. Loaners Furniture is having a 27% off sale and Wisener's Furniture is having a 33% off sale.

ITEM	LOANERS	SALE PRICE	WISENER'S	SALE PRICE
Couch	\$349.00	<u>\$254.77</u>	\$485.00	<u>\$324.95</u>
Recliner	\$258.50	<u>\$188.71</u>	\$299.05	<u>\$200.37</u>
Table	\$500.95	<u>\$365.70</u>	\$500.19	<u>\$335.13</u>

**ANSWER SHEET  
ACTIVITY 2  
COMPARATIVE SHOPPING**

4. At which store should you buy the:

Couch      Loaners

Recliner   Loaners

Table      Wisener's

5. What is the cost if you purchase all the items at:

Loaners?   \$809.18      Wisener's?   \$860.45

6. How much will you save by making your purchases at the store with the best buys rather than just buying at Loaners?

\$30.57

Find the best buy for each of the following:

1. A 2000 jar of applesauce for 200 \_\_\_\_\_

2. A 1000 jar of applesauce for 100 \_\_\_\_\_

3. A 400 jar of applesauce for 400 \_\_\_\_\_

4. A 200 jar of applesauce for 200 \_\_\_\_\_

5. A 100 jar of applesauce for 100 \_\_\_\_\_

6. A 500 jar of applesauce for 500 \_\_\_\_\_

7. A 1000 jar of applesauce for 1000 \_\_\_\_\_

8. A 2000 jar of applesauce for 2000 \_\_\_\_\_

9. A 4000 jar of applesauce for 4000 \_\_\_\_\_

10. A 8000 jar of applesauce for 8000 \_\_\_\_\_

11. A 16000 jar of applesauce for 16000 \_\_\_\_\_

12. A 32000 jar of applesauce for 32000 \_\_\_\_\_

13. A 64000 jar of applesauce for 64000 \_\_\_\_\_

14. A 128000 jar of applesauce for 128000 \_\_\_\_\_

15. A 256000 jar of applesauce for 256000 \_\_\_\_\_

16. A 512000 jar of applesauce for 512000 \_\_\_\_\_

17. A 1024000 jar of applesauce for 1024000 \_\_\_\_\_

18. A 2048000 jar of applesauce for 2048000 \_\_\_\_\_

19. A 4096000 jar of applesauce for 4096000 \_\_\_\_\_

20. A 8192000 jar of applesauce for 8192000 \_\_\_\_\_

21. A 16384000 jar of applesauce for 16384000 \_\_\_\_\_

22. A 32768000 jar of applesauce for 32768000 \_\_\_\_\_

23. A 65536000 jar of applesauce for 65536000 \_\_\_\_\_

24. A 131072000 jar of applesauce for 131072000 \_\_\_\_\_

25. A 262144000 jar of applesauce for 262144000 \_\_\_\_\_

26. A 524288000 jar of applesauce for 524288000 \_\_\_\_\_

27. A 1048576000 jar of applesauce for 1048576000 \_\_\_\_\_

28. A 2097152000 jar of applesauce for 2097152000 \_\_\_\_\_

29. A 4194304000 jar of applesauce for 4194304000 \_\_\_\_\_

30. A 8388608000 jar of applesauce for 8388608000 \_\_\_\_\_

31. A 16777216000 jar of applesauce for 16777216000 \_\_\_\_\_

32. A 33554432000 jar of applesauce for 33554432000 \_\_\_\_\_

33. A 67108864000 jar of applesauce for 67108864000 \_\_\_\_\_

34. A 134217728000 jar of applesauce for 134217728000 \_\_\_\_\_

35. A 268435456000 jar of applesauce for 268435456000 \_\_\_\_\_

36. A 536870912000 jar of applesauce for 536870912000 \_\_\_\_\_

37. A 1073741824000 jar of applesauce for 1073741824000 \_\_\_\_\_

38. A 2147483648000 jar of applesauce for 2147483648000 \_\_\_\_\_

39. A 4294967296000 jar of applesauce for 4294967296000 \_\_\_\_\_

40. A 8589934592000 jar of applesauce for 8589934592000 \_\_\_\_\_

41. A 17179869184000 jar of applesauce for 17179869184000 \_\_\_\_\_

42. A 34359738368000 jar of applesauce for 34359738368000 \_\_\_\_\_

43. A 68719476736000 jar of applesauce for 68719476736000 \_\_\_\_\_

44. A 137438953472000 jar of applesauce for 137438953472000 \_\_\_\_\_

45. A 274877906944000 jar of applesauce for 274877906944000 \_\_\_\_\_

46. A 549755813888000 jar of applesauce for 549755813888000 \_\_\_\_\_

47. A 1099511627776000 jar of applesauce for 1099511627776000 \_\_\_\_\_

48. A 2199023255552000 jar of applesauce for 2199023255552000 \_\_\_\_\_

49. A 4398046511104000 jar of applesauce for 4398046511104000 \_\_\_\_\_

50. A 8796093022208000 jar of applesauce for 8796093022208000 \_\_\_\_\_

51. A 17592186044416000 jar of applesauce for 17592186044416000 \_\_\_\_\_

52. A 35184372088832000 jar of applesauce for 35184372088832000 \_\_\_\_\_

53. A 70368744177664000 jar of applesauce for 70368744177664000 \_\_\_\_\_

54. A 140737488355328000 jar of applesauce for 140737488355328000 \_\_\_\_\_

55. A 281474976710656000 jar of applesauce for 281474976710656000 \_\_\_\_\_

56. A 562949953421312000 jar of applesauce for 562949953421312000 \_\_\_\_\_

57. A 1125899906842624000 jar of applesauce for 1125899906842624000 \_\_\_\_\_

58. A 2251799813685248000 jar of applesauce for 2251799813685248000 \_\_\_\_\_

59. A 4503599627370496000 jar of applesauce for 4503599627370496000 \_\_\_\_\_

60. A 9007199254740992000 jar of applesauce for 9007199254740992000 \_\_\_\_\_

61. A 18014398509481984000 jar of applesauce for 18014398509481984000 \_\_\_\_\_

62. A 36028797018963968000 jar of applesauce for 36028797018963968000 \_\_\_\_\_

63. A 72057594037927936000 jar of applesauce for 72057594037927936000 \_\_\_\_\_

64. A 144115188075855872000 jar of applesauce for 144115188075855872000 \_\_\_\_\_

65. A 288230376151711744000 jar of applesauce for 288230376151711744000 \_\_\_\_\_

66. A 576460752303423488000 jar of applesauce for 576460752303423488000 \_\_\_\_\_

67. A 1152921504606846976000 jar of applesauce for 1152921504606846976000 \_\_\_\_\_

68. A 2305843009213693952000 jar of applesauce for 2305843009213693952000 \_\_\_\_\_

69. A 4611686018427387904000 jar of applesauce for 4611686018427387904000 \_\_\_\_\_

70. A 9223372036854775808000 jar of applesauce for 9223372036854775808000 \_\_\_\_\_

71. A 18446744073709551616000 jar of applesauce for 18446744073709551616000 \_\_\_\_\_

72. A 36893488147419103232000 jar of applesauce for 36893488147419103232000 \_\_\_\_\_

73. A 73786976294838206464000 jar of applesauce for 73786976294838206464000 \_\_\_\_\_

74. A 147573952589676412928000 jar of applesauce for 147573952589676412928000 \_\_\_\_\_

75. A 295147905179352825856000 jar of applesauce for 295147905179352825856000 \_\_\_\_\_

76. A 590295810358705651712000 jar of applesauce for 590295810358705651712000 \_\_\_\_\_

77. A 1180591620717411303424000 jar of applesauce for 1180591620717411303424000 \_\_\_\_\_

78. A 2361183241434822606848000 jar of applesauce for 2361183241434822606848000 \_\_\_\_\_

79. A 4722366482869645213696000 jar of applesauce for 4722366482869645213696000 \_\_\_\_\_

80. A 9444732965739290427392000 jar of applesauce for 9444732965739290427392000 \_\_\_\_\_

81. A 18889465931478580854784000 jar of applesauce for 18889465931478580854784000 \_\_\_\_\_

82. A 37778931862957161709568000 jar of applesauce for 37778931862957161709568000 \_\_\_\_\_

83. A 75557863725914323419136000 jar of applesauce for 75557863725914323419136000 \_\_\_\_\_

84. A 151115727451828646838272000 jar of applesauce for 151115727451828646838272000 \_\_\_\_\_

85. A 302231454903657293676544000 jar of applesauce for 302231454903657293676544000 \_\_\_\_\_

86. A 604462909807314587353088000 jar of applesauce for 604462909807314587353088000 \_\_\_\_\_

87. A 1208925819614629174706176000 jar of applesauce for 1208925819614629174706176000 \_\_\_\_\_

88. A 2417851639229258349412352000 jar of applesauce for 2417851639229258349412352000 \_\_\_\_\_

89. A 4835703278458516698824704000 jar of applesauce for 4835703278458516698824704000 \_\_\_\_\_

90. A 9671406556917033397649408000 jar of applesauce for 9671406556917033397649408000 \_\_\_\_\_

91. A 19342813113834066795298816000 jar of applesauce for 19342813113834066795298816000 \_\_\_\_\_

92. A 38685626227668133590597632000 jar of applesauce for 38685626227668133590597632000 \_\_\_\_\_

93. A 77371252455336267181195264000 jar of applesauce for 77371252455336267181195264000 \_\_\_\_\_

94. A 154742504910672534362390528000 jar of applesauce for 154742504910672534362390528000 \_\_\_\_\_

95. A 309485009821345068724781056000 jar of applesauce for 309485009821345068724781056000 \_\_\_\_\_

96. A 618970019642690137449562112000 jar of applesauce for 618970019642690137449562112000 \_\_\_\_\_

97. A 1237940039285380274899124224000 jar of applesauce for 1237940039285380274899124224000 \_\_\_\_\_

98. A 2475880078570760549798248448000 jar of applesauce for 2475880078570760549798248448000 \_\_\_\_\_

99. A 4951760157141521099596496896000 jar of applesauce for 4951760157141521099596496896000 \_\_\_\_\_

100. A 9903520314283042199192993792000 jar of applesauce for 9903520314283042199192993792000 \_\_\_\_\_

How much will you save? \_\_\_\_\_

**COMPARATIVE SHOPPING  
POST-TEST**

Match each of the following to the most appropriate definition:

- |        |            |    |   |
|--------|------------|----|---|
| ___ 1. | Discount   | A. | The item which saves you the most money.        |
| ___ 2. | Unit Price | B. | Price per one measure (lb, oz, in, box, can)    |
| ___ 3. | Sale Price | C. | Company issued deductions from selling price.   |
| ___ 4. | Coupon     | D. | The amount deducted from an item during a sale. |
| ___ 5. | Best Buy   | E. | Price after the discount is deducted.           |

Find the best buy for each of the following:

6. \_\_\_\_\_ A 25oz jar of applesauce for 50¢  
A 30oz jar of applesauce for 53¢
7. \_\_\_\_\_ An 18oz can of tomatoes for 43¢  
A 16oz can of tomatoes for 35¢
8. \_\_\_\_\_ A .68 Kg box of iced tea mix for \$1.02  
A .51 Kg box of iced tea mix for 88¢

9. April has 4 coupons to redeem at the grocery store. Help her decide which coupons will save her money. Place a check mark on the line if she should buy the coupon brand.

\_\_\_\_\_ Weebles cookies - 25¢ off a 12oz package for \$2.99  
\_\_\_\_\_ Sun cookies - 20oz package for \$3.80

\_\_\_\_\_ Blitz crackers - 20¢ off a 10oz box for \$1.25  
\_\_\_\_\_ Square crackers - 8oz box .99¢

10. Highways is having a 40% off sale on refrigerators. Fellow's has their refrigerators on sale for 35% off. If the refrigerator you want costs \$692.75 at Highways and \$551.99 at Fellows, where should you make the purchase?

\_\_\_\_\_ How much will you save? \_\_\_\_\_



**COMPARATIVE SHOPPING  
POST-TEST**

11. Jo needs to purchase 2 shirts, one pair of shorts, and 3 pairs of socks for cheerleader camp.

ITEM	STORE 'A'		STORE 'B'	
	PRICE	TOTAL	PRICE	TOTAL
Shirt	\$9.99	_____	\$10.50	_____
Shorts	\$7.20	_____	\$ 5.00	_____
Socks	\$1.25	_____	\$ 1.30	_____
<b>Total</b>		_____		_____

\_\_\_\_\_ At which one store will she get the best buy?

\_\_\_\_\_ If she purchased each item at the least expensive store, how much would she spend?

**ANSWER SHEET  
COMPARATIVE SHOPPING  
POST-TEST**

Match each of the following to the most appropriate definition:

- |                        |  |
|------------------------|--|
| <u>D</u> 1. Discount   | A. The item which saves you the most money.        |
| <u>B</u> 2. Unit Price | B. Price per one measure (lb, oz, in, box, can)    |
| <u>E</u> 3. Sale Price | C. Company issued deductions from selling price.   |
| <u>C</u> 4. Coupon     | D. The amount deducted from an item during a sale. |
| <u>A</u> 5. Best Buy   | E. Price after the discount is deducted.           |

Find the best buy for each of the following:

6. 30oz jar      A 25oz jar of applesauce for 50¢  
                             A 30oz jar of applesauce for 53¢
7. 16oz can      An 18oz can of tomatoes for 43¢  
                             A 16oz can of tomatoes for 35¢
8. .68 Kg box      A .68 Kg box of iced tea mix for \$1.02  
                             A .51 Kg box of iced tea mix for 88¢

9. April has 4 coupons to redeem at the grocery store. Help her decide which coupons will save her money. Place a check mark on the line if she should buy the coupon brand.

- |       |   |
|-------|---|
| _____ | Weebles cookies - 25¢ off a 12oz package for \$2.99 |
| _____ | Sun cookies - 20oz package for \$3.80               |
| _____ | Blitz crackers - 20¢ off a 10oz box for \$1.25      |
| _____ | Square crackers - 8oz box .99¢                      |

10. Highways is having a 40% off sale on refrigerators. Fellow's has their refrigerators on sale for 35% off. If the refrigerator you want costs \$692.75 at Highways and \$551.99 at Fellows, where should you make the purchase?

Fellow's                      How much will you save? \$56.85

**ANSWER SHEET  
COMPARATIVE SHOPPING  
POST-TEST**

11. Jo needs to purchase 2 shirts, one pair of shorts, and 3 pairs of socks for cheerleader camp.

<u>ITEM</u>	<u>STORE 'A'</u>		<u>STORE 'B'</u>	
	<u>PRICE</u>	<u>TOTAL</u>	<u>PRICE</u>	<u>TOTAL</u>
Shirt	\$9.99	<u>\$19.98</u>	\$10.50	<u>\$21.00</u>
Shorts	\$7.20	<u>\$ 7.20</u>	\$ 5.00	<u>\$ 5.00</u>
Socks	\$1.25	<u>\$ 3.75</u>	\$ 1.30	<u>\$ 3.90</u>
Total		<u>\$30.93</u>		<u>\$29.90</u>

    B    

At which one store will she get the best buy?

\$28.73

If she purchased each item at the least expensive store, how much would she spend?

AMERICAN STORES  
 DISTRIBUTIVE DIVISION  
 1957-1958

It is desired to purchase 2 shirts, one pair of shorts, and 1 pair of socks for the following items:

ITEM	STORE 'A'		STORE 'B'	
	PRICE	TOTAL	PRICE	TOTAL
Shirts	\$2.99	\$5.98	\$10.50	\$21.00
Shorts	\$7.50	\$7.50	\$2.00	\$2.00
Socks	\$1.25	\$1.25	\$1.50	\$1.50
Total		\$13.73		\$24.50

At which one store will she get the best buy?  
 If she purchased each item at the least expensive store, how much would she spend?

**TIME MANAGEMENT**

## TIME MANAGEMENT

**UNIT OBJECTIVE:** Upon completion of this time management unit the learner should demonstrate the ability to plan a daily and weekly schedule by completing the Post-Test with at least 70% accuracy.

### ENABLING OBJECTIVES:

The learner should be able to:

1. Decide which activities he must complete during the week
2. List activities he enjoys during his spare time
3. Plan a weekly schedule

**TEACHER INFORMATION SHEET**  
**TIME MANAGEMENT**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this unit.

- Monday:** Teacher reads Introduction to Unit (see bottom of this page).  
Students complete Pre-Test independently.
- Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).
- Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).
- Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using Pre-Test answer sheet transparency.
- Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing Time Management. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about Time Management.

