

**Getting ready to
go**

Workbook 3

My daily life



English to help you get ready if you are going to live the UK after release.

Getting Ready to Go – Workbook 3: My daily life

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How to use the workbook

This workbook has activities on;

- reading
- vocabulary
- grammar
- writing

You need a pen or pencil.

Read the instructions for each task carefully.

Do the activities then check your answer using the ANSWERS pages at the back of the workbook.

Workbook 3 – Daily life

Learning goals

By the end of this unit you will be able to:

- write personal messages and letters
- make appointments outside prison
- read and tell the time
- use a diary and plan your time outside

Task 1

Soon you will be leaving prison. It is time to plan for you time outside.

It is time to prepare get back in touch with friends and family.

You can phone family and friends from your wing, but it is very nice to write and get write letters.

Friends and family can keep your letters and read them over again. They like to hear your news. Some will meet you when you come out of prison.



Here is an example.

HMP Woodall

LB32 4GG

Dear Marta,

How are you? I hope you are well and the kids are being good. I'm well. I go to the gym here and I'm getting very fit. I like playing volleyball on Wednesday afternoons.

I come home in three weeks. I'm looking forward to seeing you. I hope we can go shopping together. I need some new clothes. We can go to the cinema. And I need to make an appointment at the hairdressers.

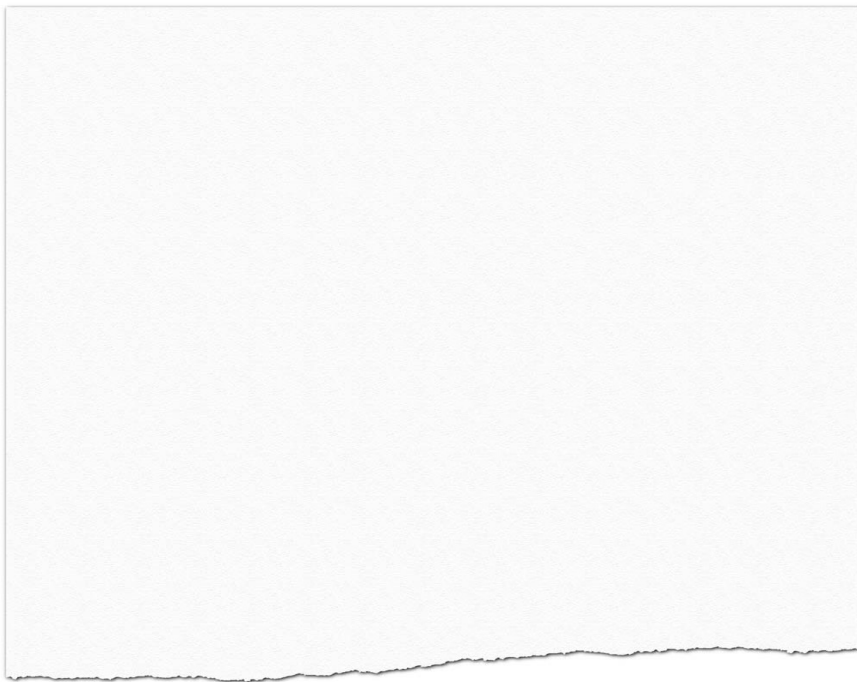
I'll phone you when I get home.

Love from

Rita

(1) Why not try a letter of your own here?

- Start: *Hi* (write the person's name)
- Ask them: *how are you?*
- *What have you been doing?*
- Tell them: *what you have been doing? What have you see on TV? Have you been to the gym or the library? What have you been learning?*
- Finish: *That's all for now.*
- *Love from,*
- *See you soon.*
- Sign your name





Getting ready to go – Workbook 3: Daily life

Use some of the words in the grid to help you. You can also use a dictionary to help you find more words.

| | | |
|------------------|-----------|------------------------|
| always | beautiful | caring |
| delightful | easy | fun |
| gorgeous | happy | intelligent |
| jolly | kind | lovely |
| magic | nice | cool |
| perfect | quiet | relaxed |
| super | trusting | understanding |
| very..... | wonderful | x (use xxx as kisses) |
| young (at heart) | zany | |

You can write special messages for family and friends using their name. Write their name downwards on the page like this.

