

Workbook for Adjusting to Life in the USA: A Complete Guide to Culture, Belonging, and Essential Life Skills for Newcomers, Long-Time Residents, and Their Supporters

Introduction: How to Use This Workbook

This workbook is designed to help you, whether you are a student or an adult, better understand and adjust to life in the United States. It follows the chapters of the book "Adjusting to Life in the USA" and gives you space to reflect, learn, and grow. Each part includes simple explanations, matching activities, writing prompts, and real-life applications that support your language development, emotional well-being, and cultural understanding.

Use the workbook at your own pace. You can complete the activities on your own, with a teacher, a coach, or in a group setting. The goal is to help you build skills for success in your new life while honoring your background and personal story. You are encouraged to use chapters in any order based on your specific needs and interest.

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I would love to hear about your success and feedback. Please email me your questions or feedback at aspireUSACoaching@gmail.com

If you are teaching courses based on this book, please email me to request a free curriculum designed for beginner-level students. It also includes suggested activities for intermediate and advanced learners.

Workbook – Chapter 1: Translation Services and Helpful Tools

1. Key Takeaways (Review Section)

Write down the most important points you learned from this chapter:

- _____
- _____
- _____

2. Reflect (Think About Your Experience)

- How do you usually get help when you do not understand English?
- Have you ever used a translation app or website before? What was your experience?
- Why is it important to use a professional interpreter in serious situations like at the hospital?

Write your answers:

3. Practice (Try It Out)

Task A: Use a Tool

Pick one of the tools mentioned in this chapter:

- ☐ Google Translate
- ☐ Microsoft Translator
- ☐ Read-Aloud Feature
- ☐ ChatGPT

Now complete these steps:

- Open the tool on your phone or computer.
- Type or speak one sentence from this chapter and translate it into your native language.

- Listen to the read-aloud feature (if available).
- Write the translated sentence or summary here:

Translated Sentence or Summary:

Task B: Vocabulary Builder

Find 3 new English words from this chapter. Write them and their meanings in your language:

English Word	Meaning in Your Language	Example Sentence

4. Apply (Use in Real Life)

Imagine you are at a hospital or government office and need an interpreter. What would you say?

Practice saying this sentence out loud:

"Can I use an interpreter, please?"

Now write down when you might use this in real life:

5. Goal Setting (Take Action)

Goal: This week, I will try using a translation or read-aloud tool to help me with:

- ☐ Reading a letter
- ☐ Understanding a website
- ☐ Talking to someone
- ☐ Practicing my English

Write your specific goal:

This week, I will use _____ to help me with _____.

Date I will do this: _____

6. Bonus Resources: Check out one of these resources.

- [Google Translate](#)
 - [Microsoft Translator](#)
 - [ChatGPT](#)
-

Take 10 to 30 seconds to reflect. What thoughts do you have about the topics or resources you just learned? Write down a few ideas, questions, or feelings that come to mind.

Workbook – Chapter 2: Communicating in Everyday Situations

1. Key Takeaways (Review Section)

Write down the most important points you learned from this chapter:

- _____
- _____
- _____

2. Reflect (Think About Your Experience)

- How do you feel when you need to speak English in a store, restaurant, or on public transportation?
- Which polite phrase from this chapter will help you most when introducing yourself? Why?
- Have you experienced a situation where formal speech felt too stiff or informal speech felt too casual? Describe it.

Write your answers:

3. Practice (Try It Out)

Task A: Role-Play an Introduction

Pair with a friend or practice in front of a mirror. Use these two dialogues and then swap roles.

1. Formal Introduction

- You: "Hello, my name is _____. Nice to meet you."
- Other: "Nice to meet you too. Where are you from?"

2. Informal Introduction

- You: "Hey! I'm _____. How's it going?"
- Other: "Good, thanks! And you?"

Write down how each felt different:

- Formal felt: _____
- Informal felt: _____

Task B: Ordering at a Restaurant

Fill in the blanks and then read the full sentence aloud.

1. "I would like _____, please."
2. "Can I see the _____, please?"
3. "Do you have _____ options?"
4. "Can I get the _____, please?"

Your complete sentences:

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

4. Apply (Use in Real Life)

Choose one everyday situation below and write a short script using at least two phrases from this chapter. Then practice saying it out loud:

- **Asking for directions on the street**
- **Buying groceries in a convenience store**
- **Making an appointment at a doctor's office**
- **Buying a bus or subway ticket**

Your script:

5. Goal Setting (Take Action)

This week, I will practice communicating by:

- ☐ Introducing myself to someone new
- ☐ Ordering food at a restaurant
- ☐ Asking for help or directions in English
- ☐ Using a language-learning app every day

My specific goal:

"This week, I will _____ by _____."

Date I will complete this: _____

6. Bonus Resources & Emergency Contacts

- **Duolingo:** Practice daily at your own pace.
- **BBC Learning English:** Videos, quizzes, and grammar guides.
- **HelloTalk:** Chat with native speakers via text or voice.
- **ChatGPT:** Practice speaking and writing; get feedback.

Emergency Contacts Sheet

Fill in and keep a copy of these numbers in your phone and on paper:

Service	Phone Number	Notes
Emergency (police/fire/EMS)	911	
Poison Control	1-800-222-1222	
Local Police (non-emergency)	_____	
Nearest Hospital	_____	Address: _____

Service	Phone Number	Notes
Immigrant Support Organization	<hr/>	

Share this information with everyone in your household. It is also a good idea to choose a safe meeting place in case of a fire. Where would you meet your family members if you had to leave your home quickly?

*Also, teach your children how to safely exit the house from each area or room. Practice different ways to get out in case of an emergency.

Workbook – Chapter 3: Understanding Non-Verbal Communication

1. Key Takeaways (Review Section)

Write 3–4 important ideas you remember from this chapter:

- _____
- _____
- _____
- _____

2. Reflect (Think About Your Experience)

- What do smiling and eye contact usually mean in the United States?
- How is this different from what you are used to in your home country?
- Has anyone ever misunderstood your non-verbal communication? What happened?

Write your thoughts:

3. Practice (Try It Out)

Task A: Try These Situations

Practice smiling and making polite eye contact in the following situations. After each, write what happened and how it felt:

Situation	What You Did	How You Felt / What Happened
Said hello to someone with a smile		

Situation	What You Did	How You Felt / What Happened
Made eye contact while listening		
Smiled and made eye contact at work or in class		

Task B: Watch & Learn

Watch a short TV show or movie clip. Focus on how people smile and use eye contact.
Write two things you noticed about their non-verbal communication:

1. _____
2. _____

4. Apply (Use in Real Life)

You are working in a store in the U.S. A customer walks in. What should you do?

- Practice writing a short script for how you would greet the person, including when to smile and make eye contact.

Example:

Look at the customer, smile, and say:

“Good morning! Let me know if you need any help.”

Now write your own:

5. Goal Setting (Take Action)

This week, I will practice using non-verbal communication by:

- ☐ Smiling at people when I say hello
- ☐ Making polite eye contact in conversations

- ☐ Practicing with a family member or friend
- ☐ Observing how others use non-verbal communication

My specific goal:

"I will _____ when I _____."

Example: "I will smile and make eye contact when I meet my professor."

Date I will do this: _____

6. Bonus Tip: Create a Culture Note

Think about how people in your culture use smiles and eye contact. Write a short paragraph comparing it to what you learned about the U.S.:

Workbook – Chapter 4: Understanding Cultural Differences – Collectivist vs. Individualistic Values

1. Key Takeaways (Review Section)

Write 3–5 important ideas you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- How were you raised to think about family, decisions, and responsibilities?
- Do you feel more comfortable in a collectivist or individualistic culture? Why?
- Have you ever experienced a misunderstanding because of a cultural difference?

Write your answers:

3. Practice (Try It Out)

Task A: Explore the Cultural Values Chart

Revisit the chart in the chapter comparing collectivist and individualistic cultures.

Circle the values that match your experience.

Then answer:

- Which values are similar between your culture and American culture?

- Which values are different?

Write 2 examples of each:

Similar Values:

1. _____
2. _____

Different Values:

1. _____
 2. _____
-

Task B: Analyze the Case Study (Amira's Story)

- Why do you think Amira's coworkers did not understand her?
- What did Amira value that they might not have?

Write your thoughts:

4. Apply (Use in Real Life)

Imagine you are talking to a coworker or classmate who comes from a culture that is different from yours. What could you say or do to understand each other better?

Write one or two things you could do:

5. Goal Setting (Take Action)

This week, I will learn about cultural values by:

- ☐ Talking to someone about their culture
- ☐ Watching a video or movie about cultural differences

- ☐ Reflecting on my own values and how they shape my decisions
- ☐ Practicing respectful communication with someone new

My specific goal: "I will _____ by _____."

Example: "I will learn about workplace culture in the U.S. by asking a colleague how meetings are usually done."

Date I will complete this: _____

6. Bonus Activity: Cultural Identity Map

Draw two columns:

Column A: Values from your culture

Column B: Values you are learning about in the U.S.

Think about how you can blend them in your daily life.

My Culture's Values	U.S. Culture's Values

What values can you use from both cultures to feel successful and comfortable in your new environment?