**TIME MANAGEMENT  
PRE-TEST**

Make a list of the things you must plan into your schedule during a regular school week:

\_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Make a list of the things you like to do during your spare time:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Answer these questions about the schedule on the following page:

- Did David make time for reading? \_\_\_\_\_
- What time does David go to school? \_\_\_\_\_
- What time did David start work on Saturday? \_\_\_\_\_
- What time did he get off work on Saturday? \_\_\_\_\_
- Does David allow time to do chores Monday - Friday? \_\_\_\_\_
- What day and time did David go to the dentist? \_\_\_\_\_
- What days did David work? \_\_\_\_\_
- What did David do during his spare time on Thursday? \_\_\_\_\_

\_\_\_\_\_

**TIME MANAGEMENT  
PRE-TEST  
(CONTINUED)**

	SUNDAY	MONDAY	TUESDAY	WEDNSDY	THURSDAY	FRIDAY	SATUR
AM 12:00 - 5:00	Sleep	-----	-----	-----	-----	-----	-----
6:00	Dress	-----	-----	-----	-----	-----	Sleep
7:00	Breakfst	-----	-----	-----	-----	-----	
8:00	Church	School	School	School	School	School	
9:00							Breakfst
10:00							Dress
11:00							Chores
PM 12:00	Lunch						
1:00	Park						Lunch
2:00							Work
3:00	Homework						
4:00		Work	Dentist	Work	Homework	Shopping	
5:00			Phone				
6:00	Dinner		Dinner		Dinner		
7:00	TV	Dinner	Homework	Dinner	TV	Dinner	
8:00		Homework		Homework			Dinner
9:00			TV				Basketbl
10:00	Sleep		Sleep		Sleep	TV	
11:00		Sleep		Sleep		Sleep	Sleep



**ANSWER SHEET  
TIME MANAGEMENT  
PRE-TEST**

Make a list of the things you must plan into your schedule during a regular school week: (answers may vary)

<u>Sleep</u>	<u>Work</u>
<u>Eat</u>	<u>Chores</u>
<u>School</u>	<u>Church</u>
<u>Homework</u>	<u>Piano Lessons</u>

Make a list of the things you like to do during your spare time: (answers may vary)

<u>Read</u>	<u>Play Football</u>
<u>Watch TV</u>	<u>Shop</u>
<u>Talk on Phone</u>	<u></u>
<u></u>	<u></u>

Answer these questions about the schedule on the following page:

1. Did David make time for reading? No
2. What time does David go to school? 8:00 AM
3. What time did David start work on Saturday? 2:00 PM
4. What time did he get off work on Saturday? 8:00 PM
5. Does David allow time to do chores Monday - Friday? No
6. What day and time did David go to the dentist? Tues-4:00pm
7. What days did David work? Monday, Wednesday, Saturday
8. What did David do during his spare time on Thursday? Watched TV

**INFORMATION SHEET 1**  
**TIME MANAGEMENT**

A schedule helps you to plan your time. It allows you to decide how much time you need to do the things that must be done and how much time you then have left for things you like to do during your spare time. Here is a list of things which may be included on your 'must do' list during a regular school week:

1. Sleeping
2. Eating
3. Dressing
4. School
5. Homework

When planning your schedule, you must also decide what you plan to do during your spare time. Examples:

1. Club activities
2. Read
3. Watch TV
4. Talk on phone
5. Activities with your family

**ACTIVITY SHEET 1**  
**TIME MANAGEMENT**

**Make a list of the things you must do each day during the next regular school week:**

Sunday \_\_\_\_\_

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

**Make a list of the things you would like to do each day during a regular school week:**

Sunday \_\_\_\_\_

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

**ANSWER SHEET  
ACTIVITY SHEET 1  
TIME MANAGEMENT  
(ANSWERS WILL VARY)**

**Make a list of the things you must do each day during the next regular school week:**

Sunday            Slp, brkfst, lnch, dinner, church, homework

Monday           Slp, brkfst, lnch, dinner, school, homework, work

Tuesday           Slp, brkfst, lnch, dinner, school, homework,  
Dentist appointment

Wednesday       Slp, brkfst, lnch, dinner, school, homework, work

Thursday         Slp, brkfst, lnch, dinner, school, homework,

Friday            Slp, brkfst, lnch, school, dinner out w/family

Saturday          Slp, brkfst, lnch, dinner, chores, work

**Make a list of the things you would like to do each day during a regular school week:**

Sunday            Watch TV, go to the park

Monday            Read

Tuesday           Talk on phone

Wednesday        Listen to radio

Thursday          Watch TV

Friday             Go shopping

Saturday          Play basketball

**INFORMATION SHEET 2**  
**TIME MANAGEMENT**

When filling your weekly schedule, follow these steps:

1. Fill in the things that must be done:

Examples: Sleep, eating breakfast, lunch and dinner, dressing, school, homework, work, chores, etc.

2. Fill in any special appointments you may have:

Examples: Dentist, doctor, birthday party, club meetings, etc.

3. Fill in leisure time activities:

Examples: Talking on phone, TV, radio, shopping, fishing, etc.

While planning your schedule, you may discover that you do not have enough time in the day to do all the things you want. If so, you may have to omit some leisure activities.

Schedules must be flexible because there will always be unexpected activities. For example, your Science teacher may tell you she is planning a pop quiz for the next day. Therefore, you may need to spend more time on your homework that night.

Once you plan a schedule that works for you, you will still need to adjust it from time to time. However, by making a schedule, you may see that you really have more free time than you thought.

Benefits of a schedule:

1. You know what to expect from day to day
2. Helps to make you a more organized and efficient person
3. Assists you in planning ahead

**ACTIVITY SHEET 2  
TIME MANAGEMENT**

Using the list you made on Activity Sheet 1, plan your weekly schedule. Write the activities during the time slots you plan to complete them. Remember to fill in the activities you must do before filling in the activities you would like to do:

	SUNDAY	MONDAY	TUESDAY	WEDNSDY	THURSDAY	FRIDAY	SATUR
AM 12:00 - 5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
PM 12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

**ANSWER SHEET (ANSWERS WILL VARY)  
ACTIVITY SHEET 2 -TIME MANAGEMENT**

Using the list you made on Activity Sheet 1, plan your weekly schedule. Write the activities during the time slots you plan to complete them. Remember to fill in the activities you must do before filling in the activities you would like to do:

**EXAMPLE:**

	SUNDAY	MONDAY	TUESDAY	WEDNSDY	THURSDAY	FRIDAY	SATUR
AM 12:00 - 5:00	Sleep	-----	-----	-----	-----	-----	-----
6:00	Dress	-----	-----	-----	-----	-----	Sleep
7:00	Breakfst	-----	-----	-----	-----	-----	
8:00	Church	School	School	School	School	School	
9:00							Breakfst
10:00							Dress
11:00							Chores
12:00	Lunch						
1:00	Park						Lunch
2:00							Work
3:00	Homework						
4:00		Work	Dentist	Work	Homework	Shopping	
5:00			Phone				
6:00	Dinner		Dinner		Dinner		
7:00	TV	Dinner	Homework	Dinner	TV	Dinner	
8:00		Homework		Homework			Dinner
9:00			TV				Basketbl
10:00	Sleep		Sleep		Sleep	TV	
11:00		Sleep		Sleep		Sleep	Sleep





**TIME MANAGEMENT  
POST-TEST**

	SUNDAY	MONDAY	TUESDAY	WEDNSDY	THURSDAY	FRIDAY	SATUR
AM 12:00 - 5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
PM 12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

**ANSWER SHEET  
TIME MANAGEMENT  
POST-TEST**

	SUNDAY	MONDAY	TUESDAY	WEDNSDY	THURSDAY	FRIDAY	SATUR
AM 12:00 - 5:00	Sleep	-----	-----	-----	-----	-----	-----
6:00	Dress	-----	-----	-----	-----	-----	Sleep
7:00	Breakfst	-----	-----	-----	-----	-----	
8:00	Church	School	School	School	School	School	
9:00							Breakfst
10:00							Dress
11:00							Chores
PM 12:00	Lunch						
1:00	Park						Lunch
2:00							Work
3:00	Homework						
4:00		Work	Dentist	Work	Homework	Shopping	
5:00			Phone				
6:00	Dinner		Dinner		Dinner		
7:00	TV	Dinner	Homework	Dinner	TV	Dinner	
8:00		Homework		Homework			Dinner
9:00			TV				Basketbl
10:00	Sleep		Sleep		Sleep	TV	
11:00		Sleep		Sleep		Sleep	Sleep

THIS COURSE... Upon completion of this unit the learner should... The test will at least 70% accuracy.

LEARNING OBJECTIVES:

The learner should be able to:

- 1. Define job application forms
- 2. Identify job application applications
- 3. Identify parts of a job application
- 4. Fill out a job application

**JOB APPLICATIONS**

## **JOB APPLICATIONS**

**UNIT OBJECTIVE:** Upon completion of this unit the learner should demonstrate the ability to complete a job application by completing the Post-Test with at least 70% accuracy.

### **ENABLING OBJECTIVES:**

The learner should be able to:

1. Define job application terms
2. Identify job application abbreviations
3. Identify parts of a job application
4. Fill out a job application

**TEACHER INFORMATION SHEET  
JOB APPLICATIONS**

**UNIT DESCRIPTION:** This unit is designed to take approximately 15 minutes of instructional time each day. All necessary materials are included in the instructional packet. The following is an outline of the lessons for this unit.

**Monday:** Teacher reads Introduction to Unit (see bottom of this page).  
Students complete Pre-Test independently.

**Tuesday:** Students receive Information Sheet 1.  
Teacher talks through Information Sheet 1 using transparency.  
Students receive Activity 1 (to be completed in class or as homework).

**Wednesday:** Review/correct Activity 1 using transparency.  
Students receive Information Sheet 2.  
Teacher talks through Information Sheet 2 using transparency.  
Students receive Activity 2 (to be completed in class or as homework).

**Thursday:** Review/correct Activity 2 using transparency.  
Review/correct Pre-Test using Pre-Test answer sheet transparency.

**Friday:** Students complete Post-Test independently.

**SUGGESTED INTRODUCTION TO UNIT:** We are going to spend approximately 15 minutes each day this week discussing Job Applications. This will not be a part of our usual class lessons, it is meant to be an "extra" that will be helpful for you when you leave school and live on your own. We will start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this week's unit and let me know what you already know about job applications.

**PRE-TEST - JOB APPLICATIONS**

**Define the following terms:**

1. Application - \_\_\_\_\_
2. Mr. - \_\_\_\_\_
3. Mrs. - \_\_\_\_\_
4. Miss - \_\_\_\_\_
5. Ms. - \_\_\_\_\_
6. Previous Employers - \_\_\_\_\_
7. Employee - \_\_\_\_\_
8. References - \_\_\_\_\_

**Write the words for the following abbreviations:**

1. D.O.B. - \_\_\_\_\_
2. Drv. Lic. - \_\_\_\_\_
3. Ref. - \_\_\_\_\_
4. Hr. - \_\_\_\_\_
5. Appli. - \_\_\_\_\_
6. Wkly. - \_\_\_\_\_
7. Pt. Time - \_\_\_\_\_
8. M - F - \_\_\_\_\_
9. Exper. - \_\_\_\_\_
10. Soc. Sec. No. \_\_\_\_\_

**PRE-TEST - JOB APPLICATIONS**

Complete the following Job Application:

**APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT)**

Mr. \_\_\_\_\_  
 Name Mrs. \_\_\_\_\_ Soc. Sec. \_\_\_\_\_  
 Miss. Last First Middle No. \_\_\_\_\_  
 Ms. \_\_\_\_\_ How long at  
 Address \_\_\_\_\_ this address? \_\_\_\_\_  
 Number Street City State  
 Previous Address \_\_\_\_\_  
 Number Street City State  
 D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_

Have you ever been employed by this company? \_\_\_\_\_  
 When? \_\_\_\_\_

EDUCATION	No. of years	Name	City	Yr. of leaving	Course or Degree
-----------	--------------	------	------	----------------	------------------

GRAMMAR SCH.

JUNIOR HIGH

SENIOR HIGH

COLLEGE

OTHER-GIVE TYPE \_\_\_\_\_

For what type work are you applying? \_\_\_\_\_  
 Have you ever been convicted for other than a minor traffic violation? \_\_\_\_\_ If yes, explain. \_\_\_\_\_

Are you licensed to drive a car in this state? \_\_\_\_\_

**EMPLOYMENT RECORD**

Please list two of your past employers, with last place of work first.

EMPLOYER	ADDRESS	FROM	TO	DUTIES	REASON FOR LEAVING

**REFERENCES**

	Name	Address	City	Phone	Profession
1.					
2.					

I attest the above information is true. \_\_\_\_\_  
 Signature

**ANSWER SHEET**  
**PRE-TEST - JOB APPLICATIONS**

**Define the following terms:**

1. Application - A form which you fill out when applying for a job.
2. Mr. - Title which is placed at the beginning of a man's name.
3. Mrs. - Title for a woman who is married
4. Miss - Title for a woman who is not married
5. Ms. - Title a married or unmarried woman may use.
6. Previous Employers- Person or company that you have worked for in the past.
7. Employee - The person who works for pay
8. References - Persons who will recommend you to an employer.

**Write the words for the following abbreviations:**

1. D.O.B. - Date of Birth
2. Drv. Lic. - Driver's License
3. Ref. - References
4. Hr. - Hour
5. Appli. - Application
6. Wkly. - Weekly
7. Pt. Time - Part Time
8. M - F - Monday through Friday
9. Exper. - Experience
10. Soc. Sec. No. - Social Security Number



## INFORMATION SHEET 1 - JOB APPLICATIONS

### Terms which may appear on a job application:

1. **Application -** A form which you fill out when applying for a job.
2. **Mr. -** Title which is placed at the beginning of a man's name.
3. **Mrs. -** Title for a woman who is married
4. **Miss -** Title for a woman who is not married
5. **Ms. -** Title a married or unmarried woman may use.
6. **Previous Employers-** Person or company that you have worked for in the past.
7. **Employee -** The person who works for pay
8. **References -** Persons who will recommend you to an employer.

### Abbreviations which may appear on a job application:

1. **D.O.B. -** Date of Birth
2. **Drv. Lic. -** Driver's License
3. **Ref. -** References
4. **Hr. -** Hour
5. **Appli. -** Application
6. **Wkly. -** Weekly
7. **Pt. Time -** Part Time
8. **M - F -** Monday through Friday
9. **Exper. -** Experience
10. **Soc. Sec. No. -** Social Security Number

ACTIVITY SHEET 1 - JOB APPLICATIONS

Fill in the blanks:

1. When you apply for a job, you must fill out an \_\_\_\_\_  
\_\_\_\_\_
2. Sherry works for Burger Works. Therefore, she is an \_\_\_\_\_  
\_\_\_\_\_ of Burger Works.
3. You should always get permission from someone before you use  
him/her as a \_\_\_\_\_
4. If you worked for a man named Harold Smith, you should call  
him \_\_\_\_\_ Smith.
5. You work for Karen Brown at Sam's Stereos. Since you do not  
know if Karen Brown is single or married, you should refer to  
her as \_\_\_\_\_ Brown.

One day you drove by Jack's Car Wash and saw the following sign:

"Pt. time help wanted. M - F.  
Wkly. Pay \$4.50 per hr.  
Soc. Sec. No., Ref., and Exper.  
required. Appli. in office"

What does it mean? Explain:

Pt. time help wanted - \_\_\_\_\_  
\_\_\_\_\_

M - F - \_\_\_\_\_

Wkly. Pay - \_\_\_\_\_

\$4.50 per hr. \_\_\_\_\_

Soc. Sec. No., Ref., and Exper. required - \_\_\_\_\_  
\_\_\_\_\_

Appli. in office - \_\_\_\_\_

**ANSWER SHEET**  
**ACTIVITY SHEET 1 - JOB APPLICATIONS**

**Fill in the blanks:**

1. When you apply for a job, you must fill out an application
2. Sherry works for Burger Works. Therefore, she is an employee of Burger Works.
3. You should always get permission from someone before you use him/her as a reference
4. If you worked for a man named Harold Smith, you should call him Mr. Smith.
5. You work for Karen Brown at Sam's Stereos. Since you do not know if Karen Brown is single or married, you should refer to her as Ms. Brown.

One day you drove by Jack's Car Wash and saw the following sign:

"Pt. time help wanted. M - F.  
Wkly. Pay \$4.50 per hr.  
Soc. Sec. No., Ref., and Exper.  
required. Appli. in office"

**What does it mean? Explain:**

Pt. time help wanted - Jack's car wash need people to work part time.

