Cognition at Home Workbook

Home Edition

Ready-to-print therapy worksheets for adults at home after a hospital, rehab, or skilled nursing stay. Mixed difficulty, for home-health SLPs, the person, and family.

> Home safety · Medication management · Calendars and appointments · Bills and money · Grocery lists and meals · Recipes · Mail, labels, and forms · The phone and contacts · Memory aids · Community outings · Caregiver tips · A goal bank and family handouts

Large print. One main task per page. Pages are marked Easier, Moderate, or Harder. Includes a starter goal bank, progress sheets, a family carryover handout, and an answer key where answers are objective.

License. Permission to print and use for one facility, one home-health caseload, one clinic, or one household. Not for resale.

These are practice materials. They do not replace an SLP's evaluation or clinical judgment. They are not a standardized test and are not meant to diagnose any condition.

What's in this workbook

Every worksheet is set at home or in the community. Pages are marked Easier, Moderate, or Harder. You do not have to use them in order.

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The front of the book includes a cueing guide, a starter goal bank for home health, a session progress sheet, a family practice log, a one-page "This week's practice" carryover handout, and an emergency information card to keep by the phone. An answer key is at the back for tasks with a clear answer.

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How to use this workbook

This is the **Home Edition**: practice for adults living at home after a hospital, rehab, or skilled nursing stay. Every worksheet is set at home or in the community. Each one is marked Easier, Moderate, or Harder.

WHAT YOU CAN USE RIGHT AWAY

A cueing guide and a short starter goal bank follow this page. There is a progress sheet for sessions, a simpler log for family, and a one-page carryover handout you can leave after a visit. An answer key is at the back for tasks with a clear answer.

IN A HOME-HEALTH SESSION

1. Choose a page that matches the person's goals and current level. You do not have to use the pages in order.
2. Complete the task together. If practice between visits is appropriate, fill out the carryover handout and leave only the pages you want used.
3. Give only the support the person needs. Use the cueing guide on the next page, and write the cue level on the progress sheet.
4. Record accuracy in a simple way (for example, 7 out of 10). For open-ended tasks, write a short comment instead of a score.

DIFFICULTY

Easier pages use shorter items, more structure, and fewer steps. **Moderate** pages add more detail, a short plan, or more than one piece of information to hold in mind. **Harder** pages add more steps, more reading, a conflict to resolve, or more than one safe option to weigh. Move up or down as needed. If the person is tired or frustrated, stop or switch to an easier page.

REAL LIFE COMES FIRST

The names, addresses, bills, and medication labels in this book are made up for practice. For real medications, appointments, and money, use the person's real documents. If a practice answer and a real label ever disagree, follow the real label and a pharmacist, doctor, or nurse.

> These are practice materials for speech-language pathologists (SLPs), the adults they work with, and family. They do not replace an SLP's evaluation or clinical judgment. They are not a standardized test and are not meant to diagnose any condition.

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Cueing and support at home

Use the least support that still lets the person succeed. This is a practical session guide, not a formal protocol. Write the cue you used in plain language on the progress sheet.

A SIMPLE CUEING ORDER

1. **Wait.** Give extra time before you step in. Many people need a few more seconds to read, think, or start writing.
2. **Point.** Point to the page, the question, a calendar, a label, a clock, or something in the room.
3. **Give a meaning cue.** Name the category, the function, or a short hint ("it is taken with food," "look at Thursday afternoon").
4. **Offer two choices.** Read both, and let the person pick.
5. **Give a model, then ask the person to try it.** Say or show the first part, then hand the task back.

WHAT TO WRITE ON THE PROGRESS SHEET

Use short labels that match the list above: **independent**, **wait**, **point**, **meaning cue**, **two choices**, or **model**. If you used more than one, write the most support you needed for that item, or give a short note (for example, "meaning cue on 3 of 8").

WHEN TO STEP IN RIGHT AWAY

Do not wait if there is a safety problem: a burner left on, a fall, a scam call in progress, trouble breathing, or any moment when waiting would put the person at risk. Stop the worksheet and handle the real situation first.

FOR FAMILY WHO ARE HELPING

This is practice, not a quiz. Do not jump in with the answer. Do not take over the task unless it is unsafe for the person to continue. If the person is tired, frustrated, or getting most items wrong, stop and leave a note for the SLP. A shorter session with the right amount of help is better than finishing the page.

> These cueing ideas are a practical guide for this workbook. They do not replace an SLP's clinical judgment or a formal cueing protocol.

How to use this workbook at home

This book is for practice at home. It is not a test. Work with your speech-language pathologist (SLP) when you can. A family member or caregiver can help, but the goal is for the person to do as much as they safely can.

GETTING STARTED

1. Use the pages the SLP left for you, or pick one page. Short practice is enough. You do not need to finish a whole section in one sitting.
2. Read the directions together. It is fine to look at a clock, a calendar, a label, or a written reminder.
3. Give extra time before you jump in. Wait, then give a short hint if it is needed. See “Cueing and support at home.”
4. Write on the lines, or say the answers out loud if writing is hard.
5. If a task feels too easy or too hard, try a different page the SLP has approved, or stop and leave a note.

WHAT THIS BOOK IS NOT

These pages do not replace an SLP’s evaluation or advice from a doctor, pharmacist, or nurse. They are not a standardized test and are not meant to diagnose any condition.

USE REAL INFORMATION FOR REAL DECISIONS

The medication names, businesses, bills, and people in this book are made up for practice. They are not real. For a real medication, bill, or appointment, use the real label or the real letter. If you are unsure about a real medication or a safety question, do not guess. Call a pharmacist, doctor, nurse, or a trusted person.

IF SOMETHING DOES NOT FEEL SAFE

Stop the practice page and get help. For a medical emergency, a fall when the person cannot get up, trouble breathing, or a fire, call 911. The emergency pages in this book are for practice only.

WHAT TO FILL IN

The family practice log and the “This week’s practice” handout can go to the next visit. One line per day is enough.

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Starter goal bank for home health

Short starter goals you can adapt. Fill in the accuracy, cue level, and timeframe to match the person. These are practice starting points, not a required plan and not a billing form. Rewrite them in your own words as needed.

FOCUS	STARTER GOAL
Daily routine	The person will use a written daily board or planner to identify the day, the date, and the next planned activity with ____% accuracy, given ____ cues, in ____ of ____ sessions.
Home safety	Given a written home-safety situation (kitchen, fall, stranger at the door, or a suspicious call), the person will state a safe next step in ____ of ____ trials, given ____ cues.
Medication	Given a practice medication label, the person will state the dose, the time of day, and any food instructions with ____% accuracy, given ____ cues. Use real labels in treatment only with clinical judgment.
Appointments	The person will use a written calendar or appointment card to name the day, time, place, and one item to bring for the next visit with ____% accuracy, given ____ cues.
Money and bills	Given a practice bill or a short shopping total, the person will identify the amount due and a due date or a total, and state a next step, in ____ of ____ trials, given ____ cues.
Meals and lists	The person will make a written grocery list for one simple meal, or put a short set of recipe steps in order, with ____% accuracy, given ____ cues.
Phone	The person will take a practice phone message, or plan a short call, including the name, the number, and the reason, in ____ of ____ trials, given ____ cues.
Memory aids	The person will write or use a reminder on a whiteboard, planner, or notepad for a same-day or next-day task in ____ of ____ opportunities, given ____ cues.
Community	The person will plan a short outing (place, time to leave, and what to bring or spend) in ____ of ____ trials, given ____ cues.
Caregiver support	The caregiver will wait, then give a written or meaning cue before giving the answer, and will stop if the task is unsafe, in ____ of ____ opportunities, with modeling from the SLP as needed.

Cue level can match the guide in this book (independent, wait, point, meaning cue, two choices, or model). Change the setting or the materials so the goal fits the person's real home routine.

Session progress sheet

Use one line for each task, or one line for the session. This sheet is for your notes. It is not a test form and it is not a billing record.

NAME

SLP

GOAL FOCUS

DATES OF THIS SHEET

DATE	TASK / PAGE	LEVEL	CUES USED	ACCURACY	NOTES

Level: Easier, Moderate, or Harder. **Cues:** independent, wait, point, meaning cue, two choices, or model (write the most support used, or a short note such as “point on 2 of 8”). **Accuracy:** for example, 7/10, or a short comment when answers vary. **Notes:** fatigue, safety concerns, or what to try next visit.

Family practice log

A simple log for practice between visits. One line per day is enough. Bring this page to the next session if you can. This is not a test.

NAME

DATES OF THIS SHEET

DATE	WHAT WE PRACTICED (PAGE OR TASK)	HOW IT WENT	QUESTIONS OR NOTES FOR THE SLP

How it went: a short note is enough (for example, “needed more time,” “finished with a hint,” or “stopped early”). If a task felt unsafe, stop and write that here.

This week's practice

The SLP can fill this in at the end of a visit and leave it with the family. Practice only the pages listed here unless the SLP says otherwise.

NAME

DATE OF VISIT

SLP

NEXT VISIT, IF KNOWN

This week's focus

Pages or tasks to practice (include the difficulty if it helps)

HOW TO HELP

- [ ] Wait before you step in.
- [ ] Point to the page, a calendar, or a label.
- [ ] Give a short hint, then let the person try.
- [ ] Offer two choices if a hint is not enough.
- [ ] Stop if the person is tired, frustrated, or unsafe.

Other instructions from the SLP

Note for the SLP at the next visit

For real medications, bills, and appointments, use the real documents, not the practice pages. If you are unsure or something feels unsafe, stop and get help.

Emergency information card

Fill this page with **real** information and keep it by the phone or on the refrigerator. Do not copy the made-up names or numbers from the practice pages in this book.

KEEP THIS IN SIGHT

Emergency information

NAME _____ **PHONE** _____

HOME ADDRESS (INCLUDE CITY, AND APARTMENT OR UNIT IF YOU HAVE ONE)

_____

_____

For a serious emergency, call 911. Stay on the line and give your address.

TRUSTED PERSON _____ **THEIR NUMBER** _____

CLINIC OR DOCTOR _____ **CLINIC NUMBER** _____

PHARMACY _____ **PHARMACY NUMBER** _____

ALLERGIES OR OTHER NOTES A HELPER SHOULD KNOW (ONLY IF YOU WANT THEM WRITTEN HERE)

_____

_____

This card does not replace a medical-alert device, a current medication list, or advice from a doctor, pharmacist, or nurse. Update it when a number changes.

EASIER

Kitchen safety choices

Read each situation. Mark the safer choice, then write one sentence about why you chose it.

