



Curriculum Guide

Everyday Life

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About Using Everyday Life in the Classroom

Although the Everyday Life curriculum is targeted toward students who are working on basic life skills, it is also often used by beginner-to-intermediate ESL students. Many of the games offer students the opportunity to reinforce specific English vocabulary (like baking- or cooking-related words, for example) or to practice new elements of American life (like using an ATM or counting U.S. currency). If you're teaching an ESL class, you may find it useful to combine Everyday Life activities with elements of our [Reading](#) curriculum. If your students are native Spanish speakers, you can also pair Everyday Life activities with content from our Spanish-language sister site, [GCF Aprende Libre](#).

The Everyday Life activities offer learners the opportunity to gain real-world skills in a low-risk environment, where they can make mistakes without fear of consequences. This enables students to get more out of their practice time and to feel more confident when they apply their skills in real situations. We've created activities for situations that we know students often encounter, but we encourage you to use your knowledge of your particular students to create low-risk practice exercises for other situations as well. To learn more about how we created the Everyday Life program, you can visit our [About Everyday Life](#) page.

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Still have questions?

Check out our FAQs!

www.gcflearnfree.org/support/faqs

Classrooms without Reliable Internet Access:

If your classroom does not have reliable Internet access, here are two alternative ways you can access our site:

- **Print out the lessons:** You can access the printable tip sheet that goes with each Everyday Life activity by following the link given at the top of the page for that activity. You should be aware, however, that the tip sheets are not equivalent to the online activities themselves. Instead, they are designed to help the learner perform similar tasks in real life.
- **Contact us to ask about the downloadable version of the site:** We offer a downloadable version of GCFLearnFree.org to organizations that don't have access to the Internet. We update this version yearly; however, you should be aware that, since we continually add new content to the site throughout the year, the downloadable version tends to become out of date quickly. If your organization does not have Internet access, you can follow this [link](#) to fill out a request form for the downloadable version.

How to Use this Guide

This guide explains how you and your students can use multiple activities to build basic life skills. The guide includes nine distinct **learning plans** you can follow and adapt for instruction in a classroom, with a small group, or with individuals. Each plan addresses a specific set of skills students may be interested in learning.

The plans are:

- **Working with Money**
- **Basic Math**
- **Job Skills**
- **Basic Literacy**
- **Visual Literacy**
- **Keeping Track of Time**
- **Grocery Shopping**
- **Cooking**
- **Health and Safety**

Each plan has three components:

1. **Objectives:** The goals learners have entering this course of study. The objectives can help you identify the best plan for your class.
2. **Outcomes:** The skills learners should have gained after successfully completing the plan.
3. **Learning Plan:** A group of related activities. You can find summaries and links for each activity on page 15 of this guide.

Using the Learning Plans:

To get started, choose the learning plan that best suits your students' needs. Once you've found a plan, you can customize it to make it more relevant to and appropriate for your learners. This could include:

- **Adding your own content.** To get the most out of our site, we encourage you to use it in combination with your own assignments and assessments.
- **Removing redundant or unnecessary content.** Not every activity will be useful for every learner. Review the activities, and assess your students' knowledge and needs. You can then omit any content that is irrelevant or unnecessary for your learners.

Tips for Choosing or Creating Activities:

Assign simple tasks to test basic knowledge. For instance, at the beginning of a course you may want to find out what kinds of maps your students are already familiar with. If you're worried that an assignment will seem too simple, you can explain that you're using it for evaluation purposes.

Break tasks down into smaller parts or steps. This will be easier for your students, and it will help you figure out what skills are needed to perform the task successfully.

Try to use scenarios and situations that are applicable to real-world tasks. You know your students a lot better than we do, so draw on that knowledge to choose and create assignments that are relevant to their lives. Students will be more engaged if they can see how a new skill will be useful to them, and they'll also be more likely to remember what they learn that way.

Draw on students' prior knowledge. Even though your students may have trouble with some skills, they're probably proficient in others. If you can connect new class material to what your students already know and can do, they will be able to process it more easily.

Try different class formats. Depending on your students' preferences, sometimes creating activities for two or three students to do together can be productive. This may be especially true if you pair slightly more skilled learners with students who are not yet as proficient.