M - F - They need help for Monday through Friday

Wkly. Pay - Employee's get paid each week.

\$4.50 per hr. - For each hour an employee works, he/she receives \$4.50.

Soc. Sec. No., Ref., and exper. required - When you apply, you must have a social security number, list of references and experience working at a car wash.

Appli. in office - People who are interested in a job can get an application in the office at Jack's car wash.

## INFORMATION SHEET 2 - JOB APPLICATIONS

When completing a job application, remember:

1. Have the necessary information with you for completing the application. Example: previous employers, references, social security number, etc.

(You can complete and cut out the pocket resume at the end of this information sheet. The pocket resume will help you fill out job applications. Also, by having all the necessary information ready, you will save yourself time and impress the employer).

2. Write neatly. Always print. A sloppy application may tell the employer that you have a sloppy attitude about the job.
3. Never leave anything blank. If something does not apply to you, write N/A for not applicable. For example, if the application asks what college you have attended and you have not gone to college, write N/A.

On the following page, you will find a job application. At the top of the application, you must give your full name, social security number, address, and the number of years/months you have lived there. Also, you must give your previous address, phone number, and the month, day, and year you were born. Most applications will ask you if you have worked at this company before. If you have worked for them before, write the months and years in which you worked.

Applications also require information concerning your education. You must give the names of the schools you have attended. Grammar school may also be called elementary school, and junior high school may be called middle school in some areas. If you have not attended college, write N/A in the blank. However, be sure to give the name of any vocational school you may have attended or vocational training you have received.

When listing past employers, you will need the employer's address, the month/year you began working there and the month/year your employment ended, duties you performed or your job title, and the reason you stopped working for that employer.

Another important part of a job application is the reference section. You must give the employer the name, address, phone number, and profession of people (not relatives) the employer may contact in order to get a recommendation for you. It is important to always get permission from the people you intend to use as references. After using someone as a reference, inform them that the employer may be contacting them to ask about you.

The bottom of the application states: "I attest that the above information is true", and has a place for your signature. By signing your name, you are letting your employer know that the information on the application is true.

**INFORMATION SHEET 2 - JOB APPLICATIONS**

**APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT)**

Name Mr. \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Miss. Last First Middle \_\_\_\_\_  
Ms. \_\_\_\_\_

Address \_\_\_\_\_  
 Number Street City State \_\_\_\_\_  
 How long at this address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
 Number Street City State \_\_\_\_\_

D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_

Have you ever been employed by this company? \_\_\_\_\_  
 When? \_\_\_\_\_

EDUCATION	No. of years	Name	City	Yr. of leaving	Course or Degree
-----------	--------------	------	------	----------------	------------------

- GRAMMAR SCH. \_\_\_\_\_
- JUNIOR HIGH \_\_\_\_\_
- SENIOR HIGH \_\_\_\_\_
- COLLEGE \_\_\_\_\_
- OTHER-GIVE TYPE \_\_\_\_\_

For what type work are you applying? \_\_\_\_\_  
 Have you ever been convicted for other than a minor traffic violation? \_\_\_\_\_ If yes, explain. \_\_\_\_\_

Are you licensed to drive a car in this state? \_\_\_\_\_

**EMPLOYMENT RECORD**

Please list two of your past employers, with last place of work first.

EMPLOYER	ADDRESS	FROM	TO	DUTIES	REASON FOR LEAVING

**REFERENCES**

Name	Address	City	Phone	Profession
1. _____				
2. _____				

I attest the above information is true. \_\_\_\_\_  
 Signature

**ACTIVITY SHEET 2 - JOB APPLICATIONS**

Complete the following Job Application:

**APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT)**

Mr. \_\_\_\_\_  
 Name Mrs. \_\_\_\_\_  
 Miss. Last First Middle \_\_\_\_\_  
 Ms. \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_  
 How long at this address? \_\_\_\_\_

Address \_\_\_\_\_  
 Number Street City State \_\_\_\_\_

Previous Address \_\_\_\_\_  
 Number Street City State \_\_\_\_\_

D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_

Have you ever been employed by this company? \_\_\_\_\_  
 When? \_\_\_\_\_

EDUCATION	No. of years	Name	City	Yr. of leaving	Course or Degree
-----------	--------------	------	------	----------------	------------------

GRAMMAR SCH.

JUNIOR HIGH

SENIOR HIGH

COLLEGE

OTHER-GIVE TYPE \_\_\_\_\_

For what type work are you applying? \_\_\_\_\_  
 Have you ever been convicted for other than a minor traffic violation? \_\_\_\_\_ If yes, explain. \_\_\_\_\_  
 Are you licensed to drive a car in this state? \_\_\_\_\_

**EMPLOYMENT RECORD**

Please list two of your past employers, with last place of work first.

EMPLOYER	ADDRESS	FROM	TO	DUTIES	REASON FOR LEAVING

**REFERENCES**

Name	Address	City	Phone	Profession
1. _____				
2. _____				

I attest the above information is true. \_\_\_\_\_  
 Signature

**POST-TEST - JOB APPLICATIONS**

**Write the words for the following abbreviations:**

1. D.O.B. - \_\_\_\_\_
2. Drv. Lic. - \_\_\_\_\_
3. Ref. - \_\_\_\_\_
4. Hr. - \_\_\_\_\_
5. Appli. - \_\_\_\_\_
6. Wkly. - \_\_\_\_\_
7. Pt. Time - \_\_\_\_\_
8. M - F - \_\_\_\_\_
9. Exper. - \_\_\_\_\_
10. Soc. Sec. No. \_\_\_\_\_

Write the words for the following abbreviations:

- 1. D.O.B. - \_\_\_\_\_
- 2. Gov. Sec. - \_\_\_\_\_
- 3. Rec. - \_\_\_\_\_
- 4. Ac. - \_\_\_\_\_
- 5. Appl. - \_\_\_\_\_
- 6. Wily - \_\_\_\_\_
- 7. Pt. Time - \_\_\_\_\_
- 8. H - F - \_\_\_\_\_
- 9. Spec. - \_\_\_\_\_
- 10. Soc. Sec. No. - \_\_\_\_\_



**POST-TEST - JOB APPLICATIONS**

Complete this job application:

**APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT)**

Mr. \_\_\_\_\_  
 Name Mrs. \_\_\_\_\_ Soc. Sec. \_\_\_\_\_  
 Miss. Last First Middle No. \_\_\_\_\_  
 Ms. \_\_\_\_\_  
 Address \_\_\_\_\_ How long at  
 Number Street City State this address? \_\_\_\_\_  
 Previous Address \_\_\_\_\_  
 Number Street City State

D.O.B. \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Have you ever been employed by this company? \_\_\_\_\_  
 When? \_\_\_\_\_

EDUCATION	No. of				
	years	Name	City	Yr. of	Course or
				leaving	Degree

GRAMMAR SCH.

JUNIOR HIGH

SENIOR HIGH

COLLEGE

OTHER-GIVE TYPE

For what type work are you applying? \_\_\_\_\_  
 Have you ever been convicted for other than a minor traffic  
 violation? \_\_\_\_\_ If yes, explain. \_\_\_\_\_

Are you licensed to drive a car in this state? \_\_\_\_\_

**EMPLOYMENT RECORD**

Please list two of your past employers, with last place of  
 work first.

EMPLOYER	ADDRESS	FROM	TO	DUTIES	REASON FOR LEAVING

**REFERENCES**

Name	Address	City	Phone	Profession
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

I attest the above information is true. \_\_\_\_\_  
 Signature

**ANSWER SHEET  
POST-TEST - JOB APPLICATIONS**

Write the words for the following abbreviations:

1. D.O.B. - Date of Birth
2. Drv. Lic. - Driver's License
3. Ref. - References
4. Hr. - Hour
5. Appli. - Application
6. Wkly. - Weekly
7. Pt. Time - Part Time
8. M - F - Monday through Friday
9. Exper. - Experience
10. Soc. Sec. No. - Social Security Number

**ANSWER SHEET  
POST-TEST - JOB APPLICATIONS**

Teacher: Each student will have different information. Please check for thoroughness and check accuracy w/student. Encourage student to keep this information to use as a model when completing actual applications.

**APPLICATION FOR EMPLOYMENT  
(PLEASE PRINT)**

ENCLOSURE

Teachers: Your students will have different interpretations of the material. Please discuss the material and check accuracy with your students. Encourage students to keep this information as a model when completing social applications.

APPLICABLE TO CURRICULUM  
(PLEASE PRINT)

**TEXAS CULTURE**

**TEACHER INFORMATION SHEET  
TEXAS CULTURE**

**UNIT OBJECTIVE:**

Upon completion of this unit, the learner will be able to demonstrate his/her knowledge of Texas culture. Mastery of this unit will be determined by the instructor.

**DEFINITIONS OF TERMS:**

Texas Culture -- the sum of a society's (Texas') learned beliefs, values, and ways of doing things.

**ENABLING OBJECTIVES:**

The enabling objectives will be the same for all regions with the exception of the appropriate differences for that region. These enabling objectives will be restated at the beginning of each subunit.

Students receive information sheet 1 with  
Texas. Teacher calls through the information  
sheet using the transparency for the region.

- A. Introduce recipe
- B. Students identify parts of the recipe  
and the function of each part.
- C. Students orally complete the steps in  
the recipe.
- D. Students compare recipe to modern  
recipe.

Students receive information sheet 1 with  
Texas. Teacher calls through the information  
sheet using the transparency for the region.

Students receive information sheet 1 - write your  
own tall tale.

Teacher demonstrates the use to write your own  
call tale on the activity sheet by filling in  
the blanks using some of the suggested words  
from the wordlist provided.

Two hours points given on amount this on  
Friday for the best call tale.

Teacher reviews the information sheet pre-test  
and the review questions.

**TEACHER INFORMATION SHEET  
TEXAS CULTURE**

**UNIT DESCRIPTION:** This unit is divided into four subunits, each representing an area rich in various attractions that include history, art, customs, resources, various languages, products, entertainment, etc. The formation of the four areas was determined by topography, products, occupations, resources, customs, and festivals. Each subunit is designed to take about 15 minutes of instructional time each day. The teacher may choose to expand a lesson by using the additional activities listed at the end of the lesson or by using references given at the end of this unit under the instructional packet. The following is an outline of the unit's lessons by weeks.

**Monday 1:** WEST TEXAS Brief unit introduction with emphasis on the first subunit topic (teacher) Pre-Test (written test)

**TUESDAY 1:** Students receive Information Sheet 1 WEST TEXAS. Teacher talks through information sheet using the transparency for the region.

Students Activity Sheet 1 - HOW TO MAKE CATTLE TRAIL BISCUITS. Teacher and students work through activity sheet together.

- A. Introduce recipe
- B. Students identify parts of the recipe and the function of each part.
- C. Students orally complete the steps in the recipe.
- D. Students compare recipe to modern biscuit recipe.

**WEDNESDAY 1:** Students receive Information Sheet 2 WEST TEXAS. Teacher talks through the information sheet using the transparency for the region.

Students receive Activity Sheet 2 - WRITE YOUR OWN TALL TALE.

Teacher demonstrates the how to write your own tall tale on the activity sheet by filling in the blanks using some of the suggested words from the wordlist provided.

Five bonus points given on subunit quiz on Friday for the best tall tale.

Teacher reviews the information sheets pre-test and the review questions.

**FRIDAY 1:** Post-Test

**MONDAY 2:** NORTH-EAST TEXAS Brief subunit introduction (teacher).  
Pre-Test (written test).

**TUESDAY 2:** Students receive Information Sheet 1 - NORTH-EAST TEXAS. Teacher talks through information sheet using the transparency for the region.

Students receive Activity Sheet 1-  
Students and teacher work through the activity sheet together.

**WEDNESDAY 2:** Students receive Information Sheet 2 - NORTH EAST TEXAS. Teacher talks through information sheet using the transparency for the region.

Students receive Activity Sheet 2 - TALL TALE. Teacher reads the activity aloud to the students.

**THURSDAY 2:** Students receive Activity Sheet 3 - WRITE YOUR OWN TALL TALE.

Teacher demonstrates how to write your own tall tale on the activity sheet by filling in the blanks using some of the suggested words from the wordlist provided.

Teacher reviews the information sheets, pre-test and the review questions.

**FRIDAY 2:** Post-Test

**MONDAY 3:** TEXAS COASTAL REGION Brief subunit introduction (teacher)  
Pre-Test (written test).

**TUESDAY 3:** Students receive Information Sheet 1 - TEXAS COASTAL REGION. Teacher talks through information sheet using transparency for the region.

Five bonus points will be given on the subunit test Friday for the tallest tale.

Teacher reviews the information sheets, pre-test and the review questions.

**FRIDAY 3: Post-Test**

**MONDAY 4: CENTRAL TEXAS** Brief subunit introduction.  
(teacher)  
Pre-Test (written test)

**TUESDAY 4:** Students receive Information Sheet 1 - CENTRAL TEXAS. Teacher talks through information sheet using the transparency for the region.

Students receive Activity Sheet 1 - A SPY'S MESSAGE TO SAM HOUSTON. Teacher and students work through activity together

- A. Introduce secret code
- B. Students apply code to puzzle
- C. Students complete puzzle

**WEDNESDAY 4:** Students receive Information Sheet 2 - CENTRAL TEXAS.  
Teacher talks through information sheet using transparency.

Students receive Activity Sheet 2 - TALL TALE. Teacher reads activity aloud to students.

**THURSDAY 4:** Students receive Activity Sheet 3 - WRITE YOUR OWN TALL TALE.

Teacher reviews information sheets, pre-test and the review questions.

**FRIDAY 4: POST-TEST**

**(HELPFUL HINTS):**

Tall tale section may be treated as a group activity. The students should be in small groups no greater than three.

**WRITE YOUR OWN TALL TALE** - To further help the student chose the grammatically correct word, an (N) may be placed in the blank needing a noun, an (A) for adjective and a (V) for a verb.

The important Texan(s) is underlined in each information sheet.



**SUGGESTED INTRODUCTION TO THE UNIT:**

We are going to spend a few minutes each day for the next four weeks talking about Texas. This will not be part of our usual class lessons, it is meant to be an "extra" that will be helpful for you as you travel Texas and will enrich your understanding of Texas culture. We'll start the unit today with a pre-test. This test score will not be recorded. It will be used to let you know what kinds of things will be included in this unit and will let me know what you already know about Texas.

LEARNING OBJECTIVES: You will be able to:

1. Locate West Texas on a Texas map.
2. Identify the seven special districts of West Texas.
3. Identify at least two important attractions or characteristics for each city.
4. Identify one important Texas town from West Texas.

**TEACHER INFORMATION SHEET  
WEST TEXAS**

**SUBUNIT OBJECTIVE:**

Upon completion of this study, you will be able to demonstrate your knowledge of West Texas. Mastery of this study will be determined by the instructor.

**ENABLING OBJECTIVES: You will be able to:**

1. Locate West Texas on a Texas map.
2. Identify the seven special cities of West Texas.
3. Identify at least two important attractions or characteristics for each city.
4. Identify one important Texan from West Texas.

## WEST TEXAS REGION

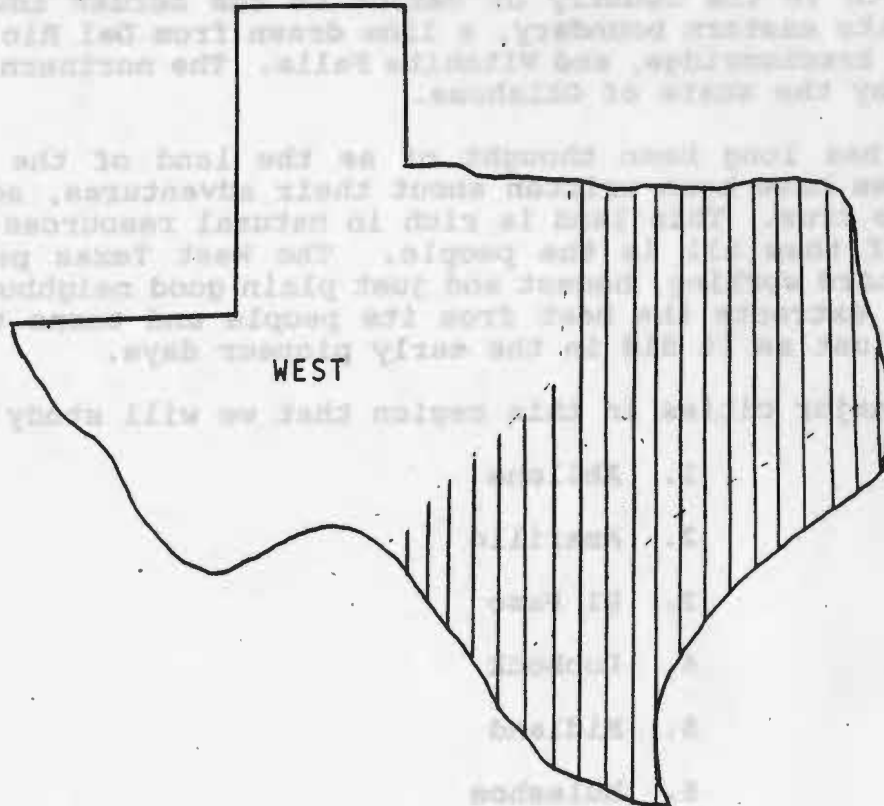
The West Texas region is the largest and some say the most colorful of the four regions. Its boundary to the west is New Mexico and to the south is the country of Mexico to the border town of Del Rio. For its eastern boundary, a line drawn from Del Rio north to Brownwood, Breckenridge, and Wichita Falls. The northern boundary is formed by the state of Oklahoma.

