



CONTENTS

Introduction	▪	xi
Skills Assessment Inventory	▪	1
Communication History and Interest Form	▪	7

PART I: BASIC LIVING SKILLS

CHAPTER 1	BASIC COMMUNICATION	15
------------------	----------------------------	-----------

Expressing Needs and Desires	▪	17
Starting Conversations	▪	19
Responding to Emergencies and Unsafe Situations	▪	21
Understanding Common Phrases	▪	23
Talking to Service Personnel	▪	26

CHAPTER 2	USING A TELEPHONE	29
------------------	--------------------------	-----------

Using a Phone	▪	31
Using a Telephone Directory	▪	35
Using the Phone To Call for Assistance	▪	39



- Making Appointments ▪ 40
 - Using the Phone To Get Information ▪ 46
 - Taking Phone Messages ▪ 48
-

CHAPTER 3 MANAGING AND UNDERSTANDING TIME 51

- Understanding Measurements of Time ▪ 53
 - Setting a Clock and Telling Time ▪ 55
 - Designing a Daily Schedule ▪ 58
 - Designing a Weekly Schedule ▪ 60
 - Following Calendar Dates and Appointments ▪ 63
 - Recording Events and Keeping a Log ▪ 67
-

CHAPTER 4 MANAGING AND UNDERSTANDING FINANCES 69

- Understanding Basic Measurements of Money ▪ 71
 - Understanding Bills ▪ 72
 - Writing Checks and Balancing a Checkbook ▪ 77
 - Using an Automated Teller Machine (ATM) ▪ 81
 - Understanding Bank Statements ▪ 84
 - Understanding Graphs and Charts ▪ 86
-

CHAPTER 5 SHOPPING 89

- Working with Money To Purchase Items ▪ 91
 - Using Coupons and Calculating Discounts ▪ 105
-



CHAPTER 6 MEALS AND COOKING 111

Understanding Basic Measurements of Quantity ▪ 113

Planning Menus and Writing Shopping Lists ▪ 115

Using a Microwave Oven ▪ 125

Cooking with Recipes ▪ 130

CHAPTER 7 GETTING AROUND 139

Reading Signs and Symbols ▪ 141

Reading Maps ▪ 146

Giving Directions to Places ▪ 156

CHAPTER 8 ACTIVITIES AROUND THE HOUSE 163

Understanding Measurements of Distance ▪ 165

Sequencing Daily Events ▪ 166

Reading Directions To Accomplish Tasks ▪ 175

Giving Directions To Complete Tasks ▪ 179

Using Math To Solve Common Problems ▪ 180

Filling in Order Forms ▪ 182

Ordering from a Catalog ▪ 188

Reading Automobile Classified Advertisements ▪ 195

Writing Classified Advertisements ▪ 198

Writing Letters ▪ 201

Addressing Envelopes ▪ 204



PART II: SOCIAL, LEISURE, AND WORK ACTIVITIES

CHAPTER 9 SOCIAL PARTICIPATION

209

- Understanding Stories in Social Settings ▪ 211
 - Retelling Stories ▪ 214
 - Describing and Discussing Photos ▪ 220
 - Using Situational Speech in Dialogue ▪ 228
 - Performing Social Exchanges ▪ 230
 - Expressing Opinions Through Dialogue ▪ 232
 - Discussing Feelings and Recognizing Emotions ▪ 234
 - Answering Questions Involving Quantity ▪ 237
 - Role Playing ▪ 238
 - Understanding Body Language and Facial Expressions ▪ 240
 - Drawing Inferences from Photos ▪ 242
 - Understanding Idioms ▪ 249
-

CHAPTER 10 LEISURE

251

- Finding Page Numbers ▪ 253
 - Reading Television and Cable Listings ▪ 254
 - Reading a Table of Contents ▪ 257
 - Understanding News Articles ▪ 260
 - Using a Dictionary ▪ 263
 - Understanding Restaurant Checks ▪ 264
 - Reading a Menu ▪ 267
-



Understanding Directions ■ 270

Playing Games ■ 275

Using the Internet ■ 276

Communicating via Email ■ 279

CHAPTER 11 WORK

281

Reading Help-Wanted Classified Advertisements ■ 283

Completing Applications ■ 284

Creating a Basic Résumé ■ 293

Writing a Job Application Cover Letter ■ 297

Creating a List of Professional and Personal References ■ 298

Responding to Interview Questions ■ 299

Problem Solving Through Dialogue ■ 301

Appendix A Complete Skills Table ■ 303

Appendix B ASHA Skills Table (FCMs) ■ 311

Appendix C AOTA Skills Table ■ 315

Appendix D World Health Organization Codes Table ■ 321

About the Authors ■ 325
