Lesson 2 - STUDENT TEST

NAME__________________________

DATE__________________________

LEVEL________

SCORE________

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school far principal appointment
2. have a seat elementary school stand up come in
3. close children sit down busy hungry
4. excuse office principal appointment
5. room city hall office wait
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

Vice-Principal Lesson 3

DIALOGUE

S-1 Are you the principal?
S-2 No, I'm not. I'm the vice-principal.
S-1 What's your job?
S-2 I help the principal.

VOCABULARY

1. vice-principal - sub-director
2. job - trabajo
3. help - ayudar
4. I'm - yo soy

SUBSTITUTION

What's your name? My name's
address? address is
phone number? phone number's

Are you the principal? Yes, I am. No, I'm not.
Is he he is. he's
Is she she is. she's

Are you the principal? vice-principal? teacher?

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal? He's an assistant.

What's his job? He helps the principal.

Is he the principal? No, he isn't. He's the vice-principal.
WRITE AND PRACTICE

Lesson 3

1. Ask a question. Use: vice-principal, you

Are _____ the ___________?

2. Answer the question. Use: not, principal, no.

_______, I'm _______. I'm the _______.

3. My name is ____________________

4. My address is ____________________

5. My phone number is ____________________

OBJECTIVE: The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists, as shown by a matching test given by the teacher.
Lesson 3 - STUDENT TEST

NAME

DATE

LEVEL

SCORE

**DIRECTIONS:** Choose the correct English words and write them in the blanks.

<table>
<thead>
<tr>
<th>Spanish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>close</td>
<td>appointment</td>
</tr>
<tr>
<td>school</td>
<td>elementary school</td>
</tr>
<tr>
<td>have a seat</td>
<td>far</td>
</tr>
<tr>
<td>principal</td>
<td>busy</td>
</tr>
<tr>
<td>high school</td>
<td>children</td>
</tr>
<tr>
<td>lejos</td>
<td></td>
</tr>
<tr>
<td>escuela secundaria</td>
<td></td>
</tr>
<tr>
<td>yo soy</td>
<td></td>
</tr>
<tr>
<td>cita</td>
<td></td>
</tr>
<tr>
<td>oficina, despacho</td>
<td></td>
</tr>
<tr>
<td>escuela primaria</td>
<td></td>
</tr>
<tr>
<td>ayudar</td>
<td></td>
</tr>
<tr>
<td>director</td>
<td></td>
</tr>
<tr>
<td>escuela</td>
<td></td>
</tr>
<tr>
<td>niños, hijos</td>
<td></td>
</tr>
<tr>
<td>ocupado(a)</td>
<td></td>
</tr>
<tr>
<td>trabajo</td>
<td></td>
</tr>
<tr>
<td>sientese</td>
<td></td>
</tr>
<tr>
<td>sub-director</td>
<td></td>
</tr>
<tr>
<td>cerca</td>
<td></td>
</tr>
</tbody>
</table>
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Counselor

Lesson 4

DIALOGUE

S-1: Schools have counselors.

S-2: What are their duties?

S-1: They help students and they keep records.

S-2: I want to see the school counselor.

S-1: He's here every Monday.

VOCABULARY

1. counselor - consejero 4. records - archivos
2. duties - obligaciones 5. here - aqui
3. keep - guardar

SUBSTITUTION

Schools have counselors, principals, vice-principals, teachers.

They help students, children, parents.

I want to see the school counselor. He's here every Monday.

principal.

vice-principal.

teacher.

Tuesday.

Wednesday.

Thursday.

Friday.

READ

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

RESPONSE DRILL

Who keeps records in high school?

Counselors keep student records.

Who helps students with their classes and problems?

Counselors help students with their classes and problems.
RESPONSE DRILL (CONT'D)

Are there counselors in your school?
Yes, there are.
No, there aren't.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are
   _______ _______ _______ duties?

2. Answer the question. Use: students, they, help
   _______ _______ _______
Lesson 4 - STUDENT TEST

NAME ____________________________

DATE ____________________________

LEVEL _____

SCORE _____

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child duties address busy
2. home school church keep
3. children come in counselors answer
4. high school schools office elementary schools
5. help job hall duty
6. here hungry angry help
7. principal intelligent opinion appointment
8. paper principal pencils vice-principal
9. book pen busy building
10. answers books records from
School Nurse

Lesson 5

DIALOGUE

S-1 We have a nurse at our school.