A – always laughs
M – much loved
I – in my thoughts
N – not long until I come home

Think of something special about that person using each letter of the name. Here is another example. You can use a dictionary to help you.

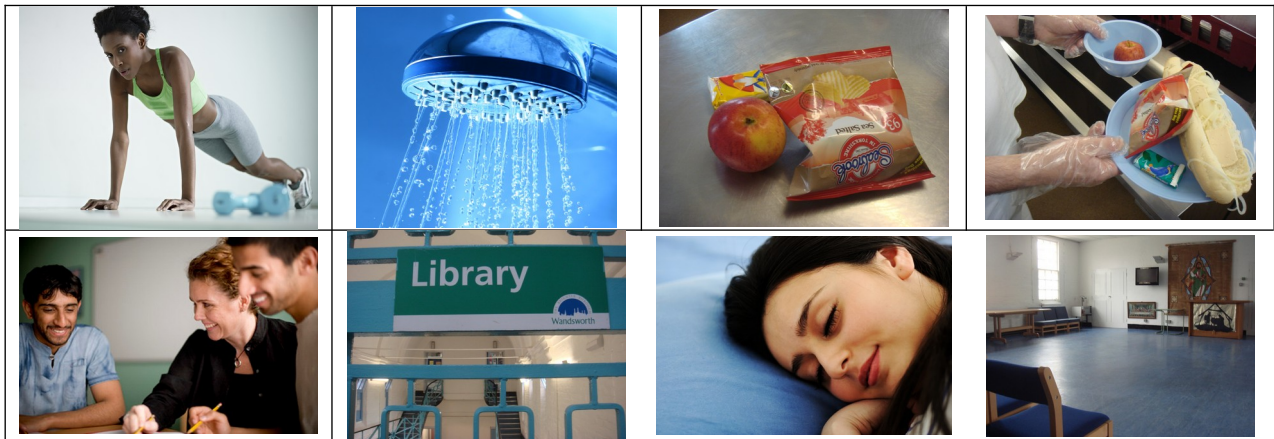
H – happy
A – always laughs
M – mum loves you
I – I'll soon be home
L – love you
A – always thinking of you

Task 2 Planning your time

(1) When you leave prison you need to plan your time. This can be difficult at first. In prison you don't need to plan your day.

- What do you do each day in prison?
- What comes first?

Write what you do each day. Here are some pictures to help you_



Morning

Afternoon

Evening

Night

(3) What can you do each day?

Check your spelling for days of the week. Fill in the letter gaps.

W_dne_day

Mo__ay

S_nda_

Tue_d__

Sa_u_d_y

T_urs__y

Write the days in the order they come starting with Sunday

Sunday

(4) **Before and after**

Tuesday comes *before* Wednesday (*Tuesday* then *Wednesday*).

Saturday comes after Friday (Friday then Saturday).

- a) Which day comes before Monday?
- b) Which day comes after Thursday?
- c) Which day comes before Wednesday?
- d) Which day comes after Friday?
- e) Which day comes before Sunday?
- f) Which day comes after Tuesday?
- g) 2 days before Sunday?
- h) Which 2 days make the weekend?

Check your answers at the back of the book.

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Task 3 Keeping appointments

It is very important to keep appointments. You might need to meet your probation officer each week. If you miss that appointment you might find yourself back in prison.

