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Email

The screenshot shows an email composition window with a toolbar at the top containing buttons for Send, Save Now, Cancel, Attach, and Check Spelling. The 'To' field is filled with 'jjones@kcpc.org', the 'Subject' field with 'Math Homework', and the 'Add Cc:' field is empty. Below the fields is a rich text editor toolbar with options for font face (Arial), size (12), bold, italic, underline, text color, background color, bulleted list, numbered list, and indent. The email body contains the following text:

Dear Mrs. Jones,

I will not be at school tomorrow. I have attached my math homework.

Thank you,

Shawn Howard

Email Netiquette

1. Include a short title in the Subject line.
2. Open your email with the correct greeting.
Examples of appropriate greetings: Hi, (informal)
 Dear Mr. Smith, (formal)
3. The message should be short and to the point.
4. Use standard capitalization and spelling.
5. Skip lines between paragraphs.
6. Use CC (Carbon Copy) to send the same message to more than one person at a time. Use BCC (Blind Carbon Copy) to send the same message to more than one person at a time without letting all the recipients see everyone else's email addresses.
6. Avoid fancy fonts and the use of all capital letters.
7. Be sure to type your name at the bottom. Use both first and last names for a formal email.
8. Proofread and use spell check before sending.

Email: Practice Activity

Name: _____ Date: _____

Practice

Directions: Use the Email document to answer the following questions.

1. Who composed the email? _____
2. What document is attached to the email? What is the textual evidence that supports your answer? _____

3. What text font was used? _____
4. What is the author's purpose for writing the email? _____

5. Which words help the reader understand the meaning of **appropriate** as used in the "Email Netiquette" section? _____

Apply

Compose an email to Marilyn DeWitt, the mayor of Trenton, requesting tourist information about her city. The mayor's email address is mdewitt@trentoncityhall.gov. Be specific about the types of information you are requesting. Write your email on the screen below.

The image shows a screenshot of an email composition window. At the top, there are buttons for 'Send', 'Save Now', 'Cancel', 'Attach', and 'Check Spelling'. Below these are three text input fields labeled 'To:', 'Add Cc:', and 'Subject:'. Underneath the 'Subject:' field is a toolbar with various icons for text formatting, including font face (Arial), font size (12), bold (B), italic (I), underline (U), text color (T), background color (A), bulleted list, numbered list, and indent. The main body of the window is a large, empty text area for composing the email.

Food Nutrition Labels

A food nutrition label is printed somewhere on the outside of most packaged food. The Food and Drug Administration (FDA) requires the ingredients be listed in order, starting with the most used products to the least used products in the food.

Yum Yum Cereal		
Nutrition Facts		
Serving Size 3/4 Cup (30 g/1.0 oz.)		
Servings Per Container		About 18
Amount Per Serving	Cereal	Cereal with 1/2 cup Vitamins A&D Fat Free Milk
Calories	120	160
Calories from Fat	10	10
% Daily Value**		
Total Fat 0g*	0%	0%
Saturated Fat 0g	0%	0%
Trans Fat 0g		
Cholesterol 0mg	0%	0%
Sodium 150mg	8%	11%
Potassium 75mg	2%	8%
Total		
Carbohydrates 32g	10%	12%
Dietary Fiber 3g	10%	10%
Sugars 12g		
Other Carbohydrates 17g		
Protein 2g		
Vitamin A	10%	15%
Vitamin C	20%	20%
Calcium	10%	15%
Iron	45%	45%
Thiamin	35%	40%
Riboflavin	35%	45%
Niacin	25%	25%
Vitamin B ₆	25%	35%
Folic Acid	25%	25%
Vitamin B ₁₂	35%	45%
INGREDIENTS: WHOLE GRAIN WHEAT, SUGAR, SODIUM CHLORIDE, HIGH FRUCTOSE CORN SYRUP, MALT FLAVORING, NATURAL AND ARTIFICIAL FLAVOR.		
VITAMINS AND MINERALS: IRON, CALCIUM CARBONATE, NICINAMIDE, ASCORBIC ACID (VITAMIN C), VITAMIN B ₆ , VITAMIN B ₁₂ , FOLIC ACID.		

Multi Grain Cereal		
Nutrition Facts		
Serving Size 1 Cup (29 g)		
Servings Per Container		About 16
Amount Per Serving	Cereal	Cereal with 1/2 cup Vitamins A&D Fat Free Milk
Calories	110	150
Calories from Fat	10	10
% Daily Value**		
Total Fat 1g*	2%	2%
Saturated Fat 0g	0%	0%
Trans Fat 0g		
Cholesterol 0mg	0%	1%
Sodium 120mg	5%	7%
Potassium 140mg	4%	10%
Total		
Carbohydrates 24g	8%	10%
Dietary Fiber 3g	10%	10%
Sugars 6g		
Other Carbohydrates 15g		
Protein 2g		
Vitamin A	10%	15%
Vitamin C	10%	10%
Calcium	10%	25%
Iron	45%	45%
Thiamin	25%	30%
Riboflavin	25%	35%
Niacin	25%	25%
Vitamin B ₆	25%	25%
Folic Acid	50%	50%
Vitamin B ₁₂	25%	35%
INGREDIENTS: WHOLE GRAIN CORN, WHOLE GRAIN OATS, SUGAR, SALT, WHOLE GRAIN BARLEY, NATURAL AND ARTIFICIAL FLAVOR.		
VITAMINS AND MINERALS: CALCIUM CARBONATE, ZINC AND IRON, VITAMIN C, VITAMIN B ₆ , VITAMIN B ₁₂ , FOLIC ACID.		

Food Nutrition Labels: Practice Activity

Name: _____ Date: _____

Practice

Directions: Use the Food Nutrition Label document to answer the following questions.

1. Which cereal has the **most** sugar per serving? What is the textual evidence that supports your answer? _____

2. Which cereal has the **fewest** calories per serving? _____
3. What is the main ingredient in Multi Grain Cereal? _____
4. How many grams of carbohydrates are in a serving of Yum Yum Cereal? _____
5. Which words help the reader understand the meaning of **ingredients** as used on the food nutrition labels? _____

Analyze and Evaluate

6. Compare the food nutrition labels of three actual breakfast cereals that you have at home or that the teacher brings to class. Record your data in the chart below.

Nutrition Information (per serving)	Cereals		
	Cereal A	Cereal B	Cereal C
Serving Size			
Calories			
Total Fat			
Cholesterol			
Sodium			
Potassium			
Carbohydrates			
Fiber			
Sugar			
Protein			
Iron			

7. Which of the three cereals is best for a healthy diet? Explain your answer using data from the above chart. _____