Workbook – Chapter 5: Building Personal Relationships in the U.S. (Family and Friends)

1. Key Takeaways (Review Section)

Write 3–5 important points you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- How were relationships with family and friends handled in your home culture?
- Which values in American family life feel different to you?
- Have you or someone you know experienced a situation like Kevin's?

Write your thoughts:

3. Practice (Try It Out)

Task A: Compare Family Values

Revisit the parenting and family tables in this chapter. Then complete this chart about your experience:

Family Value	Your Culture	U.S. Culture
Who makes decisions?		
How is privacy viewed?		
What does respect look like?		
What do parents expect from teens?		

What was one surprising difference?

Task B: Friendship Building

Use this checklist to build friendships in the U.S.:

- ☐ Start small conversations with classmates or neighbors
- ☐ Remember their name and something they shared
- ☐ Invite someone to join you in an activity (lunch, hobby, event)
- ☐ Be a good listener and give support

Which one will you try this week? _____

Write your goal here:

"This week, I will _____."

4. Apply (Use in Real Life)

Imagine your child wants to join a school activity, but you are unsure because it takes time away from studying. Based on what you learned about parenting in the U.S., write down how you might respond:

Now think of how your child might explain their point of view:

What is one way you could compromise?

5. Goal Setting (Take Action)

This week, I will build relationships by:

- ☐ Talking to a coworker, neighbor, or classmate about family life
- ☐ Practicing polite personal boundaries and asking for permission
- ☐ Having a family conversation about shared responsibilities
- ☐ Learning more about U.S. parenting or teen development

My specific goal: "I will _____ by _____."

Date I will complete this: _____

6. Bonus Activity: Kevin's Story – Discussion Reflection

Choose **one** of Kevin's challenges (career, culture, responsibility, or identity).

Write a short paragraph about what advice you would give him:

Workbook – Chapter 6: Hosting Guests and RSVP – A Guide for Social Events

1. Key Takeaways (Review Section)

Write 3–5 important things you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- What are some differences between how people plan and attend social events in your culture and in the U.S.?
- How do people in your culture handle invitations or visiting others?
- How do you feel about the idea of RSVP and arriving exactly on time?

Write your thoughts:

3. Practice (Try It Out)

Task A: Write an RSVP Message

Imagine you received an invitation to a birthday party. Practice responding politely.

If you are going to attend:

If you cannot attend:

Task B: Make Small Talk

Think about how you would answer if someone said:

"Hi, how was your weekend?"

Write a short response:

Now write a longer version with more detail:

4. Apply (Use in Real Life)

Imagine you are planning to host a small dinner party for new friends. Complete the questions below to help plan your event.

- What day and time will your dinner be? _____
- Where will it take place? _____
- What kind of food will you serve (or ask others to bring)? _____
- How will you invite people? _____
- What will you say in your invitation? Write 1–2 sentences:
- What simple game, music, or activity could you include? _____

5. Goal Setting (Take Action)

This week, I will practice social skills by:

- ☐ Hosting or helping with a small event
- ☐ Responding to an invitation politely and on time
- ☐ Practicing small talk at school, work, or in public
- ☐ Observing how Americans interact at social events

My specific goal:

"I will _____ by _____."

Example: "I will practice small talk at lunch by asking my coworker about their weekend."

Date I will do this: _____

6. Bonus Activity: "Bosnian Time" vs. "American Time"

Think about the story in the chapter. What is one custom from your home country that is different from U.S. culture when it comes to social gatherings?

Describe it here:

How can you balance both traditions when making plans with friends or coworkers in the U.S.?

Workbook – Chapter 7: Understanding Romantic Relationships in the U.S.

1. Key Takeaways (Review Section)

Write 3–5 important ideas you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- How is dating in the U.S. similar to or different from your home culture?
- Have you or someone you know faced cultural challenges when dating in a new country?
- What are your personal values or expectations for a romantic relationship?

Write your answers:

3. Practice (Try It Out)

Task A: Dating Expectations – What Matters to You?

Check the values that are important to you in a partner:

- ☐ Respect
- ☐ Honesty
- ☐ Good communication

- ☐ Shared values
- ☐ Same culture
- ☐ Shared goals
- ☐ Sense of humor
- ☐ Support for your dreams
- ☐ Career or financial stability
- ☐ Emotional support
- ☐ Other: _____

Now circle your **top three** values.

Think about why these are important to you:

Task B: Showing Respect in a Conversation

Imagine you are on a first date or talking to someone online. Write two respectful questions you could ask to get to know them better:

1. _____
2. _____

Now write one sentence that shows appreciation or polite behavior during or after a date:

4. Apply (Use in Real Life)

You are invited on a casual date like meeting at a coffee shop or park. What are some ways you can prepare to show respect and feel comfortable?

- Before the date:

- During the date:

- After the date:

5. Goal Setting (Take Action)

This week, I will work on building healthy relationships by:

- ☐ Reflecting on my values and what I want in a partner
- ☐ Practicing respectful conversation or small talk
- ☐ Having an honest conversation with someone I trust about dating expectations
- ☐ Learning about healthy boundaries and consent

My specific goal:

"I will _____ by _____."

Example: "I will practice asking respectful questions when I meet someone new."

Date I will complete this: _____

6. Bonus Activity: Cultural Reflection

The author felt caught between different dating expectations from her culture and her life in the U.S. Have you ever felt this way about dating, friendships, or gender roles?

Write a short paragraph about your experience or thoughts:

Workbook – Chapter 8: Handling Conflicts and Disagreements

1. Key Takeaways (Review Section)

Write 3–5 key ideas you learned from this chapter:

- _____
- _____
- _____
- _____
- _____

2. Reflect (Think About Your Experience)

- How is conflict usually handled in your home culture?
- Have you ever had a disagreement that got worse because of a misunderstanding?
- What did you learn from it?

Write your answers:

3. Practice (Try It Out)

Task A: Rewrite with “I” Statements

Change the blaming sentence into a respectful “I” statement:

Blaming Sentence:

“You never help me when I need it.”

Your “I” Statement:

Blaming Sentence:

"You always forget to call me back."

Your "I" Statement:

Task B: What Makes a Good Apology?

Fill in the blanks using what you learned in the chapter:

1. Step One: _____
2. Step Two: _____
3. Step Three: _____

Now write your own example of a good apology:

4. Apply (Use in Real Life)

Imagine a friend borrowed your favorite book but did not return it. You are upset but want to stay calm and kind.

Write what you would say using an "I" statement:

Now write what you might say if you were the friend and wanted to apologize:

5. Goal Setting (Take Action)

This week, I will strengthen my communication by:

- ☐ Practicing an "I" statement during a disagreement
- ☐ Apologizing with care when I make a mistake
- ☐ Asking someone to explain a confusing word or idiom
- ☐ Thinking before I react during a stressful conversation

My specific goal:

"I will _____ by _____."

Example: "I will use an 'I' statement when I talk to my coworker about our shared project."

Date I will complete this: _____

6. Bonus Activity: Idioms and Clarifying Language

Choose **two idioms** or phrases that confuse you or could be misunderstood. Look up their meanings or ask someone for help.

Idiom or Phrase	What I Thought It Meant	What It Actually Means

Now write a polite question you can ask if you do not understand something:

Example: "Sorry, I am learning English. Can you tell me what that phrase means?"

Your question:

Workbook – Chapter 9: Understanding Money and Financial Rules in the U.S.

1. Key Takeaways (Review Section)

Write 3–5 important lessons you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- What is one financial challenge you or someone you know faced after coming to the U.S.?
- How are money habits in the U.S. different from your home country?
- What is one money-saving habit you want to start or improve?

Write your thoughts:

3. Practice (Try It Out)

Task A: Budget Reflection

Use the space below to make a simple budget based on your current income and expenses. Try to follow the 50/30/20 rule:

Category	Amount (\$)	Notes
Needs (50%)		Rent, bills, food, transportation
Wants (30%)		Entertainment, clothing, takeout
Savings/Debt (20%)		Emergency fund, credit card, etc.
Total Income		

Does your budget follow the 50/30/20 rule? What can you adjust?

Task B: Smart Shopping and Spending

Check off the smart financial habits you already use or want to try:

- ☐ Use coupons or shop during sales
- ☐ Avoid impulse buying—wait 24 hours
- ☐ Compare prices online
- ☐ Shop at outlet or thrift stores
- ☐ Borrow or rent instead of buying once-use items
- ☐ Track monthly spending
- ☐ Save extra money instead of buying something unnecessary

Which two habits will you try this month?

1.

2.

4. Apply (Use in Real Life)

Scenario A: Emergency Fund

You want to start an emergency fund.

- How much would you need to save to cover 3 months of your living expenses?
- How much can you save each month toward this goal?

Write your answer:

Scenario B: Credit Building

You are starting to build credit. What are 3 steps you will take?

1.

 2.

 3.

-

5. Goal Setting (Take Action)

This week, I will improve my finances by:

- ☐ Opening or reviewing a high-yield savings account
- ☐ Tracking my spending for 7 days
- ☐ Creating a savings goal for retirement or emergencies
- ☐ Reviewing my credit card or loan terms

My specific goal:

"I will _____ by _____."

Example: "I will write down everything I spend this week to see where I can save more."