S-2 You're lucky. They deal with health problems.

S-1 Is your nurse busy?

S-2 Yes, she's very busy.

VOCABULARY

1. nurse - enfermera
2. lucky - tener suerte
3. deal with - tratar con
4. health - salud
5. very - muy
6. sad - triste

SUBSTITUTION

They deal with health problems. He deals with health problems.

<table>
<thead>
<tr>
<th>school</th>
<th>family</th>
<th>home</th>
<th>money</th>
</tr>
</thead>
</table>

Is your nurse busy? Yes, she's very busy. No, she isn't busy.

wife
girlfriend
husband
boyfriend

Are you lucky? Yes, I am. No, I'm not.

unlucky?
happy?
sad?

READ

School nurses keep health records. They aren't doctors. They don't have medicine for children. Many schools don't have school nurses every day.

RESPONSE DRILL

Do school nurses keep health records? Yes, they do.
RESPONSE DRILL (CONT'D).

Are school nurses doctors?
No, they aren't.

Do nurses have medicine for children?
No, they don't.

Are nurses at all schools every day?
No, they aren't.

WRITE AND PRACTICE:

1. Ask a question. Use: busy, nurse
   Is the _______ ________?

2. Answer the question. Use: office, in, no
   ____ , she's ____ the ______.

OBJECTIVE: The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.
Lesson 5 - STUDENT TEST
TEACHER GUIDE

NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems.  (C)
2. I want to see the school counselor.  (C)
3. Mario's at home.  (A)
4. He's in the cafeteria.  (B)
5. I have an appointment.  (A)
6. They're at work.  (B)
7. He's angry.  (C)
8. They're at school.  (B)
9. Please have a seat.  (B)
10. They're at church.  (A)
DIRECTIONS: The teacher will read a sentence only twice for each number (1-10). Decide which picture best illustrates the sentence and circle the A, B, or C above the picture.
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments

Lesson 6

DIALOGUE

S-1 I have an appointment with the teacher.
S-2 Please sit down. She isn't here now.
S-1 Is she late?
S-2 No. You're a little early.

VOCABULARY

1. teacher - maestro(a) 4. with - con
2. late - tarde 5. now - ahora, en el momento
3. early - temprano

SUBSTITUTION

She's here now.  She isn't here now.
The teacher's  The teacher
Helen's  Helen
My sister's  My sister
He's  He
Robert's  Robert
The principal's  The principal
My son's  My son

Is she here now?  Yes, she is.  No, she isn't.
the teacher  she(he)
Helen  she
my sister  she
he  he
Robert  he(she)
the principal  he
my son  he

Isn't she here now?  Yes, she is.  No, she isn't.
the teacher  she(he)
Helen  she
my sister  she
he  he
Robert  he(she)
the principal  he
my son  he

Adult Basic Education Program
Los Angeles Unified School District
I have an appointment with the teacher. 
the principal. 
the vice-principal. 
the nurse. 
the counselor.

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

Is Robert early? 
No, he's on time.

Is Robert late? 
No, he's on time.

What does Robert do? 
He sits down and waits.

1. Ask a question. Use: appointment, have, you

Do _____ _____ an ____________?

2. Answer a question. Use: an, yes, appointment.

_____, I have __ ____________

OBJECTIVE: The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.
Lesson 2 - STUDENT TEST

NAME___________________________

DATE___________________________

LEVEL_____

SCORE_____

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school far principal appointment
2. have a seat elementary school stand up come in
3. close children sit down busy hungry
4. excuse office principal appointment
5. room city hall office wait
Vice-Principal

Lesson 3

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

DIALOGUE

S-1 Are you the principal?
S-2 No, I'm not. I'm the vice-principal.
S-1 What's your job?
S-2 I help the principal.

VOCABULARY

1. vice-principal - sub-director
2. job - trabajo
3. help - ayudar
4. I'm - yo soy

SUBSTITUTION

What's your name?  My name's
address?  address is
phone number?  phone number's

Are you the principal?  Yes, I am.  No, I'm not.
Is he  he is.
Is she  she is.

Are you the principal?  Yes, I am.  No, I'm not.
vice-principal?
teacher?

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal?
He's an assistant.

What's his job?
He helps the principal.

