Cognition Workbook

High-Level Function

Ready-to-print therapy worksheets for adults with mild cognitive-communication changes who are getting ready to go home, or who are already living at home.

> Complex executive function · Divided and alternating attention · Working and prospective memory · Problem-solving and safety · Abstract reasoning · Higher-level language · Functional reading · Self-monitoring

Large print. Easier and Harder tasks within this level. Answer key included where answers are objective.

Includes a cueing guide, a starter goal bank, a family and staff carryover handout, and a weekly home-practice slip.

License. Permission to print and use for one facility, one home-health caseload, or one clinic. 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.

How to use this workbook

This is the **High-Level Function** book, a companion to the General Edition. It is for adults with mild cognitive-communication impairment who are getting ready for discharge home or are already living at home. Examples include mild traumatic brain injury or concussion, mild stroke, mild cognitive impairment, and cognitive changes after an intensive-care stay.

IN A SESSION

1. Choose a page that matches the person's goals, current energy, and setting. You do not have to use the pages in order.
2. Complete the task together, or send a copy for home practice when that is appropriate. Use the weekly home-practice slip when you assign work between visits.
3. Give only the support the person needs. Prefer a strategy cue ("What could you write down?") before you give the answer. Note the support you used.
4. Record accuracy, support, and strategy use on the tracking sheet. After a demanding task, use a self-monitoring page.

DIFFICULTY IN THIS BOOK

Easier and **Harder** are both within a high-level range. They are not the same as Easier pages in the General Edition. Easier pages here use more structure, fewer constraints, and shorter reading. Harder pages add more steps, more than one conflict, denser information, or less scaffolding. If a page is still too demanding, reduce the number of items, allow look-backs, or move to an easier page in the same section.

WHAT THIS BOOK IS NOT

These are practice materials. They are not a standardized test and are not meant to diagnose any condition. They do not determine whether someone is safe to live alone, drive, manage medications, or return to work. Medication names, clinics, pharmacies, and businesses in these pages are made up for practice. Do not change a real medication plan based on a practice page.

> These are practice materials for speech-language pathologists (SLPs) and the adults they work with. They do not replace an SLP's evaluation or clinical judgment.

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Cueing, strategies, and tracking

Use the least support that still lets the person succeed. This is a practical session guide, not a formal protocol. At this level, a strategy cue is often more useful than supplying the answer.

LEAST-TO-MOST SUPPORT

1. Wait. Give extra time before you step in.
2. Point to the relevant part of the page, a written fact, or a planner already in use.
3. Give a strategy cue: “What could you write down?” “What’s the conflict?” “How would you check that?” “What would you tell a friend to do?”
4. Give a meaning cue (the category, the function, or a short hint).
5. Offer two choices, or narrow the options.
6. Give a model or a partial plan, then ask the person to finish or try the next item.

STRATEGY CUES THAT FIT THIS LEVEL

Write it down. Say the plan out loud. Set a reminder. Look back at the facts. Check the work for conflicts or missed steps. Take a short pause and come back. Group items. Use a planner or phone alert. Ask a clarifying question instead of guessing.

WHEN THE PERSON MAKES AN ERROR

When it is safe to do so, give a chance to notice and correct the error (“Does that plan still work with the 2:00 call?”). Step in sooner if the error would be unsafe in real life, then return to the strategy: what would catch that next time?

WHAT TO RECORD

Use the session tracking sheet. One line per task, or one line for the session, is enough. At this level, three pieces of information are often more useful than a single score:

1. **Accuracy.** For example, 7 out of 10, or the parts that were present (“named the conflict and a specific change”). For open-ended tasks, a short comment is better than forcing a fraction.
2. **Support.** Write it in plain language (independent, strategy cue, written support, two choices, model).
3. **Strategy use.** Did the person start a helpful strategy on their own, use one after a cue, or need the answer?

Also note self-monitoring when you see it: did they catch an error, judge difficulty fairly, or say when they were unsure?

FADING SUPPORT

As accuracy stays high, reduce how quickly you step in, then reduce the type of cue, then have the person set their own reminder or check their own work. Move to a Harder page when the Easier page is consistently successful with little support.

What's in this workbook

Use this list to jump to a section. Easier pages are listed before Harder pages in each section. You do not have to go in order.

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Starter goal bank

Examples only. Rewrite each goal so it matches the person, the setting, and your clinical judgment. These examples do not guarantee payment, coverage, or compliance with any payer. They are not test items.

PLANNING AND ORGANIZATION

- The patient will identify a scheduling conflict in a written plan and propose a specific change that resolves it in __ of __ opportunities by [date], given [written support / a strategy cue / independent].
- The patient will prioritize everyday tasks by time sensitivity and complete a realistic plan for the time and energy available in __ of __ opportunities by [date].

MEMORY AND REMINDERS

- The patient will set a written or phone reminder for planned tasks and follow through on __ of __ of those tasks by [date], with [independent / minimal] support to set the reminder.
- After hearing or reading a short message, the patient will record the key details and use those notes to answer questions with __% accuracy by [date].

ATTENTION, REASONING, AND SAFETY JUDGMENT

- During a functional divided-attention task (for example, checking a list and keeping a running total), the patient will complete both parts with __% accuracy by [date], given [a strategy cue / independent].
- The patient will state a safe next step and when to get help, in everyday home or community scenarios, in __ of __ opportunities by [date].
- The patient will identify red flags in a suspicious call or message and state what not to do, and whom to contact instead, in __ of __ opportunities by [date].

LANGUAGE, READING, AND SELF-MONITORING

- The patient will summarize a short functional letter or notice in three sentences that include the action required and any deadline, in __ of __ opportunities by [date].
- After a demanding task, the patient will name one part that was hard and one strategy to use next time, in __ of __ sessions by [date].
- The patient will detect and correct at least __ planted or naturally occurring errors in a written plan in __ of __ opportunities by [date].

Longer-term (rewrite the time frame): The patient will use a planner or reminder system and a short self-check to manage everyday appointments, messages, and time-sensitive tasks at home, with the agreed level of support, by [date].

Session tracking 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	ACC.	SUPPORT	STRATEGY	NOTES / SELF-CHECK

Level: Easier or Harder. **Acc.:** for example, 7/10, or the parts that were present (“named the conflict + a plan”). **Support:** independent, strategy cue, written support, two choices, or model. **Strategy:** started on their own, used after a cue, or needed the answer. Note self-monitoring (caught an error, judged difficulty, said they were unsure) in the last column.

Personal progress log

This page is for you. It is not a test. Use it at the end of a session or at the end of the week. Short answers are enough.

NAME **WEEK OF**

One goal I am working on

One strategy I will use (for example, a planner, a phone reminder, writing things down, or checking my work)

THIS WEEK I FELT I DID...

AREA	HARD	OKAY	STRONG	ONE NOTE
Planning my time				
Remembering later tasks				
Staying with a task				
Catching mistakes				

A situation that was hard, and what I tried

One thing I want my SLP to know, or one thing I want to try next week

EASIER

Planning a morning at home

Read the facts, then make a plan. You may look back as often as you need. The medication name is made up for practice.

This morning

You need to leave home at 10:30 for an 11:00 appointment at Oak Street Clinic. The trip takes about 15 minutes.

Before you leave, you want a shower (about 25 minutes) and breakfast (about 20 minutes).

Take Lorvex with breakfast. Pack your medication list and your glasses.

1. What time should you start getting ready, and why?

2. Write the order of your morning, with approximate times.

3. What should you pack, based on the facts above? You may add one other useful item.

EASIER

Prioritizing a to-do list

Read the list. Decide what needs attention first, what can wait, and why. The medication name is made up for practice.

To do

Refill Peldura. You have 2 tablets left and take 1 each night.

Pay the electric bill. It is due tomorrow.

Call Dr. Voss's office. They said a test result would be in today.

Return a library book. It is due in 2 weeks.

RSVP to a dinner next month.

Water a plant.

Make the bed.

1. Which three items are the most time-sensitive, and why?

2. Number all seven items in the order you would handle them.

3. Which items can wait, and how long can they wait?

EASIER

A weekly calendar with one conflict

Read the week, then find the conflict and make a plan. Travel times matter. Clinic and pharmacy names are made up for practice.

DAY	PLAN
Monday	Oak Street Clinic, Dr. Nunez, 10:00–11:00. Travel is 20 minutes each way.
Tuesday	Lakeshore Community Center class, 2:00–2:45. Travel is 15 minutes.
Wednesday	Physical therapy at the clinic, 10:00–11:00. Travel is 20 minutes. A home nurse visit is also set for 10:30–11:00.
Thursday	Lab work at Oak Street Clinic at 9:30. Arrive 15 minutes early. Travel is 20 minutes.
Friday	Willow Creek Pharmacy pickup, after 2:00. The pharmacy closes at 6:00.

1. What is the conflict this week, and which day is it on?

2. What would you ask to change, and what is your backup if that change is not possible?

3. What time should you leave home on Thursday, and why?

EASIER

A simple monthly budget

Use the numbers on this page. Do not add tax. Show your math.

This month

Income: $1,860.

Planned expenses: rent $950, electric $90, phone $48, groceries $320, bus pass $60, household supplies already spent $40.

1. What is the total of the planned expenses?

2. How much would be left after those expenses?

3. You want to set aside $200 for savings and $50 for a birthday gift. Can you do both? How much would be left after that?

4. If the electric bill comes in at $125 instead of $90, what changes? Can you still do the savings and the gift?

EASIER

A two-medicine schedule

The medication names below are made up for practice. They are not real drugs. Follow the written directions on this page. If you are ever unsure about a real medication, ask your pharmacist, doctor, or nurse — do not guess.

Practice medicines

Lorvex 10 mg: Take 1 tablet by mouth each morning with food.

Peldura 5 mg: Take 1 tablet at bedtime. Do not take it with grapefruit. May cause drowsiness.

1. Fill in a simple daily plan: when you would take each medicine, and what you would take it with.

2. Can you take both tablets at breakfast? Why or why not?

3. You had grapefruit juice with dinner. What should you do about Peldura tonight?

4. You feel very sleepy the next morning after Peldura. What should you do? What should you not do?

EASIER

Planning a set of errands

Plan the order and the times so everything fits. A friend can give you a ride only from 3:00 to 4:30. Names are made up for practice.

Stops

Leave home at 3:00.

Pick up Peldura at Willow Creek Pharmacy. It is ready after 2:00. The pharmacy closes at 6:00.

Buy milk and eggs at Pinecroft Market (open 8:00 a.m. to 8:00 p.m.).

Drop a letter at the post office. The lobby closes at 5:00.

Travel: 10 minutes home to the market, 5 minutes market to pharmacy, 10 minutes pharmacy to post office, 15 minutes back home. The three stops are close to one another; you can use these times in any order.

1. Write an order of stops, with approximate times, that fits the hours and the 4:30 ride limit.

2. Why did you put the stops in that order?

3. If the post office line looked very long at 4:10, what would you do?

EASIER

Planning meals for three days

Plan simple meals with the food you already have and one market trip. You do not need special recipes. Keep the plan realistic.

What you have and what's ahead

At home: eggs, bread, rice, a bag of frozen vegetables, two chicken pieces, apples, oatmeal, and tea.

You can shop once, on Tuesday afternoon, with about $20. Milk is already gone.

Wednesday you have a 10:30 appointment and will be out through lunch. Thursday is a quiet day at home.

1. What do you need to buy on Tuesday, and about how much might it cost? Stay near $20.

2. Write a simple breakfast, lunch, and dinner plan for Tuesday, Wednesday, and Thursday.

3. How does Wednesday's appointment change lunch that day?

EASIER

Preparing for an overnight trip

You have a Thursday morning appointment in another town and will stay Wednesday night with a relative. Make a preparation plan. Medication names are made up for practice.

Facts

The appointment is Thursday at 9:15. It is a 50-minute drive from your relative's home. You want to arrive 15 minutes early.

You take Lorvex each morning with food and Peldura at bedtime. You will need enough for Wednesday night and Thursday morning.

You will leave your own home Wednesday after lunch.

1. What time should you leave your relative's home on Thursday, and why?

2. Write a packing list for Wednesday afternoon, including medicines and anything you should not forget for the appointment.

3. What do you need to do before you leave your own home on Wednesday?

HARDER

Planning a full day with a conflict

Read the facts, then make a plan that solves the conflict. There may be more than one good plan. The pharmacy name is made up for practice.

Your day

A neighbor can only drive you to Pinecroft Market between 11:30 and 12:30. The trip, including shopping, takes about 45 minutes.