You may need to see:

- a doctor
- your probation officer
- benefits adviser
- job centre adviser

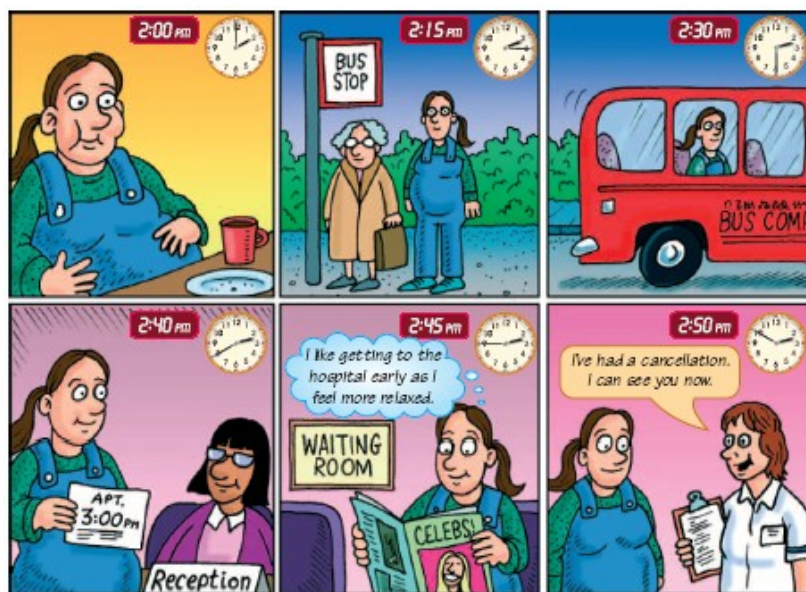
Hospital appointment

Day: Wednesday

Date: 26 September
2015

Time 3.00pm

Have a look at the story below, about a hospital appointment



'Family health' Module 1 Getting in touch © Learning and Skills Improvement Service
<http://rwp.excellencegateway.org.uk/resource/Family+health+Module+1%3A++Getting+in+touch/pdf/1/>

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(1) Answer the questions about the story and pictures on the page before.

a) What time does she get to the bus stop?

b) What time does she get the bus?.....

c) Is she early or late for the appointment?.....

d) What time does the doctor see her?.....

(2) **Making appointments**

You have appointments to keep. Write them in the table below.

- You are going:
 - to the cinema at 8pm on Friday.
 - to the probation office on Wednesday morning.
 - shopping on Tuesday afternoon.
 - to see a teacher at school on Thursday afternoon after school.
- Your friend is coming to see you on Monday morning at 11am.
- You have to go to the housing office on Thursday morning at 10am

| | morning | afternoon | evening |
|-----------|---------|-----------|---------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |
| Saturday | | | |
| Sunday | | | |

- Later your friend calls you to say she can't see you on Monday morning. Cancel the appointment in your diary.

Check your answers at the back of the book.



(3) Keeping appointments

early

on time

late

Shami's appointment is at 10am. She arrives at 9:30. She is early.

If she arrives at 10 am she is on time. If she arrives at 11 am she is late.

When you get out of prison you must try to be on time for your appointments.

Read the next section and never be late again! Match why the person was late with what they need to do to be on time. Number 1 is a correct example.

