

# *CASAS Study Packets*

## *Introduction*

*The Comprehensive Adult Student Assessment Systems (CASAS) tests students' progress on applied reading skills. It is approved by the US Department of Education and the U.S. Department of Labor.*

The materials included in this packet are for the tutor and student to do together. The vocabulary sheet and sample questions address the specific test your student will take. The other worksheets are similar questions your student may see on the test. The entire packet gives your students a chance to prepare for their upcoming test. This packet, however, does **not** take the place of your regular curriculum whether it is Wilson, Voyager or another program.

Your student may already be proficient in some areas, so before using this guide: **Review the student's CASAS Performance Summary to see which skills need improvement.**

To use the packet effectively you should:

- **Teach and/or review the skills your student needs until the student has mastered them.**
- **When you are notified of the student's next test date, review these skills.**

Don't try to teach everything at once. A basic guideline for using the components of the packet is to break it down into small segments. Don't spend more than 15 minutes at one time on the packet. Spread it out into manageable steps. Teach vocabulary in a variety of ways, and in **context** so that your student can transfer what he/she has learned to the real world.

Techniques are suggested on the sheet. Other methods are available, if these do not work. Feel free to use your own materials you think would help your student.

We support **learner-centered instruction**, so adapt your materials and instruction to meet the individual needs of your student.

If you need additional materials or help with specific issues, call me.

Thank you.

Kathy Kyle

Dear Tutor:

Please find below the vocabulary study list for your student's upcoming CASAS test. Please begin to prepare him for that test in the next few weeks by providing games and activities that use these words. Determine which words your student already knows and then practice the remainder. Here are some suggestions for activities:

- ✦ Flashcards
- ✦ Sort by category/subject
- ✦ Alphabetize
- ✦ Sort by part of speech
- ✦ Use in a sentence
- ✦ Break into syllables
- ✦ Match word to definition
- ✦ Cloze sentences (sentences with blanks for the words to be filled in)
- ✦ Have your student create a test for YOU to take using these words

Good Luck!

81X Level A	
when	appointment
how many/much	corner
where	near
what	library
which	medicine
who	first/second/third/fourth
entrance	laboratory
sign	blood test
medical center	patient (n., v.)
parking	package
emergency	tablets
nurse	sale
Dr. (doctor)	price
receive	tablets
hours	fever
sign	sore throat
should	matter
cheeseburger	arrive
cost	alarm
receptionist	employer
date	insurance
feel	information
like	missing
	caller

**A** Read the telephone message. Answer the questions.

1. Who is the message from?
2. Who is the message for?
3. Is Rita late or out sick? Why?

 **IMPORTANT MESSAGE**

from Rita Gonzalez

for Ms. Mendoza

message Rita is out sick today.

She has a bad cold.