Willow Creek Pharmacy will call you at home between 12:00 and 12:30 only, about a refill.

Physical therapy at Oak Street Clinic is at 2:00 and lasts 60 minutes. Travel takes 20 minutes each way.

You also want to start a load of laundry, which takes about 40 minutes when you have a stretch of time at home.

1. What is the conflict in this day?

2. Write a plan that handles the market trip, the pharmacy call, and therapy. If you cannot keep all three as written, say what you would ask to change.

3. When would you do the laundry in your plan, and why?

HARDER

Prioritizing with limited time and energy

You have about 2 hours this afternoon, and you already feel worn out. After about 90 minutes of being out of the house, you usually need a rest. Make a plan that is realistic, not just complete.

TASK	TIME	NOTES
Grocery run for milk and bread (you are out of both)	45 min	Out of the house
Pay a bill that is due in 3 days	15 min	Can be done at home
A 30-minute walk, as recommended	30 min	Out of the house
Call to schedule a dental cleaning	20 min	Can be done at home
Wipe the kitchen counters	10 min	At home
Organize a closet	60 min	At home; can wait
Write a birthday card due in 5 days	15 min	At home

1. What would you do in the 2 hours, in order, including a rest if you need one?

2. What would you delay or skip, and why?

3. If you had even less energy tomorrow, what is the one task you would still make sure got done?

HARDER

A weekly calendar with two conflicts

Read the week. Find both conflicts, including travel time, and write a plan. Names are made up for practice.

DAY	PLAN
Monday	Oak Street Clinic, 9:00–10:00. Then Brookmere Dental at 10:15 (30 minutes). It is a 15-minute trip from the clinic to the dentist, and 25 minutes from the dentist home.
Tuesday	Open morning. Lakeshore class at 2:00 (45 minutes, 15 minutes travel).
Thursday	A friend will visit you at home from 1:00 to 2:30. You also have a phone appointment with Dr. Harlow at 2:00 (30 minutes).
Friday	Usual grocery run at 3:00. Pharmacy pickup is also needed; the pharmacy closes at 6:00.

1. What are the two conflicts?

2. Write a plan for Monday that uses the travel times. If the original times will not work, say what you would ask to change.

3. Write a plan for Thursday that lets you keep the phone appointment.

HARDER

Paying this week's bills

Use only the numbers on this page. A $720 deposit arrives Monday. Today is Thursday. Names are made up for practice.

Harbor Lane Credit Union — checking $618.40

Due Friday: electric $86.20 (a $25 late fee if it is not paid by Friday).

Due Friday: phone $52.00.

Due next Tuesday: rent portion $400.00.

Pharmacy pickup ready this week: $31.85 (Peldura; 3 days of tablets left).

Groceries needed this week: about $75.00.

Posted today: a $45.00 medical copay (not late if paid next week).

1. If you tried to pay everything on this list before Monday's deposit, would $618.40 be enough? Show the total and the difference.

2. What should you pay by Friday, and what can wait until Monday? Why?

3. After you pay the Friday items (not including the copay) and then receive the deposit and pay the rent, about how much would be left? You may pay the copay Monday as well.

HARDER

A three-medicine schedule with a missed dose

The medication names below are made up for practice. They are not real drugs. Follow the written directions. If you are unsure about a real medication, ask your pharmacist or doctor — do not guess.

Practice medicines

Lorvex 10 mg: 1 tablet each morning with food.

Solvexin 20 mg: 1 tablet twice a day, 8 hours apart (morning and evening). If you miss a dose, take it when you remember unless it is within 4 hours of the next dose. Then skip the missed dose. Never take two doses at once.

Brintol 40 mg: 1 tablet Tuesday and Friday mornings only.

Today is Tuesday. You remember at 3:00 p.m. that you are not sure you took the morning doses. Breakfast was at 8:00. Evening Solvexin is due at 8:00 p.m.

1. Which medicines were due this morning, and why?

2. You are not sure the morning doses were taken. What should you do? What should you not do?

3. If the morning Solvexin was missed, what does the written rule say at 3:00? Why would you still call the pharmacy before you change the evening time?

HARDER

Planning errands with a deadline and a budget

You have $25.00 cash for this outing. Today is Wednesday. The pharmacy closes early at 2:00. Show your math. Names are made up for practice.

Facts

Leave home at 1:00. The bus from Green Street runs at :00, :20, and :40 past the hour and takes 15 minutes to the shopping street.

Willow Creek Pharmacy (copay $8.00) closes at 2:00 today. Pinecroft Market is open until 8:00. Eastwood Library is open until 5:00; a book is due today.

Bus fare is $2.00 each way. Needed at the market: milk $3.50, eggs $3.00, bread $2.50. Optional: tea $6.00 or flowers $8.00.

1. Which bus must you take, and why? What should be your first stop?

2. List what you will pay for, with a running total, and stay at or under $25.00.

3. Can you buy the tea or the flowers as well? Why or why not?

HARDER

Comparing two service plans

Compare the two made-up plans and choose one for the next three months. Show your math. These companies are not real.

	ASHFIELD CONNECT	HARBOR LINK
Monthly price	$48	$32
Data included	Unlimited	8 GB, then $10 for each extra 2 GB
Contract	None; cancel any month	Three-month minimum
Other	Includes voicemail	Voicemail $4 more per month

You use about 6 GB in a typical month, but last summer you used 11 GB in one month while traveling. You want voicemail. You may travel again in the next three months, but you are not sure.

1. What would each plan cost for a typical month, including voicemail?

2. What would each plan cost for a travel month like last summer, including voicemail?

3. Which plan would you choose for the next three months, and why? What is the tradeoff?

HARDER

Planning for a visitor

A family member will stay Friday evening through Sunday morning. You have limited energy and a budget of $40 for extra food. Make a two-day plan that does not try to do everything.

On the calendar already

Friday: Willow Creek Pharmacy pickup, ready after 2:00, closes at 6:00. Copay $8.00, paid separately from the $40 food budget.

Saturday: you usually do laundry in the morning, and you have a 30-minute rest after lunch.

The guest arrives Friday at 5:30 and leaves Sunday at 10:00 a.m. They have offered to help with one errand or one meal.

1. What must be done before the guest arrives Friday, and what can wait until Saturday?

2. Write a simple plan for Friday evening, Saturday, and Sunday morning, including one way the guest could help and when you will rest.

3. How would you use the $40 food budget so you are not cooking every meal from scratch?

EASIER

Follow two rules at once

Read the whole list. Circle every item that must be done **today**. Underline every item that requires a **phone call**. Some items need both.

- [ ] Call Willow Creek Pharmacy today about a refill.
- [ ] Water the plants sometime this week.
- [ ] Return Dr. Voss's office call today.
- [ ] Buy milk today.
- [ ] RSVP to a wedding next month.
- [ ] Pay the electric bill; it is due today. You pay online.
- [ ] Schedule a dental cleaning when you have time.
- [ ] Take leftover soup out of the freezer for dinner tonight.
- [ ] Call Eastwood Library to renew a book due in 3 weeks.
- [ ] Write a thank-you note this weekend.
- [ ] Check the mailbox today.
- [ ] Call the clinic today to confirm tomorrow's appointment.

1. Which items needed both a circle and an underline?

2. How many items were today only (a circle, but no call)?

EASIER

Switch the rule

Work down the list in order. For items 1–7, mark every **food** item. After item 7, stop and switch: for items 8–14, mark every item that costs **$5.00 or more**. Do not keep using the first rule.

#	ITEM	PRICE	MARK
1	Milk	$3.49	
2	Dish soap	$4.25	
3	Bananas	$1.89	
4	Batteries	$6.99	
5	Bread	$2.49	
6	Notepad	$3.15	
7	Eggs	$2.89	
8	Stamps	$8.00	
9	Apples	$3.29	
10	Lightbulbs	$7.50	
11	Yogurt	$1.79	
12	Trash bags	$6.49	
13	Postcards	$2.00	
14	Coffee	$9.25	

1. How many items did you mark in 1–7, and which ones?

2. How many items did you mark in 8–14, and which ones?

EASIER

Sort the mail with two labels

For each piece of mail, write **Act now**, **This week**, or **Later / recycle**. If it also needs a phone call, add the word **Call**.

MAIL	YOUR LABEL
Electric bill dated today, due in 2 days	
Catalog from a garden store	
Ashfield Health Plan: “Action needed — reply by Friday”	
A coupon flyer expires next month	
Note from Eastwood Library: a hold is ready; pickup is available for 3 more days	
A greeting card from a friend	
Clinic reminder: “Call 555-0148 if you cannot come tomorrow.” You plan to go.	
Bank statement, no amount due	

1. Which items did you mark Act now, and why?

2. Which items also needed Call?

EASIER

Find the changes

Compare the original letter with the updated message. Circle every change. Then answer the questions. Names are made up for practice.

Original letter

Tuesday, April 14, at 10:30, Dr. Nunez, Oak Street Clinic Room 2. Bring your medication list and your glasses. If you cannot come, call 555-0148 by 3:00 the day before.

Updated message

Tuesday, April 14, at 11:15, Dr. Nunez, Oak Street Clinic Room 4. Bring your medication list, your glasses, and your insurance card. If you cannot come, call 555-0148 by 3:00 the day before.

1. List every change.

2. What did not change?

3. If you followed only the original letter, what problem might you have?

EASIER

Scan a contact list

Use the list to answer the questions. Do not guess. These names and numbers are made up for practice.

NAME	NUMBER	NOTES
Oak Street Clinic	555-0148	Main desk; closes 4:00
Dr. R. Voss office	555-0166	Results and records
Willow Creek Pharmacy	555-0172	Refills; closes 6:00
Brookmere Dental	555-0194	Ask for side entrance
Ashfield Health Plan	555-0160	Benefits questions
Eastwood Library	555-0135	Renewals
Harbor Lane Credit Union	555-0118	Lost card: press 2

1. What number do you call for a medication refill, and how late is the pharmacy open?

2. You need to ask about an insurance benefit. Whom do you call, and at which number?

3. It is 4:30. You want to change a clinic appointment for tomorrow. What problem do you have, and whom else might you need instead?

HARDER

Keep a running total while you shop

You need milk, bread, a get-well card, and paper towels. Your budget is $20.00. Check off what you will buy. Write a running total after each item you add. Buy what you need first. If money remains, you may add one extra that still keeps you at or under $20.00.

ITEM	PRICE	BUY?	RUNNING TOTAL
Milk (needed)	$3.69		
Fancy cheese	$6.50		
Bread (needed)	$2.89		
Magazine	$5.99		
Get-well card (needed)	$3.25		
Soda	$1.99		
Paper towels (needed)	$4.49		
Cookies	$3.79		
Flowers	$7.00		
Almonds	$6.25		

1. What is your total for the needed items only?

2. If you added one extra, which one, and what is the new total?

HARDER

Alternate between two lists

Make one combined list, alternating: one item from List A, then one from List B, and so on, until both lists are used.

List A — calls to make

1. Confirm the 10:30 appointment.
2. Ask about parking.
3. Request a medication-list printout.
4. Ask whether you should arrive early.

List B — things to pack

1. Insurance card.
2. Glasses.
3. Medication list.
4. A short list of questions.

1. Write the combined sequence (A1, B1, A2, B2…).

2. The clinic called back, so you can skip A2 (parking). Write the new sequence. If two packing items land next to each other, that is all right — say why.

HARDER

Read and check at the same time

Read the announcement and complete the checklist as you go. You may look back. Then answer the questions. The center is made up for practice.

Lakeshore Community Center — this week

Balance class is Wednesday at 10:00 a.m. and Friday at 10:00 a.m. in the west room. Please wear closed shoes. Thursday's 1:00 p.m. movie has been moved to Tuesday at 2:00 p.m. in the main hall. Friday lunch is at 12:15. If you come to Friday lunch, please bring your membership card. The front desk is closed Monday.

1. Is there a balance class on Thursday? What time is the movie, and on which day?

2. Circle every day of the week named in the announcement. How many different days did you find?

3. You can only go out Tuesday and Thursday. What can you still attend?

4. You want Friday balance class and Friday lunch. What should you wear and bring?

HARDER

Update the plan as new information arrives

Start with Plan A. Then read each update and revise the plan. Cross out what no longer works. Names are made up for practice.

Plan A — Thursday morning

7:30 breakfast, take Lorvex with food.

8:20 leave for a 9:00 lab at Oak Street Clinic (20 minutes travel, arrive 15 minutes early).

