

# Skill Builder's Toolkit Book 1

- ❖ I'm Getting Ready...
- ❖ Cleaning My Place
- ❖ Hungry? Eat Healthy!
- ❖ Money Matters
- ❖ Lookin' Good!
- ❖ I Need a Place to Live!





**I'M GETTING  
READY...**

**I CAN DO IT!**



I'M GETTING READY ... I CAN DO IT!  
By Marian B. Latzko

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# GETTING READY TO MOVE OUT ON YOUR OWN?



**YOU CAN DO IT!**

**BUT . . . .**

**YOU CAN DO IT BETTER IF YOU'RE PREPARED.**

**This book can help.**

- It will show things that you will need to know when you take care of yourself.
  - It will help you avoid some costly mistakes.
  - It should even be fun as you experience the activities.

It will help you think through the choices you will make as you take responsibility for such things as:

1. Finding a place to live	6. Taking care of what you own as you clean, repair, and protect
2. Signing legal papers	7. Managing your money, paying your bills, and using credit
3. Keeping yourself safe	8. Protecting your future through insurance and savings
4. Feeding yourself so you stay healthy	9. Shopping to get the most for your money
5. Buying and caring for your clothing	10. Setting goals and planning your future

## **NOTICE TO "HELPERS"**

"I'M GETTING READY" is designed as an interactive workbook. Its activities are created to motivate learning. The "lessons" encourage involvement of friends, groups, family, community, and/or the individual.

It can be used by an individual or with the help\* of teachers, mentors, friends, parents, grandparents, foster parents, social workers . . . . . anyone who is trying to help people launch into successful adulthood.

\* Background information for completing the activities can be found in the book *I CAN DO IT!* *A Micropedia of Living On Your Own* by Marian B. Latzko, ISBN# 0-9651826-0-6, Fifth edition 2001, \$16.95 plus S/H. For further information, call MICROLIFE at 888-357-7654 or order it on the Internet or at your local bookstore.

*I'M GETTING READY* is designed to keep track of learning. When a learning activity is completed, it can be marked off in the box beside the activity.

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## I'M GETTING READY! I CAN DO IT!

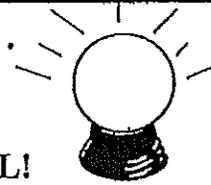
### (MAKING MY MONEY STRETCH)

As each activity is completed, mark it off

- 1. I visioned what my future would be like.
- 2. I set goals to reach the future I dream of.
- 3. I made a plan to reach my goals.
- 4. I recognize how my personal values, needs/wants, and goals affect how I manage my money.
- 5. I understand my money needs at different stages of my life.
- 6. I made a tentative career plan.
- 7. I created a current budget.
- 8. I created a future budget.
- 9. I figured ways to save money to help meet my budget plan.
- 10. I practiced the "envelope system" of budgeting.
- 11. I know how to use different methods of paying for what I buy.
- 12. I know how to choose bank services.
- 13. I know how to write checks and balance a checking account.
- 14. I understand how to use different types of insurance to protect myself.

I DID IT! \_\_\_\_\_ (date)      SIGNED: \_\_\_\_\_

**IF YOU COULD SEE YOURSELF 20 YEARS FROM NOW...  
WHAT WOULD YOU WANT TO SEE?**



**LOOK INTO THE CRYSTAL BALL!**

The following questions will guide you. You might like to write a log of your life through the years.  
You might prefer to draw pictures symbolizing your future life.  
When you're done, you will be better able to prepare a plan for where you want to go with your life.

Are you married now? \_\_\_\_\_ Were you married before? \_\_\_\_\_ How many children do you have? \_\_\_\_\_ Do you  
want

more? \_\_\_\_\_ What's your occupation? \_\_\_\_\_ How long have you been at your present job? \_\_\_\_\_

What's your spouse's occupation? \_\_\_\_\_ What are the occupations of your children? \_\_\_\_\_

Did you continue education after high school? \_\_\_\_\_ What did you do? \_\_\_\_\_

Did you have mentors who helped you through your life? \_\_\_\_\_

Where do you live? \_\_\_\_\_ Where else have you lived? \_\_\_\_\_

What are your living arrangements now? \_\_\_\_\_

How do you use your free time? \_\_\_\_\_ Hobbies? \_\_\_\_\_

Do you ever think of doing something to help others? \_\_\_\_\_

Have you managed your finances well? \_\_\_\_\_ What's your financial state now? \_\_\_\_\_

What are your relationships with your parents, foster parents, and family members like now? \_\_\_\_\_

Did you have any "hard bumps" in life? \_\_\_\_\_

Do you have any health problems now? \_\_\_\_\_ Has anyone you love died yet? \_\_\_\_\_

Have you thought through how you feel about death? \_\_\_\_\_ Are you religious? \_\_\_\_\_ Are you satisfied with your  
life now? \_\_\_\_\_ What things would you have changed? \_\_\_\_\_

What influenced the choices you made for your life? \_\_\_\_\_

What did your parents/caregivers teach that you value most? \_\_\_\_\_

What advice do you have to offer others as they enter young adulthood? \_\_\_\_\_

# PLAN for your future

If you don't know where you're going, you'll never get there!

Try setting some personal goals that will take you step by step toward the life you dream of. Goals can be personal (i.e. social, educational, or financial.) *Short term goals* can be completed in 0-4 weeks. *Medium term goals* take from 2 months to a year. *Long term goals* are completed in more than one year.

SHORT TERM GOALS	MEDIUM TERM GOALS	LONG TERM GOALS

**STEP** **By** **STEP** the  
 Prioritize your goals by marking #1 beside the most important, #2 the next, #3 as the least. NOW plan how to accomplish the goals you consider most important. You can consider the finances and help that will be needed. Then you can create a time line for reaching the goal.

SHORT TERM GOALS: \_\_\_\_\_ Estimated cost \_\_\_\_\_ Target date \_\_\_\_\_

STEPS TO TAKE TO REACH GOAL: \_\_\_\_\_

WHERE TO GET HELP TO ACCOMPLISH GOAL: \_\_\_\_\_

MEDIUM TERM GOALS: \_\_\_\_\_ Estimated cost \_\_\_\_\_ Target date \_\_\_\_\_

Money still needed \_\_\_\_\_ Money to put aside each week: \_\_\_\_\_  
 STEPS TO TAKE TO REACH GOAL: \_\_\_\_\_

WHERE TO GET HELP TO ACCOMPLISH GOAL: \_\_\_\_\_

OTHER WAYS TO REACH GOAL: \_\_\_\_\_

LONG TERM GOALS: \_\_\_\_\_ Estimated cost \_\_\_\_\_ Target date \_\_\_\_\_

Money still needed \_\_\_\_\_ Money to put aside each week: \_\_\_\_\_  
 STEPS TO TAKE TO REACH GOAL: \_\_\_\_\_

PERSONS WHO CAN HELP ME REACH GOAL: \_\_\_\_\_

FURTHER INFORMATION THAT I NEED TO ACCOMPLISH GOAL: \_\_\_\_\_

OTHER WAYS TO ACCOMPLISH GOAL: \_\_\_\_\_

TIME TABLE \_\_\_\_\_

# THE BIG . 3 .

## THAT GUIDE YOUR SPENDING

List the things that you spent money on in the last couple of weeks. Then you can think about what guided your spending.

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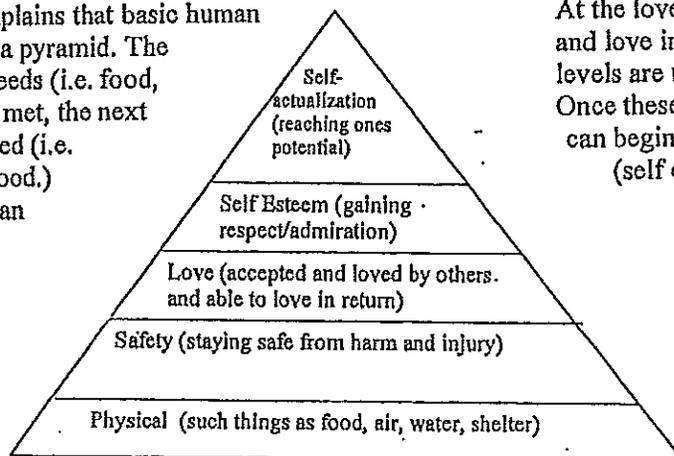
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1

### NEEDS & WANTS

It's hard to figure the difference between our real basic "needs" and our "wants". Since we can't have everything we "want", decisions must be made.

Psychologist A. H. Maslow explains that basic human needs build on each other like a pyramid. The bottom base meets physical needs (i.e. food, water.) When those needs are met, the next level of safety can be considered (i.e. a man will risk his safety for food.) When a person feels safe, he can build to the next level of love.



At the love level, he can be loved and love in return. These first three levels are usually met by the family. Once these levels are met, a person can begin to feel good about himself (self esteem). Then he can become the most he can be (self actualization).

2 NOW look at the items you purchased and write an "N" beside each item that was a basic physical need. Write a "W" beside each item that was a "want" that you could have done without. Did some items appear to be physical needs, but really met other needs?

### VALUES

Now mark a "V" by the values that you hold that are listed below. (Values are qualities or principles that are desirable and have worth.)

- |           |            |             |             |         |            |          |        |
|-----------|------------|-------------|-------------|---------|------------|----------|--------|
| religion  | caring     | hard work   | education   | arts    | love       | fun      | health |
| winning   | excitement | music       | truth       | leisure | security   | prestige | beauty |
| 3 sharing | family     | money       | sex         | freedom | friendship | safety   |        |
| comfort   | ownership  | convenience | environment | sports  | community  | play     |        |

NOW look at your purchases and see which values are represented by your purchases.

### GOALS

NOW

look back at the goals you set. Ask yourself these questions:

1. Did my spending help me reach the goals I set for myself?
2. How much money did I save to reach my goals?
3. What alternatives could I have chosen?
4. What changes can I make to help me reach my goals?

# LEARN FROM THOSE WHO'VE BEEN THERE!

It's helpful to learn about successes and pitfalls from others with more experience. TRY IT! Interview one person in each of the following ages and stages of life. See how financial decisions change as you grow older. These interviews could help you make plans for your future.

#1 A person between ages 18-23 who has been on his own for over two years.

- What kind of things did you buy before you started out on your own?
- How did your spending patterns change when you were really on your own?
- What do you wish you had known about spending or saving money when you started out?
- How do you feel about using credit?
- What were your parents/caretakers attitudes about borrowing money and being in debt?
- What would you have done differently with your spending patterns if you started over again?
- What advice can you offer a person starting out?

#2 A person between ages 24-30 who has a family.

- What kind of things did you buy before you started out on your own?
- How did your spending patterns change when you were really on your own?
- What do you wish you had known about spending or saving money when you started out on your own?
- If you have a family, have your spending patterns changed?
- How do you feel about using credit?
- What were your parents/caretakers attitudes about borrowing money and being in debt?
- What would you have done differently with your spending patterns if you started over again?
- What advice can you offer a person starting out?

#3 A person between ages 35-60

- What kind of things did you buy before you started out on your own?
- How did your spending patterns change when you were really on your own?
- How have your spending patterns changed since you were 35 years old?
- What do you wish you had known about spending or saving money when you started out on your own?
- If you have a family, have your spending patterns changed?
- How do you feel about using credit?
- What were your parents/caretakers attitudes about borrowing money and being in debt?
- What would you have done differently with your spending patterns if you started over again?
- What advice can you offer a person starting out?

#4 A person older than 65

- What kind of things did you buy before you started out on your own?
- How did your spending patterns change when you were really on your own?
- How did your spending patterns change during your child-rearing years?
- How have your spending patterns changed since you were 60 years old?
- Did you use credit during your younger years?
- What were your parents/caretakers attitudes about borrowing money and being in debt?
- What do you wish you had known about spending or saving money when you started out on your own?
- What would you have done differently with your spending patterns if you started over again?
- What advice can you offer a person starting out?

Now consider why it is important to look at your life as a whole when making money decisions. Share the things you learned through these interviews.

## I NEED A JOB TO SUPPORT MYSELF

Research careers in which you are most interested. Choose 3. Complete the charts below.

CAREER	INCOME RANGE	EDUCATION REQUIRED
_____	_____	_____
_____	_____	_____

CAREER	INCOME RANGE	EDUCATION REQUIRED
_____	_____	_____
_____	_____	_____

CAREER	INCOME RANGE	EDUCATION REQUIRED
_____	_____	_____
_____	_____	_____

### NOW FIND OUT MORE ABOUT A CAREER

Interview a person in the career in which you are most interested. Then write how you feel about the career after the interview is completed.

What is your job?

CAREER INTERVIEW WITH _____
What do you like best about your job?
What do you like least about your job?
What kind of education and experience do I need for a job like yours?
What do you think the future of this type of job is?
Are changes occurring within your career area?
What advice do you offer to help me prepare for a similar job?
What did you learn from this interview? _____

How do you feel about your career choice after interviewing a person in the field? \_\_\_\_\_



## MAKE A MONEY PLAN FOR TODAY

You've already: gathered information about yourself; checked your values, wants and needs; set your goals. Now it's time to consider making a money plan (budget). List some reasons for making a money plan. Begin by keeping track of money you spend for one week. Keep a record on a piece of paper folded into eight sections. Copy the example below. Carry it in your pocket or purse. You may want to keep track for more than a week. When you complete the record, transfer the information to the chart below:

MY WEEKLY INCOME AFTER TAXES		
Job (Take-home pay*)	\$	_____
Allowance		_____
Scholarship grant		_____
Gifts		_____
Government subsidies		_____
<b>TOTAL INCOME</b>		_____
<b>TOTAL EXPENSES</b>		_____
<b>AMOUNT LEFT for savings &amp; reaching your goals</b>	\$	_____

\* Take-home pay is the amount received after taxes, insurance, dues, etc. are taken out. These deductions are about 20% of the amount earned.

Sunday	Monday	Tuesday	Wednesday
Thursday	Friday	Saturday	Totals:
			Sun \$
			Mon \$
			Tue \$
			Wed \$
			Thurs \$
			Fri \$
			Sat \$

FIXED EXPENSES	\$	FLEXIBLE EXPENSES	\$
Rent		Food	
Utilities: Gas/Electric		Furnishings	
Credit card payments		Clothing	
Telephone		Transportation	
Renter's insurance		Automobile expenses	
Auto insurance		Laundry/cleaning	
Life insurance		Personal care supplies	
Medical insurance		Tuition/education	
Water		Books/supplies	
Savings		Medical expenses	
Pledges		Vacations	
Cable television		Recreation	
Other:		Other:	
<b>Total Fixed Expenses</b>	\$	<b>Total Flexible Expenses</b>	\$

TOTAL income after deductions \$ \_\_\_\_\_  
 TOTAL of fixed and flexible expenses - \$ \_\_\_\_\_  
 TOTAL left for saving & reaching goals = \$ \_\_\_\_\_

What changes could you consider making?

MAKE A FINANCIAL PLAN WITH YOUR PARENTS/CARETAKERS HELP. (Consider what you will need when you go out on your own. What can you buy now? How can you save?)



# MAKE A \$\$ PLAN FOR BEING ON YOUR OWN

## BUDGET STEPS:

#1 Figure your income.

Source	Per month	Per Year	Available
once			
Take home pay full-time job			
Take home pay part-time job			
Savings			
Allowance			
Gifts			
Scholarships			
Loans			
Government subsidies			

#2 Figure your expenses.

<b>FIXED EXPENSES</b>	
Rent	
Credit card payments	
Car payment	
Insurance(medical, car, renter, life)	
Day care for children	
Savings	
Other	
<b>FLEXIBLE EXPENSES</b>	
Gas/electricity	
Heat	
Telephone	
Food	
Clothing	
Personal care	
Laundry/dry cleaning	
Health care/supplies	
Car expenses	
Bus, taxi, other	
Entertainment	
Gifts	
Donations	
Other:	
Other:	
<b>TOTAL EXPENSES</b>	\$ _____

#4 Figure how to cut your expenses.

Make lists of ways to save money. Research ways by:

- looking on the Internet
- looking in a library
- talking with appropriate people including family members
- looking in magazines

When making this list remember to include the principle of "Opportunity Cost" to avoid overspending. (Ask yourself the question, "If I buy this, what else will I not have the opportunity to buy? You may prefer spending your money in a different way.)

Now create a pamphlet of money saving ideas. You might even like to sell this pamphlet to others. This would be a great way to make extra \$\$ (You may want to work with someone else while doing this and start your

#5 Create a budget method

Plan how you will keep track of your spending and how you will pay your bills. (You might like to try an "envelope method" of figuring what expenses you have each month. You'd put money in labeled envelopes to use for paying bills when



#3 FIGURE IF YOU'VE BALANCED YOUR INCOME & EXPENSES

Total fixed expenses	\$ _____
Plus total flexible expenses	+\$ _____
<b>TOTAL EXPENSES</b>	=\$ _____
 Total Income	 \$ _____
Minus total expenses	-\$ _____

#6 Evaluate your spending.  
Make any changes you feel are necessary.

## BUDGETING USING AN ENVELOPE SYSTEM



When you know what your income will be, you can begin budgeting. Try it with an imaginary budget from a job that has a take-home pay of \$1,400 per month. (Or use the amount you will have when on your own.)

Research the amount of money you will probably spend in general areas such as those listed below. Write the amount in the space provided. You should check to see that the amount you are allowing is about the general percentages people usually spend. Then you can balance your income with your expenses.

MY SAMPLE MONTHLY BUDGET			
ITEM	% of income spent*	Totals of Areas	TOTAL
HOUSING (Including utilities)	30-35%		\$
Rent		_____	
Water		_____	
Gas/electricity		_____	
Telephone		_____	
FOOD	14%		
CLOTHING	6%		
HEALTH CARE	5%		
TRANSPORTATION (car, public)	21%		
ENTERTAINMENT	5%		
OTHER (Includes items listed below)	19%		
Personal Insurance		_____	
Savings (should be 10%)		_____	
Donations		_____	
Cosmetics, Haircuts		_____	
Child care		_____	
Other		_____	
		<b>TOTAL</b>	<b>\$</b>

\* Adapted from "Average Annual Expenditures of Midwest Household 1997" UW-Extension, Family Living Programs-Family finances)

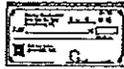
### HERE'S HOW THE "ENVELOPE METHOD" OF PAYING YOUR BILLS WORKS\*

You can practice by making your own take-home pay cash by cutting paper into various dollar bills that equal \$1,400 (or the amount you will have when you're on your own.)

1. Write on the outside of envelopes the names of the general areas listed above. Write the amount you plan to spend in each area. (You may have to readjust your planning.)
2. Put the amounts of money you budgeted into the appropriate envelopes. Then when it's time to pay the bills, you can remove the money and make the payments. (You could also write checks rather than use money.)
3. It's important to decide if you are going to borrow from other envelopes when bills come due. This will be tempting. REMEMBER that using your savings can end up destroying your credit-rating. You may not have enough money left to meet your goals, pay for emergencies, or pay your regular bills!

\*This method is sometimes preferred in place of a written budget and checks. A disadvantage is the need for keeping cash in the house. It is also easy to borrow from one envelope to pay another bill.

## DIFFERENT WAYS TO PAY YOUR BILLS



### CHECKS AND CASH

Debate or discuss with someone the advantages and disadvantages of using checks and/or cash for paying your bills.



### ATM/ CREDIT AND DEBIT CARDS

Research ATM/ have for you:

Credit and Debit cards. List the advantages and disadvantages that an ATM card can

ADVANTAGES	DISADVANTAGES

**Would you choose to have one? Why or why not?**

### MONEY ORDERS

Money orders can be used in the same way that personal checks are used. They can be purchased at banks, post offices and in many convenience stores. Complete the following money order to pay for two tires. Make it out to the Firestone Store.

<b>MONEY ORDER</b>	662-0157-7321
FIRST BANK OF RENO, NE	VOID IF OVER \$1000
Eighty three dollars and Twenty seven cents	\$ 0083.27
Pay To: _____	
Company Name	/ Address
Signature: _____ Date _____	
KEEP THE YELLOW COPY FOR YOUR RECORDS	

### CREDIT CARDS

Interview someone at a bank or credit union to answer the following questions:

- How do I apply for a credit card?
- How do companies judge whether to offer a person a credit card?
- How can I use a credit card to establish a good credit rating?
- What is the cost of using a credit card? (Check the annual fee, APR {annual percentage rate}, grace period.)
- What are some dangers involved with the use of credit cards?
- How can I check my credit rating?

### CHARGE CARDS

Charge cards are a specific kind of card usually limited to purchases from a specific company or retail department store. What stores in your area offer charge cards?



# CHOOSE A BANK



Look in the yellow pages and choose two banks that are appropriate for you:  
Visit these banks, ask questions and compare the following information:

## BANK #1

Name \_\_\_\_\_  
 Office hours \_\_\_\_\_  
 Two types of checking accounts appropriate for me:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 How do you open a checking account?  
 \_\_\_\_\_  
 Costs of checking account:  
 Cost per check cashed: \_\_\_\_\_  
 Service charges: \_\_\_\_\_  
 Minimum balance needed in account: \_\_\_\_\_  
 What's a canceled check?  
 \_\_\_\_\_  
 Should canceled checks be kept?  
 Will canceled checks be returned to me?  
 What happens if a check "bounces"?  
 What are bank charges for "bounced" checks?  
 Is there a way to avoid "bounced" checks?  
 Is there a 24-hour ATM available?  
 What is the charge for ATM transactions?  
 Are debit cards available? What are costs?  
 Are credit cards available? Are there costs?  
 Are money orders sold?  
 What savings account options are there?  
 \_\_\_\_\_  
 What interest rate is offered on savings?  
 What other services are offered?  
 What happens if a bank credit card is stolen or lost?

## BANK # 2

Name \_\_\_\_\_  
 Office hours \_\_\_\_\_  
 Two types of checking accounts appropriate for me:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 How do you open a checking account?  
 \_\_\_\_\_  
 Costs of checking account:  
 Cost per check cashed: \_\_\_\_\_  
 Service charges: \_\_\_\_\_  
 Minimum balance needed in account: \_\_\_\_\_  
 What's a canceled check?  
 \_\_\_\_\_  
 Should canceled checks be kept?  
 Will canceled checks be returned to me?  
 What happens if a check "bounces"?  
 What are bank charges for "bounced" checks?  
 Is there a way to avoid "bounced" checks?  
 Is there a 24-hour ATM available?  
 What is the charge for ATM transactions?  
 Are debit cards available? What are costs?  
 Are credit cards available? Are there costs?  
 Are money orders sold?  
 What savings account options are there?  
 \_\_\_\_\_  
 What interest rate is offered on savings?  
 What other services are offered?  
 What happens if a bank credit card is stolen or lost?

Which bank would you choose?

Why?

Fill out the following check example. Write the check to pay for a pair of shoes from J.C. Penneys that cost \$39.99. Use today's date.

Endorse the following checks as indicated:  
BLANK      RESTRICTIVE      SPECIAL

145  
5-494-100

Pedro Martinez  
75 Ladwick Lane, San Jose CA 01245      Date: \_\_\_\_\_

Pay to the  
Order of: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ Dollars

Bank One  
San Jose CA 01246

For \_\_\_\_\_  
0510 0251 12 324 67 8

## NOW YOU TRY IT!

Complete the following transactions as if your name is John Dollar:

1. Make out a deposit slip for a \$ 245.00 check dated 01/04/02. Record it in his check register.

2. Fill out checks for the following payments and enter them into his check book register:

- \$ 22.50 to K-Mart for a shirt (Jan. 6, 02)
- \$ 145.00 to Mr. Johns for rent (Jan 8, 02)
- \$ 35.00 to Phoenix Electric (Jan. 14, 02)
- \$ 60.00 to Haydu Ford (Jan. 16, 02)

4. Balance his bank statement using next page.

CHECKING ACCOUNT DEPOSIT TICKET		CASH	00 520
JOHN DOLLAR 13908 NORTH AVENUE PHOENIX AZ 22202		C H E C K S	
DATE _____ 20__		Total from other side	
FIRST BANK Phoenix AZ 9531 0926 12 315 5678		TOTAL	
		LESS CASH RECEIVED	
		NET DEPOSIT	
BE SURE EACH ITEM IS PROPERLY ENDORSED			

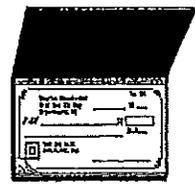
JOHN DOLLAR 13908 North Avenue Phoenix AZ 22202	101
_____ 20__	
Pay to the Order of _____ \$ _____	
_____ Dollars	
FIRST BANK PHOENIX AZ	
For _____ 9513 0925 12 315 5678	

JOHN DOLLAR 13908 North Avenue Phoenix AZ 22202	103
_____ 20__	
Pay to the Order of _____ \$ _____	
_____ Dollars	
FIRST BANK PHOENIX AZ	
For _____ 9513 0925 12 315 5678	

JOHN DOLLAR 13908 North Avenue Phoenix AZ 22202	102
_____ 20__	
Order of _____ \$ _____	
_____ Dollars	
FIRST BANK PHOENIX AZ	
For _____ 9513 0925 12 315 5678	

JOHN DOLLAR 13908 North Avenue Phoenix AZ 22202	104
_____ 20__	
Pay to the Order of _____ \$ _____	
_____ Dollars	
FIRST BANK PHOENIX AZ	
For _____ 9513 0925 12 315 5678	

CHECK BOOK REGISTER:							
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBT (-)	CODE	FEE (-)	DEPOSIT/CREDIT	BALANCE \$ 144.42
			\$		\$	\$	



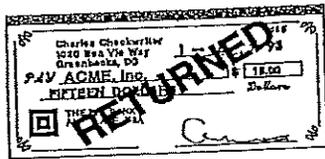
NOW TRY TO BALANCE HIS ACCOUNT NEXT USING THE SHEET.



# AVOID "BOUNCING"

THEY COST TOO MUCH!

THEY RUIN YOUR CREDIT!!!



REMEMBER that checks can bounce more than once if you've spent more money than you deposited in your account (overdrawn). Fees add up fast! Avoid "bouncing" checks! Carefully record all transactions. Do it right away!

1. Record checks written and deposits made IMMEDIATELY in your Check Register.
2. Carefully subtract the amount of the check from the balance of money you have in your account.
3. Make sure your balance is correct.
4. Balance your bank statement when it arrives.

<b>FIRST BANK</b>			Account # 315 5678		
JOHN DOLLAR 13908 NORTH AVENUE PHOENIX AZ 22202			Page number: 1 of 1 Statement date: 01/30/02		
CHECKING ACCOUNT SUMMARY FOR 01-01 THRU 01-30-02					
OPENING BALANCE	+ DEPOSITS	WITHDRAWALS AND CHECKS	SERVICE CHARGE	= CLOSING BALANCE	
144 42	245 00	261 50	00	161 92	
-----CHECKS-----			... BALANCE CHANGES -----		
<u>POSTED</u>	<u>CHECK</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>BALANCE</u>	
1/08	101	22.50	1/04	389.42	
1/09	102	145.00	1/08	366.92	
1/18	104*	60.00	1/10	221.92	
			1/10	161.92	
-----DEPOSITS/CREDITS-----					
<u>POSTED</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>DESCRIPTION</u>		
1/04	245.00	1/04			

## HOW TO BALANCE YOUR ACCOUNT

(this is usually found on the back of a statement)

- TO BALANCE YOUR CHECKBOOK WITH THIS STATEMENT:
1. SORT THE RETURNED CHECKS BY NUMBER OR DATE AND CHECK THEM OFF IN YOUR CHECKBOOK REGISTER
  2. SUBTRACT FROM YOUR CHECKBOOK BALANCE ANY CHECKS OR PAID ITEMS WHICH YOU HAVE NOT ALREADY RECORDED
  3. SUBTRACT ANY SERVICE CHARGES FROM YOUR CHECKBOOK BALANCE.
  4. CHECK OFF THE DEPOSITS SHOWN ON THE STATEMENT AGAINST THOSE IN YOUR CHECKBOOK
  5. COMPLETE THE FORM ON THE RIGHT
  6. THE FINAL BALANCE IN THE FORM AT THE RIGHT SHOULD AGREE WITH YOUR CHECKBOOK BALANCE, IF IT DOESN'T, CHECK HINTS GIVEN BELOW.

HINTS FOR FINDING DIFFERENCES:  
 Have you matched the amount of each transaction of this statement to the amount recorded on your register?  
 Have you corrected any addition or subtraction errors?  
 Is the balance you carried over from page to page on your register correct?  
 Are all of your deposits recorded? Recorded correctly? Recorded twice?  
 Are any checks recorded as deposits?  
 Have you subtracted service charges, if you have any?

STATEMENT BALANCE (List amount on other side)		\$	
ADD DEPOSITS MADE SINCE ENDING DATE ON STATEMENT			
SUB TOTAL		\$	
LIST CHECKS NOT RETURNED WITH THIS OR PRIOR STATEMENTS			
NUMBER	AMOUNT		
TOTAL CHECKS NOT RETURNED			
SUBTRACT TOTAL CHECKS NOT RETURNED FROM SUB TOTAL ABOVE		\$	
BALANCE		\$	



## WHAT INSURANCE DO I NEED?



As you grow older, responsibilities increase. As financial plans are made, potential losses need to be considered. What will happen if: You have a car accident? Break a leg in a ski accident? Have a fire that destroys your possessions? You need to plan and protect your future.

The following chart will help you understand insurance. It will help you plan for your needs. You will need to find some information to complete the chart. You should check with two insurance agencies to compare insurance plans and costs. You can find this information in various ways: use the World Wide Web; make phone calls; visit an insurance agent at his/her office; invite an insurance agent to your home to discuss insurance with you and your family/caretaker. You can also find information in publications such as *Consumer Report*.

When you decide to really invest in insurance, be sure to comparison shop.

### USUAL INSURANCE POLICY COVERAGE YOU MAY NEED TO START OUT

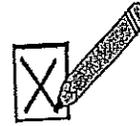
POLICY TYPE	Check if you have it	Who pays the bill now?	Check if you need it	Who will pay for it?	Approximate Cost
<u>Automobile</u>					
Liability					
Collision					
Comprehensive					
Medical					
Uninsured motorist					
No-fault					
<u>Property</u>					
Renters					
Home owners					
<u>Life</u>					
Term					
Whole life					
<u>Health</u>					
HMO (Health Maintenance Organization)					
PPO (Preferred Provider Organizations)					
Regular medical					
Major medical insurance					
Disability					
Surgical					
Government (i.e. Medicaid)					
Dental					
<b>TOTAL NEEDED FOR INSURANCE</b>					<b>\$</b>

**NOW** look at your planned budget. How much have you expected to pay for insurance? \$ \_\_\_\_\_  
 What compromises can you make?

# I'M GETTING READY! I CAN DO IT!

## (Finding a Place to Live)

As each activity is completed, mark it off



1. I made a list of "needs" and "wants" for a place to live when I'm on my own.
2. I prepared a housing budget that I can afford.
3. I checked out the costs and deposits for utilities, phone, and water.
4. I found a possible place to live that I could afford when on my own.
5. I read and understood a rental agreement or lease.
6. I filled out an apartment application.
7. I checked out an apartment using a check list.
8. I made a list of basic equipment and furnishings I will need when I move on my own.
9. I made a plan for getting basic equipment and furnishings I will need when I'm on my own.
10. I explained the roles of landlord and tenant.
11. I used a communication method with a potential roommate and reached compromises.
12. I completed an example of an informal roommate contract.
13. I wrote an example letter of complaint to a landlord
14. I made a list of ways to protect my security deposit.

I DID IT! \_\_\_\_\_ (date)

SIGNED: \_\_\_\_\_

# DO I REALLY "NEED" IT... or... DO I ONLY "WANT" IT?

To just stay alive, we have basic needs such as food, air, water, clothing, and housing. We may "need" shoes to protect our feet from freezing, but we may "want" a special label on them. We may "need" protection from the weather, but we may "want" a five bedroom mansion on a hill by a lake. People can't afford everything, so choices must be made.

Consider what your real housing "needs" are with the following list. Check off your real "needs".



- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Cost should fit my budget  | <input type="checkbox"/> Furniture furnished        | <input type="checkbox"/> Refrigerator furnished     |
| <input type="checkbox"/> Utilities furnished        | <input type="checkbox"/> Washer/dryer furnished     | <input type="checkbox"/> Garage furnished           |
| <input type="checkbox"/> Close to grocery shopping  | <input type="checkbox"/> Range furnished            | <input type="checkbox"/> Window coverings furnished |
| <input type="checkbox"/> Close to my work           | <input type="checkbox"/> Close to transportation    | <input type="checkbox"/> Near family                |
| <input type="checkbox"/> Close to Laundromat        | <input type="checkbox"/> Near to church             | <input type="checkbox"/> In safe and secure area    |
| <input type="checkbox"/> Pets allowed               | <input type="checkbox"/> Loud music/parties allowed | <input type="checkbox"/> Cable hook-up without cost |
| <input type="checkbox"/> Enough room for my hobbies | <input type="checkbox"/> 2 bedrooms                 | <input type="checkbox"/> Private bath               |
| <input type="checkbox"/> Private kitchen            | <input type="checkbox"/> Meals furnished            | <input type="checkbox"/> Swimming pool              |

List other "needs":



## NOW FIGURE \$\$\$... YOU CAN AFFORD FOR EACH MONTH'S RENT:

The recommended amount people should spend on housing is from 30-35% of their income. (It's best to stay within 30% if possible.) This amount includes utilities, phone, furnishings, supplies, and equipment.

My income:

Job #1	\$ _____	(Take-home pay)
Job #2	\$ _____	(Take-home pay)
Subsidies from government	\$ _____	
Other <u>regular</u> monthly income	\$ _____	
<b>TOTAL.....</b>	<b>\$ _____</b>	

30% OF MY TOTAL INCOME = \$ \_\_\_\_\_ (Divide total income by 3)

**This is the amount of rent you can afford.**

## NOW FIGURE THE AMOUNT YOU NEED FOR EXPENSES BEFORE YOU MOVE:

First month's rent	\$ _____
Security deposit a landlord may require	\$ _____
Utility company deposits (gas, water, electric)	\$ _____
Telephone company deposit	\$ _____
Hook-ups required for cable or utilities	\$ _____
Supplies and equipment	\$ _____
Furnishings	\$ _____
Moving expenses	\$ _____
<b>TOTAL.....</b>	<b>\$ _____</b>

## NOW FIND AN AD IN THE NEWSPAPER FOR A RENTAL UNIT YOU CAN AFFORD.

### ASK YOURSELF:

- Does it meet my needs?
- Will I need to share the rental unit to help pay the rent?
- What other alternatives do I have?

## WHAT ARE SOME TYPES OF RENTAL AGREEMENTS?

Once a landlord agrees to rent an apartment, an oral or written agreement is usually made. There are:

- formal leases (They are most effective and complete. They are generally long and difficult to read.)
- written agreements (They are shorter and less formal.)
- oral agreements (They allow little proof of arrangements made.)

Here is an example of what you might find in a rental agreement.

### APARTMENT RENTAL AGREEMENT EXAMPLE\*

This agreement, Made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between \_\_\_\_\_ Lessors (Landlords)  
address \_\_\_\_\_ Lessee (Tenant),  
and \_\_\_\_\_  
address \_\_\_\_\_

Witnesseth, That the said (landlord) does hereby agree to rent the following described premises situated in the \_\_\_\_\_  
\_\_\_\_\_ of \_\_\_\_\_ county of \_\_\_\_\_  
State of \_\_\_\_\_ to be used only as a \_\_\_\_\_ (RESIDENCE) viz:

Tenant(s) agrees to pay the landlord(s) the sum of \$ \_\_\_\_\_ dollars per month, payable in advance on the \_\_\_\_\_  
day of each month as rent for said premises. Tenant(s) also agrees to pay a security deposit of \$ \_\_\_\_\_ with the first month's  
rent. If, at the expiration of the tenancy herein, tenant returns premises to landlord in as good condition as when tenant entered upon  
them, and if no rent payments are due, the security deposit will be refunded. Landlord has the right, however, to retain the security  
deposit or any portion thereof reasonable necessary to compensate him for damages to premises or rent due and owing and retains  
all legal and equitable remedies for breach of the covenants herein.

