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## Filling Out a Register

Directions: Though most people rely on online banking, it is important to keep a written record of money coming in and going out. This information is kept track of on a checkbook register. Look at the register below and then complete the activities.



The first two entries are on the register for you, see if you can fill in the rest. Make up dates if not listed.

1. You had to get gas on 4/5/2020 and paid 30.00 to fill up.
2. Grandma sent a birthday check for 15.00 that you deposited.
3. You went to lunch with friends and treated them for 54.35.
4. Your cell phone bill is due, pay 77.92 for the month.
5. Amazon allowed you to order a new shirt for only 22.99.
6. A field trip will cost 20.00, pay the fee to go.
7. Prom tickets are on sale for 10.00 each, grab two.

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# Balancing A Checkbook

Directions: Though most people now use online banking, it is important to understand how to balance a checkbook. To balance a checkbook you must add deposits to your balance and subtract what money you spent. Look over the register below and figure out how much money you will have left at the end of the month.

Banking Ledger		Account Number 895724300		
Date	Description	Deposit	Withdraw	Balance
4/5/2020	Deposit	\$ 782.00		
4/6/2020	Gas		\$ 22.00	
4/6/2020	Starbucks		\$ 5.50	
4/8/2020	Oil Change on Car		\$ 33.92	
4/9/2020	Birthday Gift	\$ 20.00		
4/11/2020	ATM Withdrawal		\$ 40.00	
4/11/2020	Walmart		\$ 54.00	
4/14/2020	Walmart (School supplies)		\$ 23.45	
4/15/2020	Movie Tickets		\$ 25.00	
4/16/2020	ATM Withdrawal		\$ 20.00	
4/17/2020	Cell Phone		\$ 50.00	
4/18/2020	Deposit (Babysitting)	\$ 35.00		
4/20/2020	Amazon (Gift for Mom)		\$ 75.00	
4/22/2020	Ebay (New phone cover)		\$ 15.00	
4/23/2020	Gas		\$ 20.00	
4/25/2020	Kroger (Snacks)		\$ 34.92	
4/27/2020	Starbucks		\$ 5.67	
4/30/2020	McDonald's		\$ 12.45	

What is your final balance? \_\_\_\_\_

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# Reading A Recipe

Directions: Read the following recipe and answer the questions.

Preheat oven to 350°F.

In a large bowl, combine cooked shredded chicken with 1/4 cup enchilada sauce. Season with salt and pepper to taste.

Warm the tortillas in a microwave for 1 minute, flipping the them halfway through until they're warm and pliable.

Assemble the enchiladas by filling each tortilla evenly with the shredded chicken mixture and a generous pinch of shredded cheese. Roll them tightly to close and place in a large baking dish seam side down.

Pour the remaining enchilada sauce over the tortillas and then top them with the remaining cheese.

Bake for 20 minutes, until cheese is melted and bubbly. Serve.

1. What is the first thing you should do assuming you already have the ingredients?

\_\_\_\_\_

2. Which should be cooked first, the chicken or tortilla shells?

\_\_\_\_\_

3. Estimate the amount of time you would need to make this dish, assuming the chicken was already cooked. \_\_\_\_\_

4. Is this recipe best suited for a family or individual? How do you know? \_\_\_\_\_

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# Adapting A Recipe

Directions: Read the recipe below that serves 4 people. If you are throwing a party and 12 people will be attending, rewrite the ingredient amounts so you will have enough food.

## Ingredients

1 pound large shrimp, peeled and deveined  
Kosher salt  
2/3 cup chicken stock or low-sodium chicken broth  
2 tablespoons Shaoxing wine or dry sherry  
1 tablespoon soy sauce  
1 tablespoon cornstarch  
2 teaspoons sugar  
Freshly ground black pepper  
1/4 teaspoon crushed red pepper flakes, optional  
3 tablespoons vegetable oil  
3 cloves garlic, minced (about 2 tablespoons)  
1 teaspoon finely grated fresh ginger  
1 scallion, chopped, white and green parts separated  
6 ounces snow peas, strings removed if necessary  
2 ounces red bell pepper, thinly sliced (about 1/2 cup)

4 cups cooked rice, for serving

## Directions

1. Put the shrimp in a medium bowl with 2 cups cold water and 2 tablespoons kosher salt. Stir to combine and let sit for 5 minutes. Drain and rinse the shrimp

under cold running water and place them on a paper towel-lined plate. Pat the shrimp with more paper towels to thoroughly dry.

2. Combine the chicken stock, Shaoxing wine, soy sauce, cornstarch, sugar, 1 teaspoon kosher salt, 1/2 teaspoon freshly ground black pepper and crushed red pepper in a medium bowl. Stir until the cornstarch is fully incorporated and the mixture is smooth.
3. Heat a wok or large nonstick skillet over high heat for 2 minutes. Add the oil to the pan and swirl to coat. Carefully add the shrimp in a single layer. Allow to cook for 2 minutes, using a wooden spoon or spatula to stir-fry them. Add the garlic, ginger and scallion whites and stir-fry for 1 minute. Add the snow peas and bell pepper and stir-fry for 1 minute. Add the cornstarch mixture and scallion greens and stir-fry until the sauce has thickened, about 15 seconds. Immediately transfer the stir-fry to a dish. Serve with rice.