10:30 coffee with a neighbor at home.

12:00 wait for a pharmacy call.

Update 1: A message says the lab has been moved to 9:45. Travel and “arrive 15 minutes early” still apply.

Update 2: The neighbor can only come at 10:15, and only for 30 minutes.

1. After Update 1, what time should you leave home? Does 10:30 coffee still work?

2. After both updates, write the revised morning plan and name any remaining conflict.

HARDER

Listen for the details that matter

Read this made-up radio announcement once, then answer. You may look back if you need to, but try to pull out only the details that affect your day.

> This is Riverview Community Transit. Route 12 is running 20 minutes late this afternoon because of road work on Harbor Lane. The 2:12 and 2:42 buses from Green Street are the most affected. Route 4 is on time. Eastwood Library will close at 4:00 today, one hour early, because of a staff meeting. Pinecroft Market remains open until 8:00. Tomorrow morning, service returns to the regular schedule.

Your plan was to take the 2:12 bus from Green Street, go to the library, and be home before 5:00. You also wanted to buy milk if you had time.

1. Which parts of the announcement actually change your plan?

2. Write a revised plan that still gets the library visit done today, if it can be done.

3. What information can you ignore for this afternoon?

EASIER

Hold the details of a short message

Read the message. You may look back as you answer. The clinic and phone number are made up for practice.

Voicemail — Oak Street Clinic

This is Oak Street Clinic. Dr. Nunez can see you Thursday at 2:30, not Wednesday at 9:00. Please arrive 15 minutes early and enter through the side door. Bring your insurance card. Call 555-0148 if that time does not work.

1. What is the new day and time?

2. What appointment time is no longer correct?

3. How early should you arrive, and which door should you use?

4. What should you bring, and what number do you call if you need to change the time?

EASIER

Take a message

Read the message and write notes in the boxes. Then answer from your notes. The pharmacy is made up for practice.

Voicemail — Willow Creek Pharmacy

This is Willow Creek Pharmacy. Your Peldura refill will be ready after 3:00 tomorrow, Friday. The copay will be $8.00. We close at 6:00. Please bring your discount card. If you have questions, call 555-0172.

WHO CALLED

PHONE NUMBER

DAY AND TIME TO PICK UP

WHAT TO BRING / COST

1. Using only your notes, when can you pick up the refill, and how late can you come?

2. What should you bring, and what will you pay?

EASIER

What I need to remember later today

These tasks all need to happen later, not right now. For each one, write when you will do it and what reminder you will use (an alarm, a note, a visual cue, a planner, or a person). The medication name is made up for practice.

TASK	WHEN I WILL DO IT	REMINDER I WILL USE
Call the clinic before 4:00		
Move the laundry in about 40 minutes		
Bring in the mail this afternoon		
Take Peldura at bedtime		

1. Which reminder will be easiest for you to notice at the right time, and why?

2. Which task would be easiest to forget, and what backup cue could you add?

EASIER

Set up a planner and phone reminders

Put each item into the planner and set at least one reminder. Choose one item that also needs a backup cue. Medication names are made up for practice.

This week

Tuesday, 11:15 — Dr. Nunez at Oak Street Clinic.

Friday — Solvexin pickup after 3:00; pharmacy closes at 6:00.

Peldura every night at bedtime.

Electric bill is due Friday.

Brintol on Tuesday and Friday mornings with breakfast.

WHEN	WHAT I WILL DO	REMINDER (TIME / TYPE)	BACKUP?

1. Which item got a backup cue, and why did you choose that one?

EASIER

Choose a memory strategy and use it

Useful strategies include writing it down, repeating it, grouping items, making a picture in your mind, setting an alarm, or putting an item with something you will already do. Choose one, use it on this list, then cover the list and write what you remember. Spelling does not have to be perfect.

Get these

Milk, stamps, bananas, a get-well card, eggs, soap, apples, paper towels.

1. Which strategy will you use, and how will you apply it here? (For example, group the items.)

Now cover the list and the box above. Write the items you remember.

2. How well did the strategy work? What would you change next time?

EASIER

Link a cue to a later task

A helpful method is to pair a later task with something you will already do: “When I do X, then I will do Y.” Write an if-then plan for each item.

1. You need to take a letter out to the mailbox, but you often remember only after you have already sat down.

2. You need to take Peldura at bedtime and do not want to rely on memory alone. (The name is made up for practice.)

3. You want to check tomorrow’s appointment time after dinner.

4. You need to charge your phone before you go out in the morning.

5. Which of your plans will be easiest to notice at the right moment, and which one needs a stronger cue?

HARDER

A longer message: notes, then recall

Read the message and take notes. Then cover the message and answer from your notes only. Names are made up for practice.

Voicemail — Willow Creek Pharmacy

This is Willow Creek Pharmacy. Your Solvexin refill will be ready after 3:00 tomorrow, Friday. The copay is $11.60. We close at 6:00. We also need to know whether you still take Brintol on Tuesdays and Fridays. Please call 555-0172 by noon tomorrow. If you want the automatic refill program, you can ask when you call. Bring your discount card when you pick up.

Your notes

1. When is the refill ready, and what is the copay?

2. What do you need to do by noon tomorrow, and why?

3. What should you bring, and what optional program can you ask about?

HARDER

A week of remember-to tasks

Place each item in the planner. Then adjust for the Tuesday change. Medication names are made up for practice.

This week

Lorvex every morning with food. Peldura every bedtime. Brintol Tuesday and Friday mornings with breakfast.

Tuesday 11:15, Dr. Nunez; leave at 10:45.

Thursday 9:00 lab; do not eat after 11:00 the night before. Water is allowed.

Friday pharmacy pickup after 3:00 and before 6:00. Electric bill due Friday.

Water the plants twice this week. Call Ashfield Health Plan before Thursday about a bill; the office closes at 4:00.

Change: You will be out of the house Tuesday from 10:00 to 2:00.

1. Which Tuesday reminders must happen before 10:00?

2. Write a weekly plan that includes the fasting reminder and the call that must happen before Thursday.

3. What would go wrong if you only set a Tuesday noon reminder for the health-plan call?

HARDER

Use a strategy with a denser list

Choose a strategy (grouping, first letters, a planner, or another method you like). Use it below, then cover this box and recall both the items and the appointment times.

Remember all of this

Items: coffee, a birthday card, tomatoes, dishwasher soap, cheddar, napkins, oranges, postage stamps, chicken, a notebook, toothpaste, and rice.

Appointments: Tuesday 11:15, Dr. Nunez; Friday 3:30, pharmacy pickup.

1. Show your strategy on this page (groups, notes, or another method).

Cover the box. Write the items and the appointment times you remember.

2. Add a Thursday 3:00 library stop. What do you change in your system so you will not forget it?

HARDER

Remember the instructions, then a change

Read the first instructions and take brief notes. Then read the change. Answer from your notes plus the change. Names are made up for practice.

First instructions

Arrive at Oak Street Clinic Lab on Thursday at 9:00. Do not eat after 11:00 p.m. Wednesday. Water is allowed. Check in at the lab desk, west door. Bring photo ID and an insurance card. If you feel unwell, call 555-0148 before you leave home.

Then this change arrives

The lab time is now 9:30, not 9:00. Check in at the main desk first. Fasting is now after midnight, not 11:00 p.m. The phone number is unchanged.

1. What time should you arrive, and where do you check in?

2. When does fasting start now? May you drink water?

3. What did not change, and what should you still bring?

EASIER

Everyday problems at home

For each situation, write what you would do first and why. There may be more than one safe option.

1. You smell smoke from the kitchen. The toaster is on.

2. The bathroom night-light is out, and you usually get up at night.

3. You dropped a full pill organizer, and the tablets mixed together. The medication names on your bottles are your real ones at home — do not guess which tablet is which.

EASIER

Safety at home: what would you do?

Write a safe next step for each situation, and say why that step is safer than rushing.

1. It is icy. You need the mail, and the mailbox is at the street.

2. A pot is boiling over, and your hands are wet.

3. You feel dizzy after standing up quickly to answer the door.

EASIER

Safety in the community

Write what you would do first, and what you would avoid.

1. You get off the bus one stop too far, in an area you do not know well. Your phone has about 20% battery left.

2. A stranger in a parking lot offers to help carry bags to your car and asks you to open the trunk and hand over the keys so they can load faster.

3. While shopping, you realize your wallet is not in your pocket.

EASIER

When to handle it yourself and when to get help

For each situation, write whether you would handle it yourself, ask someone non-urgent, contact the clinic or pharmacy, or get urgent help. Then say why. The medicine name in item 2 is made up for practice.

1. You cannot remember whether you locked the front door after you came in 10 minutes ago.

2. A new medicine, Elpran, is making you throw up, and you feel faint.

3. The TV remote is not working. The TV was fine yesterday.

4. You have chest pain and shortness of breath.

EASIER

A prize letter that does not look right

Read the letter, then answer. The company is made up for practice.

Northstar Awards

You have been selected for a $5,000 travel voucher. To release the prize, call 555-0199 today and confirm your Social Security number and a $49.95 processing fee by credit card. If we do not hear from you by 5:00, the prize will be given to the next person. Do not discuss this with your bank.

1. What in this letter is suspicious?

2. What should you not do?

3. What is a safer next step?

HARDER

A home problem with more than one good plan

Read the situation and make a plan. There is more than one good plan. Name what you would not do as well.

The situation

Water is leaking from under the kitchen sink. The cabinet is getting wet. It is 7:30 p.m. The building manager's office closed at 5:00.

You have a neighbor's number, towels, and a shutoff valve under the sink that you have not used before.

1. What would you do first, and why?

2. Write two possible plans for the next hour.

3. When would you call 911, and when would you not?

HARDER

A problem while you are out

Make a plan. There may be more than one good option. The clinic is made up for practice.

The situation

You took the 1:00 bus toward Oak Street Clinic for a 1:45 appointment. At 1:20 the bus breaks down, about 15 minutes from the clinic.

It is raining. Your phone has about 15% battery. You have $8.00 cash.

1. What are two or three options, and what would you do first?

2. Whom would you call, and why that person or number first?

3. How would you handle the appointment if you might be late or miss it?

HARDER

A suspicious call

Read the call, then answer. The pharmacy, health plan, and numbers are made up for practice.

The call

"This is the pharmacy benefits office. Your Solvexin refill is on hold because of a problem with your Ashfield Health Plan. To release it, confirm your Medicare number and a payment of $49.99 over the phone, or we will cancel the prescription this afternoon."

The number on the caller ID is not the Willow Creek Pharmacy number you already have (555-0172).

1. What is suspicious about this call?

2. What should you not do?

3. What should you do instead, and why would a real pharmacy not need you to handle it this way?

HARDER

Weighing two options

There is not one official right choice. Weigh the options carefully. This page is not a driving test and does not decide whether someone is safe to drive.

The situation

It is 5:00 p.m. You were invited to a 6:30 dinner about 30 minutes away. You slept poorly and feel unusually tired.

The last return bus is at 8:40, and dinners with this group sometimes run later than that. A family member has said they might be able to give a ride, but they have not confirmed.

1. What are two options you would seriously consider? List a benefit and a drawback of each.

2. What would you choose tonight, and why?

3. What would make you change your mind, or choose a different plan another day?

HARDER

An unannounced visitor at the door

Write a safe plan. You do not have to be rude to be careful.

The situation

At 11:00 a.m., someone in a work shirt knocks and says they are from the water company. They need to come in to check a leak in the building and want you to confirm your full name and date of birth “for the work order.”

You did not get a notice. You are not aware of a leak. You do have a building-manager number on your refrigerator.

1. What is reasonable to do without opening the door all the way or giving personal information?

2. What should you not do?

3. Who should you contact, and which number should you use?

EASIER

How are these alike?

For each pair, write how they are alike: what they both do, or what they both help you with. There may be more than one good answer.

1. A calendar and an alarm clock

2. A shopping list and a packed lunch

3. An insurance card and a photo ID

4. A pill organizer and a written medication list

5. A bus schedule and a map

6. A budget and a receipt

EASIER

How are these different?

Write one important way each pair is different, and why that difference might matter in everyday life.

1. A text message and a phone call

2. A debit card and cash

3. A weekly planner and a sticky note

4. A refill reminder and a dose reminder

5. A neighbor and a nurse advice line

6. A bus and a taxi or rideshare

EASIER

What can you infer?

For each situation, write what you can reasonably infer, and what you do **not** know yet. Do not jump farther than the facts support.