This agreement will go into effect and tenancy will begin on \_\_\_\_\_, 20\_\_\_\_

#### IT IS FURTHER AGREED BY BOTH PARTIES;

1. Said premises will be occupied by no more than \_\_\_\_\_ adults and \_\_\_\_\_ children. Tenant(s) will not house permanent guests on premises or assign or sublet said premises without landlord's written permission
2. Failure by tenant to pay rent or other charges promptly when due, or to comply with any other term or condition thereof, can have this rental agreement terminated by the lessor after giving lawful notice.
3. The tenant will keep premises in a neat and sanitary condition during the tenancy. Upon termination of tenancy, tenant shall surrender premises to landlord in as good condition as when received, ordinary age and damage by elements excepted.
4. Tenant will not mark or deface walls, ceilings and woodwork. All doors, screens and windows will be properly handled and cared for by the tenant. Tenant will keep sidewalks, stairs and driveway clear of snow and ice. Cars will not be parked on grass. No motor vehicles will be repaired or maintained on premises. Vehicles not in working order may not be stored or kept on or about said premises.
5. All alterations, additions, or improvements made in and to premises shall, unless otherwise provided by written agreement between the parties hereto, be the property of the lessor and shall remain upon and be surrendered with the premises.
6. Tenant will not keep or permit to be kept in said premises any dog, cat, parrot or any other animal or bird.
7. Tenant will not violate any city, state or federal law in or about said premises.
8. All public utilities with exception of water rent will be paid by tenant.
9. Landlord will be responsible for structural repairs to premises except those necessitated by tenant's negligence or actions.
10. The tenancy created herein shall continue until either party shall give the other party one month's advance written notice of intent to terminate agreement. This date begins at the next rent payment date after written notice to landlord from the tenant.
11. The \_\_\_\_\_ agrees to cultivate, care for and water lawn, shrubbery, trees and grounds.
12. Landlord may change the monthly rent herein only upon giving one month's advance written notice to the tenant. One month's advance notice as used herein, shall begin at the next rent payment date after notice is given and shall run until the succeeding rent payment date.

In witness whereof the parties have herewith have executed in duplicate the day of the year first written above.

\_\_\_\_\_  
Tenant (Lessee)

\_\_\_\_\_  
Landlord (Lessor)

\* This is only an example....not a legal document.

## READ THE RENTAL AGREEMENT AND SEE IF YOU UNDERSTOOD

Look for answers to the following questions:

1. Is the gas and electricity included in the rent? Explain.
2. When is the rent due?
3. What is the amount of rent you will have to pay?
4. What happens if you make nail holes in the walls while hanging pictures or paint the woodwork white? Explain.
5. What can happen if you allow your friend to repair his motorcycle in your garage or parking space?
6. Who pays the water bill?
7. Who is going to clear the sidewalks and driveway during the winter?
8. Will your security deposit always be returned in full? Explain.
9. Can you keep a dog in the apartment?
10. If you have to leave town because of a job change, can you sublet the apartment? Is it possible under any circumstances?
11. If there is a hail storm and the roof is damaged, who is responsible for fixing it so it doesn't leak?
12. Can your sister come into the apartment and stay indefinitely?
13. Can you run a mail order business from your apartment?
14. When can the landlord raise the rent?
15. Under what circumstances can the rental agreement be ended by the landlord?

**IF YOU DON'T UNDERSTAND ANY TERMS OF A RENTAL AGREEMENT TAKE IT TO SOMEONE WHO WILL EXPLAIN IT TO YOU. DON'T SIGN ANYTHING YOU DON'T UNDERSTAND!**

## ROLE PLAY YOUR APARTMENT SEARCH.

Research carefully the apartment you want to rent. Consider the courtesy and tact you should display. Also plan what you should wear to meet a potential landlord. Carry information with you about your employment history, credit, and personal references. This information may be needed if you fill out a rental application. Plan questions you may want to ask about application fees, when you know if you are accepted, if you must rent the unit if you are accepted, etc.

Here's a rental application to practice on. Read carefully before filling out the information. Write clearly. Try it!

### RENTAL APPLICATION EXAMPLE

Rental unit # 10 Address 1224 Seventh Street, Los Altos NM Occupancy date June 1, 2002  
 Rent \$350.00/month Rent starts June 1, 2002 Lease dates: June 1'02 to June 10'03

#### APPLICANT INFORMATION

Full name \_\_\_\_\_ Age \_\_\_\_\_ Soc. sec. # \_\_\_\_\_  
 Present address \_\_\_\_\_ How long? \_\_\_\_\_ Phone \_\_\_\_\_  
 Present landlord \_\_\_\_\_ Phone \_\_\_\_\_  
 Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_  
 Monthly income \$ \_\_\_\_\_ Marital status \_\_\_\_\_ Driver's license # \_\_\_\_\_

Banking: Name of bank \_\_\_\_\_ How long? \_\_\_\_\_  
 Address of bank \_\_\_\_\_ Phone \_\_\_\_\_

Type of account \_\_\_\_\_ Account # \_\_\_\_\_

Financial references: Name \_\_\_\_\_ Acct. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Acct. # \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

Personal references: Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

Have you ever been evicted or involved in a legal proceeding concerning rental property? \_\_\_\_\_

Explain: \_\_\_\_\_

Have you ever filed for bankruptcy? \_\_\_\_\_

#### NAMES OF OTHER ADULTS WHO WILL BE LIVING IN APARTMENT:

1. \_\_\_\_\_ Age \_\_\_\_\_ Soc. sec. # \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Monthly income \$ \_\_\_\_\_ Driver's license # \_\_\_\_\_

2. \_\_\_\_\_ Age \_\_\_\_\_ Soc. sec. # \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Monthly income \$ \_\_\_\_\_ Driver's license # \_\_\_\_\_

#### NAMES OF CHILDREN WHO WILL BE LIVING IN APARTMENT:

1. \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

3. \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

I, the undersigned, certify that the information given herein is for the confidential use of the Management and is declared to be factual and true. (Management reserves the right to reject any applicant because of misrepresentation.) If this application is accepted, I will abide by all the Rules and Regulations of the Management. I further acknowledge that this deposit will be forfeited in full as liquidated damages, if I do not accept occupancy on approval of this Application. Acceptance of deposit does not imply approval of Applicant and deposit will be returned in event of rejection.

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant \_\_\_\_\_ Management's Agent \_\_\_\_\_

## INSPECT AN APARTMENT

Interview a person who has been living on his/her own for over a year to discover any concerns encountered when renting an apartment. (Also ask for advice on starting out on your own.) When you're ready to check a real apartment or house, you can use the following check list. You might try the check list on your own house or a friend's house first. Then you'll be more ready to check out the apartment that you choose. (Take someone with you for safety and helping you check it.) If you like the apartment and want to rent it, be sure to get in writing anything that needs to be done. See that these things are done before you move in.

APARTMENT INSPECTION CHECKLIST			
<u>Address</u>		<u>Apartment #</u>	
<u>Name of landlord or representative</u>			
<u>Telephone number of landlord or representative</u>			
<u>Rent</u>	<u>Deposits</u>	<u>Extra fees</u>	<u>Rugs included</u>
<u>Appliances included are:</u>			<u>Draperies included</u>
<u>Utilities available: Gas</u>	<u>Electricity</u>	<u>Water</u>	<u>Paid by:</u>
<u>Type of heat</u>	<u>Paid by:</u>		<u>Average cost/month</u>
<u>Cable hook-up included</u>			<u>Air-conditioning included</u>
<u>Pets allowed</u>			<u>Subleasing allowed</u>
<u>Rental terms:</u>			
<u>House rules:</u>			
<u>What should be done by landlord before moving in (i.e. painting)</u>			
<u>Number of rooms</u>		<u>Number of bedrooms</u>	
<b>INSIDE SPACE INVENTORY</b>		<b>SAFETY INVENTORY</b>	
<u><b>Kitchen:</b></u>		<u><b>Doors, windows, exits:</b></u>	
<u>Refrigerator works, shelves all there</u>		<u>Dead bolt locks on exit doors</u>	
<u>All burners work on range</u>		<u>Through-the-door viewing aperture</u>	
<u>Garbage disposal works</u>		<u>At least two exits in case of fire</u>	
<u>Sufficient electrical outlets for appliances</u>		<u>Outside doors &amp; windows lock with adequate locks. Windows can open</u>	
<u>Sufficient water pressure</u>		<u>Fire escapes in good repair</u>	
<u><b>Bathroom:</b></u>		<u><b>Entries, parking lots</b></u>	
<u>Toilet flushes</u>		<u>Parking areas, stairways, halls well lit</u>	
<u>Sufficient hot &amp; cold water pressure</u>		<u>Trash collected regularly</u>	
<u>No leaky faucets</u>		<u>Railings, balcony, walls, steps in good repair</u>	
<u>(Check under sink &amp; toilet)</u>		<u>Laundry facility safe</u>	
<u>Sufficient ventilation</u>		<u>Main floor windows have "stop blocks"</u>	
<u>Tub/shower in good condition</u>			
<u><b>Bedrooms:</b></u>		<u><b>SERVICES INVENTORY</b></u>	
<u>Enough closet space</u>		<u>Building management reliable</u>	
<u>Appropriate electrical outlets</u>		<u>Garage well lit and maintained</u>	
<u>Sufficient size for bed and furniture</u>		<u>Facilities and yard well maintained</u>	
<u>Water beds allowed</u>		<u>Rodents and roaches under control</u>	

## EQUIPMENT & SUPPLY CHECK-LIST

MEMBER that you can really start very simply with such things as blankets to cover you, one pan to cook in, one dish, one knife, spoon and fork. Other things can be added for your comfort and your image. Decide your own "needs". Then make a plan for meeting these needs.



### EQUIPMENT & SUPPLY CHECK -LIST FOR AN APARTMENT

AREA NEEDED	HAVE ✓	NEED ✓	COST	AREA NEEDED	HAVE ✓	NEED ✓	COST
Bathroom				Cleaning products			
Bar soap				All-purpose cleaner			
Shower curtains				Tub, tile, sink cleaner			
Soap dish				Insecticides			
Shower curtain rings				Vinegar			
Glasses/cup				Ammonia			
Toilet paper				Detergent			
Tissues				Bucket			
Personal toiletries				Rags/sponges			
Dental floss				Disinfectant			
Hair brush/comb				Broom & dustpan			
Shampoo				Baking soda			
2 large&2 small towels				Bleach			
2 wash cloths				<b>Tools for Repairs</b>			
Toilet brush				Claw hammer			
Toothpaste				2 Phillips head screw-drivers (#1 #2)			
First aid kit				4-in-1 screwdriver			
Tweezers				Crescent adjustable			
Thermometer				10" wrench			
<b>Storage</b>				Slip-joint pliers with wire cutting jaws			
Plastic food containers				Plunger			
Garbage bags				<b>Appliances</b>			
Freezer paper				Iron			
Aluminum foil				Clock/radio			
Plastic bags				Extension cord			
<b>Food preparation</b>				<b>Food Staples</b>			
2 c.liquid measuring cup				Coffee/tea/chocolate			
Serrated knife				Cereals			
Small metal spatula				Vanilla			
Measuring spoons				Salt			
Pancake turner/spatula				Pepper			
Bottle opener				Pasta			
Mixing bowls				Baking powder			
Can opener				Baking soda			
Salt/pepper shakers				Brown/white sugar			
Vegetable peeler				Powdered sugar			
Pot holders				Vinegar			
Paring knife				Spices			
Mixing spoon				Flour			
Small metal spatula				Cornstarch			
Serrated knife				Cocoa			
<b>Cooking</b>				Rice			
2-qt. casserole & cover				Shortening			
Loaf pan				<b>General Supplies</b>			
6-qt. pot with lid				Ironing Board			
Cookie sheet							
Frying pan							



## EQUIPMENT & SUPPLY CHECK - LIST FOR AN APARTMENT (CONTINUED)

AREA NEEDED	HAVE ✓	NEED ✓	COST	AREA NEEDED	HAVE ✓	NEED ✓	COST
1-qt. saucepan & lid				Wastebasket			
2-qt. saucepan & lid				Ironing board			
9x13 cake pan				Covered wastebasket			
Dish towels				Buckets			
<b>Table Service</b>				<b>Bedroom Supplies</b>			
Dinner plates				2 sets sheets/ cases			
Serving dishes				2 or 3 blankets			
Glasses				Comforter			
Cups/mugs				Pillow			
Silverware				Mattress pad			
Cereal bowls				Alarm/radio			
				Bedside lamp			

OTHER NEEDS: \_\_\_\_\_



## WHAT KIND OF FURNISHINGS DO I "NEED" ?

FURNISHINGS CHECK-LIST FOR AN APARTMENT							
WHERE NEEDED	HAVE ✓	NEED ✓	COST	WHERE NEEDED	HAVE ✓	NEED ✓	COST
<b>BEDROOM:</b>				<b>KITCHEN:</b>			
Bed				Table			
Chair				2 chairs			
Bedside table				Refrigerator			
Lamp				Range			
<b>LIVING ROOM:</b>				<b>DINING AREA:</b>			
Chair				Dining table			
Chair				2 Dining chairs			
Couch							
End table							
Dining table							
Bookcase							
Table lamp							
Floor lamp							



## YOU WERE JUST WILLED AN APARTMENT BUILDING!

The building is in fairly good repair, but will need some painting and repairs. You will need to find several new tenants. Think about what you would do. Consider:

How you would choose the tenants to live in your apartment building

What you would need to know about possible tenants

How you would find the information you feel you need

How you would expect your tenants to act

What type of rules you would put into your leases and why

What expenses you would have such as taxes, upkeep, repairs, etc.

What your responsibilities as a landlord would be

What legal responsibilities you would have.

**NOW CONSIDER WHAT RESPONSIBILITIES YOUR TENANT SHOULD HAVE.**

**WILL YOU BE THE TYPE OF TENANT YOU WOULD RENT AN APARTMENT TO?**

### COMPATIBILITY CHART

Personality	OK	Tolerable
NoWay!		
Lazy		
Outgoing, laughs easily		
Short temper		
Oversensitive		
Self centered		
Dishonest		
Is a prude		
Quiet		
Always late		
TV "Couch potato"		
<b>Sleeping Habits</b>		
Snores		
Stays up late at night		
Early riser		
Sleep walks		
Needs music to go to sleep		
<b>Eating Habits</b>		
Grazes, snacks a lot		
Prefers to cook at home		
Eats out often		
Uses pre-prepared foods		
"Picky" eater		
Has bad nutritional habits		
Buys expensive food		
Has many guests to feed		
Vegetarian		
<b>Personal Habits</b>		
No respect for privacy		
Doesn't budget		
Does drugs		

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Doesn't budget		
Does drugs		

# INFORMAL ROOMMATE CONTRACT

Address of unit to be rented \_\_\_\_\_  
Date agreement begins \_\_\_\_\_ month \_\_\_\_\_ date \_\_\_\_\_ year \_\_\_\_\_

I. Roommates renting units:  
#1 \_\_\_\_\_ Present address \_\_\_\_\_  
#2 \_\_\_\_\_ Present address \_\_\_\_\_  
#3 \_\_\_\_\_ Present address \_\_\_\_\_

II. Rent (Check appropriate statement and complete or mark out blank lines)  
Rent amount for the unit is \_\_\_\_\_ per \_\_\_\_\_ Date payment is due \_\_\_\_\_  
This payment includes the following utilities \_\_\_\_\_

III. Utilities (Check appropriate statement and complete or mark out blank lines)  
Utilities not covered by rent:  
\_\_\_ Gas bill will be paid by (name) \_\_\_\_\_  
Names on billing will include \_\_\_\_\_  
\_\_\_ Electricity bill will be paid by (name) \_\_\_\_\_  
Names on billing will include \_\_\_\_\_  
\_\_\_ Water/sewer bill will be paid by (name) \_\_\_\_\_  
Names on billing will include \_\_\_\_\_  
\_\_\_ Other utility bills (explain) \_\_\_\_\_

\_\_\_ Will be paid by (name) \_\_\_\_\_  
Names on billing will include \_\_\_\_\_

\_\_\_ All persons will share equally in the payment of rent and utilities  
IV. Telephone (Check appropriate statement and complete or mark out blank lines)  
Telephone will be paid by (name) \_\_\_\_\_  
Names on billing will include: \_\_\_\_\_

\_\_\_ Each roommate will pay equal portion of base bill.  
\_\_\_ Each roommate will pay his/her personal long distance calls.

V. Security deposit \_\_\_\_\_ will pay \_\_\_\_\_  
\_\_\_\_\_ will pay \_\_\_\_\_  
\_\_\_\_\_ will pay \_\_\_\_\_

This amount will be paid back when security deposit is returned when he/she moves out.

VI. Moving out  
When roommate moves \_\_\_\_\_ days notice will be given. If proper notice isn't given, the roommate must pay his/her share of rent until the notice period is up.

When moving out: (Check appropriate spaces)  
\_\_\_ All roommates agree to move out at same time on: Date \_\_\_\_\_  
\_\_\_ If, for any reason, a roommate must move, he/she will continue to pay his/her share of rent and bills to end of lease.  
\_\_\_ If, for any reason, a roommate moves before lease ends, he/she may replace self with a substitute roommate that is agreed upon by remaining roommates. No financial loss should be left for the remaining roommates.  
\_\_\_ If any damage is done to the unit, whoever caused the damage must pay for it.  
\_\_\_ Cleaning up process will be shared before anyone moves.  
\_\_\_ If there are costs that are charged from the security deposit, each roommate will pay his/her share.  
\_\_\_ Other: \_\_\_\_\_

VII. Food \_\_\_\_\_

VIII. Shared equipment & furnishings \_\_\_\_\_

IX. Renter's insurance \_\_\_\_\_

XI. Space sharing (laundry, rooms, jobs, quiet hours, guests, hobby limits, automobile space) \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# WHAT CAN I DO IF MY LANDLORD DOESN'T TAKE CARE OF A PROBLEM FOR ME?

Most problems can be taken care of with a quick telephone call to the landlord or the person designated as the apartment caretaker. Sometimes a polite letter can be written to tell of your problem. If there is no reasonable response, further action can be taken.

Laws in each state differ. Check with your local agencies for specific details. You can contact a representative from your local housing authority, social service welfare agency, legal aid service, or the Landlord-Tenant Court to talk with you about the laws in your state regarding rental problems. You could also look up information on the Internet. If you have a problem, you can:

1. Write a polite letter to your landlord to let him know your problem (Give specific details.)
2. If you don't get a response within a reasonable amount of time (30 days), do two things at the same time: 1) Make a formal, written complaint to local housing authorities, asking for an inspection  
2) Try to personally contact landlord and come to an agreement. If you do get a response, call off the inspection.
3. Remember that you should:
  - 1) Keep copies of letters you send and send the letter to the landlord by registered mail for proof.
  - 2) Talk directly to the landlord about the problem if you don't get an answer to your letter.

If this direct contact is successful, contact the housing authority to cancel the inspection.

4. If all else fails, you can contact an experienced local agency for help or sue in a small claims court.

Practice writing a polite letter to your landlord stating a make-believe problem. Here is an example of a letter of complaint.

150 State Street  
Jonesville WY 22222  
May 17, 2001

Mr. John Appleby  
2222W 22nd Street  
Jonesville WY 22222

Dear Mr. Appleby,

I live in your apartment building at 150 State Street, Apartment #2.

I know that you would like to know that the roof has begun leaking over my bed in my bedroom. I have placed a bucket under the leak and have moved the bed to protect it. The heavy storms are causing much damage in the neighborhood.

The broken window in the bedroom, that I mentioned to you last week, could also be fixed at the same time. If you remember, it was broken by falling branches in the last storm.

I'm looking forward to hearing from you right away so my bed can be put back and my room will be safe again.

Sincerely yours,

Jane Jobst

# I'M GETTING READY! I CAN DO IT!

## (Cleaning My Place)

As each activity is completed, mark it off



- 1. I recognize household materials and the products to use to clean them.
- 2. I cleaned or explained how to clean the following:
  - a refrigerator       a range       a bath/shower
  - a toilet       a vinyl or linoleum floor       windows
  - a rug and demonstrated use of a vacuum cleaner       wood furniture
  - dishes in a safe and appropriate order       a microwave oven.
- 3. I changed linens and remade a bed.
- 4. I explained the correct ways to dispose of garbage.
- 5. I explained the value of cleanliness.
- 6. I created a cleaning plan.
- 7. I changed a fuse or reset a circuit breaker.
- 8. I changed a light bulb with the correct wattage bulb.
- 9. I explained how to or cleared a clogged toilet.
- 10. I explained how to or cleared a clogged drain.
- 11. I explained how to or painted a wall.
- 12. I explained how to or repaired a small hole in a wall.
- 13. I explained how to control insect pests in a house.

I DID IT! \_\_\_\_\_ (date)      SIGNED: \_\_\_\_\_

## HOUSEHOLD MATERIALS SCAVENGER HUNT

The following materials can be found in your house. Where will you find them?

glass	brass	chrome	porcelain
linoleum	ceramic tile	wood	cork
copper	brick	aluminum	concrete
vinyl	wall paper	stainless steel	asphalt
plasterboard	plaster	wall paper	fabrics
plastic	painted steel	Plexiglas	acrylic
fiberglass			

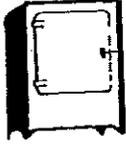
You can purchase various cleaners to clean these surfaces::

granular all-purpose	liquid all-purpose	spray or pump all-purpose
aerosol carpet cleaner	liquid carpet cleaner	cleansers
disinfectants	liquid drain cleaner	granular drain cleaner
detergents	soaps	glass cleaners
metal cleaners	wood polishes/cleaners	specialized cleaners
ammonia	liquid bleach	vinegar

Can you think of others? (You might like to look on a grocery shelf to answer this one!)

Complete the following chart to decide which type of product you would choose to clean an item.

Area to Clean	Type of Product to Use	Brand Name of Product Choice
Oven		
Wood coffee table		
Painted walls		
Stainless steel sink		
Bathtub		
Fiberglass shower stall		
Outside of refrigerator		
Tile floor		
Toilet		
Chrome fixtures		
Linoleum		
Nylon carpet		



## You Mean I Have to Get Rid of the Ice?

John moved into his first apartment and really felt great! Everything was in place. Everything worked. He felt very much in control. After being in the apartment for over a month, he became concerned because there was frost collecting on the freezing compartment of his refrigerator. He had never seen this problem before. He mentioned it to a friend who said that the refrigerator just needed defrosting. John had always lived in a place that had a self-defrosting refrigerator and had never seen ice build-up before. Well.....help John out. Consider how you would explain it to him or demonstrate the defrosting process to him.

Why is it necessary to defrost a refrigerator?

What equipment will you need?

What cleaning products will you need?

What precautions will you need to tell him about?

What are the steps of the defrosting process?

Thanks! You've been a good friend!

# Rx FOR RANGES

Fried hamburgers and pizza spillovers spell out messes for the range. If the range doesn't receive immediate attention, the problem grows worse....and harder to remedy.

If you need to clean a range, what process would you use? (You can explain or demonstrate.)  
 Be sure to use an instruction book if one is available.

Part to be Cleaned	Cleaning Product	Cleaning Process
Porcelain coated stainless steel grates		
Porcelain finish exterior		
Vinyl finish door handles		
Chrome drip bowls		
Control knobs		
Glass, back guard oven window		
Surface burners		
Polyester end panels		
Aluminum back guard & control panel		
Chrome & stainless steel trim parts		
Broiler insert & pan		
Oven racks		
Door gasket, silicone rubber		
Burner box located under cooktop		
Interior porcelain finish		

What are some precautions you should take?

# TEACH SOMEONE TO CLEAN

## MY PLAN:

I want to demonstrate how to clean a \_\_\_\_\_.

- What I want to include:
1. Cleaning products to be used
  2. Supplies needed
  3. Safety warnings
  4. Process of cleaning

My own notes:

Cleaning products I want to use:

Supplies I will need:

Safety warnings:

Steps in process of cleaning:

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10
- 11.

Now you might like to create a test!



## ME ... A VACUUM CLEANER SALESMAN?

Role play a vacuum cleaner salesman. \* Your audience can be one person or a group of people. Prepare by being able to answer the following questions. (If you are the person to whom the salesman is trying to sell, write the answers down after the "sales pitch" is finished.)

Brand name of vacuum cleaner \_\_\_\_\_ Cost \_\_\_\_\_

Types of attachments available \_\_\_\_\_

Advantages of vacuum cleaner:

Disadvantages of vacuum:

Process of cleaning rugs with the vacuum \_\_\_\_\_

Process of cleaning furniture \_\_\_\_\_

Process of cleaning stairs \_\_\_\_\_

Would you buy this particular vacuum cleaner? \_\_\_\_\_ Why? \_\_\_\_\_

Why not? \_\_\_\_\_

### ??? Discussion questions

What are some of my alternatives?

Where can I find vacuum cleaners that would be less expensive?

How could I judge the quality of the vacuum I would like?

If I "impulse buy" the vacuum from the salesman, what might the "opportunity cost" be?

- You can also listen to another person demonstrate a vacuum cleaner in your home, classroom, or at a store. You can read advertisements to answer some of the questions.



# I CAN CLEAN IT!

Demonstrate or explain how to clean a household item or area of your choice.

Item or area to be cleaned: \_\_\_\_\_

Products to be used: \_\_\_\_\_  
\_\_\_\_\_

Supplies needed: \_\_\_\_\_  
\_\_\_\_\_

Safety precautions I need to remember: \_\_\_\_\_  
\_\_\_\_\_

Process steps:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Did the products you used work well?

Were there any problems with your cleaning process?

What did you find that was fun or funny as you worked?

Is there anything you would do differently next time?

Rate the quality of the cleaning job you did.

GREAT \_\_\_\_\_ OK \_\_\_\_\_ I'LL DO BETTER NEXT TIME \_\_\_\_\_

Name of person demonstrated or explained to: \_\_\_\_\_

Date: \_\_\_\_\_



## TAKE OUT THE GARBAGE!

1. Role play an argument between family members or roommate about who takes out the garbage and how it must be done.
2. Role play a discussion with a neighbor in an apartment next to yours who sets garbage in the hallway in a paper bag until he gets enough to carry outside.

### ??? Discussion questions:

1. What kind of compromises might be made with family or roommate?
2. What methods could you use to get the neighbor's garbage removed from the hallway?
3. Why are sanitary garbage disposal methods important?
4. What effects do garbage disposal methods have on you? What are effects on city government, family members, neighbors?\*
5. How can you keep garbage cans clean?

Design a plan with a partner (could be a potential roommate or family member) for getting rid of household wastes.

Item to be disposed of	Container in which it would be placed	Preparation for disposal
wet garbage		
soda cans		
glass bottles		
margarine tubs		
newspapers		
milk bottles		
cardboard boxes		
tooth paste tubes		
motor oil		
paint cans		
hair spray cans		
insecticide containers		
used tissues		
waste paper		

\* You can interview someone from your city who handles garbage and recycling to find out about city rules for recycling.



## SETTING MY OWN CLEANING STANDARDS

List reasons why you think that keeping your living space clean is important.

Now work with someone else and make a list of household tasks that need to be done.

Now: Mark "D" in front of tasks to do daily. Mark "W" in front of tasks to do weekly.  
Mark "A" in front of tasks to do as needed. Mark "S" in front of tasks to do seasonally.

Now answer the following questions:

How did you decide how often tasks needed to be done?

Did you have disagreements?

What happens when standards differ between people living together?

Why do standards differ?

What can be done?

Now compare your list with the "MY PLAN" worksheet. Are there any differences?

Now, working individually, make a list of tasks that are done where you live. Mark an "X" by those you have done at some time. (You might like to make a family cleaning plan.)

How are you going to set your own standards of cleanliness when you're on your own?

What tasks would you like to learn how to do?

MY OWN PLAN

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
<b>KITCHEN</b>					
Empty garbage	Daily				
Wash dishes, clean sink & counters	Daily				
Sweep or damp mop floor	Daily				
Wipe range including reflector bowls	Daily				
Dispose of leftovers	Weekly				
Wipe fingerprints on phone & wall switch	Weekly				
Clean range oven and hood/fan	As needed				
Wipe/polish small appliances After use					
Wash walls	As needed				
Clean/defrost refrigerator	As needed				
Clean inside of drawers & cupboards	As needed				
Wash windows & curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>BATHROOM</b>					
Wipe sink & counter top	Daily				
Clean walls of shower	Weekly				
Empty wastebasket	Weekly				
Clean toilet	Weekly				
Wet-mop floor	Weekly				
Replace dirty towels	Weekly				
Clean sink, tub	As needed				
Clean mirrors/accessories	As needed				
Clean shower curtain/door	As needed				
Straighten & wipe drawers & shelves	As needed				
Clean windows/curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>RUGS &amp; CARPETS</b>					
Remove spills	Immediately				
Vacuum rugs	Weekly				
Spot clean heavy traffic areas	As needed				
Vacuum under furniture	As needed				
Clean and/or shampoo	Seasonally				
<b>FLOORS</b>					
Sweep or mop	Daily				
Clean and polish	As needed				
<b>FURNITURE</b>					
Dust	Weekly				
Polish	As needed				
Vacuum upholstery	As needed				
Clean upholstery	As needed				
<b>WALLS</b>					
Clean switch plate/door handle smudges	Weekly				
Dust to remove dust & cobwebs	As needed				
Clean as appropriate	As needed				
Dust woodwork & doors	As needed				
Wash woodwork & doors	Seasonally				

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
<b>WINDOWS</b>					
Wipe sills	Weekly				
Wash	As needed				
Wash or dry-clean drapes & curtains	As needed				
<b>ACCESSORIES</b>					
Dust lamps/shades	Weekly				
Clean telephone	Weekly				
Clean media equipment	Weekly				
Wash vases/ceramic	As needed				
Polish mirrors	As needed				
Dust picture frames	As needed				
Polish brass	As needed				
Clean light fixtures	As needed				
<b>BEDROOM</b>					
Air beds briefly before making them	Daily				
Put clothes away	Daily				
Change bed linens	Weekly				
Vacuum/dust	Weekly				
Turn mattress	Bi-monthly				
Move furniture to vacuum	As needed				
Organize closets	As needed				
Wash mattress covers, pads	As needed				
Air pillows, comforters	As needed				
Wash walls, woodwork, windows	As needed				
Wash or dry-clean blankets, spreads	Seasonally				
<b>LIVING ROOM</b>					
Dispose of ashes, papers, clutter	Daily				
Straighten pillows, throws, accessories	Daily				
Vacuum rugs & upholstered furniture	Weekly				
Dust or vacuum floors, baseboards, doors, corners	Weekly				
Dust & clean accessories/ light fixtures	Weekly				
Empty wastebaskets	Weekly				
Shampoo rugs/furniture	As needed				
Wipe cool lamp bulbs	As needed				
Clean under furniture	As needed				
Wash windows, curtains	As needed				
Clean/wax floors	As needed				
Dust books/pictures	As needed				
Wash walls and woodwork	As needed				
Clean closets	Seasonally				



## ELECTRICAL DETECTIVE AT WORK



It's best to be prepared before lights go out! It's time to do some detective work early.

### Explore your living space.....

Where is the electric entrance panel located?

Is there a written list indicating what areas are serviced by each fuse or circuit breaker?

Does the main service panel have fuses or circuit breakers?

If it has fuses, what numbers are on the fuses?

Are there extra fuses near so they can be replaced easily when needed?

Is there a new replacement for each number?

What does a blown out fuse look like?

How is the fuse replaced?

If there is a circuit breaker, how do you reset it?

Is there a flashlight available that works in case it is needed when lights go out?

What precautions do you need to take when you work with the electric panel?

How do you replace a light bulb?

### Check for electrical safety!

- \_\_\_\_\_ There are not several appliances used with an extension cord.
- \_\_\_\_\_ There are no multiple outlet plugs used for appliances.
- \_\_\_\_\_ There are no cords running under rugs.
- \_\_\_\_\_ There are no worn, broken, or brittle cords.
- \_\_\_\_\_ All appliances are in good repair.
- \_\_\_\_\_ There is a fire extinguisher quickly available.

When should your landlord or an electrician be called?

What kind of training is necessary for a certified electrician?



## HELP . . . It Needs Fixing!

*Check one of the following items to be repaired and explain or demonstrate the process of repairing the item. You can research how to do it by talking with a plumber, a salesperson in a plumbing supply area of a store, or a knowledgeable person. You can also visit a library or use the Internet.*

\_\_\_\_\_ clogged toilet  
\_\_\_\_\_ running toilet

\_\_\_\_\_ clogged sink  
\_\_\_\_\_ overflowing toilet

### ???? Questions to be answered before you start:

1. Should the landlord be notified?
1. Why should you check a lease before making repairs?
1. What safety measures should be taken to avoid an accident?
1. What caused the problem?
1. How could this repair have been avoided?

Equipment Needed

Products Needed

Steps to take to repair the problem:

# INTERVIEW A PAINTER



Painters have a lot of techniques to share that help do a quality job and save time. Here are some questions to ask. You'll probably have even more once you start talking. A painter can even show you some of the equipment used. (A trip to a paint store may also give you answers and you can see the latest!) You can also research answers with books and catalogs.

What kind of paint brushes are available?

How do you judge good quality in a paint brush?

What type of brush is best for applying latex paint?

What equipment is available to use for paint rollers?

How do you choose a roller pad?

How do you choose a paint pad?

Fill out the following chart:

Paint type	Advantages	Disadvantages
Alkyd-base		
Oil-base		
Latex		

What process do you use for applying paint to a wall with a brush?

What process do you use for applying paint to a wall with a roller?

What process do you use for applying paint with a paint pad?

How do you do ceilings?

What does it mean to "cut in" corners?

How do you clean your brushes, rollers, and pads?

How can you avoid putting paint on the woodwork?

What should be done to prepare a room for painting?

What's the process for filling a small hole in the wall before painting?

## GETTING RID OF UNWANTED GUESTS.... PEST CONTROL!



You found small holes \_\_\_\_\_ in a wool sweater. What could have caused the holes? \_\_\_\_\_  
What can you do to avoid the insect causing the problem to other woolens?

When you went into the kitchen at midnight to get a snack, you saw black bugs scurrying across the counter. What might these insects be? \_\_\_\_\_  
What problems could they cause? \_\_\_\_\_

What should you do to get rid of them?

How can you avoid them in the future?

As you cleaned a spot of ketchup from your rug, you noticed that something had been eating the fibers of your rug. You decided to look at night to see if you could discover the insect that might be causing this. When you turned on the lights, you saw a silver bug run back under the floor molding. What could this insect be? \_\_\_\_\_

How can you get rid of the insects?

How can you avoid them in the future?

You found an army of ants crossing your kitchen counter on their way to your cupboard. What can you do to get rid of them?

How can you avoid them in the future?

There were mouse droppings in your cupboard. What can you do to get rid of the mice?

How can you avoid them in the future?

# I'M GETTING READY! I CAN DO IT!

**(LOOKIN' GOOD!)**

As each activity is completed, mark it off



- 1. I removed at least five stains from fabrics..
- 2. I have washed or explained how to wash and dry the following:
  - jeans
  - colored clothes and linens
  - a silk article
  - delicate synthetic clothes
  - a wool article
  - combination cotton/polyester clothes
  - colorfast clothes and linens
  - white cotton clothes and linens
- 3. I ironed a:
  - shirt or blouse
  - pair of pants
  - a cotton item
  - cotton blend item
- 4. I made a grooming plan.
- 5. I understood and explained messages that clothing gives to other people.
- 6. I made a clothing inventory of my clothing.
- 7. I made a clothing plan for my future use.
- 8. I made a personal clothing budget.
- 9. I did comparison shopping for at least one clothing item.
- 10. I researched buying clothing at a thrift store.
- 11. I made a plan using color, line, and design for buying a clothing item.
- 12. I judged the quality of two clothing items.
- 13. I mended by:      replacing a button      making a hem      sewing a seam
- 14. I planned winter storage for clothes.
- 15. I polished a pair of shoes!