This area has long been thought of as the land of the cowboys. Many stories have been written about their adventures, some true, some not so true. This land is rich in natural resources, but the greatest of them all is the people. The West Texas people are friendly, hard working, honest and just plain good neighbors. This harsh land extracts the best from its people and turns them into survivors just as it did in the early pioneer days.

The seven major cities in this region that we will study are:

1. Abilene
2. Amarillo
3. El Paso
4. Lubbock
5. Midland
6. Muleshoe
7. San Angelo

**TEXAS WEST REGION  
PRETEST**



**List 4 major cities in the West Region.**

- (1)
- (2)
- (3)
- (4)

**Name 6 major attractions in the West Region.**

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

**INFORMATION SHEET 1  
WEST TEXAS REGION**

**ABILENE**

Established by cattlemen as a stock shipping point on Texas and Pacific Railroad in 1881, named for Abilene, Kansas, original end-point of the Old Chisholm Trail; later became major cattle producing area with diversified farming. Cultural aspects are influenced by Abilene Christian University, Hardin-Simmons University, and McMurry College; community theater and a philharmonic association and fine arts museum. The West Texas Fair, ten days in mid-September, features exhibits and amusements reflecting early days of Abilene, plus modern attractions of West Texas.

Abilene lies on U.S. 84, a segment of the Ports to Plains Highway connecting the state's heartland to coastal ports.

**ATTRACTIONS:**

Abilene Fine Arts Museum -- Cultural center with permanent collection of art plus special exhibits during the year.

Abilene State Park -- 507-acre parkland near Lake Abilene; camping, trailer facilities, picnicking, shelters, swimming pool, restrooms and showers, hiking and fishing. Large grove of some 4,000 native pecan trees.

Abilene Zoo -- One of the five largest in the state; animals displayed in modern areas simulating natural habitat.

Lakes -- Local Lakes Kirby and Lytle within city offer fishing and picnic sites.

Dyess Air Force Base -- Strategic Air Command base; display of vintage aircraft at main gate.

**AMARILLO**

First settlement in 1887 was buffalo-hide tent camp of railroad construction workers. Commercial, cultural and recreational center for vast plains of Texas Panhandle. World's leading helium producer; superb climate with air rated cleanest in the nation for city of its size. Fifty-six parks cover 2,300 acres including tennis courts, swimming pools, fishing lakes, playgrounds, Storyland Zoo, and 36-hole municipal golf course.

Amarillo is the northernmost city located on Interstate 40.

## ATTRACTIONS:

Annual events reflect the area's ranching heritage, especially the Funfest on Memorial Day weekend, and the Tri-State Fair.

American Quarter Horse Association - Headquarters for the world's largest equine registry, more than 1,200,000 horses registered in 53 countries. Quarter horse was the first American horse breed; still is favorite mount of cowboys.

Palo Duro Canyon Park - With its gateway city in nearby Canyon, Texas, Palo Duro Canyon Park is Texas' largest state park. On the table top expanse of the Texas High Plains, a branch of the Red River has carved the incredible spires and pinnacles of Palo Duro. Walls plunge a thousand feet to the Canyon floor, exposing brilliant multicolored strata. Camping, picnicking, restrooms and showers, horseback riding, hiking trails, miniature trainride, souvenir and snack shop, interpretive center, and amphitheater where the show, "Texas", is staged during the summer season or in the park for the comfort and entertainment of the tourist.

Wonderland Park - Texas' third largest park with 21 rides, miniature golf, arcades, bumper cars, Big Splash log flume, Fantastic Journey spook house, Raging Rapids water slide, and more.

World's Largest Livestock Auction - Amarillo is headquarters for an immense ranch and cattle feed-lot area. By scientific feed formulas, livestock are brought to precise weight and grade requirements of meat packers. More than 600,000 cattle move through the auction ring at Western Stockyards each year, bringing over \$130 million.

## EL PASO

Grew from four earlier settlements first established by Juan Maria Ponce de Leon in 1827, although area missions predate civil settlement by almost 150 years. Largest U.S. city on the Mexican border; neighboring Juarez (below), is Mexico's largest border city. Combined populations are about 1,500,000. Located in ancient mountain pass from which the name derived; surrounded by mile-high peaks. Superb climate, scenery and proximity to Mexico make city one of Texas' most popular tourist areas. Symphony orchestra, theatre, museums, libraries, and diversified sporting activities including horse and greyhound racing, polo, baseball, tennis, football, and basketball. Home of the University of Texas at El Paso, noted for Tibetan-style architecture and Sun Bowl Stadium.

**ATTRACTIONS:**

**Border Patrol Museum -** The nation's only museum presenting the rich heritage of the U.S. Border Patrol.

**Bullfight Museum -** Memorabilia from the bullring, posters and art associated with the "sport".

**Chamizal National Memorial -** Cities amicable settlement of longstanding border dispute between Texas and Mexico, in an area where new channel marks adjusted international boundary.

**El Paso Museum Art -** Multimillion-dollar Kress Collection, Gilbert Stuart portrait of George Washington.

**Fort Bliss -** U.S. Army post established in 1848 as a defense against hostile Indians and assertion of U.S. Authority over lands acquired after the Mexican War. Confederate Headquarters in the Southwest during the Civil War, later refitting post for military efforts against the wily, much-feared Apache chief, Geronimo.

the following day.  
wooden case to serve as the starter for the next batch of biscuits  
place on the dough from the water and place it in a  
proceed and publish and caused the dough to rise. He would always

Here is the recipe for the southern biscuits served in the  
country on the cattle trail:

**SOUTHERN BISCUITS**

1 cup sourdough starter

1 teaspoon salt, sugar and soda

1 tablespoon shortening

2 1/2 cup sifted flour

Place the flour in a bowl and make a well in the center of the  
flour. Add the sourdough starter to the center and mix to well.  
Add the shortening in sliced next and the starter is  
gradually worked. Sifted flour should be added to make a  
well dough. Knead all enough dough to form one biscuit and roll  
it into a ball. Dip it with melted shortening and repeat this  
procedure until all of the dough is used leaving one small piece  
to use as a starter. Cook the biscuits in a 2" pan and allow to  
rise in a wire rack for about 20 to 30 minutes. Bake the biscuits  
at 450 degrees until cooked.

**ACTIVITY SHEET 1**  
**HOT BISCUITS ON THE CATTLE TRAIL**

The cowboys of the old west had to learn to improvise or make do just to survive. Sometimes their inventions were quite clever and where food was concerned, very tasty. The cowboys needed a "kitchen on wheels". It was invented by pioneer cattleman, Charles Goodnight, and named the chuckwagon. He redesigned the normal covered wagon by connecting a tall box on its back end. The box served as a pantry to hold food and cooking supplies. In the evening, when the trail drive stopped for the night, the cook would let the door of the box down and it would become a work table for mixing biscuits, stew, beans and coffee.

The cook had to make several adjustments in the usual cooking procedure. Yeast was not available on the cattle drives, so the cook had to use a fermented mixture, called sourdough, that produced gas bubbles and caused the dough to rise. He would always pinch off some of the dough from the batter and place it in a wooden cast to serve as the starter for the next batch of biscuits the following day.

Here is the recipe for the sourdough biscuits served to the cowboys on the cattle trail:

**SOURDOUGH BISCUITS**

- . 1 cup sourdough starter
- 1 teaspoon salt, sugar and soda
- 1 tablespoon shortening
- 3/4 cup sifted flour

Place the flour in a bowl and make a well in the center of the flour. Add the sourdough starter to the center and stir in salt, soda and sugar. The shortening is added next and the mixture is gradually worked, slowly adding enough additional flour to make a stiff dough. Pinch off enough dough to form one biscuit and roll it into a ball. Rub it with melted shortening and repeat this procedure until all of the dough is used (saving one small pinch to use as a starter). Crowd the biscuits in a 8" pan and allow to rise in a warm place for about 20 to 30 minutes. Bake the biscuits at 425 degrees until cooked.



Here is a recipe for regular biscuits:

**BAKING-POWDER BISCUITS**

2 cups sifted all-purpose flour

3 teaspoons baking powder

1/2 teaspoon salt

1/4 cup shortening

2/3 to 3/4 cup milk

Mix the dry ingredients and the shortening until the mixture has texture of coarse crumbs. Make a well and add the milk all at once. Stir quickly and place dough on a lightly floured surface. Knead the dough and roll or pat it into 1/2" thickness. The biscuits can then be cut or shaped and placed in a pan. Cook the biscuits for about 12 to 15 minutes at 450 degrees.

**HOT BISCUITS ON THE CATTLE TRAIL  
POST-TEST**

1. Who invented the chuckwagon?
2. What is the difference between the sourdough biscuits and the regular biscuits we have today?
3. What ingredient makes the sourdough rise?
4. What ingredients make the regular biscuits rise?

Mix the dry ingredients and the shortening until the mixture has texture of coarse crumbs. Make a well and add the milk all at once. Stir quickly and place dough on a lightly floured surface. Roll the dough and roll it into 1/2" thickness. The biscuits can then be cut or shaped and placed in a pan. Cook the biscuits for about 15 to 18 minutes at 450 degrees.

**INFORMATION SHEET 2  
WEST TEXAS REGION**

**LUBBOCK**

Established in 1891 as compromise between rival town builders. Slow early growth; settlers complained of prairie fires, sandstorms, tumbleweeds, and occasional drouths. Seat of Lubbock County and major city of the South Plains. City of industry, technology, oil, agriculture, warehousing, medicine and culture. Major annual event is the Panhandle-South Plains Fair, last week in September, one of largest regional fairs in state.

Lubbock lies on U.S. 84, a segment of the Ports to Plains Highway connecting the state's heartland to coastal ports.

**ATTRACTIONS:**

Buffalo Spring Lake

Mackenzie State Park - park is segment of Yellow House Canyon, site of last fight in Lubbock County between buffalo hunters and Indians in 1877.

Lubbock Fine Arts Center

Museum of Texas Tech-exhibits cover the broad range of arts, humanities, social sciences and natural sciences with emphasis on study of arid and semiarid lands; their environments and the cultures that inhabit them.

**MIDLAND**

City lies on former Chihuahua Trail, Emigrant Road to California, and Comanche War Trail; named for location halfway between Fort Worth and El Paso. Established before 1880 by thrifty midwestern farm families; had quiet agricultural existence until 1923 when oil was discovered in fabulous Permian Basin.

**ATTRACTIONS:**

Midland County Museum - includes Indian artifacts, pioneer relics; mementos of Civil War and World War I and II.

Permian Basin Petroleum Museum, Library, and Hall of Fame - variety of collections, exhibits, and interpretation of the oil industry.

Theater center, symphony orchestra and Midland College.

Museum of the Southwest - dedicated to the preservation and interpretation of Southwestern art and culture.

### MULESHOE

Seat of Bailey County, for years a sparsely settled area of huge cattle ranches. Center for marketing and shipping of High Plains agricultural products. Early in 20th Century the immense ranches began to break up, and farming was introduced to this area of the High Plains. Town organized in 1926, named for muleshoe brand of famous early ranch.

### ATTRACTIONS:

National Mule Memorial - monument to mules that pulled covered wagons west, plowed the first sod for pioneers, hauled freight, built the first railroads and highways. With the disappearance of mules from the American scene, a group of Texas citizens decided to erect a memorial to those unsung beasts. Donations for the monument were received from throughout the nation. A gift of 21 cents was sent by a mule driver from Samarkand, Uzbekistan, U.S.S.R. The memorial, unveiled on July 4, 1965, is near the intersection of U.S. 70/84 in downtown Muleshoe, and is a popular picture-taking site.

Muleshoe National Wildlife Refuge - founded 1935, oldest national wildlife refuge in Texas. Established principally for migratory waterfowl; also home of native wildlife.

### SAN ANGELO

Community grew around frontier site of Fort Concho, established 1867 at junction of north and middle branches of the Concho River. Became early ranching center for cattle and sheep. Largest primary wool market in U.S. Diversified industries include oil-field equipment, plastics, medical supplies and jet aircraft. Concho River Pearls formed in freshwater mussels, pearls range in color from pink to rich purple; the world's only pearls of such colors from fresh water. In season, hunters take white-tailed deer, wild turkey, javelina, migratory waterfowl and upland game birds. Excellent fishing on nearby lakes and rivers. Symphony orchestra and home of Angelo State University.

### ATTRACTIONS:

Fort Concho - Among the best preserved of Texas frontier military forts. Largest primary wool market in U.S.  
San Angelo Museum of Fine Arts.

**ACTIVITY SHEET  
TALL TALE**

**CHARLES GOODNIGHT: CATTLE BARON AND TRAIL BLAZER**

On March 5, 1836, Charles Goodnight was born into a strong, hard working family in Illinois. As a young boy of ten, he and his brother began learning about cattle and started taking care of their neighbor's ranch. They were paid in cattle, one calf out of every fourth born. In a few years they had 180 head of cattle.

Charles had a feel for the constant struggle of the cowboy life. He realized the importance of water for his cattle, (cows may drink up to 30 gallons of water a day). He was a very observant man, learning many of his survival skills from nature. Finding water involved bird watching. If a bird, returning to its nest, carried mud in its beak, then water must be in the direction from which it came. He knew which grasses were best for his cattle. He found that sucking on a bullet would help his thirst and that tobacco chewing could put off hunger.

He served as an Indian Scout for a frontier regiment in the Texas Rangers during the Civil War. After the war, many cattle had been scattered or strayed from the ranches. Rounding up these cattle from the open range and buying more on credit, Charles and his brother had 8,000 head of cattle by 1865.

Cattle were fast becoming a major industry as the result of replacing pork for beef on the American table. Again, Charles was alert and observant. Most of the cattle trails were from Texas to Kansas, but he envisioned a drive west to New Mexico and a higher price for his cattle. This new, untraveled, and dangerous trail cost Charles and his new partner, Oliver Loving, many head of cattle, but paid off in the long run. They sold their cattle in New Mexico for 12 thousand dollars in gold. Loading the gold on a mule, they returned to Texas. Loving was killed a year later on that same trail.

Goodnight lived in Colorado for a while but finally returned to the Texas Panhandle. He used shrewd land-grabbing techniques and in a short time had control of the entire Palo Duro Canyon. Charles and John Adair, his new partner, acquired over one million acres of land. They ran one hundred thousand cattle on this land and developed a strong breed of cattle by using a Hereford bull. Goodnight was one of the most powerful cattle barons in the nation.

Charles Goodnight is credited with the invention of the chuckwagon, (the movable kitchen), used on the cattle drives.

**ACTIVITY SHEET 3**  
**WRITE YOUR OWN TALL TALE**

**TITLE** -----

Write your own tall tale using the Charles Goodnight: Cattle Baron and Trail Blazer story as a guide and the words listed on the following page. You may also use words of your own. Be sure they fit.

On -----, -----, ----- was born into a -----, ----- in ----- . As a young ----- of ten, ----- and ----- began taking care of their ----- . They were paid in -----, ----- for every ----- born. In a few years, they had ----- of -----

----- had a ----- for the constant ----- of the ----- life. ----- realized the importance of ----- for -----, (----- may ----- up to ----- of ----- a day). ----- was a very -----, learning many of ----- survival skills from ----- . Finding ----- involved ----- . If a -----, ----- to -----, carried ----- in -----, then ----- must be in the direction from which ----- . ----- that ----- on a ----- would help ----- thirst and that ----- could put off hunger.

----- as an ----- for a frontier ----- in the ----- during the ----- war. After the war, many ----- had been ----- or ----- from the ----- . ----- up these ----- from the ----- and ----- more on credit, ----- and ----- had ----- of ----- by ----- .

