

## Literacy Resource

### *LINC Literacy Addendum – A Support Document for the LINC Literacy Component*

The LINC Literacy Addendum, published in 1998, was developed as a support document for the LINC Literacy Component (1997). It provides photocopiable worksheet masters for the LINC literacy instructors to use with literacy learners who need to practice their literacy and numeracy skills through many activities. Co-authored by Nancy L. Hutt and Lynn C. Young, The LINC Literacy Addendum was published in 1998 as a project sponsored by Citizenship and Immigration Canada. The Introduction consists of the following sections:

- Overview of the LINC Literacy Addendum
- Visual Model
- The Five Stages of ESL Literacy
- Outcomes for Literacy Stages 1 and 2: The Foundation Skills
- Relation of Literacy Stages to Literacy Benchmarks and LINC Levels
- Key Classroom Points

The LINC Literacy Addendum Worksheets cover the following 12 themes:

- Housing
- Family Life
- Media
- Education
- Transportation
- Commercial Services
- Canadian Society
- Employment
- Health and Safety
- Canadian Law
- Government and Community Services
- Leisure

The Introduction and each of the 12 themes are viewable as standalone PDF documents. (Given that this resource was originally published as a hard-copy binder, the binder contains all of the 13 parts and comprises a single publication.)

# LINC LITERACY ADDENDUM

A SUPPORT DOCUMENT FOR  
THE LINC LITERACY COMPONENT

October, 1998

## COMMERCIAL SERVICES SECTION

*Part 7 of 13*

CO-AUTHORS

Nancy L. Hutt      Lynn C. Young

LAYOUT AND PRODUCTION

Robert S. Miles

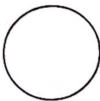
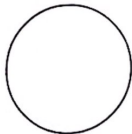
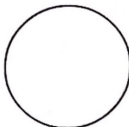
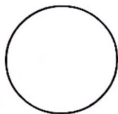
SECRETARIAL SUPPORT

Phung Lam

A PROJECT SPONSORED BY CITIZENSHIP AND IMMIGRATION CANADA

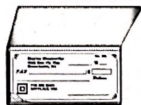


Match real coins to the pictures:





Cut out the pictures on the right. Glue them next to the pictures that are the same:







Listen to your teacher and write the numbers you hear:

---

a.

\_\_\_\_\_  
-----  
\_\_\_\_\_

f.

\_\_\_\_\_  
-----  
\_\_\_\_\_

b.

\_\_\_\_\_  
-----  
\_\_\_\_\_

g.

\_\_\_\_\_  
-----  
\_\_\_\_\_

c.

\_\_\_\_\_  
-----  
\_\_\_\_\_

h.

\_\_\_\_\_  
-----  
\_\_\_\_\_

d.

\_\_\_\_\_  
-----  
\_\_\_\_\_

i.

\_\_\_\_\_  
-----  
\_\_\_\_\_

e.

\_\_\_\_\_  
-----  
\_\_\_\_\_

j.

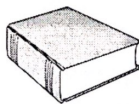
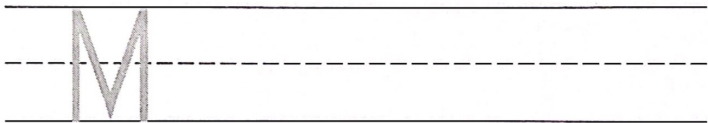
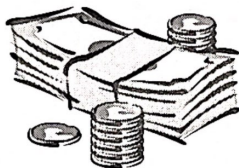
\_\_\_\_\_  
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\_\_\_\_\_

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Trace and copy. Write M under the picture that begins like MONEY. Your teacher will say the words:

M



\_\_\_\_\_

-----

\_\_\_\_\_



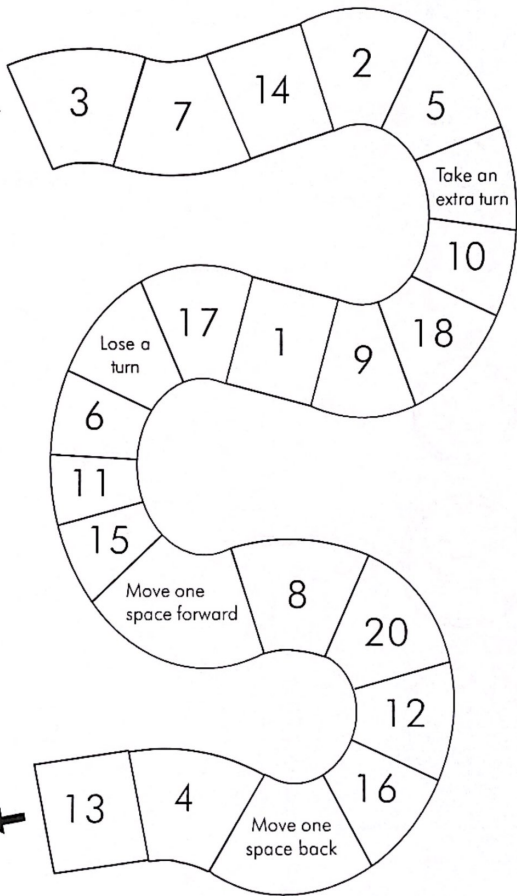
\_\_\_\_\_

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\_\_\_\_\_



Flip a coin. Heads moves one space, tails moves 2 spaces. Say the number you land on:





Draw lines to match the words to the pictures:

---



toonie

quarter

loonie

dime

bill

penny

nickel

---



Cut out the sentences and make a conversation:

---



What's your phone number?

It's 1401 Elm Street.

My name is Tom Green.

It's 452-8148.

What's your address?

What's your name?





Copy the cheque. Write your signature:

	213
	Date <u>Dec. 1, 1997</u>
Pay to the order of <u>LINC Hydro</u>	\$ <u>123.00</u>
<u>one hundred and twenty three</u> /100 Dollars	
LINC Bank Toronto, ON	<u>Yusuf Ali</u>
03-58 19-0-06	

	213
	Date _____
Pay to the order of _____	\$ _____
_____/100 Dollars	
LINC Bank Toronto, ON	_____
03-58 19-0-06	



16

Write the number next to the number word:

---

nineteen \_\_\_\_\_

three \_\_\_\_\_

seven \_\_\_\_\_

one \_\_\_\_\_

sixteen \_\_\_\_\_

eighteen \_\_\_\_\_

twenty \_\_\_\_\_

six \_\_\_\_\_

four \_\_\_\_\_

eight \_\_\_\_\_

seventeen \_\_\_\_\_

fifteen \_\_\_\_\_

five \_\_\_\_\_

two \_\_\_\_\_

---



Count the coins. Write how much:



\_\_\_\_\_ ¢



\_\_\_\_\_ ¢



\_\_\_\_\_ ¢



\_\_\_\_\_ ¢



\_\_\_\_\_ ¢



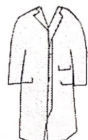
\_\_\_\_\_ ¢





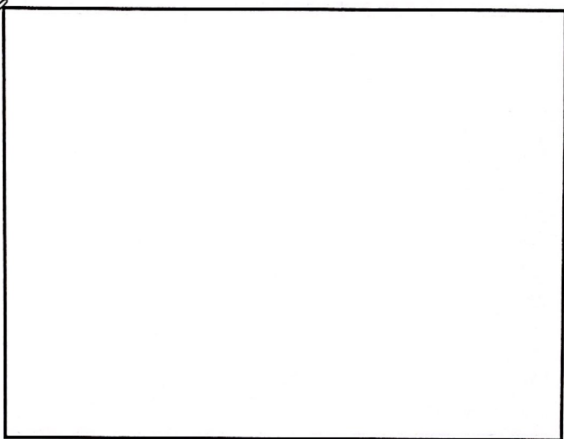
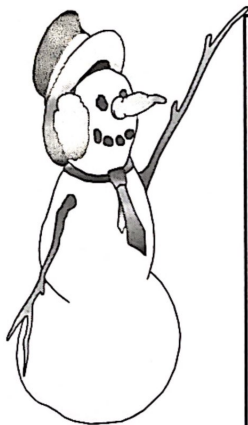
Draw lines to match the pictures:

---





Cut out the pictures at the bottom of the page. Glue the winter clothes in the box next to the snowman:





Listen to your teacher and write the letters you hear:

---



— — — —



— — — —



— — —



— — — —



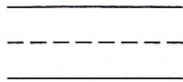
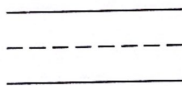
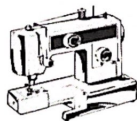
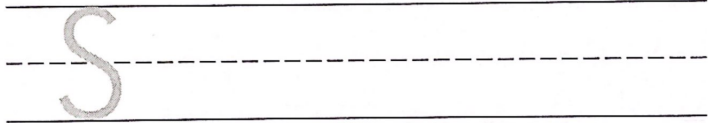
— — —

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Trace and copy. Write S under the picture that begins like SALE. Your teacher will say the words:

S





Circle the clothing that is small:





Draw lines to match the store signs to the regular print words:

---

**BARGAINS**

Sale

**DISCOUNTS**

Save

**CLEARANCE**

Half Price

**\$ALE**

Discounts

**\$Save\$**

Bargains

**HALF  
PRICE**

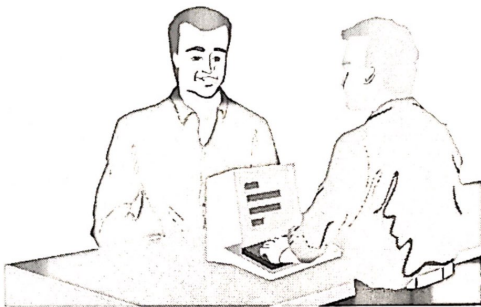
Clearance

---



Cut out the sentences below. Put in the correct order:

---



Thank you.