1. Elena’s porch light is on at 2:00 p.m., and her newspaper is still on the steps.

2. The clinic has left three missed calls in 20 minutes and has not left a voicemail yet.

3. Pinecroft Market is unusually crowded at 8:30 a.m., and carts are filling with canned goods and water.

4. James puts a sticky note on the door: “Trash — Tuesday, not Monday this week.”

EASIER

Everyday expressions in context

Read each sentence. In your own words, what does the underlined expression mean here? Is the person being literal?

1. “I’m under the weather, so I’m going to stay in.”

2. “Let’s get all our ducks in a row before the appointment.”

3. “That bill came out of the blue.”

4. “I’ll give the clinic a call first thing in the morning.”

5. “We’re not out of the woods yet, but the scan looked better.”

6. “I need to sleep on it before I sign anything.”

EASIER

Most likely explanation

Choose the most likely explanation, then write one other possibility you should not jump to yet.

1. You cannot find your glasses. You wore them at breakfast, and you also sat in the living room to read the mail.

2. A bus you expected at 1:12 has not come at 1:20. There is road work two stops away.

3. A friend has not replied to a message you sent two hours ago. They sometimes leave their phone in another room.

4. The credit-union app shows a small charge you do not remember, at Pinecroft Market, from yesterday afternoon — when you did shop there.

EASIER

Which one does not belong?

In each group, circle the item that does not belong with the others. Then write why. More than one grouping can be defended if your reason is clear.

1. Insurance card, photo ID, medication list, grocery coupon

2. Refill a prescription, pay a bill that is due tomorrow, water a plant, call about a same-day test result

3. Bus schedule, trip planner app, taxi number, recipe card

4. Pill organizer, bedtime alarm, written dose list, television remote

5. Weather advisory, icy steps, a torn screen in a back window, a magazine subscription offer

HARDER

Inferences from a letter

Read the letter, then answer. Stay close to what the letter actually supports.

Dear Daniel,

The clinic wants to see me again in two weeks. I will need a ride because parking was so hard last time. They changed one of my medicines — I will explain when I see you Sunday, if I can get those forms done Saturday. If Sunday does not work, I will call you Friday.

— Ruth

1. What is likely true, based on the letter?

2. What is still uncertain?

3. What does Ruth need to do before Sunday, and what might she need from Daniel?

HARDER

What does this person really mean?

Each person is hinting, softening, or using an expression. Write what they likely mean, and a clear next step.

1. A friend: “The last bus has probably already come and gone, if you know what I mean. I can wait.”

2. A pharmacist: “This one can make you foggy. You’ll want to see how you feel before you run errands.”

3. Office staff: “We’re a little short-staffed, so ‘around 2:00’ might not be 2:00 on the dot.”

4. A neighbor: “I’d think twice about leaving those packages on the porch overnight.”

5. The clinic: “If symptoms get worse, we need to hear from you the same day — don’t wait for the follow-up.”

HARDER

What's the problem in this reasoning?

Each statement has a weak point. Name the problem, and write a more careful way to think about it.

1. "I didn't fall last winter, so I don't need to worry about the ice on the steps this year."

2. "The caller knew my first name, so they must really be from my pharmacy."

3. "If one vitamin is good, three of them will be better. I'll take extra today."

4. "The appointment letter is from last month, and I already went, so I can ignore this new letter with a different date."

HARDER

Pros, cons, and a hidden constraint

Weigh the two options. Do not ignore the constraint at the bottom.

The choice

Option A: Go to the Saturday morning market (open 8:00–12:00). You can get fruit for the week and walk a bit. The bus ride is 25 minutes each way. You usually need a rest after a busy morning.

Option B: Place a $15 delivery order for fruit and stay home. You would miss the walk, and the delivery window is 2:00–5:00, so the fruit would arrive later in the day.

Constraint: You have a 1:00 phone appointment that usually lasts 45 minutes, and you want to be home, rested, and not rushed for it.

1. What is a benefit and a drawback of each option, given the 1:00 call?

2. Which option would you choose, and how would you plan the morning so the call still goes well?

3. What would make the other option reasonable instead?

EASIER

Find the precise word

Write the word or short phrase that fits. If two words could work, pick one clear answer. Spelling does not have to be perfect.

1. The printed list of medicines you take, with doses and times.

2. A person whose job is to fill prescriptions.

3. The amount you pay at the time of a visit, before insurance pays the rest.

4. The date by which a bill must be paid.

5. A backup plan if the first plan does not work.

6. Official permission from an insurance plan for a service, given in advance.

7. The habit of checking your own work for mistakes.

EASIER

Name items in a category, with a limit

Name up to eight items in each category. No repeats. Spelling does not have to be perfect. Your SLP may time this or may not; work at a steady pace.

1. Things you would take to a clinic appointment

2. Ways to remind yourself of a task later

3. Reasons you might need to call a pharmacy

4. Places you might go in a typical week (in the community)

EASIER

Organize these points

Number the notes in a sensible order. Then write three or four sentences a person could actually follow. The clinic is made up for practice.

Jumbled notes

Bring your insurance card and a photo ID.

The lab is Thursday at 9:00 a.m., Room 1, Oak Street Clinic.

Do not eat after 11:00 p.m. Wednesday. Water is allowed.

Arrive 15 minutes early and check in at the lab desk, not the main clinic desk.

If you feel unwell while fasting, call 555-0148 before you leave home.

Parking is behind the building. Enter through the lab door on the west side.

1. Write the numbers in the order you would use (for example, 3, 1, 5...), and say why that order helps.

2. Write clear directions in three or four sentences.

EASIER

Explain a process clearly

A neighbor will pick up a ready prescription because you are home with a fever. Write steps they could follow. The pharmacy name is made up for practice. You may use a practice name; do not add a Social Security or insurance number.

Facts to include

Willow Creek Pharmacy. Peldura is ready after 3:00 and the pharmacy closes at 6:00. The copay should be $8.00.

The neighbor should bring a signed note from you and photo ID. If the copay is different, they should call you before paying a new amount.

1. Write the steps in order, including your name on the line below and any phone number you would want them to use.

Practice name (or your name): _____

EASIER

Leave a clear phone message

Write what you would say if you got voicemail. Keep it short and complete. The clinic is made up for practice.

You need to say

You must reschedule a Friday 2:15 visit with Dr. Harlow at Oak Street Clinic because you have a fever. You can come next Tuesday morning or Thursday afternoon. Your name and a callback number should be in the message.

1. Write the message, as if you were speaking it.

2. What important detail would be missing if you only said, “I can’t come Friday. Please call me back”?

HARDER

Name items with two constraints

Stay inside both limits for each item. Write up to the number asked. Spelling does not have to be perfect.

1. Foods that do not need to be kept in a refrigerator and that you could buy at a market (8)

2. Appointments or errands that usually require an ID or an insurance card (6)

3. Items in a kitchen that are not food and not dishes (6)

4. Tasks you should not do when you are very drowsy (6)

HARDER

Summarize this passage in three sentences

Read the notice. Write a three-sentence summary that a person could use. Then list two actions to take. The health plan is made up for practice.

Ashfield Health Plan — member notice

Your outpatient speech-language visits are covered at 80% because you have already met your deductible. You may use 16 visits this year; 5 have been used, so 11 remain. Your current referral from Dr. Nunez is valid for 90 days from March 3 and ends on June 1. After that date, a new referral is required. We will mail a new member card in about 10 days if the address we have is current. Your current card works until June 30. If the new card does not arrive, call 555-0160.

1. Write exactly three sentences that cover the coverage, the visits left, and any deadline.

2. What two actions should the person take or watch for?

HARDER

Write instructions someone else could follow

You will be out Tuesday 10:00–2:00. A family member will be at your house. Write instructions they can follow without guessing. Medication names are made up for practice.

Include all of this

You will take Tuesday morning medicines before you leave: Lorvex, and Brintol because it is Tuesday. Do not have the family member give those doses.

A package may arrive. Leave it in the kitchen, not on the porch.

Willow Creek Pharmacy may call at 12:30. They should take a message and not agree to any changes. Leave a callback number.

Say how to lock up.

1. Write the instructions in a clear order.

HARDER

Condense this for the clinic

A family member talked for a while. Rewrite the useful information as a short update the clinic can use. Leave out repeats and side details. Do not invent facts.

What was said

“Well, he started the new one — I think it was Tuesday, no, Monday night? Anyway, after that he slept okay, but yesterday he stood up and got really light-headed and had to sit on the bed. He did eat breakfast. He didn’t fall. The headache he used to get is actually better. Oh, and his sister is visiting in June, but that’s not why I’m calling. We just want to know if the light-headedness is expected, and whether he should take tomorrow morning’s dose before he calls you.”

1. Write a short update in four sentences or fewer.

2. What question do they want the clinic to answer?

HARDER

Fact or opinion?

Read the notice. Mark each numbered sentence as fact (can be checked) or opinion (a judgment or preference). Then answer the last question. The center is made up for practice.

Lakeshore Community Center — member note

1. Balance class meets on Wednesday and Friday at 10:00 a.m.
2. The west room is the nicest room in the building.
3. Friday lunch starts at 12:15.
4. Everyone should bring a membership card to lunch.
5. Thursday's movie is always a waste of time.
6. The front desk is closed Monday.

1. Which sentences are facts? Which are opinions?

2. Sentence 4 uses "should." Is that a rule in this notice, or someone's preference? How would you check?

EASIER

Reading an appointment letter

Read the letter, then answer. You may look back. The clinic and phone number are made up for practice.

BROOKMERE DENTAL

Dear Patient,

Your cleaning and x-rays are on Friday, April 17, at 2:15 p.m. Please arrive 10 minutes early. Bring your insurance card and a list of your medicines. If you have taken antibiotics for dental work in the past, tell us when you check in. If you cannot come, call 555-0194 by noon on Thursday. Parking is in the rear lot. The front entrance is closed this month; please use the side door.

Sincerely,
The Office Staff

1. What day and time is the visit, and when should you arrive?

2. What should you bring, and which door should you use?

3. What extra information should you mention at check-in, if it applies to you?

4. If you need to cancel, what should you do, and by when?

EASIER

Following a recipe

Read the recipe, then answer. You may look back.

Oven-baked chicken and rice for two

Heat the oven to 375°F. In a baking dish, mix 3/4 cup rice, 1 1/2 cups low-sodium broth, and 1 cup chopped vegetables. Place 2 chicken pieces on top. Cover and bake 35 minutes. Uncover and bake 10 minutes more, until the chicken is cooked through. Let it rest 5 minutes before serving.

1. What temperature should the oven be, and what should you do first?

2. How long does the dish bake in total, and when do you take the cover off?

3. If the dish goes into the oven at 4:25, about when will it be ready to serve, including the rest?

4. How many people is this recipe meant to serve?

EASIER

Reading a transit schedule

Use the schedule. The transit system is made up for practice. Fare is $1.75 each way, exact change.

Riverview Community Transit — Route 12

Leaves Green Street at 8:12, 8:42, 9:12, 9:42, 10:12, and 10:42.

Arrives Pinecroft Market 8 minutes later. Arrives Oak Street Clinic 18 minutes later. Arrives Harbor Lane 27 minutes later.

Return buses leave the clinic at :05 and :35 past each hour.

1. You have a 10:15 appointment at the clinic and want to arrive by 10:00. Which bus should you take from Green Street, and when would you arrive?

2. How long is the ride from Green Street to the clinic, and what is the round-trip fare?

3. If you miss the 9:42, when does the next bus arrive at the clinic, and what problem does that cause?

EASIER

Filling out a clinic form

This is a practice form. You may use real information or made-up practice information. Do not write a Social Security number or insurance number on a practice sheet that might be left out.

OAK STREET CLINIC — UPDATE YOUR INFORMATION

NAME _____

DATE OF BIRTH _____

PHONE _____

EMERGENCY CONTACT AND PHONE _____

ALLERGIES _____

CURRENT MEDICINES (OR "SEE ATTACHED LIST") _____

_____

PHARMACY NAME _____

How do you prefer appointment reminders?

- ☐ Call
- ☐ Text
- ☐ Mail

1. Which reminder method did you choose, and why?

_____

2. If you do not remember a medication dose, what should you do instead of guessing on this form?

_____

EASIER

Reading a credit-union notice

Read the notice and answer. The credit union is made up for practice.