**Read the conversation below**

**Ana:** Hello. Sam's Supermarket. How can I help you?

**Frank:** Good morning. Can I speak to Ms. Andrews, please?

**Ana:** I'm sorry. She's not in yet. May I take a message?

**Frank:** Yes, please. This is Frank Ramos. I'm a cashier.  
I'm calling in sick today.

**Ana:** OK. I'll give Ms. Andrews your message.

**Frank:** Thanks a lot! Goodbye.

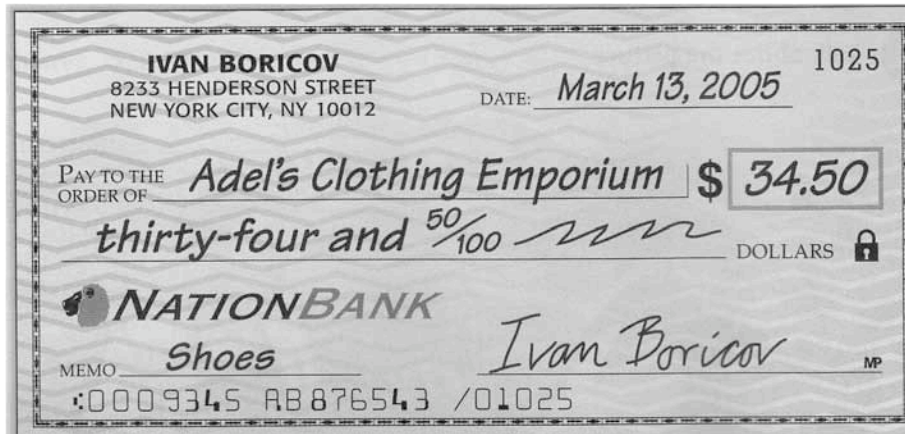


1. Who is the call from? \_\_\_\_\_

2. Who is the call for? \_\_\_\_\_

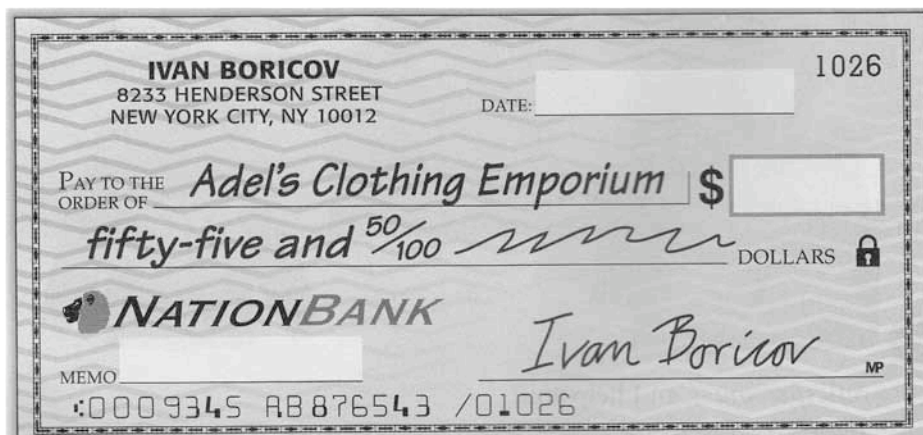
3. Why is he calling? \_\_\_\_\_

**Read the check**



1. Who wrote the check? \_\_\_\_\_
2. How much is the check for? \_\_\_\_\_
3. What is the check for? \_\_\_\_\_

**Write the date, dollar amount and memo in the check below.**



**A** Look at the menu. Write the prices.

## Pappa's Pizza Place

*Menu*

<b>Pizza</b>	Small pizza \$6.50	Medium pizza \$8.50	Large pizza \$12.00
<b>Drinks</b>			
Soda	Iced Tea		
Small \$1.50	Medium \$1.75	Large \$2.00	

Toppings \$1.00 each

pepperoni	onions
mushrooms	peppers

1. A large pepperoni pizza is \$13.00.
2. A medium mushroom pizza is \_\_\_\_\_.
3. A small pizza with peppers and onions is \_\_\_\_\_.
4. A medium pepperoni and mushroom pizza is \_\_\_\_\_.

### Read

- A: Are you ready to order?  
B: Yes, I am—a medium pizza with onions, please.  
A: Do you want anything to drink?  
B: Yes, I do. I'd like a small iced tea.  
A: OK, that's one medium pizza with onions and a small iced tea.  
B: That's right.



### Fill in the blanks. Use the menu above.

- A: Are you ready to order?  
B: Yes, I am—a \_\_\_\_\_ pizza with \_\_\_\_\_, please.  
A: Do you want anything to drink?  
B: Yes, I do. I'd like \_\_\_\_\_.  
A: OK, that's one \_\_\_\_\_ pizza with \_\_\_\_\_ and \_\_\_\_\_.  
B: That's right.

## Ordinal numbers`

Repeat the numbers in the chart

<i>-st</i>	<i>-nd</i>	<i>-rd</i>	<i>-th</i>
first	second	third	fourth
twenty-first	twenty-second	twenty-third	twenty-fourth

Draw lines from the number to the correct word.

24<sup>th</sup>

twenty-first

23<sup>rd</sup>

twenty-second

21<sup>st</sup>

twenty third

22<sup>nd</sup>

twenty-fourth

Circle the ordinal number your teacher says.

1. a. 1st

2. a. 23rd

3. a. 7th

4. a. 4th

5. a. 1st

6. a. 3rd

b. 3rd

b. 26th

b. 2nd

b. 14th

b. 21st

b. 23rd

## Real-life math



Complete the sentences about Julie.

The date is March 10th.