They're on the third floor.

Excuse me, can you help me?

Yes.

Where are the dryers?





Write the regular upper case letter next to each box:

Q

\_\_\_

C

\_\_\_

T

\_\_\_

A

\_\_\_

S

\_\_\_

U

\_\_\_

Y

\_\_\_

X

\_\_\_

B

\_\_\_

Z

\_\_\_

H

\_\_\_

L

\_\_\_

M

\_\_\_

K

\_\_\_

P

\_\_\_

I

\_\_\_

D

\_\_\_

W

\_\_\_

E

\_\_\_

V

\_\_\_

O

\_\_\_

N

\_\_\_

R

\_\_\_

F

\_\_\_

J

\_\_\_

G

\_\_\_





Fill in the missing letters. Then copy the words:

---

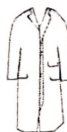
1.



\_\_ i r \_\_

\_\_\_\_\_

2.



\_\_ o a \_\_

\_\_\_\_\_

3.



\_\_ a \_\_

\_\_\_\_\_

4.



\_\_ o c \_\_

\_\_\_\_\_

5.



\_\_ e

\_\_\_\_\_

6.



















\_\_ o e \_\_

\_\_\_\_\_

---



Add the prices to find the total costs:

 \$12.00 \$ . + \$  \$3.00 \$ . \$ .	 \$5.00 \$ . + \$  \$8.00 \$ . \$ .
 \$5.00 \$ . + \$  \$3.00 \$ . \$ .	 \$11.00 \$ . + \$  \$2.00 \$ . \$ .
 \$1.00 \$ . + \$  \$3.00 \$ . \$ .	 \$7.00 \$ . + \$  \$2.00 \$ . \$ .
 \$13.00 \$ . + \$  \$4.00 \$ . \$ .	 \$1.00 \$ . + \$  \$7.00 \$ . \$ .



Draw lines to match the pictures:

---





Draw lines to match the pictures:

---





Colour the foods that are red. Trace the word:



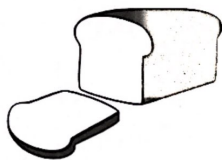
red

red

red



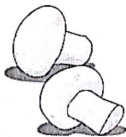
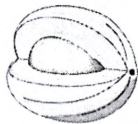
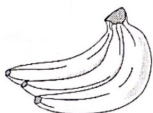
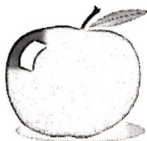
Colour the foods that are yellow. Trace the word:



yellow yellow



Circle the heavier item:

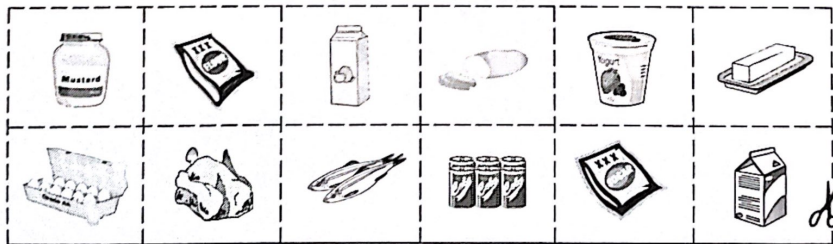




Read the shopping list. Cut out the pictures. Glue the ones that belong in the shopping cart:

Shopping List

bread  
eggs  
milk  
fish  
flour







Look at the picture. Then cut out the sentences and sequence to make the conversation:

---



It's in aisle 4.

Thank you.




Excuse me. Where's the tea?





Write the information your classmates tell you. Your teacher will help you spell the words:

What is your favourite  fruit?  
vegetable?  
meat?

Student's Name	Fruit 	Vegetable 	Meat 
1.			
2.			
3.			
4.			
5.			
6.			



