


Guide to Life Skills, Standards, & Test Prep Features

Side by Side has helped over 25 million students worldwide persist and succeed as language learners. Now, in this special edition for adult learners in standards-based programs, **Side by Side Plus** builds students' general language proficiency *and* helps them apply these skills for success meeting the needs of daily life, work, and continuing education.

LIFE SKILLS • Reporting an emergency • Responding to directions of emergency personnel

1 CONVERSATION GIVING AND FOLLOWING EMERGENCY PROCEDURES



The **Heimlich maneuver** is an important emergency procedure. When a person chokes on a piece of food, the food blocks the person's airway. The person can't breathe. In just four minutes a choking person can die or have brain damage. The Heimlich maneuver forces the piece of food out of the airway. It uses the air in the person's lungs to push out the food. This procedure can save the person's life.

Practice with a classmate.

A. Emergency Operator.
B. My brother is choking on a piece of food!
A. Is he coughing, or is he able to speak?
B. No. He can't breathe.
A. The food is blocking his airway. Do you know how to perform the Heimlich maneuver?
B. No.
A. Okay. Follow my instructions carefully. Are you ready?
B. Yes.
A. Stand behind your brother. Make a fist with one hand, and put the thumb side of the fist just below the rib cage. Do you understand?
B. Yes.
A. Then grab the fist with your other hand. Press into his abdomen with four quick inward and upward thrusts. You may have to repeat this several times until the object comes out.
B. He just coughed out the food. He's okay now. Thank you very much.

Important! If you act out this conversation, don't do the thrusts. This can injure the other person.

2 TEAMWORK CPR (CARDIOPULMONARY RESUSCITATION)

With a classmate, find out the basic procedures to follow for CPR (cardiopulmonary resuscitation). Then practice giving and following the directions.

COMMUNITY CONNECTIONS Where can you take a course in CPR and other first-aid procedures in your community? (The Red Cross, hospitals, and other institutions often offer these courses.) Share the information as a class.

Community tasks introduce basic civics topics related to community life and help students connect to community information and services.

Realia-based reading activities include safety posters, bus and train schedules, warranties, nutrition labels, medicine labels, help wanted ads, a resume, an employee manual, an instruction manual, a bank brochure, and a legal services brochure.

Life skills writing activities include writing notes to school, writing directions to a place, making lists, filling out forms, completing a warranty card, making a family budget, writing a resume and cover letter, and drawing maps and diagrams.

Standards-based lessons at the end of every unit apply students' language learning to their life-skill roles in the community, family, school, and at work. Students develop the key competencies included in CASAS, BEST Plus, EFF, SCANS, Model Standards, and other major state and local curriculum frameworks and assessment systems.


Real-life conversation practice in authentic life-skill situations gets students talking through interactive pair work. **Extensive photographs and illustrations** provide clear contexts and support vocabulary learning.

Teamwork activities promote cooperative learning as students work together in pairs, groups, or as a class to share information and complete tasks.

LIFE SKILLS READING • Home fire safety poster

Prevent Fires at Home!

Keep your home and family safe—**Prepare, Plan, Practice!**



- Keep a fire extinguisher in the kitchen.
- Store flammable products away from heat.
- Put new batteries in smoke detectors every six months.
- Keep space heaters at least three feet away from clothing, furniture, and other flammable materials.
- Plan an escape route in case of fire.

When a home fire starts, people inside only have a few minutes to get out safely. Do you know how to escape from any place in your home or apartment? Do you have an emergency escape route in case doors are blocked? Do you have an outside meeting place? Make an escape plan and practice it twice a year.

KEY

- normal exit route
- emergency exit route
- fire extinguisher
- first-aid kit
- door
- smoke detector
- stairway
- utility shutoff
- window
- meeting place outside


TEAMWORK Work with a classmate. What other fire safety practices can you think of? Make a list. Then share with the class.

DRAW YOUR ESCAPE PLAN Draw an escape plan for your apartment or home. Show the rooms, your fire safety equipment, and your escape routes.

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NARRATIVE READING • Budget-planning strategies

Making a Monthly Budget Changed Their Lives



Last year Eduardo and Isabel Soriano decided to do something about their financial situation. They often ran out of money at the end of the month, and they kept asking themselves, "Where did the money go?" The problem was that they didn't really keep track of what they were spending. As a result, they often didn't have enough money for their expenses, and their monthly bill payments were sometimes overdue. They finally decided to take control of their finances by setting up a budget to help them manage their money, pay their bills on time, and save for the future.

The Sorianos knew the amount of their monthly take-home pay, but they needed to make a list of their expenses. So for two months, they wrote down everything they spent. It wasn't difficult keeping a record of their *fixed* expenses, such as rent and car payments, because these expenses were the same every month. But they needed to collect receipts to help them keep track of their *variable* expenses—expenses that change from month to month—such as groceries and clothing. They made sure to include insurance, taxes, repairs, and other expenses that occur less frequently. They figured out how much they spent on each of these items in a year, and then they divided this amount by twelve for a monthly average.

