



# PACKET IV CIVICS

Making Progress is a Journey

8300 Bissonnet Suite 218  
Computer/Learning Lab open  
Mon – Fri 4pm – 7pm

M.P.J. ACADEMY OF EXCELLENCE  
[admin@mpj-academy.org](mailto:admin@mpj-academy.org)

## LESSON 4      READING AN INSURANCE CONTRACT

Many of us buy insurance for property that we own, such as homes, cars, and computers. The vocabulary words below are used to discuss insurance contracts. Read the paragraph. Determine the meaning of each word from its context. Then do Exercise A.

An **insurance policy** is an agreement between you and the insurance company. The agreement states the **coverage** that you have bought for your property. Be sure you know the amount of the **deductible**. That's the amount you are responsible for paying when you make an insurance claim. The agreement also lists each **exclusion** that the company does not cover. The **premium** that you pay is shown on the agreement. Also shown are the dates that the insurance is **effective**.

### EXERCISE A

Write the vocabulary word that matches each meaning.

1. \_\_\_\_\_ the amount you pay for an insurance contract.
2. \_\_\_\_\_ What is not covered by an insurance contract.
3. \_\_\_\_\_ a contract between a person and an insurance company.
4. \_\_\_\_\_ when a contract is active.
5. \_\_\_\_\_ the amount a person must pay on an insurance claim.
6. \_\_\_\_\_ what an insurance company will pay for.

### EXERCISE B

Use the vocabulary words to complete the sentences.

Franny bought an insurance (1) \_\_\_\_\_ for her computer. The contract has one(2) \_\_\_\_\_. No payment for damages caused by faulty wiring. The contract gives Franny(3) \_\_\_\_\_ for theft. If her computer is stolen, she can file a claim to buy another one. She would pay a \$500.00 (4) \_\_\_\_\_ and the insurance company would pay the rest of the cost. The (5) \_\_\_\_\_ for one year is \$250.00 The contract became (6) \_\_\_\_\_ on July 1.

## LESSON 5      READING about childhood development

Health is the well-being of our body mind and spirit. The vocabulary words below are used for discussing the well-being and development of children. Read the sentences. Determine the meaning of each word from its context. Then do Exercise A.

- A newborn usually weighs from 7-10 pounds.
- Crying is one way an infant can communicate that something is wrong.
- Parents are fearful that their toddler will run into the street.
- Experts recommend that a preschooler get used to playing with other children.
- As a child becomes a preteen, friends become more important in his or her life.
- An adolescent often worries about what life will be like as an adult.

### EXERCISE A

Write the vocabulary word that matches each meaning.

1. \_\_\_\_\_ a teenager
2. \_\_\_\_\_ a baby
3. \_\_\_\_\_ a baby who has been recently born
4. \_\_\_\_\_ a child between the ages of three and five
5. \_\_\_\_\_ a child of eleven or twelve
6. \_\_\_\_\_ a young child who has started walking

### EXERCISE B

Match each vocabulary word on the left with the situation that describes it.

- |                      |  |
|----------------------|--|
| _____ 1. Toddler     | a. Rikki weighs 8 pounds and is 21 inches long at birth. |
| _____ 2. Preschooler | b. Rikki is 4 months old and growing fast.               |
| _____ 3. Newborn     | c. Rikki is 18 months old and beginning to walk.         |
| _____ 4. adolescent  | d. Rikki is 8 years old and goes to a daycare program.   |

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\_\_\_\_\_ **5.infant**

**e. Rikki is 12 years old and likes to sew her own clothes.**

\_\_\_\_\_ **6.preteen**

**f. Rikki is 15 years old: she can get a driver's license.**

## LESSON 6 FILLING IN A MEDICAL FORM

When we see a doctor for the first time, we usually fill out forms about our medical history. The vocabulary words below are used on medical forms. Read the sentences. Determine the meaning of each word from the context in which it is used. Then do Exercise A.

- How would you rate your physical condition—poor, fair, good, or very good?
- Has anyone in your family ever died of heart disease?
- Are you taking any medication? If so, what is it for?
- Are you allergic to any medicines?
- Have you been immunized for measles? polio? small pox?
- Have you received any medical treatment in the last five years? If so, what was it?

### EXERCISE A

Write the vocabulary word that matches each meaning.

1. \_\_\_\_\_ state of health
2. \_\_\_\_\_ sickness
3. \_\_\_\_\_ a way of healing or curing a medical problem
4. \_\_\_\_\_ to be given a medicine that prevents a disease
5. \_\_\_\_\_ being physically sensitive to dust, fur, or other things
6. \_\_\_\_\_ the medicine prescribed for a certain sickness

### EXERCISE B

Underline the vocabulary word that makes sense in each sentence.

1. Lisa has learned that she is (allergic, immunized) to cat hair.
2. Because Lisa has a cat, she must take (condition, medication) for her allergy.
3. Frank was not (allergic, immunized) for diphtheria when he was a young child.
4. Frank is almost cured of the (disease, treatment) that put him in the hospital.
5. The doctor says that the (condition, medication) of Mrs. Wong's heart is very good.
6. Exercising daily is part of Mrs. Wong's medical (disease, treatment) for her heart.