1. A towel is sitting on the stove.

☐ Leave it there so it is handy when you cook.

☐ Move the towel off the stove and keep cloths away from the burners.

Why?

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2. You pour a glass of water and some spills on the kitchen floor.

☐ Walk around it and wipe it later if you remember.

☐ Wipe it up now, or ask someone to help if you cannot do it safely.

Why?

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3. You need a pan from a high cupboard.

☐ Stand on a chair or the counter to reach it.

☐ Use a stable step only if that is safe for you, or ask someone to get it.

Why?

EASIER

Using the stove

These questions are about cooking at home. Use the picture in your mind of your own kitchen, or talk through the steps out loud.

1. Before you turn the stove on, what is one thing you should check (for example, what is on the burner, or what you are wearing)?

2. You put a pot of soup on the stove. Where should you stay while it is heating?

3. The soup is ready. What should you do with the burner before you walk away?

4. If you are not sure whether the stove is off, what is a safe way to check?

5. Name one reason you might ask someone to help you cook today, or one change that would make cooking safer for you.

MODERATE

A pot left on the stove

Read the situation, then write a clear plan. There may be more than one safe answer. Be specific.

The situation

You put a pot of water on the stove to make tea. The phone rings in the other room. You leave the kitchen to answer it. A few minutes later you smell something hot, and you see steam in the kitchen doorway.

1. What is the first thing you should do when you notice the steam?

2. What should you check on the stove once you are in the kitchen?

3. Next time you need to leave the kitchen while something is on the stove, what is a safer plan?

4. If you ever smelled gas, or if a fire started that you could not safely put out, what should you do?

EASIER

Bathroom and fall hazards

Falls are a common risk at home. Mark the safer choice, then write why.

1. The bathroom floor is wet after a shower.

- [ ] Walk across it carefully in socks.
- [ ] Wait, wipe the floor, or put down a bath mat, and use shoes or non-slip slippers if you have them.

Why?

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2. You feel unsteady when you stand up from the toilet.

- [ ] Stand up quickly and walk to the sink.
- [ ] Sit a moment, use a grab bar or a stable surface if you have one, and ask for help if you need it.

Why?

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3. A small rug in the hallway slides when you step on it.

- [ ] Leave it. You know to step over it.
- [ ] Remove it, tape it down, or put a non-slip pad under it, or ask someone to help.

Why?

MODERATE

If you fall at home

This is practice for a plan, not a substitute for advice from your doctor, physical therapist, or occupational therapist. Write answers that fit your home.

1. If you fell and you were hurt, or you could not get up, who would you call first? Write the number you would use, or write 911.

2. Where is a phone, a medical-alert device, or another way to call for help in the rooms you use most?

3. If you fell, you were not badly hurt, and you thought you could get up, what is a slow, safe way to do that? What should you not do?

4. After a fall, even a small one, who should you tell? Why does that person need to know?

5. Write one change in your home that would make a fall less likely (for example, a light, a cluttered path, or a slippery rug).

EASIER

Someone is at the door

You do not have to open the door to someone you do not know. Mark the safer choice, then write why.

1. The doorbell rings. You are not expecting anyone, and you do not recognize the person through the window or peephole.

- [ ] Open the door so you can hear what they want.
- [ ] Keep the door closed. Ask who it is, or do not answer. You can call a trusted person if you are unsure.

Why?

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2. A person in a work shirt says they are from the electric company and need to come in right now. You were not told about a visit.

- [ ] Let them in. They have a shirt with a logo.
- [ ] Keep the door closed. Call the company on a number you already have — not a number the person gives you — and check.

Why?

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3. Someone at the door asks you to sign a paper or pay a fee to “keep your account from being shut off.”

- [ ] Pay or sign so the problem goes away.
- [ ] Do not pay or sign at the door. Call the company yourself on a number you already have, or ask a trusted person to help you check.

Why?

MODERATE

A suspicious phone call

Read the call, then answer. A safe plan is better than a long answer.

The call

The phone rings. A person says, “This is the tax office. You owe money and we will send police to your house today unless you buy gift cards and read us the numbers.” They tell you not to call anyone else.

1. Is this a real tax-office call? How do you know?

2. What should you do during the call?

3. What should you not do?

4. After you hang up, who could you tell, and why is it useful to tell someone?

5. Name one other phone call that should make you hang up (for example, a call about a prize, a computer virus, or a family emergency that asks you to send money).

HARDER

A scam text or letter

Read both messages. Decide what is unsafe in each one, then write a plan.

Text message

“Your Cedar Lane Pharmacy order is on hold. Confirm your Medicare number and date of birth at this link in the next 30 minutes or your prescriptions will be canceled.” The number is not the pharmacy’s usual number.

A letter in the mail

“You have won $5,000. To release your prize, mail a $95 processing fee or call this number and give your bank account information.”

1. What is one problem with the text message?

2. What should you do about the text? What should you not do?

3. What is one problem with the letter?

4. What should you do with the letter?

5. If you were not sure about either one, who could help you check?

EASIER

When to call 911

Call 911 for a serious emergency. For a routine question, use a doctor, a pharmacist, or a trusted person. Mark 911 or not 911, then write a short reason.

1. You have sudden trouble speaking, and one side of your face feels weak.

☐ Call 911.

☐ Do not call 911. Wait and see if it passes.

Why?

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2. You cannot remember whether you already took this morning's tablet.

☐ Call 911.

☐ Do not call 911. Check your pill organizer, or call a pharmacist, doctor, or nurse.

Why?

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3. You fell, you cannot get up, and you are alone.

☐ Call 911.

☐ Do not call 911. Wait until someone stops by later.

Why?

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4. You want to know what time the clinic opens tomorrow.

☐ Call 911.

☐ Do not call 911. Call the clinic on its regular number, or look at a letter or website.

Why?

MODERATE

What to say in an emergency

If you call 911, the dispatcher will need clear information. Practice what you would say. Use your own address if you want to, or write a practice address.

1. Write your street address, or a practice address you want to use on this page. Include the city if you know it.

2. You call 911 because a family member collapsed and is not answering you. What are the first two things you should tell the dispatcher?

3. Why is it important to stay on the line until the dispatcher says you can hang up?

4. If it is hard to talk, what is one other way you could get help (for example, a medical-alert button, a neighbor, or a written address by the phone)?

5. Write a short script you could keep by the phone: your name, your address, and “I need help because…”

HARDER

Smoke, a gas smell, or a water leak

Each problem needs a different plan. Write what you would do first, and who you would call. Get out and call for help if you are not sure you can handle it safely.

1. You see smoke coming from the toaster, and a small amount of food is burning. The flames are not spreading. What should you do first? When would you leave and call 911 instead?

2. You smell gas in the kitchen. What should you not do (for example, with lights or electrical switches)? What should you do instead?

3. You find water spreading across the bathroom floor from under the sink. What are your first two steps? Who might you call if you cannot stop it?

4. For which of these three problems should you leave the house right away? Why?

EASIER

A home safety walk-through

Walk through your own home, or talk through it from memory. For each item, mark Yes, No, or Needs a change. This is a practice list, not a formal home-safety evaluation.

LOOK AT	YES	NO	NEEDS A CHANGE
Walkways are clear of clutter, cords, and loose rugs.			
There is a clear path to the bathroom at night, with a light you can reach.			
A phone, an alert device, or another way to call for help is within reach in the rooms you use most.			
Emergency numbers are written down by the phone or on the refrigerator.			
Medications are stored in a consistent place, away from children and pets if that applies.			
Cleaning products are labeled and stored away from food and medications.			

1. Which one item would you change first? Why?

2. Who could help you make that change if you cannot do it alone?

MODERATE

Medications and household products

Some bottles in a home can look alike. This page is about keeping things separate and reading the label. The product names below are made up for practice.

On the same shelf

A bottle labeled Zembrel 20 mg tablets, Dr. L. Chen, Cedar Lane Pharmacy.
A spray bottle labeled Hartell Kitchen Cleaner: “Do not swallow. Keep away from food. Wear gloves.”
A small bottle labeled Clear-View eye drops: “For use in the eyes only. Do not swallow.”

1. Which of these is a medication to take by mouth? How do you know?

2. Where should the kitchen cleaner be kept, compared with the medication?

3. If a label is hard to read, or two bottles look alike, what should you do before you use either one?

4. If someone swallowed a cleaner or used the wrong bottle, what should you do first? (You can say “call 911 or poison help,” and tell a trusted person.)

EASIER

Reading a medication label

The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

CEDAR LANE PHARMACY

Zembrel 20 mg tablets

Take 1 tablet by mouth each morning with food.
Quantity: 30 tablets
Prescriber: Dr. L. Chen
Date filled: April 2
Refills left: 1

1. How many tablets do you take, and when?

2. Should this tablet be taken with food? How do you know?

3. Who is the prescriber?

4. How many refills are left?

EASIER

Setting up a pill organizer

This organizer is for practice only. The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

This week's practice list

Zembrel 20 mg: 1 tablet each morning with food.
Ortalis 5 mg: 1 tablet at bedtime.

Write the medication name in the correct boxes for Monday through Sunday. Leave a box empty if nothing goes there.

	MON	TUE	WED	THU	FRI	SAT	SUN
Morning							
Bedtime							

1. How many Zembrel tablets do you need for the whole week?

2. How many Ortalis tablets do you need for the whole week?

3. Why is it useful to fill the organizer at a regular time, such as the same day each week?

MODERATE

A daily medication schedule

The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

Directions for today

Zembrel 20 mg: 1 tablet in the morning with food.
Ortalis 5 mg: 1 tablet at bedtime.
Brintova 10 mg: 1 tablet in the morning and 1 tablet in the evening, about 12 hours apart.

Fill in a plan for today. Use times that would work in a real day.

TIME	MEDICATION	WITH FOOD?

1. How many tablets do you take in the morning, and which ones?

2. If the morning dose is at 8:00 a.m., about what time should the evening Brintova be taken?

3. Which medication is taken only at bedtime?

MODERATE

Two medications and breakfast

The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

The situation

You take Zembrel 20 mg each morning with food.
You take Ortalis 5 mg at bedtime.
Tomorrow you have a 7:00 a.m. appointment at Fairwell Clinic. You usually eat breakfast at 8:00 a.m. The clinic is a 20-minute drive, and you want to arrive a little early.

1. What time do you need to leave the house to arrive a little early?

2. Zembrel is taken with food. What is a safe plan for tomorrow morning so you can take it with food and still get to the appointment?