HARBOR LANE CREDIT UNION

We will be closed Friday, April 17, for a staff training day. Regular hours (Monday–Thursday 9:00–5:00 and Friday 9:00–6:00) resume Saturday by appointment only, and Monday at 9:00. Deposits made in the night box after 3:00 on Thursday will be posted Monday. Your debit card will still work. If you need cash, please plan ahead. Questions: 555-0118.

1. When is the credit union closed, and when do regular weekday hours start again?

2. You want a deposit posted before the weekend. What is the latest you should use the night box?

3. Will your debit card work on Friday? What might you still need to plan ahead for?

EASIER

Reading a weather advisory

Read the advisory and adjust the plan. You may look back.

County weather advisory

A winter weather advisory is in effect from 6:00 p.m. Thursday to 10:00 a.m. Friday. Two to four inches of snow are possible, with icy patches on untreated sidewalks and side streets after midnight. The county recommends delaying non-essential travel during the advisory. Regular trash pickup Friday morning may run late.

Your plan: Thursday 7:00 p.m. dinner 20 minutes away, and Friday 8:30 a.m. walk to Pinecroft Market for milk.

1. When does the advisory start and end?

2. How does this advisory affect Thursday evening and Friday morning? What would you change?

3. What part of the advisory is a recommendation, not a guarantee?

HARDER

Reading a benefits letter

Read the letter and answer. Show your math when a number is asked. The health plan is made up for practice. Today is May 20.

ASHFIELD HEALTH PLAN

Your outpatient speech-language visits are covered at 80% because you have already met your deductible. You pay 20%. You may use 16 visits this year. You have used 5, so 11 remain. Your referral from Dr. Nunez is valid for 90 days from March 3 and ends June 1. After June 1, a new referral is required. A new member card will be mailed in 10 days if your address is current. Your current card works until June 30. Questions: 555-0160.

1. How many visits are left this year?

2. If a visit is billed at $125 and the deductible is already met, how much would you pay?

3. As of today, May 20, about how long is the current referral still good? What happens after June 1?

4. What should you do if a new card has not arrived after 10 days?

HARDER

A recipe with timing and a substitution

It is 5:20. You have a phone call at 6:00. Read the recipe and the substitution note, then make a plan.

Vegetable bean soup and toast

Chop onion and vegetables (about 10 minutes). Cook the onion 5 minutes. Add the vegetables and 3 cups broth; simmer 20 minutes. Add a can of beans and simmer 5 minutes more. Make toast during the last 5 minutes.

You are out of chicken broth. You have vegetable broth, and you have water. Note: if you use water instead of broth, add 1/2 teaspoon salt.

1. About how many minutes does this recipe take from the start of chopping?

2. Can you finish before the 6:00 call if you start now? What time would you be done?

3. What should you use instead of chicken broth, and what extra step is needed if you use water?

4. If you were running late and still had 15 minutes of simmering left at 5:58, what should you do about the stove during the call?

HARDER

A transit plan with a transfer and a delay

Plan a trip to Eastwood Library, which opens at 10:00. Names are made up for practice.

Schedules

Route 12 leaves Green Street at 8:12, 8:42, 9:12, and 9:42. It arrives at Harbor Lane 27 minutes later.

Route 4 leaves Harbor Lane at :10 and :40 past the hour and takes 12 minutes to the library.

You need about 5 minutes to walk from the Route 12 stop to the Route 4 stop at Harbor Lane.

A 2-hour transfer pass is $2.50 one way.

Later update: Route 12 is running 15 minutes late today.

1. To arrive when the library opens, which Route 4 bus do you need, and which Route 12 should you take from Green Street? Show the times.

2. After the 15-minute delay, does that same Route 12 still work? Why or why not?

3. What is the one-way fare with a transfer pass?

HARDER

Reading a medication information sheet

The medication name below is made up for practice. It is not a real drug. Follow only the written sheet. If you are unsure about a real medication, ask your pharmacist or doctor — do not guess.

Solvexin 20 mg — practice information

Take 1 tablet twice a day, 8 hours apart, with or without food. Common effects: dry mouth, mild headache.

Call the clinic if you have a rash, swelling, or trouble breathing (this is urgent), or if a headache is severe or lasts more than 3 days.

Do not take Solvexin with Brintol without asking the pharmacist (they can interact in this practice scenario).

If you miss a dose, take it when you remember unless it is within 4 hours of the next dose. Then skip. Never take two doses at once.

Alcohol may increase drowsiness; ask your pharmacist or doctor. Store at room temperature.

1. You take Brintol on Tuesday and Friday. What should you do before you take both?

2. You missed the morning dose, and the evening dose is in 6 hours. What does the written rule say?

3. You have a mild headache on the first day. Is that a reason to go to the emergency room? What would be?

HARDER

Comparing two notices

Compare the letter with the later voicemail. Find what agrees, what conflicts, and what you would confirm by phone. Names and numbers are made up for practice.

Original letter

Thursday, April 16, 9:00 a.m., Oak Street Clinic Lab, Room 1. Do not eat after 11:00 p.m. Water is allowed. Arrive 15 minutes early. Use the west lab door. Bring photo ID and an insurance card. Questions: 555-0148.

Later voicemail

This is Oak Street Lab. We have you Thursday at 9:30, not 9:00, in Room 3. Please still fast after midnight. Come to the main desk first. Call 555-0188 if you have questions.

1. List the conflicts.

2. What agrees, and what did the voicemail leave out?

3. What should you do before Thursday, and which phone number would you trust first?

HARDER

Comparing unit prices

Use the shelf tags. Show your math. You need one jar of peanut butter and one package of paper towels. You have $12.00. The store is made up for practice.

ITEM	PRICE	SIZE	UNIT PRICE
Pinecroft peanut butter A	$3.60	16 oz	$0.225 / oz
Pinecroft peanut butter B	$4.80	28 oz	$0.171 / oz
Harbor towels, 2-pack	$4.00	2 rolls	$2.00 / roll
Harbor towels, 6-pack	$9.60	6 rolls	$1.60 / roll

1. Which peanut butter is the better value per ounce? Which towels are the better value per roll?

2. If you buy the better-value peanut butter and the 2-pack of towels, what is the total, and how much would you have left from $12.00?

3. Can you buy the better-value size of both and stay at or under $12.00? If not, what is a plan that stays in budget and still gets you peanut butter and towels?

EASIER

How did that go?

Use this page after another task in this book, or after a real-life task. It is not a test. Short answers are enough.

TASK OR PAGE **DATE**

1. What was the task, in one sentence?

2. What was the hardest part?

3. What helped (a strategy, a cue, more time, looking back, something else)?

4. What would you do differently next time?

How sure are you of your answers?

- ☐ Not sure
- ☐ Somewhat sure
- ☐ Sure

5. One thing to try next time

EASIER

What helps me stay on track

Check the strategies that already help you. Star one or two you want to try. Then write a plan for one real situation this week.

- [ ] A weekly planner or paper calendar
- [ ] A phone alarm or reminder
- [ ] A pill organizer
- [ ] Notes or a list by the door or the kettle
- [ ] Saying the plan out loud, or repeating it back
- [ ] Asking for written instructions, not only spoken ones
- [ ] A short rest break before a demanding task
- [ ] A quieter space, with fewer interruptions
- [ ] Checking my work for conflicts or missed steps
- [ ] Another strategy: _____

1. One upcoming situation (an appointment, a bill, or a medication routine) and the strategy I will use

EASIER

Before and after a task

Fill in the top before you start a page or a real task. Fill in the bottom after you finish. This is not a test score.

TASK OR PAGE _____ **DATE** _____

BEFORE I START, I THINK THIS WILL BE…

- ☐ Easy
- ☐ A little hard
- ☐ Hard

What might make it hard, and what will I try?

_____

_____

AFTER I FINISH, IT ACTUALLY FELT…

- ☐ Easier than I thought
- ☐ About what I thought
- ☐ Harder than I thought

What did I notice? Did my prediction match?

_____

_____

HARDER

Catch and correct the errors

This Thursday plan has mistakes. Find them and write a correction for each one. Medication names are made up for practice. The lab letter said: Thursday 9:00, do not eat after 11:00 p.m. Wednesday, arrive 15 minutes early, west lab door, bring photo ID and insurance card, travel is 20 minutes, call 555-0148 the day before if you cannot come.

Thursday plan — find the errors

7:00 Eat breakfast, take Lorvex with food, then go to the fasting lab.

8:00 Leave home for the 9:00 lab (20 minutes travel, need to arrive 15 minutes early).

Enter through the main clinic door. Bring glasses only.

If I cannot go, I will call sometime Thursday morning.

12:00 Neighbor ride to the market, and Peldura at noon.

12:30 Pharmacist call at home.

1. List each error and how you would fix it.

HARDER

A weekly self-check

Look back over the week. This is not a test score and it is not a billing form. Short answers are enough.

NAME **WEEK OF**

1. Appointments or important tasks I kept, missed, or almost missed — and why

2. Did my reminder or medicine system work? Anything I almost missed?

3. A strategy that helped, and a strategy that did not

4. One change I will make next week, and one thing I want my SLP to know

THIS WEEK I FELT I DID…	1 LOW	2	3	4	5 HIGH
Planning my time					
Remembering later tasks					
Staying with a task					
Catching mistakes					

HARDER

An if-then plan for a hard situation

Choose one situation that is hard for you. Write a specific if-then plan, plus a backup. The more specific the cue, the more useful the plan.

1. The situation I want to handle better (for example, remembering a midday call, leaving on time, or checking a plan for conflicts)

2. If this happens or when this time of day arrives, then I will... (name the cue and the action)

3. If the first plan does not work, my backup is...

4. How will I know at the end of the week whether this plan actually helped?

Family and staff carryover handout

This page is for family members, caregivers, and staff who support practice between sessions. It is a practical guide, not a treatment protocol. Follow the SLP's instructions for this person.

WHAT THIS PRACTICE IS

These pages are practice, not a test. They are not used to diagnose a condition, and they do not decide whether someone is safe to live alone, drive, or manage medications. Medication names and businesses in the book are made up. Never change a real medication plan based on a practice page.

HOW TO HELP WITHOUT TAKING OVER

1. Let the person try first. Wait longer than feels natural before you step in.
2. If they get stuck, ask a strategy question before you give the answer: "What could you write down?" "What's the conflict?" "How would you check that?"
3. Help set up a system they will use (a planner, an alarm, a note by the door). Do not keep the system in your head for them if the goal is independence.
4. Do not quiz at the dinner table, grade the page, or point out every small error. If an error would be unsafe in real life, step in, then return to "What would catch that next time?"
5. If the person is tired, frustrated, or overloaded, stop and note it for the SLP. A shorter successful practice is better than a long, exhausting one.

WHEN TO CONTACT THE SLP OR ANOTHER PROFESSIONAL

Share new safety concerns — for example, missed medicines, getting lost, falling, driving worries, or a possible scam. Use the weekly home-practice slip to record what was tried and what was hard. This book does not replace an evaluation, a care plan, or emergency care.

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

Weekly home-practice slip

The SLP and the person fill this out together at the end of a session. Bring it back next time. This is practice, not a test.

NAME

WEEK OF

NEXT SESSION

SLP

This week's focus (goal or skill)

Pages or tasks to try (list 1–3, not a long stack)

Strategy to use (planner, alarm, write it down, check for conflicts, or another)

When and how often (for example, two short practices, after breakfast)

Family or staff can help by... (keep this short; see the carryover handout)

What we noticed, to tell the SLP next time

Stop if the practice is frustrating or exhausting, and write that down. Do not change a real medication plan based on a practice page. Medication names in this book are made up.

Answer key

Suggested answers for items with an objective or clearly preferred response. For open-ended items, a strong answer is described; accept other responses that meet the same standard. These are practice materials, not test norms.

FRONT MATTER

Personal progress log. Answers vary. This page is for self-report and session discussion, not scoring.

COMPLEX EXECUTIVE FUNCTION

Planning a morning at home (Easier). A strong plan starts by about 9:20–9:30 (25 minutes for a shower, 20 minutes for breakfast, a few minutes to pack, and a short buffer) and leaves at 10:30. A sensible order is shower, then breakfast with Lorvex, then pack, then leave. Pack the medication list and glasses. Accept one reasonable extra (keys, phone, insurance card). Credit any timeline that fits the 10:30 departure without rushing the shower or breakfast.

Prioritizing a to-do list (Easier). The three most time-sensitive items are the Peldura refill (2 tablets left, 1 each night), the electric bill due tomorrow, and the call about results that were due today. The library book can wait up to 2 weeks; the RSVP can wait, but should be done before next month; the plant and the bed are everyday tasks that can wait. Accept any order that places the refill, the bill, and the results call clearly ahead of the later items.