According to Isabel, setting up a budget wasn't very difficult. "We compared our monthly expenses with our monthly take-home pay to make sure we weren't spending more than we earned. We looked at all our expenses carefully to see how we could reduce our spending and cut out waste. For example, one month our grocery bills were high, so we decided to save money by using coupons and shopping at wholesale stores. We also realized that we were spending money on certain things we didn't really need, such as premium cable TV channels and fast-food lunches near our workplaces. Now we just have basic cable service, and we take lunches to work from home."

Eduardo adds, "Once we figured out how to trim costs, we wrote a new budget based on these amounts. We made room in our budget for an emergency fund. We try to put 5% to 10% of our income into this fund each month so we're prepared in case one of us loses our job or there's an illness in the family."

The Sorianos also decided that it was important for them to make room in their budget for a family vacation. For years their children had been saying, "We wish we could go to Disney World!" The Sorianos have kept to their budget because they know how much this trip means to their children. This July, the family will finally travel to Disney World. "We all have dreams," says Isabel, "and budgeting wisely can help to make them come true."

1. _____ is a fixed expense.
A. Clothing
B. Food
C. A vacation
D. Rent

2. *Overdue* in paragraph 1 means _____.
A. late
B. too many
C. expensive
D. paid

3. In the past, the Sorianos ran out of money because _____.
A. they had a budget
B. they had overdue bills
C. they didn't keep track of their expenses
D. they didn't have any take-home pay

4. Waste in paragraph 3 refers to _____.
A. recycling
B. unnecessary purchases
C. necessary expenses
D. paper

5. You can save money if you _____.
A. trim costs
B. spend more than you earn
C. divide your expenses by twelve
D. don't have an emergency fund

6. According to the Sorianos, you can do things you like if you _____.
A. spend money on things you don't need
B. collect receipts
C. compare your monthly expenses
D. budget carefully

Narrative reading passages offer practice with simple magazine and newspaper articles on topics such as parenting, interactions with the police, consumer rights, budget-planning strategies, health safety tips, and career advancement. **Academic lessons** in school textbook formats prepare students for success in continuing education through subject-matter content including civics, history, and health.

Reading comprehension exercises in multiple-choice formats help students prepare for the reading section of standardized tests.

Critical thinking and problem-solving activities throughout the text help students focus on issues and problems and share ideas, experiences, and solutions.

Check-up tests allow a quick assessment of student achievement and help prepare students for the kinds of test items found on standardized tests.

More complete Achievement Tests for each unit, including listening test items, are available as reproducible masters and printable disk files in the Teacher's Guide with Multilevel Activity & Achievement Test Book and CD-ROM. They are also available in the companion Activity & Test Prep Workbook.

Vocabulary checklists and language skill checklists help students review words they have learned, keep track of the skills they are developing, and identify vocabulary and skills they need to continue to work on. These lists promote student persistence as students assess their own skills and check off all the ways they are succeeding as language learners.

ASSESSMENT • Check-up test • Self-evaluation checklists

Choose the correct answer.

1. I hope my son doesn't _____ out of law school.
A. go
B. lose
C. drop
D. skip

2. I live in the suburbs and have to _____ into the city for work every day.
A. concentrate
B. convince
C. move
D. commute

3. Good morning. I'd like to cash this _____, please.
A. money
B. check
C. fee
D. account

4. Making a budget has helped our family _____ our money.
A. manage
B. avoid
C. receive
D. pay

5. If you keep a balance of \$200 in your account, the bank will _____ the monthly fee.
A. offer
B. earn
C. waive
D. weigh

6. You can open an account at this bank with a _____ of just \$10.
A. deposit
B. withdrawal
C. discount
D. passbook

7. I always compare my monthly expenses with my monthly _____ pay.
A. overdue
B. variable
C. tiered
D. take-home

8. Our family needs to figure out ways we can _____ costs.
A. run out of
B. trim
C. spend
D. collect

9. If your bill payments are sometimes overdue, you need to _____ your finances.
A. receive
B. compare
C. take control of
D. run out of

10. My husband and I have _____ fund in case one of us loses our job or someone in our family gets sick.
A. a no-fee
B. a minimum
C. an introductory
D. an emergency

SKILLS CHECK

Words:

- budget (n)
- checking account
- daily balance
- direct deposit
- emergency fund
- finances
- fixed expenses
- interest rate
- minimum balance
- monthly fee
- online banking
- passbook
- safe deposit box
- savings account
- take-home pay
- budget (v)
- collect
- compare
- cut out
- earn
- figure out
- keep track of
- maintain
- make room
- manage
- reduce
- run out of
- take control of
- trim
- waive
- certain
- current
- financial
- free
- introductory
- minimum
- no-fee
- overdue
- popular
- prepared
- same
- tiered
- unimpaired
- variable

I can say:

- I wouldn't leave if I were you.
- If you did that, you'd probably be sorry.
- I wish I lived in the city.
- I wish I were there.
- If I could fix it, I'd save some money.
- If I didn't have to work, I could be able to go.

I can give a personal opinion:

- To tell the truth/To tell you the truth/To be honest/To be honest with you, if you ask me,

I can:

- request bank services
- open a bank account
- identify features of different kinds of bank accounts
- identify budget-planning strategies

I can write:

- a monthly budget
- something I wish for

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