3. Does the 7:00 a.m. appointment change when you take Ortalis the night before? Why or why not?

4. If you were not sure how to change a medication time for an early appointment, who should you ask?

HARDER

A missed dose (practice only)

Do not use this page as medical advice. The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure. If this happened with a real medication, call a pharmacist, doctor, or nurse. Do not guess.

The situation

It is 11:30 a.m. You take Zembrel 20 mg each morning with food. Your pill organizer for this morning is empty, but you cannot remember whether you already took today's tablet or whether the box was empty because you forgot to fill it.

1. What should you check first (for example, the organizer, a written list, or a person who helps you)?

2. Should you take another tablet right now "just in case"? Why or why not?

3. Who is the best person to call if you still are not sure?

4. What is one way you could make this less likely to happen tomorrow?

HARDER

When to request a refill

The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

CEDAR LANE PHARMACY · (555) 011-2740

Zembrel 20 mg tablets

Take 1 tablet by mouth each morning with food.

Quantity: 30 tablets

Date filled: April 2

Refills left: 1

The pharmacy needs 2 days to fill a refill.

1. If you take 1 tablet each day and you start the bottle on April 2, on what date will the 30th tablet be taken?

2. You want 7 days of tablets still on hand when you request a refill. On what date should you call?

3. The pharmacy needs 2 days. If you want the refill ready before you run out, what is the latest date you should call?

4. How many refills are left on this label? If there were no refills left, what would you do?

MODERATE

Questions for the pharmacist

A pharmacist can explain real directions. This page is for practice only. The names are made up. Write questions you would actually ask.

You are at Cedar Lane Pharmacy

You are picking up a new practice medication, Tovelor 25 mg. The label says: “Take 1 tablet by mouth as needed. Do not take more than 3 tablets in 24 hours. Wait at least 6 hours between tablets.”

1. Write one question about when you should take this medication.

2. Write one question about what to do if the tablets do not seem to help.

3. Write one question about whether this medication can be taken with your other morning tablets.

4. The pharmacy is busy. What is one piece of information you should have ready (your name, date of birth, or the prescription number)?

5. If you think of a question after you get home, how can you get it answered?

HARDER

Comparing two labels

The medication names below are made up for practice. They are not real drugs. For a real medication, follow the real label and ask a pharmacist, doctor, or nurse if you are unsure.

CEDAR LANE PHARMACY

Zembrel 20 mg tablets

Take 1 tablet by mouth each morning with food. Quantity: 30. Date filled: April 2. Refills left: 1. Prescriber: Dr. L. Chen.

CEDAR LANE PHARMACY

Ortalis 5 mg tablets

Take 1 tablet by mouth at bedtime. Quantity: 30. Date filled: April 2. Refills left: 0. Prescriber: Dr. L. Chen. May cause dizziness. Sit a moment before you stand.

1. Which medication is taken in the morning, and which is taken at bedtime?

2. Which label says to take the tablet with food?

3. Which medication has no refills left? What should you do before it runs out?

4. Ortalis may cause dizziness. What does the label tell you to do?

EASIER

Today’s plan from a calendar

Use the calendar below. Today is Wednesday, May 13. Answer in your own words. It is fine to look back at the calendar as often as you need.

DAY	PLAN
Tuesday 12	Grocery order delivered in the morning
Wednesday 13	Fairwell Clinic, 10:30 a.m. Home health visit at 2:00 p.m.
Thursday 14	No appointments. Neighbor visits at 3:00 p.m.
Friday 15	Cedar Lane Pharmacy pickup after 1:00 p.m.

1. What day is it today, and what is the date?

2. Where do you need to be this morning, and at what time?

3. What is planned for this afternoon?

4. What is one thing you should get ready for today’s clinic visit?

EASIER

A weekly calendar

Read the week, then answer. You may look back at the calendar for every question.

DAY	MORNING	AFTERNOON
Monday	Blood pressure check, 9:00	Open
Tuesday	Open	Haircut, 1:30
Wednesday	Open	Open
Thursday	Physical therapy, 10:00	Open
Friday	Open	Fairwell Clinic, 3:15
Saturday	Open	Open
Sunday	Open	Open

1. Which mornings already have a plan?

2. What time is the haircut, and on which day?

3. Name two days that are fully open.

4. A friend wants to visit for one hour. Name one time that would work, and why.

EASIER

Reading an appointment card

Read the appointment card, then answer the questions.

FAIRWELL CLINIC

Appointment reminder

Patient: J. Morales

With: Dr. R. Vega

Day and date: Tuesday, May 19

Time: 2:45 p.m.

Place: Fairwell Clinic, 80 Wren Street, second floor

Please bring your medication list and your insurance card. Arrive 15 minutes early.

To change this appointment, call (555) 011-4480.

1. What day, date, and time is the appointment?

2. What time should you arrive, if you follow the card?

3. Where do you need to go, including the floor?

4. What two things should you bring?

MODERATE

Planning a week with three appointments

You need to place three appointments on this week. Write them on the calendar, then answer the questions.

Appointments to place

1. Cedar Lane Pharmacy review with the pharmacist — Thursday at 11:00 a.m. (30 minutes).
2. Fairwell Clinic, Dr. L. Chen — Friday at 9:30 a.m. (plan for 1 hour, plus 15 minutes early).
3. A friend can drive you to the grocery store on Wednesday or Friday afternoon, from 1:00 to 2:30 p.m.

DAY	ALREADY PLANNED	ADD APPOINTMENTS HERE
Wednesday	Open all day	
Thursday	Neighbor may stop by at 3:00 p.m.	
Friday	Home health visit at 3:30 p.m.	

1. Which afternoon will you choose for the grocery trip? Why?

2. What time do you need to leave the house on Friday morning if the clinic is a 20-minute trip?

HARDER

A schedule conflict

Two plans are on the same day. Read the calendar and the new request, then write a plan that solves the conflict.

TIME	TUESDAY, MAY 19
9:00 a.m.	Open
10:30 a.m.	Lab work at Fairwell Clinic (do not eat for 8 hours before this appointment)
12:30 p.m.	Open
2:45 p.m.	Follow-up with Dr. R. Vega, second floor (arrive 15 minutes early)
4:30 p.m.	Open

A new request

Physical therapy called. They have an opening on Tuesday at 10:00 a.m., or on Wednesday at 1:00 p.m.

1. Can you take the Tuesday 10:00 a.m. therapy time? Why or why not?

2. Which option would you choose, and what would you need to change or keep the same?

3. When can you eat on Tuesday? How do you know?

4. What time should you arrive for the 2:45 appointment?

MODERATE

Getting ready for an appointment

Tomorrow is the 2:45 p.m. visit with Dr. R. Vega at Fairwell Clinic, second floor. Arrive 15 minutes early. Bring a medication list and an insurance card.

1. Write a short list of what you will put by the door tonight.

2. Write two questions you would like to ask the doctor. They can be about how you have been feeling, a medication, or something you want to understand.

3. How will you get there, and what time will you leave? If you are not sure, write who you would ask.

4. If you woke up not feeling well enough to go, what would you do? Who would you call? The clinic number on the card is (555) 011-4480.

HARDER

A month of recurring tasks

This is a practice month. Recurring tasks are listed below the calendar. Write each one on the correct dates, then answer the questions. You may look back as often as you need.

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Write these on the calendar

Trash pickup is every Monday.
A pharmacy refill reminder: call on the 18th.
Fairwell Clinic, Dr. L. Chen, on the 9th at 10:00 a.m.
Rent or a housing payment is due on the 1st.

1. How many Mondays are in this month, and what are the dates?

2. The clinic visit on the 9th is a Tuesday. What else, if anything, is already on that week?

3. If you want two days to pay before the due date, on what date would you start the housing payment?

EASIER

Counting money for a purchase

Tax is already included in these practice prices. You may write the math in the margins.

At Pine Ridge Market

You are buying a loaf of bread for $3.49 and a half gallon of milk for $4.25. You pay with a $10.00 bill.

1. What is the total for the bread and the milk?

2. How much change should you get from $10.00?

3. If you also wanted bananas for $1.69, would $10.00 still be enough? How do you know?

4. What is one way to check that the change is right before you leave the counter?

EASIER

Making change

Tax is already included. Show your work if you want to.

1. A box of tea costs $6.15. You pay with a $10.00 bill. How much change should you get?

2. You buy postage stamps for $8.40. You pay with a $20.00 bill. How much change should you get?

3. You have $5.00. Can you buy a notebook for $3.25 and a pen for $1.50? What would be left, or how much more would you need?

4. The cashier gives you $3.85 back for the $6.15 box of tea after you paid with $10.00. Is that the right change? What should you do?

EASIER

Reading a simple bill

This bill is made up for practice. North Wren Electric is not a real company. Read the bill, then answer.

NORTH WREN ELECTRIC

ITEM	AMOUNT
Account	4482-17
Service period	April 1–30
Amount due	$84.20
Due date	May 15
If paid after the due date	$89.20
Questions: (555) 011-6302	

1. How much is due, and by what date?

2. What is the amount if the bill is paid after the due date?

3. What dates does this bill cover?

4. If you had a question about this bill, what number would you call?

MODERATE

What is due, and when

These two practice bills are not real. Today is May 6. You may look back at the table for every question.

BILL	AMOUNT DUE	DUE DATE
North Wren Electric	$84.20	May 15
Harbor Water	$31.40	May 8

1. Which bill is due first? How many days from today is that due date?

2. What is the total if you pay both bills?

3. You have $100.00 set aside for bills this week. Is that enough to pay both? How much would be left, or how much more would you need?

4. If you could pay only one bill today, which one would you pay first, and why?

MODERATE

A weekly spending plan

Rent is already paid. You have $120.00 left for this week. Tax is included in the estimates below.

A possible plan

Groceries: $55.00
Pharmacy copay: $12.00
Transit or gas: $10.00
Household paper goods: $15.00

1. What is the total of this plan?

2. How much of the $120.00 would be left?

3. You would also like a $20.00 box fan. Can you add it and still stay at or under $120.00? What would be left then?

4. If the grocery total came out $8.00 higher than planned, what is one change you could make so you still stay on budget?

MODERATE

Comparing prices

Tax is included. Compare the two practice stores, then decide.

ITEM	PINE RIDGE MARKET	CEDAR LANE MARKET
Milk (half gallon)	$3.89	$3.49
Eggs (dozen)	$2.99	$3.29
Bread	$2.79	$2.79
Bananas	$1.69	$1.89

1. Which store has the lower price for milk? By how much?

2. If you bought all four items at Pine Ridge Market, what would you pay?

3. If you bought all four items at Cedar Lane Market, what would you pay?

4. If you need all four items, which store costs less for the set? If you only needed milk, which store would you choose?