Is he the principal?
No, he isn't. He's the vice-principal.
WRITE AND PRACTICE

Lesson 3

1. Ask a question. Use: vice-principal, you
   Are _____ the ____________?

2. Answer the question. Use: not, principal, no
   _____, I'm _____, I'm the _____.

3. My name is ____________________.

4. My address is ____________________.

5. My phone number is ________________.

OBJECTIVE: The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists, as shown by a matching test given by the teacher.
Lesson 3 - STUDENT TEST

NAME ____________________________

DATE ____________________________

LEVEL _____________

SCORE ____________

DIRECTIONS: Choose the correct English words and write them in the blanks.

1. lejos
2. escuela secundaria
3. yo soy
4. cita
5. oficina, despacho
6. escuela primaria
7. ayudar
8. director
9. escuela
10. niños, hijos
11. ocupado(a)
12. trabajo
13. sientense
14. sub-director
15. cerca

- close
- school
- have a seat
- principal
- high school
- appointment
- elementary school
- far
- busy
- children
- office
- vice-principal
- help
- job
- I'm
**COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY**

**School Counselor**

**Lesson 4**

**Dialogue**

S-1: Schools have counselors.

S-2: What are their duties?

S-1: They help students and they keep records.

S-2: I want to see the school counselor.

S-1: He's here every Monday.

**Vocabulary**

1. counselor - consejero
2. duties - obligaciones
3. keep - guardar
4. records - archivos
5. here - aqui

**Substitution**

Schools have counselors.
principals.
vice-principals.
teachers.

They help students.
children.
parents.

I want to see the school counselor.
principal.
vice-principal.
teacher.

He's here every Monday.
Tuesday.
Wednesday.
Thursday.
Friday.

**Read**

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

**Response Drill**

Who keeps records in high school?
Counselors keep student records.

Who helps students with their classes and problems?
Counselors help students with their classes and problems.
RESPONSE DRILL (CONT'D)

Are there counselors in your school?
Yes, there are.
No, there aren't.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are

   ____________ duties?

2. Answer the question. Use: students, they, help

   ____________

OBJECTIVES: The student will be able to recognize by sight and sound eight out of ten of the selections from the vocabulary lists in Lessons 1 - 4.

RESOURCES: Examples of the records counselors keep at all levels of public schools (Cumulative Record Cards, transcripts, etc.).
Lesson 4 - STUDENT TEST

NAME________________________
DATE________________________
LEVEL________________________
SCORE________________________

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child duties address busy
2. home school church keep
3. children come in counselors answer
4. high school schools office elementary schools
5. help job hall duty
6. here hungry angry help
7. principal intelligent opinion appointment
8. paper principal pencils vice-principal
9. book pen busy building
10. answers books records from
School Nurse  Lesson 5

DIALOGUE

S-1 We have a nurse at our school.

S-2 You're lucky. They deal with health problems.

S-1 Is your nurse busy?

S-2 Yes, she's very busy.

VOCABULARY

1. nurse - enfermera
2. lucky - tener suerte
3. deal with - tratar con
4. health - salud
5. very - muy
6. sad - triste

SUBSTITUTION

They deal with health problems. He deals with health problems.

school
family
home
money

Is your nurse busy? Yes, she's very busy. No, she isn't busy.

wife
girlfriend
husband
boyfriend

You're lucky. Are you lucky? Yes, I am. No, I'm not.

unlucky
happy
sad

READ

School nurses keep health records. They aren't doctors. They don't have medicine for children. Many schools don't have school nurses every day.

RESPONSE DRILL.

Do school nurses keep health records? Yes, they do.
RESPONSE DRILL (CONT'D).

Are school nurses doctors?
No, they aren't.

Do nurses have medicine for children?
No, they don't.

Are nurses at all schools every day?
No, they aren't.

WRITE AND PRACTICE

1. Ask a question. Use: busy, nurse
   Is the _______ ________?

2. Answer the question. Use: office, in, no
   _______, she's _______ the ________.

OBJECTIVE: The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.
Lesson 5 - STUDENT TEST
TEACHER GUIDE

NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems. (C)
2. I want to see the school counselor. (C)
3. Mario's at home. (A)
4. He's in the cafeteria. (B)
5. I have an appointment. (A)
6. They're at work. (B)
7. He's angry. (C)
8. They're at school. (B)
9. Please have a seat. (B)
10. They're at church. (A)
DIRECTIONS: The teacher will read a sentence only twice for each number (1-10). Decide which picture best illustrates the sentence and circle the A, B, or C above the picture.
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments Lesson 6

DIALOGUE

S-1 I have an appointment with the teacher.
S-2 Please sit down. She isn't here now.
S-1 Is she late?
S-2 No. You're a little early.