Date I will complete this: _____

6. Bonus Activity: Indira and Miguel's Mistakes

Think about the case studies. What could Indira and Miguel have done differently?

Write your answer:

Now write one financial step you will take to avoid a similar situation:

7. Bonus: Check Your Credit Score

Use one of the free websites to check your credit score:

- [AnnualCreditReport.com](https://www.annualcreditreport.com) – Official site authorized by federal law for free reports from Equifax, Experian, and TransUnion.
- [Credit Karma](https://www.creditkarma.com) – Free credit score and monitoring (TransUnion and Equifax).
- **Your bank or credit card app** – Many banks (like Capital One, Discover, or Chase) offer free credit scores to customers.

Instructions:

1. Check your credit score using one of the websites.
 2. Review your credit report when you get it to make sure there are no mistakes.
 3. Write down:
 - What your score is (you do not need to share this information with others).
 - Whether you noticed any errors.
 - Explain why knowing your credit score is important for your future. Write your answer:
-
-

Workbook – Chapter 10: Renting and Buying a Home – Understanding Leases, Apartments, and Homeownership

1. Key Takeaways (Review Section)

Write 3–5 key lessons you learned from this chapter:

- _____
- _____
- _____
- _____
- _____

2. Reflect (Think About Your Experience)

- Have you ever helped your family with renting, moving, or buying a home?
- What parts of the renting or home-buying process seem confusing to you?
- Do you prefer the idea of renting or buying a home? Why?

Write your answers:

3. Practice (Try It Out)

Task A: Questions to Ask Before Renting or Buying

Write down at least 3 smart questions you should ask a landlord or real estate agent before signing anything:

1. _____
2. _____

3. _____

Task B: Renting Checklist

Before signing a lease, make sure you have:

- ☐ A valid photo ID
- ☐ Proof of income (paystubs or job letter)
- ☐ Reviewed the lease agreement
- ☐ Toured the apartment in person
- ☐ Checked rules about pets and visitors
- ☐ Asked about included utilities
- ☐ Taken photos of any damage
- ☐ Asked about application or credit check fees

Check any boxes above that you did not know before. Which two are most important to you?

4. Apply (Use in Real Life)

Scenario A: Renting with a Roommate

You are moving into an apartment with a roommate. What should you discuss before signing the lease?

- Who pays for what? _____
- What are your quiet hours or study needs? _____
- What happens if someone wants to move out early? _____

Scenario B: Saving for a Home

You want to buy a house in 5 years. What are 2 steps you should start now?

1. _____
 2. _____
- _____

5. Goal Setting (Take Action)

This month, I will work on housing readiness by:

- ☐ Learning more about renter's rights
- ☐ Making a plan to save for a down payment
- ☐ Reviewing my credit report or building credit
- ☐ Talking to someone about their experience renting or buying a home

My specific goal:

"I will _____ by _____."

Example: "I will review my lease this weekend and ask my landlord any questions I have."

Date I will complete this: _____

6. Bonus Activity: Compare Renting vs. Buying

Use the table to compare both options:

Feature	Renting	Buying
Monthly cost		
Flexibility to move		
Long-term investment		

Feature	Renting	Buying
Responsibility for repairs		

Now answer: Which one fits your life best right now, and why?

Workbook – Chapter 11: Job Interview Procedure and Skills for Newcomers

1. Key Takeaways (Review Section)

Write 3–5 important ideas you learned from this chapter:

- _____
 - _____
 - _____
 - _____
 - _____
-

2. Reflect (Think About Your Experience)

- What is the most difficult part of looking for a job in the U.S. so far?
- What part of the interview process makes you nervous? Why?
- Have you ever written a resume or cover letter before?

Write your answers here:

3. Practice (Try It Out)

Task A: Job Search Practice

Go to one of the job search websites below. Find one job you are interested in and answer the questions.

- ☐ [Indeed](#)
- ☐ [LinkedIn](#)

☐ [Glassdoor](#)

☐ [USAJobs](#)

Job Title: _____

Company: _____

Why are you interested in this job?

Task B: Resume Builder Exercise

Write one bullet point you could include in your resume from a past job, internship, or volunteer experience. Use an action verb and be specific.

Example: *Managed the front desk, greeted visitors, and answered phone calls professionally.*

Your sentence:

Task C: STAR Interview Practice

Answer this common question using the STAR method:

“Tell me about a time you solved a problem at work or school.”

- **Situation:**
- **Task:**
- **Action:**
- **Result:**

Task D: Interview Preparation Checklist

Check off what you have done so far:

- ☐ I practiced answering common questions
- ☐ I created a resume
- ☐ I wrote a cover letter

- ☐ I practiced speaking clearly and confidently
- ☐ I researched a company I want to apply to

What do you still need to work on?

4. Apply (Real-Life Action Plan)

Fill in the blanks to create your job goal for this month:

"I will apply for _____ jobs by _____ (date)."

"I will practice answering interview questions with _____."

"I will send my resume to _____ for review."

5. Sample Templates (Use as a Guide)

Sample Cover Letter

Dear Hiring Manager,

I am writing to apply for the [Job Title] position at [Company Name]. I am excited about this opportunity because [mention a skill or experience that matches the job].

In my previous role at [Company or School], I [explain what you did and how it prepared you]. I am confident that my skills and experience will make me a strong team member.

Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

[Your Name]

Sample Thank-You Email

Subject: Thank You for the Interview

Dear [Interviewer's Name],

Thank you for meeting with me to discuss the [Job Title] role at [Company Name]. I enjoyed learning more about the team and the position.

I remain very interested in this opportunity and believe my experience in [mention relevant skill] would allow me to contribute to your goals. Please let me know if you need any additional information.

Thank you again,

[Your Name]

[Email Address] | [Phone Number]

6. Bonus: Create a cover letter below:

Workbook – Chapter 12: Understanding Work Behavior and Culture

Part 1: Vocabulary Practice

Match each term with its correct definition. Write the letter next to the number.

1. Punctuality
 2. Professionalism
 3. Harassment
 4. Constructive criticism
 5. Workplace hierarchy
-
- A. Giving respectful feedback to help someone improve
 - B. Arriving on time or early for work or appointments
 - C. Acting respectfully, responsibly, and with good manners
 - D. The levels of authority or leadership within a company
 - E. Repeated unwanted behavior that makes someone uncomfortable

Part 2: Scenario Practice

Read each situation below. Write what you would do and explain why.

1. You see a coworker being treated unfairly by a supervisor. What do you do?

2. You are late for work because your bus broke down. What should you do when you arrive?

3. Your manager gives you feedback that you made a mistake. How do you respond?

Part 3: Reflection Questions

1. Why is being respectful and professional at work important?

2. What is one thing you can do to make your workplace more comfortable for everyone?

3. Have you ever received feedback from a teacher, coach, or boss? How did you react?

Part 4: Workplace Etiquette Checklist

Check the boxes next to the behaviors you already practice at work. Put a star next to the ones you want to improve.

- ☐ I arrive on time to work.
- ☐ I say 'please' and 'thank you' often.
- ☐ I ask questions if I do not understand something.
- ☐ I avoid gossiping about others.
- ☐ I follow the workplace dress code.
- ☐ I respect my coworkers' personal space.
- ☐ I use positive body language and listen when others talk.

Workbook – Chapter 13: Understanding Work Ethic and the Economic System in the U.S.

A. Vocabulary Check

Match the word to its correct meaning:

1. Work ethic
 2. Capitalism
 3. Punctuality
 4. Private property
 5. Burnout
 6. Competition
-
- a. When two or more businesses try to attract the same customers
 - b. The value of being on time
 - c. A belief in hard work and being responsible
 - d. A condition of stress from working too much
 - e. A system where people and businesses own property and make money through work
 - f. Something a person owns, such as a house or land
-

B. Reflection Activity: Work Values

Think about your culture and work expectations. Then answer the questions below.

1. What does your home culture teach about work? Do people believe in hard work and responsibility?
2. How are workers treated in your home country compared to the U.S.?
3. Do you agree with the idea that hard work always leads to success? Why or why not?

C. Real-Life Scenario

Scenario:

You just started a new job. Your shift begins at 8:00 AM, but you arrive at 8:10 AM because your bus was late. This happens twice in the same week. Your manager says, "Being late again may affect your job."

Questions:

1. What can you do to fix the situation?
2. What are two things you could change to arrive on time more consistently?
3. Why do you think punctuality is so important in American jobs?

D. Case Study: "Work Your Pay"

Read this short summary of the case study from the chapter:

Some people overwork and forget to take care of themselves. Younger generations now talk more about "work-life balance," which means setting boundaries and making time for personal life.

Activity:

Circle the behaviors below that show *healthy* work-life balance:

- Checking work emails every hour on weekends
- Taking a walk with your family after work
- Skipping lunch to work more
- Saying no to extra work when you feel overwhelmed
- Staying late every night
- Turning off phone notifications during family time

E. Personal Goal Setting

1. What is one personal or career goal you have?
2. What steps will you take to reach that goal?
3. How will you know if you are making progress?

F. Practice: Understanding the U.S. Economic System

Fill in the blanks with the correct word from the box:

capitalism – competition – free market – jobs – responsibility

1. In the U.S., the economic system is called _____.
2. People can own land and houses; this is called owning _____.
3. Companies try to improve their services and products to win customers; this is called _____.
4. Most people earn money through _____ or businesses.
5. Having a strong work ethic means taking _____ for your actions.