HARDER

A budget that is short

You have $90.00 for the rest of the week. These are practice numbers. Write a plan that stays as close as you can to what you need, and be clear about what you would change.

What you had planned

Groceries: $48.00
Pharmacy copay: $15.00
Transit: $12.00
Household paper goods: $22.00

1. What is the total of this plan? How much over $90.00 is it?

2. Which item would you not want to skip, and why?

3. Write a revised plan that stays at or under $90.00. What did you change?

4. If you were not sure whether you could delay one of these costs, who could you ask?

HARDER

Paying more than one bill

Today is May 20. This account summary is made up for practice. Wren Street Credit Union is not a real bank.

Wren Street Credit Union — practice account

Available now: $210.00
North Wren Electric: $84.20, due May 22.
Phone bill: $46.00, due May 28.
You also need a $12.00 pharmacy copay when you pick up a refill on Thursday, May 21.

1. If you paid both bills and the copay, what would be left in the account?

2. Is $210.00 enough to cover all three? How do you know?

3. In what order would you pay them, and why?

4. After these payments, you would like to buy $30.00 of groceries. Would that still leave you with some money in the account?

EASIER

A grocery list for one meal

You want to make scrambled eggs and toast at home. Write a list, then think about what you may already have.

1. Write a grocery list for this meal. Include anything you would need to buy.

2. Which items on your list are often already in the kitchen (for example, salt, oil, or butter)?

3. If you already have bread at home, what would you take off the list?

4. You are shopping for two people. Do you need to change anything on the list? What, if anything?

MODERATE

Checking the kitchen first

Before you go to the store, check what you already have. Use the recipe and the kitchen list.

You want to make a simple soup

You need: 1 carton of chicken broth, 1 onion, 2 carrots, 1 cup of rice, cooked chicken, and salt.

Already in the kitchen

1 carton of chicken broth, 1 onion, half a bag of rice (more than 1 cup), salt, and no carrots and no chicken.

1. Which items do you already have in the amounts the recipe needs?

2. What do you still need to buy?

3. Write a short store list with only the items you do not already have.

4. Why is it useful to check the kitchen before you write a list?

MODERATE

Planning three simple meals

Plan one breakfast, one lunch, and one dinner that you could actually make at home. Keep the meals simple. Then turn the plan into a shopping list.

1. Breakfast:

2. Lunch:

3. Dinner:

4. Write a shopping list for these three meals. You can skip items you already have at home if you say so.

MODERATE

A list from a sale flyer

This flyer is made up for practice. You need a protein, a grain, a fruit, and a vegetable. Tax is included.

THIS WEEK AT PINE RIDGE MARKET	PRICE
Chicken breasts	$4.99
Rice	$1.79
Bananas	$0.59 / lb
Oats	$3.29
Frozen vegetables	$1.99
Cookies	$3.49
Orange juice	$3.79

1. Write a list that covers a protein, a grain, a fruit, and a vegetable. Use the sale flyer.

2. What is the total for the four items you chose?

3. Which flyer items are optional for this task?

HARDER

Shopping on a budget

You have $30.00. Tax is already included. You need milk, eggs, and a protein. You may add other items only if the total stays at or under $30.00.

ITEM	PRICE
Milk (half gallon)	$3.49
Bread	$2.89
Eggs (dozen)	$2.99
Chicken	$6.50
Rice	$1.79
Bananas	$1.69
Apples (bag)	$3.25
Cheese	$4.50
Frozen vegetables	$2.19
Yogurt	$3.99
Coffee	$6.99
Cookies	$3.49

1. What is the cost of milk, eggs, and chicken together?

2. Make a list you can afford. Include milk, eggs, and a protein. Write the total.

3. If you also wanted coffee, what would you take off the list, or what would you skip?

MODERATE

Checking a receipt

Compare what you meant to buy with the practice receipt. Tax is included, and there is no tax line on this receipt.

What you put on the counter

Milk $3.49, bread $2.89, bananas $1.69, and chicken $6.50.

PINE RIDGE MARKET — RECEIPT

ITEM	PRICE
Milk	$3.49
Bread	$2.89
Bananas	$1.69
Chicken	$6.50
Cookies	$3.49
Total	$18.06

1. What is the total for only the four items you put on the counter?

2. What is different about the receipt?

3. What should you do before you leave the store?

HARDER

Planning meals with leftovers

You buy one roast chicken on Monday. Plan three meals that use it, so you do not have to buy chicken three times.

What you have

1 roast chicken, 1 bag of frozen vegetables, 1 bag of rice, bread, and a carton of broth.
You can buy a few more items if you need them.

1. What could you serve for Monday dinner?

2. What could you make for Tuesday lunch using leftovers?

3. What could you make for Wednesday (for example, soup with broth and remaining chicken)?

4. Write a short shopping list for anything you still need. Do not list the chicken again unless you need more.

5. What is one way you would store the leftover chicken safely? If you are not sure, who would you ask?

EASIER

Put the steps in order: a cup of tea

These steps for a cup of tea are out of order. Number them from 1 (first) to 6 (last). Then answer the questions.

_____ Put a tea bag in the cup.

_____ Wait while the tea steeps.

_____ Boil or heat the water.

_____ Add milk, lemon, or honey if you want it.

_____ Pour the hot water into the cup.

_____ Take out the tea bag.

1. Which step has to come first, before the water goes in the cup?

2. Why do you wait before you take out the tea bag?

3. If you do not drink milk, what can you do with the last step?

EASIER

A simple tuna sandwich

Read the recipe, then put the steps in order and answer the questions. Use foods that are appropriate for you in real life.

Tuna sandwich (practice recipe)

You will need: 1 can of tuna, 2 slices of bread, 1 spoon of mayonnaise, a bowl, and a fork. You may add celery or pepper if you like them.

Steps (out of order):

A. Spread the tuna mixture on a slice of bread and close the sandwich.

B. Open the can of tuna and drain it.

C. Get out the bread, the bowl, and the other items you need.

D. Mix the tuna with the mayonnaise in the bowl.

1. Write the letters in order, from first to last.

2. What do you do before you mix the tuna with the mayonnaise?

3. If you were out of mayonnaise, what is one thing you could do?

MODERATE

Getting ready to cook

Read the recipe first, then plan what you will get out and what you will watch for.

Simple pasta

You will need: 2 cups of dry pasta, a jar of pasta sauce, a pot, water, a pinch of salt, a colander, and a timer or a clock.

1. Fill the pot with water, add a pinch of salt, and bring it to a boil.
2. Add the pasta. Set a timer for 10 minutes, or follow the time on the pasta box.
3. Stay nearby while it cooks. Stir once or twice.
4. Drain the pasta in the colander, then mix it with the sauce.

1. What items will you get out before you turn on the stove?

2. When do you start the timer?

3. Why does the recipe say to stay nearby while the pasta cooks?

4. What should you do with the burner when the pasta is done?

MODERATE

A soup with a timer

Use the times in the recipe. You may add the minutes on the page.

Vegetable soup (practice recipe)

1. Heat a little oil in a pot for 1 minute.
2. Cook chopped onion in the pot for 5 minutes, stirring now and then.
3. Add 1 carton of broth and 2 cups of mixed vegetables. Bring it to a simmer.
4. Simmer for 15 minutes. Stay nearby, and keep the heat low enough that it does not boil over.

1. What do you do first, before the onion goes in?

2. How many minutes is the onion on the heat?

3. After you add the broth and vegetables, how long does the soup simmer?

4. If you start step 1 at 5:00, about what time will the 15-minute simmer be finished? Count all of the timed steps.

HARDER

A missing ingredient

The recipe calls for something you do not have. Write a plan. There may be more than one good option.

Practice recipe: simple pancakes

The recipe calls for 1 cup of milk, 1 cup of pancake mix, and 1 egg.
In the kitchen you have the pancake mix, 1 egg, and only 1/2 cup of milk. The store is a 15-minute walk, and a neighbor could drive you later this afternoon.

1. What is missing, and how much more would the recipe need?

2. Name two things you could do (for example, go to the store, make a smaller batch if you know how, make something else, or wait for a ride).

3. Which option would you choose today, and why?

4. If you were not sure whether another ingredient could be used in place of milk, what should you do?

HARDER

Changing a recipe amount

The recipe as written serves 4 people. You want to make enough for 2 people, which is half of the recipe. Fill in the new amounts.

Rice for 4 people

2 cups of dry rice
4 cups of water
1 teaspoon of salt
Bring the water and salt to a boil. Add the rice. Turn the heat down, cover, and cook for 18 minutes. Then let it sit, covered, for 5 minutes.

1. How much dry rice do you need for 2 people?

2. How much water do you need for 2 people?

3. How much salt do you need for 2 people?

4. Does cutting the recipe in half change the 18-minute cook time, or does that stay the same? What makes you think so?

HARDER

When something goes wrong in the kitchen

Write the first thing you would do, then the next step. Stay safe. Turn off or turn down the heat if you need to.

1. The pasta water starts to boil over the sides of the pot. What do you do first? What do you do next?

2. You meant to set a 10-minute timer, but you are not sure how long the pasta has already been cooking. What can you do?

3. You are halfway through a recipe and you cannot find a colander. What are your options?

4. When would you stop cooking and ask someone for help, or leave the recipe for another time?

EASIER

Reading dates on food labels

Today is May 10. Read each practice label. If you would not use an item, say why. When you are unsure about a real food, do not guess — check with someone or do not use it.

Yogurt

Use by May 12. Keep refrigerated.

Sliced bread

Best if used by May 4. Store in a cool, dry place.

Canned soup

Best by March 3. Do not use if the can is bulging, rusted, or leaking.

1. Is the yogurt still within its “use by” date on May 10? How do you know?

2. The bread’s date has already passed. What should you do before you decide whether to use it?

3. The soup can says “best by” March 3. What else should you check on the can?

4. Why is a “use by” date important to read before you eat the food?

EASIER

Sorting the mail

Decide what to do with each piece of practice mail. Write keep and pay, keep and read, recycle or toss, shred, or ask someone to help you check.

1. A North Wren Electric bill with an amount due and a due date.

2. A grocery flyer from Pine Ridge Market.

3. An appointment reminder from Fairwell Clinic.

4. A letter that says, “You have won $5,000. Send $95 to release your prize.”

5. A birthday card from a family member.

6. A magazine you did not order, with your address on a sticker.

MODERATE

Reading an appointment letter

This letter is made up for practice. Fairwell Clinic is not a real clinic. Read the letter, then answer.