A weekly calendar with one conflict (Easier). The conflict is on Wednesday: physical therapy (10:00–11:00 at the clinic, leave by about 9:40) overlaps the home nurse visit (10:30–11:00). A strong plan asks to move one of those appointments and names a backup (for example, a later nurse visit, or asking whether therapy can be later). Thursday: arrive 15 minutes early for a 9:30 lab, plus 20 minutes of travel, so leave by about 8:55.

A simple monthly budget (Easier). 1. $950 + $90 + $48 + $320 + $60 + $40 = $1,508. 2. $1,860 − $1,508 = $352 left. 3. Yes. $200 + $50 = $250, which is less than $352; $102 would be left. 4. Electric is $35 higher, so leftover becomes $317. Savings and the gift still fit; $67 would be left.

A two-medicine schedule (Easier). Practice only; names are fictional. 1. Lorvex in the morning with food; Peldura at bedtime, not with grapefruit. 2. No. Peldura is a bedtime dose and may cause drowsiness. 3. Do not take Peldura with grapefruit. Skip the juice, wait and ask the pharmacist, or ask whether the dose can still be taken later; do not ignore the warning. 4. Tell the doctor or pharmacist about the sleepiness. Do not drive or do unsafe tasks while drowsy. Do not change the dose on your own.

Planning a set of errands (Easier). Any order that meets the hours (pharmacy after 2:00 and before 6:00, post office before 5:00, market open) and gets you finished by 4:30 is acceptable. A strong plan puts perishable groceries last, for example: post office, then pharmacy, then market, then home, arriving before 4:30. If the post office line is long at 4:10, a strong answer stays within the 4:30 ride (come back another day, use a mailbox if the letter does not need the lobby, or ask the driver whether a few extra minutes are possible) rather than missing the ride or the pharmacy.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

COMPLEX EXECUTIVE FUNCTION

Planning meals for three days (Easier). Milk is the clear needed purchase. Other useful buys (if they fit about $20) might include yogurt, cheese, more fruit, or a lunch item you can take on Wednesday. A strong three-day plan uses food already at home, does not waste the two chicken pieces, and treats Wednesday lunch as something packed or eaten out, because the 10:30 appointment runs through lunch. Accept any workable menu that stays near $20 and accounts for Wednesday.

Preparing for an overnight trip (Easier). 1. Leave by about 8:10 (50 minutes of travel plus 15 minutes early for a 9:15 appointment). A few extra minutes of buffer is also fine. 2. A strong list includes Peldura for Wednesday night, Lorvex for Thursday morning (and a way to take it with food), plus appointment needs such as insurance card, photo ID, medication list, and glasses if used. Clothing and personal items for one night are expected. 3. Before leaving home: pack those items, confirm the address and time, and handle anything time-sensitive at home (lock up, medicines not being packed, maybe a Thursday reminder).

Planning a full day with a conflict (Harder). The conflict is that the market ride (11:30–12:30, 45 minutes) overlaps the pharmacy call window (12:00–12:30 at home). Therapy itself is fine if you leave home by about 1:40. A strong plan names the overlap and asks to change something specific: an earlier or later ride, a later pharmacy call, a message-taker at home, or rescheduling the market trip. Laundry fits in the morning or after therapy (home about 3:20). Accept any plan that names the conflict and offers a specific change.

Prioritizing with limited time and energy (Harder). A strong plan gets milk and bread (food that is already gone), includes a rest, and does not pack a 45-minute grocery trip and a 30-minute walk back-to-back when the person is already worn out and usually needs rest after 90 minutes out. The closet can wait. The card can wait several days. The bill is due in 3 days and can be done at home later. The dental call is useful but not same-day urgent; it can be a short home task if energy remains. The one task to protect if energy is even lower is the grocery run for milk and bread, or a smaller way to get those items (a shorter trip, a delivery, or asking someone). Accept any plan that treats food as essential, respects the energy limit, and names what will wait.

A weekly calendar with two conflicts (Harder). Conflict 1: Monday clinic ends at 10:00, and the dentist is at 10:15 with a 15-minute trip, so there is no buffer (late finish, parking, or check-in would make you late). A strong plan asks for a later dental time or an earlier clinic time, or accepts that you would have to leave the clinic immediately with no margin. Conflict 2: the friend is still visiting during the 2:00 phone appointment. A strong Thursday plan keeps the 2:00 call (a quiet room, asking the friend to come earlier or later, or to stay quietly in another room). Friday is not a conflict if grocery and pharmacy are sequenced before 6:00.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

COMPLEX EXECUTIVE FUNCTION

Paying this week's bills (Harder). Paying this week's bills. 1. $86.20 + $52.00 + $400.00 + $31.85 + $75.00 + $45.00 = $690.05, which is $71.65 more than $618.40. No, it would not be enough before the deposit. 2. Pay by Friday: electric (to avoid the late fee), phone, pharmacy (medication almost gone), and groceries (food needed). Rent can wait until Monday's $720 deposit (it is due Tuesday). The copay is not late if paid next week, so it can wait until Monday. 3. Friday without the copay: $86.20 + $52.00 + $31.85 + $75.00 = $245.05; $618.40 – $245.05 = $373.35 left. Monday: $373.35 + $720.00 = $1,093.35. After rent $400.00: $693.35. After the copay as well: $648.35.

A three-medicine schedule with a missed dose (Harder). Practice only; names are fictional. 1. All three were due: Lorvex (every morning with food), Solvexin (morning dose), and Brintol (Tuesday morning). 2. Do not take a second dose "just in case." Check a pill organizer, a log, or the bottles if that helps, and call the pharmacist or doctor about what is uncertain. 3. At 3:00, the next Solvexin is at 8:00 (5 hours later), so the written rule would allow a missed dose to be taken now, and it says never to double. Taking Solvexin at 3:00 would also change the 8-hour spacing before the 8:00 evening dose, so a strong answer calls the pharmacy before changing the evening time rather than inventing a new schedule.

Planning errands with a deadline and a budget (Harder). 1. Take the 1:00 bus (arrive about 1:15). The 1:20 bus arrives at 1:35, which is tight for a 2:00 pharmacy close, and the 1:40 bus arrives after the pharmacy closes. First stop: the pharmacy. Then the library (book due today) and the market, in either order that still returns the book by 5:00. 2. Bus $2.00 + $2.00 = $4.00; copay $8.00; milk, eggs, and bread $3.50 + $3.00 + $2.50 = $9.00. Total $21.00, which is $4.00 under $25.00. 3. No. Tea would add $6.00 ($27.00), and flowers would add $8.00 ($29.00); both are over $25.00.

Comparing two service plans (Harder). 1. Typical month: Ashfield Connect $48 (voicemail included). Harbor Link $32 + $4 voicemail = $36, with 6 GB under the 8 GB limit. 2. Travel month (11 GB): Ashfield Connect still $48. Harbor Link needs 3 GB over 8 GB, billed as two 2 GB blocks ($20), plus $36 = $56. 3. Answers vary. A strong answer compares the typical savings on Harbor Link ($12 a month) with the risk of a higher travel month and the three-month minimum, and states a clear choice. Choosing Ashfield Connect for predictability, or Harbor Link to save money if travel is unlikely, are both acceptable if the tradeoff is named.

Planning for a visitor (Harder). 1. The pharmacy pickup must happen after 2:00 and before 6:00, and before or around the 5:30 arrival (for example, pickup first, home before the guest arrives). Heavy cleaning or laundry can wait until Saturday. 2. A strong plan is not packed: a simple Friday evening, Saturday laundry plus a rest after lunch, a clear Sunday morning send-off, and one specific way the guest can help (a meal or a short errand). 3. $40 might cover one restaurant or takeout meal, plus a few groceries, rather than cooking every meal from scratch. Accept any plan that protects energy, keeps the pharmacy window, and stays near $40.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

DIVIDED AND ALTERNATING ATTENTION

Follow two rules at once (Easier). Both (today and a call): pharmacy refill, Dr. Voss's office, and the clinic confirmation. Today only (no call): buy milk, pay the electric bill online, take out the soup, and check the mailbox (4). Call but not today: Eastwood Library (due in 3 weeks). Neither required today or as a required call: water the plants, RSVP, schedule dental when you have time, thank-you note this weekend. The dental item could reasonably be underlined if the person treats "schedule" as a call, but it is not a today item.

Switch the rule (Easier). 1–7 (food only): milk, bananas, bread, eggs (4). Batteries are $5 or more but should not be marked under the first rule. 8–14 ($5 or more): stamps, lightbulbs, trash bags, coffee (4). Apples and yogurt are food but should not be marked under the new rule.

Sort the mail with two labels (Easier). Act now: the electric bill (due in 2 days) and the Ashfield Health Plan notice (reply by Friday — treat as soon if Friday is close; at minimum This week if today is early in the week). The library hold (3 days) is Act now or This week, not Later. The clinic reminder does not require a call if the person plans to go. Later / recycle: catalog, coupon flyer (unless they want it this week). Greeting card and bank statement: Later (keep, not recycle). Call: only if an item truly needs a call; the clinic letter requires a call only if they cannot go. The health-plan letter may need a call or a written reply; credit either if explained. No call is required for the bill if it can be paid online or by mail.

Find the changes (Easier). Changes: time 10:30 → 11:15; room 2 → 4; insurance card is now required. Unchanged: Tuesday, April 14; Dr. Nunez; Oak Street Clinic; medication list and glasses; cancel-by rule and phone number 555-0148. If you followed only the original letter, you might go to the wrong room, arrive at the old time (early, which is less serious than late), or forget the insurance card.

Scan a contact list (Easier). 1. Willow Creek Pharmacy, 555-0172, closes at 6:00. 2. Ashfield Health Plan, 555-0160. 3. The clinic main desk closes at 4:00, so 4:30 is too late to call that number today. A strong answer notes that problem and may suggest calling first thing in the morning, checking whether another after-hours option exists (not listed), or going in person if the appointment is still possible. Do not invent a number that is not on the list.

Keep a running total while you shop (Harder). Needed items: $3.69 + $2.89 + $3.25 + $4.49 = $14.32, which is $5.68 under $20.00. Extras that still fit: soda ($16.31) or cookies ($18.11). Cheese ($20.82), magazine ($20.31), flowers ($21.32), and almonds ($20.57) go over $20.00 and should not be added. Credit the needed total of $14.32 and at most one allowed extra.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

DIVIDED AND ALTERNATING ATTENTION

Alternate between two lists (Harder). 1. A1, B1, A2, B2, A3, B3, A4, B4 (confirm appointment, insurance card, ask about parking, glasses, request a printout, medication list, ask about arriving early, list of questions). 2. Skip A2 and keep alternating with what remains: A1, B1, A3, B2, A4, B3, then B4. The last two packing items may land together because List A runs out first. Accept any sequence that drops only A2 and alternates whenever both lists still have items.

Read and check at the same time (Harder). 1. No Thursday balance class. The movie is Tuesday at 2:00 p.m. (moved from Thursday at 1:00). 2. Days named: Wednesday, Friday, Thursday, Tuesday, and Monday — 5 different days. 3. Tuesday movie at 2:00. There is no Thursday event left. 4. Closed shoes for balance class, and the membership card for Friday lunch.

Update the plan as new information arrives (Harder). 1. New lab is 9:45; leave by about 9:10 (20 minutes travel plus 15 minutes early). If the lab visit itself takes even a short time, 10:30 coffee may still work, but there is less margin than before. 2. After Update 2, the neighbor is coming at 10:15. If you arrive at the lab at 9:30 for a 9:45 appointment, a typical lab stop may run past 10:15, so the visit and the neighbor overlap. A strong plan names that conflict and asks to shift the neighbor, or checks how long the lab usually takes, or asks the neighbor to come later. Breakfast and Lorvex at 7:30 can stay. The 12:00 pharmacy call is unchanged.

Listen for the details that matter (Harder). 1. Route 12 is 20 minutes late (the 2:12 is the bus they planned to take), and the library closes at 4:00 today, not later. 2. A strong plan leaves earlier if possible, or treats the late 2:12 as arriving around 2:32, and still tries to reach the library before 4:00. If that no longer fits, they should go to the library first by another means, or go earlier, rather than adding extra stops first. Milk can wait; the market is open until 8:00 and is optional. 3. Route 4 being on time and tomorrow's regular schedule do not fix this afternoon's Route 12 trip unless they change routes. Credit ignoring details that do not change today's library deadline.