G. Final Reflection

1. What did you learn about work ethic in the U.S. that was different from your expectations?
2. What changes will you make to your work habits, if any?

Workbook – Chapter 14: Understanding the School Environment in the U.S.

Vocabulary Practice

Match each word or phrase with its correct definition:

1. **Compulsory education**
2. **Grade Point Average (GPA)**
3. **Dress code**
4. **ESL teacher**
5. **School counselor**
6. **Safety drill**
7. **Homework**
8. **Attendance**
9. **Detention**
10. **Credit (in high school)**

Definitions:

- A. An activity or assignment students complete at home.
- B. A staff member who helps students with class schedules, emotions, or future planning.
- C. The legal requirement to attend school.
- D. A point system that shows a student's overall academic performance.
- E. A rule about what clothes students are allowed to wear.
- F. A teacher who helps students improve their English.
- G. When students practice what to do in an emergency.
- H. A consequence for being late or misbehaving, usually staying after school.
- I. Being present at school.
- J. A unit that counts toward high school graduation.

Reflection Questions

Answer in complete sentences.

1. How is school in the United States different from school in your home country?
2. What steps can students take to succeed in a new school environment?
3. How can school staff like counselors or ESL teachers help newcomer students?

Role Identification

Match the school staff member to their role.

- **Principal**
- **Custodian**
- **School Nurse**
- **Librarian**
- **Office Staff**

Roles:

- A. Keeps the school building clean and safe.
- B. Gives medical help if a student is sick.
- C. Helps students check out books and use research tools.
- D. Helps with attendance, paperwork, and phone calls.
- E. Makes sure the school runs smoothly and handles serious concerns.

Scenario Response

Read the story and answer the questions below.

Scenario:

Jin is a 10th-grade student who moved from South Korea. His school in the U.S. gives homework every night and uses an online portal to turn in assignments. Jin is not used to using technology for school and often forgets to submit his work online. One of his teachers sends an email to his guardian about missing work.

Questions:

1. What could Jin do to make sure he turns in his assignments on time?
2. Who can Jin ask for help if he is confused about using the school's technology?
3. Why is it important for Jin to turn in work on time in the U.S. school system?

Multiple Choice Practice

Choose the best answer.

1. What does the ESL teacher do?
 - A. Teaches math to advanced students
 - B. Helps students improve their English
 - C. Sends students home early
 - D. Assigns detention
2. If a student feels sick at school, who should they visit?
 - A. School counselor
 - B. Principal
 - C. Office staff
 - D. School nurse

3. Which is an example of appropriate clothing in most U.S. schools?
 - A. Spaghetti strap shirt and short skirt
 - B. Shorts and flip-flops
 - C. T-shirt and jeans
 - D. Pajamas and sandals
4. What is one reason a school might close for the day?
 - A. A student is late
 - B. A holiday or snowstorm
 - C. The teacher forgets
 - D. Everyone finishes homework
5. Why do schools have fire drills?
 - A. To practice celebrating birthdays
 - B. To clean the classrooms
 - C. To prepare for emergencies
 - D. To get extra free time

How would you prepare your child for safety drills?

Workbook – Chapter 15: Parent Participation in U.S. Schools

Vocabulary Practice

Match each word or phrase with its correct definition.

1. **Parent-Teacher Conference**
2. **Newsletter**
3. **Fundraiser**
4. **Online Portal**
5. **PTA/PTO**
6. **Translation App**
7. **Interpreter**
8. **School Calendar**
9. **Volunteering**
10. **Open House**

Definitions:

- A. A meeting where parents and teachers talk about a child's progress in school.
- B. A tool that changes spoken or written words from one language to another.
- C. A group of parents and teachers who work together to improve schools.
- D. A school event where parents meet teachers and learn about classrooms.
- E. A printed or digital update from the school with news and events.
- F. A website or app where parents can check grades and homework.
- G. A person who helps two people talk if they speak different languages.
- H. Giving your time to help without getting paid.
- I. A special event or sale to raise money for the school.
- J. A document that shows important dates like holidays and meetings.

Reflection Questions

Answer in complete sentences.

1. What are some ways you can support your child's education, even if you work long hours?
2. Why is it helpful to use school online portals or attend meetings with teachers?
3. What kind of support would you like your child's school to provide to help your family stay involved?

True or False

Write **T** for true and **F** for false.

1. ___ Parents must speak perfect English to talk to teachers.
2. ___ Newsletters are sent to help families know what is happening at school.
3. ___ Reading with your child is not helpful if it is in your home language.
4. ___ You can help at school by donating supplies, like tissues or books.
5. ___ Only full-time parents can be involved in school activities.

Scenario Response

Scenario:

You just started a new job, and your child's school sends home a flyer about an upcoming open house and a bake sale fundraiser. You are tired after work, but your child is excited and wants you to come.

Questions:

1. What can you do if you want to support your child but cannot stay for the whole event?

2. How could you participate in the fundraiser if you cannot bake or attend?
3. Why might it be meaningful for your child to see you involved?

Multiple Choice Practice

Choose the best answer.

1. What is one way parents can stay informed about school news?
 - A. Waiting for their child to tell them
 - B. Watching TV
 - C. Reading school newsletters
 - D. Ignoring messages from school
2. Who can help if a parent does not speak English?
 - A. Another parent
 - B. Their child
 - C. A school interpreter
 - D. No one
3. Why should parents attend parent-teacher conferences?
 - A. To get free food
 - B. To talk about the weather
 - C. To learn about their child's progress in school
 - D. To meet new friends only
4. Which activity shows parent involvement?
 - A. Watching TV at home
 - B. Helping with homework
 - C. Shopping alone
 - D. Sleeping in late
5. What is the benefit of volunteering at school?
 - A. Getting paid
 - B. Learning about classroom needs
 - C. Avoiding chores
 - D. Skipping meetings

Workbook – Chapter 16: How to Behave at a Dance: *A Guide for Middle and High School Students*

Vocabulary Practice

Match the word with the correct meaning.

1. **Prom**
2. **Homecoming**
3. **Casual Dance**
4. **Pep Rally**
5. **Chaperone**
6. **Personal Space**
7. **Polite**
8. **Sway**
9. **Slow Dance**
10. **Formal**

Definitions:

- A. An adult who helps supervise a school event to keep students safe
- B. A school celebration in the fall that includes sports, spirit events, and a dance
- C. Moving gently back and forth, often to music
- D. A dance with dressy clothes, usually held before graduation
- E. A dance that is relaxed and not fancy
- F. Respectful and using good manners
- G. A planned event before a big game to cheer on the team
- H. Dancing with a partner to slow music
- I. A type of dance where you wear fancy or dressy clothing
- J. The space around a person that should not be invaded without permission

Reflection Questions

Answer in complete sentences.

1. How would you prepare for a school dance if you are not sure what to wear?
2. What can you do if you feel shy or nervous at a dance?
3. What is one way to make sure everyone feels safe and welcome at a dance?

True or False

Write **T** for true or **F** for false.

1. ___ You should always ask someone before slow dancing with them.
2. ___ Prom is a casual event where students wear jeans.
3. ___ If someone says "no" when asked to dance, you should keep asking until they say "yes."
4. ___ It is okay to laugh at someone else's dancing if it looks funny.
5. ___ You can have fun at a school dance even if you do not dance at all.

Multiple Choice Practice

Choose the best answer.

1. What should you do before attending a school dance?
 - A. Wear pajamas
 - B. Ask a teacher to do your homework
 - C. Find out what type of dance it is
 - D. Stay home to avoid talking to others
2. Which is a respectful way to ask someone to dance?
 - A. "Dance with me now."
 - B. "Would you like to dance with me?"

- C. "Why are you not dancing?"
 - D. "I guess I have to dance with you."
3. If someone makes you feel uncomfortable at a dance, what should you do?
 - A. Stay quiet and ignore it
 - B. Push them away
 - C. Tell a teacher or chaperone
 - D. Leave and not tell anyone
 4. What is one benefit of group dancing?
 - A. You get to dance alone
 - B. You can sit in the corner
 - C. You can feel included and have fun with friends
 - D. You can avoid talking to people
 5. Why should you plan your ride home before going to a dance?
 - A. So you can leave early
 - B. To make sure you get a gift
 - C. So you do not get stuck without a safe way home
 - D. To impress others

Short Scenario Response

Scenario:

You are at your first school dance. You feel nervous and do not know anyone very well. A slow song begins, and someone kindly asks you to dance. You are not sure what to do.

Questions:

1. What could you say to be polite if you do not want to dance?
2. If you want to try dancing but feel nervous, what can you do to feel more comfortable?
3. What should you do after the dance to show kindness to others?

Workbook – Chapter 17: After-School Activities – A Guide for Newcomer Students and Parents

Vocabulary Practice

Match the word with the correct meaning.