FAIRWELL CLINIC · 80 WREN STREET

Appointment confirmation

Dear J. Morales,

This letter confirms your appointment with Dr. R. Vega on Tuesday, May 19 at 2:45 p.m. Please arrive at 2:30 p.m. and come to the second floor.

Please bring your medication list and your insurance card.

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. To change this appointment, call (555) 011-4480.

1. What day, date, and time is the appointment?

2. What time should you arrive, and which floor?

3. What two things should you bring?

4. Can you call the clinic at 6:30 p.m. on a Tuesday to change the appointment? How do you know?

MODERATE

A payment reminder

This notice is made up for practice. It is not a real bill. Today is May 10.

NORTH WREN ELECTRIC

Payment reminder

Account 4482-17

Our records show an amount due of $84.20. The due date is May 15.

If we receive payment after May 22, a $5.00 late fee may be added.

If you have already paid, thank you. You can disregard this reminder.

Questions: (555) 011-6302, Monday through Friday, 9:00 a.m. to 4:30 p.m.

1. How much is due, and what is the due date?

2. Today is May 10. How many days do you have until the due date?

3. What may happen if payment arrives after May 22?

4. If you thought you had already paid, what should you do?

MODERATE

A delivery slip

Today is May 13. Read the practice delivery slip, then make a plan.

HARBOR DELIVERY

We missed you

A package for J. Morales could not be left at the door.

You can pick it up at the Pine Ridge Market service desk after 3:00 p.m.

Please bring a photo ID. Packages are held until May 16.

Service desk hours: 9:00 a.m. to 6:00 p.m., every day.

1. Where do you pick up the package, and when can you pick it up today?

2. What do you need to bring?

3. What is the last day the package will be held?

4. If you cannot go today, how many more days can you go, including May 16?

HARDER

Filling out a simple form

Practice filling out this form with information you are comfortable writing, or with made-up practice information. You do not have to write a real insurance number or a Social Security number.

FAIRWELL CLINIC

Contact update form (practice)

FULL NAME

STREET ADDRESS

CITY

PHONE

EMERGENCY CONTACT NAME

THEIR PHONE

PREFERRED PHARMACY, IF YOU HAVE ONE

ALLERGIES (WRITE “NONE” IF YOU HAVE NONE YOU WISH TO LIST)

1. Which two lines would be most important if the clinic needed to reach you today?

2. Why does a clinic ask for an emergency contact?

HARDER

A letter that needs a response

Today is Monday, May 11. Read the letter and make a plan. Fairwell Clinic is not a real clinic.

FAIRWELL CLINIC · 80 WREN STREET

Please confirm your appointment

Dear J. Morales,

Please call us at (555) 011-4480 by Friday, May 15 to confirm your appointment on Tuesday, May 19 at 2:45 p.m.

If we do not hear from you by May 15, the appointment may be canceled.

Office hours: Monday through Friday, 8:00 a.m. to 5:00 p.m.

1. What do you need to do, and by what date?

2. What may happen if you do not call by that date?

3. Today is Monday, May 11. How many weekdays do you have left to call, including Friday?

4. Write a short note you could put on a calendar or a whiteboard so you do not forget.

EASIER

A home contact list

Fill in real numbers you use, or practice names if you prefer not to write a real number on this page. Keep a finished copy by the phone. For a serious emergency, call 911.

WHO	NAME	NUMBER
911 (serious emergency)	Emergency services	911
A trusted person		
A second trusted person		
Clinic or doctor		
Pharmacy		
A neighbor, if you have one you would call		

1. Who would you call first if you needed help that was not a 911 emergency?

2. Where will you keep this list so you can find it quickly?

EASIER

Finding a number and planning a call

Use this practice directory. The numbers are not real.

NAME	NUMBER
Fairwell Clinic	(555) 011-4480
Cedar Lane Pharmacy	(555) 011-2740
North Wren Electric	(555) 011-6302
Pine Ridge Market	(555) 011-1190

1. You want to know whether a prescription is ready. Which number should you call?

2. Write the first sentence you would say after someone answers.

3. What is one piece of information you should have ready (for example, your name or date of birth)?

4. If no one answers, what can you do next?

MODERATE

Taking a phone message

Listen to the message (or read it), then fill in the message pad. You may look back at the words as often as you need.

The call

"Hello, this is Maya at Fairwell Clinic. Please ask Mr. Ruiz to call us back at (555) 011-4480 before 4:00 today about Thursday's appointment. Thank you."

Phone message

FOR

_____

FROM (NAME AND PLACE)

_____

PHONE NUMBER

_____

PLEASE CALL BACK BY

_____

ABOUT

_____

1. Why does the callback time matter?

_____

2. Where would you leave this message so Mr. Ruiz would see it?

_____

MODERATE

Leaving a voicemail

Write a short voicemail you could leave for Fairwell Clinic. Include your name, your phone number, and why you are calling. Speak slowly if you practice this out loud.

Why you are calling

You need to reschedule your appointment with Dr. R. Vega on Tuesday, May 19 at 2:45 p.m. The clinic number is (555) 011-4480.

1. Write the voicemail, word for word, as you would say it.

2. What two things should you say so the clinic can call you back?

3. After you leave the message, what should you write down at home?

HARDER

Calling to change an appointment

Plan the call before you dial. Then write what you will say and what you will write down when the call is over.

The appointment you have

Dr. R. Vega, Fairwell Clinic, Tuesday, May 19 at 2:45 p.m. You need a different day.
You can go Wednesday morning or Friday after 2:00 p.m.

1. What information will you give first so they can find the appointment?

2. What two other times can you offer?

3. Near the end of the call, what should you ask them to repeat?

4. After you hang up, what will you write on your calendar or whiteboard?

HARDER

A call with more than one request

You have three questions for Cedar Lane Pharmacy. Plan the call so you do not forget one of them.

What you need to find out

1. Is the Zembrel refill ready for pickup?
2. What time does the pharmacy close today?
3. Can a family member pick it up for you, and what do they need to bring?

1. In what order will you ask the three questions? Why that order?

2. Write a short list you can keep in front of you during the call.

3. What will you write down after the call so you remember the answers?

4. If the refill is not ready, what is a good follow-up question?

EASIER

A home daily board

Fill this in at the start of the day, or at the start of a session. It is fine to look at a clock, a calendar, or a window. You can post a fresh copy, or keep this board and change the answers.

DAY OF THE WEEK

DATE

SEASON

WEATHER TODAY

WHERE I AM TODAY

NEXT MEAL OR SNACK

TODAY'S PLAN

ONE THING I WANT TO REMEMBER

EASIER

Using a whiteboard reminder

Short written reminders are often easier to use than trying to hold everything in mind. Practice writing reminders you could actually post at home.

Things to remember this week

Pick up a prescription at Cedar Lane Pharmacy on Friday after 1:00 p.m.
Take the trash out on Monday.
Call Fairwell Clinic about the May 19 appointment.

1. Write a short reminder for the pharmacy pickup. Use as few words as you can while still being clear.

2. Write a short reminder for the trash.

3. Write a short reminder for the clinic call. Include the reason if it helps.

4. Where in your home would you post reminders like these so you would actually see them?

MODERATE

A weekly planner page

Write each item on the planner, then answer the questions. You may look back at the list.

Add these to the week

Monday: trash out in the morning.
Wednesday: home health visit at 2:00 p.m.
Friday: Cedar Lane Pharmacy after 1:00 p.m.
Sunday: a family call in the afternoon.

DAY	WRITE THE PLAN
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

1. Which days on this week are open?

2. What should you look at on Friday before you leave the house?

MODERATE

Building a morning routine

A written routine can help the morning feel more predictable. Use this practice list, then write a routine that would work in your home.

A sample morning, out of order

Take morning medication with breakfast, if that is what your real directions say.
Get dressed.
Eat breakfast.
Check the daily board or calendar.
Wash up.

1. Put the sample morning in an order that makes sense to you. Write the steps 1 to 5.

2. Write your own morning routine, in order. Include only steps that are true for you. It is fine if it is shorter or longer.

3. Where could you keep a copy of this routine so you would see it in the morning?

MODERATE

A short list you can carry

The point of this page is to use a written list, not to memorize it. Write the list first, then keep it in view while you answer.

Errands today

Return a book to the library.
Buy bananas.
Pick up the mail.
Call Fairwell Clinic if you have time.

1. Write a short list you could carry or put in a pocket or bag.

2. Which two errands could you do at or near a store?

3. If you only had time for two errands, which would you do first, and why?

4. After you finish an errand, what could you do on the list so you do not repeat it?

HARDER

Using a planner when plans change

Plans change. The skill is to update the written plan so you can still follow it.

DAY	CURRENT PLAN
Tuesday	Open
Wednesday	A friend may visit at 2:30 p.m.
Thursday	Home health visit at 2:00 p.m.
Friday	Pharmacy pickup after 1:00 p.m.

A change

Home health called. Thursday at 2:00 will not work. They can come Wednesday at 2:00 p.m., or Friday at 10:00 a.m.

1. If home health comes Wednesday at 2:00 p.m., what happens to the friend visit at 2:30? What could you do?

2. If home health comes Friday at 10:00 a.m., does that conflict with the pharmacy pickup? Why or why not?

3. Which option would you choose? Write the updated plan for Wednesday, Thursday, and Friday.

EASIER

Setting up a memory station

A memory station is one consistent place for the things you check every day: a calendar or whiteboard, a pen, keys, glasses, and a contact list. This page is a plan, not a test.

1. Where in your home would a memory station work best? Why that place?

2. What should be kept there? Check any that apply, and add your own.

- [ ] A calendar or weekly planner
- [ ] A whiteboard or notepad and a pen
- [ ] A contact list or emergency information
- [ ] Keys
- [ ] Glasses
- [ ] A place to put mail that needs a response

Other:

3. A pill organizer is often kept where you take your medications, such as the kitchen table or a bathroom cabinet. Where would that be in your home, and should it be near the memory station or separate?

4. Who could help you set this up if you cannot do it alone?

EASIER

Planning a trip to the store

Plan a short trip to a store you actually use, or use Pine Ridge Market as a practice store.

1. Where are you going?

2. How will you get there (walk, ride, bus, or someone drives you)?

3. What do you need to buy? Write a short list.

4. What will you bring with you (for example, your list, wallet, keys, phone, or ID)?

5. What time will you leave, and what time do you want to be back?

MODERATE

Finding items in a store

Use the store directory. Write the aisle for each item, then plan an order that does not send you back and forth more than you need to.