I DID IT! \_\_\_\_\_ (date) SIGNED: \_\_\_\_\_

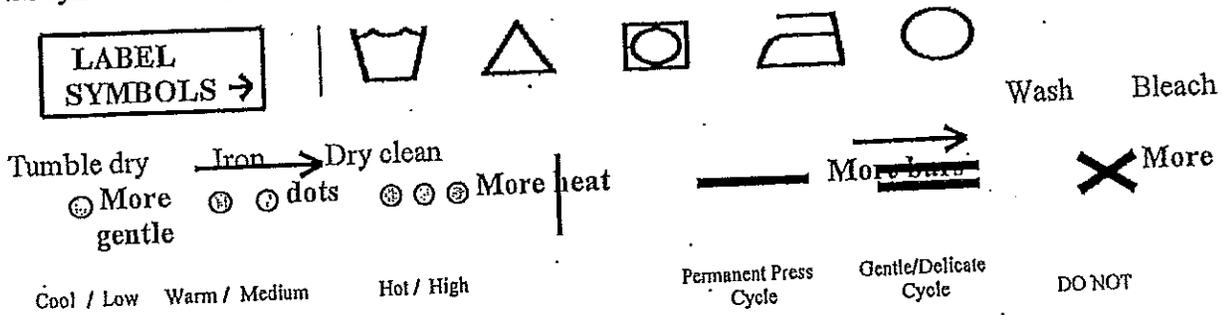
# **R** STAIN PRESCRIPTIONS

Decide how to treat the following stains. Complete the chart below. You can describe or demonstrate.

STAIN	MATERIALS NEEDED	STAIN REMOVAL PROCESS	SUCCESS DESCRIPTION

# MAKE YOUR OWN LABELS

These symbols are found on clothing labels to help you clean items safely. Dots and bars are added to the symbols to help you with further directions.



1. Machine wash  
 Warm water  
 Any bleach (when needed)  
 Normal cycle  
 Tumble dry any heat
2. Dry clean  
 Do not wash
3. Machine wash  
 Delicate/gentle cycle  
 Cool/cold water  
 Low tumble dry  
 Iron- low (dry or steam heat)
4. Hand wash  
 Do not tumble dry  
 Drip dry  
 Iron, medium temperature
5. Machine wash/permanent press cycle  
 Only non-chlorine bleach (when needed)  
 Tumble dry-medium heat setting  
 Iron medium (Dry or Steam Temperature)

**Work with someone else and see if your labels agree.**

## Discuss:

- What can happen if label directions aren't followed?
- Where are clothes made?
- Why were simple symbol labels created?
- Do you know how to recognize different types of fabrics?

# I DID THE LAUNDRY!



Help do the laundry at home or at a Laundromat.

Check off the items that were accomplished:

- Read the labels and analyzed the fabrics.
- Sorted the items by color and fabric.
- Prepared pieces for washing.
  - emptied pockets
  - closed zippers and hooks
  - knotted belts, strings, and long stockings
  - brushed lint from cuffs and pockets
  - repaired holes or tears
  - removed trims that could fade
  - turned inside out: permanent press garments with creases or prints, knits, jeans

Removed stains

Type of stain #1: \_\_\_\_\_

Prechecked stain remover on unseen part of garment? \_\_\_\_\_ (yes or no)

Process and products used: \_\_\_\_\_

Type of stain #2: \_\_\_\_\_

Prechecked stain remover on unseen part of garment? \_\_\_\_\_ (yes or no)

Process and products used: \_\_\_\_\_

Type of stain: #3 \_\_\_\_\_

Prechecked stain remover on unseen part of garment? \_\_\_\_\_ (yes or no)

Process and products used: \_\_\_\_\_

Washed clothes and linens

Load #1 Water temperature \_\_\_\_\_ Type of products \_\_\_\_\_

Load #2 Water temperature \_\_\_\_\_ Type of products \_\_\_\_\_

Load #3 Water temperature \_\_\_\_\_ Type of products \_\_\_\_\_

Load #4 Water temperature \_\_\_\_\_ Type of products \_\_\_\_\_

Garments that were hand laundered: \_\_\_\_\_

Dried and ironed items

Used dryer (Drying temperature of cycle \_\_\_\_\_)  Line dried

Ironed items

Folded items

Put items away

Handled correct money if using a Laundromat.

Problems I had: \_\_\_\_\_

Name of person observing \_\_\_\_\_ Date accomplished \_\_\_\_\_



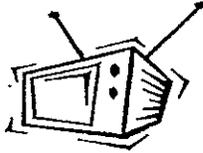
## MY GROOMING PLAN CHECKLIST

GROOMING AREA	I do this regularly	I need to improve	I will change my habits	Date when I will accomplish this
<b>Body</b> Wash face twice a day. Shower or bathe daily. Wash hands after using bathroom. Wash hands before eating or preparing food. Use deodorant or antiperspirant when necessary.				
<b>Hands and Nails</b> Trim and file fingernails weekly or as needed. Trim and file toenails weekly or as needed. Avoid nail biting. Remove chipped fingernail polish. Keep fingernails clean. Push back cuticle after shower or bath.				
<b>Hair</b> Shampoo hair as needed. Brush daily. Brush or comb as needed. Shave facial hair appropriately as needed. Style hair appropriately.				
<b>Dental</b> Brush and floss teeth after meals. Visit dentist at least once a year. Rinse mouth with water after eating snacks. Limit carbohydrate intake between meals.				
<b>Clothing</b> Wear clean and mended clothes. Wear clean or polished shoes. Wear clothes appropriate to the occasion. Wear clothes becoming to you. Maintain good posture so clothes look good.				

List any roadblocks you have that can keep you from good grooming habits.

List ways to overcome the roadblocks.

How can you find any help you will need?



## CLOTHING MESSAGES ON TELEVISION

Turn on the television!

Turn off the sound!

Watch for an hour or so and listen to clothes "talk"! Yes, clothes do "talk". They send messages about the people that are wearing them. Messages may be accurate, or misleading, BUT they do "talk"!

Consider what they are saying to you. . . . .

Observe the type of clothing and the messages sent by the people you watch on television. Describe the messages and clues in just a few words.

Person observed:	Message:	Clues:
Newscasters		
Weather men		
Sports announcers		
Teens		
Persons advertising product		
Game show hosts		
Actors		
Actresses		
Other		

### CONSIDER:

1. Could you tell the type of audiences that advertisers were trying to sell to by the clothing messages?
2. What type of messages do you send with the clothes that you wear?
3. Does personal grooming send messages too?
4. Does clothing send different messages in different types of environments?
5. Are clothing messages always accurate?
6. Why do people judge others by looking at their clothing and general grooming?
7. Do people ever copy the clothing messages with what they wear?
8. How does clothing show personal values, personality, and attitudes?







## PLANNING MY CLOTHES BUDGET

Can you balance the amount that you have to spend with what you want?

Review your "My Clothing Inventory".

What is the difference between the amount of money you listed that you have for purchasing clothes and the amount you want for other clothing?

The amount I have to spend on clothes      \$ \_\_\_\_\_  
 The amount I would want for clothes      \$ \_\_\_\_\_  
 Difference      - \$ \_\_\_\_\_

Now prioritize the clothing that you feel you need. Write #1 beside the item you need the most. Write # 2 by what you need next, etc.

	<u>ITEM NEEDED</u>	<u>COST</u>	<u>PRIORITY #</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
	<b>TOTAL COST</b> \$ _____		

Now balance your clothing budget:

Amount I have to spend      \$ \_\_\_\_\_  
 Amount I plan to spend      \$ \_\_\_\_\_  
**TOTAL DIFFERENCE**      \$ \_\_\_\_\_



## COMPARISON SHOP!!!

You might like to take someone along to shop. . . . .

1. List:

- a. as many ways as you can to save money when buying clothes.
  
- b. the types of stores that are available in your community for buying clothes.

2. Share your list with someone else. Discuss:

- a. the ways to save money when buying clothes.
- b. advantages and disadvantages of shopping in each type of store in your community.

3. Choose two items from your own clothing needs list. Compare prices for the items at three different stores.

Item #1 \_\_\_\_\_ Item #2 \_\_\_\_\_

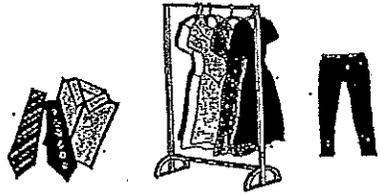
Store #1 Cost: Store #1 Cost:

Store #2 Cost: Store #2 Cost:

Store #3 Cost: Store #3 Cost:

4. Now make decisions about where you would shop and why. Consider cost, quality and service, reputation, exchange policy, etc.

<u>Item</u>	<u>Store where I would buy the item</u>	<u>Why I'd buy there</u>
Item #1		
Item #2		



Visit a thrift shop and choose three articles to evaluate.

#1 Item \_\_\_\_\_  
\_\_\_\_ Style is appropriate for my environment and lifestyle  
\_\_\_\_ Seams are secure with small stitching  
\_\_\_\_ There are no holes visible  
\_\_\_\_ No signs of wear are present in the following areas:  
\_\_\_\_ shoulders      \_\_\_\_ neck      \_\_\_\_ back      \_\_\_\_ elbows      \_\_\_\_ seat  
\_\_\_\_ There is no odor present that is disagreeable  
\_\_\_\_ Labels are present  
\_\_\_\_ Washable      \_\_\_\_ Dry-clean  
\_\_\_\_ Fits well  
Other comments:

#2 Item \_\_\_\_\_  
\_\_\_\_ Style is appropriate for my environment and lifestyle  
\_\_\_\_ Seams are secure with small stitching  
\_\_\_\_ There are no holes visible  
\_\_\_\_ No signs of wear are present in the following areas:  
\_\_\_\_ shoulders      \_\_\_\_ neck      \_\_\_\_ back      \_\_\_\_ elbows      \_\_\_\_ seat  
\_\_\_\_ There is no odor present that is disagreeable  
\_\_\_\_ Labels are present  
\_\_\_\_ Washable      \_\_\_\_ Dry-clean  
\_\_\_\_ Fits well  
Other comments:

#3 Item \_\_\_\_\_  
\_\_\_\_ Style is appropriate for my environment and lifestyle  
\_\_\_\_ Seams are secure with small stitching  
\_\_\_\_ There are no holes visible  
\_\_\_\_ No signs of wear are present in the following areas:  
\_\_\_\_ shoulders      \_\_\_\_ neck      \_\_\_\_ back      \_\_\_\_ elbows      \_\_\_\_ seat  
\_\_\_\_ There is no odor present that is disagreeable  
\_\_\_\_ Labels are present  
\_\_\_\_ Washable      \_\_\_\_ Dry-clean  
\_\_\_\_ Fits well  
Other comments:



# THE WAY I SEE MYSELF



## MY BODY SHAPE:

- tall
- average
- short
- thin
- heavy
- average weight
- top heavy
- bottom heavy
- short waisted
- long waisted
- thick waisted
- short necked
- long necked
- big feet
- other \_\_\_\_\_

## PROBLEM AREA TO DE-EMPHASIZE

- waist
- hips
- chest/bust
- stomach
- heavy legs
- skinny legs
- thick ankles
- wide shoulders
- narrow shoulders
- round shoulders
- long arms
- short arms
- fat arms
- protruding derriere
- other \_\_\_\_\_

## POSITIVE AREA TO EMPHASIZE

- face
- hair
- neck
- bust or chest
- waist
- legs
- shoulders
- arms
- derriere
- eyes
- feet
- flat stomach
- hips
- other \_\_\_\_\_
- other \_\_\_\_\_

## POSTURE

- erect
- slumped

## FACE SHAPE

- oval
- round
- triangle
- diamond
- square

## MY PERSONALITY

- quiet
- moody
- outgoing
- shy
- other \_\_\_\_\_
- energetic
- nervous
- calm
- athletic

## COLORS THAT LOOK GOOD ON ME:

## LIST OF THINGS I WILL DO TO USE LINE AND DESIGN TO MY ADVANTAGE:

## CREATE A NEW WARDROBE

Find pictures or draw pictures of the following articles of clothing that are appropriate for your body shape, coloring, and personality. (You can use the back of this sheet, or make a notebook from other paper.)

## YOU BE THE JUDGE!



Look carefully at a garment and judge its quality by looking at the inside and the outside. Fill in the following chart. (You can also do this in groups and have each person evaluate as if he were a jury member. Compare your findings and make a judgment.) Check items below that pass your judgment of quality.

### Seams

- Width is even and wide enough to handle strain
- Edges are finished so they won't ravel
- Major stress points are reinforced (stitches, rivets)
- Plaids and designs match
- No puckers
- Stitches are even, small, securely fastened at ends
- Thread is matching and appropriate for fabric

### Trims & Decorations

- Suitable for garment
- Well placed
- Neatly and firmly attached
- Laundering/dry-cleaning instructions shown for trim
- Points on collars neatly finished

### Linings

- Fit smoothly into garment
- Appropriate fabric for garment
- Have back pleat or extension allowance

### Buttons and Fasteners

- Firmly attached
- Suitable size and style for garment
- All buttons there (extras provided)

### Interfacing & Padding

- Properly placed and inserted
- Shoulder pads soft, lightweight, smooth shape
- No puckering seen at sleeve backs/shoulders
- Lapels lie flat to chest with graceful roll
- Interfacing firm with no puckers

### Zippers

- Smooth and flat
- Appropriate color, weight, strength
- Slide smoothly
- Reinforced at points of strain

### Pockets

- Flat, smooth with reinforced corners
- Well matched
- Firmly woven linings

### Fabric

- Care label is visible
- Appropriate for use of garment
- Care is appropriate
- When crushed in hand, snaps back (unless ironing is preferred)
- Garment is cut on the grain. (Direction threads are going in a woven fabric should be at right angles or garment won't hang straight.)

### PERSONAL JUDGMENT

- Good quality
- Medium quality
- Poor quality

### GROUP JUDGMENT

- Good quality
- Medium quality
- Poor quality

??? WHAT DID YOU LEARN FROM THIS TRIAL ???

# PROTECTING YOUR CLOTHES FOR SEASONAL STORAGE!

WHICH KINDS OF INSECTS ARE CLOTHES "ENEMIES"?



- 1.
- 2.
- 3.

WHAT KINDS OF SUPPLIES WILL YOU NEED TO KEEP THE INSECTS FROM ATTACKING?

- 2.
- 3.
- 4.

HOW WILL YOU PROTECT THE STORAGE AREAS?

- 1.
- 2.
- 3.
- 4.

IN WHAT WILL YOU STORE THE CLOTHING?

- 1.
- 4.

WHY SHOULD YOU BE SURE ALL ITEMS ARE CLEAN BEFORE STORING?

WHY SHOULD CLOTHES BE MENDED BEFORE STORING?

WHAT WILL BE YOUR PLAN OF ATTACK TO PROTECT WOOLEN CLOTHING?

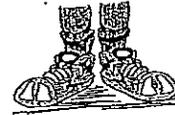
WHAT WILL BE YOUR PLAN OF ATTACK TO PROTECT OTHER CLOTHING?



**“JOE’S SHOE LAMENT”**  
**(WHAT JOE’S\* SHOES SAID TO HIM)**



Create a rap or poem about a pair of poorly cared for shoes.  
Include what type of care the shoes would prefer and why . . . .



Demonstrate shoe care by showing or telling someone how to polish and care for a pair.  
Consider:

Type of material in shoes \_\_\_\_\_

Equipment needed:

\_\_\_\_\_

\_\_\_\_\_

Cleaning process:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What to do if shoes get wet:

\_\_\_\_\_

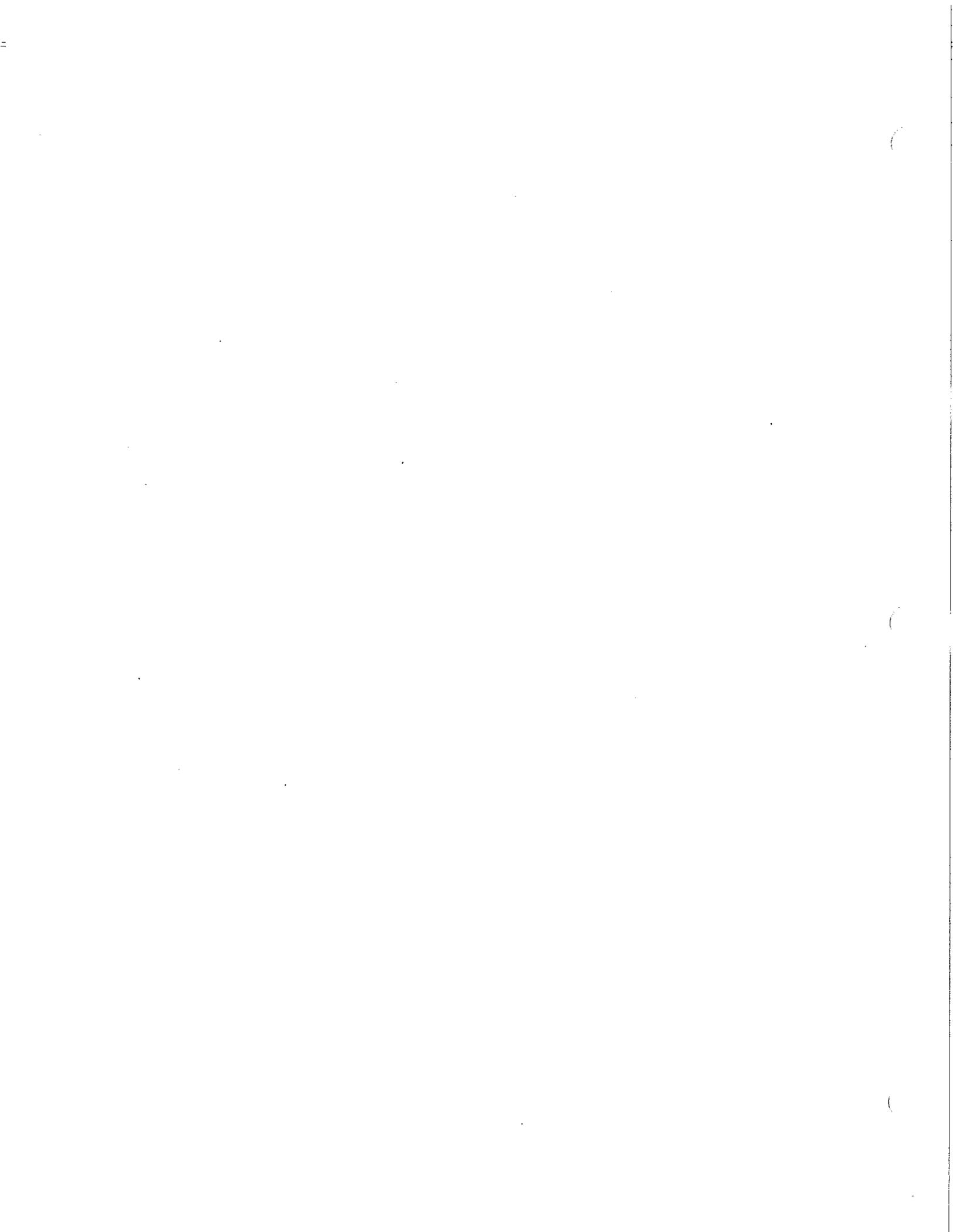
\_\_\_\_\_

Other suggestions:

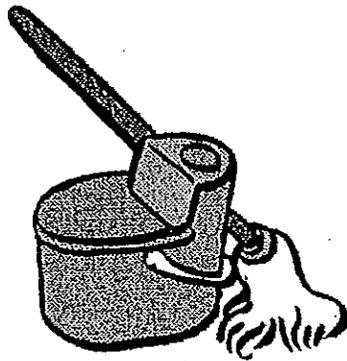
\_\_\_\_\_

\* Or write about “Josephine’s Lament”





# **CLEANING MY PLACE**



**Activities for Real Life Learning**

by

**Marian B. Latzko**

## **CLEANING MY PLACE** **ACTIVITIES for "REAL LIFE" LEARNING**

These experiences are designed to go along with "*CLEANING MY PLACE A Mini-Micropedia.*" \*

The sheets are designed to be used:

- with the Mini-Micropedia to apply and practice the knowledge offered in the book.
- by themselves as appropriate to the teacher and the learner.

It is especially meaningful to allow the mini-micropedias to go with the "students" after their training. In this way they can look up what they need to know when they need it.

### **LEVELS OF LEARNING**

The experiences are designed for three different levels of understanding needed when finding a place to live.

1. **MINIMAL:** This is for very basic knowledge needed. It includes: care and use of a vacuum cleaner; basic cleaning of floors, windows, furniture, bath tub and sink, stove; basic cleaning supplies; sanitary garbage disposal; making a bed and changing linens; changing bulbs and wattage.
2. **INTERMEDIATE:** This is for further knowledge and includes: defrosting a refrigerator; preventing and removing clogs in sinks and toilets; energy conservation; responsibilities of landlord and renter.
3. **ADEQUATE:** This unit offers more comprehensive knowledge needed. Included are: carrying out a cleaning plan; doing minor household repairs; contacting landlord for repairs; changing a fuse or resetting a circuit breaker; measuring a window for shades or curtains; methods for getting rid of and avoiding roaches, rats, etc.

### **ADDED SUGGESTIONS FOR LEARNING**

The cover sheet for each level has additional ideas for teaching. These are added to enrich the learning and to apply the knowledge learned in different ways. They will expand the knowledge through real applications. This will be especially meaningful for different types of learners.

### **TESTS ARE INCLUDED**

If you need to know where the learner's knowledge level is before training, pre-tests are included. They are in the form of oral tests. There are also post-tests that can help evaluate what was learned.

\* "I NEED A PLACE TO LIVE! A Mini-Micropedia" is taken from appropriate chapters of "I CAN DO IT! A Micropedia of Living On Your Own" by Marian B. Latzko M.S. Copyright 1996 Revised 2000 for its fifth edition. For further information call: MICROLIFE 1-888-357-7654 or fax 1-920-735-9434.

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SCHOOL OR EDUCATIONAL SETTING.**

# ***CLEANING MY PLACE***

## ***Mini-Micropedia Activities for Real Life Learning***

(level 1, MINIMAL)

**These experiences are designed for minimal knowledge needed for housekeeping.**

- Persons teaching housekeeping can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post test included.

**The objectives of this unit are to:**

1. Describe appropriate dishwashing processes.
2. Understand sanitary garbage disposal methods.
3. Demonstrate use and care of a vacuum cleaner.
4. Understand basic cleaning products.
5. Understand values of cleanliness.
6. Demonstrate or explain basic cleaning of: wood, linoleum and vinyl floors; windows; furniture; bath tubs; showers; sinks.
7. Understand process of making a bed and the sizing of mattresses and sheets.
8. Understand wattage and its application to replacement of bulbs.
9. Create a personal cleaning plan.

### **Suggested Added Learning Experiences**

(These can be used according to the capability of the learner.)

1. Visit an appliance area that sells vacuum cleaners and ask for demonstrations. Also check the used appliance possibility.
2. Interview or invite a professional from a hotel, maid service, cleaning service, or janitor service to share cleaning techniques. Prepare a list of questions to ask.
3. Visit a store to compare different types and sizes of linens. Figure what it would cost to furnish the bed that you hope to have or already have.
4. Collect cleaning products and compare them by reading labels.
5. Research the internet for different cleaning methods.
6. Research cleaning products using *Consumer Reports* and *Consumer Report Buying Guides*. These are available on the internet or in libraries.
7. Make a list of cleaning tips to share with others. These could become a sales item.
8. Videotape demonstrations of cleaning.
9. Call for information about electricity and lighting.

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## DISHES AGAIN?



Most every day brings more dishes to wash. Some people rinse them right away. Some people stack them and wait...and wait.....and wait! Some people wash them quickly. Some people wash dishes by hand. Some use a dishwasher. Which kind of methods would you use?

- Wait...and wait...and wait!                       Wash them right away  
 Use dishwasher     Wash by hand  
 Other \_\_\_\_\_

**1. ??? Discuss the following questions in groups and share your ideas.**

If you are a "wait...and wait.....and wait" person, what kind of effects could you have on:  
 Roommates?  
 Yourself?  
 Your landlord?  
 Ants and roaches?

**2. Give some examples of times you categorize things in your daily life. (i.e. organizing your clothes for laundering, doing your homework.)**

**3. Practice categorizing with the following list of items waiting to be washed by hand. Write the name of the item in the correct group below. (Start from the most soiled to the least soiled.)**

- |                |                  |              |                |
|----------------|------------------|--------------|----------------|
| glasses        | cookie sheet     | paring knife | greasy skillet |
| cups           | silverware       | cereal bowl  | salad plate    |
| egg beater     | dinner plate     | scorched pan | casserole      |
| serving bowl   | large salad bowl | forks        | spatula        |
| measuring cups | dessert plate    | grater       | sauce pan      |

Wash 1st	Wash 2nd	Wash 3rd	Wash 4th	Wash 5th	Wash 6th

**3. Explain the steps in washing dishes by hand in words or pictures.**

**4. Explain the steps in washing dishes in the dishwasher using words or pictures.**

# TIME TO DO THE DISHES!

## Washing Dishes by Hand

**#1 Remove food particles and grease from dishes, pots, pans, skillets**

How can you remove excess grease from a skillet? \_\_\_\_\_

How can you make it easier to clean very soiled pots? \_\_\_\_\_

**#2 Organize items to be washed**

Which do you wash first? (Number from 1 to 6 with #1 being first.)



**#3 Prepare dishwater**

How warm should dishwater be? \_\_\_\_\_

What cleaning product should be used? \_\_\_\_\_ How much? \_\_\_\_\_

**#4 Wash in order listed above from \_\_\_\_\_ soiled to the \_\_\_\_\_ soiled. (least, most)**

What should you do if the suds disappear and the water is dirty? \_\_\_\_\_

**#5 Rinse with hot water**

Explain rinsing process:

**#6 Drain**

Explain draining process:

**#7 Dry**

Explain two drying processes:

- 1.
- 2.

Which is the best?

## Washing Dishes in Dishwasher

**#1 Remove food**

How can food be removed?

**#2 Recognize dishwasher safe items**

What are examples of items that are not dishwasher safe?

**#3 Load dishes correctly**

In which direction should soiled surfaces be placed?

**#4 Use the right product**

Does the detergent chosen have to be created for a dishwasher?

**#5 Select the cycle**

Do dishes need to go through a full wash cycle each time dishes are placed in dishwasher?

**#6 Empty dishwasher**

Should dishes be taken out before the cycle is completed?

## TAKE OUT THE GARBAGE!

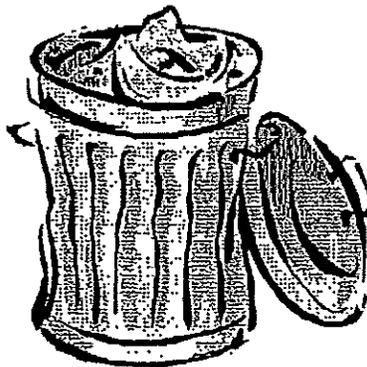
Role play an argument between family members or roommate about who takes out the garbage and how it must be done.

Role play a discussion with a neighbor in an apartment next to yours who sets garbage in the hallway in a paper bag until he gets enough to carry outside.

### ??? Discussion questions:

1. What kind of compromises might be made with family or roommate?
2. What methods could you use to get the neighbor's garbage removed from the hallway?
3. Why are sanitary garbage disposal methods important?
4. What effects do garbage disposal methods have on you? What are effects on city government, family members, neighbors?
5. What are community rules about garbage disposal and recycling? \*
6. What products can be made from recycled products?
7. Does a garbage disposal in the kitchen save money?
8. Are there ways to save money when you dispose of your garbage?
9. How are people held accountable for their garbage disposal methods?
10. How can you keep garbage cans clean?

\*Interview someone from the city who handles garbage and recycling. Create a list of questions to ask. (This can be done by phone, by a personal visit, or a class guest speaker. If interviewing by phone, a class member can call and report to the rest of the class.)



## WHO WILL TAKE OUT THE GARBAGE?

**Find the requirements for waste disposal in your area.**

1. Who is responsible at the local government level for waste disposal rules?
2. Where can you find this information?
3. If you were making a phone call for the information, what questions would you ask?
4. What are the recycling rules in your community?
5. What kinds of products can be made from recycled papers, cans, and bottles?

**Design a plan with a partner** (could be a potential roommate or family member) for getting rid of household wastes.

Item to be disposed of	Container in which it would be placed	Preparation for disposal
wet garbage		
soda cans		
glass bottles		
margarine tubs		
newspapers		
waste paper		
milk bottles		
cardboard boxes		
tooth paste tubes		
motor oil		
paint cans		
hair spray cans		
insecticide containers		
used tissues		

## SHOW HOW TO USE ONE!



✓ Check the following vacuums that you have used. Circle the ones you changed dust bags or filters in.

- |   |   |
|---|---|
| <input type="checkbox"/> upright with disposable paper dust bag | <input type="checkbox"/> canister                 |
| <input type="checkbox"/> cordless hand vac                      | <input type="checkbox"/> electric hand vac        |
| <input type="checkbox"/> car vac                                | <input type="checkbox"/> wet/dry shop vac         |
| <input type="checkbox"/> central vacuum system                  | <input type="checkbox"/> water-filtration upright |

??? Discuss:

1. What were the advantages of the ones you used?
2. Were there problems as you used them?
3. Can you teach someone how to use any of the ones you checked off?
4. What are some ways you can cause an accident when using a vacuum?
5. What are some ways you can harm your vacuum?

Observe, explain, or demonstrate how to use a vacuum cleaner of your choice. (Use the written directions of the manufacturer.) You can do this in a classroom or at home. Complete the following information. If you demonstrated, have the person to whom you demonstrated, sign this sheet. You can use the back of this sheet to write more information if needed.

Type of vacuum cleaner: \_\_\_\_\_

Type of dust bag or filter: \_\_\_\_\_

Check the features that the vacuum has:

- |  |  |
|--|--|
| <input type="checkbox"/> suction adjustment      | <input type="checkbox"/> on/off switch on handle         |
| <input type="checkbox"/> adjustable brush height | <input type="checkbox"/> on/off switch on base of vacuum |
| <input type="checkbox"/> disposable bag          | <input type="checkbox"/> varying speeds                  |
| <input type="checkbox"/> water filter            | <input type="checkbox"/> stiff plastic dust catcher      |

Other features:

Where was the cord storage located ?

List attachments available:

Did you try the attachments?

What problems did you have?

What safety suggestions do you recommend? (Use back of sheet.)

Demonstrated to: \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

## ME ... A VACUUM CLEANER SALESMAN?

Role play a vacuum cleaner salesman... \* Your audience can be one person or a group of people. Prepare by being able to answer the following questions. (If you are the person to whom the salesman is trying to sell, write the answers down after the "sales pitch" is finished.)

Brand name of vacuum cleaner \_\_\_\_\_ Cost \_\_\_\_\_

Types of attachments available \_\_\_\_\_

Advantages of vacuum cleaner:

Disadvantages of vacuum

Process of cleaning rugs with the vacuum \_\_\_\_\_

Process of cleaning furniture \_\_\_\_\_

Process of cleaning stairs \_\_\_\_\_

Would you buy this particular vacuum cleaner? \_\_\_\_\_ Why? \_\_\_\_\_

Why not? \_\_\_\_\_

### ??? Discussion questions

What are some of my alternatives?

Where can I find vacuum cleaners that would be less expensive?

How could I judge the quality of the vacuum I would like?

If I "impulse buy" the vacuum from the salesman, what might the "opportunity cost" be?

- You can also listen to another person demonstrate a vacuum cleaner in your classroom, at a store, or read advertisements to answer some of the questions.

## BASIC CLEANING PRODUCTS I WANT TO HAVE ON HAND



1. List the basic cleaning products that you want to have when you are on your own.


2.  Check the cleaning supplies that you can make yourself.

3. Compare the value of natural cleaning products such as vinegar, ammonia, and bleach to disinfectant solutions.

???

What cleaning products should not be mixed?

Where should cleaning products be stored?

What safety precautions should you take?

How should you get rid of left-over cleaning products?

Why is it important to read labels carefully?



## WHAT DOES THE PACKAGE TELL YOU?

Read information on a cleaning product and answer the following questions.

Name of product \_\_\_\_\_ Cost \_\_\_\_\_

Net contents \_\_\_\_\_ Size of package \_\_\_\_\_

Type of product \_\_\_\_\_

Name of manufacturer \_\_\_\_\_

Address of manufacturer \_\_\_\_\_

Phone number of manufacturer \_\_\_\_\_

Product claim \_\_\_\_\_

\_\_\_\_\_

Is trademark registered? \_\_\_\_\_ Is there indication of for use in Jewish homes? \_\_\_\_\_

Production code \_\_\_\_\_ Dating \_\_\_\_\_

List of ingredients \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

With what products should product be used? \_\_\_\_\_

With what products should product NOT be used? \_\_\_\_\_

Amount to be used \_\_\_\_\_

Where to be used \_\_\_\_\_

What are other possible uses? \_\_\_\_\_

Closing of package and storage suggestions \_\_\_\_\_

\_\_\_\_\_

Other information found on package \_\_\_\_\_

\_\_\_\_\_

Where have you seen this product advertised? \_\_\_\_\_

## **"CLEANING IS TOO MUCH TROUBLE!!"**

John and Mark have been sharing an apartment for two months. John is angry with Mark because Mark has refused to clean up after a party he gave. Mark slept in for twelve hours after the party. Then he left to go to a ball game with his friends in the afternoon. There are dishes and half filled cans all around the living area and kitchen. Popcorn is scattered over the floors. Someone sat on a piece of pizza that was left on John's favorite chair. The toilet got clogged so the bathroom is a mess. The garbage cans in the parking area were knocked over when some member of the party left. Mark says he is too busy to clean it all up for a couple of days since he has tests to take and must work extra hours at his job. He says he will get at it on the week-end if he can find the time.

*List* some reasons for cleaning that could be used in John's argument with Mark. Why is cleaning important?

*Role play* the argument between John and Mark.

**???** *Questions to answer:*

What kinds of compromises could be made?

What responsibilities do John and Mark have to their landlord?

What could the results be if they choose not to keep their apartment clean?

## WHAT'S IT MADE OF?

*The following materials are found in a house. Where will you find them?*

glass	brass	chrome	porcelain
linoleum	ceramic tile	wood	cork
copper	brick	aluminum	concrete
vinyl	wall paper	stainless steel	asphalt
plasterboard	plaster	wall paper	fabrics
plastic	painted steel	Plexiglas	acrylic
		fiberglass	

You can purchase various cleaners to clean these surfaces:

granular all-purpose	liquid all-purpose	spray or pump all-purpose
aerosol carpet cleaner	liquid carpet cleaner	cleansers
disinfectants	liquid drain cleaner	granular drain cleaner
detergents	soaps	glass cleaners
metal cleaners	wood polishes/cleaners	specialized cleaners
ammonia	liquid bleach	vinegar

Can you think of others? (You might like to look on a grocery shelf to answer this one!)

Complete the following chart to decide which type of product you would choose in your apartment.

Area to Clean	Type of Product to Use	Brand Name of Product Choice
Oven		
Wood coffee table		
Painted walls		
Stainless steel sink		
Bathtub		
Fiberglass shower stall		
Outside of refrigerator		
Tile floor		
Toilet		
Chrome fixtures		

## CLEANING COMPROMISES

List reasons why you feel cleaning is important. Then share your lists with a potential roommate or friend.

Each person should complete the following chart using the instructions below the chart.

Job	How often it needs to be done	How difficult the job is	Time needed to complete job	Total
Make beds				
Clean bathrooms				
Vacuum carpets				
Do dishes				
Dust furniture				
Clean windows				
General picking up				
Laundry				
Clean refrigerator				
Clean oven				
Take out garbage				
Washing floors				
Clean cupboards				
Mow lawn				
Clean closets				
Cook meals				
Buy groceries				
Other				
Other				

1. From the above list, circle four jobs you despise doing.
2. Rate each job with the following numbering system from 1 to 5.

**How often it needs to be done:**

1= 2-3 times daily    2= daily    3= weekly    4= monthly    5= about 4 times yearly

**How difficult the job is:**

1= terrible    2= very difficult    3= medium    4= not bad    5= easy

**Time needed to complete the job:**

1= more than an hour    2=45-60 min.    3=30-45 min.    4=20 min.    5=5 or so min.

3. Total the three columns for each job. Rank overall scores of the jobs from the lowest to the highest.
4. Make a plan for dividing the housework jobs evenly between you and your potential roommate or friend.



## MAKE A TRAINING VIDEO

Consider starting a cleaning business. Check the Yellow Pages of your telephone directory and see what types of businesses are available in your community.

?? ? List and share the answers to the following questions.

What are some of the things that would be necessary for a successful business?

What attributes would you require from a person whom you would hire?

### CREATE A SCRIPT FOR A TRAINING VIDEO TO TEACH CLEANING METHODS TO EMPLOYEES

(You can work the programming with a partner or group. The following outline will be helpful as you make your script.)