1. **Extracurricular**
2. **Robotics**
3. **Commitment**
4. **Confidence**
5. **Volunteer**
6. **Well-rounded**
7. **Drama Club**
8. **Leadership**
9. **Schedule**
10. **Competitive**

Definitions:

- A. Feeling sure of your abilities
- B. A club where students act and perform plays
- C. Activities outside of regular school classes
- D. Helping others without getting paid
- E. A plan that shows when things happen
- F. Having experience in different areas, like sports and academics
- G. Staying dedicated to something you choose to do
- H. A group where students build and program machines
- I. A situation where many people try to win or be the best
- J. The ability to guide and support a group

Reflection Questions

Answer in complete sentences.

1. What after-school activity would you like to try, and why does it interest you?
2. What are two benefits of joining a school club or team?
3. How can parents help their children succeed in extracurricular activities?

True or False

Write **T** for true or **F** for false.

1. ___ You must be very skilled to join an after-school activity.
2. ___ Sports and clubs can help you make friends and learn new things.
3. ___ Parents are not allowed to volunteer for school events.
4. ___ It is okay to try a new activity even if you have never done it before.
5. ___ Being involved in a few activities is better than doing too many at once.

Multiple Choice Practice

Choose the best answer.

1. Why are after-school activities helpful for students?
 - A. They allow students to avoid doing homework
 - B. They help students skip class
 - C. They build skills, confidence, and friendships
 - D. They keep students busy with no benefits

2. Which of the following is an example of an after-school activity?
 - A. Math class
 - B. Taking a nap
 - C. Soccer team
 - D. School lunch
3. What should you do if you do not make a sports team?
 - A. Give up completely
 - B. Try another activity or try again next year
 - C. Complain to the coach
 - D. Stop playing sports forever
4. How can parents support after-school activities?
 - A. Ignore them
 - B. Ask children to quit
 - C. Volunteer, attend events, and provide transportation
 - D. Do the activity for the child
5. What is one reason colleges like students with after-school experience?
 - A. It shows they skipped school
 - B. It shows leadership, dedication, and time management
 - C. It shows they do not care about school
 - D. It shows they avoid responsibility

Short Scenario Response

Scenario:

You are interested in joining the robotics club, but you have never worked with computers or machines before. You feel nervous about not knowing what to do.

Questions:

1. What could you say or do to get support from the club leader or your teacher?
2. How might trying this activity help you grow, even if it feels hard at first?
3. How can your parent or guardian help you succeed in this activity?

Workbook – Chapter 18: Post-High School Plans – A Guide for Students and Parents

Vocabulary Practice

Match the term to the correct definition.

1. **GPA**
2. **Scholarship**
3. **Vocational School**
4. **FAFSA**
5. **Recommendation Letter**
6. **Bachelor's Degree**
7. **Financial Aid**
8. **AI (Artificial Intelligence)**
9. **Standardized Test**
10. **Apprenticeship**

Definitions:

- A. Support for college costs, usually based on need or performance
 - B. A letter from a teacher or mentor that describes a student's abilities
 - C. A four-year college degree in a specific subject
 - D. A hands-on training program that teaches a skilled trade
 - E. A school that teaches specific job skills for careers like electrician or chef
 - F. A test like the SAT or ACT used in college admissions
 - G. A free application to apply for government financial help
 - H. A system where computers do tasks that usually need human thinking
 - I. Free money for education that does not need to be repaid
 - J. A number that shows your average school grades (0.0 to 4.0)
-

Reflection Questions

Answer in full sentences.

1. What are two things students should think about before deciding what to do after high school?
2. Why is it important to learn how to adapt to new technology like AI?
3. What is one way students can pay for college without using loans?

True or False

Write **T** for true or **F** for false.

1. ___ Every job requires a four-year college degree.
2. ___ Some companies help pay for college tuition.
3. ___ AI will eliminate all jobs in the future.
4. ___ Students can apply for financial aid by completing the FAFSA form.
5. ___ Going to trade school is a good option for students who want to work with their hands.

Multiple Choice Practice

Choose the best answer.

1. What does a GPA measure?
 - A. How many clubs a student joined
 - B. The total number of courses a student took
 - C. A student's average grades
 - D. How many volunteer hours a student has

2. What does FAFSA stand for?
 - A. Federal Aid for Students Abroad
 - B. Free Application for Federal Student Aid
 - C. Financial Assistance for School Access
 - D. Federal Application for School Admissions
3. Which of the following is a **vocational job**?
 - A. Lawyer
 - B. Electrician
 - C. English professor
 - D. Biologist
4. Which companies have tuition assistance programs?
 - A. Amazon and UPS
 - B. Google and Netflix
 - C. Instagram and TikTok
 - D. Target and Apple
5. Why are scholarships helpful?
 - A. They must be paid back
 - B. They are only for athletes
 - C. They help reduce the cost of education
 - D. They lower your GPA

Scenario Response

Scenario:

Ali is about to graduate from high school. He is not sure whether to go to college or learn a trade. He does not want to take on a lot of student loan debt. He also wants to work with his hands and start earning money quickly.

Questions:

1. What is one post-high school path Ali could explore, and why might it be a good fit?
2. What are two benefits of choosing a vocational program or apprenticeship?
3. How could Ali make college affordable if he chooses to go later?

Workbook – Chapter 19: Gender Roles and Expectations at School and Work For Students and Parents

Vocabulary Practice

Match the word to the correct definition.

1. **Gender Roles**
2. **Pay Gap**
3. **Discrimination**
4. **Motherhood Penalty**
5. **Equality**
6. **Freelance**
7. **Promotion**
8. **Stereotype**
9. **Coed Friendship**
10. **Retirement**

Definitions:

- A. A belief or assumption that all people in a group are the same
- B. The idea that everyone should be treated the same
- C. A difference in pay between two groups, such as men and women
- D. A job that is done independently, often from home or by contract
- E. Unfair treatment based on gender, race, age, or other differences
- F. When someone stops working permanently, usually after a certain age
- G. An increase in job level or responsibility at work
- H. The loss of job progress or pay because a woman has children
- I. Cultural expectations about how boys and girls should act
- J. A friendship between a boy and a girl without romantic feelings

Reflection Questions

Write your answers in complete sentences.

1. Why is it unfair to assume that boys and girls must act or behave in certain ways?
2. Why might someone take time off from work to care for their children? What are some long-term effects of this choice?
3. How can people help reduce the gender pay gap?

True or False

Write **T** if the sentence is true or **F** if it is false.

1. ___ Girls in the U.S. are not allowed to play sports like football or wrestling.
2. ___ In the U.S., boys and girls are encouraged to study the same subjects.
3. ___ Families should always avoid one parent staying home.
4. ___ Pay gaps between men and women still exist in the U.S.
5. ___ Supporting gender equality helps schools and workplaces become more fair.

Scenario Practice

Scenario:

Fatima just moved to the U.S. She notices that in her new school, girls and boys are in the same classes, play sports together, and are both encouraged to lead group projects. This is different from her previous school where only boys were encouraged to speak out in class.

Questions:

1. What does Fatima notice about gender equality in her new school?
2. Why is it important that both girls and boys have the chance to lead and participate equally?
3. What advice would you give Fatima to help her feel more confident speaking up in class?

Application Activity

Complete the sentences with your own ideas.

1. One gender stereotype I have heard before is: _____
2. I believe this stereotype is not true because: _____
3. One way I can support gender equality at school or work is: _____

Bonus: Household Chores – Then and Now

Think about how chores are divided in your household. How is this different from how chores were divided in your grandparents' home? What, if any, changes would you make to how chores are handled today?

- In my household, chores are usually done by... _____
- When I compare this to my grandparents' home, I notice that... _____
- One big difference is that... _____
- I think chores should be divided... _____
- If I could change something about how chores are handled, I would... _____
because _____

Workbook – Chapter 20: Keeping Yourself and Your Environment Clean For Students and Parents

Vocabulary Practice

Match the word with its meaning.

1. Hygiene
2. Germs
3. Deodorant
4. Shared Space
5. Responsibility
6. Clutter
7. Routine
8. Respect
9. Chore
10. Lotion

Definitions:

- A. Tiny organisms that can cause sickness
- B. The state of being clean and healthy
- C. Something you are expected to do regularly
- D. The way you show care or kindness to others
- E. A space used by many people, such as a kitchen or classroom
- F. Messy or disorganized items in a space
- G. A cream used to keep the skin from getting dry
- H. A task you are assigned to help keep things clean or organized
- I. A product used under the arms to stop bad smells
- J. A habit you do regularly, such as brushing your teeth or cleaning up

Reflection Questions

Write your answers in complete sentences.

1. What is one hygiene habit you already practice? What is one you could improve?
2. Why is it important to help clean shared spaces at home or school?
3. How can cleaning help you feel more focused or proud of your space?

True or False

Write **T** if the sentence is true or **F** if it is false.

1. ___ You only need to brush your teeth once a day.
2. ___ Wearing clean clothes every day helps prevent body odor.
3. ___ You should clean up your own mess to show responsibility.
4. ___ Only adults need to help keep the house clean.
5. ___ Cleaning shared spaces shows respect for others.

Scenario Practice

Scenario:

Carlos eats lunch in the school cafeteria and leaves his tray, napkin, and empty milk carton on the table before walking away. Another student has to clean up after him before sitting down.

Questions:

1. What did Carlos do that was not respectful?
2. How could Carlos have acted differently to show responsibility and respect?
3. How would you feel if someone left a mess for you to clean?