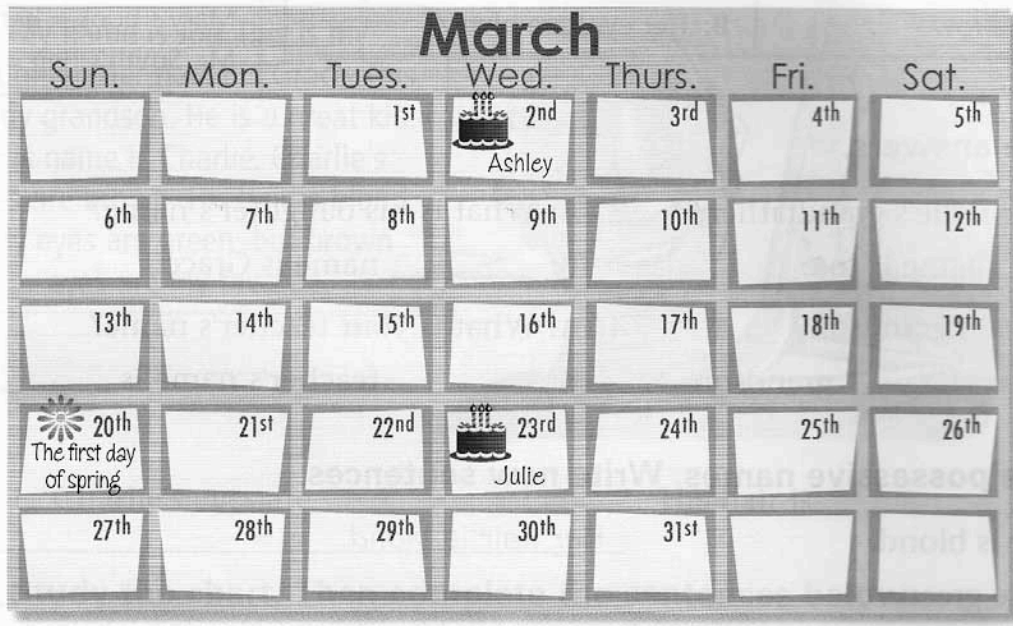
Julie's birthday is on March 23rd.

Her birthday is \_\_\_\_\_ days from today.



Julie

Read the Calendar, then complete the sentences below.



**Months of the year**

January July  
 February August  
 March September  
 April October  
 May November  
 June December

**Dates**

1st = first  
 2nd = second  
 3rd = third  
 4th = fourth  
 5th = fifth  
 20th = twentieth  
 21st = twenty-first

1. Ashley's birthday is on \_\_\_\_\_.
2. The first day of spring is on \_\_\_\_\_.
3. March 31<sup>st</sup> is a \_\_\_\_\_.
4. There are \_\_\_\_\_ Fridays in March. Their dates are \_\_\_\_\_.

**Read**

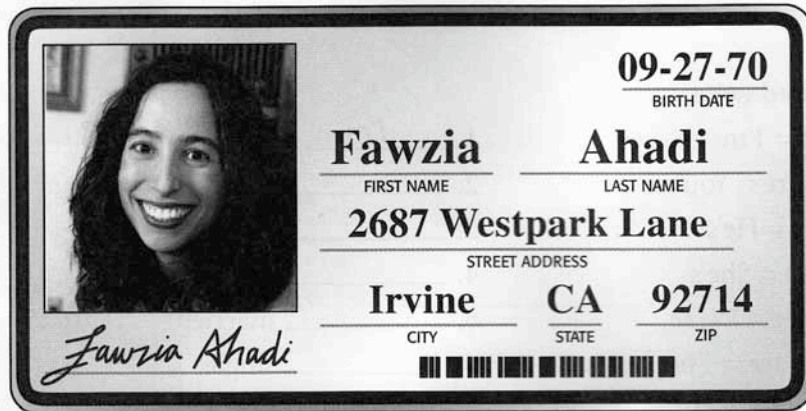
Ashley: Hello, Ed. It's Ashley. What's the date today?  
 Ed: It's March 2nd.  
 Ashley: Well, what day is today? Is it a special day?  
 Ed: It's Wednesday.  
 Ashley: Wednesday, March 2nd?  
 Ed: Yes, that's right. Oh! Happy birthday, Ashley!



