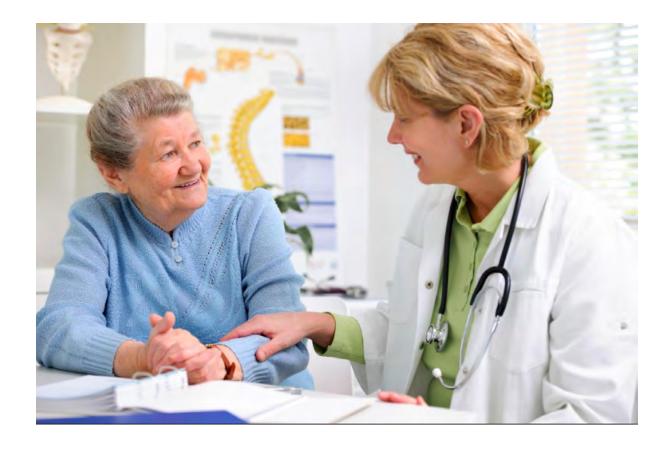
# Learning to read and write Workbook

# Going to the doctor



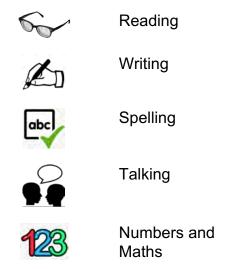
Reading Writing Hotline
1300 6 555 06



#### How to work

Each workbook is about one topic. It has reading, writing, spelling and maths activities. It also has tips for learning along the way.

#### Try the activities in the workbook



#### Find a mentor

A mentor is a friend or family member who can help you.



#### **Ring the Hotline**

The Hotline teachers can help you. Phone 1300 6 555 06.



#### Notes for your mentor

Welcome! The help you give your learner is gold. The best thing you can do is to work together slowly, let your learner make mistakes and be patient!

Here are some of the ways you can help:

**Activities:** In each activity, the first one is already done, to show you what to do. Talk to your learner about it, then see how they go with the rest. Then check the answers together.

Talk about the topic. This will help you both be ready with the sorts of words and ideas you'll be using.

Read out loud. Let your learner read any words they already know. Then read any new words and sentences out loud to your learner. Next, try reading along together. Go slowly. You can do this lots of times.

Don't jump in as soon as they make a mistake. Pause. Let them hear what they've read, and work out if something doesn't make sense. Then they can try again.

Does your learner need glasses? If so, make sure they are wearing them. If you're not sure, check how well they can see the letters on the page. Your learner might need to get some.

Writing or copying. It's OK to try on scrap paper first. Get your learner to check their own work. Let your learner make mistakes, it doesn't matter if the workbook gets very messy. That's learning.

#### More ideas:

- Browse through the workbook yourself before you start.
- Keep work sessions short, watch for when your learner has had enough.
- You can ring the Hotline any time.

#### In this workbook:

- talk about going to the doctor
- read an appointment card
- write days of the week
- read and write the time in numbers
- read some common symptoms
- fill in a form for the doctor
- read medicine labels



## Talk about going to the doctor



- Do you often go to the doctor?
- Do you go to a medical centre or to a hospital?
- Do you take medications?
- Can you talk about your symptoms?



#### Words for this topic.



doctor



nurse



appointment



cancel



medication



medical centre



hospital

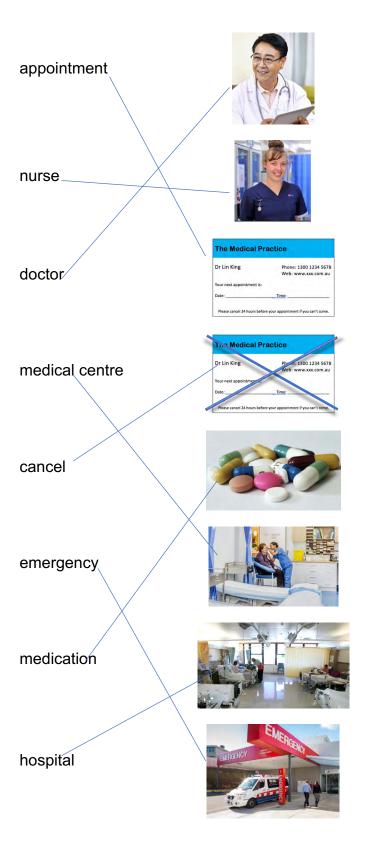


emergency

Match each word to the picture. The first one is done for you.