Working with Money

Objectives

- To understand the value of coins and bills in U.S. currency
- To learn how to carry out common financial transactions
- To become familiar with the forms used for paying bills and taxes

General Outcomes

- Learners will have a better understanding of U.S. currency values.
- Learners will understand how to count bills and coins to pay or give money.
- Learners will understand how to use vending machines and ATMs.
- Learners will improve basic banking skills, including paying with a debit card and depositing money.
- Learners will be familiar with the process of paying bills and filling out tax forms.

COUNTING AND HANDLING MONEY

Count
Change

Cash Back

Vending
Machine

PAYING AND BANKING

Pay Debit

ATM

Deposit

Check Your
Receipt

MONEY MANAGEMENT

Pay Bills

Tax
Documents

Other GCF Tutorials You May Want to Use:

- [Money Basics](#)

Basic Math

Objectives

- To improve counting and addition skills
- To learn money values
- To learn how to tell time

General Outcomes

- Learners will be better at counting and adding various real-life things, including cash, coins, pills, and stamps.
- Learners will have a better understanding of U.S. currency values.

ADDING

Cash Back

Vending
Machine

Stamp
Values

COUNTING

Count Pills

Count
Change

Other GCF Tutorials You May Want to Use:

- [Addition and Subtraction](#)

Job Skills

Objectives

- To learn how to find and apply for jobs
- To be prepared for the demands of an hourly job, including handling money and completing a time sheet

General Outcomes

- Learners will be able to count and handle coins and cash.
- Learners will be able to use classified ads to look for suitable job openings.
- Learners will be able to complete a job application and time sheet.

PAPERWORK AND PROCESSES

Time Sheet

Classifieds

Job
Application

COUNTING AND HANDLING MONEY

Count
Change

Cash Back

Vending
Machine

Other GCF Tutorials You May Want to Use:

- [Workplace Basics](#)
- [Multiplication and Division](#)
- [Mouse Tutorial](#)
- [Typing Tutorial](#)

Basic Literacy

You may want to supplement this learning path with activities from our [Reading program](#).

Objectives

- To improve at reading in real-life situations
- To be able to identify important information in a functional text

General Outcomes

- Learners will feel more comfortable using their reading and writing skills in everyday life.
- Learners will be able to identify, generate, and enter information into forms.
- Learners will recognize common forms, like job applications, tax documents, and time sheets.
- Learners will be able to identify information on nutritional labels.

FILLING OUT FORMS

Prescription

Tax
Documents

Job
Application

Time Sheet

IDENTIFYING IMPORTANT INFORMATION

Label
Practice

Food
Labels

Classifieds

Phone
Numbers

Visual Literacy

Objectives

- To improve at understanding information that is presented graphically
- To be able to use transportation maps and building safety plans

General Outcomes

- Learners will feel more comfortable using their reading skills in everyday life.
- Learners will understand how to use public transportation maps to plan a travel route.
- Learners will understand common symbols on public transportation maps and fire escape plans.
- Learners will be able to identify paths out of a house in case of a fire.

READING MAPS

Bus Map

Subway
Map

READING PLANS

Fire Safety
Plan

Keeping Track of Time

Objectives

- To be able to tell time on digital and analog clocks
- To be able to use schedule charts to plan activities
- To be able to complete a time sheet

General Outcomes

- Learners will be able to tell time and set an alarm.
- Learners will be able to use public transportation schedules to plan travel.
- Learners will be able to correctly interpret a pill schedule.
- Learners will understand how to complete a schedule on a time sheet.

TELLING TIME

Time
Practice

Telling
Time

USING A SCHEDULE

Bus Map

Count Pills

Time Sheet

Subway
Map

Grocery Shopping

Objectives

- To be able to independently locate food in a grocery store
- To be able to identify healthy food based on food labels
- To be able to handle money and purchase food

General Outcomes

- Learners will be able to locate specific items grouped by type in a grocery store.
- Learners will be able to use labels to evaluate food for nutrition and other qualities.
- Learners will understand how to pay for groceries with cash or debit.
- Learners will know how to read a receipt and check it for accuracy.

SELECTING AND FINDING FOOD

Label
Practice

Grocery
List

Food
Labels

PAYING

Count
Change

Pay Debit

Check Your
Receipt

Cooking

Objectives

- To become familiar with basic cooking processes
- To be able to prevent and deal safely with fires

General Outcomes

- Learners will be able to measure ingredients.
- Learners will understand the importance of following a recipe in order.
- Learners will be able to use an oven and an oven timer.
- Learners will understand the basic principles of grill safety.
- Learners will be able to read and follow a fire safety plan.