Look at the words in the box. Copy them into the correct category:

potato      apple      corn      lemon      bean  
banana      carrot      orange      tomato      melon  
grapes      onion



FRUIT



VEGETABLES

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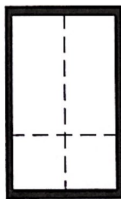
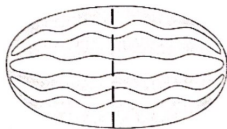
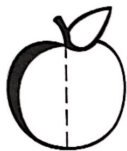
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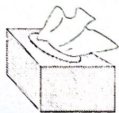
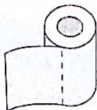
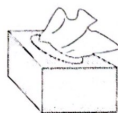
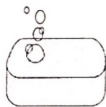
Colour one half:

---





Circle the picture that is the same:





Draw lines to match the upper case and lower case letters:

---

M

s

d

L

l

m

D

e

G

S

g

n

E

T

p

x

a

N

X

Y

A

f

v

t

P

F

w

y

V

W

---



Write the letters:

Write the capital letters:

b

d

l

n

r

k

Write the small letters:

p

g

r

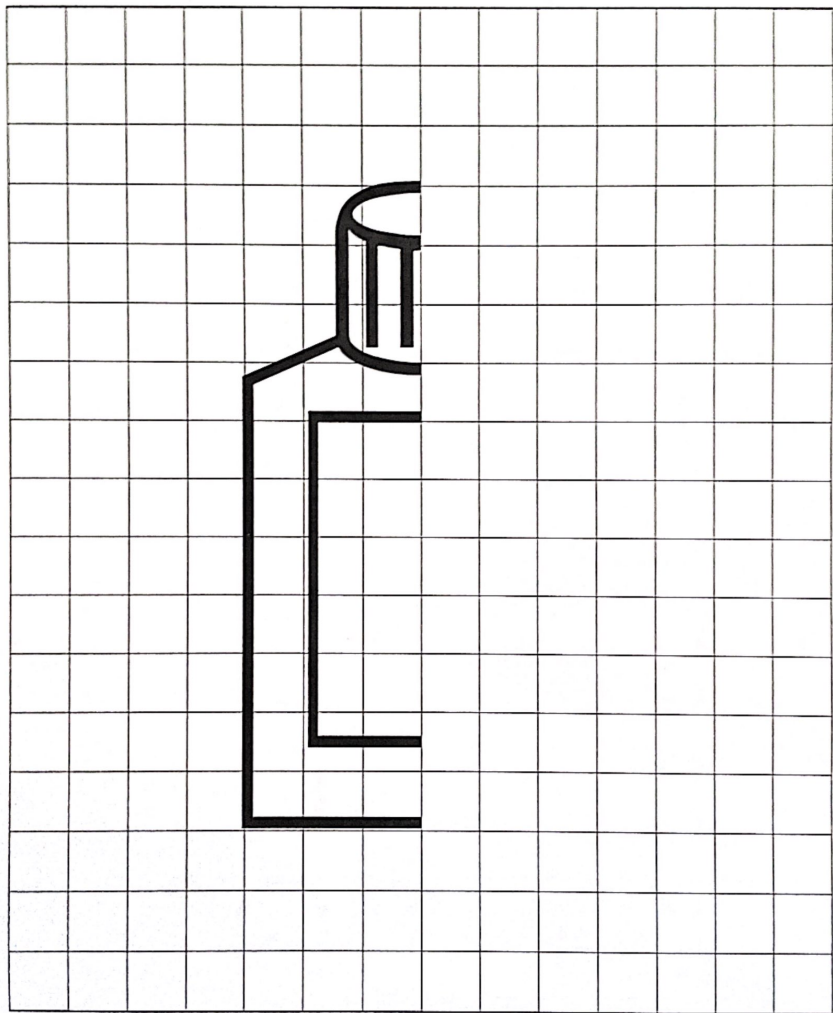
c

y

q



Draw the other half of the medicine bottle:











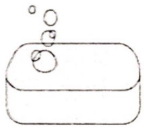


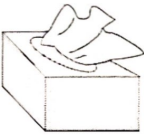




Circle the items on the top shelf. Put an X on the item on the bottom shelf:

---





Match the pictures to the words below. Write the numbers in the boxes:

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

Band-aids

Tablet

Kleenex

Tweezers

Capsule

Prescription

Soap

Toothbrush

Toothpaste

Baby Powder

Cough Syrup

Thermometer



Circle the word to match the picture:



toothpaste

tablet

thermometer

toothbrush



tweezers

toilet paper

tablet

toothpaste



toothbrush

tablet

tweezers

thermometer



toothpaste

tweezers

toothbrush

toilet paper



thermometer

tablet

tweezers

toothpaste



Copy the words:



1. capsule



2. tablet



3. teaspoon



4. tablespoon

1.

2.

3.

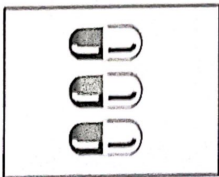
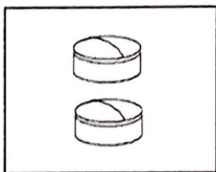
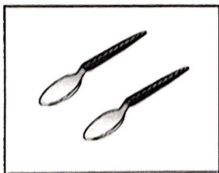
4.