## TALL TALE HELPFUL WORDS

### NOUNS

prairie dog(s)  
quicksand  
muleshoe pitching  
flycatcher  
gold mine  
mosquito  
horse(s)  
wildcatter  
ice cream  
auction  
ranch  
honky tonk  
watering hole  
boots  
rawhide  
legend  
trail-blazers  
outlaw  
maverick  
gunfighter  
saloon-girl  
bartender  
roughneck  
boom town  
corral  
dance hall  
bank  
gentleman  
hotel  
money  
Indians  
herd  
buckaroo  
cow patty

### VERBS

gallopin'  
fussin'  
feudin'  
livin'  
ropin'  
chewin'  
spitin'  
walkin'  
drivin'  
wallowin'  
shootin'  
killin'  
sweatin'  
tame  
dancin'  
drinkin'  
cookin'  
eatin'  
braggin'  
robbin'  
ghost  
campin'  
covered  
howled  
gussied up  
hang  
whip  
diggin'  
makin'  
captured  
singin'  
scalped  
defeat  
united

### ADJECTIVES

prickly  
dusty  
little  
big  
blood shot  
lonely  
purty  
black-bellied  
smelly  
law-abiddin'  
western  
popular  
hard  
weathered  
bitter  
famous  
sweet  
barren  
seedy  
notorious  
grand  
precious  
ancient  
powerful  
windy  
homeless  
outnumbered  
worst  
best  
stormy  
tasteless  
dangerous  
armed  
honorable

**WEST TEXAS REVIEW  
QUESTIONS**

1. What city was the original end-point for the Old Chisholm Trial?  
Abilene
2. What city is the world's leading helium producer?  
Amarillo
3. What city is located in an ancient mountain pass from which its name is derived?  
El Paso
4. What city is close to Palo Duro Canyon State Park?  
Amarillo
5. What city has the museum that is on the Texas Tech campus and is known for its exhibits and studies of arid and semiarid lands; their environments and cultures?  
Lubbock
6. What city is named for its location halfway between Fort Worth and El Paso?  
Midland
7. What city was named for the brand of a famous ranch?  
Muleshoe  
What animal is honored by a monument in the downtown area?  
mule
8. What city has the world's only freshwater pearls that have colors ranging from pink to rich purple?  
San Angelo
9. Where is Fort Bliss located?  
El Paso  
Why was it built?  
As a defense against hostile Indians and as an assertion of U.S. authority over lands acquired after the Mexican War.
10. Who invented the chuckwagon?  
Charles Goodnight



**WEST TEXAS  
POST-TEST**

Match the terms and place the correct number of the response in the blank next to the term.

- |                  |    |   |
|------------------|----|---|
| _____ Abilene    | 1. | Named for location halfway between Fort Worth and El Paso.                            |
| _____ El Paso    | 2. | Name for the brand of a famous ranch.   |
| _____ Amarillo   | 3. | Has world's only freshwater pearls that have colors ranging from pink to rich purple. |
| _____ Lubbock    | 4. | World's leading producer of helium gas.   |
| _____ San Angelo | 5. | Named for its location in ancient mountain pass.                                      |
| _____ Muleshoe   | 6. | Museum at Texas Tech that studies arid and semiarid lands and cultures.               |
| _____ Midland    | 7. | Original end-point of the Old Chisholm Trail.   |

Circle T if you feel the statement is true and F if you feel the statement is false.

- |   |   |     |   |
|---|---|-----|---|
| T | F | 8.  | Charles Goodnight was a pioneer rancher that invented the chuckwagon.   |
| T | F | 9.  | Palo Duro Canyon State Park is close to San Angelo.   |
| T | F | 10. | Fort Bliss, a U.S. Army Post, established in 1848 as a defense against hostile Indians, is one of the attractions of El Paso. |

SUM'N X'TRA

WEST TEXAS REGION

WORD SEARCH

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

Words to be found in this word search are from the West Region.  
The words can be found either vertically or horizontally.

PANHANDLE

TUMBLEWEED

CHUCKWAGON

TRAIL

SOURDOUGH

GOODNIGHT

PALO DURO

PEARL

PRAIRIE

SUM'N X'TRA  
WEST TEXAS REGION

HANGMAN

The following words may be used to play the game of hangman.  
Please use the chalkboard for the drawings.

PANHANDLE

TUMBLEWEED

MULE

CHUCKWAGON

TRAIL

SOURDOUGH

GOODNIGHT

PALO DURO

PEARL

PRAIRIE

An example of a hangman drawing.



For each incorrect letter given, a part of the body is drawn.  
Completion of the word before the body is complete is a successful effort.

SUGGESTION: Possible reward for each successful effort.

**TEACHER INFORMATION SHEET  
NORTHEAST TEXAS**

**SUBUNIT OBJECTIVE:**

Upon completion of this study, you will be able to demonstrate your knowledge of Northeast Texas. Mastery of this subunit will be determined by your instructor.

**ENABLING OBJECTIVE: You will be able to:**

1. Locate Northeast Texas on a Texas map.
2. Identify the six special cities of Northeast Texas.
3. Identify at least two important attractions or characteristics for each city.
4. Identify one important Texan from Northeast Texas.



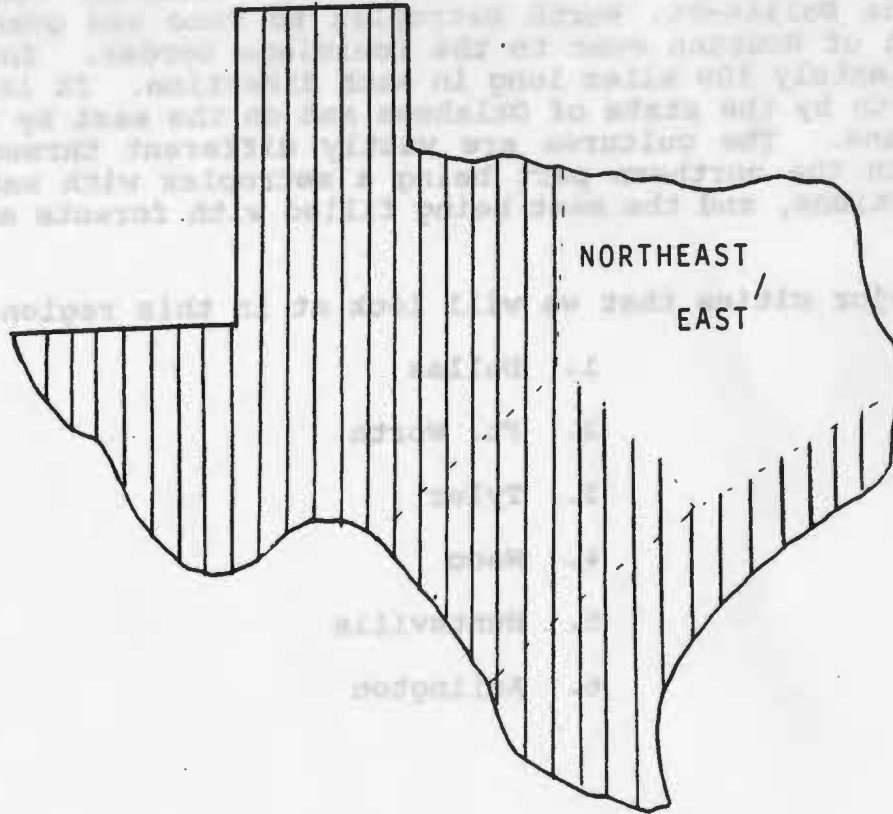
## NORTHEAST REGION

The Northeast region stretches from the Oklahoma border down through the Dallas-Ft. Worth metroplex to Waco and goes east to just north of Houston over to the Louisiana border. This region is approximately 150 miles long in each direction. It is bordered on the north by the state of Oklahoma and on the east by the state of Louisiana. The cultures are vastly different throughout the region with the northern part being a metroplex with many cities and attractions, and the east being filled with forests and lakes.

The six major cities that we will look at in this region are:

1. Dallas
2. Ft. Worth
3. Tyler
4. Waco
5. Huntsville
6. Arlington

**NORTHEAST REGION  
PRETEST**



List 4 major cities in the North/East region.

- (1)
- (2)
- (3)
- (4)

Name 6 major attractions in the Northeast/East Region.

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

**INFORMATION SHEET 1  
NORTHEAST REGION**

Dallas

First Anglo-American settler at site of present metropolis built a single cabin in 1841. Two years later "town" consisted of two log cabins. By mid-1870's, Dallas had become a thriving business town and market center with cosmopolitan, urban air unmatched anywhere on the frontier at the time, primarily due to several immigrations of skilled and cultured groups of French, Swiss, English and other Europeans.

Today, Dallas, second in size to Houston, is regarded by many as Texas' most metropolitan and cosmopolitan city. It is the southwest's largest banking center, leader in wholesale business, second in nation for insurance company home offices, among leaders in "million-dollar" companies, one of the nation's top three fashion markets, and among the top five in convention sites. Citizens pursue culture with almost as much enthusiasm as business. Any day or night of the year, one may choose from a lavish variety of events. Excellent major symphony orchestra and a steady stream of visiting groups: opera and ballet, theater and musical comedy, literary societies and debating groups. Visit flower shows, horse shows, art shows, bird shows, dog shows and cat shows. Noted for abundant gourmet dining opportunities.

ATTRACTIONS

Music Hall in Fair Park - Summer musicals held June - August.

State Fair of Texas - 16 days in October, draws more than 3 million annually to 200 - acre Fair Park. Traditional fair exhibits, plus Broadway musicals, extravaganzas, prize livestock and horse show performances, a huge midway that features the Texas Star - largest ferris wheel in the Western Hemisphere -- gridiron rivalry between Texas and Oklahoma. Big Tex, gigantic cowboy symbol, looms over all festivities.

Professional Sports - Home of the Dallas Cowboys, Dallas Mavericks basketball and Dallas Sidekicks soccer.

Dallas Arboretum & Botanical Garden - the DeGolyer Estate

Dallas Zoo - Thousands of animals represent more than 600 species.

John F. Kennedy Memorials - Historical marker on Houston St. near Elm St. marks the spot where President Kennedy was assassinated during motorcade, Nov. 22, 1963. Cenotaph and Memorial Park at Main and Market Sts. Landed city block with open-style monument dedicated to the slain President.

Lakes - Bachman, Grapevine, Lavon, Lewisville, Mountain Creek, Ray Hubbard, and White Rock.

Southfork Ranch - Made famous by the "Dallas" TV series.

State Fair Park - Recognized in 1986 as National Historic Landmark for its Art Deco architecture. Home of the nation's largest annual state exposition.

West End Historic District - Early-day business district revived and restored with shops, push-cart traders, craftsmen, restaurants, and clubs.

#### FORT WORTH

Grew from military camp established at the close of the Mexican War by General Winfield Scott, and named for General William Jenkins Worth who saw action in that war. Forty-two men of Company F, 2nd Dragoons, established the camp on June 6, 1849. Fort Worth to Yuma, Ariz., stage line was established in 1850. Became the seat of Tarrant County 1860. After the Civil War, became the major shipping and supply depot for cattlemen.

Today Fort Worth is one of Texas' major cities with a wide range of manufacturing industries including two major aviation plants, General Dynamics and Bell Helicopter. The impressive Fort Worth Convention Center spans an area of 14 blocks. Culturally, Fort Worth is known for an outstanding group of museums, plus a season of summer musicals, winter theater, symphony concerts, opera, ballet, and art galleries. The city is home to Southwestern Baptist Theological Seminary, Tarrant County Junior College, Texas Christian University, Texas College of Osteopathic Medicine, and Texas Wesleyan College.

#### ATTRACTIONS:

Botanic Gardens - A showcase of 150,000 living plants representing 2,500 species, displayed in both formal and natural settings.

Japanese Garden - An enchanting six-acre garden, lush with exotic plants, lotus pools, quaint arched footbridges, delicate waterfalls, and teahouses.

Kimbell Art Museum - Based on philanthropist Kay Kimbell's collection of 18th Century portraits and old masters, multimillion-dollar collection now includes works from prehistoric to Picasso.

Omni Theater - Remarkable theater whose curved screen engulfs viewers' entire field of vision.



Stockyards Area - Feel of the Old West recaptured by merchants along Exchange Ave. on the cities' North Side. Renovated Western-style stores and restaurants front traditional boardwalks. Home of Billy Bob's of Texas, the world's largest honky-tonk.

Water Garden - Spectacular park features water in all its aspects - sparkling, gurgling, bubbling, flowing, sprinkling, pouring - fountains, channels, cascades and pools amide geometric architectural features.

1. ...  
2. ...  
3. ...  
4. ...  
5. ...  
6. ...  
7. ...  
8. ...  
9. ...  
10. ...  
11. ...  
12. ...  
13. ...  
14. ...  
15. ...

**ACTIVITY SHEET 1**  
**HEY BIG SPENDER!**

A long lost relative has passed away leaving you a fortune. Being the Texas Big Spender that you are, you visit Neiman Marcus to purchase your Christmas gifts. You have a total of \$750,000.00 to spend on the gifts. Make your gift selection and total the amount in the space provided. Be sure not to go over!!!! For this activity let's assume you are not required to pay taxes.

1. A rocking toy stegosaurus, made of birch plywood, brilliantly painted and signed by the artist \$500.00
2. A black lacquer Mont Blanc writing pen \$245.00
3. Exotic genuine alligator jeans \$10,000.00
4. Crocodile handbag \$875.00
5. Pumps (shoes)-black velvet covered with Austrian crystals \$1,100.00
6. A week of luxury at The Greenhouse oasis for health and beauty \$2,850.00
7. Christian Dior black velvet bath robe \$425.00
8. Perform in the Ringling Bros. and Barnum & Bailey Circus for a day! \$5,000.00
9. A Russian lynx fur coat \$295,000.00
10. A Barguzin sable fur coat \$295,000.00
11. A cat lynx coat \$89,500.00
12. Cashmere sweat suit \$1,340.00
13. A gold-plated golf putter \$100.00
14. Necklace with nine South Sea pearls and pave diamond stations \$150,000.00
15. Charter a 112-foot yacht complete with computers to provide world-wide communications, a hot tub for 8, crew of five, including a Cordon Bleu quality chef. \$5,000.00 a day or \$29,000.00 a week

- 16. The ultimate log cabin playhouse for your children, 8 x 12' with 4' porch \$12,000.00
- 17. Be a guest conductor at Carnegie Hall, you will lead the 85 piece orchestra, and have Skitch Henderson as your personal coach at a private rehearsal. \$50,000.00

Total the price of your gift in the space below

Item	Amount
	\$

Historical background - The nation's largest rose growers, located in the Texas Hill Country area, are producing 25,000 rose bushes representing nearly 500 varieties. These are at their finest peak now. Commercial growers across Texas ship hundreds of thousands of bushes to customers throughout the nation and to 25 foreign countries.

Typical State Park - 250-acre scenic playground in one of Texas' forested sections of Texas. Facilities include camping, picnicking, nature trails, horseback riding, restrooms and showers, and boat, fishing, swimming, and boating.

One of Texas' major cities, located in this agricultural region of the Brazos River Valley. Modern industry thrives, but city retains flavor of "Old Texas" with its historic buildings, parks, and museums. Cotton, corn, and other crops are raised. Large, cold springs on the Brazos River were long popular with the Wood Indians. The first white man to see the river was ranchman of DeSoto's party in 1541. Texas Ranger Fort was established near Indian Village in 1837. First white settlers came 13 years later. Great plantations along the Brazos emerged briefly, but the Civil War wrecked plantation economy and scattered population. Harvested western movement and the Chisholm Trail through West brought another boom - and a frontier wilderness that nicknamed the town "Six-shooter Junction." Today it is known for educational, cultural, recreational facilities.

Architecture - On campus of Baylor University, world's largest collection of works and masterpieces of Robert and Elizabeth Gannett Gannett. Fifty-four stained glass windows, each depicting a biblical scene, in this Century Tower building.

**INFORMATION SHEET 2  
NORTHEAST REGION**

**TYLER**

Charter in 1847, named for President John Tyler. Diversified economy based on oil, manufacturing and agriculture. A famous product is the Tyler rosebush. Site of Texas College, University of Texas at Tyler, and Tyler Jr. College, home of "Apache Belles," famous precision dance-drill team.

**ATTRACTIONS:**

Lakes - Palestine, Tyler and Tyler East.

Municipal Rose Garden - 22-acre garden is the nation's largest rose showcase, featuring 38,000 rose bushes representing nearly 500 varieties. Roses are at their floral peak May-Nov. Commercial growers around Tyler ship hundreds of thousands of bushes to nurseries throughout the nation and to 25 foreign countries.