Chore Chart Activity

Create your own family cleaning chart. Fill in who will do each task and on what day.
Use the example from the book to help.

Task	Person Responsible	Day to Complete
Wash dishes		
Take out trash		
Vacuum/mop floors		

Task	Person Responsible	Day to Complete
Clean the bathroom		
Laundry		

Bonus: Reflect on what, if anything, needs to change for people in your household work together on cleaning up the home.

Workbook – Chapter 21: Shopping in the United States – A Guide for Newcomers

Vocabulary Practice

Match the word with its meaning.

1. Sales Tax
2. Checkout
3. Receipt
4. Bargain
5. Coupon
6. Clearance
7. Self-Checkout
8. Refund
9. Volume
10. Fahrenheit

Definitions:

- A. The total amount of liquid in a container
- B. A paper that shows what you bought and how much you paid
- C. A machine where you scan and pay for items yourself
- D. Money you get back after returning an item
- E. A percentage added to the cost of an item by the government
- F. A discount or special deal on an item
- G. A small paper or digital code that lowers the price of a product
- H. A line where you pay for your items
- I. A temperature scale used in the U.S.
- J. A section where stores sell items at their lowest price

Reflection Questions

Write your answers in complete sentences.

1. What are two shopping habits or rules in the U.S. that surprised you?
2. How can making a list help you save money while shopping?
3. What is one measurement (like pounds or Fahrenheit) that you would like to learn better?

True or False

Write **T** if the sentence is true or **F** if it is false.

1. ___ You must always return your shopping cart to the correct place.
2. ___ It is okay to stand very close to people in line at the checkout.
3. ___ Bargaining is a common practice in most U.S. stores.
4. ___ A gallon is smaller than a quart.
5. ___ Sales tax is already included in the price listed in most U.S. stores.

Scenario Practice

Scenario:

Fatima goes shopping and finds a coat she likes for \$40. At checkout, the cashier tells her the total is \$42.80. Fatima is confused.

Questions:

1. Why is the total higher than the listed price?

2. What should Fatima do if she does not understand the extra cost?

3. If she decides not to buy the coat, what should she say politely to the cashier?

Measurement Practice

Match each item to the correct U.S. measurement.

1. Milk jug
2. Small soda bottle
3. Running shoes
4. Room temperature
5. Window curtain length

Answers:

- A. Inches
- B. Gallons
- C. Degrees Fahrenheit (°F)
- D. Fluid ounces (fl oz)
- E. Shoe size (in U.S. units)

Shopping Budget Activity

You have \$50. Use the list below to choose what you will buy. Do not go over your budget!

Item	Price
Shampoo	\$5.00

Item	Price
Toothpaste	\$3.50
Apples (2 lbs)	\$4.00
Bread	\$2.50
Jacket	\$30.00
School backpack	\$20.00
Milk (1 gallon)	\$3.00
Eggs (1 dozen)	\$2.80
Notebook and pens	\$4.20

Which items did you choose? What is your total? Did you stay under budget?

Workbook – Chapter 22: Doctor’s Office Visits

Part 1: Key Vocabulary Practice

Match each word to its correct definition.

Words:

1. Appointment
2. Interpreter
3. Health Portal
4. Emergency Room (ER)
5. Advance Medical Directive
6. Insurance
7. Nurse
8. Prescription

Definitions:

- A. A document that tells doctors what to do if you cannot speak for yourself
- B. A medical professional who helps check your health before you see the doctor
- C. A tool that lets you manage your health care online
- D. A set time to see the doctor
- E. A written order for medicine
- F. Someone who helps with language during a doctor visit
- G. A place for serious and life-threatening health problems
- H. A service that helps pay for medical care

Part 2: Comprehension Check

Answer the following questions in complete sentences.

1. Why is it important to arrive early for a doctor’s appointment in the U.S.?

2. What should you do if you do not understand English during a doctor's visit?
3. What is the difference between urgent care and the emergency room?
4. What documents should you bring to your doctor's appointment?
5. Why should people consider getting health insurance before they get sick?

Part 3: Real-Life Scenarios

Read each situation and answer the questions.

Scenario 1:

Fatima is feeling very sick, but she does not have health insurance. She is afraid to go to the doctor.

- What are two things Fatima could do to get medical help?
- What are some resources available to people without insurance?

Scenario 2:

Luis has a check-up next week. He wants to ask the doctor about some pain in his back, but he is nervous.

- What can Luis do to feel more prepared?
- How can he make sure the doctor understands his problem?

Part 4: Writing Practice

Write your answers to these questions in full sentences.

1. Describe a time when you or someone you know went to the doctor. What happened?
2. If you had to help a friend prepare for their first U.S. doctor visit, what advice would you give them?
3. Why do you think an Advance Medical Directive is important?

Part 5: Health Vocabulary in Use

Fill in the blanks using the following words: *insurance, appointment, ER, nurse, interpreter, medicine*

1. I made an _____ for my yearly check-up.
2. If you do not understand English well, ask for an _____.
3. The _____ checked my temperature and blood pressure before I saw the doctor.
4. The _____ is for serious emergencies, like broken bones or chest pain.
5. My _____ helped pay for my hospital visit.
6. The doctor gave me _____ to help with my illness.

Reflection

- What is one thing you learned in this chapter that you did not know before?
- What steps can you take to better prepare for a future doctor's visit?

Workbook – Chapter 23: Managing Stress and Building Wellness A Guide to a Healthy Mind and Body

Vocabulary Preview

Match the words to their definitions.

Vocabulary Word	Definition
1. Stress	A feeling of worry or pressure caused by challenges or change
2. Chronic	Continuing for a long time
3. Grounding	A technique to help bring your attention back to the present moment
4. Self-esteem	How you feel about yourself and your value
5. Meditation	A practice of calming the mind and focusing your thoughts
6. Panic Attack	A sudden feeling of intense fear or anxiety
7. Coping Skills	Strategies that help you deal with stress or problems
8. Emotional Wellness	The ability to manage your feelings and handle life's challenges

Practice: Understanding Stress and Wellness

1. What are two signs that you may be experiencing chronic stress?

2. What does the 90-second emotion rule teach us about strong feelings?

3. List one strategy you can use when you feel overwhelmed in the moment:

4. What does the RAIN method help you do?

- ☐ Relax your muscles
- ☐ Manage and understand your emotions
- ☐ Fall asleep faster

5. Match the Wellness Area with the Example

Wellness Area	Example
Mental/Emotional	___ Reading, journaling, and talking about feelings
Physical	___ Eating well, exercising, and getting enough sleep
Social	___ Spending time with friends, joining clubs
Spiritual	___ Practicing mindfulness, prayer, or being in nature

Case Study Reflection

Mira experienced a panic attack and used the 5-4-3-2-1 technique to calm down.

Write down one example of something you could do from each sense to calm your body:

- 5 Things I Can See: _____
- 4 Things I Can Touch: _____
- 3 Things I Can Hear: _____
- 2 Things I Can Smell: _____
- 1 Thing I Can Taste: _____

Discussion Questions

1. What helps you relax when you feel stressed?

2. How can building self-esteem help you manage stress and solve problems?

3. Think about a time you solved a problem. What helped you succeed?

Bonus: What strategies can you use daily to manage stress? List as many as you can.

Sentence Starters and Prompts:

- One thing I can do to feel calm is..._____
 - When I feel stressed, I can try to..._____
 - A healthy habit that helps me is..._____
 - I can take care of my mind and body by..._____
 - Talking to _____ helps me because..._____
-

Workbook – Chapter 24: Religious Practices in a Diverse Society

Vocabulary Preview

Match each word to its correct definition.

Vocabulary Word	Definition
1. Religious Freedom	___ The right to practice any religion or no religion at all
2. Hijab	___ A headscarf worn by some Muslim women as a sign of modesty
3. Inclusive	___ Welcoming and respectful to everyone, regardless of differences
4. Dietary Restrictions	___ Food rules that people follow because of religion or health
5. Mosque	___ A place where Muslims gather to pray
6. Kippah	___ A small cap worn by some Jewish men
7. Fasting	___ Choosing not to eat food for a period of time for religious reasons

Practice: Understanding and Respecting Beliefs

1. List two ways people show their religion through daily practices:

- _____
- _____

2. Name two religious holidays celebrated in the U.S. by different faith groups:

- _____
- _____

3. What is one thing that all religions have in common?

- ☐ They all wear the same clothing
- ☐ They all celebrate the same holidays
- ☐ They all encourage kindness and respect

4. Write one polite question you could ask someone to learn more about their religion (if they are open to sharing):

- _____
- _____

Case Study Reflection

Jorge noticed that his coworker Samir left to pray during the day.

He asked respectful questions, and they became friends.

1. What did Jorge do right in this situation?

2. Why do you think respectful conversations help build friendships?

Discussion Questions

1. Why is it important to show respect to people with different religious beliefs?

2. What is one way you can learn more about a religion that is different from yours?

3. How can workplaces and schools help people feel included during religious holidays?

Workbook – Chapter 25: Personal Space and Social Customs in the U.S.

Vocabulary Preview

Match the word to the correct definition.