COOKING BASICS

Measure

Mix

Bake

FOOD SAFETY

Grill Safety

Fire Plan

Health and Safety

Objectives

- To learn how to manage medicine
- To be able to prevent and deal safely with fires

General Outcomes

- Learners will be able to count pills accurately.
- Learners will be able to fill in personal and health information on medical forms.
- Learners will understand the basic principles of grill safety.
- Learners will be able to read and follow a fire safety plan.

COUNTING AND HANDLING MONEY

Prescription

Counting
Pills

PAYING AND BANKING

Grill Safety

Fire Plan

Additional Resources

Everyday Life Activity Descriptions:

Below are the links to all of the Everyday Life activities mentioned in this guide. For more about our Everyday Life activities, go to www.gcflearnfree.org/everydaylife.

ATM

Learners can practice using an ATM in this realistic simulation. Steps include inserting an ATM card, entering a PIN, choosing a transaction type, choosing an account, checking an account balance, withdrawing money, completing a transaction, and taking the card and receipt. Safe ATM practices are also encouraged.

www.gcflearnfree.org/everydaylife/atm

Bake

Learners practice using an oven by baking a virtual cake. They must select the correct setting and dial up the right time and temperature.

www.gcflearnfree.org/everydaylife/bake

Bus Map

This activity lets learners practice navigation skills by reading and interpreting a bus map. They must find the appropriate bus route, then read the schedule to determine bus stop locations and times.

www.gcflearnfree.org/everydaylife/busmap

Cash Back

Learners can practice counting back cash using any combination of "big bills". A counter indicates when they have reached the correct amount.

www.gcflearnfree.org/everydaylife/cashback

Check Your Receipt

This activity helps learners make sense out of the numbers on a grocery receipt. They will practice finding prices for specific items and locating the order subtotal and total.

www.gcflearnfree.org/everydaylife/checkyourreceipt

Classifieds

This activity helps learners locate and identify job postings in newspapers.

www.gcflearnfree.org/everydaylife/classifieds

Count Change

This activity lets learners practice using pennies, nickels, dimes, and quarters to count exact change.

www.gcflearnfree.org/everydaylife/countchange

Count Pills

This activity lets learners practice interpreting a chart to take the correct amount of each vitamin on a given day.

www.gcflearnfree.org/everydaylife/countpills

Deposit

Learners can brush up on their banking skills. This activity lets them practice endorsing a check for deposit and filling out a deposit slip. The deposit slip requires that learners identify the date, cash deposit amount, check deposit amount, subtotal, and deposit total.

www.gcflearnfree.org/everydaylife/deposit

Fire Plan

This activity teaches learners how to read and follow a fire safety plan. They must find ways out of the building, locate smoke detectors, and identify a safe meeting spot.

www.gcflearnfree.org/everydaylife/fireplan

Food Labels

In this activity, learners locate specific information on food nutrition labels in order to assemble a menu that meets certain requirements.

www.gcflearnfree.org/everydaylife/foodlabels

Grill Safety

This activity teaches learners the fundamentals of grill safety. They will become familiar with the skills needed to distinguish between safe and unsafe grill practices.

www.gcflearnfree.org/everydaylife/grillsafety

Grocery List

This activity lets learners navigate our virtual store to select items from the appropriate grocery aisles. They must read the labels carefully to make sure they bring home the right ingredients.

www.gcflearnfree.org/everydaylife/grocerylist

Job Application

This activity takes learners through the process of filling out a job application.

www.gcflearnfree.org/everydaylife/jobapplication

Label Practice

This activity teaches learners how to make sense out of all of the information on a food label. They locate ingredients, serving sizes, servings per container, calories per serving, amount of nutritional content per serving, and more.

www.gcflearnfree.org/everydaylife/labelpractice

Measure

This activity lets learners practice the measuring skills needed for successful cooking and baking. They follow a recipe to measure the exact amounts of each ingredient.

www.gcflearnfree.org/everydaylife/measure

Mix

Learners practice adding ingredients to a mixer according to recipe directions. They must add ingredients in the right order, then set the timer correctly.

www.gcflearnfree.org/everydaylife/mix

Pay Bills

This activity lets learners practice finding important information. They open virtual "bills" to find account numbers, current charges, past due amounts, and more.

www.gcflearnfree.org/everydaylife/paybills

Pay Debit

In this activity, learners practice paying with a debit card. They must enter a PIN, select a cash back option, and verify the total amount.