Speaker: \_\_\_\_\_ Demonstrators: \_\_\_\_\_

Time allowed: \_\_\_\_\_

Equipment needed: \_\_\_\_\_

Cleaning products needed: \_\_\_\_\_

### SCRIPT

1. Cautions
2. Products to use
3. Cleaning steps
  - Step #1
  - Step # 2
  - Step #3
  - Step #4
  - Step #5
  - Step #6
4. Other information
5. Closure

## CLEANING FLOORS

Floors can be made of any of the following materials. Check ones that you have cleaned.

<input type="checkbox"/> wood	<input type="checkbox"/> vinyl	<input type="checkbox"/> marble	<input type="checkbox"/> glazed ceramic tile
<input type="checkbox"/> linoleum	<input type="checkbox"/> brick	<input type="checkbox"/> asphalt	<input type="checkbox"/> unglazed ceramic tile
<input type="checkbox"/> rubber tile	<input type="checkbox"/> terrazzo	<input type="checkbox"/> vinyl no-wax	<input type="checkbox"/> concrete/ cement

Choose two of the floors listed above. Check the methods to use for cleaning them. Then complete the following forms for the two types of floors you chose.

1. Floor type: \_\_\_\_\_

Check which things you should use to clean this type of floor.

Vacuum       Dry-mop       Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

2. Floor type: \_\_\_\_\_

Check which things you should use to clean this type of floor.

Vacuum       Dry-mop       Wet-mop

Type of cleaner:

<input type="checkbox"/> All-purpose, non abrasive	<input type="checkbox"/> Strong detergents	<input type="checkbox"/> Strong abrasives
<input type="checkbox"/> One-step cleaner or shiner	<input type="checkbox"/> Oil-treated mop	<input type="checkbox"/> Bleach
<input type="checkbox"/> Liquid wax	<input type="checkbox"/> Paste wax	<input type="checkbox"/> Liquid cleanser
<input type="checkbox"/> Solvent-based wax	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Naphtha
<input type="checkbox"/> One-step cleaner/shiner	<input type="checkbox"/> Mild detergent	Other: _____

List steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

## **WHAT A MESS!**

You've just moved into your new furnished apartment. You've found the last tenant wasn't very clean. Look at the problems you've found and explain how you would clean the area. (You can work by yourself or with a "roommate" to find the answers and get the job done.)

1. The refrigerator does not self-defrost. There is one inch of ice on the freezing compartment. A piece of "smelly" cheese was left in the meat tray. The tray is moldy.
2. The bathroom shower is full of black mold and scum.
3. The sink drains slowly and has rust spots where the water is dripping.
4. The windows are so dirty it is difficult to see out of them.
5. The oven has spills and looks like it hasn't been cleaned in years.
6. The white porcelain sink has black marks on it.
7. The bathtub has a ring around it.
8. The persons who helped you move didn't take off their shoes so there are mud and marks on the vinyl kitchen floor.
9. There are scrape marks on the oak coffee table.
10. The hardwood floor in the bedroom is dusty and has dirt marks. (You've rubbed your finger across the surface of the wood and it doesn't smudge.)
11. When you cooked your dinner, you splattered grease as you fried hamburgers for your guests.
12. One of the friends who helped you move spilled a soda on your couch. It also dripped on the rug.
13. The garbage can in the kitchen is dirty and moldy.
14. A light bulb in your bedside lamp has burned out.
15. There's a fresh water stain where a cold soda can was left on your wooden end table.
16. The chrome on the legs of the kitchen table are dirty.

## **DEMONSTRATE HOW TO MAKE A BED!**

### ***Make a demonstration bed.....***

1. Find a box or book that is about 8x10x2 or 8x10x1 inches big. This will be your demonstration "bed" !
2. Find two men's handkerchiefs or cut fabric into 15x15" squares. These will be your "sheets" !

### ***NOW "MAKE THE BED" as you would a "real" one....***

#### **Method # 1: "The Tuck-as-you-walk Method"**

(This is used by motel professionals.)

1. Place the two "sheets" on top of each other on the "bed".
2. Fold the top sheet down so that it can cover a blanket's edge when you use one.
3. Tuck the lower sheet under the mattress all across the top of the mattress.
4. Tuck the top corner in. (You can use a military fold if you know how.)
5. Continue tucking both "sheets" under the mattress as you walk around the bed.

#### **Method #2: "Creating a Bottom-fitted-sheet Method"**

1. Place one "sheet" on top of the "bed".
2. Tuck the sheet under the mattress on all sides. Try to do it evenly so it doesn't come out on any side. (If you have a real fitted sheet for the bottom sheet of your bed, you just put it on before you put on the top sheet.)
3. Place the other "sheet" on top of the "bed".
4. Fold the top "sheet" down so that it can cover a blanket's edge when you use one.
5. Tuck the sheet in at the bottom corners and the bottom of the mattress. Leave the side edges hanging free.

#### **Further information to discuss:**

1. What are the advantages and disadvantages of using fitted sheets? (*i.e. Advantage: Ease of use. Disadvantage: Lower sheet takes greatest wear and can only be used on the bottom.*)
2. What are the advantages and disadvantages of using a comforter? (*i.e. Advantage: Can serve as a blanket. Disadvantage: May cost more than a blanket.*)
3. How often should linens be changed?
4. What sizes of sheets are available?
5. How do you judge quality of sheets?

## **ANYONE KNOWS HOW TO CHANGE A LIGHT BULB!**

Changing a normal light bulb is an easy task BUT the choice of the light bulb is important!

Explain how you think electricity works with words or pictures:

### **????? QUESTIONS TO DISCUSS:**

What can happen if a wrong sized bulb is inserted into a socket?

Where can you find information on a light fixture if you need to know any limitations?

What's the difference between *wattage* and *amperes*?

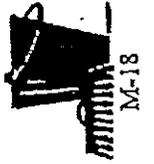
How can you judge what size bulb to put into a light fixture?

MY OWN PLAN

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
<b>KITCHEN</b>					
Empty garbage	Daily				
Wash dishes, clean sink & counters	Daily				
Sweep or damp mop floor	Daily				
Wipe range including reflector bowls	Daily				
Dispose of leftovers	Weekly				
Wipe fingerprints on phone & wall switch	Weekly				
Clean range oven and hood/fan	As needed				
Wipe/polish small appliances	After use				
Wash walls	As needed				
Clean/defrost refrigerator	As needed				
Clean inside of drawers & cupboards	As needed				
Wash windows & curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>BATHROOM</b>					
Wipe sink & counter top	Daily				
Clean walls of shower	Weekly				
Empty wastebasket	Weekly				
Clean toilet	Weekly				
Wet-mop floor	Weekly				
Replace dirty towels	Weekly				
Clean sink, tub	As needed				
Clean mirrors/accessories	As needed				
Clean shower curtain/door	As needed				
Straighten & wipe drawers & shelves	As needed				
Clean windows/curtains	Seasonally				
Clean/strip/wax floor	Seasonally				
<b>RUGS &amp; CARPETS</b>					
Remove spills	Immediately				
Vacuum rugs	Weekly				
Spot clean heavy traffic areas	As needed				
Vacuum under furniture	As needed				
Clean and/or shampoo	Seasonally				
<b>FLOORS</b>					
Sweep or mop	Daily				
Clean and polish	As needed				
<b>FURNITURE</b>					
Dust	Weekly				
Polish	As needed				
Vacuum upholstery	As needed				
Clean upholstery	As needed				
<b>WALLS</b>					
Clean switch plate/door handle smudges	Weekly				
Dust to remove dust & cobwebs	As needed				
Clean as appropriate	As needed				
Dust woodwork & doors	As needed				
Wash woodwork & doors	Seasonally				

MY OWN PLAN

AREA	Suggested Timing	Daily	Weekly	Sometime	Target Date
<b>WINDOWS</b>					
Wipe sills	Weekly				
Wash	As needed				
Wash or dry-clean drapes & curtains	As needed				
<b>ACCESSORIES</b>					
Dust lamps/shades	Weekly				
Clean telephones	Weekly				
Clean media equipment	Weekly				
Wash vases/ceramics	As needed				
Polish mirrors	As needed				
Dust picture frames	As needed				
Polish brass	As needed				
Clean light fixtures	As needed				
<b>BEDROOM</b>					
Air beds briefly before making them	Daily				
Put clothes away	Daily				
Change bed linens	Weekly				
Vacuum/dust	Weekly				
Turn mattress	Bi-monthly				
Move furniture to vacuum	As needed				
Organize closets	As needed				
Wash mattress covers, pads	As needed				
Air pillows, comforters	As needed				
Wash walls, woodwork, windows	As needed				
Wash or dry-clean blankets, spreads	Seasonally				
<b>LIVING ROOM</b>					
Dispose of ashes, papers, clutter	Daily				
Straighten pillows, throws, accessories	Daily				
Vacuum rugs & upholstered furniture	Weekly				
Dust or vacuum floors, baseboards, doors, corners	Weekly				
Dust & clean accessories/light fixtures	Weekly				
Empty wastebaskets	Weekly				
Shampoo rugs/furniture	As needed				
Wipe cool lamp bulbs	As needed				
Clean under furniture	As needed				
Wash windows, curtains	As needed				
Clean/wax floors	As needed				
Dust books/pictures	As needed				
Wash walls and woodwork	As needed				
Clean closets	Seasonally				



**Oral Pre-Test for "Cleaning My Place"**  
**(Level 1 - Minimal)**

1. Describe dishwashing process and necessity.
  - a. Why should dishes be washed regularly? *(Avoid insects, mice, and rats; health; lack of clutter, etc.)*
  - b. What is process of washing dishes by hand? *(Remove food particles; prepare dishwater, wash, rinse, drain, dry.)*
  - c. In what order should dishes be washed? *(Least soiled to most soiled: glasses, silverware, dishes, service dishes, cooking utensils, pots & pans.)*
  
2. Understand sanitary garbage disposal methods.
  - a. How should food garbage be cared for? *(Place in plastic bag in tightly closed garbage can. Remove tightly closed plastic liner from house daily to closed garbage container. Clean garbage can frequently.)*
  - b. How should a garbage disposal be used? *(Grind food wastes with strong flow of cold water. Allow disposal to run until only noise of water and motor are heard. Do not pour grease or fibrous materials into disposal.)*
  
3. Demonstrate use and care of a vacuum cleaner.
  - a. What types of vacuum cleaners should be used for cleaning rugs (*upright*) and for flat surfaces, stairs, and upholstery (*canister*)?
  - b. What care should be given to vacuums? *(Empty dust collectors when bag is full or airflow is blocked. Follow directions in instructions.)*
  - c. What precautions should be taken when using upright vacuums? *(Don't run over cord; pick up matches, cigarettes, or live ashes; pick up sharp objects, etc.)*
  
5. Understand basic cleaning products.
  - a. What are general types of cleaning products? *(There are many choices for special cleaning jobs: all purpose; carpet/ upholstery; cleansers; drain; oven; specialty; tub/tile/shower; waxes; polishes; traditional (ammonia, bleach, vinegar, baking soda.)*
  - b. Why should cleaning product packages be read? *(They explain how to use product; amount to use; uses; safety information; ingredients; company name for contact if necessary.)*
  
6. Demonstrate or explain cleaning of wood, linoleum and vinyl floors, windows, furniture, bathtubs, showers, sinks. *(Have you ever cleaned: wood walls and furniture; linoleum; vinyl floor; windows; furniture; bathtub; shower; sinks? Explain processes.)*
  
7. Understand process of making a bed and sizing of mattresses and sheets.
  - a. Explain how to make a bed. Do you know how to do a "walk-around method"? *(Put two sheets on at once. You can also add a blanket on top. Fold top of top sheet down to cover top of blanket. Begin by tucking at the corner and continue tucking each side and around each corner as you walk around the bed.)*
  - b. What types and sizes of mattresses and sheets are available? *(Single or twin, double, queen, king, crib, cot, foam, daybed, extra long.)*
  - c. What size sheets do you use on your own bed? *(Choose from single, double, queen, king, foam, daybed, extra long, cot.)*
  
8. Understand wattage and its application to replacement of bulbs.

a. How do you know what bulb to choose for replacement of a burned out bulb?  
*(Replace with same wattage bulb that is being replaced. Read the writing on the bulb. Fixtures will have written information visible if wattage limits are set by the manufacturer.)*

b. How does wattage on light bulbs vary? *(More watts give more light.)*

9. Create a personal cleaning plan.

a. What cleaning jobs should be done daily, weekly, as needed, seasonally?

*(Daily- Empty garbage; wash dishes, clean sinks, and counters; wipe range top; sweep or mop floors; air beds briefly before making them; put clothes away, dispose of ashes, papers, clutter.*

*Weekly- Dispose of leftovers in refrigerator; wipe fingerprints on phone and wall switches; clean walls of shower; empty wastebasket; clean toilet; wet-mop floors; replace dirty towels; vacuum rugs; dust furniture; wipe sills; dust lamps/shades; clean telephone and media equipment.*

*As needed- Clean the following: range oven and hood/fan; inside of drawers & cupboards; sink and tub; mirrors/accessories; shower curtain/door; walls; woodwork; windows; light fixtures; mattress covers & pads; inside of drawers & cupboard. Defrost refrigerator. Etc.*

*Seasonally- Clean closets. Wash and dry blankets and spreads. Wash woodwork and doors. Clean and/or shampoo rugs. Clean windows/curtains. Clean/strip/wax floors.)*

## EVALUATION FOR "CLEANING MY PLACE" (Level 1, Minimal)

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- \_\_\_\_\_ 1. Keeping a house clean can save you money.
- \_\_\_\_\_ 2. Dishes should be rinsed with warm water.
- \_\_\_\_\_ 3. You should run garbage disposals with hot water to get rid of greasy wastes.
- \_\_\_\_\_ 4. Windows should be cleaned in bright sunlight so spots can be seen.
- \_\_\_\_\_ 5. Water stain marks on wooden furniture may naturally disappear in 24 hours.
- \_\_\_\_\_ 6. No wax vinyl floors need waxing.
- \_\_\_\_\_ 7. Ceramic tile should be cleaned with all-purpose, non-abrasive cleaner.
- \_\_\_\_\_ 8. Local garbage disposal and recycling rules should be checked before disposing of garbage.
- \_\_\_\_\_ 9. Sanforized sheets should not shrink.
- \_\_\_\_\_ 10. Soiled dishes should be faced away from water source in a dishwasher.
- \_\_\_\_\_ 11. It isn't safe to wash stainless steel and silver so they touch when in a dishwasher.
- \_\_\_\_\_ 12. A garbage disposal will not clog from fibrous items such as artichokes.
- \_\_\_\_\_ 13. Pillow cases should be bought 5" wider than their width.
- \_\_\_\_\_ 14. Linoleum can be cleaned with strong detergents and abrasives.
- \_\_\_\_\_ 15. Linoleum can be waxed with water-base or solvent-base wax as needed.

16-22. Match the best cleaning products with items to be cleaned by placing the correct letter in the right blank:

- |  |                                    |
|--|------------------------------------|
| _____ stainless steel sink                     | a. bleach cleanser                 |
| _____ inside of refrigerator                   | b. baking soda and water           |
| _____ toilet                                   | c. furniture oil treated mop       |
| _____ stained plastic laminate kitchen counter | d. non-oil wax or paste wax        |
| _____ high gloss wood table                    | e. all-purpose cleaner             |
| _____ wood floors                              | f. disinfectant cleaner            |
| _____ vinyl no-wax floor                       | g. solution of detergent and water |

23-27. Match the following cleaners with their descriptions:

- |                         |   |
|-------------------------|---|
| _____ cleanser          | a. protects surface and delays heavy cleaning                         |
| _____ liquid wax        | b. traditional cleaner that can be used for removing hard water spots |
| _____ all-purpose       | c. contains abrasives for scouring action                             |
| _____ vinegar           | d. creates foam that draws dirt to surface                            |
| _____ carpet/upholstery | e. mixes with water and is used for many cleaning jobs                |

28-33 Place in correct order of dishwashing by hand. Write number 1 for what to wash first, number 2 for what to wash second, etc.

- |                      |                  |                         |
|----------------------|------------------|-------------------------|
| _____ pots and pans  | _____ glasses    | _____ dishes for eating |
| _____ serving dishes | _____ silverware | _____ baking dishes     |

34-36. List 3 reasons for keeping a house reasonably clean.

- 1.
- 2.
- 3.

37. Professionals use the following solution when cleaning windows: 1/2 c ammonia, 1 gal water, 1/2 c white vinegar. Which of these two ingredients should not be mixed together first?

---

38-42. Explain the process of cleaning windows with a squeegee, sponge, and damp cloth with the above solution.

Mark an "X" beside each correct answer:

43-47. When cleaning a fiberglass shower you should:

- wipe down shower after each use
- clean with mild disinfectant cleaner
- clean with white nylon scrubber pad
- clean black marks and mold with cleanser
- all of the above

48-52. When cleaning bathtubs and sinks you should:

- if very dirty, rub with cleanser
- remove rust with foam cleaner using brush or nylon pad
- clean drain stoppers monthly
- clean with disinfectant cleaner or liquid cleanser
- all of the above

53-57. When cleaning toilets you should:

- clean with disinfectant
- clean with toilet brush or cloth
- wipe handle and under rim of stool
- wipe upper surfaces and base of toilet
- flush to rinse

58-62. When cleaning carpets you should:

- vacuum every day
- vacuum with 7 backward and forward strokes at least once a week
- remove stains promptly
- work from bottom to top when vacuuming stairs
- all of the above

63-67. When cleaning plastic laminated kitchen counters you should:

- remove film and spots with diluted or full strength all-purpose house cleaners
- remove spots by rubbing with kitchen cleanser
- use rust remover to get rid of rust
- wipe spill immediately
- all of the above

## KEY TO EVALUATION FOR "CLEANING MY PLACE" (Level 1, Minimal)

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- T \_\_\_\_\_ 1. Keeping a house clean can save you money.  
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 F \_\_\_\_\_ 3. You should run garbage disposals with hot water to get rid of greasy wastes.  
 F \_\_\_\_\_ 4. Windows should be cleaned in bright sunlight so spots can be seen.  
 T \_\_\_\_\_ 5. Water stain marks on wooden furniture may naturally disappear in 24 hours.  
 T \_\_\_\_\_ 6. No wax vinyl floors need waxing.  
 T \_\_\_\_\_ 7. Ceramic tile should be cleaned with all-purpose, non-abrasive cleaner.  
 T \_\_\_\_\_ 8. Local garbage disposal and recycling rules should be checked before disposing of garbage.  
 T \_\_\_\_\_ 9. Sanforized sheets should not shrink.  
 F \_\_\_\_\_ 10. Soiled dishes should be faced away from water source in a dishwasher.  
 T \_\_\_\_\_ 11. It isn't safe to wash stainless steel and silver so they touch when in a dishwasher.  
 F \_\_\_\_\_ 12. A garbage disposal will not clog from fibrous items such as artichokes.  
 F \_\_\_\_\_ 13. Pillow cases should be bought 5" wider than their width.  
 F \_\_\_\_\_ 14. Linoleum can be cleaned with strong detergents and abrasives.  
 T \_\_\_\_\_ 15. Linoleum can be waxed with water-base or solvent-base wax as needed.

16-22. Match the best cleaning products with items to be cleaned by placing the correct letter in the right blank:

- |   |   |
|---|---|
| <p>g _____ stainless steel sink<br/>         b _____ inside of refrigerator<br/>         f _____ toilet<br/>         a _____ stained plastic laminate kitchen counter<br/>         d _____ high gloss wood table<br/>         c _____ wood floors<br/>         e _____ vinyl no-wax floor</p> | <p>a. bleach cleanser<br/>         b. baking soda and water<br/>         c. furniture oil treated mop<br/>         d. non-oil wax or paste wax<br/>         e. all-purpose cleaner<br/>         f. disinfectant cleaner<br/>         g. solution of detergent and water</p> |
|---|---|

23-27. Match the following cleaners with their descriptions:

- |  |  |
|--|--|
| <p>c _____ cleanser<br/>         a _____ liquid wax<br/>         e _____ all-purpose<br/>         b _____ vinegar<br/>         d _____ carpet/upholstery</p> | <p>a. protects surface and delays heavy cleaning<br/>         b. traditional cleaner can be used for removing hard water spots<br/>         c. contains abrasives for scouring action<br/>         d. creates foam that draws dirt to surface<br/>         e. mixes with water and is used for many cleaning jobs.</p> |
|--|--|

28-33 Place in correct order of dishwashing by hand. Write number 1 for what to wash first, number 2 for what to wash second, etc.

- |  |  |   |
|--|--|---|
| <p>6 _____ pots and pans<br/>         4 _____ serving dishes</p> | <p>1 _____ glasses<br/>         2 _____ silverware</p> | <p>3 _____ dishes for eating<br/>         5 _____ baking dishes</p> |
|--|--|---|

34-36. List 3 reasons for keeping a house reasonably clean.  
(also: saves money, protects security deposit)

1. health
2. image
3. avoid insects, mice, rats

37. Professionals use the following solution when cleaning windows: 1/2 c ammonia, 1 gal water, 1/2 c white vinegar. Which of these two ingredients should not be mixed together first?  
vinegar \_\_\_\_\_ ammonia \_\_\_\_\_

38-42. Explain the process of cleaning windows with a squeegee, sponge, and damp cloth with the above solution.

Wet window with solution using sponge. Damp wipe the blade of a squeegee. Slide squeegee horizontally across top of window holding squeegee at an angle. Wipe blade each time using damp cloth. Place squeegee in the dry area created and pull vertically or horizontally. Overlap. Don't remove drops on edge of window. Wipe windowsill with damp cloth.

Mark an "X" beside each correct answer:

43-47. When cleaning a fiberglass shower you should:

- wipe down shower after each use
- clean with mild disinfectant cleaner
- clean with white nylon scrubber pad
- clean black marks and mold with cleanser
- all of the above

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- clean with disinfectant
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- wipe handle and under rim of stool
- wipe upper surfaces and base of toilet
- flush to rinse

58-62. When cleaning carpets you should:

- vacuum every day
- vacuum with 7 backward and forward strokes at least once a week
- remove stains promptly
- work from bottom to top when vacuuming stairs
- all of the above

63-67. When cleaning plastic laminated kitchen counters you should:

- remove film and spots with diluted or full strength all-purpose house cleaners
- remove spots by rubbing with kitchen cleanser
- use rust remover to get rid of rust
- wipe spill immediately
- all of the above

## **CLEANING MY PLACE** **(Level 2, Intermediate)**

These experiences are designed for intermediate knowledge needed for housekeeping.

- Persons teaching house care can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post-test included.

The objectives of this unit are to:

1. Understand how to prevent sinks and toilets from clogging.
2. Understand how to stop a toilet from running or overflowing.
3. Understand how to unplug a toilet or sink.
4. Demonstrate how to defrost a refrigerator.
5. Demonstrate how to clean a stove.
6. Understand the role of the landlord in making repairs.
7. Understand ways to conserve water and energy.

### **Suggested Added Learning Experiences**

(These can be used according to the capability of the learner.)

1. Visit a hardware store or a plumbing shop and view types of sinks and toilets.
2. Create a list of questions regarding how to repair a sink and toilet and interview a plumber or hardware store employee.
3. Prepare a list of questions you would like answered about plumbing problems. Invite a plumber or handyman into your class to answer the questions. Share the questions with him before he comes to the class.
4. Invite a landlord to come to explain tenant problems and landlord problems in rental units. Pre-prepare questions about responsibilities of the landlord and his expectations of his tenants.
5. Talk to the gas or electric company in your area and ask for information and/or a speaker about saving energy.
6. Write a radio commercial encouraging people to save energy.
7. Write an article for a local newspaper regarding the need to recycle and save energy.
8. Choose an area of the city to keep clean over a period of time.
9. Write a play about recycling and saving energy to give to a children's group.
10. Teach someone to defrost a refrigerator and clean a stove.

## **HELP! It Needs Fixing!**

*Check one of the following items to be repaired and explain or demonstrate the process of repairing the item.*

\_\_\_\_\_ clogged toilet  
\_\_\_\_\_ running toilet

\_\_\_\_\_ clogged sink  
\_\_\_\_\_ overflowing toilet

**???? Questions to be answered before you start:**

1. Should the landlord be notified?
2. Why should you check a lease before making repairs?
3. What safety measures should be taken to avoid an accident?
4. What caused the problem?
5. How could this repair have been avoided?

Equipment Needed

Products Needed

Steps to take to repair the problem:

## WHAT DO I DO NOW?

Role play the following situations:

1. You and your roommate broke a window when playing baseball. You make a plan to contact your landlord to get it repaired.
2. You and your roommate found the kitchen sink clogged after a party you gave. You try using a plunger without success. You decide what to do.
3. You wake up in the morning. When you get out of bed, you step into a puddle on the floor! You look at the ceiling and see drops of water falling into the puddle. You find something to put under the leak and decide what to do about the problem.

??? Discussion questions for each of the skits above

Do you agree with the plans made by the roommates?

With what parts of the planning steps do you disagree?

What kind of new problems could be caused by the actions the roommates wanted to take?

Which of these problems could the roommates have solved without the landlord's help?

Which problems may need the help of the landlord?

What are the steps to take when informing a landlord of a problem?

**NOW** write a letter of complaint to a landlord about the following situation:

The banister leading from the basement to your apartment has broken off. You talked with the landlord four weeks ago about the problem. The banister is still not repaired. You are concerned about falling onto the cement floor while carrying your laundry to the basement.

## **You Mean I Have to Get Rid of the Ice?**

John moved into his first apartment and really felt great! Everything was in place. Everything worked. He felt very much in control. After being in the apartment for over a month, he became concerned because there was frost collecting on the freezing compartment of his refrigerator. He had never seen this problem before. He mentioned it to a friend who said that the refrigerator just needed defrosting. John had always lived in a place that had a self-defrosting refrigerator and had never seen ice build-up before. Well.....help John out. Consider how you would explain it to him or demonstrate the defrosting process to him.

Why is it necessary to defrost a refrigerator?

What equipment will you need?

What cleaning products will you need?

What precautions will you need to tell him about?

What are the steps of the defrosting process?

**Thanks! You've been a good friend!**

## RX for Ranges

Fried hamburgers and pizza spillovers spell out messes for the range. If the range doesn't receive immediate attention, the problem grows worse....and harder to remedy.

If you need to clean a range, what process would you use? (You can explain or demonstrate.)  
**Be sure to use an instruction book if one is available.**

Part to be Cleaned	Cleaning Product	Cleaning Process
Porcelain coated stainless steel grates		
Porcelain finish exterior		
Vinyl finishes Door handles		
Chrome drip bowls		
Control knobs		
Glass, backguard oven window		
Surface burners		
Polyester end panels		
Aluminum backguard & control panel		
Chrome & stainless steel trim parts		
Broiler insert & pan		
Oven racks		
Interior porcelain finish		
Door gasket, silicone rubber		
Burner box located under cooktop		

**What are some precautions you should take?**

# **TEACH SOMEONE TO CLEAN A STOVE OR A REFRIGERATOR**

Make a lesson plan for teaching someone to clean a refrigerator or stove.

Objective: To demonstrate how to clean a \_\_\_\_\_.

- Concepts:
1. Cleaning products to be used
  2. Supplies needed
  2. Safety warnings
  3. Process of cleaning

Teacher notes:

Cleaning products to be used:

Supplies needed:

Safety warnings:

Steps in process of cleaning:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

***Now you might like to create test!***

## ENERGY SAVING PLANNING

Most apartment rentals do not include utilities such as gas and electricity in monthly rent. Water bills, however, may be included.

Make a list of 5 reasons why you should save energy.

- 1.
- 2.
- 3.
- 4.
- 5.

Make a list of 10 ways you can save gas and electricity when renting an apartment.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Share your list with a small group and combine the lists you created.

Now create a pamphlet on energy saving to share with others. You can work in small groups or separately. Figure ways to share your pamphlets with others.

**Oral Pre-Test for "Cleaning My Place"**  
(Level 2 - Intermediate)

1. Understand how to prevent sinks and toilets from clogging.
  - a. What causes sinks and toilets to clog? (*grease, food particles, paper towels, sanitary napkins, hair, etc.*)
2. Understand how to stop a toilet from running or overflowing.
  - a. What does a "running" toilet mean? (*Can hear the sound of water running continuously in a toilet.*)
  - b. How do you stop toilet from overflowing? (*Turn water valve underneath off.*)
  - c. How do you stop toilet from running? (*Jiggle handle or slightly bend metal rod between float and valve. Parts may need replacement. Talk to landlord.*)
3. Understand how to unplug a toilet or sink.
  - a. What can you use to unplug a toilet? (*A plunger.*)
  - b. How can you unplug a sink drain? (*Use a plunger first. If necessary, use a drain cleaner but not with a plunger.*)
  - b. What safety precautions should you take if using a drain cleaner? (*Follow package directions carefully. Never use a plunger, etc.*)
4. Demonstrate how to defrost a refrigerator.
  - a. What type of refrigerators do not need defrosting? (*No-frost refrigerator.*)
  - b. How thick should the frost be before defrosting is needed? (*1/2 inch*)
  - c. Explain the steps for defrosting. (*Turn off refrigerator. Remove all foods and protect by keeping cold. Put warm water in containers on shelves and in freezing unit to hurry process. Empty water containers. Wipe shelves, sides, and storage drawers with warm water and baking soda solution. Wipe door gasket with solution of baking soda, water, and detergent. Rinse. Dry. Replace foods. Turn refrigerator on. Clean fins or condenser coils.*)
  - d. What precautions are necessary? (*Don't chip ice off.*)
  - e. How do you clean a no-frost refrigerator? (*Wash shelves, sides, and storage drawers with warm water and baking soda solution; wipe door gasket with solution of baking soda, water, and detergent; rinse; dry; flush drain hole with warm water; remove and wash evaporator pan; clean fins or condenser coils.*)
5. Demonstrate how to clean a stove (range).
  - a. Explain the steps for cleaning a stove. (*Wash pans under burners when range is cool. Use hot detergent solution. Rinse. Dry. Wipe metal or porcelain ring around electrical units. Clean holes in burner ports with small wire or pipe cleaner. For thorough cleaning, remove gas range burner heads or entire burners. Wash in hot detergent solution. Scour. Rinse. Dry. Clean underneath range top. Use oven cleaner on oven. Remove stains with plastic scouring pad or steel wool. Clean racks and removable panels with warm detergent/ammonia solution. Wash outside of stove with detergent solution. Rinse. Dry.*)
  - b. What precautions are necessary? (*Wipe oven sensor temperature tube gently. Don't leave cleaning product on tube. Don't mix ammonia and chlorine bleach cleanser. Clean areas only if they are cooled. Follow directions on oven cleaners carefully.*)
6. Understand the role of the landlord in making repairs.
  - a. For what repairs is a landlord responsible? (*All structural repairs to the building and grounds. Must keep rental unit in habitable condition so it is safe for tenants.*)
7. Understand ways to conserve water and energy. (*Turn off lights and TV when not in use; take baths instead of showers; limit amount of time in showers; etc.*)

## EVALUATION for "CLEANING MY PLACE"

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- 1. A tenant is responsible for damages he causes.
- 2. Cleaning products should not be left on an oven sensor tube.
- 3. You should avoid pushing blockage down into a toilet trap when unplugging a toilet.
- 4. It is effective to use a plunger when cleaning a drain with a drain cleaner.
- 5. Baths take less water than showers do.
- 6. Refrigerators shouldn't be defrosted until frost is 1" thick.
- 7. A range top should be lifted and cleaned underneath.
- 8. Charcoal can be used to avoid refrigerator odors.
- 9. The evaporator pan in a no-frost refrigerator does not need cleaning because it only collects water.
- 10. The fumes of household ammonia can be used to clean an oven.
- 11. A detergent solution is appropriate for cleaning the outside of a refrigerator.
- 12. It's not necessary to clean under a refrigerator.
- 13. A landlord is responsible for the repair of a television set.
- 14. A plunger should be used to help clear a clogged sink when a drain cleaner is used.
- 15. You must wait at least 60 days on a repair from a landlord before taking legal action.

Place an "X" in front of all of the correct answers:

16-20. When washing pans under burners on a stove, you should:

- wipe when still hot
- use a cool detergent solution
- clean holes in burner ports with small wire or pipe cleaner
- use steel wool pads for difficult to remove burned on food
- remove electrical unit when possible and clean around it.

21-25. To hurry a refrigerator defrosting process you can:

- chip ice off with a knife
- place hot water in containers on shelves and freezing unit
- follow directions in instruction book
- leave refrigerator door open
- leave ice cube trays in freezing unit.

26-30. The first thing to do when a toilet is overflowing is:

- call the landlord
- turn off water valve under the toilet
- use plunger to open the drain
- look into toilet tank to find the problem
- bail out the water in the toilet bowl to avoid overflow.

31-40. List five ways to save energy.

1.

2.

3.

4.

5.

41-45. Explain how to clean a stove.

45-50. Explain how to defrost a non-frost refrigerator.

**KEY FOR EVALUATION FOR "CLEANING MY PLACE"**  
(Intermediate)

If the statement is true, place a "T" in front of it. If statement is false, place an "F" in front of it.

- T  1. A tenant is responsible for damages he causes.  
T  2. Cleaning products should not be left on an oven sensor tube.  
T  3. You should avoid pushing blockage down into a toilet trap when unplugging a toilet.  
F  4. It is effective to use a plunger when cleaning a drain with a drain cleaner.  
T  5. Baths take less water than showers do.  
F  6. Refrigerators shouldn't be defrosted until frost is 1" thick.  
T  7. A range top should be lifted and cleaned underneath.  
T  8. Charcoal can be used to avoid refrigerator odors.  
F  9. The evaporator pan in a no-frost refrigerator does not need cleaning because it only collects water.  
T  10. The fumes of household ammonia can be used to clean an oven.  
T  11. A detergent solution is appropriate for cleaning the outside of a refrigerator.  
F  12. It's not necessary to clean under a refrigerator.  
F  13. A landlord is responsible for the repair of a television set if it is attached to cable.  
F  14. A plunger should be used to help clear a clogged sink when a drain cleaner is used.  
F  15. You must wait at least 60 days on a repair from a landlord before taking legal action.

Place an "X" in front of all of the correct answers:

- 16-20. When washing pans under burners on a stove, you should:  
 wipe when still hot  
 use a cold detergent solution  
 clean holes in burner ports with small wire or pipe cleaner  
 use steel wool pads for difficult to remove burned on food  
 remove electrical unit when possible and clean around it.

- 21-25. To hurry a refrigerator defrosting process you can:  
 chip ice off with a knife  
 place hot water in containers on shelves and freezing unit  
 follow directions in instruction book  
 leave refrigerator door open  
 leave ice cube trays in freezing unit.

- 26-30. The first thing to do when a toilet is overflowing is:  
 call the landlord  
 turn off water valve under the toilet  
 use plunger to open the drain  
 look into toilet tank to find the problem  
 bail out the water in the toilet bowl to avoid overflow.

31-40. List five ways to save energy. *(Turn off lights and TV when not in use; take baths instead of showers, close drapes in winter, bake more than one thing in oven at a time, don't open oven unless necessary, use microwave when possible, etc.)*

- 1.
- 2.
- 3.
- 4.
- 5.

41-45. Explain how to clean a stove.

*(Wash pans and supports under burners. Wipe ring around electric surface units. Remove electrical unit when possible. Clean holes in burner ports. Wash burner heads or entire burners with hot detergent solution, scouring if necessary. Rinse. Dry. Lift range top and clean underneath with detergent solution. Rinse. Dry. Clean oven with oven cleaner following directions.)*

45-50. Explain how to defrost a refrigerator that is not frost-free.

*(When frost is 1/2 inch thick on freezer compartment, turn refrigerator off. Remove freezer trays and food. Protect food by keeping it cold. Place hot water in pans in freezer and/or on shelves. Empty collected water when frost is gone. Rinse inside, trays, drawers. Dry. Replace dried trays, drawers, and food. Clean fins or coils. Turn refrigerator on.)*

## **CLEANING MY PLACE**

### **(Level 3, Adequate)**

These experiences are designed for advanced knowledge needed for housekeeping.

- Persons teaching house care can use *CLEANING MY PLACE A Mini-Micropedia* along with these added learning experiences.
- The learning materials can be used with the Mini-Micropedia or by themselves.
- There is a pre-oral test and an objective post-test included.

The objectives of this unit are to:

1. Perform routine house cleaning to maintain a home in a reasonably clean state.
2. Explain how to paint and how to make minimum repairs for dry wall and nail holes.
3. Explain how to change a fuse and reset a circuit breaker.
4. Understand how to measure for shades, curtains and drapes.
5. Understand how to prevent and get rid of insects, mice, etc.