VOCABULARY

1. teacher - maestro(a)  
2. late - tarde  
3. early - temprano
4. with - con
5. now - ahora, en el momento

SUBSTITUTION

She's here now. She isn't here now.
The teacher's The teacher
Helen's Helen
My sister's My sister
He's He
Robert's Robert
The principal's The principal
My son's My son

Is she here now?
the teacher she
Helen she
my sister she
he he
Robert he
the principal he
my son he

Yes, she is.
No, she isn't.

she (he)
she
she
he
he
he
he

Isn't she here now?
the teacher she
Helen she
my sister she
he he
Robert he
the principal he
my son he

Yes, she is.
No, she isn't.

she (he)
she
she
he
he
he
he
SUBSTITUTION (CONT'D)  

I have an appointment with the teacher.  
the principal.  
the vice-principal.  
the nurse.  
the counselor.

READ

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

RESPONSE DRILL

Is Robert early?  
No, he's on time.

Is Robert late?  
No, he's on time.

What does Robert do?  
He sits down and waits.

INDIVIDUAL PRACTICE

1. Ask a question. Use: appointment, have, you  
   Do ______ an _______?

2. Answer a question. Use: an, yes, appointment.  
   ______, I have ________.

OBJECTIVE: The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.
Lesson 2 - STUDENT TEST

NAME_________________________

DATE_________________________

LEVEL________________________

SCORE________________________

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and the word.

1. school far principal appointment
2. have a seat elementary school stand up come in
3. close children sit down busy hungry
4. excuse office principal appointment
5. room city hall office wait
Adult Basic Education Program  
Los Angeles Unified School District

COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

Vice-Principal Lesson 3

DIALOGUE

S-1 Are you the principal?
S-2 No, I'm not. I'm the vice-principal.
S-1 What's your job?
S-2 I help the principal.

VOCABULARY

1. vice-principal - sub-director  
2. job - trabajo  
3. help - ayudar  
4. I'm - yo soy

SUBSTITUTION

What's your name?  
address?  
phone number?  

Are you the principal?  
Is he  
Is she

Are you the vice-principal?  
Is he  
Is she

Are you the teacher?

READ

A vice-principal is an assistant. He helps the principal. Large schools have a vice-principal. Some very large schools have two vice-principals.

RESPONSE DRILL

What's a vice-principal?  
He's an assistant.

What's his job?  
He helps the principal.

Is he the principal?  
No, he isn't. He's the vice-principal.
WRITE AND PRACTICE

Lesson 3

1. Ask a question. Use: vice-principal, you
   Are _____ the ________?

2. Answer the question. Use: not, principal, no
   ______, I'm ______. I'm the ______.

3. My name is ____________________.

4. My address is ____________

5. My phone number is ______________.

OBJECTIVE: The student will be able to define at least twelve out of the fifteen selections in the first three vocabulary lists, as shown by a matching test given by the teacher.
Lesson 3 - STUDENT TEST

NAME ____________________________

DATE ____________________________

LEVEL __________________________

SCORE __________________________

DIRECTIONS: Choose the correct English words and write them in the blanks.

- close
- appointment
- office
- school
- elementary school
- vice-principal
- have a seat
- far
- help
- principal
- busy
- job
- high school
- children
- I'm

1. lejos
2. escuela secundaria
3. yo soy
4. cita
5. oficina, despacho
6. escuela primaria
7. ayudar
8. director
9. escuela
10. niños, hijos
11. ocupado(a)
12. trabajo
13. siente
14. sub-director
15. cerca
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Counselor

Lesson 4

DIALOGUE

S-1 Schools have counselors.
S-2 What are their duties?
S-1 They help students and they keep records.
S-2 I want to see the school counselor.
S-1 He's here every Monday.

VOCABULARY

1. counselor - consejero
2. duties - obligaciones
3. keep - guardar
4. records - archivos
5. here - aqui

SUBSTITUTION

Schools have counselors. They help students.
principal. children.
vice-principal. parents.
teachers.

I want to see the school counselor. He's here every Monday.
principal. Tuesday.
vice-principal. Wednesday.
teacher. Thursday.

READ

Elementary, junior high, high schools, and adult schools have many classes. Counselors help students with their classes and problems. They keep student records, too.