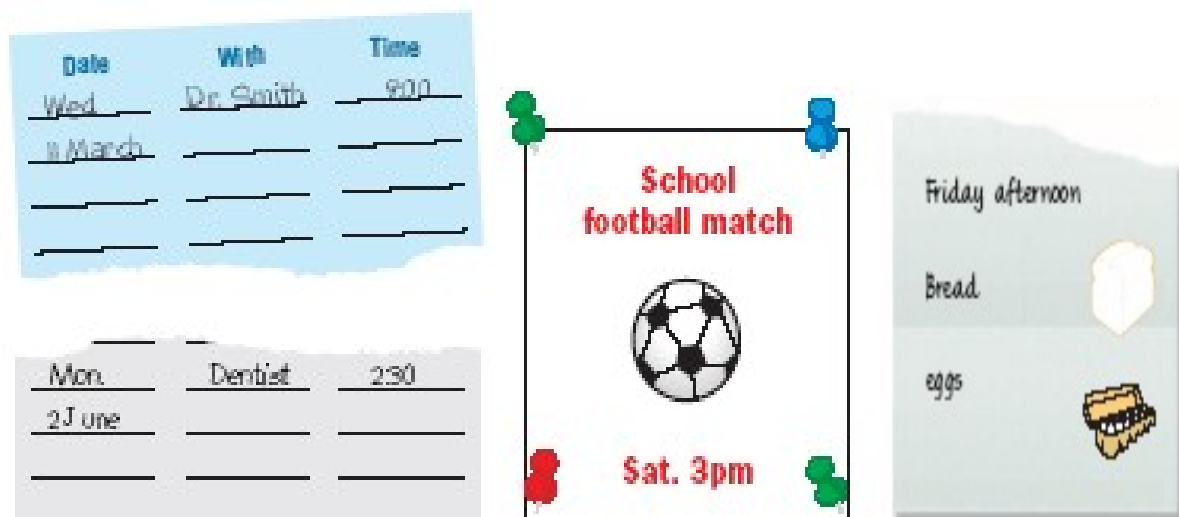
| Why you are late? | How to be on time |
|------------------------------------------|--------------------------------------------------------------------------------|
| 1. I slept in (in bed too long) <i>d</i> | a. get up early to walk the dog |
| 2. I stopped to chat to a neighbour | b. speak to your friend when you have more time |
| 3. The bus was late | c. check where to go the day before |
| 4. I wasn't sure where to go | d. make sure your alarm clock works |
| 5. I got the wrong bus | e. say you are sorry, but you are busy and call on your neighbour this evening |
| 6. I had to walk the dog | f. get to the bus stop early |
| 7. I missed the bus | g. take an earlier bus to make sure you're on time |
| 8. I phoned my friend for a chat | h. check the bus map to see where you are going |

Check your answers at the back of the book.



(4) Write the appointments from under the table in your diary.

| | morning | afternoon |
|-----------|---------|-----------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |
| Sunday | | |



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<http://rwp.excellencegateway.org.uk/resource/Family+health+Module+1%3A++Getting+in+touch/pdf/1/>

Think of things you will do when you get out and write some of your own ideas in.

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Task 4 Telling the time

(1) Can you match the clock times to the appointments?



Probation Services

You have an

appointment with

1:30

9:30

**Hospital
appointment**
Day: Monday

11:00

11:15

10:00

**Greenside
Dental Care**
2 pm

2:00

**Friday 26th
September**

4:15

**Please be on
time**

 Curl up and Dye
Hairdressers

**Jobcentre Plus
Tuesday every 2
weeks**
11.15 am

From 'Family health' Module 1 Getting in touch © Learning and Skills Improvement Service

<http://rwp.excellencegateway.org.uk/resource/Family+health+Module+1%3A++Getting+in+touch/pdf/1/>

Check your answers at the back of the book.



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(2) Using a calendar. Write the appointments below in the calendar.
September

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

Probation Services
You have an
appointment with

**Hospital
appointment**
Day: Monday

Curl up and Dye
Hairdressers

**Greenside Dental
Care**
**Friday 26th
September**
Please be on time

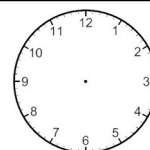


(3) Making appointments at the health centre

Stockwell Health Centre opening times

| | Morning | Lunch closed | Afternoon |
|------------------|----------------|----------------|----------------|
| Monday | 8.30 am– 1pm | 1pm – 2pm | 2pm – 6.30pm |
| Tuesday | 10am – 1pm | 1pm – 2pm | 2pm – 8.30pm |
| Wednesday | 10am – 1pm | 1pm – 2pm | 2pm – 6.30pm |
| Thursday | 9.30 am – 1pm | 1pm – 2pm | 2pm – 8.30pm |
| Friday | 8.30 am– 1pm | 1pm – 2pm | 2pm – 6.30pm |
| Saturday | 8.30 am– 1pm | 1pm – 2pm | 2pm – 6.30pm |
| Sunday | CLOSED ALL DAY | CLOSED ALL DAY | CLOSED ALL DAY |