#### **Suggested Added Learning Experiences**

(These can be used according to the capability of the learner.)

1. Visit a store that carries paint supplies and ask prepared questions about painting and equipment that is available.
2. Plan a visit to a building where painting is being done. Preplan to talk with someone about painting while there.
3. Look on internet for helpful painting hints.
4. Visit a library and research information on household repairs including books, magazines, videos.
5. Tape and/or listen to a television housecare program.
6. Create your own television program of household repair information.
7. Interview various repairmen on tape and share with others.
8. Interview a person from a cleaning agency with pre-prepared questions.
9. Compare costs of having a professional paint a room and doing it yourself.
10. Interview or invite a speaker in from a pest control company.
11. Paint a room.
12. Repair a hole in a small piece of sheetrock or a real wall.

## SETTING MY OWN STANDARDS

List words to describe the *worst* living environment you can imagine.

Share descriptions with a small group and discuss:

1. What were your feelings when you made or heard the descriptions?
2. What would some consequences be if you had to live in that environment?
3. What could you do if you had to live in such conditions?

With your small group, list household tasks that need to be done where you live.

1. Mark a "D" beside the tasks that need to be done daily.
2. Mark a "W" beside the tasks that need to be done weekly.
3. Mark an "A" beside the tasks that need to be done as needed.
4. Mark an "S" beside the tasks that need to be done seasonally.

Answer the following questions.

1. What criteria did you use to decide how often tasks needed to be done?
2. What were some of the disagreements in your group?
3. What happens when standards differ in a group of people who live together?
4. Why do standards differ?
5. What can be done when people living together have different standards or time lines for completing tasks?

Compare your combined list with the attached list.

1. What differences do you find?

### **NOW:**

Working individually, make a list of tasks you do regularly where you live. Then mark an "X" beside those that you have done at some time.

How are you going to set your own standards when you are on your own?

What tasks would you like to learn how to do?

CREATE **Fun** WAYS  
to  
*Lighten Your Household Tasks*

Have you ever read the book "Cheaper by the Dozen"? It was written by Frank Gilbreth who is known worldwide as the "time and motion" inventor. The techniques taught were a part of the industrial revolution's assembly lines where workers wasted little motion and/or time. More products were produced more quickly. Profit was therefor increased. His wife continued his work after he died.

The Gilbreths had a family of 12 children..... thus the name of the book. Their children were taught to use their time by not wasting any motion that was unnecessary. They even ate apples, core and all.

Below is a list of words, including "Time and Motion " that can tax your imagination as you try to create some ways to lighten the boredom and repetitive tasks that housework often requires. As an example: You save "time and motion" by washing a floor with one hand and drying it with the other, going over areas only once in a pattern.

Choose one set of words from the list and create your own methods. Work with another person or by yourself. Once you've figured out a plan for making cleaning more fun and faster, demonstrate the method to someone.

1. Round About
2. Both Hands
3. Exercise
4. Beat Your Own Record
5. Clean-a-Room-A-Day
6. Music
7. Sandwich Time
8. Military White Glove Inspection
9. Rap It!
10. Let's Make a Deal
11. Time & Motion
12. Win the Game
13. Clean-As-You-Go

## HELP! It Needs Fixing!

Check one of the following items to be repaired and explain or demonstrate the process of repairing the item.

\_\_\_\_\_ fixing a hole in the wall  
\_\_\_\_\_ painting a room  
\_\_\_\_\_ resetting a circuit breaker

\_\_\_\_\_ replacing a light bulb  
\_\_\_\_\_ changing a fuse

???? Questions to be answered before you start:

1. Should the landlord be notified?
2. Should you check a lease before making repairs?
3. What safety measures should be taken to avoid an accident?
4. What caused the problem?
5. How could this repair have been avoided?

Equipment Needed

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Products Needed

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Steps to take to repair the problem:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

## **IT CAN MEAN YOUR LIFE!**

(INTERVIEW AN ELECTRICIAN, CRUISE THE INTERNET,  
or  
READ A GOOD BOOK)

Electricity is an important part of our lives. It can be a friend or an enemy. Because shocks can be very light or deadly, it is important to understand how to stay safe. Before you deal with anything electrical, you should understand some basics.

Find answers to the following questions:

1. What training is needed to be a licensed electrician?
2. What safety measures do you suggest for people when they use electricity?
3. What should be done if lights go out in an apartment?
4. How do you change a fuse?
5. How do you reset a circuit breaker?
6. What does a shock from an appliance indicate?
7. How do I know if the place I rent has faulty wiring?
8. How does electricity cause fires?
9. What can I do if there aren't enough outlets in my kitchen?
10. How do I protect my computer and television from lightening strikes?
11. Other things I'd like to know:

After you've received answers to the questions above, answer the following questions yourself.

1. Is the information I received valid?
2. What other types of information do I need to know?

## ELECTRICAL DETECTIVE AT WORK



It's best to be prepared before lights go out! It's time to do some detective work early .

Explore your living space.....

Where is the electric entrance panel located?

Is there a written list indicating what areas are serviced by each fuse or circuit breaker?

Does the main service panel have fuses or circuit breakers?

If it has fuses, what numbers are on the fuses?

Are there extra fuses near so they can be replaced easily when needed?

Is there a new replacement for each number?

What does a blown out fuse look like?

How is the fuse replaced?

If there is a circuit breaker, how do you reset it?

Is there a flashlight available that works in case it is needed when lights go out?

What precautions do you need to take when you work with the electric panel?

Check for electrical safety!

- There are not several appliances used with an extension cord.
- There are no multiple outlet plugs used for appliances.
- There are no cords running under rugs.
- There are no worn, broken, or brittle cords.
- All appliances are in good repair.
- There is a fire extinguisher quickly available.

When should your landlord or an electrician be called?

What kind of training is necessary for a certified electrician?



## INTERVIEW A PAINTER

Painters have a lot of techniques to share that help do a quality job and save time. Here are some questions to ask. You'll probably have even more once you start talking. A painter can even show you some of the equipment used. (A trip to a paint store may also give you answers and you can see the latest!) You can also research answers with books and catalogs.

What kind of paint brushes are available?

How do you judge good quality in a paint brush?

What type of brush is best for applying latex paint?

What equipment is available to use for paint rollers?

How do you choose a roller pad?

How do you choose a paint pad?

Fill out the following chart:

Paint type	Advantages	Disadvantages
Alkyd-base		
Oil-base		
Latex		

What process do you use for applying paint to a wall with a brush?

What process do you use for applying paint to a wall with a roller?

What process do you use for applying paint with a paint pad?

How do you do ceilings?

What does it mean to "cut in" corners?

How do you clean your brushes, rollers, and pads?

How can I avoid putting paint on the woodwork?

What should be done to prepare a room for painting?

## TIME TO PAINT



Lee was getting ready to move into a new apartment. She wanted to get her security deposit back because she needed the money for moving expenses. She decided to read her lease again to make sure she had met her agreements. She found she wasn't supposed to leave holes in the wall. Oops! She had hung some pictures with nails. She'd need to plug the holes. What directions would you give to her?

Supplies needed:

Process:

Pedro wanted to paint the walls of his living room a different color. He read his lease and then talked with his landlord. He was given permission to paint the one room. He asked you to help him do the painting since he had never painted before. (You can role play your planning.)

Supplies needed:

Pre-preparation needed:

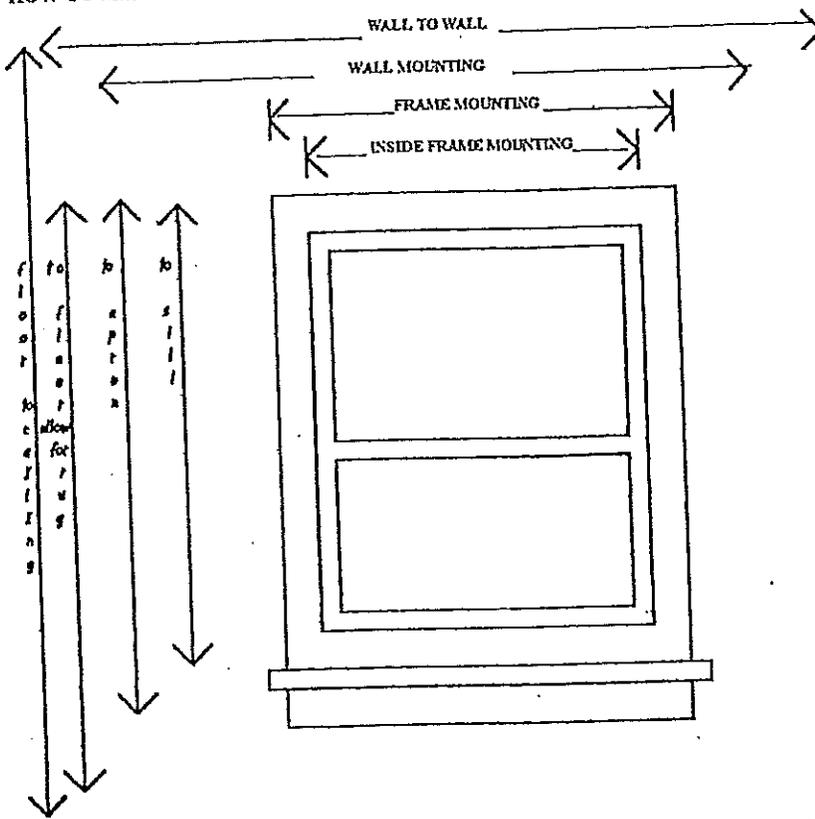
Process:

## MEASURE FOR CURTAINS

You've moved into your new apartment and want to hang something over your bedroom window. What measurements do you need to consider? \_\_\_\_\_

How accurate must your measurements be? \_\_\_\_\_

### HOW TO MEASURE:



What measurements are needed for the following types of window coverings?

Roller shades:

Casement curtains (only to sill):

Criss-cross priscillas:

Draw draperies (remember to allow for overlap):

Valances:

Other choice?

## GETTING RID OF UNWANTED GUESTS.... PEST CONTROL!



You found small holes in a wool sweater. What could have caused the holes? \_\_\_\_\_  
What can you do to avoid the insect causing the problem to other woolens?

When you went into the kitchen at midnight to get a snack, you saw black bugs scurrying across the counter. What might these insects be? \_\_\_\_\_  
What problems could they cause? \_\_\_\_\_

What should you do to get rid of them?

How can you avoid them in the future?

As you cleaned a spot of ketchup from your rug, you noticed that something had been eating the fibers of your rug. You decided to look at night to see if you could discover the insect that might be causing this. When you turned on the lights, you saw a silver bug run back under the floor molding. What could this insect be? \_\_\_\_\_  
How can you get rid of the insects?

How can you avoid them in the future?

You found an army of ants crossing your kitchen counter on their way to your cupboard. What can you do to get rid of them?

How can you avoid them in the future?

There were mouse droppings in your cupboard. What can you do to get rid of them?

How can you avoid them in the future?

**Oral Pre-Test for "Cleaning My Place"**  
**(Level 3 - Adequate)**

1. Perform routine house cleaning to maintain a home in a reasonably clean state.
  - a. What tasks do you perform regularly where you live? *(Answers vary)*
  - b. What tasks need to be done daily? *(Take garbage out, wash dishes, sweep floors etc.)*  
Weekly? *(Change linens, dust, vacuum, empty wastebaskets, clean toilet, wet-mop, etc.)*  
As Needed? *(Clean shower, wash walls, clean/defrost refrigerator, vacuum upholstery, etc.)*  
Seasonally? *(Clean/strip floor, clean windows, clean closets, etc.)*
  - c. Why is keeping a home in a reasonably clean state important? *(Health, saves money, sets image, etc.)*
  - d. In what ways could cleaning be made fun to do? *(Share it, work to music, try to beat your own time, etc.)*
1. Explain how to paint and how to make minimum repairs for dry wall and nail holes.
  - a. Have you ever repaired dry wall? *(Yes or no)*
  - b. How is the job of repair done? *(Use joint compound to fill hole. Smooth with putty knife. Dry. Sand if necessary. Paint to match wall.)*
  - c. Have you ever repainted a wall? *(Yes or no)*
  - d. How is painting done? *(Choose paint type and equipment. Remove obstacles in room including switch plates. Protect floors and furniture. Prepare walls by filling holes and washing if necessary. Spot prime if appropriate. Apply paint with method appropriate to type of applicator and type of paint. Clean equipment.)*
3. Explain how to change a fuse and reset a circuit breaker.
  - a. Have you ever changed a fuse or reset a circuit breaker? *(Yes or no)*
  - b. What steps are needed for replacing a fuse or circuit breaker? *(Replace a fuse that is discolored with a broken metal strip with a fuse of the same size. Turn a circuit breaker to the "On" position.)*
4. Understand how to measure for shades and curtains.
  - a. Have you ever measured for shades or curtains? *(Yes or no)*
  - b. What steps should be taken? *(Choose type of window covering and placement on wall and/or window frame. Measure very accurately. Allow extra inches for overlap of rod and overlap of drapes if choosing to put drapes at a window.)*
5. Understand how to prevent and get rid of insects, mice, etc.
  - a. How do you avoid getting insects and mice in an apartment? *(Keep garbage in clean, covered garbage containers. Remove garbage daily to outside. Avoid stacks of paper and magazines. Remove dust and dirt from crevices, cracks, floor boards. Moth proof woolens. Keep areas clean from debris, etc.)*
  - b. How do you get rid of insects and mice in an apartment? *(Use insecticides or traps following directions on packages. Use safety measures to protect humans and pets. Talk to landlord or health department if problem is severe.)*

**Evaluation for "Cleaning My Place"**  
**(Level 3 - Adequate)**

Place a "T" in front of the statements that are true and an "F" in front of the statements that are false.

- 1. A quality paint brush has split ends.
- 2. Landlords are responsible for getting rid of severe insect problems.
- 3. Large cracks may need to be made larger before repairing.
- 4. Time and motion methods can be used for cleaning.
- 5. If you don't have a fuse handy, you can replace it with a penny until you can buy a new fuse.
- 6. It's safe to work on a wet floor when changing a fuse.
- 7. Brushes should be stored standing up.
- 8. A brittle cord is safe to use.
- 9. The naps of all paint rollers are the same.
- 10. An electric fire should be put out with water.
- 11. Some joint compounds can be mixed with water.
- 12. Nylon bristles are best for use with oil paints.
- 13. Moth larvae can be responsible for eating holes in wool.
- 14. Damp areas attract insects.
- 15. Grain products should be kept in tightly closed containers.

Mark an "X" by all the correct answers in the statements below.

- 16-20. When you measure for draperies, you should:
- decide how long you want them to be
  - measure accurately
  - allow extra inches for covering a draw curtain rod
  - decide where you want them placed on wall or window casing
  - all of the above

- 21-25. Latex paint:
- requires special cleaner for brushes
  - is water soluble
  - is easy to apply
  - dries fast
  - is resistant to stains

- 26-30. Oil based paint:
- dries fast
  - is easy to apply
  - is resistant to stains
  - can be cleaned with turpentine
  - all of the above

31-35. When painting walls with a paint brush:

- use paint brush to cut in all corners at ceilings, woodwork, and corners
- cover wood edges with masking tape
- paint with light, steady pressure to the end of the stroke
- paint quickly in series of diagonal strokes
- all of the above

36-40. These tasks should be done daily:

- remove garbage from house
- sweep floors
- dust
- wash dishes
- vacuum rugs

41-45. These tasks should be done only as needed:

- clean shower
- wash windows
- clean/wax floors
- dust books/pictures
- air pillows and comforters

Match the following words with the correct definitions by filling in the blanks:

- |   |   |
|---|---|
| <input type="checkbox"/> 46. wattage        | a. flow of electricity                          |
| <input type="checkbox"/> 47. voltage        | b. rate of flow of electricity                  |
| <input type="checkbox"/> 48. amperes        | c. electric pressure                            |
| <input type="checkbox"/> 49. fuses          | d. protective device to cut flow of electricity |
| <input type="checkbox"/> 50. entrance panel | e. place where circuit breakers and fuses are   |

Match the following words with the correct definitions by filling in the blanks:

- |   |   |
|---|---|
| <input type="checkbox"/> 51. centipedes     | a. carry diseases                           |
| <input type="checkbox"/> 52. crickets       | b. do not cause damage                      |
| <input type="checkbox"/> 53. carpenter ants | c. eat wood of which houses are constructed |
| <input type="checkbox"/> 54. cockroaches    | d. chew silks, cotton, and woolens          |
| <input type="checkbox"/> 55. silverfish     | e. eat starchy items                        |

56-60. What steps should be taken if cupboards are infested with insects?

Evaluation Key for "Cleaning My Place"  
(Level 3 - Adequate)

Place a "T" in front of the statements that are true and an "F" in front of the statements that are false.

- T\_\_\_\_\_ 1. A quality paint brush has split ends.
- T\_\_\_\_\_ 2. Landlords are responsible for getting rid of severe insect problems.
- T\_\_\_\_\_ 3. Large cracks may need to be made larger before repairing.
- T\_\_\_\_\_ 4. Time and motion methods can be used for cleaning.
- F\_\_\_\_\_ 5. If you don't have a fuse handy, you can replace it with a penny until you can buy a new fuse.
- F\_\_\_\_\_ 6. It's safe to work on a wet floor when changing a fuse.
- F\_\_\_\_\_ 7. Brushes should be stored standing up.
- F\_\_\_\_\_ 8. A brittle cord is safe to use.
- F\_\_\_\_\_ 9. The naps of all paint rollers are the same.
- F\_\_\_\_\_ 10. An electric fire should be put out with water.
- T\_\_\_\_\_ 11. Some joint compounds can be mixed with water.
- F\_\_\_\_\_ 12. Nylon bristles are best for use with oil paints.
- T\_\_\_\_\_ 13. Moth larvae can be responsible for eating holes in wool.
- T\_\_\_\_\_ 14. Damp areas attract insects.
- T\_\_\_\_\_ 15. Grain products should be kept in tightly closed containers.

Mark an "X" by all the correct answers in the statements below.

16-20. When you measure for draperies, you should:

- X\_\_\_\_\_ decide how long you want them to be
- X\_\_\_\_\_ measure accurately
- X\_\_\_\_\_ allow extra inches for covering a draw curtain rod
- X\_\_\_\_\_ decide where you want them placed on wall or window casing
- X\_\_\_\_\_ all of the above

21-25. Latex paint:

- \_\_\_\_\_ requires special cleaner for brushes
- X\_\_\_\_\_ is water soluble
- X\_\_\_\_\_ is easy to apply
- X\_\_\_\_\_ dries fast
- \_\_\_\_\_ is resistant to stains

26-30. Oil based paint:

- \_\_\_\_\_ dries fast
- \_\_\_\_\_ is easy to apply
- X\_\_\_\_\_ is resistant to stains
- X\_\_\_\_\_ can be cleaned up with turpentine
- \_\_\_\_\_ all of the above

31-35. When painting walls with a paint brush:

- X  use paint brush to cut in all corners at ceilings, woodwork, and corners
- X  cover wood edges with masking tape
- paint with light, steady pressure to the end of the stroke
- paint quickly in series of diagonal strokes
- all of the above

36-40. These tasks should be done daily:

- X  remove garbage from house
- X  sweep floors
- dust
- X  wash dishes
- vacuum rugs

41-45. These tasks should be done only as needed:

- X  clean shower
- X  clean drawers and cupboards
- X  clean/wax floors
- X  dust books/pictures
- X  air pillows and comforters

Match the following words with the correct definitions by filling in the blanks:

- |   |   |
|---|---|
| a <input type="checkbox"/> 46. wattage        | a. flow of electricity                          |
| c <input type="checkbox"/> 47. voltage        | b. rate of flow of electricity                  |
| b <input type="checkbox"/> 48. amperes        | c. electric pressure                            |
| d <input type="checkbox"/> 49. fuses          | d. protective device to cut flow of electricity |
| e <input type="checkbox"/> 50. entrance panel | e. place where circuit breakers and fuses are   |

Match the following words with the correct definitions by filling in the blanks:

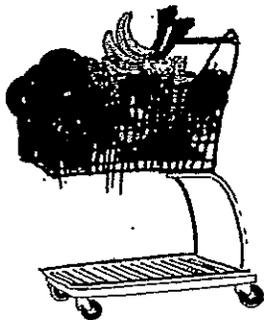
- |   |   |
|---|---|
| b <input type="checkbox"/> 51. centipedes     | a. carry diseases                           |
| d <input type="checkbox"/> 52. crickets       | b. do not cause damage                      |
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| a <input type="checkbox"/> 54. cockroaches    | d. chew silks, cotton, and woolens          |
| e <input type="checkbox"/> 55. silverfish     | e. eat starchy items                        |

56-60. What steps should be taken if cupboards are infested with insects?

*(Remove contents. Vacuum cracks. Clean and disinfect. Apply surface insecticides following directions carefully. Dry. Line with paper. Do not contaminate foods!)*



# **HUNGRY? EAT HEALTHY!**



**Activities for Real Life Learning**

by  
**Marian B. Latzko**

# ***HUNGRY? EAT HEALTHY!***

## ***ACTIVITIES for "REAL LIFE"***

These experiences are designed to go along with *HUNGRY? EAT HEALTHY! A Mini-Micropedia*. \* or "I CAN DO IT! A Micropedia of Living On Your Own". The sheets are designed to be used:

- with the Mini-Micropedia to apply and practice the knowledge offered in the book.
- by themselves as appropriate to the teacher and the learner.

**It is especially meaningful to allow the mini-micropedias to go with the "students" after their training. In this way they can look up what they need to know when they need it.**

### **LEVELS OF LEARNING**

The experiences are designed for three different levels of understanding needed when finding a place to live.

1. **MINIMAL:** This is for very basic knowledge needed. It includes: choosing nutritional foods, types of restaurants, ordering from menus, recipe terminology, setting a table, names and uses of cooking utensils, preparing a day's meals for one person.
2. **INTERMEDIATE:** This is for further knowledge and includes: food storage, judging food quality, buying fresh produce, labeling, comparison shopping for foods, food safety, planning and preparing a full day's meals within a food budget, creating shopping lists for menus.
3. **ADEQUATE:** This unit offers more comprehensive knowledge needed. Included are: nutritious meal planning, cooking terms, food preparation, recipe adjustments, food budgeting.

### **ADDED SUGGESTIONS FOR LEARNING**

**The cover sheet for each level has additional ideas for teaching. These are added to enrich the learning and to apply the knowledge learned in different ways. They will expand the knowledge through real applications. This will be especially meaningful for different types of learners.**

### **TESTS ARE INCLUDED**

If you need to know where the learner's knowledge level is before training, pre-tests are included. They are in the form of oral tests. There are also post-tests that can help evaluate what was learned.

\* "Hungry? Eat Healthy! A Mini-Micropedia" is taken from appropriate chapters of "I CAN DO IT! A Micropedia of Living On Your Own" by Marian B. Latzko M.S. Copyright 1996 Revised 1998 for its third edition. For further information call: MICROLIFE 1-888-357-7654 or fax 1-920-735-9434.

**NOTE: THESE MATERIALS ARE TO BE USED FOR EDUCATIONAL PURPOSES ONLY. THEY SHOULD BE REPRODUCED IN ONLY ONE SCHOOL OR EDUCATIONAL SETTING**

# ***HUNGRY? EAT HEALTHY!***

## ***A Mini-Micropedia***

**(level 1, MINIMAL)**

**These experiences are designed for minimal knowledge needed for nutritional food choices and preparation.**

- Persons teaching foods and nutrition can use *HUNGRY? EAT HEALTHY! A Mini-Micropedia\** or *I CAN DO IT! A Micropedia of Living On Your Own* along with these learning experiences.
- The learning experiences can be used with the Mini-Micropedia, the Micropedia, or by themselves.
- There is an oral pretest and an objective post test included.
- The activities can be reproduced in one school or educational setting.

**The objectives of this unit are to:**

1. Apply basic daily nutritional requirements to personal diets.
2. Understand how to order nutritional food and pay bills in fast food and cafeteria restaurants.
3. Understand how to read a menu and order nutritional foods in a family or specialty restaurant.
4. Understand names and uses of simple cooking utensils and appliances.
5. Understand basic recipe terms.
6. Set a table properly.
7. Prepare breakfast, lunch, and dinner for one person.

### **Suggested Added Learning Experiences**

**(These can be used according to the capability of the learner.)**

1. Create list of questions for a nutrition specialist who would be a guest speaker.
2. Visit a nutrition site for the elderly food program (Title VII) and visit with person creating the menus. (Could interview older adults regarding their food habits of the past and present.)
3. Make a plan to take a meal to another person as a special gift.
4. Create a meal plan that includes family customs or traditions.
5. Gather nutritional information from local fast food restaurants and compare them.
6. Draw cartoons about good and poor eating habits.
7. Create nutritious snacks for children for a day-care center.
8. Have a "tasting party" to introduce new foods.
9. Create a puppet show about nutrition.
10. Create nutrition information on place mats.
11. Visit a store that carries kitchen utensils and see if you know what each utensil is.
12. Go to a restaurant for a meal.
13. Make a Bingo or rummy game about nutrition or recipe terms.
14. Create a restaurant menu that includes foods that would meet basic dietary guidelines.
15. Check web sights for nutrition information.
16. Visit a restaurant and talk with the manager. Find out about restaurant jobs.

## WHAT DO YOU THINK?

List the foods that you think are good for you and bad for you. List reasons for your decisions.

 Good for you?	 Bad for you?
Food	Food
Reasons	Reasons
<i>(i.e. vegetables Have vitamins, minerals, low calories)</i>	

**Check your nutrition knowledge!** Place a T in front of true answers and an F in front of false answers.

- \_\_\_ 1. Dried beans are a good source of complete protein.
- \_\_\_ 2. Orange juice is a rich source of Vitamin C which helps to hold cells together.
- \_\_\_ 3. Milk's only purpose is for the building of bones and teeth.
- \_\_\_ 4. Donuts belong in the bread and cereal group since they are made of flour.
- \_\_\_ 5. Fats are not good for you because they make you fat.
- \_\_\_ 6. Deep yellow/orange vegetables are one of the richest sources of vitamin A.

### *Answers with explanations:*

1. False. There are 22 different building blocks (called amino acids) in protein. It is necessary to have nine of these building blocks to build and repair body tissues such as muscles. Only animal products like eggs and meat are considered **complete proteins** since they have all nine of the necessary building blocks. Foods like dried beans, rice, and legumes are **incomplete protein**. These sources can, however, be combined with other protein foods to get all of the necessary amino acids. They do not have all of the necessary ones by themselves. Vegetarians need to combine protein sources carefully to stay healthy. Remember that dried beans and legumes are still excellent, inexpensive protein sources.
2. True. Fruits and vegetables furnish many of the vitamins and minerals necessary for regulating body processes. Oranges are a rich source of vitamin C that builds the collagen that holds cells together. Since vitamin C doesn't store well in the body, it needs to be replaced daily. (B vitamins also need to be replaced daily.)
3. False. Milk is nature's most perfect food. It's a rich source of protein, minerals, and many vitamins.
4. False. Donuts are so full of fat and sugars that they are placed in the fats, oils, and sweets group. The bread and cereal group is the chief source of carbohydrates (used for energy), vitamins and minerals. It's a rich source of the B vitamins that are used for such things as healthy nerves and regulating body processes.
5. False. Fats are necessary nutrients. They are a rich source of energy and are used for such things as storage of fat soluble vitamins A and D. A diet should include no more than 1/3 of its calories from fats. Only 10% of fats should be saturated (found in meat, milk, palm oil, and coconut oil.) 20% should be unsaturated (found in vegetable oils, nuts and high-fat fish.) Partially hydrogenated vegetable oils such as those in margarines and shortenings, contain a form of unsaturated fat that may raise blood cholesterol. **Weight is gained by eating too many calories from any kinds of foods.**
6. True. Deep yellow, orange and green vegetables are the richest sources of vitamin A that help to keep skin and mucous membranes healthy. Other examples: prevents night blindness and helps build bones.



# DO YOU KNOW WHERE FOODS FIT?



Keeping track of nutrients you need each day is very complicated. You would need to add grams of each food eaten for: calories, protein, fat, cholesterol, carbohydrates, calcium, phosphorus, iron, potassium, sodium, all vitamins, etc. Nutritionists have come to your rescue with the food pyramid! They figured a simple way.

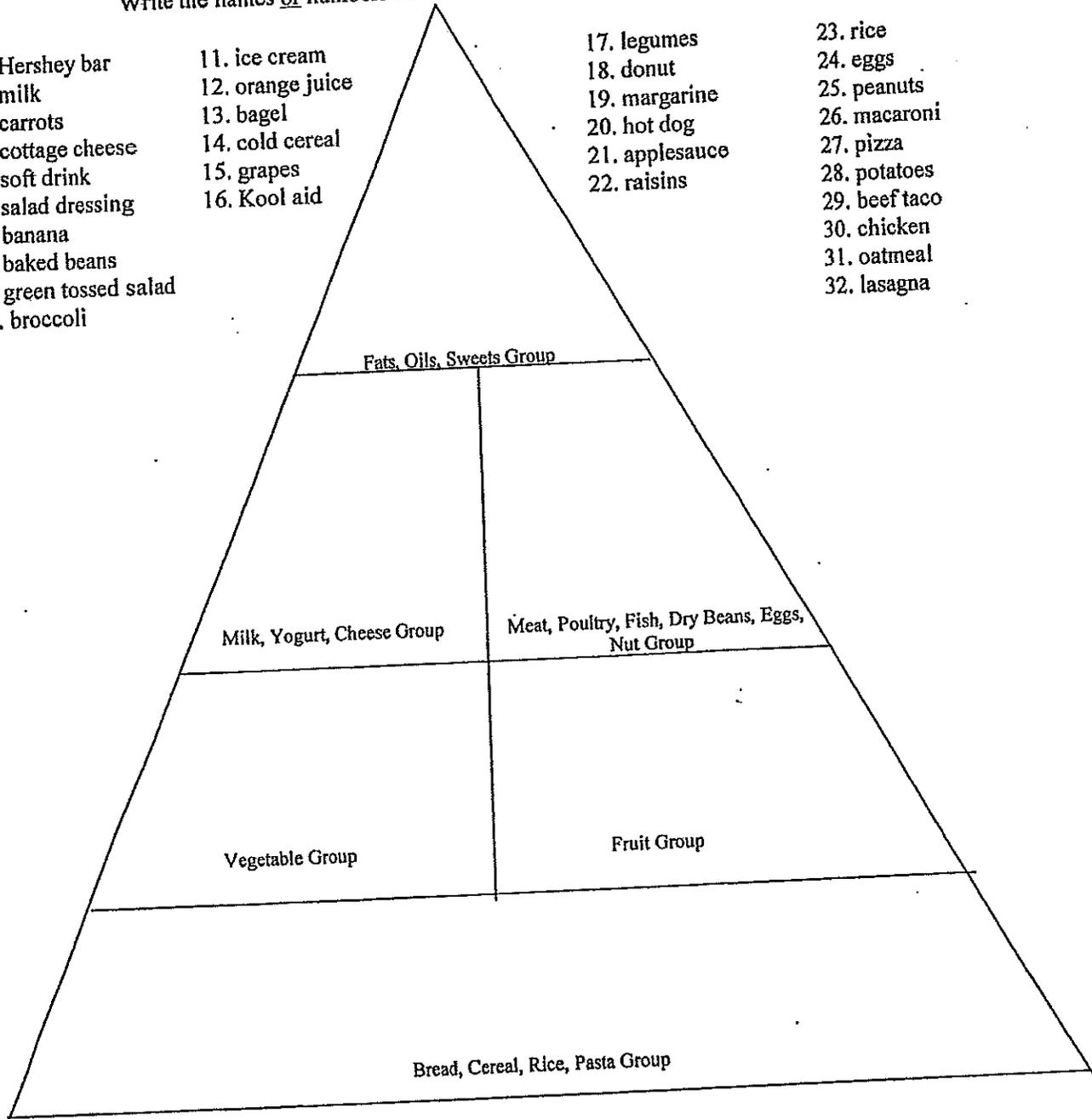
Write the names or numbers of the foods where they belong on the food pyramid.

1. Hershey bar
2. milk
3. carrots
4. cottage cheese
5. soft drink
6. salad dressing
7. banana
8. baked beans
9. green tossed salad
10. broccoli

11. ice cream
12. orange juice
13. bagel
14. cold cereal
15. grapes
16. Kool aid

17. legumes
18. donut
19. margarine
20. hot dog
21. applesauce
22. raisins

23. rice
24. eggs
25. peanuts
26. macaroni
27. pizza
28. potatoes
29. beef taco
30. chicken
31. oatmeal
32. lasagna



### Questions:

1. Did some foods fit into more than one group?
2. How do you judge where to put them?
3. Is this type of food pyramid used by people in other countries?
4. What different types of foods might be placed on the pyramid in other countries?



# KEEP TRACK OF YOUR DIET FOR 4 DAYS



List all foods that you eat each day. Include any snacks and soft drinks. List according to cup measurements for fruits and vegetables unless whole pieces are eaten. Meat should be listed by ounces (a 3 oz serving is about the size of a deck of cards.)

<b>DAY 1</b>	<b>Amount Eaten</b>	<b>DAY 2</b>	<b>Amount Eaten</b>
Breakfast		Breakfast	
Snack		Snack	
Lunch		Lunch	
Snack		Snack	
Dinner		Dinner	
Snack		Snack	
<b>DAY 3</b>	<b>Amount Eaten</b>	<b>DAY 4</b>	<b>Amount Eaten</b>
Breakfast		Breakfast	
Snack		Snack	
Lunch		Lunch	
Snack		Snack	
Dinner		Dinner	
Snack		Snack	



## HOW DID I DO???

It's time to analyze your diet. Find out if you ate the foods needed for being the best you can be. Remember the Pyramid Food Group requirements:

<u>Milk, Yogurt, and Cheese</u>	<u>Vegetable</u>	<u>Fruit</u>
1 cup milk or yogurt	1 c raw leafy vegetables	1 medium apple, banana, orange
1 1/2 oz of natural cheese	1/2 c of other vegetables	1/2 c chopped, cooked, canned
2 oz process cheese (3" cube)	cooked or chopped raw	1/2 c fruit juice
2 c cottage cheese	3/4 c vegetable juice	1 c fresh berries
1 1/2 slices American processed cheese		1/2 cantaloupe or grapefruit
1 3/4 c ice cream		

<u>Meat, Poultry, Fish, Dry Beans, Eggs, and Nuts</u>	<u>Bread, Cereal, Rice, and Pasta</u>
2-3 oz cooked lean meat, poultry, or fish	1 slice bread
1/2 c cooked dry beans, dry peas, or lentils	1/2 to 3/4 c cooked cereal, rice, or pasta
1 egg or 2 T peanut butter count as 1 oz lean meat	1 oz ready-to-eat cereal
1/3 c canned tuna or salmon	1 enriched or whole grain roll, biscuit, or muffin
1/2 c nuts	1/2 bagel, 1 pancake, or 1 tortilla

Fats, Oils, and Sweets  
 These are not counted since advice is "USE SPARINGLY" (includes candy, donuts, pies, sodas, etc.)

DAY 1				DAY 2			
Group	# Required	# Eaten	# Needed	Group	# Required	# Eaten	# Needed
Milk	2-3	_____	_____	Milk	2-3	_____	_____
Vegetable	3-5	_____	_____	Vegetable	3-5	_____	_____
Fruit	2-4	_____	_____	Fruit	2-4	_____	_____
Meat	2-3	_____	_____	Meat	2-3	_____	_____
Bread	6-11	_____	_____	Bread	6-11	_____	_____
DAY 3				DAY 4			
Group	# Required	# Eaten	# Needed	Group	# Required	# Eaten	# Needed
Milk	2-3	_____	_____	Milk	2-3	_____	_____
Vegetable	3-5	_____	_____	Vegetable	3-5	_____	_____
Fruit	2-4	_____	_____	Fruit	2-4	_____	_____
Meat	2-3	_____	_____	Meat	2-3	_____	_____
Bread	6-11	_____	_____	Bread	6-11	_____	_____

### ??? QUESTIONS TO CONSIDER ???

1. Are you pleased with your eating habits and diet?
2. What are some of the things you have control over in your food choices?
3. What are some of the things you don't have control over in your food choices?
4. What alternatives do you have to make changes you desire?
5. What changes could you make to meet your basic food requirements?
6. What are the consequences of the changes you choose to make?