✓ Check your answer on the next page.





Draw a circle around all the words you can read.

You can make an appointment to see the doctor in a medical centre.

Go to the hospital in an emergency.

A nurse might give you medication.

#### **Activity:**

Write the best word in each space. The first one is done for you.

appointment
doctor
medical
hospital

emergency
nurse
medication

You can make an appointment to see the \_\_\_\_\_\_ in a \_\_\_\_\_\_.

Centre.

Go to the \_\_\_\_\_\_ in an \_\_\_\_\_\_.

A \_\_\_\_\_ might give you \_\_\_\_\_\_\_.

#### ✓ Answers

You can make an <u>appointment</u> to see the <u>doctor</u> in a medical centre.

Go to the hospital in an emergency.

A <u>nurse</u> might give you <u>medication</u>.



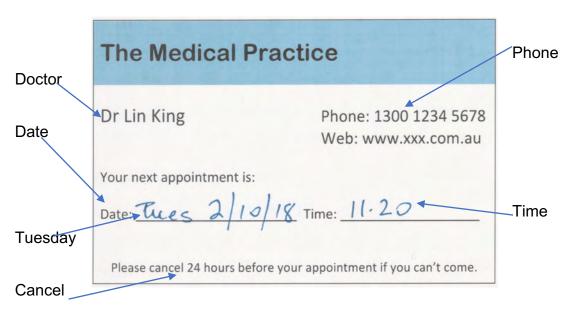
This is a good way to learn to write and spell.

Activity:	
Copy the writing.	
You can see a doctor or a nurse. You can	
go to a medical centre or to a hospital.	-
Write here. Check. Fix mistakes.	
	_
Гry again. Check. Fix mistakes.	_
And again. Check. Fix mistakes.	

Have you got faster? Has it got easier? Try this yourself with other sentences.



Read an appointment card.



#### **Activity:**

Read the appointment card to fill the gaps.

The doctor's name is Dr L
The phone number is
The appointment date is <i>T</i> ,
The appointment time is
If you can't come, you should $c_{\underline{}}$ 24 hours before.

#### Answers

The doctor's name is Dr Lin King.

The phone number is <u>1300 1234 5678</u>

The appointment date is *Tuesday*, 2/10/18

The appointment time is 11.20

If you can't come, you should *cancel* 24 hours before.

Read another appointment card.

#### PETERSTOWN MEDICAL CENTRE

DR MARC RUSSO Phone: 02 9786 5342

Your next appointment is:

Date: Fri 16/11/18 Time: 9.15

Please cancel 24 hours before you appointment if you can't come.

#### Fill the gaps.

The doctor's name is Dr Marc Russo.	
The phone number is	<u></u>
The appointment date is F,	
The appointment time is	
If you can't come, you should $c_{\underline{}}$	24 hours before.

#### ✓ Answers

The doctor's name is Dr Marc Russo

The phone number is *02 9786 5342.* 

The appointment date is Friday, 16/11/18

The appointment time is 9.15

If you can't come, you should *cancel* 24 hours before.





Short ways to write the days of the week.

Monday	Mon
Tuesday	Tues
Wednesday	Wed
Thursday	Thurs
Friday	Fri
Saturday	Sat
Sunday	Sun

### Activity:

Write the short way for each day of the week. Check.

Monday	Mon
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Copy the days of the week. Copy the full word and the short way.

Monday Monday	Mon Mon
Tuesday	Tues
Wednesday	Wed
Thursday	Thurs
Friday	Fri
Saturday	Sat
Sunday	Sun

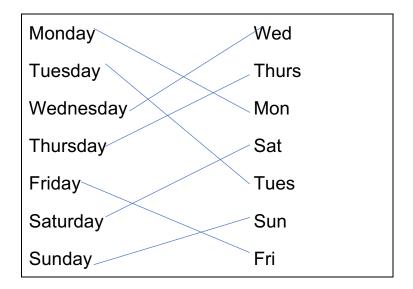
<sup>✓</sup> Check your answers on page 12.