1. The health centre opens at 10am on Tuesday.
time on the clock face.

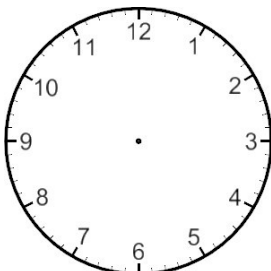
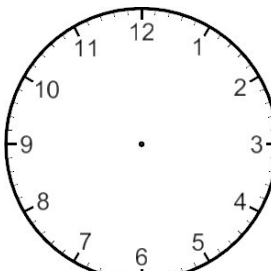
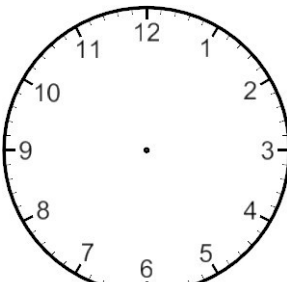
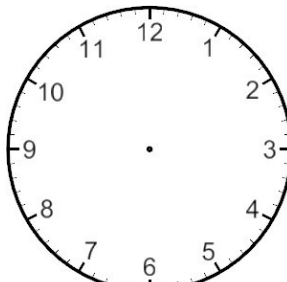


Draw the

2. The health centre is open after 8pm on Tuesday. Tick ✓ the right answer.
True/ false?
3. The health centre closes for lunch every day. Tick the right answer.
True/ false?
4. The health centre opens at 8.30 am on Thursdays. Tick the right answer.
True/ false?
5. The health centre is open at 1.30 pm on Friday. Tick the right answer.
True/ false?
6. You can make an appointment on Sundays. Tick the right answer.
True/ false?
7. The health centre closes at 8.30 on two days. Write the two days below.

| | |
|--|--|
| | |
|--|--|

(4) **Bus timetables: draw the times in the clocks then answer the questions under the table.**

| Bus to | Arrival time | Can you draw the correct time on the clock face? | Leaves at | Can you draw the correct time on the clock face? |
|-------------------|--------------|------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------|
| Greenfield Avenue | 10:30 |  | 10:40 |  |
| Stonegate Park | 12:15 |  | 12:25 |  |

- The bus arrives at Greenfield Avenue at half past eleven. Tick ✓ the right answer. **True/ false?**
- The bus leaves Greenfield Avenue at twenty to eleven. Tick the right answer. **True/ false?**
- The bus arrives at Stonegate Park at quarter past 12. Tick the right answer. **True/ false?**
- The bus leaves Stonegate Park at twenty five to twelve. Tick the right answer. **True/ false?**
- Write half past ten like on a digital watch or clock.

| |
|---|
| : |
|---|

Check your answers at the back of the book.



End of unit check

Now you have finished this unit, how do you feel? Tick (✓) the box that is true for you.

| | Yes | A little | No |
|------------------------------------------------|-----|-------------|----|
| I feel my reading is better. | | | |
| I can write personal messages and letters | | | |
| I know how to make appointments outside prison | | | |
| I know lots of new words. | | | |
| I can read and tell the time | | | |
| I can use a diary and plan my time outside | | | |

Answers: Task 2 (1)

Wednesday

Monday

Sunday

Tuesday

Saturday

Thursday

Write the days in the order they come starting with Sunday

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

(2) Before and after

- | | |
|--------------------------------------|---------------------|
| a) Which day comes before Monday? | Sunday |
| b) Which day comes after Thursday? | Friday |
| c) Which day comes before Wednesday? | Tuesday |
| d) Which day comes after Friday? | Saturday |
| e) Which day comes before Sunday? | Saturday |
| f) Which day comes after Tuesday? | Wednesday |
| g) 2 days before Sunday? | Friday |
| h) Which 2 days make the weekend? | Saturday and Sunday |

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Task 3 (1)

- a) What time does she get to the bus stop? 2:15.
- b) What time does she get the bus? 2:30
- c) Is she early or late for the appointment? early
- d) What time does the doctor see her? 2:50

(2) You have appointments to keep. Put them in the table.