### MAKE A PLAN!

Changes to Make	Starting Date	One Week Evaluation		
		Did it!	Almost	Not yet!

Signed \_\_\_\_\_ Date \_\_\_\_\_

# I AM WHAT I EAT?

"YOU MEAN YOU CAN TELL WHAT I EAT BY THE WAY I LOOK AND ACT?"

## THINK ABOUT IT . . . . . ANALYZE YOURSELF

Food supplies the chemicals that your body needs to build and repair itself. If some nutrients are missing from your diet, your body does the best it can with what is supplied. It can store some nutrients, but needs replacements. Look at yourself to see if you are the best that you can be. Lack of nutrients is one important indicator of your health. Check the following indicators that fit you.

- |   |  |
|---|--|
| <input type="checkbox"/> Alert and attentive                | <input type="checkbox"/> Well-formed, orderly teeth that are free of decay |
| <input type="checkbox"/> Full of energy                     | <input type="checkbox"/> Poorly-formed teeth with decayed or filled teeth  |
| <input type="checkbox"/> Emotionally stable                 | <input type="checkbox"/> Gums are spongy and bleed easily                  |
| <input type="checkbox"/> Sensitive to noise                 | <input type="checkbox"/> Tongue is deep red                                |
| <input type="checkbox"/> Nervous                            | <input type="checkbox"/> Tongue is swollen with raw sores                  |
| <input type="checkbox"/> Hair is brittle and dull           | <input type="checkbox"/> Clear, firm skin that has good color              |
| <input type="checkbox"/> Hair is shiny                      | <input type="checkbox"/> Cracked, puffy, blemished skin with poor color    |
| <input type="checkbox"/> Firm, well formed fingernails      | <input type="checkbox"/> Eyes are clear, bright, shiny                     |
| <input type="checkbox"/> Ridged, brittle fingernails        | <input type="checkbox"/> Eyes are inflamed, dull, poor color               |
| <input type="checkbox"/> Sick often                         | <input type="checkbox"/> Have poor appetite                                |
| <input type="checkbox"/> Have poor resistance to infections | <input type="checkbox"/> Am often tired                                    |

## MY SIZE

Height      ft      in I'm:      Short      Medium      Tall  
 Weight      lbs I'm:      Light      Heavy  
     Ideal      Plump      Top heavy  
 Body build:      Endomorph (round,soft)      Ectomorph (slender)  
     Mesomorph (muscular)      Combination (be specific)

Frame: (Wrap left middle finger and thumb around right wrist)

- Small frame (finger and thumb overlap)  
 Medium frame (finger and thumb just touch)  
 Large frame (finger and thumb do not touch)

Large body frames can carry more weight. Smaller frames should have less weight.

## WANT TO ADD OR LOSE WEIGHT?

You need to eat 3500 calories more to gain 1 pound  
 You need to eat 3500 calories less to lose 1 pound.  
 Figure your calorie needs.

## MEDIAN HEIGHTS & WEIGHTS RECOMMENDED CALORIES

Category	Age (years)	Weight	Height	Per day
Males	15-18	145	69	3,000
	19-24	160	70	2,900
	25-50	174	70	2,900
	51+	170	68	2,300
Females	15-18	120	64	2,200
	19-24	128	65	2,200
	25-50	138	64	2,200
	52+	143	63	1,900

KEEP TRACK OF THE FOODS YOU EAT FOR A FEW DAYS. LOOK AT A CALORIE CHART AND SEE IF YOU'RE EATING THE RIGHT NUMBER OF CALORIES FOR YOUR SIZE.

My calorie intake average      My calorie needs       
     I'm happy with my weight.  
     I want to gain      lbs. I want to lose      lbs.

My daily nutrition is:  
     Excellent      Good      Fair      Poor

These are the changes I want to make in my eating habits:



## EXERCISE AND EATING GO HAND-IN-HAND

Exercise	Estimated # Calories/used per pound per hour
Sleeping	0.5
Sitting	0.9
Light exercise	1.2
(dressing, cooking, driving car)	
Moderate exercise	1.9
(walking, bicycling, housework, gym)	
Active exercise	2.7
(dancing, skating, golf)	
Very active exercise	4.7
(football, tennis, racquetball, skiing)	



**"ARE FAST FOODS GOOD OR BAD FOR ME?"**  
**THE ANSWER IS.....YES!!** It's a bit of both.

Fast foods can be good because they have many needed nutrients in them. They can also be bad if too many are eaten. Remember that the Dietary Guidelines for Americans recommends:

- \* a diet low in fat, salt, and sodium
- \* maintaining a healthy weight
- \* sugar in moderation
- \* eating a variety of fruits, vegetables, and grains

Look at the fast food items below and see how they compare with the recommended allowances of fat and sodium (salt) per day. (Based on a 2,200 calorie diet, you need less than : 73 g of fat; 2,400 mg of sodium.) Also note the calories and compare them with your own needs per day.

SANDWICHES, ENTRIES & SIDE ORDERS	Calories	Calories from Fat	Total Fat g	Sodium mg	Sugar g
McDonald's Filet-O-fish	360	150	16	690	6
Burger King Whopper	600	360	40	900	8
McDonald's Big Mac	530	250	28	880	8
Wendy's Grilled Chicken Fillet	310	70	8	790	8
McDonald's McChicken Sandwich	510	270	30	820	5
Burger King Chicken Tenders/8pcs	350	200	22	940	0
Wendy's Plain Hamburger	360	150	16	580	5
Wendy's Garden Veggie Pita	400	150	17	760	8
Wendy's Taco Salad (no dressing)	380	170	1	1040	9
Wendy's French Salad Dressing	120	90	10	330	5
McDonald's Garden Salad	80	35	4	60	5
Burger King French Fries(Medium)	400	190	21	820	0
Wendy's Cheese Baked Potato	570	210	23	640	5
Wendy's Chili (Large)	310	90	10	1190	8
McDonald's Egg McMuffin	290	110	13	730	3
Burger King Croissan'wich (with Sausage/ Egg and Cheese	530	370	41	13	4
McDonald's Hotcakes (w/2 pats of Margarine/ Syrup)	580	150	16	760	42
McDonald's Breakfast Burrito	320	180	20	600	2
<b>DRINKS</b>					
Burger King Chocolate Shake (Medium)	440	90	10	330	75
McDonald's 1% Lofat Milk	100	20	2.5	115	13
McDonald's Coca-Cola (Small, 16oz)	150	0	0	15	40
McDonald's Orange Juice	80	0	0	20	18

- 1 Place a check in front of foods you would order for lunch at a McDonald's. How many grams of fat will you eat? \_\_\_\_ How many mg of sodium will you eat? \_\_\_\_ Compare with your needs.
- 2 If you were ordering a meal from McDonald's that included representatives from all food groups, what could you choose?
- 3 Which of the foods in the chart above would you recommend to someone who wants to lose weight?
- 4 Which of the foods in the chart above would you recommend for gaining weight?
- 5 If you were ordering a breakfast that is low in calories and fat, which items would you choose?
- 6 What could you do when you order foods to cut the amount of fat or sodium you would eat?



## TIME TO ORDER!



"What'll you have?"

### Fast Food Restaurant Order Board

Hamburger	\$ .79
Cheeseburger	.99
Large burger special	1.22
Fish fillet	1.19
Chicken nuggets (5)	1.29
French fries	.59
Tossed salad	1.25
Ice cream cones	.85
Milk shake	.89
Milk (2%)	.59
Orange juice	.69
Coffee	.59
Apple pie	.88

Check the items you would order if you were eating at this fast foods restaurant.

How would you place your order?

What would the total cost be? \_\_\_\_\_

Whom would you pay for the food?

What change would you get from \$10.00? \_\_\_\_\_

Is tipping necessary? \*\*

Which food groups are not represented in your choices?

What other foods would you need to eat to meet your daily needs?

### Cafeteria Restaurant Order Board

Today's special: Lasagna	\$ 5.59
(includes salad and drink)	
Broiled chicken with rice	2.39
Beef and mashed potatoes	2.59
Spaghetti with meat sauce	2.39
Hamburger with fries	1.79
Fruit pie	1.21
Side dishes of vegetables	.69
Fruit salads (small)	.89
Rolls (2)	.45
Pie slices	1.15
Chocolate cake	.99
Coffee	.75
Milk	.59
Ice tea	.70

Check the items you would order if you were eating in this cafeteria.

How would you place your order?

What would the total cost be? \_\_\_\_\_

Whom would you pay for the food? \*

What change would you get from \$10.00? \_\_\_\_\_

Is tipping necessary? \*\*

Which food groups are not represented in your choices?

What other foods would you need to eat to meet your daily needs?

\* Some cafeterias charge a set price for a whole meal. You may then eat whatever you choose. The meal is paid for before you are allowed to sit at a table and begin choosing your foods. Some cafeterias offer a combination of methods.

\*\* Generally tipping is not necessary in fast foods restaurants. If service is given in a cafeteria, a tip is appreciated by the person waiting on your table. A tip is an amount of money given to a person taking an order and bringing your food in a restaurant. This amount varies from 10-20%, depending on the type of restaurant and amount of service offered.)

### CHANGES I COULD MAKE

What changes could you make so your meal furnishes at least one representative of each food group?

### ADVICE TO SHARE WITH OTHERS

If you have eaten in a fast foods restaurant or a cafeteria, list some of your experiences and advice you can offer to others. Share the list with others.



## EATING OUT? TRY IT!

Practice makes a person feel more comfortable. So, try role playing a trip to a restaurant. You might try taking a family member, friend, or date along. The restaurant workers should be a part of your role playing. You can gather menus to use from local restaurants, make your own, or use the following.



### MOM'S PLACE

<b>Appetizers</b>	
Stuffed mushrooms . . . . .	\$ 2.25
Shrimp cocktail . . . . .	\$ 2.50
Pizza bites . . . . .	\$ 1.25
<b>Soups</b>	
Soup of the day . . . . .	\$ 1.50
French Onion . . . . .	\$ 1.35
Split Pea . . . . .	\$ 1.50
<b>Salads</b>	
Tossed Green Salad . . . . .	\$ 2.25
Cole Slaw . . . . .	\$ 2.00
Spinach Salad . . . . .	\$ 2.50
<b>Entrees</b>	
(All entrees served with vegetables and potato or rice)	
Lasagna . . . . .	\$ 5.50
Stuffed Pork Chops . . . . .	\$ 5.75
Meat Loaf . . . . .	\$ 4.50
Ham Slice with Pineapple . . . . .	\$ 5.25
Fried cod . . . . .	\$ 5.25
<b>Sandwiches</b>	
Hamburger . . . . .	\$ 1.75
Lettuce, Bacon, and Tomato . . . . .	\$ 2.50
Tuna Salad . . . . .	\$ 2.25
Broiled Chicken . . . . .	\$ 2.50
<b>Desserts</b>	
Pies . . . . .	\$ 1.50
Ice Cream Sundae . . . . .	\$ 2.50
Chocolate cake . . . . .	\$ 1.75
Strawberry Cheesecake . . . . .	\$ 2.75
<b>Beverages</b>	
Coffee . . . . .	\$ .75
Low fat milk . . . . .	\$ .80
Sodas . . . . .	\$ .90



### ALEXANDER'S

<b>Appetizers</b>	
Smoked Salmon . . . . .	\$ 5.25
Seafood Crepe . . . . .	\$ 4.95
Escargot . . . . .	\$ 5.25
Oysters of the Half Shell . . . . .	\$ 4.50
<b>Salads</b>	
Hearts of Palm . . . . .	\$ 4.25
Hot Spinach . . . . .	\$ 4.50
Caesar Salad (mixed at your table) . . . . .	\$ 5.25
<b>Soups</b>	
Soup du jour . . . . .	\$ 4.25
Vichyssoise . . . . .	\$ 3.75
Lobster Bisque . . . . .	\$ 4.50
<b>Entrees</b>	
Chataubriand (for two) . . . . .	\$ 25.00
Shrimp Newberg . . . . .	\$ 14.00
Filet Mignon . . . . .	\$ 15.00
Cranberry Baked Chicken Breast . . . . .	\$ 12.50
Beef Ragout . . . . .	\$ 13.50
Lobster Thermidor . . . . .	\$ 16.00
<b>From the Dessert Tray</b>	
Chocolate Mousse . . . . .	\$ 6.00
Cinnamon Apple Pie with Caramel . . . . .	\$ 5.00
German Cherry Chocolate Trifle . . . . .	\$ .00
Rainbow Sherbet . . . . .	\$ 2.00
<b>Beverages</b>	
Coffee . . . . .	\$ 2.00
Cola . . . . .	\$ 2.00
Mineral Water . . . . .	\$ 2.00

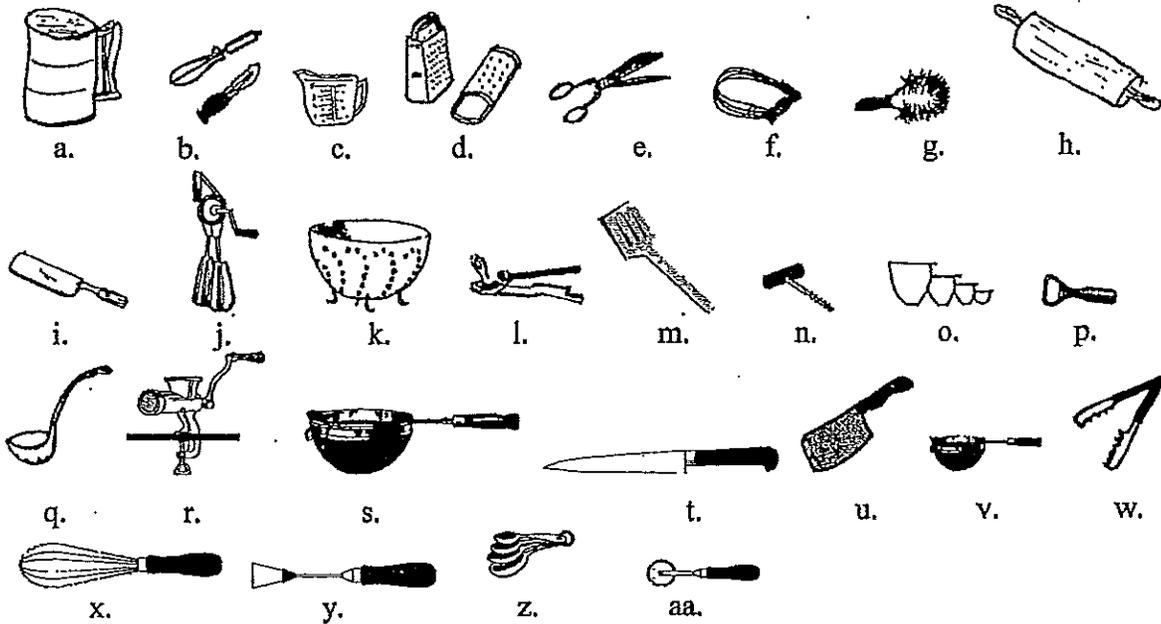
Ask about our wine list!

(Gratuity of 15% is added to the bill.)

#### To Consider:

1. Should a reservation be made?
2. What should you do if the food you've been served is burned, cold, or unsatisfactory in any way?
3. What should you do if you don't understand foods on the menu?
4. Who should sit down at the table first?
5. What table manners should you consider to make your guests and other restaurant patrons comfortable?
6. Make your choices of food and consider the amount of tip that is expected.

## WHICH ONE WILL I USE?



Write the letter of the kitchen utensil in front of its name. Then check the columns.

UTENSIL	I've Used This	I Want to Know More	I Have This	Alternative to Use	I Want This	I Need This
___ bottle opener						
___ can opener						
___ cleaver						
___ colander						
___ corkscrew						
___ egg beater						
___ flour sifter						
___ grater						
___ grinder						
___ kitchen shears						
___ knife						
___ liquid measuring cup						
___ measuring spoons						
___ dry graduated measuring cups						
___ pancake turner						
___ pastry blender						
___ pastry brush						
___ pastry cutter						
___ peelers						
___ rolling pin						
___ soup ladle						
___ spatula						
___ strainer						
___ tea strainer						
___ tongs						
___ vegetable brush						
___ whip						

# YOU CHOOSE WHAT TO USE!

FIRST draw pictures of the items listed below that do not have illustrations.



1. Muffin tin

2. Cookie sheet

3. Pie pan

4. Double boiler

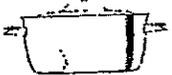


5. Skillet

6. 9 x 13 cake pan

7. Casserole

8. Mixing bowls



9. 6 quart pot

10. Sauce pan

11. Loaf pan

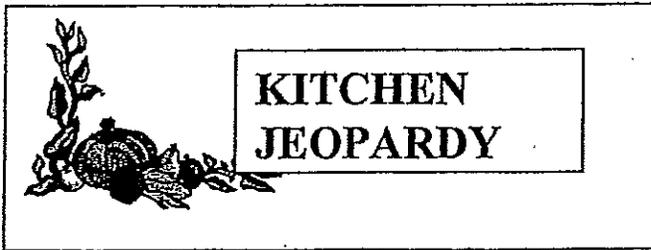
12. Cookie sheet

NOW choose the best container for cooking the following foods. Place the number of your equipment choice in front of the food to be cooked.

- |                       |                           |                              |                    |
|-----------------------|---------------------------|------------------------------|--------------------|
| ___ Fry a hamburger   | ___ Bake a tuna casserole | ___ Bake banana bread        | ___ Melt chocolate |
| ___ Heat canned beans | ___ Make soup             | ___ Bake a birthday cake     | ___ Bake apple pie |
| ___ Bake cupcakes     | ___ Bake cookies          | ___ Bake Rice Krispie treats | ___ Mix a cake     |

## WHICH APPLIANCES HAVE YOU USED?

Appliance	I've used it	I have read instructions	I need to know more	How I'll find out how to use it safely	I can demonstrate it!
Refrigerator (self defrosting)					
Refrigerator (not self defrosting)					
Dishwasher					
Microwave					
Electric range					
Gas range					
Convection oven					
Toaster					
Electric coffee pot					
Blender					
Toaster oven					
Electric mixer					
Bread maker					



*The game of "Kitchen Jeopardy" is a fun way to test your kitchen knowledge.*

**RULES OF THE GAME:**

- 1 Two or more people or teams are required to play the game.
- 2 The object of the game is to earn the most points.
- 3 There are three sets of cards. They are numbered from 1 to 3. These cards contain questions about kitchen terminology. The "# 1" cards are the easiest; "# 2" are a bit harder; "#3" are the hardest to answer.
- 4 The "# 1" cards earn 1 point. "# 2" cards earn 2 points. "#3" cards earn 3 points.
- 5 Place the cards upside down in three piles. The first pile is made of "#1" cards, the second "#2" cards, the third "#3 cards.
- 6 The first person taking a turn, asks for a # 1, #2, or #3 card. An opposing person or team member picks up a card from the top of the pile that was requested and reads the question.
- 7 The person who asked for the card tries to answer the question.
- 8 If the correct answer is given, points are scored according to the number on the card.
- 9 If the answer given is not correct, the number on the card is subtracted from the score.
- 10 The card is then returned to the bottom of the pile. If the answer is correct, the card is placed right side up beside the pile.
- 11 The opposing person or team then follows the same procedure.
- 12 When a pile has been completely used, the person requesting a card must choose one from one of the piles that is left. When all cards are turned face up, the game is over.

**SCORE BOARD**

PERSON/ TEAM 1																			
PERSON/ TEAM 2																			
PERSON/ TEAM 3																			
PERSON/ TEAM 4																			
PERSON/ TEAM 5																			
PERSON/ TEAM 6																			



# KITCHEN JEOPARDY GAME CARDS

Reproduce these cards and cut on markings. Reproduce on card stock for more durability.

<p>1/2 c plus 2 2/3 T equals _____?</p> <p>2/3 c #3 3 points</p>	<p>How would you measure 5/8 c?</p> <p>1/2 c plus 2 T #3 3 points</p>	<p>The terms fewgrains, dash or a pinch equals _____?</p> <p>Less than 1/8 t #3 3 points</p>
<p>How many fluid oz are there in 1 qt?</p> <p>32 fluid oz #3 3 points</p>	<p>How would you measure 7/8 c?</p> <p>3/4 c plus 2T #3 3 points</p>	<p>How many T are equal to 3/4 c?</p> <p>12T #3 3 points</p>
<p>What technique should be used to incorporate air into egg whites?</p> <p>Beat very fast with egg beater or electric mixer. #3 3 points</p>	<p>How is milk scalded for making bread?</p> <p>Heat to just below boiling point when bubbles form on edge #3 3 points</p>	<p>Why is fricassee different from braising?</p> <p>Food is usually cut into small pieces. #3 3 points</p>
<p>When small pieces of butter are put on top of a casserole, it is called _____?</p> <p>Dot #3 3 points</p>	<p>How many quarts are in a peck?</p> <p>8 qts #3 3 points</p>	<p>How many T are there in 1 fluid oz?</p> <p>2 T #3 3 points</p>
<p>What does the abbreviation of f.g. mean?</p> <p>Few grains #3 3 points</p>	<p>What is another term used for deep fat frying?</p> <p>French frying #3 3 points</p>	<p>What do convection ovens do?</p> <p>Bake faster with hot air circulation. #3 3 points</p>
<p>How do you measure brown sugar?</p> <p>Pack into dry measuring cups. Level off the tops with a straight edge. #3 3 points</p>	<p>How can you get rid of sugar lumps before measuring?</p> <p>Sift it. Can use strainer. #3 3 points</p>	<p>With what can you level measurements of flour?</p> <p>Spatula or straight knife #3 3 points</p>
<p>How do you measure liquids?</p> <p>Use liquid measuring cups. View at eye level for correct measurement. #3 3 points</p>	<p>How many T are there in a single stick of margarine?</p> <p>8 T #3 3 points</p>	<p>How many sticks of margarine are there in 2 c?</p> <p>4 sticks #3 3 points</p>
<p>When must flour be sifted for recipes?</p> <p>Sift only when recipe says to. #3 3 points</p>	<p>How do you simmer water?</p> <p>Cook over low heat until liquid forms small bubbles. #3 3 points</p>	<p>What cooking processes can be done in a toaster oven?</p> <p>Toast, bake, broil #3 3 points</p>
<p>What is folding process?</p> <p>2 motions cut through mixture, slide across bottom of bowl to turn mixture over #3 3 points</p>	<p>What appliances can help to mix ingredients?</p> <p>Electric mixer or blender #3 3 points</p>	<p>How would you measure 1/2 of 1/2 c?</p> <p>1/4 c #3 3 points</p>

Mix fast with over-&-over motion with spoon or beater is called ___? <i>Beat</i> #2                    2 points	To dip into boiling water for a short time is called ____? <i>Blanch</i> #2                    2 points	Define boiling. <i>Bubbles rise and break on surface of liquid.</i> #2                    2 points
How is "blend" different from "beat"? <i>Beat is to mix fast with spoon or beater. Blend is to mix til smooth.</i> #2                    2 points	How is "cream" different from "blend"? <i>Cream is to soften as well as to mix until smooth.</i> #2                    2 points	What do you do to braise beef for stews? <i>Cover, cook with small smount of water.</i> #2                    2 points
To brush pineapple juice over ham when it's baking is called ____? <i>Basting</i> #2                    2 points	To cook meat over hot coals is called ____? <i>Broiling</i> #2                    2 points	When mixing shortening with flour for pies, use ____? <i>Two knives or pastry blender</i> #2                    2 points
What do 8 T equal? <i>1/2 c</i> #2                    2 points	How do you sift flour? <i>Put through flour sifter or seive to aerate and separate.</i> #2                    2 points	To lift hot vegetables from boiling water use ____? <i>Tongs</i> #2                    2 points
To clean potatoes for baking you can use a ____? <i>Vegetable brush</i> #2                    2 points	To measure accurately in dry measuring cups you should ___? <i>Level top with straight edge</i> #2                    2 points	1 gal equals how many quarts? <i>4 qts</i> #2                    2 points
What is the name of process used for making tea? <i>Steeping</i> #2                    2 points	When you heat butter until it becomes liquid the process is __? <i>Melting</i> #2                    2 points	Why are pans greased when baking cakes? <i>To avoid sticking</i> #2                    2 points
"To mix" means to ____? <i>Stir two or more ingredients together.</i> #2                    2 points	Three types of shortenings are __? <i>Margarine, lard, vegetable oil, or butter.</i> #2                    2 points	How can you steam broccoli? <i>Cook over steam rising over boiling water.</i> #2                    2 points
What do you do with the fat when pan broiling meat? <i>Pour it off as it accumulates</i> #2                    2 points	The amount of food that is held between thumb and a finger is __? <i>A pinch</i> #2                    2 points	Dipping peaches in boiling water for short time is ____? <i>Scalding to remove skins</i> #2                    2 points
To grind nuts, you can use a ____ <i>Food chopper or grinder</i> #2                    2 points	1 pt equals how many fluid oz? <i>16 fluid oz</i> #2                    2 points	Abbreviation for pound is ____? <i>lb</i> #2                    2 points
What food could be measured in squares? <i>Block chocolate</i> #2                    2 points	What are two terms used for taking skin off a potato? <i>Peel or pare</i> #2                    2 points	How is an egg poached? <i>Cooked gently in hot liquid just below boiling point.</i> #2                    2 points

<p>Define "bake" To cook in the oven. #1 1 point</p>	<p>Define "chop" To cut in small pieces. #1 1 point</p>	<p>Define "combine" To mix ingredients. #1 1 point</p>
<p>Define "coat". To cover food completely, usually with flour. #1 1 point</p>	<p>Define "freeze". To place in freezer until firm. #1 1 point</p>	<p>Define "grate". Rub food over food grater to break into small pieces. #1 1 point</p>
<p>Define "roast". To cook in dry heat, uncovered, usually in the oven. #1 1 point</p>	<p>What is the abbreviation for cup? "c" #1 1 point</p>	<p>What is the abbreviation for "quart"? "qt" #1 1 point</p>
<p>What is the abbreviation for "teaspoon"? "t" or "tsp" #1 1 point</p>	<p>What is the equivalent measurement for 2 pints? 1 qt #1 1 point</p>	<p>What is the abbreviation for one "ounce"? "oz" #1 1 point</p>
<p>Define "brown". To cook until the surface of the food is brown. #1 1 point</p>	<p>What do you use to roll a pie crust? Rolling pin #1 1 point</p>	<p>What can be used to put soup into a bowl? Ladle #1 1 point</p>
<p>Define "stir fry". To cook and toss food in small amount of oil over high heat. #1 1 point</p>	<p>What can you use to peel a potato or carrot? Peeler or paring knife #1 1 point</p>	<p>To fold and press dough with heels of hands is called ___? Knead #1 1 point</p>
<p>What pan would you use to bake banana bread? Bread pan #1 1 point</p>	<p>What pan would you use to bake an apple pie? Pie tin #1 1 point</p>	<p>In what type of pan would you melt chocolate? Double boiler #1 1 point</p>
<p>What would you use to strain tea leaves? Tea strainer #1 1 point</p>	<p>Define "toast". To brown by direct heat in toaster or oven. #1 1 point</p>	<p>What are two abbreviations for tablespoon? T or tbsp #1 1 point</p>
<p>What might you measure for a recipe in a liquid measuring cup? Liquids such as oil, milk, etc. #1 1 point</p>	<p>What's the abbreviation for a minute? min #1 1 point</p>	<p>What's the equivalent of 16 tablespoons? 1 cup #1 1 point</p>
<p>What can you use to sift flour? Flour sifter or large strainer #1 1 point</p>	<p>What pan can you use to fry an egg? Frying pan #1 1 point</p>	<p>On what can you bake cookies in an oven? Cookie sheet #1 1 point</p>

## ⊙/8 TIME TO SET THE TABLE!

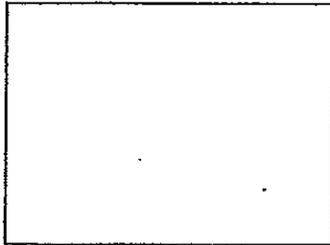
### Remember:

- Silverware and plate should be placed in a straight line one inch from edge of table.
- Silverware pieces are arranged so those to be used first are farthest from the plate.
- The knife's cutting edge should face the plate. Tines of forks and bowls of spoons should be face up.

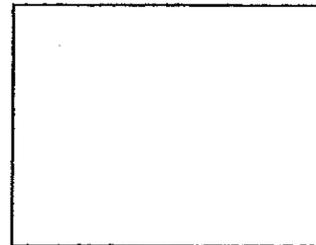
### DRAW SINGLE PLACE SETTINGS FOR THE FOLLOWING MENUS

(A place setting is the area used by one person at a table. Serving pieces are sometimes set on a place mat.)

Hamburger on a Bun  
Fried Potatoes  
Carrot Sticks  
Milk

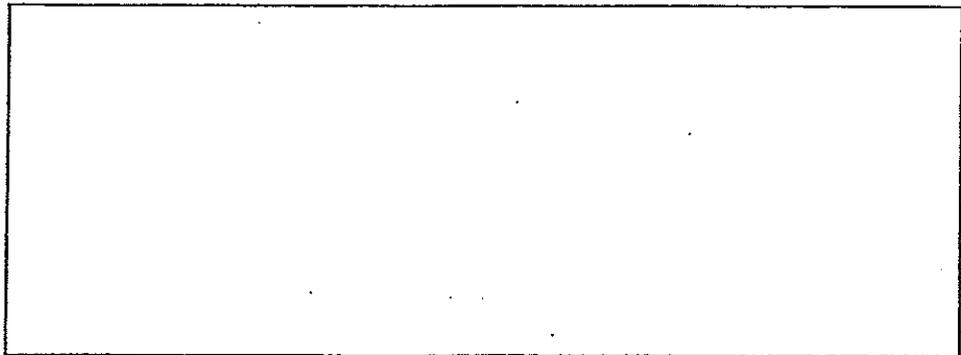


Tomato Soup  
Beef and Noodles  
Green Beans  
Tossed Salad  
Roll and Butter  
Coffee Milk



### DRAW A PLAN FOR A PARTY BUFFET TO SERVE 12 PEOPLE

Ham Sandwiches  
Relish Tray  
Potato Chips  
Fruit Salad  
Small Cakes and Cookies  
Taco Dip and Chips  
Punch



## NOW PLAN A REAL



**Plan!** Make lists. You can also draw a picture of table settings.

1. Party theme
2. Date and time
3. Guest list
4. Invitation method
5. Budget
6. Timing of preparations
7. Help needed
8. Menu
9. Recipes
10. Food shopping list
11. Party supplies (decorations, tableware, dishes, glasses, napkins. . . . .)
12. Table setting
13. Entertainment

# YOU'RE THE CHEF FOR ONE DAY!



TIME TO PLAN . . . . .

Breadfast Menu      Receipe      Ingredients Needed      Utensils Needed      Shopping List

Lunch Menu      Receipe      Ingredients Needed      Utensils Needed      Shopping List

Dinner Menu      Receipe      Ingredients Needed      Utensils Needed      Shopping List

**Oral Pre-Test**  
**"Hungry? Eat Healthy!!"**  
**(Level 1 - Minimal)**

1. Do you analyze what you eat each day to see if your dietary requirements are met? Do you know how to judge if your health needs are met?
  - a. What is the Food Guide Pyramid and why was it created? *(A guide created by nutritionists to help make healthy food choices. It was made to simplify understanding.)*
  - b. How many servings of bread and cereal are recommended per day? *(6-11)*  
*Servings of vegetables? (3-5); Servings of fruits? (2-4)*
  - c. How many oz of cereal are considered a serving? *(1 oz)* Ounces of cooked meat? *(2-3oz)*
  - d. What are the values of eating the recommended foods each day? *(Health, looks, energy, etc.)*
2. Have you placed an order and eaten in a fast foods or cafeteria restaurant?
  - a. Where have you eaten in a cafeteria restaurant? Whom did you pay for your food? *(Answers vary.)*  
If your food cost is \$4.39 and you paid your check with a \$10.00 bill, what change would you get? *(\$5.61)*
  - b. What foods can you choose in a fast foods restaurant so that all food groups are represented?  
*(Examples: hamburger, green salad, orange juice, milk)*
3. Have you read a menu and ordered a meal in a family or specialty food restaurant?
  - a. What is the difference between family and specialty food restaurants? *(Family restaurants serve full meals including main course, salad, soup, desserts, etc. Specialty restaurants serve special foods such as steaks, ethnic foods, fish, etc.)*
  - b. What is an entree? *(The main course.)*
  - c. What is an appetizer? *(A first course to encourage appetites. It is served before the meal.)*
  - d. What are tipping policies? *(Usually 10-15% of bill before taxes are added. Sometimes the tip is automatically added to the bill. Upscale restaurants recommend 15-20% tip if special service is given and if there is more than one person waiting on the table.)*
  - d. How do you order your food? *(From waiter/waitress at your table.)*
4. Which kitchen utensils do you use for the following jobs?

a. peel a potato? <i>(vegetable peeler or knife)</i>	d. clean cake batter from a bowl? <i>(spatula)</i>
b. flip a pancake? <i>(pancake turner or metal spatula)</i>	e. drain spaghetti? <i>(strainer)</i>
c. serve soup? <i>(ladle or large spoon)</i>	f. measure water? <i>(liquid measuring cup)</i>
5. Have you prepared food for yourself for breakfast, lunch, and dinner? *(Answers vary)*
  - a. What are some examples of the foods you prepared?
  - b. Explain how you prepared one of the foods.
  - c. What utensils did you use?
  - d. What temperatures did you use?
6. What do the following cooking terms mean?
  - a. What's the difference between mixing and beating? *(Mix means to stir two or more ingredients together. Beating is a more vigorous motion often using an electric mixer.)*
  - b. How do you sauté onions? *(Heat them in a small amount of fat until they are transparent.)*
  - c. What's the difference between dicing and mincing? *(Dice is to cut into pieces the size of dice. Mincing means to cut into fine pieces similar to mince meat sizes.)*
  - d. What is the most difficult recipe you have made?
7. Have you set a table before?
  - a. Describe a standard place setting. *(Dish is in center. Fork is placed on left side of plate with tines upward. A napkin is at the left of the fork or on top of the plate. Knife is on right side of plate with knife edge toward the plate. The spoon is to the right of the knife. If more utensils are needed, they are placed in the order of their use. A soup spoon, dessert spoon or fork can also be placed at the top of the plate. A glass is placed at the tip of the knife. A cup and saucer are placed at the right of the spoon with handle parallel to table edge. Silverware and plate are placed in an even row one inch from the edge of the table.)*

**EVALUATION FOR HUNGRY? EAT HEALTHY!**  
(Minimal)

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1.  Potatoes belong in the bread and cereal food group.
2.  You should have 4-5 servings of fruit a day.
3.  A five ounce serving of meat is about the size of a deck of cards.
4.  Eating fat is what makes you gain weight.
5.  The food group pyramid is a simple healthy eating guide.
6.  Some of the meat group foods must be combined to be able to build body tissues.
7.  One cup of cooked rice is considered one bread serving.
8.  Brown sugar should be placed loosely in a dry measuring cup before leveling off with straight edge.
9.  Dried beans have all nine essential amino acids to build body tissues.
10.  A colander can be used to open a cork from a bottle.
11.  One cup of sweetened cereal can be considered as one serving of cereal.
12.  A toaster oven can be used to cook meat.
13.  Pizza fits into more than one food group.
14.  Convection ovens bake faster than regular ovens.
15.  Tips are expected in fast food restaurants.
16.  If gratuity is added to a restaurant bill, you don't need to tip more.
17.  There are nutritious foods served in fast food restaurants.
18.  Silverware pieces are arranged so those used first are farthest from the plate.
19.  One stick of margarine is equal to one cup.
20.  A buffet table is sometimes used so guests can serve themselves easily.

Match the following measurements by placing the correct letter in front of the measurement.