PINE RIDGE MARKET DIRECTORY	AISLE
Produce (fruit and vegetables)	1
Dairy (milk, eggs, yogurt)	2
Bread and dry goods	3
Meat	4
Pharmacy and health	5
Household paper goods	6

Your list

Milk, bananas, paper towels, and chicken.

1. Write the aisle number next to each item: milk, bananas, paper towels, chicken.

2. Write one order you could walk the aisles so you pick up all four items.

3. If you also needed a loaf of bread, which aisle would you add?

MODERATE

A pickup at the pharmacy

Read the practice notes, then decide whether the plan will work.

Cedar Lane Pharmacy

Your refill will be ready after 3:00 p.m. today.
Please bring a photo ID. The copay is $12.00.
The pharmacy closes at 6:00 p.m.
You plan to arrive at 5:40 p.m.

1. Is there time to pick up the refill if you arrive at 5:40 p.m.? How do you know?

2. What two things should you bring?

3. If the line is long at 5:40, what is a backup plan?

4. You have a $20.00 bill. Is that enough for the $12.00 copay? How much change should you get?

HARDER

Reading a bus schedule

This is a practice schedule. Harbor Line is not a real transit system. You have an appointment at Fairwell Clinic at 2:00 p.m. You want to arrive by 1:45 p.m.

HARBOR LINE, ROUTE 4	LEAVES CEDAR LANE	ARRIVES FAIRWELL CLINIC
Bus A	12:10 p.m.	12:22 p.m.
Bus B	12:40 p.m.	12:52 p.m.
Bus C	1:10 p.m.	1:22 p.m.
Bus D	1:40 p.m.	1:52 p.m.
Bus E	2:10 p.m.	2:22 p.m.

1. How long does the bus take from Cedar Lane to the clinic?

2. Which buses would get you there by 1:45 p.m.?

3. Which of those is the latest bus you could take and still arrive by 1:45?

4. Why is Bus D a poor choice if you want to arrive by 1:45? Why is Bus E not a choice at all?

HARDER

Planning an outing with time and money

You want to go to the pharmacy and the store in one trip. Use the notes below to make a plan.

The plan

Cedar Lane Pharmacy: refill ready after 3:00 p.m. Copay $12.00. Closes at 6:00 p.m.
Pine Ridge Market is a 10-minute walk from the pharmacy.
You need about $20.00 of groceries.
You have $40.00 with you.
Harbor Line buses leave Cedar Lane, near the store, at 4:10 p.m. and 4:40 p.m. The stop is a 5-minute walk from the market.

1. Is $40.00 enough for the copay and the groceries? How much would be left?

2. If you arrive at the pharmacy at 3:05 and the pickup takes 15 minutes, what time could you reach the market?

3. If you shop for 25 minutes, what time would you reach the bus stop? Which bus can you catch?

4. What is one thing that could make you miss the 4:10 bus, and what would you do then?

HARDER

When an outing changes

You planned to take Bus C at 1:10 p.m. to arrive at Fairwell Clinic at 1:22, for a 2:00 p.m. appointment. You wanted to arrive by 1:45.

The change

The 1:10 p.m. bus is running 20 minutes late. If you still board it, it would leave at 1:30 and arrive at 1:42.
The next bus, Bus D, is on time: it leaves at 1:40 and arrives at 1:52.
A neighbor has said they could drive you if you call early enough.

1. If you take the late 1:10 bus and arrive at 1:42, will you still arrive by 1:45? Will you arrive before the 2:00 appointment?

2. If you wait for the on-time 1:40 bus and arrive at 1:52, will you arrive by 1:45? Is that still before the appointment?

3. Write the plan you would choose, and why. Include a backup if the first plan does not work.

4. If you were going to miss the appointment, who would you call? The clinic number is (555) 011-4480.

MODERATE

Following short directions

Read the directions once, then answer. You may look back at them for every question.

Directions to Fairwell Clinic

From your front door, turn right onto Cedar Lane. Walk two blocks to Wren Street. Turn left. Fairwell Clinic is the brick building on the right, 80 Wren Street.

1. Which way do you turn when you leave the front door?

2. After two blocks, which street should you be at, and which way do you turn?

3. On which side of Wren Street is the clinic?

4. What is one thing you could do if you were not sure you were on the right street?

MODERATE

Asking for help in the community

Write what you would say. A short, clear request is enough. You can also write who you would ask.

1. You are in Pine Ridge Market and you cannot find the pharmacy counter. What would you say to a staff member?

2. You need a restroom at Fairwell Clinic, and you do not see a sign. What would you say at the desk?

3. You dropped a bag and cannot reach it safely. Who could you ask, and what would you say?

4. If it is hard to think of the words in the moment, what is one thing you could do (for example, point, show a written note, or ask someone to wait a moment)?

Supporting practice at home

Family and caregivers can make practice easier without taking over. This page is a guide, not a rule book. Follow the SLP's instructions when they differ from what is written here.

KEEP PRACTICE SHORT AND USEFUL

One page is often enough. Use the pages the SLP listed on "This week's practice" when that handout was left for you. Practice at a time of day when the person is usually more alert. Turn off the television if it is a distraction.

HELP WITHOUT TAKING OVER

1. Sit together and read the directions out loud if that helps.
2. Wait. Give extra time before you step in.
3. Point to the question, a calendar, or a label before you give the answer.
4. Give a short hint, or offer two choices, then let the person try.
5. It is fine to look at a clock, a calendar, a label, or a written reminder. That is part of the skill.

WHAT NOT TO DO

Do not turn the page into a quiz. Do not jump in with the answer. Do not grade the person. If writing is hard, let the person say the answers and write them down together.

WHEN TO STOP

Stop if the person is tired, frustrated, or getting most items wrong. Stop if anything feels unsafe. Leave a short note on the family practice log. A shorter session with the right amount of help is better than finishing the page.

> These are practice materials. They do not replace an SLP's evaluation or clinical judgment. For real medications, bills, and appointments, use the real documents.

Setting up the home for success

Small, consistent setups often help more than adding more worksheets. This is a practical checklist, not a home-safety evaluation. An occupational or physical therapist can advise on equipment and fall-risk changes.

A PLACE FOR DAILY INFORMATION

Keep a calendar or whiteboard, a pen, and a contact list in one place the person will actually see, such as the kitchen or by the door. Update it at a regular time, such as after breakfast or after a visit.

MEDICATIONS

Keep a pill organizer and the current medication list in a consistent place, away from cleaning products and, when it applies, away from children and pets. Do not change real medication times or amounts unless a pharmacist, doctor, or nurse has told you to.

GETTING AROUND THE HOME

Clear walkways of clutter, cords, and loose rugs when you can. Leave a light on the path to the bathroom at night. Keep a phone or an alert device within reach in the rooms the person uses most.

MAIL AND MONEY

Make a simple place for mail that needs a response, separate from flyers and magazines. Bills and bank information should not sit out where visitors can see them if that is a concern.

OUTINGS

Before a trip, set out the list, wallet, keys, phone, and ID together. Write the plan on the board: where, when to leave, and how to get back.

> If you are unsure about a home change, ask the SLP, occupational therapist, or physical therapist on the team before you buy equipment or rearrange the home in a major way.

When to step in, and what to tell the SLP

Waiting is useful during practice. It is not useful when someone is at risk. Use this page to decide when to step in and what is worth sharing at the next visit.

STEP IN RIGHT AWAY

- A burner is on and no one is in the kitchen, or something is burning.
- The person has fallen, or cannot get up, or is in pain.
- A suspicious call or a person at the door is asking for money, personal information, or to come inside.
- There is trouble breathing, sudden weakness, or sudden trouble speaking. Call 911.

WAIT, THEN CUE, DURING PRACTICE

If the task is a worksheet and the person is safe, wait, point, or give a short hint before you give the answer. See “Cueing and support at home.”

SHARE THIS WITH THE SLP

- New confusion with medications, bills, or the stove, even once.
- A fall, a near fall, or a scam attempt.
- Practice that is suddenly much harder, or that the person now refuses.
- New sleepiness, poor intake, or a change in mood that worries you.
- What helped at home: a written list, a certain time of day, or a certain kind of cue.

THIS IS NOT THE SLP’S JOB ALONE

A medication question belongs with a pharmacist, doctor, or nurse. A new fall or a home-safety worry may also belong with a doctor, occupational therapist, or physical therapist. If you are not sure who to call, start with the SLP or the home-health team and say what happened.

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Answer key

Use this key when a task has a clear answer. For open-ended safety or planning items, look for a specific, safe plan rather than one exact sentence. Accept reasonable wording.

HOME SAFETY

Kitchen safety choices (p. 11). Safer choices: 1. Move the towel off the stove and keep cloths away from the burners. 2. Wipe the spill now, or ask for help if you cannot do it safely. 3. Use a stable step only if that is safe, or ask someone to get the pan. Reasons should mention fire or a fall.
Using the stove (p. 12). Look for: check that the burner is clear and that loose sleeves or cloths are away; stay in or next to the kitchen while the pot is heating; turn the burner off before walking away; check the knob and whether the burner is still hot, without touching a hot surface; a specific reason to ask for help or a change that would make cooking safer.
A pot left on the stove (p. 13). 1. Go back to the kitchen (or turn the burner off if you can do so safely). 2. Check the pot and turn the burner off. 3. Next time, do not leave the kitchen, or take the pot off the heat, or use a timer and stay nearby. 4. For a gas smell or a fire you cannot safely put out: leave, and call 911 from outside.
Bathroom and fall hazards (p. 14). Safer choices: 1. Wait, wipe the floor, or use a bath mat and non-slip footwear. 2. Sit a moment, use a grab bar or a stable surface, and ask for help if needed. 3. Remove the rug, tape it down, or put a non-slip pad under it, or ask for help.
If you fall at home (p. 15). Answers vary. Look for 911 or a known helper if the person is hurt or cannot get up; a phone or alert device in rooms they use; a slow, planned way to get up, and not jumping up if they may be hurt; telling a doctor, family member, or the care team after any fall; and one specific home change.
Someone is at the door (p. 16). Safer choices: 1. Keep the door closed; ask who it is, or do not answer; call a trusted person if unsure. 2. Keep the door closed; call the company on a number you already have, not a number the person gives you. 3. Do not pay or sign at the door; verify with the company or a trusted person.