| | morning | afternoon | evening |
|------------------|--------------------------------|----------------------|------------|
| Monday | 11 am Eva is coming | | |
| Tuesday | | Going shopping | |
| Wednesday | Probation office | | |
| Thursday | 10am housing office | Going to see teacher | |
| Friday | | | 8pm cinema |
| Saturday | | | |
| Sunday | | | |

(3) Keeping appointments

| Why you are late? | How to be on time |
|-------------------------------------|--------------------------------------------------------------------------------|
| 1. I slept in (in bed too long) | d. make sure your alarm clock works |
| 2. I stopped to chat to a neighbour | e. say you are sorry, but you are busy and call on your neighbour this evening |
| 3. The bus was late | g. take an earlier bus to make sure you're on time |
| 4. I wasn't sure where to go | c. check where to go the day before |
| 5. I got the wrong bus | h. check the bus map to see where you are going |
| 6. I had to walk the dog | a. get up early to walk the dog |
| 7. I missed the bus | f. get to the bus stop early |
| 8. I phoned my friend for a chat | b. speak to your friend when you have more time |

(4)

| | morning | afternoon |
|------------------|-----------------|---------------------------------|
| Monday | | 2.30 pm – dentist |
| Tuesday | | |
| Wednesday | 9 am – Dr Smith | |
| Thursday | | |
| Friday | | Shopping – bread and eggs |
| Saturday | | 3 pm – football match at school |
| Sunday | | |

Task 4 (1) Telling the time – can you match the clock times to the appointments?

Probation Services
You have an



**Greenside
Dental Care**
2 pm

**Friday 26th
September**

**Please be on
time**



2:00



Jobcentre Plus
T **11:15** ay every 2
weeks

11.15 am



Project co-financed by the European
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country nationals.

 Co-funded by
the bell foundation

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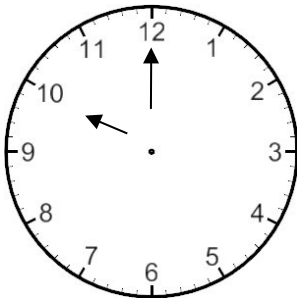
Curl up and Dye
Hairdressers



4:15

(2) The health centre opens at 10am on Tuesday. Draw the time on the clock face.

1.

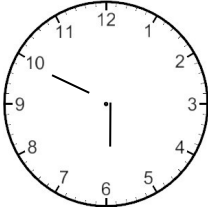
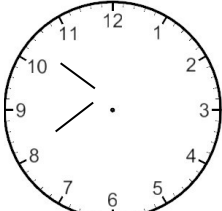
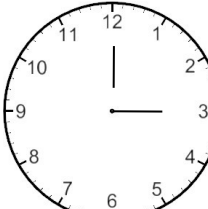
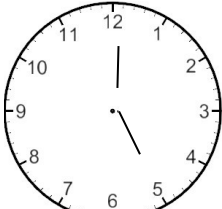


2. The health centre is open after 8pm on Tuesday. True ✓
3. The health centre closes for lunch every day. True ✓
4. The health centre opens at 8.30 am on Thursdays. False ✓
5. The health centre is open at 1.30 pm on Friday. False ✓
6. You can make an appointment on Sundays. False ✓
7. The health centre closes at 8.30 on two days. Write the two days below

| | |
|---------|----------|
| Tuesday | Thursday |
|---------|----------|

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(3) Bus timetables Have a look at the timetable below and answer the questions.
Check your answers at the back of the book.

| Bus to | Arrival time | Can you draw the correct time on the clock face? | Leaves at (departs at) | Can you draw the correct time on the clock face? |
|-------------------|--------------|------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------|
| Greenfield Avenue | 10:30 |  | 10:40 |  |
| Stonegate Park | 12:15 |  | 12:25 |  |

- The bus arrives at Greenfield Avenue at half past eleven. False ✓
- The bus leaves Greenfield Avenue at twenty to eleven. True ✓
- The bus arrives at Stonegate Park at quarter past 12. True ✓
- The bus leaves Stonegate Park at twenty five to twelve. False ✓
- Write half past ten as it would be on a digital watch

10:30