RESPONSE DRILL

Who keeps records in high school?
Counselors keep student records.

Who helps students with their classes and problems?
Counselors help students with their classes and problems.
Are there counselors in your school?  
Yes, there are.  
No, there aren’t.

WRITE AND PRACTICE

1. Ask a question. Use: their, what, are

______ _______ _______ duties?

2. Answer the question. Use: “students, they, help

______ _______ _______
Lesson 4 - STUDENT TEST

NAME ____________________________

DATE ____________________________

LEVEL ____________________________

SCORE ____________________________

DIRECTIONS: Circle the correct word or words in each line after the teacher says the number and word.

1. child duties address busy
2. home school church keep
3. children come in counselors answer
4. high school schools office elementary schools
5. help job hall duty
6. here hungry angry help
7. principal intelligent opinion appointment
8. paper principal pencils vice-principal
9. book pen busy building
10. answers books records from
School Nurse

Lesson 5

DIALOGUE

S-1 We have a nurse at our school.
S-2 You’re lucky. They deal with health problems.
S-1 Is your nurse busy?
S-2 Yes, she’s very busy.

VOCABULARY

1. nurse - enfermera
2. lucky - tener suerte
3. deal with - tratar con
4. health - salud
5. very - muy
6. sad - triste

SUBSTITUTION

They deal with health problems. He deals with health problems.
   school
   family
   home
   money

Is your nurse busy? Yes, she’s very busy. No, she isn’t busy.
   wife
   girlfriend
   husband
   boyfriend

You’re lucky. Are you lucky? Yes, I am. No, I’m not.
   unlucky
   happy
   sad

READ

School nurses keep health records. They aren’t doctors. They
don’t have medicine for children. Many schools don’t have school
nurses every day.

RESPONSE DRILL

Do school nurses keep health records?
Yes, they do.
RESPONSE DRILL (CONT'D). Lesson 5

Are school nurses doctors?
No, they aren't.

Do nurses have medicine for children?
No, they don't.

Are nurses at all schools every day?
No, they aren't.

WRITE AND PRACTICE

1. Ask a question. Use: busy, nurse

Is the ________ _________?

2. Answer the question. Use: office, in, no

______, she's ______ the ________.

OBJECTIVE: The learner will demonstrate his ability to understand at least seven out of ten English sentences taken from the Substitution sections of Lessons 1, 2, 4, and 5, by choosing from three illustrations the one that best illustrates each sentence as it is read only twice by the teacher.
NOTE TO TEACHER: The correct answer follows each sentence.

1. They deal with health problems. (C)
2. I want to see the school counselor. (C)
3. Mario's at home. (A)
4. He's in the cafeteria. (B)
5. I have an appointment. (A)
6. They're at work. (B)
7. He's angry. (C)
8. They're at school. (B)
9. Please have a seat. (B)
10. They're at church. (A)
DIRECTIONS: The teacher will read a sentence only twice for each number (1-10). Decide which picture best illustrates the sentence and circle the A, B, or C above the picture.

1. A

2. A

3. A

4. A
COMMUNICATION SKILLS: HOME-SCHOOL-COMMUNITY

School Appointments

Lesson 6

DIALOGUE

S-1 I have an appointment with the teacher.

S-2 Please sit down. She isn't here now.

S-1 Is she late?

S-2 No. You're a little early.

VOCABULARY

1. teacher - maestro(a)
2. late - tarde
3. early - temprano
4. with - con
5. now - ahora, en el momento

SUBSTITUTION

Is she here now?

Yes, she is.
No, she isn't.

the teacher
Helen
my sister
he
Robert
the principal
my son

Isn't she here now?

Yes, she is.
No, she isn't.

the teacher
Helen
my sister
he
Robert
the principal
my son
I have an appointment with the teacher.
the principal.
the vice-principal.
the nurse.
the counselor.

Robert has an appointment with the teacher. He's on time. The teacher's busy. Robert sits down and waits.

Is Robert early?
No, he's on time.

Is Robert late?
No, he's on time.

What does Robert do?
He sits down and waits.

1. Ask a question. Use: appointment, have, you
   Do _______ an ___________?

2. Answer a question. Use: an, yes, appointment.
   ______, I have __ ____________.

OBJECTIVE: The student will demonstrate an ability to recognize oral and written standard English, by underlining at least six out of seven correct sentences that are among seven selections read by the teacher.