## LESSON 7 BEING A HOSPITAL PATIENT

The vocabulary words in the story below are used to talk about patients in a hospital. Read the story. Determine the meaning of each word from its context. Then do Exercise A.

Dr. Sey wants to put Mr. Lincoln under hospital **observation** for a few days. Test will be performed on Mr. Lincoln to help Dr. Sey make a **diagnosis**. Mr. Lincoln gives his **consent**, but that is only after Dr. Sey says that no surgery is involved.

Mr. Lincoln will be **admitted** to the hospital on Monday. He expects to be **discharged** Saturday morning. He wants to go to a football game on Sunday.

### EXERCISE A

Write the vocabulary word that matches each meaning.

1. \_\_\_\_\_ to be allowed into a hospital as a patient
2. \_\_\_\_\_ to be released from hospital care
3. \_\_\_\_\_ to give permission
4. \_\_\_\_\_ the act of being medically watched
5. \_\_\_\_\_ an operation
6. \_\_\_\_\_ a conclusion made from medical test

### EXERCISE B

Use vocabulary words to complete the sentences.

1. Charmain's parents told her that she must be \_\_\_\_\_ into the hospital.
2. "It's only for \_\_\_\_\_" said her dad. "We want to find what's causing your problem".
3. "You should be \_\_\_\_\_ from the hospital in a few days," her mother said.
4. Her parents gave the doctors their \_\_\_\_\_ to perform test on Charmain.
5. The doctors were in agreement in their \_\_\_\_\_ of her illness.



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6. The doctors recommended \_\_\_\_\_ to treat her condition.



## Lesson I      READING A PARKING TICKET

Government is the system of laws by which a country rules itself. Many laws are enforced by local governments, such as parking laws. The vocabulary words below are used to discuss parking tickets. Guess the meaning of each word from its context. Then do Exercise A.

- a. If a driver parks a **vehicle** in a red zone, he/she will get a parking ticket.
- b. A parking ticket is a **citation** that orders a driver to pay a fine or appear in court.
- c. Not putting money in a parking meter is a **violation**.
- d. A driver who is **charged** with breaking a law must show up in court or pay a fine.
- e. A person can usually pay the **penalty** for parking ticket by mail.
- f. A person can **protest** a parking ticket before a judge.

### Exercise A

Write the vocabulary word that matches each meaning.

- 1. \_\_\_\_\_ a fine you pay for breaking a law
- 2. \_\_\_\_\_ a car, truck, motorcycle, boat and so on
- 3. \_\_\_\_\_ to be accused of breaking a law
- 4. \_\_\_\_\_ a ticket that orders you to appear in court or pay a fine
- 5. \_\_\_\_\_ the breaking of a law
- 6. \_\_\_\_\_ to speak out against

### Exercise B

Match each vocabulary word on the left with the situation that describes it. Check each situation as you use it.

- \_\_\_\_\_ 1. Penalty    a. Martin parked this in a red zone
- \_\_\_\_\_ 2. Charged    b. Martin was accused of breaking a parking law
- \_\_\_\_\_ 3. Citation    c. The police told Martin that parking in a red zone is illegal
- \_\_\_\_\_ 4. Protest    d. Martin received this and presented it at traffic court

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\_\_\_\_\_ 5. Vehicle e. Martin told a judge that he should not have gotten a ticket

\_\_\_\_\_ 6. Violation f. The judge told Martin that he had to pay this.

### Lesson 3 USING A PHOTOCOPIER

One of the office machines that you might use on a job is a photocopier. The vocabulary words below are used to discuss operating a photocopier. Read the sentences. Guess the meaning of each word from its context. Then do Exercise A.

INSTRUCTIONS: Place your **document** on the glass lining it up between the margins.

1. Choose the paper size. Press the button for the correct paper **cassette**
2. Enter the percentage if you need;

A **reduction** (shrunk down to 88% of normal size)

An **enlargement** (blown-up to 200%)

3. Set the **exposure** to how light or dark you want the photocopy to be
4. Enter the **quantity** (total number of copies) that you want to make

#### EXERCISE A

Write the vocabulary word that matches each meaning

1. \_\_\_\_\_ a blowup of the original
2. \_\_\_\_\_ the lightness or darkness of a photocopy
3. \_\_\_\_\_ a written or printed paper
4. \_\_\_\_\_ a shrinking of the original
5. \_\_\_\_\_ a tray that holds paper
6. \_\_\_\_\_ how many of something

#### EXERCISE B

Use the vocabulary words to complete the sentences.

Al's work order is to make 125 copies of a \_\_\_\_\_. He makes sure there is enough paper in the \_\_\_\_\_. The sheet that Al uses to make a photocopy is 11 by 17 inches. He needs his copies to be 8 1/2 by 11 inches so he makes a \_\_\_\_\_. On his first try, Al gets an \_\_\_\_\_ instead. He gets the right size on the next try, but the photocopy is too light. He changes the \_\_\_\_\_ to darken the photocopy. He also enters the \_\_\_\_\_ he needs to make.