Answer key, continued

HOME SAFETY, CONTINUED

A suspicious phone call (p. 17). This is not a real tax-office call. Government offices do not demand gift cards or tell you not to talk to anyone. Hang up. Do not buy gift cards or give numbers or personal information. Tell a trusted person or the SLP, and consider reporting the call. Other hang-up calls include a fake prize, a "computer virus," or a family emergency that asks you to send money.

A scam text or letter (p. 18). The text uses pressure, asks for a Medicare number and date of birth, and does not use the pharmacy's usual number. Do not click the link or give those details; call the pharmacy on a number you already have. The letter asks for a fee or bank information to "release" a prize — a common scam. Do not pay or call the number in the letter; recycle or shred it, and ask someone to help you check if you are unsure.

When to call 911 (p. 19). 1. Call 911 — sudden trouble speaking and weakness on one side of the face can be an emergency. 2. Do not call 911 — check the organizer, or call a pharmacist, doctor, or nurse. 3. Call 911 — a fall when the person cannot get up and is alone. 4. Do not call 911 — call the clinic on its regular number or look at a letter or website.

What to say in an emergency (p. 20). Look for a usable address; name and location, and that the person collapsed and is not answering; staying on the line so the dispatcher can help; another way to get help if talking is hard; and a short script with name, address, and the reason for the call.

Smoke, a gas smell, or a water leak (p. 21). 1. Unplug or turn off the toaster if you can do so safely, and get the item out of the toaster once it is safe. Leave and call 911 if flames spread or you cannot manage it. 2. Do not turn lights or electrical switches on or off; leave and call for help from outside. 3. Do not walk through the water if it is unsafe; stop the water if you can, keep people off the wet floor, and call a trusted person, the landlord, or a plumber. 4. Leave right away for a gas smell, and for a fire you cannot safely put out.

A home safety walk-through (p. 22). Answers vary. Look for honest marks and one specific first change, plus a person who could help.

Medications and household products (p. 23). 1. Zembrel — the label names a tablet and a prescriber. 2. The cleaner should be stored away from medications and food. 3. Do not use either bottle until you can read the label or someone helps you check. 4. Call 911 or poison help, and do not guess.

Answer key, continued

MEDICATION MANAGEMENT

The medication names in this book are made up for practice. For a real medication, follow the real label and a pharmacist, doctor, or nurse.

Reading a medication label (p. 24). 1. 1 tablet each morning. 2. Yes — the label says to take it with food. 3. Dr. L. Chen. 4. 1 refill left.

Setting up a pill organizer (p. 25). Zembrel in every Morning box; Ortalis in every Bedtime box. 1. 7 Zembrel tablets. 2. 7 Ortalis tablets. 3. A regular filling time makes it less likely that a day is missed or filled twice.

A daily medication schedule (p. 26). Morning: Zembrel with food, and one Brintova. Evening: the second Brintova, about 12 hours after the morning dose (for example, 8:00 p.m. if the morning dose was at 8:00 a.m.). Ortalis at bedtime only. 1. Two tablets in the morning: Zembrel and Brintova. 2. About 8:00 p.m. 3. Ortalis.

Two medications and breakfast (p. 27). 1. Leave by about 6:35 or 6:40 a.m. to arrive a little before 7:00 (a 20-minute trip). 2. Eat a small breakfast at home before leaving, and take Zembrel with that food; or ask the pharmacist or doctor how to handle an early appointment. Do not skip the “with food” direction on your own. 3. No — Ortalis is still taken at bedtime the night before. 4. A pharmacist, doctor, or nurse.

A missed dose (practice only) (p. 28). 1. Check the organizer, a written list, or a person who helps with medications. 2. No — do not take an extra tablet “just in case.” 3. A pharmacist, doctor, or nurse. 4. Fill the organizer at a regular time, use a written check-off, or take it with a set meal. This is practice only, not medical advice.

When to request a refill (p. 29). If the first tablet is taken on April 2, the 30th tablet is taken on May 1 (April 2 through May 1 is 30 days). 2. On April 25 you still have 7 days, including April 25 through May 1, so April 25 is a clear day to call. 3. The pharmacy needs 2 days. To have the refill in hand by May 1, call by April 29; calling on April 28 leaves a little more time. 4. 1 refill is left. If there were none, call the pharmacy or the prescriber before the bottle runs out. Do not wait until the last day.

Questions for the pharmacist (p. 30). Answers vary. Look for specific questions about timing, what to do if it does not help, and whether it can be taken with other morning tablets; having a name or date of birth ready; and calling the pharmacy back, or asking at the next visit, if a question comes up later.

Comparing two labels (p. 31). 1. Zembrel in the morning; Ortalis at bedtime. 2. Zembrel (with food). 3. Ortalis has no refills left. Call the pharmacy or the prescriber before it runs out. 4. Sit a moment before you stand.

Answer key, continued

CALENDARS AND APPOINTMENTS

Today's plan from a calendar (p. 32). 1. Wednesday, May 13. 2. Fairwell Clinic at 10:30 a.m. 3. A home health visit at 2:00 p.m. 4. Look for something useful for a clinic visit (a medication list, insurance card, a ride plan, or questions).

A weekly calendar (p. 33). 1. Monday (blood pressure check at 9:00) and Thursday (physical therapy at 10:00). 2. 1:30 on Tuesday. 3. Wednesday, Saturday, and Sunday are fully open; name any two. 4. Any open block of at least one hour is fine (for example, Monday afternoon, Wednesday, Thursday afternoon, Saturday, or Sunday).

Reading an appointment card (p. 34). 1. Tuesday, May 19, at 2:45 p.m. 2. 2:30 p.m. (15 minutes early). 3. Fairwell Clinic, 80 Wren Street, second floor. 4. A medication list and an insurance card.

Planning a week with three appointments (p. 35). Pharmacy review goes on Thursday at 11:00 a.m. The clinic visit goes on Friday at 9:30 a.m. 1. Wednesday afternoon is the clearer grocery time, because Friday already has a morning clinic visit and a 3:30 p.m. home health visit; Friday 1:00–2:30 can work only if there is still time to be home for 3:30. 2. Arrive 15 minutes early, at 9:15. With a 20-minute trip, leave by 8:55 a.m.

A schedule conflict (p. 36). 1. No. Tuesday at 10:00 conflicts with the 10:30 lab, and there is not enough time to do both. 2. Choose Wednesday at 1:00 p.m., and keep the Tuesday lab and the 2:45 follow-up. 3. Do not eat for 8 hours before the 10:30 lab, so no food after 2:30 a.m.; eating can resume after the lab. 4. Arrive at 2:30 p.m.

Getting ready for an appointment (p. 37). Look for the medication list, insurance card, and a plan to leave in time for a 2:30 arrival; two specific questions; a ride or transit plan with a leave time; and calling (555) 011-4480 if the person is too unwell to go.

A month of recurring tasks (p. 38). This practice month starts on Tuesday the 1st and ends on Wednesday the 30th. 1. There are four Mondays: the 7th, 14th, 21st, and 28th. 2. That week also has trash pickup on Monday the 7th. 3. Two days before the 1st is not on this calendar; it would be the last days of the previous month.

Answer key, continued

BILLS AND MONEY

Counting money for a purchase (p. 39). 1. $3.49 + $4.25 = $7.74. 2. $10.00 − $7.74 = $2.26. 3. Yes. $7.74 + $1.69 = $9.43, which is still under $10.00 (change would be $0.57). 4. Count the change, or check the receipt, before leaving the counter.
Making change (p. 40). 1. $10.00 − $6.15 = $3.85. 2. $20.00 − $8.40 = $11.60. 3. Yes. $3.25 + $1.50 = $4.75, so $0.25 would be left. 4. Yes, $3.85 is the right change. The person can still count it to check.
Reading a simple bill (p. 41). 1. $84.20 by May 15. 2. $89.20. 3. April 1–30. 4. (555) 011-6302.
What is due, and when (p. 42). 1. Harbor Water is due first, on May 8, which is 2 days after May 6. 2. $84.20 + $31.40 = $115.60. 3. No. $100.00 is $15.60 short. 4. Pay Harbor Water first because it is due sooner, then plan for the electric bill by May 15.
A weekly spending plan (p. 43). 1. $55 + $12 + $10 + $15 = $92.00. 2. $120.00 − $92.00 = $28.00 left. 3. Yes. $28.00 − $20.00 = $8.00 left. 4. Look for a specific change that keeps the week at or under $120 (for example, skip the fan, or use part of the leftover $28 to cover the $8 grocery overage).
Comparing prices (p. 44). 1. Cedar Lane Market, $0.40 less ($3.49 vs. $3.89). 2. Pine Ridge: $3.89 + $2.99 + $2.79 + $1.69 = $11.36. 3. Cedar Lane: $3.49 + $3.29 + $2.79 + $1.89 = $11.46. 4. Pine Ridge is $0.10 less for all four items. For milk only, choose Cedar Lane Market.
A budget that is short (p. 45). 1. $48 + $15 + $12 + $22 = $97.00, which is $7.00 over. 2. Look for keeping the pharmacy copay and needed food or transit; do not skip a needed medication to buy paper goods. 3. Many safe plans work if the total is $90 or less. 4. A family member, the SLP, or someone who helps with bills.
Paying more than one bill (p. 46). 1. $210.00 − $84.20 − $46.00 − $12.00 = $67.80. 2. Yes. $84.20 + $46.00 + $12.00 = $142.20, which is less than $210.00. 3. Copay on May 21, electric by May 22, phone by May 28. 4. Yes. $67.80 − $30.00 = $37.80 left.

Answer key, continued

GROCERY LISTS AND MEALS

A grocery list for one meal (p. 47). Look for eggs and bread; butter, oil, milk, or seasonings may also appear. Take bread off the list if it is already at home. For two people, the person may add eggs or bread, or note that the list already covers two.
Checking the kitchen first (p. 48). 1. Broth, onion, rice, and salt. 2. Carrots and chicken (or chicken you can cook). 3. A list with only those missing items. 4. To avoid buying what you already have, or missing what you do not have.
Planning three simple meals (p. 49). Answers vary. Look for three realistic, simple meals and a shopping list that matches them.
A list from a sale flyer (p. 50). One clear set is chicken, rice or oats, bananas, and frozen vegetables. Chicken + rice + 1 lb bananas + frozen vegetables = $4.99 + $1.79 + $0.59 + $1.99 = $9.36. Accept other valid sets with a correct total. Cookies are optional; orange juice is optional if fruit is already covered.
Shopping on a budget (p. 51). 1. $3.49 + $2.99 + $6.50 = $12.98. 2. Many lists work if they include milk, eggs, and a protein, and the total is $30.00 or less. 3. Coffee is $6.99; the person should remove optional items or skip the coffee if it would go over $30.00.
Checking a receipt (p. 52). 1. $3.49 + $2.89 + $1.69 + $6.50 = $14.57. 2. Cookies for $3.49 were added ($14.57 + $3.49 = $18.06). 3. Tell the cashier, check the bag, and ask for the charge to be removed if the cookies were not purchased.
Planning meals with leftovers (p. 53). Look for three different meals that reasonably use the same chicken (for example, dinner with rice and vegetables; leftovers or a sandwich for lunch; soup with broth later in the week). The shopping list should not buy chicken three times. Storage answers should mention the refrigerator or asking someone if the person is unsure.

