Assess

Independent Practice

Answers and Explanations

1. ***D*** *Abiding is more than understanding (A), reading (B), or sharing the rules (C).*
2. ***B*** *Consumer injury could result in legal action. Not being sympathetic (A), happy (C), or flexible (D) does not address liability.*
3. ***B*** *Since avalanches are occasional, they are not definite (A). The choice to ski is not sudden (C) or rare (D).*
4. ***D*** *The students are not arguing (A), providing the ice cream (B), or addressing a problem (C).*
5. ***A*** *Neither names (A), bugs (C), nor plans (D) would help a computer run more smoothly.*
6. ***B*** *Broken sidewalks are more than just inconveniences (B). They are not a challenge (C) or a skill (D).*
6. ***B*** *Neither names (A), bugs (C), nor plans (D) would help a computer run more smoothly.*
7. ***C*** *Following directions is neither unhelpful (B), nor unnecessary (D). Following directions is more significant than merely being helpful (A).*

Reteach

ThinkCentral Online Remediation

SKILLS FOCUS p. 662–663

Vocabulary Skills
- Use context clues in words, sentences, and paragraphs to decode new vocabulary.
- Use academic vocabulary appropriately.

Writing Skills
- Use correct format in writing business documents.

PREPARING FOR STANDARDIZED TESTS

Vocabulary Skills Review

Context Clues

Directions: Use context clues to determine the meaning of each italicized word or phrase in the following sentences.

1. "By clicking on the Accept button, you agree to *abide by* the rules explained in this license agreement."
In this sentence, *abide by* means to —
A understand
B read
C share
D follow

2. "According to the legal agreement, the company is not *liable* if a person gets hurt while using the product."
In this sentence, *liable* means —
A sympathetic
B responsible
C happy
D flexible

3. "Avalanches occasionally happen; people who ski in the wilderness are *potentially* making a dangerous choice."
In this sentence, *potentially* means —
A definitely
B possibly
C suddenly
D rarely

4. "The students took a *proposal* to the principal to offer free ice cream in the lunchroom next year."
In this sentence, a *proposal* is a(n) —
A argument
B invitation
C problem
D suggestion

5. "Uneven or broken sidewalks can be safety *hazards* for skateboarders."
In this sentence, *hazards* are —
A dangers
B inconveniences
C challenges
D skills

6. "'Input' and 'Output' are two *functions* that make the computer run smoothly."
In this sentence, *functions* means —
A names
B uses
C bugs
D plans

Academic Vocabulary

Directions: Use context clues to determine the meaning of the italicized Academic Vocabulary.

7. "It is *critical* to follow directions when assembling a product so that it will work properly."
In this sentence, *critical* means —
A helpful
B unhelpful
C important
D unnecessary

8. "It is important to follow directions in the correct *sequence*."
In this sentence, *sequence* means —
A order
B style
C method
D organization

Vocabulary Review

Use this activity to assess whether students have retained the collection vocabulary. Ask students to choose the word from the box that fits the context of each sentence.

secure, function, authorization, corresponding, empowered

1. Casey felt _____ after learning how to design her own Web site. [*empowered*]
2. Each part of the assembly line has its own special _____. [*function*]
3. Before Erik could take an extra vacation day, he needed to receive _____ from his employer. [*authorization*]
4. The shoe store was out of the model I wanted, but they did have a _____ model from another brand. [*corresponding*]
5. _____ the boat to the dock with a strong rope. [*Secure*]

PREPARING FOR STANDARDIZED TESTS

Writing Skills Review

Business Documents

Directions: Read the following memo. Then, answer each question that follows.

(1) To: John Kilas, Varsity Basketball Coach
(2) From: Fred Williams, Headmaster
(3) Re: Awards Ceremony

(4) John, congratulations on another winning season! (5) You and the team have made this school extremely proud. (6) You have led one of the city's best basketball teams to another championship. (7) You've also nurtured another group of student athletes who understand the importance of an education. (8) My son, Toby, especially enjoyed the game against Wooter in which our team came back from 25 points down to win. (9) In honor of all these accomplishments, the school would like to host a celebratory awards ceremony, honoring all of the players and coaches. (10) At your earliest convenience, would you please send me a list of all the players with their names correctly spelled so we can order the awards? (11) Congratulations again!

1. Which of the following should be included in the **heading** of this memorandum?

A A return address
B A signature
C The date
D The sender's country

2. Which sentence could be deleted as unnecessary?

A Sentence 2
B Sentence 7
C Sentence 8
D Sentence 9

3. Which sentences could be combined by adding the transitions *not only* and *but*?

A Sentences 4 and 5
B Sentences 6 and 7
C Sentences 8 and 9
D Sentences 10 and 11

4. The memo's use of repetition in sentences 4 and 11 —

A is unnecessary
B should be eliminated
C clarifies a point
D adds emphasis

Application

Business Letter

Have students use what they have learned in this workshop to write a business letter to a company. Suggest that students write to a company they would like to work for and ask for advice on how to best prepare themselves to work in that field. Provide students with examples of business letters. Remind students to use clear, precise, and formal language in their letters.

Extension Homework

E-mail

Explain to students that e-mail can be very informal or very formal. For homework, have students compose a formal e-mail on a topic or cause they feel strongly about. Students might suggest a school-wide recycling program, or implore the government to allocate more money to education. Ask volunteers to share their e-mails. Then, lead a discussion on how they differ from their business letters.

Independent Practice

Answers and Explanations

1. ***C*** *A memo requires a date, not a return address (A), a signature (B), or the sender's country (D).*

2. ***C*** *The main topic of the memo is a plan to honor players and coaches. The part about the headmaster's son is irrelevant. Sentences 2 (A), 7 (B), and 9 (D) are necessary.*

3. ***B*** *These sentences combine two different accomplishments. The other sentences work to reiterate or expand on the team's previously established achievements.*

4. ***D*** *The coach is stressing how proud and excited he is for the team. A and B imply that the coach's memo is negative, while his congratulatory statements do not clarify (C).*