Tyler State Park - 994-acre scenic playground is in one of finest forested sections of Texas. Facilities include camping, picnicking, nature trail, screened shelters, restrooms and showers, snack bar, fishing, swimming, and boats.

**WACO**

One of Texas' major cities, located in rich agricultural region of the Brazos River Valley. Modern industry thrives, but city retains flavor of its past when five "C's" were its support: cattle, cotton, corn, collegians and culture. Large, cold springs on the Brazos River were long popular with the Waco Indians. The first white men to see the area were remnants of DeSoto's band in 1542. Texas Ranger fort was established near Indian Village in 1837; first white settlers came 12 years later. Great Plantations along the Brazos prospered briefly, but the Civil War wrecked plantation economy and scattered population. Renewed Western movement and the Chisholm Trail through Waco brought another boom - and a frontier wilderness that nicknamed the town "Six-shooter Junction." Today it is known for educational, cultural/recreational facilities.

**ATTRACTIONS:**

Armstrong-Browning Library - On campus of Baylor University, world's largest collection of works and memoirs of Robert and Elizabeth Barrett Browning. Fifty-four stained glass windows, each depicting a Browning poem, in 18th Century Italian Renaissance-style building.

Texas Ranger Hall of Fame and Museum at Fort Fisher - Replica of original Texas ranger fort established 1837. Displays commemorate history and heritage of Texas Rangers.

### HUNTSVILLE

Founded as Indian trading post in 1836, the year of Texas Independence. Sam Houston was one of many prominent early Texans who lived here. Today a center for agriculture and lumbering, location of main unit, Texas State Penitentiary (where the Prison Rodeo is held each Sun. in Oct.), and home of Sam Houston State University.

### ATTRACTIONS:

Huntsville State Park - 2,123 acres of greenery in Sam Houston National Forest. Complete camping facilities on Lake Raven, marked botany trail, boating, fishing, and swimming.

Sam Houston State Park - Many buildings and personal effects of General Sam Houston, twice president of the Republic of Texas.

### ARLINGTON

First settlement in Caddo Indian territory was Bird's Fort on the Trinity River; in 1845 a trading post was established at Mary le Bone Springs. About 1876, the town moved to the present site when railroad was built through.

Agriculturally oriented until World War II, the strategic area between Dallas and Fort Worth has since experienced mushrooming growth from business, industrial and recreational factors. Arlington State College (founded 1895) became the University of Texas at Arlington in 1965.

### ATTRACTIONS:

Six Flags Over Texas - The famed 200-acre theme park features fun and fantasy in settings of lavish landscaping. Rides include breath-takers like the Texas Chute-Out, a 17-story parachute drop, the Texas Cliff Hanger whose gondolas drop like falling elevators, and the huge Shock Wave double-loop roller coaster. Roaring Rapids offers white-water boating thrills.

Texas Rangers Baseball Club - Home games of the American League Rangers are played in Arlington Stadium in the season from April through September.

Wet'n Wild - The state's largest water-oriented family recreation park offers ocean-sized waves in Surf Lagoon, six giant water flumes topped by the Kamikaze slide that plunges down a 300-foot water speedway from 60 feet high. Dive into the bubble machine, ride a water trolley, experience the Raging Rapids through waterfalls, rain tunnels, and whirlpools.

**ACTIVITY SHEET 2**  
**TALL TALE**

**SCOTT JOPLIN: RAGTIME KING**

Scott Joplin was born on November 24, 1868 in Texarkana to a poor, but caring black family. As a small boy he would often hear his mother sing and play her banjo for him. When he was seven, he began to teach himself to play the piano. By the time he was eleven, he could play very well. A friend of the family, Zenobia Campbell, was quoted as saying that he did not have to play anyone else's music, he just made up his own. He could get music out of the air. It was beautiful.

He began to play music, influenced by the church and plantation songs, to a different beat. It was ragtime. Scott's music so impressed a music teacher, C.J. Johnson, that he gave him free lessons. Scott loved music and practiced long hours.

When Scott was in his teens, his father wanted him to find a job, but there was not many opportunities available for a young black man. He could have worked for the railroad, lumber camp or for someone as a domestic, but he refused. He still wanted to study music. He left home and traveled on his own through Texas, Louisiana and the Mississippi Valley trying to find work as a musician. He played in honky-tonks, saloons, and medicine shows throughout the Midwest. Because he was black, he was not allowed in the more formal entertainment places. During this time he met many other traveling musicians, some black, some white and some that played ragtime. The different styles of ragtime just added to his knowledge of music.

He moved to Sedalia, Missouri in 1894 and studied advanced harmony and composition. He became the most skillful of the ragtime composers, but the music world did not take ragtime seriously. In 1899, Scott Joplin published a song, "Maple Leaf Rag" that sold over one million copies and became a worldwide hit.

After moving to St. Louis in 1900, he wrote a ragtime opera, "A Guest of Honor." It was so poorly received that the opera closed after one performance. Scott destroyed the opera score. His second opera, "Treemonisha", written in 1911, was about the emancipation of the black people through education. This opera was also poorly received and the popularity of ragtime was on the decline.

On April 1, 1917, Scott Joplin died without receiving the recognition he deserved. He is credited with creating a new phase of music called classical ragtime. This is a combination of the ancient rhythms passed on by the blacks of East Texas and the Deep South with the style, grace and harmony of the ballroom and the concert stage.

Recently Scott Joplin's ability and genius has been acknowledged. Many of his recordings sell well. The Houston Grand Opera presented "Treemonisha" in 1979 and received rave reviews.

ACTIVITY SHEET 3  
WRITE YOUR OWN TALL TALE

TITLE -----

Write your own tall tale using the Scott Joplin: Ragtime King story as a guide and the words listed on the following page. You may also use words of your own. Be sure they fit!

----- was born on -----, ----- in ----- to a -----, but ----- family. As a small -----, --- would often ----- for ---. When --- was -----, -- began to ----- to ----- the ----- . By the time ----- was -----, --- could ----- well. A friend of the family, -----, was quoted as ----- that --- did not ----- to ----- anyone else's music, ---- just ----- up his own. --- could ----- out of the ----. It was -----.

--- began to -----, influenced by the ----- and the -----, to a ----- . It was ----- . ----- so ----- a ----- teacher, -----, that --- ----- free lessons. ----- and ----- long hours.

When ----- was in ----- teens, ----- to --- -- a -----, but there ----- many opportunities ----- for a ----- . ----- for the -----, ----- or for someone -----, but --- refused. --- still ----- to ----- . --- home and ----- on --- own through -----, -----, and the ----- trying to ----- as a ----- .



TALL TALE HELPFUL WORDS

NOUNS

prairie dog(s)  
quicksand  
muleshoe pitching  
flycatcher  
gold mine  
mosquito  
horse(s)  
wildcatter  
ice cream  
auction  
ranch  
honky tonk  
watering hole  
boots  
rawhide  
trail-blazers  
outlaw  
maverick  
gunfighter  
saloon-girl  
bartender  
roughneck  
boom town  
corral  
dance hall  
bank  
gentleman  
hotel  
money  
Indians  
herd  
buckaroo  
cow patty

VERBS

gallopin'  
fussin'  
feudin'  
livin'  
ropin'  
chewin'  
spitin'  
walkin'  
drivin'  
wallowin'  
shootin'  
killin'  
sweatin'  
tame  
dancin'  
cookin'  
eatin'  
braggin'  
robbin'  
ghost  
campin'  
covered  
howled  
gussied up  
hang  
whip  
diggin'  
makin'  
captured  
singin'  
scalped  
defeat  
united

ADJECTIVES

prickly  
dusty  
little  
big  
bloodshot  
lonely  
purty  
black-bellied  
smelly  
law-abiddin'  
western  
popular  
hard  
weathered  
famous  
sweet  
barren  
seedy  
notorious  
grand  
precious  
ancient  
powerful  
native  
homeless  
outnumbered  
worst  
best  
stormy  
tasteless  
dangerous  
armed  
honorable

**NORTHEAST TEXAS REVIEW  
QUESTIONS**

1. What city is the home of the Texas Rangers?  
Arlington
2. What city in Texas that is known worldwide for beautiful roses and the "Apache Belles?"  
Tyler
3. Name the city that has the Kimbell Museum and Billy Bob's of Texas listed as some of its attractions?  
Fort Worth
4. What city is located in the rich Brazos River Valley?  
Waco
5. Name the great cosmopolitan city that is host to the Texas State Fair?  
Dallas  
What city is the home of the Cowboys, the Mavericks, and the Sidekicks?  
Dallas
6. Name the city that is the home of the Prison Rodeo?  
Huntsville
7. Name the man that first gave us classical ragtime and published the song "Maple Leaf Rag?"  
Scott Joplin
8. Name the city that the world's largest collection of works and memoirs of Robert and Elizabeth Barrett Browning.  
Waco
9. Name the city that has the Water Garden in the downtown area?  
Ft. Worth
10. Name the city that is known as the most metropolitan and cosmopolitan city.  
Dallas

NORTHEAST TEXAS  
POST-TEST

Match the terms and place the correct number of the response in the blank next to the term.

- |                  |  |
|------------------|--|
| _____ Dallas     | 1. Home of the Texas Rangers   |
| _____ Ft. Worth  | 2. City known world wide for beautiful roses                               |
| _____ Tyler      | 3. Home of the Kimbell Art Museum and Billy Bob's of Texas                 |
| _____ Waco       | 4. City located in the rich agricultural region of the Brazos River Valley |
| _____ Huntsville | 5. Home of the Prison Rodeo  |
| _____ Arlington  | 6. Host city of the Texas State Fair                                       |

Circle T if you feel the statement is true and F if you feel the statement is false.

- |   |   |  |
|---|---|--|
| T | F | 7. Houston is regarded as Texas' most metropolitan and cosmopolitan city.  |
| T | F | 8. The Armstrong-Browning Library in Waco houses the world's largest collection of works and memoirs of Robert and Elizabeth Barrett Browning. |
| T | F | 9. Ft. Worth is known culturally for an outstanding group of museums and for highly acclaimed architectural designs.                           |
| T | F | 10. Scott Joplin published a song in 1899, "Maple Leaf Rag," that became a world wide hit, selling over one million copies.                    |

**SUM'N X'TRA  
NORTHEAST TEXAS REGION  
WORD SEARCH**

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

Words found in this word search are from the Northeast Region.  
The words can be found either vertically or horizontally.

**COWBOYS**

**RANGERS**

**MUSEUM**

**LAKES**

**JOPLIN**

**PRISON**

**CHISHOLM**

**ROSE**

**FAIR**

**PINE**

SUM'N X'TRA  
NORTHEAST REGION  
HANGMAN

The following words may be used to play the game of hangman.  
Please use the chalkboard for the drawings.

COWBOYS

RANGERS

MUSEUM

LAKES

JOPLIN

PRISON

CHISHOLM

ROSE

FAIR

PINE

An example of the hangman drawing.



For each incorrect response a part of the body is drawn.  
Completion of the word before the body is drawn is a successful effort.

SUGGESTION: Possible reward for each successful completion.

**TEACHER INFORMATION SHEET  
TEXAS COASTAL REGION**

**SUBUNIT OBJECTIVE:**

Upon completion of this study, you will be able to demonstrate your knowledge of the Texas Coastal Region. Mastery of this study will be determined by the instructor.

**ENABLING OBJECTIVES:** You will be able to:

1. Locate the Texas Coastal Region on a Texas map.
2. Identify the six special cities of the Texas Coastal Region.
3. Identify at least two important attractions or characteristics for each city.
4. Identify one important Texan from the Texas Coastal Region.



## TEXAS COASTAL REGION

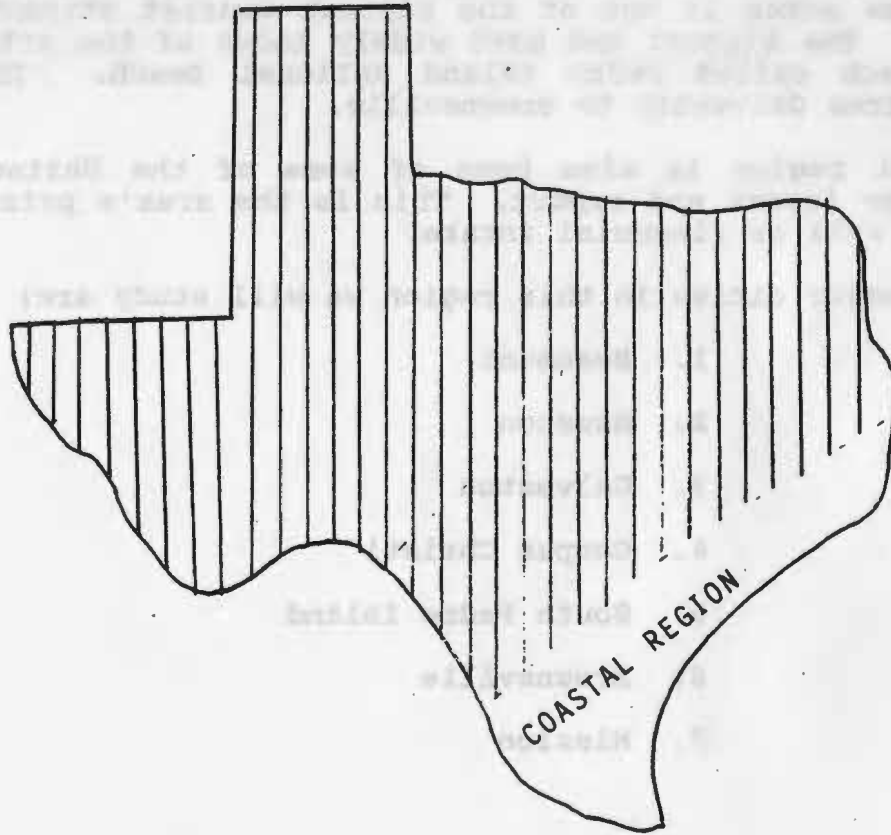
The Texas coastal region is unique in that this region is bordered on the east by the Gulf of Mexico. The region begins at the Texas-Louisiana border and stretches down the coastline to Brownsville at the tip of the Texas-Mexico boarder. The region is approximately 400 miles in length and its tropical like temperatures makes it one of the busiest tourist attractions in the state. The biggest and most widely known of the attractions is the beach called Padre Island National Beach. The beach stretches from Galveston to Brownsville.

The coastal region is also home of some of the United States seaports for import and export. This is the area's prime source of jobs as well as financial intake.

The seven major cities in this region we will study are:

1. Beaumont
2. Houston
3. Galveston
4. Corpus Christi
5. South Padre Island
6. Brownsville
7. Mission

**TEXAS COASTAL REGION  
PRETEST**



List four major cities in the coastal region

- (1)
- (2)
- (3)
- (4)

Name six major attractions in the coastal region

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)



**INFORMATION SHEET 1  
TEXAS COASTAL REGION**

**BEAUMONT**

Area settled in early 1800's when French and Spanish fur trappers and explorers established a trading post. Town officially laid out in mid 1830's. Perhaps named for the relative of the agent who sold the original 50 acres of land. Beaumont came of age in 1901, with the world's first oil gusher, the Spindletop. Population grew to over 30,000 within a month. Today Beaumont is an industrial giant, major port, and agricultural center. Beaumont is home of Lamar University and the South Texas Fair.

Beaumont lies on Interstate 10 midway between Houston and the Louisiana boarder.

**ATTRACTIONS:**

Spindletop Musuem - Pictures, documents, and artifacts from early oil days.

Gladys City-Lucas Gusher Monument - re-created oil town with buildings built as if they were in those times. Contains all the buildings that were in Beaumont at the time of Spindletop. (NOTE: Land in the Proven ground where Spindletop gushed was being sold for a minimum of \$200,000 an acre. But because of the glut of oil the price was driven down to 3 cents a barrel)

Tyrrell Park - 500 acres of woodlands containing an 18-hole golf course, playground, archery, bridle and hiking trails, and 92 hook-ups for camping. Also has the "Touch and Smell" garden for the blind.

PORT OF BEAUMONT - Home of many different countries and their export to us as well as our exports to them. Visitors facilities include observation deck and scale models depicting development of the port since the days when clipper ships were landing here.