Vocabulary Word	Definition
1. Personal Space	___ The comfortable distance people like to keep between themselves and others
2. Etiquette	___ A set of polite social behaviors expected in different situations
3. Collectivist	___ A culture that values group interaction, family, and shared responsibility
4. Individualistic	___ A culture that values personal space, independence, and direct communication
5. Tipping	___ Leaving extra money for service workers, especially at restaurants
6. Privacy	___ The right to keep personal matters and space to yourself

Practice: Understanding Social Norms

1. What is the polite thing to say when you accidentally bump into someone?
 - _____
2. How far should you stand from someone during a conversation in the U.S.?
 - ☐ Very close

- ☐ About an arm's length away
- ☐ As far away as possible

3. Write two polite words or phrases used often in American culture:

- _____
- _____

4. In your own words, explain what it means to "wait your turn":

- _____

Case Study Reflection

Sam had to adjust to a new communication style in the U.S., where people speak one at a time.

1. How was communication in Sam's home country different from the U.S.?

2. What lesson did Sam learn about respecting different communication styles?

Discussion Questions

1. What are some things you can do to show respect for someone's personal space?

2. How do you know when it is okay to ask personal questions in American culture?

-
3. What is one way you can adapt your behavior if you notice that someone looks uncomfortable in a conversation?
-

Bonus: Reflect on what you learned in this lesson. How can you use this information in your daily life? What do you need to pay attention to when interacting with people from the U.S.?

Sentence Starters:

- One thing I learned that I can use every day is..._____
- This is helpful in my daily life because..._____
- When I talk to people from the U.S., I need to remember to..._____
- It is important to understand that in American culture..._____
- I will try to..._____

Workbook – Chapter 26: Common Social Mistakes Newcomers Make and How to Avoid Them

Vocabulary Preview

Match the word to the correct definition.

Vocabulary Word	Definition
1. Eye contact	___ Looking into someone's eyes while speaking to show honesty and respect
2. Sarcasm	___ Saying the opposite of what you mean, often as a joke or to show frustration
3. Idiom	___ A group of words with a meaning that is different from the literal meaning
4. Small talk	___ Casual conversation about simple topics like the weather or sports
5. Punctuality	___ The habit of being on time
6. Personal space	___ The area around someone that they like to keep free from others

Practice: Understanding Social Norms

1. What is the polite way to ask for food in a restaurant?

○ _____

2. How far should you stand when speaking to someone in the U.S.?

- ☐ Very close
- ☐ An arm's length away
- ☐ Two meters away

3. Why do people in the U.S. smile when greeting others?

○ _____

4. What should you do if someone says something sarcastic and you do not understand?

○ _____

5. Name one polite phrase you should always use in social situations:

○ _____

Case Study Reflection

Luka made a comment about his friend's weight, which is normal in his culture but considered rude in the U.S.

1. What mistake did Luka make in American culture?

2. What could Luka say instead if he wants to show care without being rude?

Discussion Questions

1. Why is it important to learn about social customs in the U.S. when you move there?

-
2. Think of one social rule that is different in your home country. How can you explain that to an American friend so they understand your culture better?

-
3. What is one social mistake you have made before? What did you learn from it?
-
-

Bonus: Think about what you learned today. Complete the sentences below to reflect on your learning.

Sentence Starters:

- One thing I learned that I can use every day is..._____
- This is helpful in my daily life because..._____
- When I talk to people from the U.S., I need to remember to..._____
- It is important to understand that in American culture..._____
- I will try to..._____
- This lesson made me feel..._____

Bonus: Share one custom from your culture that may be difficult for others to understand?

Workbook – Chapter 27: Understanding American Values

Practice Activities

1. Vocabulary Check – Match each word to its correct meaning.

- A. Freedom
- B. Equality
- C. Innovation
- D. Responsibility
- E. Independence

- 1. ____ Creating or using new ideas, methods, or tools
- 2. ____ Being treated the same no matter your background
- 3. ____ Having the right to make your own choices
- 4. ____ Doing things for yourself and not depending on others
- 5. ____ Being honest about your actions and trying to make things right

2. Fill in the Blanks – Use the words: success, diversity, fairness, community, respect

- In the U.S., people value _____, which means including people from different cultures and backgrounds.

- Showing _____ means treating people kindly, even if you do not agree with them.
- Many Americans believe that hard work leads to _____.
- _____ is important in classrooms and workplaces so that rules apply equally to everyone.
- Helping others in your neighborhood shows you care about your _____.

3. Understanding Values – Circle the correct answer.

What is one reason why people in the U.S. value independence?

- A. It shows that you do not need help from anyone.
- B. It means you take care of yourself and make your own choices.
- C. It allows you to avoid responsibility.
- D. It proves you can live alone forever.

Why is innovation important in American culture?

- A. It makes things more traditional.
- B. It encourages people to do the same thing every day.
- C. It helps people solve problems in new and better ways.
- D. It replaces hard work.

Why is it important to take responsibility when you make a mistake?

- A. So you can avoid punishment.
- B. So you can blame someone else.
- C. So others can trust you and respect your honesty.
- D. So you do not have to explain yourself.

Application Practice

4. Real-Life Example – Think and Write.

Read the examples below. What value is being shown? Write your answer next to each story.

Choose from: **Hard Work, Respect, Freedom, Innovation, Responsibility**

a. Sam studies two hours every night and practices English every day so he can pass his GED test.

→ _____

b. Lucia creates a new app that helps students learn math through games.

→ _____

c. Aisha and her neighbors organize a food drive to help families in need.

→ _____

d. Joseph told his teacher that he forgot to complete his assignment and asked for a new deadline.

→ _____

e. Emily's parents let her choose whether she wants to attend college or get a job after high school.

→ _____

Discussion Questions

Write a few sentences for each question.

1. What American value do you admire the most and why?

2. Have you experienced a situation in the U.S. where someone showed you fairness, kindness, or respect? What happened?

3. What is one thing you can do to practice responsibility or independence in your life this week?

Bonus: What is one value from your culture that you miss the most? How would you explain this value to a friend from the United States?

Sentence Starters:

- One value from my culture that I really miss is..._____
- This value is important because..._____
- In my culture, people show this value by..._____
- I would explain it to an American friend by saying..._____
- I hope people in the U.S. can understand that..._____

Workbook – Chapter 28: Understanding Political Systems in the U.S.

Practice Activity A – Understanding Political Views

Look at the chart below. Circle the belief in each row that you agree with more. If you agree with both or are unsure, write "both" or "unsure."

Topic	Conservative View	Liberal View	Your Choice
Government Role	Government should be small	Government should help more	
Personal Responsibility	People should support themselves	Government should help those in need	
Equality	Equal opportunity, same rules for everyone	Government should protect disadvantaged groups	
Social Change	Keep traditional values	Support social and cultural progress	
Defense and Safety	Strong military and law enforcement	Focus on cooperation and diplomacy	
Social Services	Fewer programs, less spending	More services like healthcare and education	

Reflection Questions B – Thinking About Civic Life

1. What is one idea from conservatism that you agree with?

Why does this idea make sense to you?

2. What is one idea from liberalism that you agree with?

Why does this idea make sense to you?

3. What are some safe ways you can learn more about political issues in the U.S.?

Practice Activity C – Vocabulary Match

Match each word or phrase with the correct meaning. Write the letter next to each number.

1. ___ Conservatism
2. ___ Liberalism
3. ___ Republican Party
4. ___ Democratic Party
5. ___ Social Program
6. ___ Civic Life
7. ___ Green Card Holder
8. ___ Protest
9. ___ Responsibility
10. ___ Independence

Word Bank

- A. A way to express disagreement in public
- B. A political view that supports traditional values and less government
- C. A U.S. resident with permanent legal status
- D. Taking care of your actions and choices
- E. Programs that help people with housing, education, or health
- F. Being able to take care of yourself
- G. Political view that supports equality and government help
- H. Political party connected with conservatism
- I. Political party connected with liberalism
- J. Participating in your community and democracy

Case Study D – Safe Choices as a Newcomer

Amira is a green card holder. She sees her friends sharing posts about a protest on social media. They invite her to join. She cares about the issue but is worried about the risks.

Question:

If you were Amira, what would you do? Write 2–3 sentences explaining your decision.

What could happen if Amira goes to the protest? What are other ways she could stay informed and help her community safely?

Key Takeaways Review

Complete each sentence with the correct word(s):

1. The _____ party is usually connected with conservatism.
2. The _____ party is usually connected with liberalism.
3. In the U.S., people have the right to their own _____ views.
4. Respecting different opinions helps build _____ in a democracy.
5. Green card holders should avoid high-risk political activities to protect their _____.

Workbook – Chapter 29: Understanding Prejudice, Racism, Stereotypes, Microaggressions, and Bias in Immigrant Experiences

Vocabulary Practice

Match each term with its correct definition.

1. Prejudice
2. Racism
3. Stereotype
4. Bias
5. Microaggression
6. Intersectionality

Definitions:

- A. A small action or comment that may seem harmless but makes someone feel different or unwelcome.
- B. When different parts of a person's identity (like race, gender, religion) combine and affect how they are treated.
- C. Treating someone unfairly because of their race.
- D. An unfair opinion about a group of people formed before knowing them.
- E. A simplified belief about a group that may not be true.
- F. An unfair preference for or against something or someone, which can be conscious or unconscious.