WORKING MEMORY AND PROSPECTIVE MEMORY

Hold the details of a short message (Easier). 1. Thursday at 2:30. 2. Wednesday at 9:00 is no longer correct. 3. Arrive 15 minutes early (2:15) and use the side door. 4. Bring the insurance card; call 555-0148.

Take a message (Easier). Notes should capture: Willow Creek Pharmacy, 555-0172, Friday after 3:00, closes at 6:00, copay $8.00, bring the discount card. 1. Friday after 3:00 and before 6:00. 2. Discount card; $8.00 copay. (Peldura is the medication; credit if included in the notes.)

What I need to remember later today (Easier). Answers vary. A strong page assigns a specific time or window to each task and a concrete cue (phone alarm, note by the door, laundry basket in view, Peldura with a bedtime routine). The clinic call needs a cue before 4:00, not "sometime this afternoon." A good backup cue is a second reminder or linking the easy-to-forget task to something already in the routine.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

WORKING MEMORY AND PROSPECTIVE MEMORY

Set up a planner and phone reminders (Easier). All five items should appear, including repeating ones (Peldura nightly; Brintol Tuesday and Friday mornings, not daily). The clinic needs a leave-home reminder, not only the 11:15 appointment time. Friday has both a pharmacy window (after 3:00 and before 6:00) and a bill due. A strong backup cue is placed on an easy-to-miss item (Brintol on only two mornings, or the Friday pharmacy close).

Choose a memory strategy and use it (Easier). Answers vary. A strong response names a strategy and applies it on the page (for example, grouping food: milk, bananas, eggs, apples; household: soap, paper towels; errands: stamps, card). Credit items recalled after covering; note omissions without treating this as a test score. The last question should comment on how well the strategy worked.

Link a cue to a later task (Easier). Answers vary. Strong if-then plans attach the task to a specific, already-planned action and, when needed, a visible cue: the letter by the door or with the keys; Peldura with the bedtime routine or toothbrush; the appointment letter or planner on the dinner table; the phone charger in the morning-launch spot (by the kettle, shoes, or door). Item 5 should compare which cues are likely to be noticed.

A longer message: notes, then recall (Harder). 1. Ready after 3:00 tomorrow (Friday); copay $11.60 (closes at 6:00). 2. Call 555-0172 by noon Friday to say whether you still take Brintol on Tuesdays and Fridays. 3. Bring the discount card; you may ask about the automatic refill program when you call.

A week of remember-to tasks (Harder). 1. Tuesday morning Lorvex and Brintol with breakfast must happen before leaving at 10:00 (the 11:15 appointment is why they are out; leave-at-10:45 is inside the 10:00–2:00 window). 2. A strong week plan includes a Wednesday-night reminder not to eat after 11:00 for the Thursday lab, a health-plan call on Monday, Tuesday after 2:00, or Wednesday before 4:00, plant watering on two days, Friday pharmacy and bill, and nightly Peldura. 3. A Tuesday noon reminder would fire while the person is still out (10:00–2:00), so the call could be missed. The reminder needs to move to later Tuesday or to Wednesday.

Use a strategy with a denser list (Harder). Answers vary. A strong response shows a real strategy (for example, food vs. household vs. errands, plus a separate place for appointment times). Credit partial recall; this is practice, not a score. For the Thursday 3:00 library stop, the person should add it to the same system (planner and a reminder), not only try to hold it in mind. Tuesday 11:15 and Friday 3:30 should be treated as important times, not as extra shopping items.

Remember the instructions, then a change (Harder). 1. Thursday at 9:30; check in at the main desk first (not the lab desk as originally written). 2. Do not eat after midnight; water is still allowed (the change did not revoke water). 3. Unchanged: Thursday lab at Oak Street Clinic, water allowed, call 555-0148 if unwell, bring photo ID and insurance card. The west door was not updated; a careful answer may note that the check-in location changed and the door may need to be confirmed.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

PROBLEM-SOLVING AND SAFETY

Everyday problems at home (Easier). 1. A safe first step is to unplug or turn off the toaster if you can do so safely, keep clear of smoke, and get help if the smoke continues or you see fire (including calling 911 for a fire you cannot control). 2. Do not walk in the dark if you can avoid it. Replace the light, use another safe light, or ask for help; fix it before bedtime if possible. 3. Do not guess and swallow mixed tablets. Keep them separate, and call the pharmacist or the clinic before taking any of the mixed pills. Use labeled bottles or a new organizer once a professional has advised you.

Safety at home: what would you do? (Easier). 1. The mail can wait. Wait for safer conditions, ask someone else, or use a careful method (ice treatment, a clear path, support) rather than rushing on ice. 2. Turn off the heat if you can do so safely; dry your hands before you handle a hot pot or lid; do not grab a hot handle with wet hands. 3. Sit or stay still until the dizziness passes; do not rush to the door. Check who is there when you are steady, or call out that you need a moment.

Safety in the community (Easier). 1. Stay in a public, well-lit place if you can; use the phone for a needed call or map, but conserve battery; ask a bus driver or official staff rather than a random stranger for a ride. You can wait for the next bus back one stop. 2. Do not hand over your keys or open a trunk for a stranger. A polite “no, thank you” is enough; go back inside the store for help if you feel uneasy. 3. Retrace your last steps, tell store staff, and if the wallet is missing, plan to call the credit union or card number you already have, rather than a number a stranger offers.

When to handle it yourself and when to get help (Easier). 1. Check the door yourself. 2. Contact the clinic, pharmacist, or urgent care now; do not just wait it out or take more medicine. Feeling faint plus vomiting after a new medicine needs prompt advice. 3. Handle it yourself or as a non-urgent fix (batteries, troubleshooting). 4. Chest pain and shortness of breath: get emergency help now (call 911).

A prize letter that does not look right (Easier). 1. Suspicious signs include asking for a Social Security number and a credit-card fee to “release” a prize, a tight deadline, and the instruction not to discuss it with the bank. 2. Do not call that number, do not give a Social Security number or card information, and do not pay a fee. 3. Throw it out or set it aside, talk with a trusted person, or check with the bank or a known official source using a number you already have — not the number on the letter.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

PROBLEM-SOLVING AND SAFETY

A home problem with more than one good plan (Harder). 1. A safe first step is to protect yourself and limit the water (towels, a basin, staying off a wet electrical area) and, if you can do so confidently, use the shutoff valve — or ask a neighbor to help with the valve rather than forcing it. 2. Strong plans include stopping or catching the water, calling a neighbor, calling a building emergency or plumber line if you have one, and waiting on the closed office until morning if the leak is controlled. 3. 911 is for an emergency you cannot control (for example, water reaching electrical outlets, flooding you cannot stop, or immediate danger). A small under-sink leak that you can contain is not typically a 911 call.

A problem while you are out (Harder). 1. Options may include asking the driver what happens next, calling the clinic, calling a trusted person, waiting for a replacement bus, or another safe way to finish the last 15 minutes if it is realistic in the rain. A strong first step conserves the phone battery and gets information (driver or clinic) rather than walking in unknown conditions without a plan. 2. The clinic (using a number already saved) is a high priority so they know you may be late; a trusted person can be a backup. 3. Call, explain the breakdown, ask to hold the visit or reschedule, and do not simply no-show.

A suspicious call (Harder). 1. Suspicious signs: pressure to pay and to give a Medicare number, a threat to cancel the prescription today, and a caller ID that does not match the pharmacy number already on file. 2. Do not give a Medicare number, do not pay, and do not confirm personal information. Hang up. 3. Call Willow Creek Pharmacy at 555-0172, or the number on the insurance card, using a number you already have. A real pharmacy or plan will not require a Medicare number and a surprise card payment on a cold call to “release” a refill, and they will not cancel a real prescription because you refused that call.

Weighing two options (Harder). Answers vary. Strong options include confirming a ride before agreeing, taking the bus only with a clear plan to leave before 8:40, shortening or rescheduling the visit, or declining tonight because of fatigue. Driving while unusually tired should not be treated as a fine default. A strong answer names a real tradeoff (missing the dinner vs. an uncertain late return vs. fatigue) and a condition that would change the plan (a confirmed ride, a shorter visit, or feeling better another day).

An unannounced visitor at the door (Harder). 1. Keep the door closed or on a chain, ask the person to wait, and verify the visit with the building manager or the utility using a number you already have. You can say you were not notified and need to check. 2. Do not give your date of birth or other personal identifiers, do not let the person in before you verify, and do not use a phone number the visitor provides. 3. Call the building-manager number on the refrigerator, or another official number you already have.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

ABSTRACT REASONING

How are these alike? (Easier). Accept any clear shared function. Examples: 1. Both help you keep track of time or not miss something. 2. Both are ways to plan ahead for what you will need later. 3. Both identify you or your coverage and are often needed at appointments. 4. Both support accurate medication use. 5. Both help you plan how to get somewhere. 6. Both have to do with tracking money.

How are these different? (Easier). Accept any important, accurate difference. Examples: 1. A call is immediate and spoken; a text can be reread later. 2. Cash is limited to what you have on hand and does not leave an automatic record the same way a card does. 3. A planner holds many dated items; a sticky note is easy to lose and usually holds one thought. 4. A refill reminder is about getting more medication; a dose reminder is about taking it at the right time. 5. A neighbor can help nearby; a nurse advice line can give clinical guidance. 6. A bus follows a schedule and usually costs less; a taxi or rideshare is more flexible and usually costs more.

What can you infer? (Easier). 1. You can infer Elena may not have been to the door yet today; you cannot infer that she is unwell or in danger without more information. 2. You can infer the clinic is trying to reach the person promptly; you do not yet know why. Calling back is reasonable. 3. You can infer people may be stocking up (weather, a sale, or a news event); you do not know the reason from the crowd alone. 4. You can infer trash pickup moved this week and James is reminding himself or others; you do not know why it moved.

Everyday expressions in context (Easier). None of these is meant fully literally. 1. Feeling unwell. 2. Get organized and have everything ready. 3. The bill was unexpected. 4. First thing means early tomorrow, at the start of the day — not a vague “sometime.” 5. The problem is not fully resolved yet, even though there is some good news. 6. Take time to think, usually overnight, before deciding.

Most likely explanation (Easier). 1. Most likely the glasses were left in the kitchen or living room; do not jump to “they were stolen” first. 2. Most likely the bus is late because of road work; it could also have been missed or cancelled, so it is reasonable to wait a bit and then check. 3. Most likely the friend has not seen the message yet; do not assume they are angry or in trouble after only two hours. 4. Most likely the charge is from yesterday’s shopping; still worth matching to a receipt, but not an automatic fraud conclusion.

Which one does not belong? (Easier). Preferred answers, though a well-explained alternative can be accepted: 1. Grocery coupon — the others are commonly needed at a clinic visit. 2. Water a plant — the others are time-sensitive health or bill tasks. 3. Recipe card — the others help you get somewhere. 4. Television remote — the others support taking medication on time. 5. Magazine subscription offer — the others relate to home safety or weather risk.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

ABSTRACT REASONING

Inferences from a letter (Harder). 1. Likely true: Ruth has a follow-up in two weeks, she wants a ride because parking was difficult, a medication was changed, and she hopes to see Daniel on Sunday after finishing forms on Saturday. 2. Uncertain: which medicine changed and why, whether Sunday will actually work, whether Daniel can give the ride, and any clinical details she has not shared. 3. Before Sunday she plans to complete forms on Saturday. She may need a ride to the later clinic visit, and she may need Sunday to work as a time to talk — or a Friday call if it does not.

What does this person really mean? (Harder). 1. The last bus was likely missed; the friend is offering to wait (probably to give a ride or keep you company). Next step: confirm a ride or another way home, rather than hoping another bus will come. 2. The medicine may cause drowsiness or reduced alertness; delay demanding errands, and do not drive or do unsafe tasks if you feel foggy. This is not a driving clearance. 3. The 2:00 time may run late; bring a buffer or something to do, and do not schedule something tight at 2:15. 4. Packages may be stolen or damaged overnight; bring them in or ask someone to take them in. 5. Worsening symptoms should be reported the same day, not at the next visit.

What's the problem in this reasoning? (Harder). What's the problem in this reasoning? 1. Past safety does not guarantee the same result; ice is still a hazard. A more careful view is to treat this year's ice as a current risk. 2. A first name is not proof of identity; names can be found or guessed. Verify using a number you already have. 3. More is not always better and may be harmful; do not change a dose without asking a pharmacist or doctor. 4. A new letter with a different date may be a new appointment; it should be read, not ignored because an older visit already happened.