RECIPES AND SEQUENCING

Put the steps in order: a cup of tea (p. 54). A clear order is: heat the water; put a tea bag in the cup; pour the water; wait; take out the bag; add milk, lemon, or honey if you want it. Putting the bag in after pouring is also acceptable if the rest is safe. The water must be heated before it is poured. Waiting lets the tea steep. Milk can be skipped.
A simple tuna sandwich (p. 55). Order: C, B, D, A (get items out; open and drain the tuna; mix with mayonnaise; spread and close the sandwich). If mayonnaise is gone: use another spread the person already eats, go to the store, make something else, or ask someone.

Answer key, continued

RECIPES AND SEQUENCING, CONTINUED

Getting ready to cook (p. 56). 1. Pot, pasta, salt, sauce, colander, a timer or clock, and water. 2. When the pasta is added, or when the box says to start timing. 3. So it does not boil over, stick, or get forgotten on a hot burner. 4. Turn the burner off.
A soup with a timer (p. 57). 1. Heat the oil for 1 minute. 2. 5 minutes. 3. 15 minutes. 4. 1 + 5 + 15 = 21 minutes of timed cooking, plus a short time to bring it to a simmer. A clear answer is about 5:21, or 5:21–5:25 if they include that extra time.
A missing ingredient (p. 58). 1. 1/2 cup of milk is missing. 2–3. Look for two realistic options (go to the store, wait for a ride, make a smaller batch if the person knows how, or make something else) and a specific choice. 4. Do not guess at a substitute; check a reliable recipe, ask someone, go to the store, or make a different food.
Changing a recipe amount (p. 59). 1. 1 cup of dry rice. 2. 2 cups of water. 3. 1/2 teaspoon of salt. 4. The cook time usually stays about the same; check the rice at 18 minutes.
When something goes wrong in the kitchen (p. 60). 1. Turn the heat down or off, and move the pot only if that is safe. 2. Check a piece of pasta, look at the clock if you remember when you started, or start a timer now and check soon. 3. Use a lid to hold back the pasta, ask someone, or find the colander before you drain; do not carry a pot that is too heavy. 4. Stop if it is unsafe, if something is burning, or if the person is too tired or unsteady to continue.

MAIL, LABELS, AND FORMS

Reading dates on food labels (p. 61). 1. Yes — May 10 is before the May 12 “use by” date. 2. Look at and smell the bread; do not use it if it is moldy or if you are unsure. 3. Check whether the can is bulging, rusted, or leaking; if it is, do not use it. 4. A “use by” date is the last date the food is intended to be used.
Sorting the mail (p. 62). 1. Keep and pay, or keep and ask for help. 2. Keep if useful, or recycle. 3. Keep, read, and put the date on a calendar. 4. Do not pay; recycle or shred, and ask someone to help you check — this is a scam pattern. 5. Keep and read. 6. Recycle, or ask if you are not sure.
Reading an appointment letter (p. 63). 1. Tuesday, May 19, at 2:45 p.m. 2. 2:30 p.m., second floor. 3. Medication list and insurance card. 4. No — office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Answer key, continued

MAIL, LABELS, AND FORMS, CONTINUED

A payment reminder (p. 64). 1. $84.20 by May 15. 2. May 15 is 5 days after May 10. 3. A $5.00 late fee may be added if payment arrives after May 22. 4. Check your records, and call (555) 011-6302 if you need to confirm. Do not ignore the notice if you are unsure.
A delivery slip (p. 65). 1. Pine Ridge Market service desk, after 3:00 p.m. and before 6:00 p.m. 2. A photo ID. 3. May 16. 4. May 14, 15, and 16: three more days.
Filling out a simple form (p. 66). Answers on the form vary. 1. Name and phone, or name and an emergency contact. 2. So the clinic can reach someone if they cannot reach you, or in an emergency.
A letter that needs a response (p. 67). 1. Call (555) 011-4480 by Friday, May 15, to confirm the May 19 appointment. 2. The appointment may be canceled. 3. Monday through Friday is 5 weekdays, including today; 4 remain after today if the person is counting remaining days. 4. Look for a note that includes the phone number and May 15, and ideally the appointment date too.

THE PHONE AND CONTACTS

A home contact list (p. 68). Answers vary. Look for a named first call for a non-emergency, and a specific place to keep the list (by the phone, on the refrigerator, or in a memory station).
Finding a number and planning a call (p. 69). 1. Cedar Lane Pharmacy, (555) 011-2740. 2. Look for a name and the reason for the call. 3. Name or date of birth (or a prescription number). 4. Leave a message, call back, or ask a trusted person to help you try again.
Taking a phone message (p. 70). For: Mr. Ruiz. From: Maya at Fairwell Clinic. Number: (555) 011-4480. Call back by: 4:00 today. About: Thursday's appointment. The time matters because a later call may be too late. Leave the message where he will see it.
Leaving a voicemail (p. 71). Look for a name, a callback number, the May 19 at 2:45 p.m. appointment, and a request to reschedule. After the call, write that a message was left, with the date and time of the call.
Calling to change an appointment (p. 72). 1. Name, and the current appointment with Dr. R. Vega on Tuesday, May 19 at 2:45 p.m. 2. Wednesday morning, or Friday after 2:00 p.m. 3. The new day, date, and time. 4. Write the new appointment and cross out or move the May 19 2:45 time.
A call with more than one request (p. 73). A clear order starts with whether the refill is ready, because the other questions depend on it. The person should keep a short list during the call and write down ready-or-not, closing time, and pickup rules. If it is not ready, ask when it will be ready.

Answer key, continued

MEMORY AIDS AT HOME

A home daily board (p. 74). Answers depend on the real day, date, place, and plan. Accept a correct day, date, season, and setting.
Using a whiteboard reminder (p. 75). Look for short, specific reminders that keep the day, time, and place, and a posting place the person would actually see.
A weekly planner page (p. 76). Monday: trash out in the morning. Wednesday: home health at 2:00 p.m. Friday: pharmacy after 1:00 p.m. Sunday: family call in the afternoon. 1. Tuesday, Thursday, and Saturday are open. 2. Check the planner, and bring what is needed for the pharmacy pickup.
Building a morning routine (p. 77). Orders may vary. Medication taken "with food" should stay with breakfast if that is the direction being used. The person's own routine and a specific posting place will vary.
A short list you can carry (p. 78). The list should include the four errands. Bananas are a store errand; mail may be on the way. Look for a reason if only two errands are chosen, and for crossing an item off when it is done.
Using a planner when plans change (p. 79). 1. Wednesday at 2:00 conflicts with, or is very close to, a 2:30 friend visit; move the visit or ask the friend to come later or another day. 2. Friday at 10:00 a.m. does not conflict with a pharmacy pickup after 1:00 p.m., if there is time between them. 3. The new home health time should be written, Thursday at 2:00 should be removed, and the friend visit or Friday plan should be adjusted if needed.
Setting up a memory station (p. 80). Look for a specific, visible place, a sensible set of items, a consistent place for a pill organizer that is not mixed with household products, and a person who can help if needed.

COMMUNITY OUTINGS

Planning a trip to the store (p. 81). Answers vary. Look for a specific place, a way to get there, a list, items to bring, and a time plan.
Finding items in a store (p. 82). Milk: aisle 2. Bananas: aisle 1. Paper towels: aisle 6. Chicken: aisle 4. Any walking order that includes those four aisles is fine. Bread would add aisle 3.
A pickup at the pharmacy (p. 83). 1. Yes — 5:40 is 20 minutes before the 6:00 closing, and the refill is ready after 3:00, though a long line could make it tight. 2. A photo ID and a way to pay $12.00. 3. Ask about the wait, or make a plan to pick it up another day. 4. Yes; $20.00 – $12.00 = $8.00 change.
Reading a bus schedule (p. 84). 1. 12 minutes. 2. Buses A, B, and C (arriving 12:22, 12:52, and 1:22). 3. Bus C, leaving at 1:10 and arriving at 1:22. 4. Bus D arrives at 1:52, after 1:45. Bus E arrives at 2:22, after the 2:00 appointment.

Answer key, continued

COMMUNITY OUTINGS, CONTINUED

Planning an outing with time and money (p. 85). 1. Yes. $12 + $20 = $32, so $8.00 would be left from $40.00. 2. Done at the pharmacy at 3:20, plus a 10-minute walk: 3:30 at the market. 3. Shop until 3:55, plus a 5-minute walk: 4:00 at the stop, in time for the 4:10 bus. The 4:40 is a backup. 4. A long line or a slower walk could cause a miss; take the 4:40 or call for a ride.
When an outing changes (p. 86). 1. Yes — 1:42 is by 1:45, and it is before 2:00. 2. 1:52 is after 1:45, but it is still before 2:00, with less extra time. 3. Look for a specific choice and a backup (the late 1:10 still meets the 1:45 goal; a neighbor's ride is a backup). 4. Call Fairwell Clinic at (555) 011-4480 as soon as you know you may miss the appointment.
Following short directions (p. 87). 1. Right, onto Cedar Lane. 2. Wren Street; turn left. 3. The right side. 4. Check a street sign or the address, ask someone, or look at a written note or a map.
Asking for help in the community (p. 88). Look for a short, clear request in each situation, and a backup if words are hard (pointing, a written note, or asking someone to wait a moment).

PAGES WITHOUT A SINGLE ANSWER

The front of the book (how to use this workbook, cueing, the goal bank, the progress sheets, the family carryover handout, and the emergency information card), the home daily board, and the caregiver tip pages do not have a scored key. Use them as written, and use real information on the emergency card and contact list.
If a practice answer and a real label, bill, or appointment letter ever disagree, follow the real document and a pharmacist, doctor, nurse, or the SLP.