- |                                    |                       |
|------------------------------------|-----------------------|
| 21. <input type="checkbox"/> 5/8 c | a. 1/2 c plus 2T      |
| 22. <input type="checkbox"/> 3 t   | b. 3/4 c              |
| 23. <input type="checkbox"/> 4 T   | c. 1 T                |
| 24. <input type="checkbox"/> 12 T  | d. 1/2 c plus 2 2/3 T |
| 25. <input type="checkbox"/> 2/3 c | e. 1 c                |
| 26. <input type="checkbox"/> 16 T  | f. 1/4 c              |
| 27. <input type="checkbox"/> 1/2 c | g. 4 fluid oz         |

Match the correct term with its definition:

- |                                     |  |
|-------------------------------------|--|
| 28. <input type="checkbox"/> poach  | a. Cook gently in hot liquid just below boiling point      |
| 29. <input type="checkbox"/> simmer | b. Cut away outer skin                                     |
| 30. <input type="checkbox"/> boil   | c. Cook until bubbles rise and break on surface of liquid. |
| 31. <input type="checkbox"/> baste  | d. Brush liquid over food as it cooks.                     |
| 32. <input type="checkbox"/> pare   | e. Cook over low heat until small bubbles form             |

Match the container with food to be prepared:

- |   |                    |
|---|--------------------|
| 33. <input type="checkbox"/> pancakes       | a. 6 quart pot     |
| 34. <input type="checkbox"/> cupcakes       | b. muffin tin      |
| 35. <input type="checkbox"/> nut bread      | c. loaf pan        |
| 36. <input type="checkbox"/> vegetable soup | d. 9 x 13 cake pan |
| 37. <input type="checkbox"/> chocolate cake | e. frying pan      |

Place an "X" in front of all of the correct answers.

- 38-42. To mix with spoon by cutting through mixture and sliding spoon across bottom of bowl to turn mixture over.

- combine
- blend
- mix
- beat
- fold

43-47. Scald means to:

- heat to just below boiling point when bubbles form on edges
- pour boiling water over food
- dip food into boiling water for short time
- cook till bubbles rise and break at surface of liquid
- all of the above

48-52. A pepperoni pizza represents the following food groups:

- meat group
- fruit group
- bread/cereal group
- milk
- all of the above

53-57. Which of the following foods can make a person gain weight?

- pizza
- carrots
- bread
- candy bars
- potatoes

58-62. The number of servings needed for the basic food groups are:

- 2-3 for milk group
- 1-2 for meat group
- 2-4 for vegetable group
- 6-11 for bread group
- 2-5 for fruit group

63-67. Correct serving sizes for meeting one serving in the daily food requirements are:

- 1 c ice cream
- 1/2 c fruit juice
- 2 eggs
- 1/2 c raw or cooked vegetables
- 1/2 bagel

68-72. When setting the table, tableware should be placed as follows:

- salad plate to right of spoons
- bread and butter plate above forks
- cup and saucer slightly above and to the right of the spoon
- drinking glass at tip of knife
- napkins to right of spoon

73-77. Which of the following statements are true?

- Fats are necessary nutrients for the body.
- Diets should include only 1/4 of the day's calories from fat.
- Saturated fats include vegetable oils and nuts.
- Partially hydrogenated fats are found in stick margarine.
- Fat is necessary for the storage of vitamins A and D in the body.

78-82. Match the following menu terms with their meanings:

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> entree       | a. A fixed price for all courses of a meal                |
| <input type="checkbox"/> al a carte   | b. Small foods served before a meal to stimulate appetite |
| <input type="checkbox"/> table d hote | c. Each menu item is priced separately                    |
| <input type="checkbox"/> au jus       | d. Served with natural juice or gravy                     |
| <input type="checkbox"/> appetizers   | e. American main course                                   |

83-93: Analyze the following menus to see if the minimum pyramid food requirements are met for one day:

Breakfast

- 1 oz Cheerios with 1 T sugar
- 1 c milk
- 1 medium banana
- 1 c coffee

Lunch

- 3 oz hamburger on bun
- 1/2 c French fried potatoes
- Apple
- Diet soda

Dinner

- 2 tortillas
- 1 c refried beans
- 1/4 c cheddar cheese
- 1 c shredded lettuce

List the number of servings needed from each food group to meet the minimum servings required by the food pyramid?

- milk group
- meat group
- bread/cereal group
- vegetable group
- fruit group

94-95: Explain why eating the recommended foods from the food pyramid is important.

**EVALUATION FOR "HUNGRY? EAT HEALTHY!"**  
(Minimal)

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1. F \_\_\_ Potatoes belong in the bread and cereal food group.
2. F \_\_\_ You should have 4-5 servings of fruit a day.
3. F \_\_\_ A five ounce serving of meat is about the size of a deck of cards.
4. F \_\_\_ Eating fat is what makes you gain weight.
5. T \_\_\_ The food group pyramid is a simple healthy eating guide.
6. F \_\_\_ Some of the meat group foods must be combined to be able to build body tissues.
7. F \_\_\_ One cup of cooked rice is considered one bread serving.
8. F \_\_\_ Brown sugar should be placed loosely in a dry measuring cup before leveling off with straight edge.
9. F \_\_\_ Dried beans have all nine essential amino acids to build body tissues.
10. F \_\_\_ A colander can be used to open a cork from a bottle.
11. F \_\_\_ One cup of sweetened cereal can be considered as one serving of cereal.
12. T \_\_\_ A toaster oven can be used to cook meat.
13. T \_\_\_ Pizza fits into more than one food group.
14. T \_\_\_ Convection ovens bake faster than regular ovens.
15. F \_\_\_ Tips are expected in fast food restaurants.
16. F \_\_\_ If gratuity is added to a restaurant bill, you don't need to tip more.
17. T \_\_\_ There are nutritious foods served in fast food restaurants.
18. T \_\_\_ Silverware pieces are arranged so those used first are farthest from the plate.
19. F \_\_\_ One stick of margarine is equal to one cup.
20. T \_\_\_ A buffet table is sometimes used so guests can serve themselves easily.

Match the following measurements by placing the correct letter in front of the measurement.

- |                 |                       |
|-----------------|-----------------------|
| 21. a ___ 5/8 c | a. 1/2 c plus 2T      |
| 22. c ___ 3 t   | b. 3/4 c              |
| 23. f ___ 4 T   | c. 1 T                |
| 24. b ___ 12 T  | d. 1/2 c plus 2 2/3 T |
| 25. d ___ 2/3 c | e. 1 c                |
| 26. e ___ 16 T  | f. 1/4 c              |
| 27. g ___ 1/2 c | g. 4 fluid oz         |

Match the correct term with its definition:

- |                  |  |
|------------------|--|
| 28. a ___ poach  | a. Cook gently in hot liquid just below boiling point      |
| 29. e ___ simmer | b. Cut away outer skin                                     |
| 30. c ___ boil   | c. Cook until bubbles rise and break on surface of liquid. |
| 31. d ___ baste  | d. Brush liquid over food as it cooks.                     |
| 32. b ___ pare   | e. Cook over low heat until small bubbles form             |

Match the container with food to be prepared:

- |                          |                    |
|--------------------------|--------------------|
| 33. e ___ pancakes       | a. 6 quart pot     |
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Place an "X" in front of all of the correct answers.

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- \_\_\_ combine
- \_\_\_ blend
- \_\_\_ mix
- \_\_\_ beat
- X \_\_\_ fold

43-47. Scald means to:

- X \_\_\_ heat to just below boiling point when bubbles form on edges
- X \_\_\_ pour boiling water over food
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- \_\_\_ all of the above

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| d <input type="checkbox"/> au jus       | d. Served with natural juice or gravy                     |
| b <input type="checkbox"/> appetizers   | e. American main course                                   |

83-93: Analyze the following menus to see if the minimum pyramid food requirements are met for one day:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
1 oz Cheerios with 1 T sugar	3 oz hamburger on bun	2 tortillas
1 c milk	1/2 c French fried potatoes	1 c refried beans
1 medium banana	Apple	1/4 c cheddar cheese
1 c coffee	Diet soda	1 c shredded lettuce

List the number of servings needed from each food group to meet the minimum servings required by the food pyramid?

- 0  milk group
- 0  meat group
- 1  bread/cereal group
- 1  vegetable group
- 0  fruit group

94-95: Explain why eating the recommended foods from the food pyramid is important.

*The food pyramid shows, in a simple manner, the nutrients that a body needs to perform at its best. If the recommended foods are eaten, the person stays healthier, feels better, performs to capacity, and looks better. It also stores nutrients needed for future use.*

# ***HUNGRY? EAT HEALTHY!***

## ***A Mini-Micropedia***

**(Level 2, INTERMEDIATE)**

**These experiences are designed for adequate knowledge needed for nutritional food choices and preparation.**

- Persons teaching foods and nutrition can use *Hungry? Eat Healthy! A Mini-Micropedia* or *I CAN DO IT! A Micropedia Of Living On Your Own* along with these added learning experiences.
- The learning materials can be used with the *Mini-Micropedia*, the *Micropedia* or by themselves.
- There is a pre-oral test and an objective post-test included.
- Activities may be reproduced in one school or educational setting.

**The objectives of this unit are to:**

1. Know how to store food safely
2. Understand how to judge food quality
3. Plan and prepare a full day's meals within a food budget
4. Shop for groceries using comparative shopping techniques (specials, coupons, labels, etc.)
5. Follow instructions for preparing canned and frozen foods safely
6. Understand how to prepare and store food safely.

### **Suggested Added Learning Experiences**

**(These can be used according to the capability of the learner.)**

1. Create a nutritious, safe picnic meal. Then go for a picnic.
2. Visit a farmer's market, food pantry, or quality food store.
3. Create a holiday turkey advice sheet.
4. Create an economical meal using items found in food ads.
5. Analyze food ads to understand how people react to them and why.
6. Write a TV script to role play reasons for eating right. Consider perspective of parents, community, teenager, etc.
7. Visit an orchard and pick fallen fruit.
8. Grow bacteria from hands using petri dishes. Observe under a microscope to see growth of bacteria.
9. Keep pieces of food in the refrigerator and observe them over a period of time to see the changes.  
DON'T EAT THEM! (A fresh, whole fish is interesting to watch.)
10. Create a healthy bag lunch.
11. Make a drawing of a super market so shopping will be easier.
12. Analyze the placement of specials in a super market.
13. Clean cupboards and refrigerator finding ways to improve storage.
14. Interview someone who's recently gone on his own. Ask what he wished he had known about foods.
15. Create a foods BINGO game about labels, food safety, and shopping for foods.
16. Create a community food safety campaign. Research internet for information. (FDA Hotline is a good resource.)



## EMPTY THOSE GROCERY BAGS

Place the name or number of the food where it should be stored.

Cupboards

Refrigerator/freezer

1. corn flokes
2. frozen orange juice
3. milk
4. crackers
5. margarine
6. canned corn
7. rice
8. hot dogs
9. flour
10. dry Navy beans
11. corn meal
12. hamburger
13. carrots
14. grapes
15. frozen TV dinners
16. cheese
17. eggs
18. lettuce

## THINK AND COMPARE !

Answer the following questions. Then share your answers with someone else to see if you agree.

- 1 Why should grocery bags be emptied as soon as they are brought home?
- 2 How can you protect food such as corn meal from bugs?
- 3 How should eggs be stored?
- 4 What should be done with lettuce before storage?
- 5 Why should cheese be tightly wrapped?
- 6 Which of the foods would be stored best in a dry, moderately cool spot?
- 7 Should frozen fish and poultry be frozen in their original containers?
- 8 What would a date written on a package of bologna mean?
- 9 Where should bread be stored?
- 10 What should you do with the canned corn if the can is bulging ?
- 11 Why should food be dated when it is put into a freezer?
- 12 What temperature is best for storing canned goods?
- 13 How can a quantity of meat be prepared to freeze in smaller portions for later use?
- 14 What should you do with eggs that got cracked on the way home?
- 15 Where should you thaw turkey if you want to use it in two days?
- 16 What should you do if the wrappings on frozen foods have been torn?
- 17 Where should bananas be stored?
- 18 Where should packages of compressed yeast be stored?
- 19 Where should packages of dry yeast be stored?
- 20 Have you ever emptied grocery bags for a full week's shopping before?



## JUDGING FRESH PRODUCE



Various governmental agencies protect the food sold in the United States. Such concerns as safety, grading, processing, enforcement, labeling, and food processing are carefully controlled. Most foods are graded for quality. Eggs, for example are Graded AA, A, and B. Eggs are also graded by size.

Since fresh fruits and vegetables deteriorate quickly, quality and grading are difficult. For this reason it's important to be able to judge the quality yourself before you buy. Fresh produce gives the most nutrition and taste for your \$\$\$.

Do you know how to judge the quality of produce? Here's a research challenge.

### RESEARCH PROCESS:



1. Gather some ripe fruits and vegetables and observe them as they age. Leave them at room temperature for observation. (Very ripe and over-ripe produce can be found at grocery stores where produce departments are getting rid of them.. They can also be gathered from homes.)
2. Research how to judge quality of fresh fruits and vegetables. List names of fruits and vegetables. Write or draw how each can be judged for quality. Use books or the internet. (You might like to share the job with someone.)
3. Plan to interview a super market produce manager or someone knowledgeable about produce. Prepare questions beforehand. (i.e. What is done with older produce? Do you recycle? What hints can you suggest for purchasing fruits and vegetables? Where is produce purchased? What is "organic" produce? What can I do if produce I buy in a package is rotten? What education is needed to become a produce manager? etc.)
4. Visit a grocery store to explore the quality of produce. You will probably find fruits and vegetables that you haven't seen or tasted before. Answer the following questions:

Which produce was not top quality?

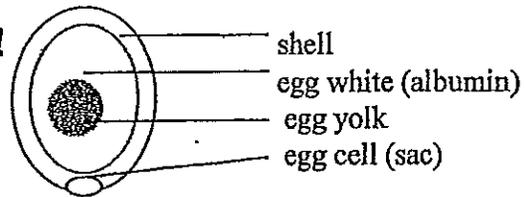
What produce had you not seen before?

What produce haven't you tasted? (You might like to plan a tasting party!)

What did you learn from this research?

## HOW TO TELL WHAT'S INSIDE. . .

Let's look inside an egg!



It's difficult to see what's inside an egg to tell if it's fresh or not. Government regulations can help. Eggs are graded according to weight and to the size of the air cell inside the egg. As an egg ages, the cell (sac) grows larger, the white and yolk get thinner. When an old egg is broken open, the yolk and white flatten out. When a fresh egg is broken open, the white and the yolk give a high, rounded appearance. If the egg is very old, it smells very bad when broken open! (Don't eat it!) If you are not sure about an egg's freshness, it is best to break it into a dish to check it. (If you break it into a batter, for example, you could ruin the whole batter.) Eggs are graded and dated on the package (sometimes on each egg.) As eggs grow older, their quality lessens. Eggs are graded as AA for freshest followed by A and B. Sizes range from Jumbo (30oz), followed by Extra Large, Large, Medium, Small, Peewee.

Want to see inside an egg?  You'll need: a cardboard tube from kitchen toweling; an egg; a flashlight; a dark room. Hold the egg on an open end of the tube. Flash the light in the other end. Look at the egg to find the air cell and the yolk. (You will have to test several eggs to see the differences in age.) This process, done a bit differently by egg producers, is called candling.

### WHAT CAN I DO TO SEE INSIDE CANS?



Government agencies like the USDA (United States Department of Agriculture) set up standards for canned goods. The goods are graded, starting with Grade A (Fancy), Grade B (Extra Standard), Grade C (Standard), and Grade D (Sub-standard). Labels on cans will give the grading information. You will find that qualities vary. Manufacturers may pack several grades of foods and use a different brand name for each to indicate its quality. There will be: generic brands, name brands, house brands, economy brands. Prices will vary. The only true way to decide which brand and quality you like is to buy a can and try it. Choose what is best for your purposes. Lesser quality tomatoes, for example, are great for sauces.

1. Tour your cupboards to read the labels. 2. Buy 3 qualities of a product. Taste and compare.

### WHAT ABOUT MEAT PACKAGES?



Meats are graded also. As an example, the best quality of beef is labeled Choice followed by Select, Standard (Commercial), Utility (cutter and canner). Standard (commercial) are often sold as store brand or ungraded. Utility is seldom found in the retail market. Hamburger is labeled with the amount of fat content in the meat. The labels should also be dated so the buyer can judge freshness and length of time to keep the meat before use.

- Pork is generally not graded because of its tenderness.
- Veal is either Prime or Choice.
- Poultry's top grade of A is usually found in retail markets. Grades B and C are usually used in places where it can be cut up into pieces..

Explore your meat market cases to see the difference in qualities.

????? WHAT OTHER PRODUCTS NEED GRADING? ? ? ? ?

Explore market shelves.



**IT'S YOUR CHOICE... YOU'RE THE CHEF!**  
**PLAN and PREPARE LOW COST MENUS FOR ONE DAY**

(Most single persons spend less than 15% of their income on their food per month.)

If your take home pay is \$ 200.00 per week, what can you spend for food each week?  $\$200 \times .15 = \$$  \_\_\_\_\_  
 What can you spend for one day? \$ \_\_\_\_\_

Prepare a day's menus using the amount figured above for a full day's meals. Consider using low cost foods, coupons, and "specials" listed in newspaper ads. (Choose where you can shop easily so you don't have extra transportation costs.) Be creative! Also remember to plan to get foods required in the food pyramid.

<u>Meal Menu Items</u>	<u>Recipe ingredients</u>	<u>Cost/serving</u>	<u>I did it!</u>
Breakfast			

Lunch

Dinner

What was the total cost of the meals \$ \_\_\_\_\_ Did you meet your budgeted amount? \_\_\_\_\_  
 Did you meet your dietary needs? \_\_\_\_\_

## CONFUSED? LABELS HELP!

### NUTRITION FACTS

Serving Size 2.5 oz  
(70g/about 1/3 box)  
(Makes about 1 cup)

Servings per container about 3

Amount Per Serving	In Box	Prep*
<b>Calories</b>	260	410
Calories from Fat	25	170
<b>Total Fat 2.5 g**</b>	4%	28%
Saturated Fat 1 g	5%	23%
<b>Cholesterol 10mg</b>	3%	3%
	% Daily Value***	
<b>Sodium 560mg</b>	23%	31%
<b>Total Carbohydrate 47mg</b>	16%	16%
Dietary Fiber 1 g	4%	4%
Sugars 7 g		
<b>Protein 11 g</b>		
Vitamin A	0%	15%
Vitamin C	0%	0%
Calcium	10%	10%
Iron	15%	15%

\*Prepared with Margarine and 2% reduced fat milk.

\*\* Amount in Box. When prepared, one serving (about 1 cup) contains an additional 16 g total fat (3.5 g sat. fat), 190 mg sodium, and 1 g total carbohydrate (1 g sugars).

\*\*\*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

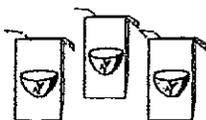
	Calories	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholest	Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carb		300g	375g
Fiber		25g	30g

**INGREDIENTS:** ENRICHED MACARONI PRODUCT (DURHAM WHEAT FLOUR, WHEAT FLOUR, NIACIN, FERROUS SULFATE, THIAMIN MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID), CHEESE SAUCE MIX: WHEY, WHEY PROTEIN CONCENTRATE, CHEESES (GRANULAR AND CHEDDAR (MILK, CHEESE CULTURE, SALT, ENZYMES)) CONTAINS LESS THAN 2% OF SALT, SODIUM TRIPOLYPHOSPHATE, CITRIC ACID, SODIUM PHOSPHATE. YEILLOW 5. YEILLOW 6

### WHAT'S IN THE BOX?

- 1 What do you think the above product is?
- 2 Are there words that you don't understand?
- 3 If you were concerned with losing weight, how would you prepare this product?
- 4 What other information do you think would be on the box?
- 5 If you ate two servings of this product, how much more salt (sodium) should you have during the day to eat the recommended amount?
- 6 You really like this product and want to eat all 3 cups of it? How much more fat should you have during the day to eat the recommended amount?
- 7 Can this product be considered a high protein source?
- 8 How many servings from the bread and cereal group are in one cup of this product?

Plan a menu with this product. (Yes, it is macaroni and cheese!)  
Have the menu include a representative of each food group. You'd better have two from the vegetable group to meet your daily needs.



Now take a look at 3 or more cereal boxes.

- Compare the nutrients.
- Compare cost per serving.
- Decide which you'd buy.

### WHAT'S IN THIS BOX\*?

#### INGREDIENTS

Sugar, enriched flour bleached (wheat flour, niacin, iron, thiamin mononitrate, riboflavin, partially hydrogenated soybean and cottonseed oil, leavening (baking soda, sodium aluminum phosphate, monocalcium phosphate, dicalcium phosphate, aluminum sulfate), wheat starch, modified corn starch, propylene glycol monoesters, lactose, salt, dextrose, monoglycerides, maltodextrin, sodium-stearoyl lactylate, diacetylated tartaric acid esters of monoglycerides, xanthan gum, mono and diglycerides, artificial flavor, sodium caseinate, corn starch, dried corn syrup, yellow 5 & 6, freshness preserved by tocopherol and citric acid.

Do you feel that you need to be a food chemist to read this?

Why are food additives added to food products?

Which additives should concern you?

You might try finding out more using the Internet!

How do these ingredients compare to a home made cake?

\* Would you believe it's a yellow cake mix?

# SUPER SHOPPER SCAVENGER

Ever been on a grocery store scavenger hunt? Here's a list of what you need to find. Fill in the blanks.

(Hint: If you can draw a floor plan of the store where you'll be hunting, you'll find things much faster. Make a picture of the aisles and the location of the special departments such as bakery, produce, meat.)

Time I began my hunt \_\_\_\_\_ Time I finished my hunt \_\_\_\_\_

1. Name of an advertised coupon or newspaper ad item \_\_\_\_\_ Cost: \_\_\_\_\_
2. Name of an equal product that costs less \_\_\_\_\_ Cost: \_\_\_\_\_

Brand names of 14.5 oz cans of creamed corn:

Generic brand name _____	Grade _____	Cost _____	Unit price _____
Name brand name _____	Grade _____	Cost _____	Unit price _____
House brand name _____	Grade _____	Cost _____	Unit price _____
Economy brand name _____	Grade _____	Cost _____	Unit price _____

3. Name of a juice that is 100% juice \_\_\_\_\_ Unit price \_\_\_\_\_  
 Name of a "juice drink" \_\_\_\_\_ %Amount of juice \_\_\_\_\_ Unit price \_\_\_\_\_

4. Brand names of packages of corn flakes:
 

Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____

5. Compare measurements for unit pricing for toilet paper
 

Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____
Brand name _____	Cost _____	Unit price _____

6. Find dates on the following containers:
 

Can of peas _____	Loaf of bread _____	Hot dogs _____	Hamburger _____
Milk _____	Cottage cheese _____	Eggs _____	

7. A product that has "LIGHT" on label \_\_\_\_\_ Amount of calories \_\_\_\_\_

8. A product that has "GOOD SOURCE" on label \_\_\_\_\_ What nutrient is considered the "Good Source"? \_\_\_\_\_ How much of this nutrient is there in the product? \_\_\_\_\_

9. Find nutrient content of a cola drink \_\_\_\_\_ Unit price \_\_\_\_\_  
 Find nutrient content of a diet soda \_\_\_\_\_ Unit price \_\_\_\_\_  
 Find nutrient content of milk \_\_\_\_\_ Unit price \_\_\_\_\_

10. Compare prices on the following foods:
 

1 lb white potatoes _____	1 lb potato chips _____	Difference _____
1 lb frozen chicken breasts _____	1 lb fresh chicken breasts _____	Difference _____
1 lb lean hamburger _____	1 lb extra lean hamburger _____	Difference _____
1 lb apples _____	16 oz can applesauce _____	Difference _____
1 6oz package of frozen green beans _____	1 lb of fresh green beans _____	Difference _____
package of 8 hamburger buns: brand name _____	fresh bakery _____	Difference _____

11. Find name of a food sale item that is outdated \_\_\_\_\_

12. Find name of a fresh meat product that shows cooking instructions \_\_\_\_\_

13. What are two extra services available at the store. \_\_\_\_\_

## **“You’ve Never Even Opened a Can?” (Research and Role Play)**



Pedro’s friend George moved in with him. One of the first things they did was plan how they would share cooking. (They were hungry after the move.)

They decided to use whatever they could find in the cupboard and freezer for lunch. They explored and decided to use frozen hamburger patties, canned baked beans, and frozen peaches. They had half a package of hamburger buns and some milk. That sounded like a nutritious, quick lunch! Since they were REALLY hungry, they decided to make their first meal together so George could get acquainted with the kitchen.

Surprise! Pedro found that George had never even opened a can of beans..... or cooked any frozen foods. Pedro said, “George, all you need to do is read the labels!” Pedro said, “Sorry, George, there are no instructions on this can.”

Pedro knew he had a problem. He decided to teach George some of the basics.

What do you think that Pedro should teach George about the following things?

1. How to heat foods from cans
2. How to figure number of servings in cans
3. When foods in cans need to be thrown away rather than eaten
4. Defrosting frozen foods
5. Preparing frozen foods
5. How to judge when frozen foods are too old for safety or food quality
6. What other things should Pedro teach George?

## Wonder if Anyone Got Sick After Thanksgiving?



It's Thanksgiving time.... time to prepare David's first Thanksgiving turkey! He wanted to do it right.\*

He took out his partially frozen turkey early Wednesday morning and placed it on the bread board to thaw so it wouldn't stain his counter. He wanted it thawed by evening so he could stuff it when he got home from work. He planned to store it in the refrigerator overnight to bake early in the morning.

When he got home, he prepared the dressing. He placed the turkey in a roaster. He rinsed the bread board with warm water. Then he used the board to cut the onions and celery for the dressing. The onion had some mold on the outside. He pulled off the moldy skin and chopped the rest of the onion. Then he mixed the bread and seasonings with the raw eggs and hot water. When he added the pepper, he spilled some. It kept him sneezing for half an hour with no tissue handy! He put the hot dressing into the turkey. He placed the stuffed turkey into the refrigerator to keep it safe. Then he made the cranberry/apple Jell-O. He cut the apples on the bread board so he didn't hurt the kitchen counter.

He was up early the next day to put the turkey into the oven. After breakfast, he set the table. He then prepared a favorite corn casserole. One of the cans of creamed corn had a slight dent and bulge in it. Since it didn't smell bad, he felt it was safe to use. He put in the raw eggs, crackers, and milk. When he was adding the milk, he spilled a bit on the floor. He quickly grabbed a dish cloth to wipe up the spill. He didn't want to slip on a slippery floor! He left the corn casserole on the counter until it was time to put it in the oven.

Then he dished up the pickles, relishes, and jelly so they would be ready. This would save some last minute rushing. When he opened the jelly, he found a light mold on top. Since he had no other jar of jelly, he decided to remove the mold a bit at a time, using the same spoon. Since the jelly didn't smell bad, he decided to use it.

David's dog, Bruno, kept begging for tastes of food. When David finally gave in, Bruno licked his hand in appreciation. David kept on preparing food. The potatoes were cooked and mashed. He had planned to warm a couple of cans of peas, but found the inside of the can slightly discolored. He threw the peas away.

Now it was time to take out the turkey. He wanted to have the turkey sliced before guests arrived. He knew it would stay warm if he put the lid on the roaster. When he cut the turkey breast next to the wings, the juices were pink. He hadn't used a meat thermometer. He wondered if the turkey hadn't really been totally thawed. "Oh, well, it sure tastes good!" he said out loud to himself. "It's tender!"

He started making the gravy He tasted with his spoon as he seasoned it. He had to hurry. The guests were arriving in fifteen minutes. "Thank goodness my brother is bringing the pies!", he said to Bruno.

The dinner was a smashing success. Everyone ate and ate . . . . and talked and talked. They continued nibbling at the food for over four hours. When the guests decided to leave, they helped with clean-up. The large quantities of left-overs were dished into big covered containers that they filled to the top. Guests gave their compliments as they left. David's first Thanksgiving dinner had been a great success.

### Wonder if anyone got sick the next day?

*\*Underline any potential food safety problems that you see. Discuss them with others.*

## Wonder if Anyone Got Sick After Thanksgiving?



1. frozen turkey early Wednesday morning and placed it on the bread board to thaw so it wouldn't stain his counter. Frozen turkey should be thawed in the refrigerator. It may take two or three days for a turkey.
2. rinsed the bread board with warm water. Bread boards should be sterilized after using for raw poultry to avoid contamination. A warm water rinse is not enough to clean it.
3. Then he used the board to cut the onions and celery The bread board was not sterilized. See above.
4. pulled off the moldy skin and chopped the rest of the onion. The mold would need to be totally gone. The mold should be cut off 1" around and below the mold. A knife shouldn't touch the mold.
5. sneezing for half an hour with no tissue handy! Mouth should be covered for sneezes. Hands should be washed after using to cover a sneeze.
6. hot dressing into the turkey. The hot dressing inside a cold turkey will allow bacteria to grow when allowed to sit for a period of time.
7. cut the apples on the bread board The apples will be contaminated with any bacteria from the raw poultry juices that were not cleaned well enough.
8. cans of creamed corn had a slight dent and bulge in it Foods in cans that are bulging or rusted should be thrown away. The food should not even be tasted!
9. dish cloth to wipe up the spill. Dish cloths should not be used to wipe floors. They can contaminate everything they touch afterwards.
10. left the corn casserole on the counter The eggs in the casserole left at room temperature can cause food poisoning.
11. remove the mold a bit at a time, using the same spoon. Mold can be safely removed from jelly by taking out the mold with a spoon. Another clean spoon should then scoop out around the spot. If the rest smells fermented it should be thrown away.
12. didn't smell bad Mold should never be smelled. It can cause respiratory problems.
13. licked his hand in appreciation. David kept on preparing food. He should have washed his hands before continuing food preparation
14. He threw the peas away. Slight discoloration on the inside of cans is not harmful.
15. the juices were pink. Juices from well done turkey are clear. There is no pink visible in the meat.
16. meat thermometer. A meat thermometer should be used when cooking a turkey.
18. tasted with his spoon A different spoon should be used each time a taste is taken. Another way is to use one spoon for dipping and then transferring a small amount to a tasting spoon that can be used over again.
19. over four hours Foods should be refrigerated after being at room temperature for two hours.
20. dished into big covered containers that they filled to the top Smaller containers should be used so foods can cool more quickly.

## Wonder if anyone got sick the next day?

## Oral Pre-Test for "Hungry? Eat Healthy!"

(Level 2 - Adequate)

1. Have you ever stored a week's supply of groceries? *(Answers vary.)* Explain where to store: onions and potatoes, canned goods *(cool dry place)*; TV dinners *(freezer)*; dry pastas and beans *(tightly closed container)*; eggs *(in original containers in refrigerator)*; bananas *(at room temperature)*; compressed yeast *(refrigerator)*.
  - a. Why should you date food that is put in the freezer? *(So it doesn't get too old to eat safely and you know when quality is deteriorating.)*
  - a. What should you do if a can of food is bulging? *(Throw it away. Don't taste it!)*
2. How can you judge quality in the foods you buy? *(Read the information given on containers such as grading and nutrition information. Fresh produce requires a person's own knowledge.)*
  - a. What are general qualities for judging produce? *(Color, texture, blemishes, stem ends of fruits, etc.)* Explain how you judge the quality of: fresh corn ears *(Soft silks, no worms, green leaves, juicy kernels)*; citrus fruit *(Heavy for size, firm, bright and smooth skins)*; broccoli *(Firm, good green color of buds, clean/compact buds)*.
  - b. How do you judge quality in packaged foods? *(Read labels)* What information is found on food labels? *(name of product, manufacturer's name and address, ingredients, nutrition information, serving size, servings in container, etc.)* Why is label information meaningful to you? *(It helps to compare with other products so you can find the best buys; helps with health concerns including nutrition and allergies; furnishes addresses for complaints, etc.)*
  - c. How can you tell how much of your daily diet requirements are being met with a serving of food? *(Labels list % of daily requirements of nutrient such as fat, calories, sodium protein in each serving.)*
  - d. Does "No sugar added" mean there is no sugar in a product? *(It means that no sugar was added to natural state of the product such as peaches which are already sweet.)*
3. Do you have a food budget? How many meals do you plan and prepare each week? How much do you spend on food? *(Answers will vary.)*
  - a. What is the average percentage of a single person's take-home pay that is spent on food? *(About 15%)* Do you spend about 15% of your income on food? *(Answers will vary.)*
  - b. How do you plan so that you stay within your food budget? *(Preplan meals, figure costs, buy wisely using comparative shopping with ads, read product labels, don't buy more than I need, etc.)*
4. What shopping techniques can you use to stay on a low cost food budget? *(Don't shop when hungry, preplan menus and costs, make shopping lists and stick to them, read and compare food ads, use appropriate food coupons, read and compare food labels, grow own food, pick own food, visit food pantries, use food stamps, etc.)*
  - a. What do brand names such as DelMonte tell you? *(They tell you the names of the producers. The producers often put different grades of foods under different brand names.)*
  - b. What is unit pricing? *(Labels on grocery shelves that tell the product name, price, and cost per unit of food.)* How can unit pricing be helpful to the shopper? *(Allows a true comparison of product prices.)*
5. How do you prepare canned vegetables? *(Read labels. Products are usually just heated and served.)* How do you prepare frozen foods? *(Read package instructions. Frozen foods are usually prepared on range top, microwave, or oven.)*
  - a. What is the best way to thaw frozen meats? *(Refrigerator thawing is best. Can also thaw in microwave as directed. Another method: thaw under cold water in waterproof covering.)*
6. To keep foods safe for eating what would you do for the following problems:
  - a. Small amount of mold on top of jelly *(Remove mold with one spoon. Take another clean spoon and scoop out around the spot. If jelly smells fermented, throw it away.)*
  - b. Moldy soft fruits and vegetables, nuts, and dried grains? *(Throw them away!)*
  - c. Washing dog dishes *(Wash separately from other dishes or use dishwasher if dishwasher sterilizes.)*
  - d. Bread board needs to be cleaned *(Sterilize with soap and bleach solution: 1T bleach to 1 qt of water. Clean with brush and cloth. Don't use steel pad.)*
  - e. You have a cold. *(Wash hands often. Don't sneeze on food.)*
  - f. You have to use the bathroom while preparing dinner. *(Wash hands carefully afterwards.)*
  - g. How long should foods be left at room temperature? *(Less than two hours. Hot foods should be kept at 165- 212 degrees F.)*

**EVALUATION FOR "HUNGRY? EAT HEALTHY!"  
(Intermediate)**

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1.  Moldy foods should not be smelled.
2.  Freezing foods keeps bacteria from growing.
3.  Hot foods should be cooled quickly for storage and placed in small containers.
4.  Frozen meats can be safely refrozen if ice crystals are present.
5.  It's important to comparative shop when on a limited income.
6.  It's economical to buy advertised food "specials" all over town each week.
7.  Foods in rusty or dented cans are safe to eat.
8.  Bright yellow and purple color on broccoli buds indicate good quality.
9.  A turkey can be safely thawed under cold running water in a waterproof covering.
10.  Quality Idaho (white) potatoes should be smooth, firm, and have shallow eyes with no sprouts.
11.  Pineapples have a fragrance when ripe.
12.  Dates on packages of food can indicate date by which food should be sold.
13.  Ingredients on labels are listed with the heaviest first and the rest in descending order.
14.  Daily food shopping can save time and money.
15.  Food coupons are always money savers.
16.  Eggs are judged by a candling process and by size.
17.  Only Grade A poultry is generally found in food markets.
18.  Pork is generally not graded.
19.  Grade A foods are always the best buy, regardless of their intended use.
20.  There are always preparation instructions on canned foods.

Place an "X" in front of all of the correct answers.

**21-25. A quality head of iceberg lettuce should have:**

- crisp leaves
- hard and solid feel
- hard bumps on top
- tan or brown color on leaves
- brown core

**26-30. A label that states that a food is "FREE" of calories means that there are:**

- less than five calories in the product
- no (or almost no) fat, cholesterol, sodium, sugars, or calories
- at least 25% less calories than the food being replaced
- no calories at all
- at least 10% less calories

**31-35. Nutrition labels must include:**

- name and address of packer, manufacturer, or distributor
- nutrition information
- RDA percentages
- serving sizes
- picture of the product

**36-40. To keep things clean and safe in a kitchen you should:**

- use soapy steel pads to clean bread boards well
- wipe spills up immediately on floor with dish cloths to avoid falling
- wash pet dishes with regular dishes in the sink
- rinse hands after sneezing or using bathroom
- keep fingernails clean.