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# Restaurant Etiquette

Most everyone enjoys a nice meal out at a restaurant. When we eat at a nice restaurant, not fast food, there are a few things we can do to act appropriately. Read the tips below and then answer the questions that follow.

- Listen politely to the server as they list specials and ask questions
- Remain seated unless you must get up
- If you must use the restroom, ask to be excused
- Use appropriate manners (please, thank you, no thank you)
- Keep your napkin on your lap after sitting down
- Do not speak with food in your mouth
- Take small bites and drink only after swallowing
- Participate in conversation, but never interrupt
- Speak clearly and loud enough when ordering
- When the meal is over, place only your silverware on the plate

Shade in the answer: True/False

Gallon	Limited	Apartment
Road	Inch	Mountain
Foot	Court	Mile
Headquarters	Kilometer	Street
Drive	Pound	Association
Part time Employee	Corporation	



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# Doing Laundry

Though we may not always enjoy it, laundry is a part of life. Some people have washers and dryers at home, while others go to a laundromat. Below are some rules when doing laundry. Look over the list and then answer the questions.



- Always separate white and dark clothing. Dark clothes can bleed color into white clothes.
- Check all pockets to make sure they are empty. A pen, candy, gum, or tissue can ruin a load of clothes.
- For nice, dress type clothing, check tags to make sure they can be washed and dried. Some are dry clean only.
- Use only the right amount of detergent. Do not use bleach unless you are sure it is appropriate.
- Use the appropriate washer setting for the clothes you are washing.
- Once finished, place the clothes that can be dried in the dryer.
- Always clean the lint trap in the dryer, this prevents a fire.
- After the clothes are dry, remove them and fold or hang each piece. If something is very wrinkled, iron it.

1. What happens if clothes are not sorted by darks and lights?

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2. Before putting clothes in the washer always do what two things?

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3. Why should you clean the lint trap before every load of clothing?

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4. If the dryer is not working, what should you do with wet clothes?

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# Sending Mail

Though most bills are paid online and correspondence is sent through email or text, there are still times when packages or letters need to be sent. When this happens, you need to know how to properly fill out an envelope so it gets to where it needs to be.

_____	Your name
_____	Your address
_____	Your City, State, Zip Code
_____	Recipient name
_____	Recipient address
_____	Recipient City, State, Zip

Fill out the envelope as if it were going to Bob Smith 478 Granger Road Springfield, Illinois 38293

Before mailing a letter, you will need a stamp. Draw a stamp in the correct place on the envelope.

If you are mailing a package, it is addressed the same way, but will require more postage. Where would you get more postage?

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Who can tell you how much postage is needed?

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Where should you leave a package or letter that needs sent?

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# Budgeting

We all love to do the things we enjoy. Having fun usually costs money and if you are on a budget, you must learn to budget correctly in order to do what you want. Assume that you want to go to a concert with a friend at the end of the month and tickets cost \$50. You have \$20 saved up already. You will want to get some snacks at the concert so you will need at least \$25 extra dollars. You also have expenses every week. Read the following to see if you can budget to save enough for the concert and then answer the questions.

- You earn \$50 a week babysitting
- You earn \$10 mowing the lawn and doing chores
- You go out to eat with friends three times each week for a total of \$30
- You will need to pay for gas during the month which will be \$60

1. If you do nothing extra will you be able to afford the concert? \_\_\_\_\_

2. Where could you save money? \_\_\_\_\_

3. How could you earn extra money? Give three ways.

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4. When else could budgeting be used in life?

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5. Name something you would be willing to budget for and explain how you would start to save.

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Name:

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Grade & Section:

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Date:

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Score:

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# Letter Writing

Though letter writing is not as common today as it once was, knowing how to properly write a letter for a supervisor, teacher, or someone important is necessary. Practice writing a letter to show interest in a job on the sample form below.

\_\_\_\_\_ Your Name

\_\_\_\_\_ Your Title

\_\_\_\_\_ Date

To:

\_\_\_\_\_ Person Posting the Job

\_\_\_\_\_ Person's Title

\_\_\_\_\_ Name of the Company

Dear \_\_\_\_\_ Person Posting the Job

Write out what you would say to the person about being interested, what your qualifications are, and other relevant information.

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\_\_\_\_\_ Proper ending

\_\_\_\_\_ Your Signature

Name:

\_\_\_\_\_

Grade & Section:

\_\_\_\_\_

Date:

\_\_\_\_\_

Score:

\_\_\_\_\_

# Abbreviations

Though texting has made abbreviations something that is commonplace, there are many abbreviations you need to know as you get older and enter adulthood. Write out what the following abbreviations stand for by using the word bank below.

Assoc. \_\_\_\_\_ St. \_\_\_\_\_

Corp. \_\_\_\_\_ HQ \_\_\_\_\_

Ltd. \_\_\_\_\_ Gal. \_\_\_\_\_

PTE \_\_\_\_\_ Lb. \_\_\_\_\_

Apt. \_\_\_\_\_ in. \_\_\_\_\_

Ct. \_\_\_\_\_ ft. \_\_\_\_\_

Dr. \_\_\_\_\_ mi. \_\_\_\_\_

Mt. \_\_\_\_\_ km. \_\_\_\_\_

Rd. \_\_\_\_\_

Gallon

Road

Foot

Headquarters

Drive

Part Time Employee

Limited

Inch

Court

Kilometer

Pound

Apartment

Mountain

Mile

Street

Association

Corporation