#### **Activity:**

Match the day of the week to the short way.

Monday	Wed
Tuesday	Thurs
Wednesday	Mon
Thursday	Sat
Friday	Tues
Saturday	Sun
Sunday	Fri

✓ Check your answer on the next page.





#### Each month has a number

#### **Months**

January	February	March	April	May	June
1	2	3	4	5	6
July	August	September	October	November	December
7	8	9	10	11	12

#### **Activity:**

Write the number beside each month:

January 1	July
February	August
March	September
April	October
May	November
June	December

✓ Check your answer on the next page.

January	1	July	7
February	2	August	8
March	3	September	9
April	4	October	10
May	5	November 11	
June	6	December	12

#### Write the date:

The Medical Practice				
Dr Lin King	Phone: 1300 1234 5678 Web: www.xxx.com.au			
Your next appointment is:  Date: Tues 2 10 18 Time: 11.20  Please cancel 24 hours before your appointment if you can't come.				

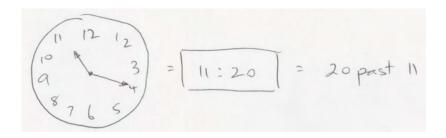
2/10/18 is the same as 2 October, 2018.

Day	Month	Year	
2	October	2018	= 2/10/18

Write today's date
Write your birth date

Day	Month	Year	
			=//
			=//





#### Copy the times:

9 1 3	2 o'clock	2:00
82654	2 o'clock	<u>2:00</u>
9 1 3 3	half past 8	8:30
10 12 12 94 3 8 2 6 5	quarter to 7	6:45
10 A 2 3	5 past 2	2:05
87654		

#### Try these ones.

9 4 3	9 o'clock	9:00
9 3 4		
9 7 6 4 Y		
10 12 12 3 9 7 6 5		

#### ✓ Answers

9 5	9 o'clock	9:00
9 1 3	half past 4	4:30
9 7 6 5 Y	quarter to 1	12:45
10 12 12 12 12 13 14 15 15 15 15 15 15 15 15 15 15 15 15 15	<u>5 past 10</u>	10:05

Write some appointment times on the calendar.

Dr King, on Tuesday 2 October, at 20 past 11

Scan, Thursday 11 October, at 3 o'clock

Physio, Wednesday 24 October, half past 1.

October						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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

#### ✓ Answers

October	October					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2 Dr King 11:20	3	4	5	6	7
8	9	10	11 Scan 3:00	12	13	14
15	16	17	18	19	20	21
22	23	24 Physio 1:30	25	26	27	28



#### Some common symptoms (say sim-toms):



rash

cough

fever

Activity:

Finish each sentence:

vomiting

This man has a <u>stomach ache</u>	<u>.</u>	(stomach ache)
That man has a	·	(headache)
The woman feels	·	(dizzy)
The man has high		(blood pressure)
Was she	_?	(vomiting)
The child has a	_•	(fever)
The boy has a		(rash)
The girl has a		(cough)

✓ Check your answers on the next page.

This man has a *stomach ache*.

That man has a *headache*.

The woman feels dizzy.

The man has high blood pressure.

Was she *vomiting*?

The child has a fever.

The boy has a <u>rash</u>.

The girl has a *cough*.

#### **Activity:**

Circle the symptom. Then write it.

stomach ache	headache	dizzy	high blood pressure
vomiting	fever	rash	cough









Stomach ache

\_\_\_\_\_









✓ Check your answers on the next page.









Stomach ache

headache

dizzy

high blood pressure









vomiting

fever

rash

cough



Words like rash, that end with ash:



rash bash cash dash gash

#### **Activity:**

	Trace	сору	сору	сору
r <i>ash</i>	rash	rash	rash	rash
bash	bash			
cash	cash			
d <i>ash</i>	dash			
g <i>ash</i>				

Write the best word:

rash	wash	gash	bash	dash	cash			
The boy has	s a <u>rash.</u>							
W	his face	with warm v	water.					
He also has	a <i>g</i>	on his k	knee.					
He <i>b</i>	ed it o	n the road.						
Quick! D	to	the doctor.						
You can pay	the doctor	with a card	or c	·				
Try again: The boy has	Try again: The boy has a							
	his face wit	h warm wate	er.					
He also has	a	on his k	nee.					
He	ed it on	the road.						
Quick!	to th	e doctor.						
You can pay	the doctor v	with a card o	or					

#### ✓ Answers

The boy has a <u>rash</u>.