**HOUSTON**

Established in 1836 on the Buffalo Bayou by the Allen brothers, Houston is the largest city in Texas and the sixth largest in the United States. Houston is named after General Sam Houston who was the general of the Texas army that won independence from Mexico, and President of the Republic of Texas. It is one of today's leaders in the industrial and financial area for the state. Houston has one of the nation's largest seaports and is home of the Lyndon B. Johnson Space Center. Institutions of higher learning include Rice University, University of Houston, Baylor college of

Medicine, Texas Health Science Center, Houston Baptist University, and University of St. Thomas. Major annual event is the Houston Livestock Show and Rodeo from late February to early March.

Houston lies on Interstate 10, a segment of the ports to plains highway connecting the heartland to coastal ports.

ATTRACTIONS:

Astrodome - The "EIGHTH WONDER OF THE WORLD" is the first domed stadium to house baseball and football. This facility cost \$100 million dollars to build, seats 66,000 people and has a year around temperature of 72 degrees.

Astroworld - Part of the Six Flags family of amusements parks. Astroworld sits across the freeway from the Astrodome and has over 100 rides and attractions.

Lyndon B. Johnson Space Center - Home of the famous Mission Control that has and will guide astronauts on space shuttle projects. Exhibits include actual lunar rocks, photographs from Mars, a full-scale skylab, and examples of space technology. Tours are available but limited in number.

Port of Houston - Among the top 3 ports in the United States in total tonnage, and stretches approximately 50 miles. World Trade Center Building is the hub of Houston's international commerce and the location of many foreign consuls. Free boat tour of port and ship channel aboard modern sightseeing vessel.

San Jacinto Battleground State Historic Park - Site where Texas won independence from Mexico in 1836. San Jacinto monument stands 570 feet above the flat coastal plain. At the base of the monument is the San Jacinto Museum of Texas History.

Another landmark at the park is the battleship TEXAS. The ship is permanently grounded at the park. One of the few monuments of its kind in the world. The ship was presented to the state by the U.S. Navy. The ship served in battle during WWI and was the flagship during the D-Day invasion in 1944, commanded by Gen. Dwight D. Eisenhower.

Museum of Fine Arts - Finest collection of art from around the world. This museum is visited by more than 250,000 people each year.

## GALVESTON

Established by pirate Jean Lafitte in 1817. Early developments in the city were the first telegraph, the first Roman Catholic convent, first electric lights, first brewery, and first medical college. Galveston flood of 1900 completely flooded the city and took between 5,000 and 7,000 lives. A three mile seawall was built and later modernized to 10 miles to provide staying power against future destruction.

Annual events include Shrimp festival and Blessing of the Fleet in late April, Festival on the Strand around July 4, and Joy to the World Festival in mid December.

Galveston is located on Interstate 45 south of Houston.

## ATTRACTIONS:

Galveston Island Beach - 32 miles of clean beach washed daily by the Gulf of Mexico. Beach is lined by hotels, condos, restaurants, and amusement attractions. Camping permitted in designated areas and small fee for parking at certain beach recreation areas. The state park has campsites with hookups and from late may through Labor Day outdoor musicals are presented.

Port of Galveston - First major port in Texas serving as the commercial link between the Republic of Texas and the rest of the world. The only port that does not use public funds for daily operation.

Ferry Rides - Diesel ferries operate every 20 minutes to take you between Galveston and Port Bolivar. Free of charge.

Sea-Arama Marineworld - Multimillion-dollar facility that provides visitors a chance to see food and game fish common to the Texas Gulf Coast region, plus exotic varieties from tropical seas. Shows include dolphins and sea lions with a precision ski show. Open year round.

Deep Sea Fishing - You may join any of the party boats into the Gulf of Mexico to try your hand at landing sailfish, marlin, wahoo, king mackerel, red snapper, dolphin, or many of the other varieties of fish found in the Gulf.

**ACTIVITY SHEET 1**  
**HOW TO PACK FOR SPACE TRAVEL**

Outer Space will become more familiar to us in the future. Being a Texan and with NASA's headquarters in Houston, you may have the opportunity to go on a space mission. Here are some suggestions about what to pack on your trip.

Take along a water pistol to moisten your freeze-dried food. Or take food packaged in squeezeable containers so it won't float away in zero-gravity. Be sure to pack some plants to keep the air fresh by using carbon dioxide and giving off oxygen.

Take along an air jet to provide space movement should you leave the space capsule. Also pack a space suit, an oxygen tank, and a radio for communication.

Also don't forget: your toothbrush and a good map of the universe.

It is not necessary to bring scuba-diving equipment, your mother-in-law, a butterfly catcher, or gasoline.

Now that you know how to pack for space travel, make a list of the items you would need when traveling to the beach.

**INFORMATION SHEET 2  
TEXAS COASTAL REGION**

**CORPUS CHRISTI**

Established in 1839 by Col. Henry Lawrence Kinney, Corpus Christi did not begin its growth until 1845. The climate and geography conspire to a playground atmosphere. The city is built on two levels with the newer section on a 40 ft. bluff while the older area along the bay is at sea level.

Buccaneer Days is the city's foremost salute to fun in a calendar crowded with festivals. Pirates and lovely pirate maids annually capture city hall, and the mayor gets tossed into the fountain. There are 10 days of celebration that is held in late April and early May.

Corpus Christi is located on Interstate 37 coming from San Antonio. Coming from Houston take highway 59 to highway 77 at Victoria, then take highway 77 to Interstate 37 south and continue into Corpus Christi.

**ATTRACTIONS**

Padre Island National Seashore - Stretched 110 miles through Corpus Christi and ends at Brownsville. The beach is developing rapidly with parks and resorts. There are areas set aside for swimming and camping. The Padre Island sand dunes can be as high as 30 feet and are constantly changing because of the winds. The city is connected on the north end by the John F. Kennedy Causeway.

Mustang Island State Park - 3,474 acres of sand dunes, sea boats, and mornings with five miles of beach front offering seaside camping, surfing, fishing, swimming, and shell collecting. Campsites with hookups available or you may camp on the sand!

Bayfront Arts and Science Park - Home of the Art Museum of South Texas, Bayfront Plaza Auditorium, Corpus Christi Museum, Harbor Playhouse and Heritage park.

Corpus Christi Marina and Port - The United States Navy has named Corpus Christi one of it's home ports. This announcement should be a major boost to the economy of the area.

**SOUTH PADRE ISLAND**

South Padre Island became a city in 1973 but has been in existence for some time. The island is separated from the mainland by a small body of water called the Laguna Madre. Visitors find a wide

variety of accommodations from campgrounds and family motels to high rise luxury condos, marinas, and seaside leisure homes. Restaurants feature fresh seafood.

To get to South Padre Island is to take highway 77 south. Go through Harlingen approximately 10 miles to highway 100, then take highway 100 east to South Padre Island.

#### ATTRACTIONS:

Andy Bowie Park - Located four miles from Padre Island drive, this park offers primitive beach camping, plus overnight shelters, fishing, swimming, and picnic facilities.

Isabella Queen - Paddlewheel boat offers sightseeing and dinner while cruising on the Laguna Madre.

Padre Island - The long stretch of beach extends to Corpus Christi some 110 miles away. The northern end of the beach is impassible by vehicle. This lends to the modern beauty of the sand dunes and the morning sunrises. The southern end is lined with hotels and recreation facilities. South Padre Island is a haven for students during spring break. A typical spring break will attract approximately 1 million people during that one week in March. Because of the warm climate, South Padre Island is a year round vacation spot.

#### BROWNSVILLE

Texas southern most city, international seaport, airport, and railroad interchange point on Mexico border. City began in 1846 by Gen. Zachary Taylor who established Fort Brown to confirm the Rio Grande River as the national boundary after Texas became a state. This however touched off the U.S. - Mexican War. Several of the original buildings still stand and are part of Texas Southmost College. Vacationers are attracted to Brownsville due to proximity to Mexico, subtropical temperatures, and access to South Padre Island. South Padre Island is approximately 25 miles east of Brownsville. Major event is Charro days which is a four day costume fiesta taking place in late February.

Brownsville is located at the tip of Texas and to get there take Highway 77 south.

#### ATTRACTIONS:

Matamoros, Mexico - Just across the Rio Grande River, Matamoros offers restaurants, gift shops, and an open market where one can bargain for works of art.

Gladys Porter Zoo - This unique park is without bars and cages. Rare exotic animals displayed in natural setting on a multitude of small islands. Closeup views of the animals are seen through a one-way glass in a series of "caves" adjacent to the animal dens.

Fort Brown/Texas Southwest College - Built in 1846 and housed troops during the Mexican War. The fort is noted for the work of William C. Gorgas whose studies led to the control of yellow fever. Most of building still intact and is now home of Texas Southmost College.

Port of Brownsville - Only seaport in U.S. within railroad switching distance of two nations. Fleet of shrimp boats said to be largest in nation. Berths at port may hold up to 63 vessels and annually host over 5,000 ships.

Confederate Airshow - Located just 30 miles south of Brownsville at the Harlingen Airport is the home of the Confederate Airshow. The Airshow puts on a flying display using planes from early days of flying.

#### MISSION

Located 60 miles west of Brownsville on U.S. Highway 83, Mission is home of a great Texan. Tom Landry was born and raised in Mission. As you know, Tom Landry was coach of the Dallas Cowboys.

**ACTIVITY SHEET 2**  
**TALL TALE**

**A YAUQI INDIAN MYTH:**  
**THE HORN WORSHIPPER'S PALACE**

In 1911, a mail carrier was captured by a band of Indians when traveling between El Paso and Fort Davis. He was taken to an area of the Guadalupe Mountains unknown to any white men, and on a mountain peak he saw the ruins of the horn worshipper's palace.

It has been said that years ago, a great and glorious king lived inside the Guadalupe Mountains in a magnificent palace. His servants lived the world over, under cliffs and in caves. They would make a journey to see the great king once every seven years to present him with the longest animal horns they had collected. It was known that the horns gave the ruler tremendous power and therefore they filled every room in his kingdom. The king rewarded the bearer of the longest horns with a life of luxury for the next seven years.

After many years, a huge bird flew over the palace and destroyed the people and their kingdom. The glorious king has been gone for many years, but his tremendous horns of power are still concealed somewhere in the Guadalupe Mountains.



**ACTIVITY SHEET 3**  
**WRITE YOUR OWN TALL TALE**

**TITLE -----**

Write your own tall tale using the Yaqui Indian myth as a guide and the words listed on the following page. You may also use words of your own. Be sure they fit!

In -----, a ----- was captured by a ----- of ----- when traveling between ----- and -----.

He/she was taken to a ----- of the ----- unknown to any -----, and on a ----- he/she saw the ----- of the -----.

It has been said that ----- and ----- ago, a ----- and ----- lived inside the ----- in a magnificent -----. His/her ----- lived the ----- over, under ----- and in -----. They would ----- a ----- to see the ----- once every ----- to present him/her with the ----- they had -----. It was known that the ----- gave the ----- tremendous ----- and therefore they ----- every ----- in his -----. The ----- rewarded the bearer of the ----- with a ----- of luxury for the next -----.

After many -----, a huge ----- flew over the ----- and ----- the -----. The ----- has been ----- for -----, but his/her tremendous ----- of ----- are still ----- somewhere in the -----.

## TALL TALE HELPFUL WORDS

### NOUNS

prairie dog(s)  
 quicksand  
 muleshoe pitching  
 flycatcher  
 gold mine  
 mosquito  
 horse(s)  
 wildcatter  
 ice cream  
 auction  
 ranch  
 honky tonk  
 watering hole  
 boots  
 rawhide  
 trail-blazers  
 outlaw  
 maverick  
 gunfighter  
 saloon-girl  
 bartender  
 roughneck  
 boom town  
 corral  
 dance hall  
 bank  
 gentleman  
 hotel  
 money  
 Indians  
 herd  
 buckaroo  
 cow patty

### VERBS

gallopin'  
 fussin'  
 feudin'  
 livin  
 ropin'  
 chewin'  
 spitin'  
 walkin'  
 drivin'  
 wallowin'  
 shootin'  
 killin'  
 sweatin'  
 tame  
 dancin'  
 cookin'  
 eatin'  
 braggin'  
 robbin'  
 ghost  
 campin'  
 covered  
 howled  
 gussied up  
 hang  
 whip  
 diggin'  
 makin'  
 captured  
 singin'  
 scalped  
 defeat  
 united

### ADJECTIVES

prickly  
 dusty  
 little  
 big  
 bloodshot  
 lonely  
 purty  
 black-bellied  
 smelly  
 law-abiddin'  
 western  
 popular  
 hard  
 weathered  
 famous  
 sweet  
 barren  
 seedy  
 notorious  
 grand  
 precious  
 ancient  
 powerful  
 native  
 homeless  
 outnumbered  
 worst  
 best  
 stormy  
 tasteless  
 dangerous  
 armed  
 honorable

**COASTAL REGION  
REVIEW QUESTIONS**

1. What city is the birthplace of Dallas Cowboy coach Tom Landry?  
Mission
2. What city is at the tip of Texas and is separated from Mexico by the Rio Grande River?  
Brownsville
3. Spindletop was the first oil gusher. What city did this take place?  
Beaumont
4. What city has a ten mile seawall for protection and is home of Sea-Arama Marineworld?  
Galveston
5. During spring break one million people will come to this town just to play on the beach.  
South Padre Island
6. What city is home of the Oilers and the Astros?  
Houston
7. Astroworld is located in what city?  
Houston
8. Houston is home of Johnson Space Center. What is the name of the control that talks to the astronauts?  
Mission Control
10. What city did the U.S. Navy make one of it's home ports?  
Corpus Christi
11. What city is best known for it's beach?  
South Padre Island

**TEXAS COASTAL REGION  
POST-TEST**

Match the terms and place the correct number of the response in the blank next to the term.

- |                          |                                      |
|--------------------------|--------------------------------------|
| _____ Galveston          | 1. Where I might go for spring break |
| _____ South Padre Island | 2. Home of the Oilers and Astros     |
| _____ Houston            | 3. Spindletop gushed here            |
| _____ Mission            | 4. Sea-Arama Marineworld is here     |
| _____ Brownsville        | 5. Home of Tom Landry                |
| _____ Beaumont           | 6. Texas southern most city          |
| _____ Corpus Christi     | 7. Future home of U.S. Navy port     |

Circle T if you feel the statement is true and F if the statement is false.

- |   |   |  |
|---|---|--|
| T | F | 8. South Padre Island is famous for raising tomatoes.            |
| T | F | 9. The Johnson Space Center is where Mission Control is located. |
| T | F | 10. Astroworld is located in Galveston.                          |

SUM'N X'TRA  
COASTAL REGION  
WORD SEARCH

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

Words to be found in this word search are from the Coastal Region.  
The words can be found either vertically or horizontally.

NAVY

ASTRODOME

BEACH

SAND

LANDRY

ASTRONAUT

OIL

SPACE

COAST

WATER



SUM'N X'TRA  
COASTAL REGION

HANGMAN

The following words may be used to play the game of hangman.  
Please use the chalkboard for the drawings.

NAVY

ASTRODOME

ASTRONAUT

BEACH

SAND

LANDRY

OIL

SPACE

COAST

WATER

An example of the hangman diagram.



For each incorrect guess a part of the body is drawn. Completion of the word before the entire body is drawn is a successful effort.

SUGGESTION: Possible reward for each successful effort.

**TEACHER INFORMATION SHEET  
CENTRAL TEXAS**

**SUBUNIT OBJECTIVE:**

Upon completion of this study, you will be able to demonstrate your knowledge of Central Texas. Mastery of this study will be determined by the instructor.

**ENABLING OBJECTIVE:** You will be able to:

1. Locate Central Texas on a Texas map.
2. Identify the five special cities of Central Texas.
3. Identify at least two important attractions or characteristics for each city.
4. Identify one important Texan from Central Texas.

## CENTRAL TEXAS REGION

The Central Texas region is the most beautiful in that this region is also known as the "Texas Hill Country." The region begins at Del Rio and extends Northeast to the Colorado River. It stretches down the Colorado River due east of San Antonio and from there goes Southwest down to Laredo. The biggest attractions to this area are Austin, the state capitol, and San Antonio, home of the Alamo.