www.gcflearnfree.org/everydaylife/paydebit

Phone Numbers

This lesson combines video tips with interactive practice. The short intro video offers tips for finding specific details in information-rich environments. The activity allows learners to practice scanning to locate specific phone numbers in order to make calls on our simulated cell phone.

www.gcflearnfree.org/everydaylife/phonenumbers

Prescription

This activity lets learners practice dropping off a prescription and filling out medical forms.

www.gcflearnfree.org/everydaylife/prescription

Stamp Values

This lesson lets learners select stamps to place on a package. The stamp values change from question to question, as does the cost of sending the package.

www.gcflearnfree.org/everydaylife/stampvalues

Subway Map

This activity lets learners practice reading a subway map. They must find start and end locations, determine which subway lines run nearest to those locations, find the subway stops closest to the desired departure and arrival schedule, and identify the stop where switching will be necessary.

www.gcflearnfree.org/everydaylife/subwaymap

Tax Documents

This activity lets learners practice finding the numbers needed to file an income-tax return.

www.gcflearnfree.org/everydaylife/taxdocuments

Telling Time

This multi-level lesson lets learners practice reading while getting hands-on experience with a variety of interactive clocks.

www.gcflearnfree.org/everydaylife/tellingtime

Time Practice

This activity lets learners practice time and scheduling skills. They will identify scheduled dates, then set the correct time using the minute hand on our interactive clock.

www.gcflearnfree.org/everydaylife/timepractice

Time Sheet

This activity lets learners practice filling out a weekly time sheet. The time sheet requires them to identify an employee's name and ID number, the date, and the number of hours that employee worked on specific days.

www.gcflearnfree.org/everydaylife/timesheet

Other Tutorials Referenced in this Guide:

Addition and Subtraction

This tutorial guides students through the basics of addition and subtraction, including adding and subtracting two- and three-digit numbers.

www.gcflearnfree.org/math/additionsubtraction

Multiplication and Division

This tutorial covers the basics of multiplication and division, including how to multiply and divide both small and large numbers.

www.gcflearnfree.org/multiplicationdivision

Money Basics

This tutorial teaches students to manage their money better. Topics include budgeting, banking, and retirement planning.

www.gcflearnfree.org/moneybasics

Mouse Tutorial

This activity helps adult learners build proficiency with the mouse by playing a series of mini-games.

www.gcflearnfree.org/mousetutorial

Typing Tutorial

This set of interactives guides students through the process of learning to type. It includes typing practice, exercises, and a voiceover coach. **Note:** If you are using Internet Explorer, this tutorial requires IE9 or higher to work.

www.gcflearnfree.org/typing/play

Workplace Basics

This tutorial covers the basic skills needed to start a new job successfully. Topics covered include leave and benefits, organization, W-4 forms, and workplace safety.

www.gcflearnfree.org/workplacebasics

Other GCF Learning Tools:

- **[Vocabulary Videos App](#)**: This app gives users access to more than 400 of our 1,000 vocabulary videos on the most commonly used words in English. (All 1,000 videos can be accessed from our [website](#), and you can access some of them on our [YouTube channel](#) as well). The videos are short and designed to be entertaining for adult viewers; they're especially good for ESL students but can be helpful to other students as well! (Available on iPhone)
- **[GCFaprendeLibre.org](#)**: Our Spanish-language sister site offers tutorials in ESL, math, technology, and life skills. Their lessons aren't direct translations of ours, but they do cover many of the same topics, so students whose first language is Spanish may find this site very helpful.

Additional Online Resources:

- **[TV411](#)**: This PBS website is an amazing resource for adult students and their instructors. It includes accessible and interesting videos, web lessons, and printable worksheets that are aimed at adults. The site features materials for reading, writing, math, science, vocabulary, and financial literacy. Some of the lessons are available in Spanish as well. You don't need to register to use materials on the site, but doing so will allow students to track their progress.
- **[litlink.ket.org](#)**: You and your students will have to create free accounts to access the resources on this site, but once you do you'll be able to see a range of adult basic education resources. Your students can access interactive lessons, and if you create a teacher account you'll get access to a collection of lesson plans and handouts.
- **www.eastsideliteracy.org/tutorsupport/General/GeneralLessonList.htm**: This link will take you to a collection of lesson ideas specifically for adult educators. The subjects covered are reading, writing, math, GED preparation, and workplace skills. There are also special lesson ideas for working with ESL and learning-disabled students.