Wash his face with warm water.

He also has a *gash* on his knee.

He bashed it on the road.

Quick! <u>Dash</u> to the doctor.

You can pay the doctor with a card or *cash*.



A form for the doctor. It has 3 parts.

- 1. Personal details
- 2. Medical history
- 3. Next of kin

	The Medical Pra	Phone:1300 123 456	
		Patient deta	ails
Part 1	Miss / Mrs / Ms / Mr	Surname: <u>Poulos</u>	First Name: Maria
Personal	Date of Birth:	23 March 1986	_
Details	Address:	1A Railway Road	
	Suburb/Town:	Peterstown	Postcode: <u>2222</u>
	Phone number:	Home: 02 9876 543	<u>32</u>
		Work:	_
		Mobile: <u>0412 345 6</u>	<u>78</u>
Part 2	Medical history:	High blood pressure	e, asthma
Medical	Allergies:	<u>Cats</u>	
history	Current Medication:	Tritace, Ventolin, Z	<u> Yrtec</u>
Part 3	Next of kin (in case	of emergency):	Robert Poulos
Next of kin	Contact number:	0421 876 543	Relationship to you: Partner

# Writing tip

Miss for unmarried women. It says you're female and single.

**Mrs** for married women. It says you're female and married.

**Ms** for women and girls. It says you're female.

**Mr** for men and boys. It says you're male.

Which one is right for you? \_\_\_\_\_

#### Part 1. Personal details

#### **Activity:**

Write your details. You can check most of them on your driver's licence, or on a letter. They are the same for lots of forms.

Miss / Mrs / Ms / Mr	Surname:	First Name:
Date of Birth:		
Address:		
Suburb/Town:		Postcode:
Phone number:	Home:	
	Work:	
	Mobile:	

#### Part 2. Medical history

Useful word: **allergy** (say **al-er-ji**):

This person has high blood pressure, asthma and an allergy to cats.







She writes it on her form for the doctor.

Medical history: High blood pressure, asthma

Allergies: Cats

She also writes down her medicines. She copies them from the medicine boxes.



Current Medication: Tritace, Ventolin, Zyrtec

Activity:		
Medical history: Ask if you	u need help, then write it he	re:
Copy it:		
AH - A 1 '6		
Allergies: Ask if you need	help, then write them here:	
Copy them:		
Сору шеш.		
Current medication: Ask	f you need help, then write	them here:
	• • •	
Copy them:		

#### Part 3. Next of kin

**Kin** means **family**. Or you can name a friend or carer.

Who do you want to help you in an emergency? You need their name and phone number.

How are they related to you?

#### Relationships

Your next of kin will be one of these:

	wife	husband
	mother	father
	daughter	son
	sister	brother
	partner	friend
	carer	
Which one is your	next of kin?	

#### **Activity:**

Write the name here. Add the phone number and relationship.

Next of kin (in case of emergency):	
Contact number:	_Relationship to you:

Fill in the whole medical form.

The Medical Practice	Phone:1300 123 456
Miss / Mrs / Ms / Mr Surname:	First Name:
Date of Birth:	
Address:	
Suburb/Town:	Postcode:
Phone number: Home:	
Work:	
Mobile:	
Medical history:	
Alloraico	
Current Medication:	
Next of kin (in case of emergency):	
Contact number:F	Relationship to you:

#### Useful words:



#### prescription

medicine the doctor orders



#### over the counter

medicine you can buy at a chemist or supermarket



#### dosage

how much medicine to take

#### **Activity:**

Write the best words in each space.

prescription	over the counter	dosage
The doctor ordered my me	edicine, she wrote me a p	·
I also need Disprin and ca	n buy them <i>o t</i>	<i>c</i>
The label on the box tells	me the <i>d</i> .	

#### **Answers**

The doctor ordered my medicine, she wrote me a <u>prescription</u>.

I also need Disprin and can buy them <u>over the counter</u>.

The label on the box tells me the <u>dosage</u>.

#### Over the counter medicines

Write the name and use for each one.