**Fill in the blanks and read**

A: What's the \_\_\_\_\_ today?  
 B: It's \_\_\_\_\_.  
 A: What \_\_\_\_\_ is today?  
 B: It's \_\_\_\_\_.  
 A: \_\_\_\_\_, \_\_\_\_\_?  
 B: Yes, that's right.

**A** Read.



**B** Write.

Name: *Fawzia Ahadi* \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Birth date: \_\_\_\_\_

**Read.**

Name: Matsu Tanaka  
Birth Date: 07/02/1962  
Street Address: 923 West Port Street  
City: Magnolia  
State: CA  
Zip Code: 92808  
Phone Number: (714) 555-3465



**Write.**

Locke Adult School Application		
Last Name	First Name	Birth Date mm/dd/yyyy
Street Address		
City	State	Zip
Phone Number		

1. What's his name? \_\_\_\_\_
2. What's his address? \_\_\_\_\_
3. What's his birth date? \_\_\_\_\_
4. What's his phone number? \_\_\_\_\_

**Write your personal information.**

Locke Adult School Application		
Last Name	First Name	Birth Date mm/dd/yyyy
Street Address		
City	State	Zip
Phone Number		


## **BUSINESS SALES SLIPS**

One of the most common business forms is a sales slip. This form is a record for the customer and the business. A sales slip shows what was purchased and how much was paid. Some sales slips are designed for specific businesses. Others are general. They can be used for many types of businesses.

A sales slip designed for a beauty salon is shown in Illustration 5-2. The date, time, and customer name are written at the top of the form. All the services offered by the salon are listed. The services used by the customer are checked off. Because prices increase or change, the price must be written for each service. The hair stylist writes his or her name in the left column. Retail items such as shampoos, brushes, combs, and other products are written on the bottom.

Illustration 5-2

Sales Slip for  
a Specific  
Business

		24 Sutter Lane San Francisco, CA 94108-2102 (415) 555-4466		
		DATE <u>11/3</u>	TIME <u>1 p.m.</u>	
		NAME <u>M. Carter</u>		
STYLIST	SERVICE		PRICE	
<i>Brandi</i>	FEM HAIR CUT	<input checked="" type="checkbox"/>	12	00
	MALE HAIR CUT	<input type="checkbox"/>		
	COLOUR	<input type="checkbox"/>		
	TINT	<input type="checkbox"/>		
	PERM	<input type="checkbox"/>		
	PART PERM WAVE	<input type="checkbox"/>		
	RELAXER	<input type="checkbox"/>		
	SHAMPOO/BLOW DRY	<input type="checkbox"/>		
	FACIAL	<input type="checkbox"/>		
	MANICURE/PEDICURE	<input type="checkbox"/>		
	MAKE-UP/LESSON	<input type="checkbox"/>		
	MISC	<input type="checkbox"/>		
RETAIL TICKET				
STOCK	PRICE			
<i>Shampoo</i>	<i>2.50</i>			
TOTAL				
AMOUNT DUE				
SERVICE	12	00		
RETAIL	2	50		
TAX		18		
TOTAL	\$	14	68	



**ACTIVITY 5-2 YOUR GOAL:** Get 4 or more answers correct.

Answer the following questions about the completed sales in the space provided.

<b>SPORTS UNLIMITED</b>			
458 PARK ST. BOSTON, MA 02107-1234 (617) 555-3846			
		DATE	12/15 19 --
SOLD TO		<i>Rachel Acosta</i>	
ADDRESS		<i>P.O. Box 523; Tucson, AZ 85713-0523</i>	
SHIP TO			
ADDRESS			
QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	<i>Shirt</i>	15	15 00
2 pr.	<i>Socks</i>	4	8 00
1	<i>Sports Cap</i>	7	7 00
		TAX	1 80
		TOTAL	31 80
CASH <input checked="" type="checkbox"/>	CHARGE	SOLD BY <i>Bob</i>	

1. What is the date of the sale? \_\_\_\_\_
2. What is the customer's name? \_\_\_\_\_
3. Was this a cash or charge sale? \_\_\_\_\_
4. How many items were purchased? \_\_\_\_\_
5. How much was the tax on the sale? \_\_\_\_\_