Copy the correct instructions under the pictures:

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Take 2 tablets.  
Take 3 capsules.  
Take 2 teaspoons.  
Take 1 tablespoon.





Circle the word to match the time:

---



11:00 a.m.



11:00 p.m.



---

9:00 a.m.

morning	afternoon	evening	night
---------	-----------	---------	-------

7:30 p.m.

morning	afternoon	evening	night
---------	-----------	---------	-------

2:15 a.m.

morning	afternoon	evening	night
---------	-----------	---------	-------

10:30 a.m.

morning	afternoon	evening	night
---------	-----------	---------	-------

10:45 p.m.

morning	afternoon	evening	night
---------	-----------	---------	-------

3:30 p.m.

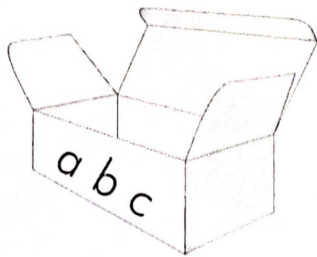
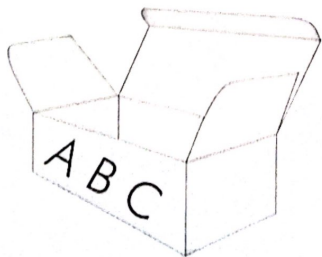
morning	afternoon	evening	night
---------	-----------	---------	-------



Draw lines to put the lower case letters in the right box and the upper case letters in the left box:

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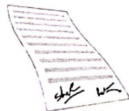
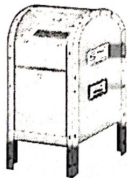
N                      K                      S                      m  
C              d                      s                      D                      o  
                    l                      f                      e  
L                      F                      r                      H





Check the boxes that show the post office items:

---







Copy your teacher's address. Your teacher will write it for you on the top envelope:

From:

LINC School  
Toronto, Ontario  
M7F 2L8



To:

---

---

---

---

From:

LINC School  
Toronto, Ontario  
M7F 2L8



To:

---

---

---

---



Write your return address on the envelope:

---

\_\_\_\_\_ (name)

\_\_\_\_\_ (street address)

\_\_\_\_\_ (city) \_\_\_\_\_ (province)

\_\_\_\_\_ (postal code)



Mrs. B. Paul  
LINC School  
Toronto, Ontario  
M7F 2L8



Put an X on the numbers or letters that are different:

1      L   1   7   4   L   1   T   1

6      6   G   6   C   8   6   0   G

7      T   7   1   F   7   Y   T   7

3      B   8   3   D   3   P   3   B

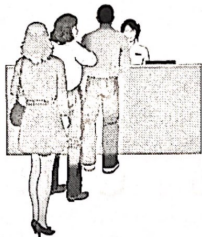
5      5   G   3   2   5   S   G   5

8      3   B   P   8   H   6   8   B



Look at the picture. Then cut out the sentences and sequence to make the conversation:

---



Here you are. That's \$1.44.

Thanks.

Can I have three 45¢ stamps please?





Read the sentences. Cut out the pictures. Match to the sentences:

1. Write and sign the letter.

1.

2. Put the letter in the envelope.

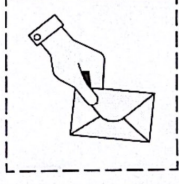
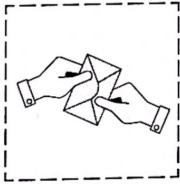
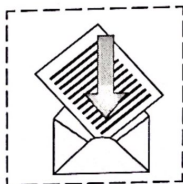
2.

3. Take it to the post office.

3.

4. Give it to the postal clerk.

4.





Copy:

From:

Carlos Diaz,  
455 Second St.,  
North Bay, ON  
P2B 7T3



To:

Luis Castro  
64 King St.,  
London, ON  
N5W 4G7

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

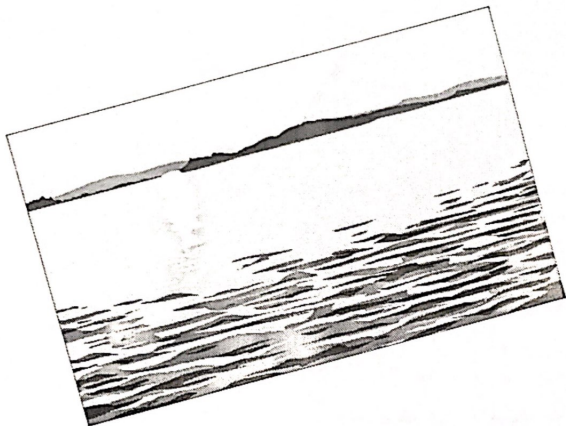



To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Trace, sign and address the postcard to a friend:

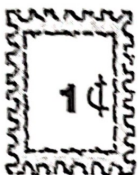


<p>Hi!</p> <p>July 1998</p> <p>I like Canada. It is nice. The weather is good.</p> <p>_____</p> <p>(your signature)</p>	 <p>_____</p> <p>(name)</p> <p>_____</p> <p>(address)</p> <p>_____</p> <p>(city)</p> <p>_____</p> <p>(country)</p>
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Add the cost of the stamps to find the total:

---



=

\_\_\_\_\_ ¢

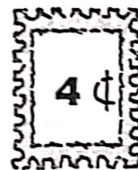
---



=

\_\_\_\_\_ ¢

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=

\_\_\_\_\_ ¢

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=

\_\_\_\_\_ ¢

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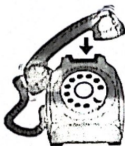
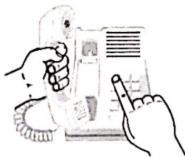
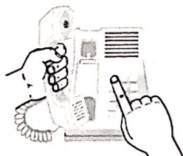
Draw lines to match the pictures:

---



532-6911

532-6911



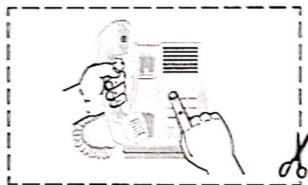


Cut out the pictures on the right and sequence:

1.



2.



3.



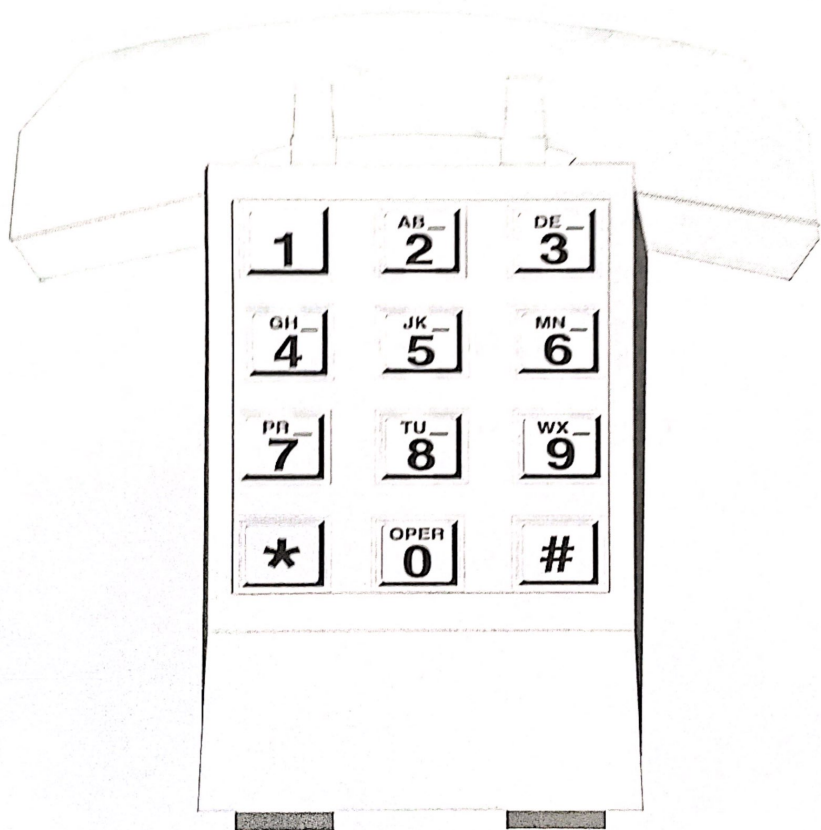
4.





Fill in the missing letters on the telephones:

---





Fill out the personal information card. Take the card home. Put it next to your telephone:

---

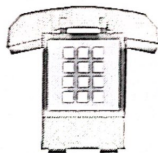
### My Information Card

Name: \_\_\_\_\_

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

Apartment Number: \_\_\_\_\_

Telephone Number: \_\_\_\_ - \_\_\_\_



#### My Information Card

Name  
Address  
Apartment No.  
Tel No.



Fill in the blanks below:

---

Write the number after:

3 4

5   

8   

7   

2   

4   

1   

6   

9   

---

Write the number before:

5 6

   1

   3

   2

   4

   7

   9

   8

   5

---

Write the number between:

7 8 9

5    7

0    2

3    5

1    3

7    9

4    6

2    4

5    7

---



Read the conversation with your class:



What's your telephone number?