Name: Use:

Disprin pain relief



*C\_\_\_\_\_* and *f\_\_\_\_* 



D d c

#### ✓ Answers



<u>Disprin</u>

pain relief



Codral

colds and flu



Duro-Tuss

dry cough

Find the dosage. You don't have to read it all.

#### **Dispirin**



**DOSAGE:** Adults 1-3 tablets dispersed in, or taken with, water every 4-6 hours as required. Do not exceed 4 doses in 24 hours except on doctor's advice.



CHILDREN: 12 years and over 1-2 tablets. Disperse in, or take with, water every 6 hours as required. Do not exceed 4 doses in 24 hours except on doctor's advice.

#### Codral

Who can use this CODRAL®  ✓ Adults  ✓ Children 12 years and over	How many 2 tablets	Every 4-6 hours as necessary	Maximum 8 tablets in 24 hours	
--	-----------------------	------------------------------------	-------------------------------------	--

#### **Duro-Tuss**

Age		zenges in the mouth, one at a time.  How often
Adults & Children over 12 years	2 Lozenges	Every 3 hours as required (maximum 12 lozenges per day)
Children 6-12 years Use in children aged 6-12 years only on the advice of a doctor, pharmacist or nurse practitioner		Every 3 hours as required (maximum 6 lozenges per day)
Children under 6 years	Do not use.	

	Adults	Children 12 years and over	Children 6 – 12 years	How often	Maximum dosage
Disprin	1-3	1-2	-	4 – 6 hours	4 doses in 24 hours
Codral					
Duro-Tuss					

<sup>✓</sup> Check your answers on the next page.

	Adults	Children 12 years and over	Children 6 – 12 years	How often	Maximum dosage
Disprin	1-3	1-2	-	4 – 6 hours	4 doses in 24 hours
Codral	2	2	-	4 – 6 hours	8 tablets in 24 hours
Duro-Tuss	2	2	1	every 3 hours	Adults: 12 per day
					Children: 6 per day



Here is an example for Disprin:

What time did you take the medicine? 7 o'clock

How often can you take it? Every 4 hours

When do you take the next dose? 7 + 4 = 11

Your next dose will be at 11 o'clock

It looks like this:

time taken + how often = next dose

7 o'clock + every 4 hours = 11 o'clock

#### **Activity:**

When can you take the next medicine?

Medicine	Time medicine was taken	How often	Time for next dosage
Take 2 Disprin	7 o'clock	every 4 hours	11 o'clock
Take 2 Codral	10 o'clock	every 6 hours	
Take 2 Duro-Tuss	half past 12	every 3 hours	
Child takes 1 Duro-Tuss	half past 2	every 3 hours	

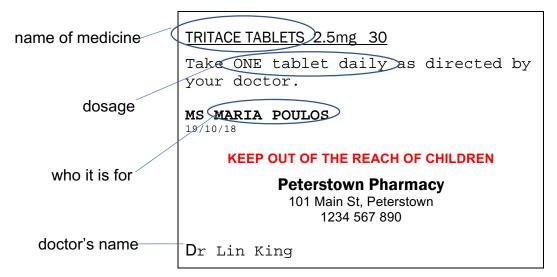
✓ Check your answers on the next page.

Take 2 Disprin	7 o'clock	every 4 hours	11 o'clock
Take 2 Codral	10 o'clock	every 6 hours	4 o'clock
Take 2 Duro-Tuss	half past 12	every 3 hours	half past 3
Child takes 1 Duro-Tuss	half past 2	every 3 hours	half past 5



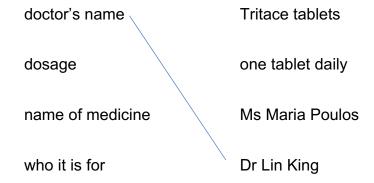
#### **Prescription medicines**

Read the label.

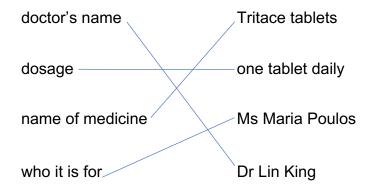


#### **Activity:**

Match each word to the label.



✓ Check your answers on the next page.



#### **Activity:**

Read another label.