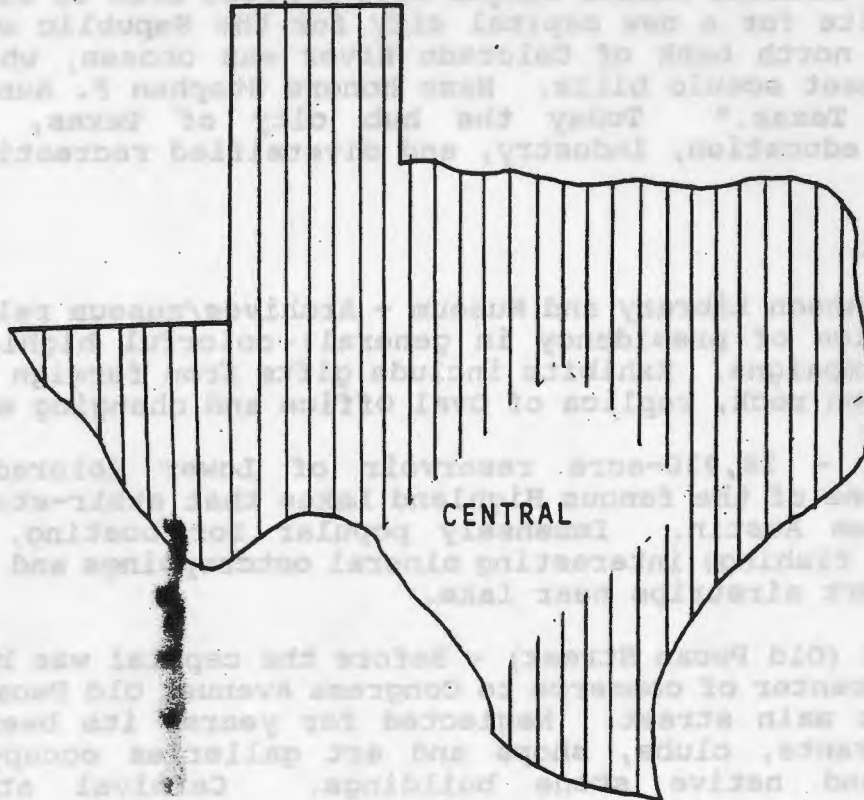
Austin is the gateway to the Hill Country resort area. Beautiful rolling hills make ranching and deer hunting the principle money makers. Some of the earliest German and Spanish Texans settled here forming a dynamic blend of culture.

There are five cities in this region that we will study, they are:

1. Austin
2. Fredericksburg
3. New Braunfels
4. San Antonio
5. Del Rio



**TEXAS CENTRAL REGION  
PRE-TEST**



List five major cities in the central region

- (1)
- (2)
- (3)
- (4)
- (5)

Name six major attractions in the central region

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)

**INFORMATION SHEET 1  
CENTRAL TEXAS REGION**

**AUSTIN**

In 1839 five mounted scouts ranged over a broad area of wilderness seeking a site for a new capital city for the Republic of Texas. Location on north bank of Colorado River was chosen, where rich blacklands meet scenic hills. Name honors Stephen F. Austin, the "Father of Texas." Today the hub city of Texas, seat of government, education, industry, and diversified recreation.

**ATTRACTIONS:**

Lyndon B. Johnson Library and Museum - Archives/museum relating to LBJ and office of presidency in general; colorful highlights of political campaigns. Exhibits include gifts from foreign heads of states, a moon rock, replica of Oval Office and changing exhibits.

Lake Travis - 18,930-acre reservoir of Lower Colorado River Authority, one of the famous Highland Lakes that stair-step up the Colorado from Austin. Immensely popular for boating, skiing, sailing, and fishing; interesting mineral outcroppings and fossils. Several resort airstrips near lake.

Sixth Street (Old Pecan Street) - Before the capital was built and shifted the center of commerce to Congress Avenue, Old Pecan Street was Austin's main street. Neglected for years, its been reborn with restaurants, clubs, shops and art galleries occupying the Victorian and native stone buildings. Carnival atmosphere especially apparent on weekends.

State Capitol Complex - 46 acres of immaculate, landscaped grounds, stately shade trees and flowering gardens. The Capitol itself, a massive, classic statehouse of famous Texas pink granite, dominates park areas.

Aqua-Fest - 10 days in August. Parades, pageants and water-related contests centered around Town Lake in city.

**FREDERICKSBURG**

Settled by immigrant families from Germany in 1846. Many older buildings retain traditional German styles; German is still spoken occasionally, and old customs are regularly observed. Visitors attracted by scenic beauty, European atmosphere, historic landmarks, excellent fall and winter hunting, famous bread and pastries.

**ATTRACTIONS:**

**Bed & Breakfast -** In the "gasthaus" tradition, several homes offer overnight accommodations.

**Easter Fires -** An unknown pioneer mother, more than 100 years ago told Easter Fires story to quiet fears of her children - a tale of Easter rabbit who lit and tended hillside fires to boil traditional eggs. In reality fires were those of Indians awaiting outcome of peace talks with settlers; agreement was reached and the two groups lived in peace. The tradition remains today; hillside fires still glow each Easter eve while pageant retells story.

2 1 3 4 5  
6 7 8 9 10  
11 12 13 14 15  
16 17 18 19 20  
21 22 23 24 25

try deciphering this code:

12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100

(answer: bring groups to the altar.)

SECRET

**ACTIVITY SHEET 1**  
**A SPY'S MESSAGE TO SAM HOUSTON**

Santa Anna has just arrived in San Antonio with 4,000 troops. With Colonel Travis having only 180 men, a message must be sent past Santa Anna to Sam Houston in secret code, in case you're caught.

**SECRET CODE**

Here's how it works: To find the secret symbol for the letter K, find K on the checkboard. First, go across to find 3, then go up to find 1. The secret symbol for K is 31.

	1	2	3	4	5
1	A	B	C	D	E
2	F	G	H	I	J
3	K	L	M	N	O
4	P	Q	R	S	T
5	U	V	W	XZ	Y

Try deciphering this code:

12-43-24-34-22-45-43-35-51-41-44-45-35-45-23-15-11-32-11-33-35

(answer: Bring troops to the Alamo.)

**INFORMATION SHEET 2  
CENTRAL TEXAS REGION**

**NEW BRAUNFELS**

Established in 1845 on Comal River by German settlers. German influence in tradition, culture, and language still prominent; famous for sausages, breads, and popular river camps. Guided or rent-your-own raft trips on the beautiful Guadalupe River.

**ATTRACTIONS:**

Landa Park - Exceptionally scenic park around crystal springs. Towering trees, spring-fed swimming pools, picnicking, boating, bicycling, hiking and golf.

Wurstfest (Sausage Festival) - 10 days in early November, salutes the best of the wurst. Features singing societies, traditional German bands, dancing groups and sausages of every description/

**LYNDON BAINES JOHNSON NATIONAL HISTORICAL PARK**

Replica of four-room birthplace of the late President is operated by National Service. Tour includes Johnson's boyhood home, the birthplace, LBJ Ranch, one-room junction school, and the President's grave in the Johnson family cemetery.

**SAN ANTONIO**

In 1718, Spain established Mission San Antonio de Valero (later called the Alamo). A customary accompanying fort, San Antonio de Baxar, protected the mission endeavors. Today's city and county names from those 18th Century Spanish beginnings that predate founding of the United States by more than a half a century. San Antonio became and remained the chief Spanish, then Mexican stronghold in Texas until the Texas Revolution.

Today, San Antonio is colorfully accented by its multicultural heritage.

**ATTRACTIONS:**

The Alamo - In 1718, the Alamo was built to Christianize and educate resident Indians. In 1836, rebelling against Mexico's self-proclaimed dictator, Santa Anna, a band of 187 Texas volunteers defied a Mexican army of thousands for 13 days of siege. The Alamo defenders died to the last man, among them such storied names as William Travis, Davy Crockett and Jim Bowie.

Botanical Gardens - 33 acres of formal gardens, pools, fountains, and natural areas; Native Texas Area, South Central Xeriscape, Endangered Species Project, Formal Gardens, Garden for the Blind, and Children's Garden.

Brackenridge Park - Includes rustic stone bridges and winding walks, gleaming pools, and Japanese Tea Garden.

Fiesta San Antonio - 10 days at the end of April. This major event includes art exhibitions, coronations of King Antonio, Pilgrimage to the Alamo, concerts, band festivals, Battle of Flowers Parade, King's River Parade, Fiesta Night Parade, flower and fashion shows, musical productions, balls and street dancing and fireworks.

River Walk - One level below the busy streets of downtown, the Paseo del Rio is San Antonio's premier visitor experience! Meanders several miles through midtown beneath giant cypress trees and palms, accented by tropical foliage and glowering shrubs. Edged by popular hotels, art and gift shops, restaurants and sidewalk cafes, boutiques and cabarets. Riverboat taxis; half-hour scenic cruises.

#### DEL RIO

Bills itself as "Queen City of the Rio Grande," seat of Val Verde (green valley) County that covers more than 3,000 square miles. Agriculture includes cattle ranching, extensive production of sheep, lambs, wool, and mohair from Angora goats. Abundant hunting for white-tailed deer, wild turkey, javelina, dove and quail.

Fishing, boating and water sports are available on the Amistad Reservoir.

With some 400 archeological sites, the area is among nation's richest in aboriginal cave paintings.

#### ATTRACTIONS:

Amistad Recreational Area - Swimming beaches, marinas, boat ramps, free campgrounds administered by the National Park Service on U.S. side of the huge international Amistad Reservoir.

Ciudad Acuna - City of 60,000 across Rio Grande from Del Rio. There are restaurants, fascinating shops offering handmade silver, decorative wrought iron, jewelry, woven goods, leather crafts, pottery and souvenirs.

San Felipe Springs and Moore Park - Lush oasis in semiarid setting, springs were important watering stop on historic Chihuahua Road that connected Texas port of Indianola with Chihuahua City, Mexico. Springs flow some 96 million gallons of clear pure water daily.

Val-Verde Winery - Family enterprise in its fourth generation, founded in 1880s by Italian immigrants. Grapes have been grown in the area SINCE 1825, but other varieties from Spain, America and Mexico were introduced.

Whitehead Memorial Museum - Dedicated to the life and legends of frontier Southwest, the museum is in a rustic structure that was the early trading post serving both Texas and Mexico. Judge Roy Bean and his son are buried on museum grounds.

**ACTIVITY SHEET 2**  
**TALL TALE**

**JUDGE ROY BEAN**

When it comes to tall tales, no one can surpass the dirty, whiskered old, fat man Judge Roy Bean. The Judge was close to sixty when he arrived near Del Rio, west of the Pecos River. His neck had a crook in it. He said a senorita cut him down from his own hanging.

Roy Bean began his law career in a railroad camp and was proprietor of a store. The railroad was being built there and along with the construction crew came bandits, cardsharks, ladies of the night, and gunmen.

Drunks often awoke to find themselves chained to the Judge's bed along with Bruno, his pet bear. One famous story says that after finding a gun and five dollars on a corpse, Bean fined the corpse five dollars for carrying a concealed weapon. Bean found a man not guilty for the murder of a Chinese man because he couldn't "find any law in Texas against killing a Chinaman." Also when a man was accused of murdering a Mexican, Bean announced, "It served the deceased right for getting in front of a gun."

The Judge ruled the Pecos for 20 years, most of the time from the famous Jersey Lilly Saloon. He named saloon after a beautiful actress, Lillie Langtry. Bean saw the fabled Lillie Langtry on stage in San Antonio, but never met her.

In 1896 the Judge promoted the world championship between Maher and Fitsimmons. The fight was judged illegal, and the Texas Rangers and Mexican troops came to prevent the show. But Bean held the championship in the middle of the Rio Grande as the spectators and lawmen watched Maher get knocked out in less than three minutes.

The famed Jersey Lillie Saloon now stands in a state park. The Texas historical marker reads, "On this exact site and this very building Judge Roy Bean dispensed hard liquor and harsh justice, all a part of his Law West of the Pecos."



**ACTIVITY SHEET 3**  
**WRITE YOUR OWN TALL TALE**

**TITLE** -----

Write your own tall tale using the Judge Roy Bean story as a guide and the words listed on the following page. You may also use words of your own. Be sure they fit!

When it comes to tall tales, no one can surpass the -----, --  
-----, ----- was close  
to ----- when he/she arrived near -----,  
west of the ----- His/her ----- had a  
----- in it. He/she said a ----- him/her from  
-----.  
----- began his/her ----- in a -----  
----- camp and was ----- of a ----- The -----  
----- was being ----- there and along with -----  
came -----, -----, -----, and -----.  
----- often ----- to find themselves ----- to the  
-----'s ----- along with -----, his/her -----  
----- One famous story says that after finding a -----  
- and ----- on a corpse, ----- the  
----- for -----.  
----- ruled the ----- for ----- years.  
The Texas historical marker reads, "On this exact site -----  
----- dispensed ----- and -----  
-----, all part of his/her ----- West of -----  
-----."

TALL TALE HELPFUL WORDS

NOUNS

prairie dog(s)  
quicksand  
muleshoe pitching  
flycatcher  
gold mine  
mosquito  
horse(s)  
wildcatter  
ice cream  
auction  
ranch  
honky tonk  
watering hole  
boots  
rawhide  
legend  
trail-blazers  
outlaw  
maverick  
gunfighter  
saloon-girl  
bartender  
roughneck  
boom town  
corral  
dance hall  
bank  
gentlemen  
hotel  
money  
Indians  
herd  
buckaroo  
cow patty

VERBS

gallopin'  
fussin'  
feudin'  
livin  
ropin'  
chewin'  
spitin'  
walkin'  
drivin'  
wallowin'  
shootin'  
killin'  
sweatin'  
tame  
dancin'  
drinkin'  
cookin'  
eatin'  
braggin'  
robbin'  
ghost  
campin'  
covered  
howled  
gussied up  
hang  
whip  
diggin'  
makin'  
captured  
singin'  
scalped  
defeat  
united

ADJECTIVES

prickly  
dusty  
little  
big  
bloodshot  
lonely  
purty  
black-bellied  
smelly  
law-abiddin'  
western  
popular  
hard  
weathered  
bitter  
famous  
sweet  
barren  
seedy  
notorious  
grand  
precious  
ancient  
powerful  
native  
homeless  
outnumbered  
worst  
best  
stormy  
tasteless  
dangerous  
armed  
honorable

**CENTRAL TEXAS REVIEW  
QUESTIONS**

1. What city is named for the "Father of Texas?"  
Austin
  
2. What city, settled by German immigrants, has people still following traditional German styles, customs, and speaking German?  
Fredericksburg  
What city is known for excellent fall and winter hunting?  
Fredericksburg  
Where are the Easter Fires?  
Fredericksburg
  
3. Rent-your-own raft trip on the beautiful Guadalupe River is centered around what Texas city?  
New Braunfels
  
4. What city, established by Spain, was started as a mission called the Alamo?  
San Antonio  
The attraction, River Walk, is in what city?  
San Antonio
  
5. What city is known as the "Queen of the Rio Grande?"  
Del Rio
  
6. What Texan became President of the United States?  
Lyndon Baines Johnson

**CENTRAL TEXAS  
POST-TEST**

Match the terms and place the correct number of the response in the blank next to the term.

- |                    |  |
|--------------------|--|
| ___ Austin         | 1. Queen City of the Rio Grande  |
| ___ Fredericksburg | 2. City known for rent-your-own raft trips on the beautiful Guadalupe River                |
| ___ New Braunfels  | 3. Home of the Alamo   |
| ___ San Antonio    | 4. City named for the "Father of Texas"  |
| ___ Del Rio        | 5. City settled by immigrant families from Germany; still holds on to traditional customs. |

Circle T if you feel statement is true and F if you feel the statement is false.

- |   |   |  |
|---|---|--|
| T | F | 6. San Antonio is the hub city of Texas, having the seat of government, education, industry, and diversified recreation. |
| T | F | 7. The Easter Fires are part of the main attractions of Fredericksburg.  |
| T | F | 8. The Wurstfest is held in New Braunfels.   |
| T | F | 9. The River Walk is a famous attraction of San Antonio.   |
| T | F | 10. The late President John F. Kennedy was born and raised in the Austin area.   |

SUM'N X'TRA  
CENTRAL REGION  
WORD SEARCH

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

Words to be found in this word search are from the Central Region.  
The words can be found either vertically or horizontally.

CAPITAL

RIVER WALK

ALAMO

CROCKETT

PRESIDENT

JOHNSON

BOWIE

SAUSAGE

GERMAN

RIVER

SUM'N X'TRA  
CENTRAL TEXAS REGION  
HANGMAN

The following words may be used to play the game of hangman.  
Please use the chalkboard for the drawings.

CAPITAL

RIVER WALK

ALAMO

CROCKETT

PRESIDENT

JOHNSON

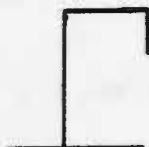
BOWIE

SAUSAGE

GERMAN

RIVER

An example of the hangman drawing.



For each incorrect response a part of the body is drawn.  
Completion of the word before the body is a successful effort.

SUGGESTION: Possible reward for each successful completion.

Dallas Center for Independent Living  
8625 King George Dr. #210  
Dallas, TX 75235

SN 116 I