

Naming Synonyms

SET 1

Instructions: Name a word that means the same as the one given.

1. pretty
2. rabbit
3. automobile
4. rug
5. phony
6. messy
7. sleepy
8. labor
9. intelligent
10. restroom
11. exit
12. cash
13. rich
14. nice
15. adorable
16. insect
17. halt
18. simple
19. hosiery
20. relocate

Organizing Tasks Functionally

SET 1

Instructions: I'll name an activity. You tell me what things you would need to perform the activity and the order in which you would use them.

1. Setting a table
2. making a sandwich
3. taking a shower
4. sending an e-mail
5. washing a car
6. planting grass seed
7. mailing a letter
8. doing your nails
9. making a bed
10. washing yourself
11. getting dressed
12. toasting a bagel
13. eating dinner
14. planting a garden
15. cleaning the kitchen
16. painting a room
17. ordering take-out food
18. packing to go on vacation
19. renting a movie
20. going fishing

Dining in a Restaurant

Instructions: Explain how you would accomplish the following tasks in a restaurant.

1. read a menu
2. return an unsatisfying item
3. request seating options
4. speak to the manager
5. select food portions
6. question the bill
7. review the prices
8. make advance reservations
9. figure the amount due
10. find restaurant parking
11. figure the tip
12. ask for restaurant hours
13. locate the restroom
14. discover if there are free refills
15. order a meal
16. find out if the restaurant is hiring
17. discover acceptable payment options
18. find out if there are other locations
19. get the server's attention
20. break a \$20 bill

Determining Early or Late Arrival

Instructions: Indicate whether the arrival time is earlier or later than the appointment time shown. Optional: Determine how many minutes early or late you would be. (Note: Solutions are provided on page 260.)

	ARRIVAL TIME	APPOINTMENT TIME	EARLY OR LATE
1.	3:15	3:45	_____
2.	8:45	8:30	_____
3.	10:30	10:15	_____
4.	1:30	1:45	_____
5.	5:15	5:00	_____
6.	11:30	11:15	_____
7.	7:45	8:00	_____
8.	3:45	4:00	_____
9.	9:00	8:15	_____
10.	5:50	6:00	_____
11.	5:50	5:30	_____
12.	9:35	9:45	_____
13.	10:20	10:00	_____
14.	4:10	4:15	_____
15.	12:55	1:00	_____
16.	7:05	7:40	_____
17.	2:20	2:40	_____
18.	6:25	5:30	_____
19.	8:10	9:00	_____

(continues)