ASTHMA TABLETS	Name of medicine	Asthma tablets
Take ONE tablet FOUR times daily, with meals as directed by your doctor.	Dosage	
MR GREG BROWN 19/10/18		
KEEP OUT OF THE REACH OF CHILDREN	Who it is for	
Peterstown Pharmacy 101 Main St, Peterstown 1234 567 890	Doctor's name	
Dr Amy Tan		

#### ✓ Answers

ASTHMA TABLETS	Name of medicine	Asthma tablets
Take ONE tablet FOUR times daily, with meals as directed by your doctor.	Dosage	<u>1 tablet 4 times</u> <u>a day</u>
MR GREG BROWN		·
KEEP OUT OF THE REACH OF CHILDREN	Who it's for	Mr Greg Brown
Peterstown Pharmacy 101 Main St, Peterstown 1234 567 890	Doctor' name	<u>Dr Amy Tan</u>
Dr Amy Tan		

_							
Λ	ct	I۱		Т	ŀ١	•	•
_	·ι	•	v	U	L١	•	

Read the labels on some medicines at home. Pages 29 and 30 will help you.

1. Over	the counter m	edicines			
Medicine na	me:		Use:		
Medicine na	me:		Use:		
Medicine na	me:		Use:		
Name of medicine	Adults	Children 12 years and over	Children 6 – 12 years	How often	Maximum dosage
2. Preso	cription medic	ines	'		
	Doctor's name				
	Dosage				
	Name of medi	cine			
	Who it's for				
	Doctor's name	e .			
	Dosage				
	Name of medi	cine			
	Who it's for				

#### Out and about

Here are some ways you can use the work you've done in this workbook.

- Look in the supermarket and chemist for over the counter medicines. Read some of the labels.
- Read the date. Find it in the newspaper, on the computer, at the shops. Is it in numbers? Are the months in full words or the short way?
- Write appointments on a calendar
- Look at the posters around a medical centre's waiting room. Find words you know.

#### To finish this workbook

Here are some short activities to check how you went with your learning.

_		_	_		
	-1	:. <i>.</i>	- 4	L	
4	CT	w	11	ГV	-
$\overline{}$	ct			. y	

Read this. The words you've learned are in it.

Make an appointment to see a doctor at the medical centre.

Go to a hospital in an emergency and a nurse can help you.

You might need medication if you feel dizzy or have a headache.

A rash or a cough can be signs of an allergy.

Practise words that end is <b>ash.</b>					
r	b	c	. d	_ <i>g</i>	_ w
✓ Answers					
rash	bash	cash	dash	gash	wash
Write the sho	ort way for ea	ach day of th	e week.		✓ Answers
	Mon	day			Mon
	Tues	sday			Tues
	Wed	nesday			Wed
	Thur	sday			Thurs
	Frida	ay			Fri
	Satu	rday			Sat

# What time for your next medicine?

Medicine	Time medicine was taken	How often	Time for next dosage
Take 2 Disprin	6 o'clock	every 4 hours	10 o'clock
Take 2 Codral	12 o'clock	every 6 hours	
Take 2 Duro-Tuss	half past 3	every 3 hours	
Child takes 1 Duro-Tuss	half past 7	every 3 hours	

#### ✓ Answers

Medicine	Time medicine was taken	How often	Time for next dosage
Take 2 Disprin	6 o'clock	every 4 hours	10 o'clock
Take 2 Codral	12 o'clock	every 6 hours	6 o'clock
Take 2 Duro-Tuss	half past 3	every 3 hours	half past 6
Child takes 1 Duro-Tuss	half past 7	every 3 hours	half past 10

#### Congratulations! You have finished this workbook

Here are some of the things you've learned:

1. To read some words

doctor	nurse	appointment
cancel	medication	medical centre
hospital	emergency	stomach ache
headache	dizzy	blood pressure
vomiting	fever	rash
cough	allergy	dosage

- 2. A short way to write the days of the week
- 3. How to write a number for each month
- 4. How to write the time in numbers
- 5. To read some common symptoms
- 6. To spell words that end in **ash**
- 7. To fill in a form for the doctor
- 8. To read medicine labels
- 9. To work out the time to take medicine.

This workbook was written in-house for particular target students. It is not intended for wider distribution.

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