Scenario Practice

Read the situations below. Write your answers to the questions.

Scenario 1:

You overhear someone say, "Immigrants are taking all the jobs."

- What stereotype is being used here?

- How could you respond respectfully to help correct the stereotype?

Scenario 2:

A student tells you, "Wow, you're really smart for someone who just moved here."

- What kind of microaggression is this?
- How might this comment make someone feel?

Short Answer

1. What is the difference between **bias** and **prejudice**?
2. Why is **intersectionality** important to understand when talking about discrimination?

Reflection: Write 5–7 sentences about a time when you (or someone you know) were treated unfairly or kindly because of how you looked, talked, or where you were from.

Think about:

- What happened?
- How did it make you feel?
- What could have made the situation better?

Sentence Starters (use if needed): One time I was treated unfairly/kindly was when...It happened because of...This made me feel...I think the person acted that way because...What would have made it better is...I learned that...

Discussion Questions for Group or Class

1. What are ways we can stand up for others who are being treated unfairly?

2. How can schools or workplaces reduce bias and create a more respectful environment?

Mini Activity: Identify the Impact

Read each statement. Circle whether it is a stereotype, microaggression, or respectful behavior:

- "You do not look American." →
 - Stereotype / Microaggression / Respectful
- "I would love to learn more about your culture." →
 - Stereotype / Microaggression / Respectful
- "Why is your name so hard to pronounce?" →
 - Stereotype / Microaggression / Respectful
- "All Asians are good at math." →
 - Stereotype / Microaggression / Respectful

Bonus: If a student is being picked on or treated unkindly at school, what would you do to help?

Sentence Starters (use if needed): If I see someone being treated badly, I would...It is important to speak up because...I could also tell a teacher or...I would want someone to help me by...Being kind means...

d. You call a friend to talk about your stressful day.

Part 2: Practice Techniques

Try the Box Breathing Method:

- Breathe in through your nose for 4 seconds.
 - Hold your breath for 4 seconds.
 - Breathe out slowly for 4 seconds.
 - Hold for 4 seconds. Repeat this 3 times and write how you feel afterward:
-

Write three examples of positive self-talk you could use:

- When you feel nervous:
- When something feels too hard:
- When you make a mistake:

Part 3: Case Study Reflection

Read this situation: A student from a war-torn country jumps at loud noises and struggles with classroom sounds. She feels embarrassed but does not tell anyone. One day, she places her hand on her chest and repeats, "I am okay."

Questions:

- What emotion is this student feeling?
- What strategy is she using to calm down?

- How could a friend or teacher help in this moment?

Part 4: Decision-Making Framework

Use the questions below to respond to a situation where someone yells at you during a group project.

- How do I feel?
- Why do I feel this way?
- What is the best way to respond?

Think of a time when your emotions got too strong. What happened?

- What would you do differently now?
- What strategy could you use next time?

Part 5: Review and Reflect

Circle the emotions you have felt this week:

Happy Sad Angry Frustrated Excited Anxious Calm Embarrassed

Reflection Questions:

- What is one technique you can use to stay calm in a stressful situation?
- Why is it important to pause and think before reacting?
- How does practicing positive self-talk help you manage your emotions?

Bonus Activity: Design a personal "calm plan." List 3 actions you can take when you feel overwhelmed: 1. 2. 3.

- 1.
- 2.
- 3.

Bonus Activity: At work, people often try hard to manage their emotions and stay calm. But sometimes, when they come home, they lose emotional control. How can you make sure to show up as your best self for your family?

Sentence Starters:

- One way I can manage my emotions after work is...
- To be my best self at home, I can try to...
- When I feel stressed, I can calm down by...
- My family deserves the best version of me because...
- I want to create a peaceful home by...

Workbook – Chapter 31: How to Have Constructive Conversations

Part 1: Steps for Constructive Conversations

1. Match each strategy to its correct definition:
 - ___ Listen Carefully a. Express your feelings without blaming others
 - ___ Stay Calm b. Pay close attention without interrupting
 - ___ Use "I" Statements c. Speak in a polite and steady tone
 - ___ Ask Questions d. Find out more to better understand someone else
 - ___ Find Common Ground e. Look for what you both agree on
 - ___ Take a Break f. Pause and return to the conversation later
 2. Why is it important to listen carefully during a conversation?
-

3. Circle the polite responses below:
 - "That's stupid."
 - "I understand what you mean."
 - "You always do this!"
 - "I feel left out when I'm not asked to join."
 - "Whatever."

Part 2: Practice Using "I" Statements

Rewrite these blaming statements using "I" statements:

- "You never help me." →
-

- "You're always late." →

- "You don't listen to me." →

Part 3: Case Study Reflection

Aisha and Emily had a misunderstanding because of different communication styles. What could Aisha have said more clearly?

How did Emily use an "I" statement to express her feelings respectfully?

What did they do right that helped solve the misunderstanding?

Part 4: Responding to Conflict

You and your classmate disagree on how to divide a project. How would you:

- Listen carefully:

- Stay calm:

- Use an "I" statement:

- Ask a question:

Part 5: Reflection Questions

Why is it helpful to take a break during a difficult conversation?

Workbook – Chapter 32: Becoming a U.S. Citizen

Part 1: Understanding the Naturalization Process

1. Match each step to its correct description:

- ___ Check If You Qualify
- ___ Fill Out Form N-400
- ___ Biometrics Appointment
- ___ Interview and Test
- ___ USCIS Decision
- ___ Take the Oath of Allegiance

- a. Attend a ceremony and make a promise to be loyal to the U.S.
- b. Make sure you meet the requirements to apply
- c. USCIS takes your fingerprints and photo
- d. Answer questions about your background and take the citizenship test
- e. USCIS reviews your application and approves or denies it
- f. Submit your application for citizenship

2. Why do you think the citizenship test includes U.S. history and government?

3. Circle the things a new U.S. citizen is allowed to do:

- Vote in elections
- Travel without a passport
- Apply for a U.S. passport
- Get any government job
- Skip taxes

Part 2: Preparing for the Citizenship Test

What are the two parts of the U.S. citizenship test?

How many questions must you answer correctly to pass the Civics test?

What are two things you can do to prepare for the citizenship test?

Part 3: Case Study Reflection

Why were the author's parents afraid of throwing away any mail?

What strategy helped the family feel less stressed about paperwork?

What is one thing you can do to feel more confident when dealing with legal documents?

Part 4: Review and Timeline

Fill in the estimated time for each step:

- File Form N-400: _____
- Biometrics Appointment: _____
- Interview & Test: _____
- USCIS Decision: _____
- Oath Ceremony: _____

Why is it helpful to sort mail regularly?

Part 5: Reflection Questions

What are two important benefits of becoming a U.S. citizen? How do these benefits help new citizens?

How can asking for help or using resources like translation apps make the naturalization process easier?

Bonus Activity: Your Citizenship Checklist Create a plan for preparing to apply for U.S. citizenship:

1. First, I will _____
2. Then, I will _____
3. Finally, I will _____

Bonus Activity: Visit https://www.uscis.gov/citizenship-resource-center/naturalization-test-and-study-resources/study-for-the-test/2008-civics-practice-test?utm_source=chatgpt.com for test practice. Try answering a few questions. How did you do?

Workbook – Chapter 33: Advice for Newcomers to America

Part 1: Embracing the Journey

1. Why is it important to connect with other immigrants or people who understand your experience?

2. What did the author learn about balancing American culture and her own cultural identity?

3. Circle the helpful ways to embrace your identity:

- Hide your accent
- Volunteer with a community group
- Talk to people from your home country
- Try to erase your past
- Embrace both cultures you belong to

Part 2: Learning English Step-by-Step

List two free tools or programs that can help you learn English:

- _____
- _____

What are two things you can do each day to improve your English?

- _____
- _____

Why is it okay to make mistakes when learning a new language?

Part 3: Emotional Adjustment Stages

1. Match each phase to its description:

___ Honeymoon Phase

___ Frustration Phase

___ Adjustment Phase

___ Acceptance Phase hard

- a. You start to feel more stable and at peace
- b. You begin to understand and adjust to the culture
- c. You enjoy the excitement of your new life
- d. You feel confused or miss home and daily life feels

2. What can help you feel better during the frustration phase?

3. Write down 3 good things that happened to you today:

- 1.
- 2.
- 3.

Part 4: American Culture and Social Norms

What are two social norms in the U.S. that may be different from your home country?

- _____
- _____

Why is making small talk important in American culture?

Circle the respectful behaviors in U.S. culture:

- Arriving late
- Asking "How was your weekend?"
- Standing too close
- Saying "Excuse me"
- Ignoring someone who is talking

Part 5: Taking Advantage of Opportunities

Where can you find free classes for English or job skills?

Why is motivation not always enough? What can you do when you are not feeling motivated?

What is one step you can take to find a mentor or someone to guide you?

Part 6: Reflection Questions

What steps can you take this week to practice your English in real-life situations?

What is one way you will stay connected to your culture while living in the U.S.?

Who is someone you can talk to when you need help or support?

Bonus Activity: My Support Plan Make a plan to build support and succeed in your new journey:

1. I will meet people by _____
2. I will improve my skills by _____
3. I will stay connected to my culture by _____