Pros, cons, and a hidden constraint (Harder). 1. The market gives fruit and a walk but could run late: 25 minutes back, a market that closes at 12:00, and a usual need for rest before a 1:00 call. Delivery keeps the morning calmer for the call, costs $15, misses the walk, and the fruit arrives during or after the 1:00–1:45 call (2:00–5:00 window). 2. A strong market plan leaves early, is home with time to rest before 1:00, and does not stay until closing. A strong delivery plan stays home for the call and accepts later fruit or a plan for the delivery knock during the call (or a later window if available). 3. The other option becomes more reasonable if the call is moved, energy is better, someone can go to the market, or delivery can be timed after the call.

HIGHER-LEVEL LANGUAGE

Find the precise word (Easier). Accept close equivalents. 1. Medication list (med list, medicine list). 2. Pharmacist. 3. Copay (copayment). 4. Due date. 5. Backup plan, plan B, or contingency plan. 6. Prior authorization (preauthorization, pre-approval). 7. Proofreading, self-checking, or self-monitoring.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

HIGHER-LEVEL LANGUAGE

Name items in a category, with a limit (Easier). Answers vary. Credit items that clearly fit. Off-category items and exact repeats are not counted. Examples: 1. Insurance card, photo ID, medication list, glasses, a question list, a payment card, a referral, a sample or log. 2. Phone alarm, planner, sticky note, calendar, asking someone, putting an object by the door, repeating the plan, a pillbox. 3. A refill, a missed dose question, side effects, hours, copay, drug interaction, pickup time. 4. Market, pharmacy, clinic, library, bank or credit union, bus stop, a friend's home, a community center.

Organize these points (Easier). A strong order starts with when and where (Thursday 9:00, Room 1, Oak Street Clinic), then the Wednesday-night fasting rule, then what to do if you feel unwell, then what to bring, then how to arrive (15 minutes early, west lab door, lab desk, parking). Other orders are fine if fasting comes before Thursday morning and the person would not miss a time-critical step. The written directions should be something another person could follow without the jumble.

Explain a process clearly (Easier). A strong set of steps names Willow Creek Pharmacy, the person the pickup is for, Peldura, the window (after 3:00 and before 6:00), a signed note and photo ID, the expected $8.00 copay, and the instruction to call before paying a different amount. The writing should be clear enough that a neighbor would not have to guess.

Leave a clear phone message (Easier). A strong message includes the person's name, a callback number, the Friday 2:15 appointment with Dr. Harlow, that they cannot come because of a fever, and two alternative times (Tuesday morning or Thursday afternoon). The short version leaves out who is calling, which appointment, why, how to reach them, and what times would work.

Name items with two constraints (Harder). Answers vary. Credit only items that meet both limits. 1. For example, rice, pasta, canned soup, bread, bananas, apples, crackers, peanut butter (if unopened or shelf-stable), oatmeal, dried beans. Not milk or other foods that must be refrigerated. 2. Clinic or dental visits, lab work, pharmacy pickup in some cases, the credit union, insurance appointments, airport or ID-related errands. 3. For example, a pot holder, sponge, dish soap, toaster, can opener, trash bag, oven mitt — not food and not plates/cups/utensils if those are treated as dishes. 4. Driving, cooking on a hot stove, babysitting, using power tools, crossing a busy street without care, making an important financial decision; accept other clearly unsafe drowsy tasks.

Summarize this passage in three sentences (Harder). A strong three-sentence summary includes: visits are covered at 80% (deductible already met); 11 visits remain this year (16 allowed, 5 used); the referral ends June 1 and a new one is needed after that; the new card should come in about 10 days if the address is current, and the old card works until June 30. 2. Actions: confirm the address on file, watch for the new card and call 555-0160 if it does not arrive, and request a new referral before June 1 if more visits are needed.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

HIGHER-LEVEL LANGUAGE

Write instructions someone else could follow (Harder). A strong note states that morning Lorvex and Tuesday Brintol are already taken and should not be given again; a package should be brought into the kitchen, not left on the porch; at 12:30 a pharmacy call should be taken as a message only, with no changes approved, and a callback number left; and how to lock the door. The writing should be specific enough that the family member would not have to guess.

Condense this for the clinic (Harder). A strong update includes: a new medicine was started (Monday night, possibly Tuesday — the speaker was unsure), sleep was okay, yesterday he felt light-headed on standing and sat on the bed, he had eaten breakfast, he did not fall, and the old headache is better. Leave out the June visit. The questions: is the light-headedness expected, and should he take tomorrow morning's dose before speaking with the clinic? Do not invent the drug name.

Fact or opinion? (Harder). 1. Facts (can be checked): 1, 3, and 6. Opinions: 2 and 5. 2. "Should" may be a rule (membership card required) or only a recommendation; the notice does not make the consequence clear. A strong answer would check with the front desk or a posted policy rather than treat it as a personal preference or, without checking, as a strict rule.

FUNCTIONAL READING

Reading an appointment letter (Easier). 1. Friday, April 17, at 2:15 p.m.; arrive at 2:05 (10 minutes early). 2. Insurance card and a medication list; use the side door (front entrance is closed). Parking is in the rear lot. 3. Mention past antibiotics for dental work, if that applies. 4. Call 555-0194 by noon on Thursday.

Following a recipe (Easier). 1. 375°F; heat the oven first (you can mix the dish while it heats). 2. 45 minutes of baking (35 covered + 10 uncovered); take the cover off after 35 minutes. 3. 4:25 plus 45 minutes is 5:10, plus a 5-minute rest is 5:15. 4. Two people.

Reading a transit schedule (Easier). 1. Take the 9:42; it arrives at the clinic at 10:00. 2. 18 minutes; $1.75 + $1.75 = $3.50. 3. The next bus, the 10:12, arrives at 10:30, which is late for a 10:15 appointment. A strong answer names that problem and may suggest an earlier plan next time, another way to get there, or calling the clinic.

Filling out a clinic form (Easier). Answers vary for the completed fields and the reminder method. A strong answer to question 2 is to check bottles or a medication list, ask the pharmacist or SLP, or leave the item blank and note that it will be confirmed — not to guess a dose.

Reading a credit-union notice (Easier). 1. Closed Friday, April 17. Regular weekday hours resume Monday at 9:00 (Saturday is by appointment only, not regular weekday hours). 2. By 3:00 on Thursday; after that, the deposit posts Monday. 3. Yes, the debit card will still work. Plan ahead if you need cash inside the branch, or any other in-person service, because the lobby is closed Friday.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

FUNCTIONAL READING

Reading a weather advisory (Easier). 1. From 6:00 p.m. Thursday to 10:00 a.m. Friday. 2. Thursday dinner is during the advisory; Friday's 8:30 walk is also during the advisory, when ice is more likely after midnight. A strong plan delays or changes non-essential travel (move the dinner, go for milk later Friday after 10:00, or ask someone else), and does not assume Friday trash will be on time. 3. "Recommends delaying non-essential travel" is a recommendation. Snow amounts are also described as "possible," not guaranteed.

Reading a benefits letter (Harder). 1. 11 visits left (16 allowed minus 5 used). 2. 20% of $125 = $25.00. 3. The referral ends June 1, so from May 20 it is good for about 12 more days (or "until June 1"). After June 1 a new referral is required. 4. Call 555-0160, and check that the address on file is current.

A recipe with timing and a substitution (Harder). 1. About 40 minutes (10 + 5 + 20 + 5; toast happens during the last 5). 2. Yes, if you start immediately at 5:20 you would finish around 6:00 — it is tight, with no extra buffer. 3. Vegetable broth is an acceptable substitute with no extra step. Water is also allowed if you add 1/2 teaspoon salt. 4. Do not leave a simmering pot unattended during the call. Turn the stove off or pause the soup safely, then finish after the call.

A transit plan with a transfer and a delay (Harder). 1. Route 4 at 9:40 arrives at the library at 9:52, in time for a 10:00 opening. The 10:10 Route 4 arrives at 10:22, which is late. To be at Harbor Lane by about 9:35 (5-minute walk), Route 12 at 8:42 arrives 9:09 and leaves a comfortable transfer. The 9:12 arrives 9:39, which is too tight or late for a 5-minute walk to a 9:40 bus. 2. A 15-minute delay makes the 8:42 leave at 8:57 and arrive at 9:24, still in time to walk and catch the 9:40. The 9:12 would not have been a safe plan and would miss the 9:40 if delayed. 3. $2.50 one way.

Reading a medication information sheet (Harder). Practice only; names are fictional. 1. Ask the pharmacist before taking Solvexin and Brintol together; do not just start both. 2. Six hours is not within 4 hours of the next dose, so the written rule says you may take the missed dose now, and never double. 3. A mild headache on the first day is listed as a common effect, not an emergency. Urgent reasons on this sheet are rash, swelling, or trouble breathing. A severe headache or one that lasts more than 3 days should be reported to the clinic.

Comparing two notices (Harder). 1. Conflicts: time 9:00 vs. 9:30; room 1 vs. 3; fasting after 11:00 p.m. vs. after midnight; check-in at the lab desk / west door vs. the main desk first; phone 555-0148 vs. 555-0188. 2. They agree it is Thursday at Oak Street Lab and that fasting is required. The voicemail does not mention ID, insurance card, water, arriving 15 minutes early, or the west door. 3. Call to confirm before Thursday. Prefer a number already trusted (555-0148 from the letter, or another official number on file) if 555-0188 is unfamiliar.

Answer key, continued

Suggested answers, continued. For open-ended items, a strong answer is described; accept other responses that meet the same standard.

FUNCTIONAL READING

Comparing unit prices (Harder). 1. Peanut butter B is the better value per ounce ($0.171 vs. $0.225). The 6-pack of towels is the better value per roll ($1.60 vs. $2.00). 2. $4.80 + $4.00 = $8.80; $12.00 – $8.80 = $3.20 left. 3. No. Better-value sizes together: $4.80 + $9.60 = $14.40, which is $2.40 over $12.00. A plan that stays in budget is peanut butter B and the 2-pack ($8.80), or peanut butter A and the 2-pack ($7.60). Peanut butter A plus the 6-pack is $13.20, also over. Need both items, so do not buy only the 6-pack.

SELF-MONITORING

How did that go? (Easier). Answers vary. This page is for reflection and discussion, not scoring. A complete response names the task, a specific difficulty, something that helped, an idea for next time, and a confidence rating. If confidence and accuracy do not match, that is useful to discuss, not a failure.

What helps me stay on track (Easier). Answers vary. A strong page marks current strategies, stars something new or not yet consistent, and applies one strategy to a specific upcoming situation, not only a general wish.

Before and after a task (Easier). Answers vary. The value is the comparison between the prediction and the experience. A mismatch (too sure, or more capable than expected) is useful to discuss and is not a failure.

Catch and correct the errors (Harder). Errors and fixes: (1) Breakfast before a fasting lab is not allowed; do not eat after 11:00 p.m. Wednesday. Lorvex is supposed to be taken with food, so this is a real conflict — call the clinic or pharmacist about whether to take it with a sip of water or after the lab; do not just eat and do not skip without advice. (2) Leave time: 20 minutes of travel plus 15 minutes early means leave by about 8:25, not 8:00 (8:00 is earlier than needed, so it is not unsafe, but it is not the correct leave time; credit if they recalculate 8:25). Treat 8:00 as optional extra early rather than a required error if space is tight. (3) Enter through the west lab door, not the main clinic door. (4) Bring photo ID and insurance card, not glasses only (glasses can be added if needed). (5) Cancel the day before at 555-0148, not Thursday morning when the appointment is at 9:00. (6) Peldura is a bedtime medicine, not a noon dose, and may cause drowsiness. (7) A 12:00 market ride conflicts with a 12:30 pharmacist call at home; one of those must move.

A weekly self-check (Harder). Answers vary. This page is for reflection and session planning, not a test score. A complete page includes specific examples (not only “fine”), at least one strategy comment, a concrete change for next week, and ratings that can be compared with the SLP’s observations.

An if-then plan for a hard situation (Harder). Answers vary. A strong plan names one specific situation, a cue that will actually be noticed, a clear action, a backup cue or action, and a simple way to review it at the end of the week (for example, tallying missed vs. completed calls). Vague plans such as “I will try harder” are not sufficient.

CARRYOVER AND HOME PRACTICE

Weekly home-practice slip. Answers vary. This is an assignment and communication tool, not a scored page.