432-8277.



Is that 432-8277?



Yes. That's correct.

Cut here and give the conversation back to your teacher.

Cut out the sentences and put the sentence strips in order:



Is that 432-8277?



432-8277.



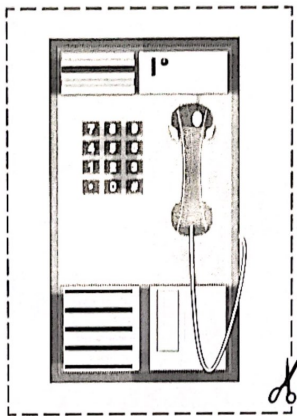
Yes. That's correct.



What's your telephone number?



Cut out the sentences below. Put in the correct order:



Talk.

Dial the number.

Pick up the receiver.

Hang up the receiver.

Put a coin in the coin slot.





Fill in the blanks using the words in the box:

later

here

there

now

call



Hello.



Hello. Is Lin \_\_\_\_\_ ?



No, she's not \_\_\_\_\_ right \_\_\_\_\_.



Oh, Okay. I'll \_\_\_\_\_ back \_\_\_\_\_.



Fine. Goodbye.



Bye.





Write the telephone messages from the conversations:

This is Maria Mateo.  
Please ask her to call  
me at 671-3402.



MESSAGE

Call: \_\_\_\_\_

Phone #: \_\_\_\_\_

This is Bob Scott.  
Please ask him to call  
me at work at 954-2121.



MESSAGE

Call: \_\_\_\_\_

Phone #: \_\_\_\_\_

This is Aura.  
Please ask her to phone  
me. My number is  
238-2670.



MESSAGE

Call: \_\_\_\_\_

Phone #: \_\_\_\_\_



Fill in the missing numbers as your teacher reads the telephone numbers:

A. 4 \_\_ - 4 \_\_ 6 \_\_

E. 6 \_\_ 7 - \_\_ 6 \_\_ \_\_

B. 6 5 \_\_ - \_\_ 1 2 \_\_

F. 2 3 \_\_ - \_\_ 6 4 \_\_

C. \_\_ 5 1 - \_\_ 6 4 \_\_

G. 4 \_\_ - 7 \_\_ \_\_

D. 4 5 \_\_ - \_\_ \_\_ \_\_ 1

H. \_\_ 4 \_\_ - 6 \_\_ \_\_



Circle the letter your teacher says:

1. d a b

7. h k b

2. x k y

8. v w y

3. n m u

9. n r h

4. e c s

10. g p q

5. l t f

11. p b d

6. i l t

12. o a u





Trace and copy:



big big big



big



small small small



small



Trace:

Excuse me

Please

Thank you

You're welcome



Draw lines to match the coins:

---





Follow the instructions:

---

1. Write your name on the line.

\_\_\_\_\_

2. Put a ✓ in the box.

3. Write your last name in the box.

4. Write your telephone number in the box.

5. Write your first name under the line.

\_\_\_\_\_

---





Read the receipt. Read the sentences and circle the correct word:

LINC LUCKY-MART	
EVERYDAY LOW PRICES!	
2 pr. socks	6.50
1 jacket	39.99
1 clock	14.99
Sub-Total	61.48
PST	4.92
GST	4.30
Total	70.70
98/05/13	10:45
Have a nice day.	

1. The socks cost 

\$6.50
\$5.60

.

2. The 

clock
jacket

 costs \$39.99.

3. The 

total
sub-total

 is \$61.48.

4. The 

PST
GST

 is \$4.30.

5. The total is 

\$7.70
\$70.70

.

6. The date is 

May 13
July 13

.



Trace and copy:

exchange

return

refund

receipt





Fill in the form:

You bought a



It doesn't work.

	LINC LUCKY MART	
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Return Form</div>		
Name: _____		
(Last)		(First)
Address: _____		
(Number)		(Street)
_____		
(City)		(Province)
(Postal Code)		
Returned Item: _____		
Problem: _____		
Telephone number: _____		
Signature: _____		

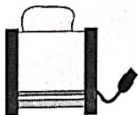
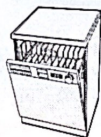
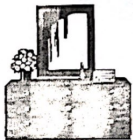


Circle the price that is less:

\$2.67	\$2.78	\$1.79	\$1.80	\$3.52	\$3.50
\$ 1.51	\$1.09	\$5.19	\$5.91	\$6.38	\$6.83
\$4.84	\$4.12	\$2.06	\$2.04	\$8.24	\$8.25
\$3.44	\$3.54	\$9.29	\$9.24	\$7.97	\$7.91



Put an X on the picture that doesn't belong:





Put an X on the word that is different:

---

1. hat

hat hat hot

2. cup

cap cup cup

3. tie

tie lie tie

4. fan

fan fan tan

5. pot

pot top pot

6. pan

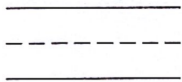
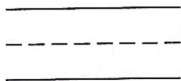
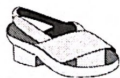
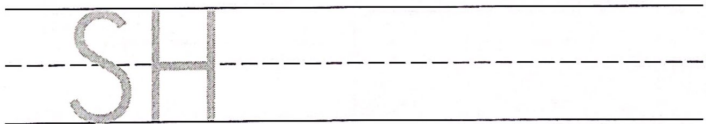
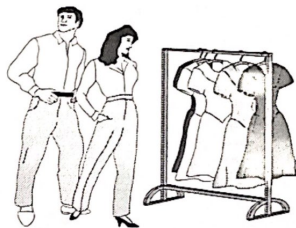
pen pan pan

---



Trace and copy. Write SH under the picture that begins like SHOP. Your teacher will say the words:

SH





Trace and copy:



shirt

shirt



lamp

lamp



socks

socks



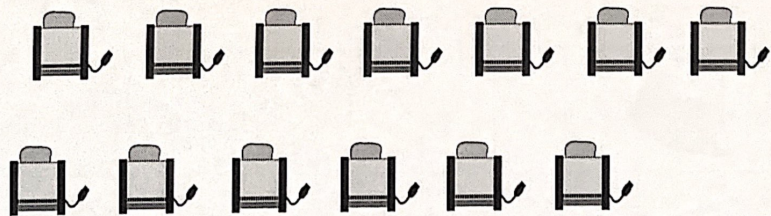
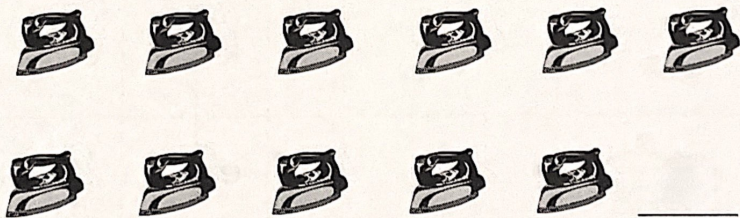
desk

desk













Look at each box. How many are in the group?  
Write the number:





Cut out the letters on the right. Glue them in the correct order beside each picture:

						p	c	u	
						a	t	h	
						i	t	e	
						k	s	o	c
						e	s	k	d
						l	b	o	w
						r	o	i	n
						e	h	o	s



Circle the picture that matches the word:

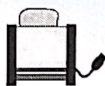
1. chair



2. sock



3. iron



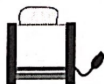
4. stove



5. desk



6. toaster



7. sweater



8. pants





Write these words in the spaces:

1. bed

--	--	--	--	--	--

2. pan

--	--	--	--	--	--

3. hat

--	--	--	--	--	--	--

4. desk

--	--	--	--	--	--	--	--

5. iron

--	--	--	--	--	--	--

6. lamp

--	--	--	--	--	--	--	--	--

7. socks

--	--	--	--	--	--	--	--

8. chair

--	--	--	--	--	--	--	--

9. pants

--	--	--	--	--	--	--	--

10. shoes

--	--	--	--	--	--	--	--

11. sweater

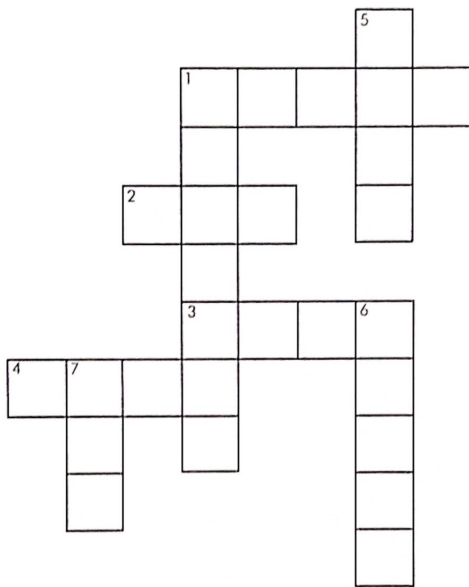
--	--	--	--	--	--	--	--	--

12. toaster

--	--	--	--	--	--	--	--



Complete the crossword puzzle:



Across →

1.



2.



3.



4.



Down ↓

1.



5.



6.




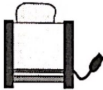


7.





Copy the numbers onto the order form:

 # 0 1 6 4 2	 # 6 7 4 2 1
 # 4 8 7 3 0	 # 9 6 7 5 1

ORDER FORM	
Item	Cat No.
toaster	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
shirt	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
sweater	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
kettle	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>