**41-45. Put groceries away safely by:**

- rewrapping fresh meat
- unpacking and putting groceries away immediately when they are brought home
- examining packaged foods carefully
- putting frozen foods directly into the freezer
- storing bananas in the refrigerator

**36-50. Fruit quality can generally be judged by:**

- appropriate color
- no blemishes
- firmness
- softening at stem end
- all of the above

**51-55. Some low cost nutritional foods are:**

- rice
- eggs
- peanut butter
- sugared cereals
- Navy beans

**56-60. The following methods can be used to help stay within a limited budget:**

- preplan meals
- figure cost of chosen foods
- read labels
- read food ads
- be prepared to make quick changes in plans.

**61-62. Fill in the blanks with the correct answers:**

Mary's take-home pay is \$120.00 each week.

How much money should she be able to spend on groceries each week? \_\_\_\_\_

How much money should she be able to spend on groceries each day? \_\_\_\_\_

**63-67. List five values of nutrition labeling:**

- 1.
- 2.
- 3.
- 4.
- 5.

**68-70. List three economical, legal ways to get food when your food budget is limited.**

- 1.
- 2.
- 3.

**71-75. List five ways to save money when shopping for food:**

- 1.
- 2.
- 3.
- 4.
- 5.

**76-80. Explain how foods are graded.**

**KEY FOR EVALUATION FOR "HUNGRY? EAT HEALTHY!"**  
(Intermediate)

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1. T  Moldy foods should not be smelled.
2. F  Freezing foods keeps bacteria from growing.
3. T  Hot foods should be cooled quickly for storage and placed in small containers.
4. T  Frozen meats can be safely refrozen if ice crystals are present.
5. T  It's important to comparative shop when on a limited income.
6. F  It's economical to buy advertised food "specials" all over town each week.
7. F  Foods in rusty or dented cans are safe to eat.
8. F  Bright yellow and purple color on broccoli buds indicate good quality.
9. T  A turkey can be safely thawed under cold running water in a waterproof covering.
10. T  Quality Idaho (white) potatoes should be smooth, firm, and have shallow eyes with no sprouts.
11. T  Pineapples have a fragrance when ripe.
12. T  Dates on packages of food can indicate date by which food should be sold.
13. T  Ingredients on labels are listed with the heaviest first and the rest in descending order.
14. F  Daily food shopping can save time and money.
15. F  Food coupons are always money savers.
16. T  Eggs are judged by a candling process and by size.
17. T  Only Grade A poultry is generally found in food markets.
18. T  Pork is generally not graded.
19. F  Grade A foods are always the best buy, regardless of their intended use.
20. F  There are always preparation instructions on canned foods.

Place an "X" in front of all of the correct answers.

**21-25. A quality head of iceberg lettuce should have:**

- X  crisp leaves
- hard and solid feel
- hard bumps on top
- tan or brown color on leaves
- brown core

**26-30. A label that states that a food is "FREE" of calories means that there are:**

- X  less than five calories in the product
- X  no (or almost no) fat, cholesterol, sodium, sugars, or calories
- at least 25% less calories than the food being replaced
- no calories at all
- at least 10% less calories

**31-35. Nutrition labels must include:**

- X  name and address of packer, manufacturer, or distributor
- X  nutrition information
- X  RDA percentages
- X  serving sizes
- picture of the product

**36-40. To keep things clean and safe in a kitchen you should:**

- use soapy steel pads to clean bread boards well
- wipe spills up immediately on floor with dish cloths to avoid falling
- wash pet dishes with regular dishes in the sink
- X  rinse hands after sneezing or using bathroom
- X  keep fingernails clean.

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**56-60. The following methods can be used to help stay within a limited budget:**

- preplan meals
- figure cost of chosen foods
- read labels
- read food ads
- be prepared to make quick changes in plans.

**61-62. Fill in the blanks with the correct answers:**

Mary's take-home pay is \$120.00 each week.

How much money should she be able to spend on groceries each week? (No more than 17% = Less than \$20.40)

How much money should she be able to spend on groceries each day (no more than \$2.91)

**63-67. List five values of labeling laws:**

- |   |   |
|---|---|
| 1. Helps to comparison shop                         | 6. Gives name and address for any complaints      |
| 2. Helps people with allergies                      | 7. Helps evaluate nutritional value of foods      |
| 3. Gives serving sizes so planning is easier        | 8. Tells amount of ingredients in order of weight |
| 4. MDR helps compare foods & judge nutrients needed | 9. Protects consumer from false information       |
| 5. Important for people with health problems        | 10. Tells grade of products                       |

**68-70. List three economical, legal ways to get food when your food budget is limited.**

1. Food stamps, farmer's markets, pick your own produce, food kitchens, food pantries, work in a restaurant, grow your own food, use comparative shopping techniques, etc.
- 2.
- 3.

**71-75. List five ways to save money when shopping for food:**

1. Use food coupons, read newspaper ads, don't shop when hungry, make a shopping list so not tempted, read labels, buy "specials", buy when food is in season, buy quality of food appropriate to use, use a food budget, use unit pricing when available to compare products, etc.
- 2.
- 3.
- 4.
- 5.

**75-80. Explain how foods are graded.**

Foods are graded by rules set up by federal government agencies. Each type of food has its own grading system. For example, beef grades are Choice, Select, Standard, Utility. Pork is generally not graded because of its tenderness. Veal is either Prime or Choice. Poultry grades are A, B, and C. Eggs are graded by weight and freshness. Canned goods are also graded so customers can tell the quality without seeing it. (Answers will vary.)

# ***HUNGRY? EAT HEALTHY!***

## ***A Mini-Micropedia***

**(Level 3, ADEQUATE)**

**These experiences are designed for adequate knowledge needed for making nutritional food choices and preparation.**

- Persons teaching foods and nutrition can use *Hungry? Eat Healthy! A Mini-Micropedia* or *I CAN DO IT! A Micropedia of Living On Your Own* along with these added learning experiences.
- The learning materials can be used with the *Mini-Micropedia*, *The Micropedia*, or by themselves.
- There is a pre-oral test and an objective post-test included.
- Activities may be reproduced in one school or teaching setting.
- 

**The objectives of this unit are to:**

1. Apply nutrition knowledge to meal planning
2. Follow recipe instructions
3. Adjust recipes to feed more or less people
4. Understand food budgeting and shopping techniques
5. Plan, shop for, and prepare a full day's menus
6. Plan a full week's menus and shopping list using a food budget.

### **Suggested Added Learning Experiences**

**(These can be used according to the capability of the learner.)**

1. Create a nutritional meal for a children. Find ways to make the food "fun."
2. Collect recipe books and recipes.
3. Make a recipe collection of your favorites.
4. Make a list of groceries. Go to two or more stores and compare the prices of the chosen items.
5. Watch a television program about cooking.
6. Visit a cooking school and research careers in food preparation.
7. Create an egg incubator and hatch a fertile egg.
8. Demonstrate flour measuring by comparing sifted flour with unsifted flour.
9. Create menus and meals from different cultures.
10. Plan an intercultural pot-luck. Invite people to bring their favorite cultural foods to share.
11. Have groups or individuals go to a grocery store to consider buying specific products (i.e. cereal, bread, etc.) Each person or group should plan to spend an equal amount of money. After completing their choices, they should compare what they spent and the reasons for their choices.
12. Plan meals with family or roommates that meet the needs of each person.
13. Research weight loss methods and plan a week's menus for weight loss.
14. Interview a dietitian with preplanned questions.
15. Research nutrition needs of athletes. Plan a week's menus for an athlete.
16. Interview older persons to find how eating choices today are different from when they were growing up.



# ARE THESE MENUS GOOD OR BAD?



How do you judge a menu? Taste? Appearance? Variety? Nutrition?

Consider the following menus served on a white plate. Think what they would taste like and look like.

#1 Mashed Potato	#2 Scrambled Eggs	#3 Crispy Tacos	#4 Sauerkraut with Sausage
Broiled Halibut	Mashed Potatoes	Potato Chips	Dill Pickles
Cauliflower	Creamed Corn	Carrot Strips	Sourdough Bread Slices
White Bread	Applesauce	Crisp Oatmeal Cookies	Lemon Ice

Which menu number has foods that are: all one color? \_\_\_\_\_  
all with creamy texture? \_\_\_\_\_  
all with crispy texture? \_\_\_\_\_  
all with only one flavor? \_\_\_\_\_

Taste and appetizing appearance are the pleasurable parts of eating. Dietitians recommend menus with a variety of flavor, texture, color, and temperatures in foods.



## NOW ANALYZE THESE DIETS FOR NUTRITIONAL VALUE

Meal Menu	Write # of Servings of:				
	Fruits	Vegetables	Meat	Bread	Milk
Day 1 Breakfast					
Sugared Cereal (1 c)					
Milk (1/2 c)					
Donut					
Coffee					
Day 1 Lunch					
French Fries					
Apple					
Day 1 Dinner					
Ham Slice (3oz)					
Baked Potato					
Green Beans (1/2c)					
White Bread (2 slices)					
Chocolate Cake					
Milk (1 c)					
Day 1 Snacks					
Candy Bar					
Potato Chips and Soda					
Day 2 Breakfast					
Oatmeal (1 c cooked)					
Milk (1/2 c)					
Orange Juice (8 oz)					
Toast (1 slice)					
Day 2 Lunch					
Bologna (3oz)					
Bread (2 slices)					
Carrot Sticks (1/2 c)					
Apple					
Day 2 Dinner					
Hamburger Patty (3oz)					
Cheese Slice (2oz)					
Baked Beans (1/2c)					
Lettuce Salad (1 c)					
Applesauce (1/2c)					
Day 2 Snacks					
Cookies (3)					



## NUTRITION ANALYSIS

HOW MANY MORE SERVINGS ARE NEEDED TO MEET THE MINIMUM RECOMMENDED REQUIREMENTS FOR ONE DAY?

Day 1  
Fruits \_\_\_\_\_ Vegetables \_\_\_\_\_ Meat \_\_\_\_\_  
Bread \_\_\_\_\_ Milk \_\_\_\_\_

Day 2  
Fruits \_\_\_\_\_ Vegetables \_\_\_\_\_ Meat \_\_\_\_\_  
Bread \_\_\_\_\_ Milk \_\_\_\_\_

RATE THE MENUS FOR VARIETY of temperature, color, flavor, & texture. Place an "X" by the varieties that are met.

Day 1 Breakfast  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

Day 1 Lunch  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

Day 1 Dinner  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

\*\*\*\*\*

Day 2 Breakfast  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

Day 2 Lunch  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

Day 2 Dinner  
Temperature \_\_\_\_\_ Color \_\_\_\_\_ Flavor \_\_\_\_\_  
Texture \_\_\_\_\_

HOW IMPORTANT IS VARIETY IN FOOD?  
IS NUTRITION MORE IMPORTANT?

## COOKING DEMONSTRATION BY GUEST



The television cameras are rolling. It's you under the hot lights preparing a Devil's Food Layer Cake today. Plan to demonstrate or tell someone how to measure the ingredients and do the baking. Here's the recipe. You make the script explaining the terms and processes. (You'll need to make a list of utensils that you will need so you can demonstrate.)

### Devil's Food Layer Cake

1 1/4 c sifted cake flour	3/4 c cocoa
2 t baking powder	5 eggs, separated
1/8 t salt	1 c cold water
2 c sugar	1 t vanilla

Sift flour, baking powder, and salt together twice. Mix sugar and cocoa in large bowl. Beat egg yolks until thick; add to sugar mixture. Add water and vanilla; stir well. Add half the flour mixture; stir 25 strokes. Add remaining flour mixture; stir 50 strokes. Beat egg whites until stiff peaks form; fold gently into batter using 20-25 folding strokes. Pour into 9-inch layer pans. Bake at 365 degrees for 25 minutes.

### Chocolate Frosting

1/2 c margarine or butter	5 T milk	5 T cocoa
3 1/2 c sifted confectioner's sugar (1 box)		

Mix milk, margarine, and margarine together in saucepan. Bring to boil, stirring constantly. Add sugar. Mix until smooth. Frost cake.

#### List of information to include in demonstration:

1. How to sift flour
2. How to measure flour, baking powder, salt, sugar, and cocoa
3. How to separate eggs (Remember that eggs should be broken individually into a container before adding them to other ingredients. If only a tiny speck of yolk is in the white, the white won't whip well. Even the container for the whites must be free of fat or grease.)
4. How to measure water and vanilla
5. Terms of mix, beat, add, stir, stiff peak form, fold

#### List of equipment needed for preparation:

#### Be ready to answer or demonstrate answers to the following questions from the audience:

1. How do you measure brown sugar?
2. What's the difference between cake flour and regular flour?
3. Why wasn't an electric mixer used for the cake itself?
4. How can I make only a one layer cake? (A whole cake is too much for me.)
5. What if directions don't say "sift flour"?
6. How do I measure granulated sugar if it is lumpy? What do I do about lumpy confectioner's sugar?
7. If I want to use stick margarine, how much is there in one stick?

#### To be sure you know how to make a recipe for more or fewer people, here's some practice.

Cut measurements in half for half of a recipe (divide by 2)	Double the measurements for making twice as much (multiply by 2)
1/2 c _____ 1/4 c _____ 1/8 c _____ 3/4 c _____	1/2 c _____ 1/4 c _____ 1/8 c _____ 3/4 c _____
7/8 c _____ 1 T _____ 1/2 T _____ pinch _____	7/8 c _____ 1 T _____ 1/2 T _____ pinch _____
1 t _____ 1/4 t _____ 1/2 t _____ 1/8 t _____	1 t _____ 1/4 t _____ 1/2 t _____ 1/8 t _____

# OOPS!

## I NEED TO CHANGE THE RECIPE

**"I love lasagna, but my recipe serves 8. I can freeze part of it, so I'd like to make enough for just 4."**

### Here's how I'll measure:

Recipe calls for:	Here's what I'll use
1 lb ground beef	_____
1 clove garlic, minced	_____
2 T salad oil	_____
1 8oz can tomato sauce	_____
2 1/2 c tomatoes	_____
1 t salt	_____
1/8 t pepper	_____
1/2 t ground oregano	_____
1/2 lb lasagna or wide noodles	_____
1 lb cottage or ricotta cheese	_____
1/2 c grated Parmesan cheese	_____
1/2 lb mozzarella or cheese	_____

**"That lasagna was good! Think I'll serve it for a party. There'll be 16 so I'll have to double it."**

### Here's how I'll measure:

Recipe calls for:	Here's what I'll use
1 lb ground beef	_____
1 clove garlic, minced	_____
2 T salad oil	_____
1 8oz can tomato sauce	_____
2 1/2 c tomatoes	_____
1 t salt	_____
1/8 t pepper	_____
1/2 t ground oregano	_____
1/2 lb lasagna or wide noodles	_____
1 lb cottage or ricotta cheese	_____
1/2 c grated Parmesan cheese	_____
1/2 lb mozzarella or cheese	_____

**"I'm having a small party and want a hot drink. I'll use just a fourth of my recipe for Russian Tea."**

### Here's how I'll measure:

Recipe calls for:	Here's what I'll use:
1/2 c sugar	_____
1 1/2 qt water	_____
1 stick cinnamon	_____
1 c tea	_____
1 small can frozen orange juice	_____
1/3 c lemon juice	_____
1 12oz can pineapple juice	_____
1 c ginger ale (optional)	_____

**"My friend asked me to make a list of equivalents. Here it is."**

3 t = _____	4 T = _____
8 T = _____	12 T = _____
2/3 c = _____	5/8c = _____
7/8 c = _____	16 T = _____
few grains, dash, or pinch = _____	
8 fluid oz = _____	1 fluid oz = _____
2 c = _____	4 c = _____
4 qt = _____	2 pt = _____
1 lb sifted flour = _____	
1 lb brown sugar = _____	
1 lb granulated sugar = _____	
1 lb confectioners' sugar = _____	
2 medium eggs = _____	
2 large eggs = _____	
3 medium eggs = _____	3 large eggs = _____



# COMPARE 'N SHOP



Sally went shopping with a friend, Jerry. Jerry commented on Sally's choice of a name brand product. He had chosen a less expensive one. Sally said, "Oh, why worry about a couple of cents?" Jerry explained that he never looked at paying more as a "couple of cents". "I look at it as a percentage of my food budget. You purchased your can of beans at \$ .50. I got mine for \$ .45. That's 10% difference! Now if I save 5 or 10 % a month on my food bill, that's a lot of money over a year's time. I can use that saved money someplace else!"

What is your food budget per week? \_\_\_\_\_ If you saved 10% of that a week, how much would you be saving? \_\_\_\_\_ How much would that be over a month's time? \_\_\_\_\_ Over a year? \_\_\_\_\_ Where could you spend that money in a different way?

Jerry impressed Sally. He said he'd be glad to help her save money while shopping for foods. Here are some of the things he asked her to try. Go to a grocery store and try them yourself.

1. **Compare weekly food ads.** Compare the same products in all of the food ads. See if there is a difference. Consider which of these "specials" you might want to use in your week's menu plans.
2. **Plan your shopping close to where you live to avoid transportation costs.** Consider sharing rides.
3. **Plan your menus for a week.** Keep your budget in mind as you plan.
4. **Make a grocery shopping list.** List the groceries in the order in which they would be found in the store where you plan to shop. (This will be a time saver.) Attach coupons you want to use with your list.
5. **Avoid shopping when you're hungry.** You'll be less tempted. Don't impulse buy. Be adaptable.
6. **Check the following prices using unit pricing on store shelves.** Compare coupon items you want to buy and answer these questions: What products of comparative quality are available for a lower price? \_\_\_\_\_ Do you really need the product? \_\_\_\_\_ Do you normally use the brand or product? \_\_\_\_\_ Do you need to send in a rebate form? \_\_\_\_\_ What's the total cost including stamp & envelope for rebate items? \$ \_\_\_\_\_
7. **Did you find any advertising gimmicks such as sets of dishes or pans?** \_\_\_\_\_ Check prices of items elsewhere. \_\_\_\_\_ What does a customer have to purchase to take advantage of the store special? \_\_\_\_\_
8. **Compare a "BUY ONE, GET ONE FREE" product.** Is this product the best buy? \_\_\_\_\_ Which ones are better? \_\_\_\_\_
9. **Compare the following brands by reading labels to find best value of a can of green beans:**  
 National Brand (advertised brand) \$ \_\_\_\_\_ Private Label (house brand processed by type of store where you are shopping) \$ \_\_\_\_\_ Economy Brand (usually house brand of lower quality) \$ \_\_\_\_\_  
 Generic, No-name, No-brand (usually with black and white label) \$ \_\_\_\_\_
10. **Compare cereals of the same types by using unit pricing to get equal comparisons:**  
 National brand \$ \_\_\_\_\_ Private Label \$ \_\_\_\_\_ Cereal in a Bag \$ \_\_\_\_\_
11. **Check freshness codes on products.** Find products with the following codes:  
 Day old product sold after shelf date (When products are put out for sale) \_\_\_\_\_  
 Expiration date (Date product should be used. May say "EXP" or "Do not use after..") \_\_\_\_\_  
 Pull-date ("Best if used before....." Product will then begin to lack quality) \_\_\_\_\_  
 Pack date (On bottom of cans showing when food was processed) \_\_\_\_\_
12. **See if you find any case lots (Foods overstocked at beginning or end of season.)** \_\_\_\_\_
13. **Find a meat cut that could be used for several meals if cut and frozen at home.** \_\_\_\_\_
14. **Watch food prices being rung up at check-out counter. Check receipt when you get home.**



**PLAN,**



**SHOP,**



**PREPARE**

**MENUS FOR A DAY!**



**MENU PLANS**

(Attach recipes)

**BREAKFAST**



**SHOPPING LIST**



**PREPARATION STEPS**

(Time needed for preparation)

**LUNCH**

**DINNER**

**SNACKS**

**REFLECTIONS:**

1. Did I meet my basic minimal nutrition requirements?
2. What problems did I have in shopping or preparation?
3. What did each meal cost?
4. Did the cost fit into my daily food budget allowance?
5. Would you make the same recipes and meals again? Why? Why not?
6. How did the people eating it like it?
7. What might you do differently if you were doing it over again?
8. Did you meet your preparation times?



**USE A FOOD BUDGET TO  
PLAN A FULL WEEK'S MENUS AND SHOPPING LIST**

Work with a budget of \$ 3.00 per day per person.  
Do this for yourself, your family, or your roommates.

**MENUS**  
(Attach recipes)

**COST**

**SHOPPING LIST**

**BREAKFAST**

**LUNCH**

**DINNER**

**SNACKS**

Total cost \$ \_\_\_\_\_ Total budgeted amount \$ \_\_\_\_\_ Difference \$ \_\_\_\_\_  
Did you meet the goals of \$3.00/day per person? \_\_\_\_\_ How would you change the menus?

**ORAL PRE-TEST FOR "HUNGRY? EAT HEALTHY!"**  
(Adequate Level)

1. Do you plan menus for meals that you eat? Do you check to see if the meals are nutritious? How do you keep track of the number of servings of the food groups you plan each day? *(Answers vary.)* How many servings are recommended for: fruits (2-4), vegetables (3-5), meats (2-3), breads and cereals (6-11), milk (2-3)?
2. What are some of the favorite recipes that you've prepared? Have you had any problems with the recipes you've made? *(Answers vary.)*  
Explain what these terms mean: fold *(to combine ingredients by using two motions, one to cut through the mixture, the other to slide across the bottom of the bowl to turn the mixture over)*; mix *(to stir two or more ingredients together)*; beat *(to mix fast with over-and-over motion using beater or spoon)*; sauté *(to cook uncovered in a small amount of fat)*; simmer *(to cook over low heat until liquid forms small bubbles)*; braise *(to cook covered with small amount of liquid or in steam)*. What is the best way to measure 1/2 c oil? *(Pour into a liquid measuring cup. Look at measurement at eye level.)* How do you measure 1 c brown sugar? *(Remove lumps by pressing through a sieve. Pack into a dry 1 c measuring cup. Level off with a straight edge.)*
3. Have you ever doubled a recipe or cut a recipe in half? What recipe did you double? Why did you double it? *(Answers vary.)* How many t are in a T? (3) How many T are in 1 cup? (16) How many oz are in 1 c of milk? (8 fluid oz). How much of a cup is in one stick of margarine? (1/2c)
4. Have you ever shopped for a week's supply of groceries? How much do you spend on food for one week? Do you know what percentage of your budget is spent for food? *(Answers vary.)* What is unit pricing? *(Labels on edge of grocery shelves that state cost of product per measured unit.)* How can unit pricing be helpful? *(Allows easy comparisons between brands.)* How can newspaper food ads be helpful when making grocery lists? *(“Special” prices can be used for comparisons between stores. These “special” prices are usually bargains.)* What are some low cost nutritious foods? *(Eggs, potatoes, dried beans, peanut butter, cabbage, in-season foods, hamburger, store “specials”, rice, carrots, etc.)*
5. Have you ever planned and prepared a full day's menus? Give an example of what you served. How many people did you serve? How did you prepare a shopping list for the meals? *(Answers vary.)* How did you figure what to put on the shopping list? *(Considered the number of people to be served, checked recipes, checked supplies on hand, read newspaper grocery store ads, considered cost of recipes, etc.)*
6. Have you ever prepared menus and a shopping list for a whole week's supply of groceries? For how many people did you prepare? *(Answers vary.)* How did you consider nutritional needs? *(Checked to see if there were enough foods from each food group for each day's menus. If there weren't enough servings, I changed the menu., etc.)*

**EVALUATION FOR HUNGRY? EAT HEALTHY!  
(ADEQUATE)**

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1. \_\_\_\_\_ Grocery store receipts do not need to be checked when leaving the store.
2. \_\_\_\_\_ A liquid measuring cup gives the easiest, most accurate measuring for water.
3. \_\_\_\_\_ A small speck of egg yolk does not bother the whipping of egg whites.
4. \_\_\_\_\_ Grocery lists can be time savers.
5. \_\_\_\_\_ A stick of margarine equals 1/2 cup.
6. \_\_\_\_\_ Generic brands contain only lower quality products.
7. \_\_\_\_\_ Numbers on bottoms of canned goods show date by which food should be eaten.
8. \_\_\_\_\_ A straight edge should be used to make accurate dry measurements.
9. \_\_\_\_\_ Flour should be sifted only when recipe calls for sifting.
10. \_\_\_\_\_ All cereals packed in bags are of a lower quality than cereals packed in boxes.
11. \_\_\_\_\_ Special deals at grocery stores such as weekly purchase of dishes are always good buys.
12. \_\_\_\_\_ Folding whipped egg whites into a batter helps keep air in the product.
13. \_\_\_\_\_ An expiration date on a food package means it's "Best if used before ...."
14. \_\_\_\_\_ Brown sugar should be tightly packed in a cup before leveling off for measurement.
15. \_\_\_\_\_ Coupon items always offer the best buys.
16. \_\_\_\_\_ A pinch of an ingredient means less than 1/8 teaspoon.
17. \_\_\_\_\_ Accurate measuring of ingredients helps ensure quality products.
18. \_\_\_\_\_ It's best to break an egg into a separate container before adding it to a batter.
19. \_\_\_\_\_ Meal planning should include a time plan for preparation.
20. \_\_\_\_\_ Snacks offer no food value.

Match the term or measurement. Place the correct letter in front of the matching term or measurement.

21-24.

- |                      |  |
|----------------------|--|
| _____ generic brand  | a. not brand name, but usually has black and white label |
| _____ economy brand  | b. house brand, usually of lower quality                 |
| _____ national brand | c. advertised brand                                      |
| _____ private label  | d. house brand of stores carrying product                |

25-30.

- |               |                       |
|---------------|-----------------------|
| 1/2 c = _____ | a. 12 T               |
| 3/4 c = _____ | b. 8 T                |
| 1/8 c = _____ | c. 2 T                |
| 1 T = _____   | d. 3 t                |
| 2/3 c = _____ | e. 1/2 c plus 2 2/3 T |
| 5/8 c = _____ | f. 1/2 c plus 2T      |

31-35

- |                                 |                    |
|---------------------------------|--------------------|
| _____ 1 lb granulated sugar     | a. 4 c             |
| _____ 1 lb sifted flour         | b. 2 1/4 c         |
| _____ 1 c rice                  | c. 3 1/2 c, cooked |
| _____ 1/2 lb pastas             | d. 4 c, cooked     |
| _____ 1 lb confectioner's sugar | e. 3 1/2 c, sifted |

36-40 Fill in the blanks with the correct answers.

- 1 gal = \_\_\_\_\_ qt  
 1 c = \_\_\_\_\_ T  
 1 qt = \_\_\_\_\_ fluid oz  
 1 qt = \_\_\_\_\_ pts  
 1 lb = \_\_\_\_\_ oz

Place an "X" in front of all of the correct answers:

- 41-45. When using coupons:  
 Check prices against comparable brands  
 Consider if the product is really needed  
 Consider if you normally use the product and brand  
 Consider rebate mail-in costs if that's part of a coupon  
 Check expiration dates before using.
- 46-50. When comparison shopping for groceries:  
 Consider the cost to get to store of your choice  
 Read food labels and compare them  
 Never buy in case lots  
 Use unit pricing  
 Compare "come-ons" with other comparative products.

51-57. Double the ingredients listed below for making twice the amount in a recipe

- 1 lb sausage \_\_\_\_\_
- 1 8 oz can sauce \_\_\_\_\_
- 1 lb noodles \_\_\_\_\_
- 1/4 c grated cheese \_\_\_\_\_
- 1 1/2 t vanilla \_\_\_\_\_
- 1/4 t cinnamon \_\_\_\_\_
- 1 T salad oil \_\_\_\_\_

58-64. Cut the ingredients listed below in half to make half of a recipe:

- 1 lb sausage \_\_\_\_\_
- 1 8 oz can sauce \_\_\_\_\_
- 1 lb noodles \_\_\_\_\_
- 1/4 c grated cheese \_\_\_\_\_
- 1 1/2 t vanilla \_\_\_\_\_
- 1/4 t cinnamon \_\_\_\_\_
- 1 T salad oil \_\_\_\_\_

65-76. Analyze the following menus for meeting the requirements of the Food Pyramid. Fill in the blanks.

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Snacks</u>
Donuts (2)	Hamburger (3oz)	Chicken Leg (1 large)	Candy Bar
Coffee (1c)	Bun	Mashed Potatoes (1/2 c)	Donut Holes (5)
	Coke (12oz)	Mixed Vegetables (1/2 c)	Root Beer (12oz)
		Bread (2 slices)	
		Milk (1 c)	

List the number of servings of each of the food groups that were met by the full day's menus:  
 Fruit \_\_\_\_\_ Vegetable \_\_\_\_\_ Meat \_\_\_\_\_ Milk \_\_\_\_\_ Bread/Cereal \_\_\_\_\_ Fats/Oils \_\_\_\_\_

List the number of servings still needed to meet the minimum requirements:  
 Fruit \_\_\_\_\_ Vegetable \_\_\_\_\_ Meat \_\_\_\_\_ Milk \_\_\_\_\_ Bread/Cereal \_\_\_\_\_ Fats/Oils \_\_\_\_\_

77-79. Explain at least three ways to judge if meals look and taste appetizing:

80-85. Look at the label information from 3 different cereals and answer the following questions.

#1 Cereal	#2 Cereal	#3 Cereal
Cost= \$2.69 for 10 oz	Cost= \$4.19 for 1 lb 8 oz (24oz)	Cost = \$ 3.79 for 19 oz
<b>Nutrition Facts</b>	<b>Nutrition Facts</b>	<b>Nutrition Facts</b>
Serving size 1c (30g)	Serving Size 1 c (30 g)	Serving Size 1 1/4 c (30g/1.2oz)
Servings per container 9	Servings per container about 22	Servings per container about 16
Servings per container about 12	Servings per container about 18	Servings per container about 14

What is the cost of one serving of each cereal? Cereal #1 \_\_\_\_\_ Cereal #2 \_\_\_\_\_ Cereal #3 \_\_\_\_\_  
 What is the cost of one oz of each cereal? Cereal #1 \_\_\_\_\_ Cereal #2 \_\_\_\_\_ Cereal #3 \_\_\_\_\_

**KEY FOR EVALUATION FOR "HUNGRY? EAT HEALTHY!"  
(ADEQUATE)**

Place a "T" in front of the statements that are true. Place an "F" in front of the statements that are false.

1. F \_\_\_\_\_ Grocery store receipts do not need to be checked when leaving the store.
2. T \_\_\_\_\_ A liquid measuring cup gives the easiest, most accurate measuring for water.
3. F \_\_\_\_\_ A small speck of egg yolk does not bother the whipping of egg whites.
4. T \_\_\_\_\_ Grocery lists can be time savers.
5. T \_\_\_\_\_ A stick of margarine equals 1/2 cup.
6. F \_\_\_\_\_ Generic brands contain only lower quality products.
7. F \_\_\_\_\_ Numbers on bottoms of canned goods show date by which food should be eaten.
8. T \_\_\_\_\_ A straight edge should be used to make accurate dry measurements.
9. T \_\_\_\_\_ Flour should be sifted only when recipe calls for sifting.
10. F \_\_\_\_\_ All cereals packed in bags are of a lower quality than cereals packed in boxes.
11. F \_\_\_\_\_ Special deals at grocery stores such as weekly purchase of dishes are always good buys.
12. T \_\_\_\_\_ Folding whipped egg whites into a batter helps keep air in the product.
13. F \_\_\_\_\_ An expiration date on a food package means it's "Best if used before ...."
14. T \_\_\_\_\_ Brown sugar should be tightly packed in a cup before leveling off for measurement.
15. F \_\_\_\_\_ Coupon items always offer the best buys.
16. T \_\_\_\_\_ A pinch of an ingredient means less than 1/8 teaspoon.
17. T \_\_\_\_\_ Accurate measuring of ingredients helps ensure quality products.
18. T \_\_\_\_\_ It's best to break an egg into a separate container before adding it to a batter.
19. T \_\_\_\_\_ Meal planning should include a time plan for preparation.
20. F \_\_\_\_\_ Snacks offer no food value.

**Match the term or measurement. Place the correct letter in front of the matching term or measurement.**

21-24.

- |                        |  |
|------------------------|--|
| a _____ generic brand  | a. not brand name, but usually has black and white label |
| b _____ economy brand  | b. house brand, usually of lower quality                 |
| c _____ national brand | c. advertised brand                                      |
| d _____ private label  | d. house brand of stores carrying product                |

25-30.

- |                 |                       |
|-----------------|-----------------------|
| 1/2 c = b _____ | a. 12 T               |
| 3/4 c = a _____ | b. 8 T                |
| 1/8 c = c _____ | c. 2 T                |
| 1 T = d _____   | d. 3 t                |
| 2/3 c = e _____ | e. 1/2 c plus 2 2/3 T |
| 5/8 c = f _____ | f. 1/2 c plus 2T      |

31-35

- |                                   |                   |
|-----------------------------------|-------------------|
| b _____ 1 lb granulated sugar     | a. 4 c            |
| a _____ 1 # sifted flour          | b. 2 1/4 c        |
| c _____ 1 c rice                  | c. 3 1/2 c cooked |
| d _____ 1/2 lb pastas             | d. 4 c cooked     |
| e _____ 1 lb confectioner's sugar | e. 3 1/2 c sifted |

**36-40 Fill in the blanks with the correct answers.**

- 1 gal = 4 \_\_\_\_\_ qt  
 1 c = 16 \_\_\_\_\_ T  
 1 qt = 32 fluid oz  
 1 qt = 2 \_\_\_\_\_ pts  
 1 lb = 16 \_\_\_\_\_ oz

Place an "X" in front of all of the correct answers:

41-45. When using coupons:

- X  Check prices against comparable brands
- X  Consider if the product is really needed
- X  Consider if you normally use the product and brand
- X  Consider rebate mail-in costs if that's part of a coupon
- X  Check expiration dates before using.

46-50. When comparison shopping for groceries:

- X  Consider the cost to get to store of your choice
- X  Read food labels and compare them
- Never buy in case lots
- X  Use unit pricing
- X  Compare "come-ons" with other comparative products.

51-57. Double the ingredients listed below for making twice the amount in a recipe

1 lb sausage	<u>2 lb</u>
1 8 oz can sauce	<u>2 8 oz cans or 1 c</u>
1 lb noodles	<u>2 lb</u>
1/4 c grated cheese	<u>1/2 c</u>
1 1/2 t vanilla	<u>1 T</u>
1/4 t cinnamon	<u>1/2 t</u>
1 T salad oil	<u>2 T</u>

58-64. Cut the ingredients listed below in half to make half of a recipe:

1 lb sausage	<u>1/2 lb</u>
1 8 oz can sauce	<u>1/2 can or 1/2 c</u>
1 lb noodles	<u>1/2 lb</u>
1/4 c grated cheese	<u>2 T or 1/8c</u>
1 1/2 t vanilla	<u>3/4t</u>
1/4 t cinnamon	<u>1/8 t</u>
1 T salad oil	<u>1 1/2 t</u>

65-76. Analyze the following menus for meeting the requirements of the Food Pyramid. Fill in the blanks.

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Snacks</u>
Donuts (2)	Hamburger (3oz)	Chicken Leg (1 large)	Candy Bar
Coffee (1c)	Bun	Mashed Potatoes (1/2 c)	Donut Holes (5)
	Coke	Mixed Vegetables (1/2 c)	Root Beer (12oz)
		Bread (2 slices)	
		Milk (1 c)	

List the number of servings of each of the food groups that were met by the full day's menus:

Fruit 0 Vegetable 2 Meat 2 Milk 1 Bread/Cereal 4 Fats/Oils 4

List the number of servings still needed to meet the minimum requirements:

Fruit 2 Vegetable 1 Meat 0 Milk 1 Bread/Cereal 2 Fats/Oils 0

77-79. Explain at least three ways to judge if meals look and taste appetizing:

*(Color, texture, flavor, temperature)*

80-85. Look at the label information from 3 different cereals and answer the following questions.

#1 Cereal	#2 Cereal	#3 Cereal
Cost= \$2.69 for 10 oz	Cost= \$4.19 for 1 lb 8 oz (24oz)	Cost = \$ 3.79 for 19 oz
<b>Nutrition Facts</b>	<b>Nutrition Facts</b>	<b>Nutrition Facts</b>
Serving size 1c (30g)	Serving Size 1 c (30 g)	Serving Size 1 1/4 c (30g/1.2oz)
Servings per container 9	Servings per container about 22	Servings per container about 16

What is the cost of one serving of each cereal? Cereal #1 \$ .298 Cereal #2 \$ .19 Cereal #3 \$ .236

What is the cost of one oz of each cereal? Cereal #1 \$ .269 Cereal #2 \$ .174 Cereal #3 \$ .199

