Reading GOALS Examples

1. Text formatting and fonts

Bus Drivers Needed (902, US-R-3748)



Cargo Van (903, US-R-3044)



Tom's Furniture Sale (903, US-R-4765)



FOOD ALLERGY NOTICE

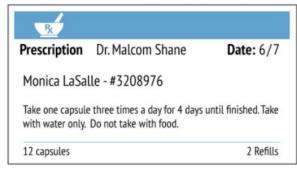
PLEASE BE ADVISED THAT FOOD PREPARED HERE
MAY <u>CONTAIN</u> THE FOLLOWING INGREDIENTS:
MILK, EGGS, WHEAT, SOYBEAN, PEANUTS, TREE
NUTS, FISH OR SHELLFISH.

Lakeside Accident Report (902, US-R-4782)

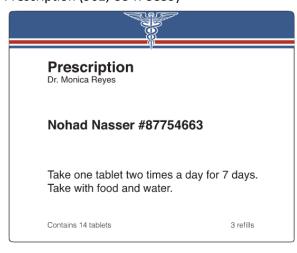
	Lakeside Restaurant		
	Accident Report		
	ccident Monday, 3/8 ccident 12:32 PM		
NameJa	of Accident Kitchen ames Slocum Occupation Cook Occupation Learn White court has been sent to be a compared to the figure of the court has been sent to be a compared to the figure of the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to the court has been sent to be a compared to be a compared to the court has been sent to be a compared to be		
NameJa James wa accident.			

2. Basic graphic with text below

Monica Prescription Label (901, US-R-4734)



Prescription (902, US-R-3859)



Sign-up Sheet (903, US-R-4770)



Computer Sign-in Sheet – Tuesday, 12/10

Sign in to use this computer. 30-minute limit.

Name	Start Time	End Time
Charles Levine	10:00 AM	10:30 AM
Sally Wong	11:30 AM	12:00 PM
Angela Cortez	3:45 PM	4:15 PM
Joseph Flynn	5:30 PM	5:50 PM

Continuing Education (906, US-R-3533)



Roderick Technologies

Employee Continuing Education Policy

Roderick Technologies is committed to giving all employees the opportunity to

Roderick Technologies is committed to giving all employees the opportunity to advance within the company and to providing employees with educational benefits that will help them improve their position within the company.

If you would like to enroll in a course at a local or online educational institution that would enhance your job performance or would assist you in moving to a higher position within the company, the company is willing to pay for all course fees and required textbooks, in addition, employees may use up to three hours per week of company time to attend class or to complete an online course. Please note that you must clear all plans for continuing education with your immediate supervisor before enrolling in any class that is scheduled during work hours. Your supervisor will inform the Human Resources Department of the approved plan for your continuing education. If you wish to enroll in a course solely for personal interest, you should plan to schedule that class during non-work hours. However, if a schedule change is not feasible, you may request use of vacation time or leave without pay.

It is the policy of Roderick Technologies to make every effort to accommodate any employee request related to continuing education. Contact Human Resources if you have any questions about our continuing education policy.

Wholesale Veggies (906, US-R-3772)



Aging Brain practice (907, US-R-4587)



"Use it or lose it." This is an expression we often say when we talk about physical skills or activities that require us to use our muscles.

Goffe Health Center (GHC) researchers have now proven that these words also apply to cognition, especially as we age. As a result, your GHC physicians now encourage senior citizens to use their mental skills in new and different ways – every day!

- Go to a movie or play.
- Read a newspaper or magazine.
- Do a Sudoku or crossword puzzle.
- Keep a diary or write your life story.
- Take a course at a nearby college or senior center.

3. Graphic incorporated with text

Syxtar (905, US-R-4981)



Employee Computer and Internet Policy

All StarTech employees have a computer Internet connection to use for company business. The company also has a <u>liberal</u> policy of giving employees up to 30 minutes of personal Internet use each day. However, communications on company computers belong to StarTech. The company can look at all messages and documents on its computers and other company technology.

Vitamin Amount Per Serving (901, US-R-4550)



Preschool Snack Menu (902, US-R-4778)



Floral Delivery Service (904, US-R-4488)



Delicious Cuisine (905, US-R-3844)



4. Text on top of illustrated background

Menu (902, US-R-3734)



Law School (903, US-R-3470)



a four-year degree so I can become an attorney some day. But I have some reservations about going back to school. To pay for classes, I would have to take out thousands of dollars in student loans, and I know how difficult it would be to pay back all that money. I could work full-time as a medical assistant until I can save enough money for college, but that could take years.

I feel anxious about putting my dream off and would prefer to start immediately. Please advise!

Sincerely. Worried in Ohio

Avoid My Mistake (906, US-R-3549)



Avoid My Mistake!

I made a horrible first impression with my new boss. She was supposed to start work on Wednesday, but she showed up on Monday instead. It was not my best day.

My alarm clock did not go off that morning, and I woke up nearly an hour late. I jumped out of bed, threw on a rather wrinkled shirt and pair of pants, and ran out the door. I made it to work on time, but when my new boss came over to talk to me at my desk, I was so self-conscious about the way I looked that I could hardly answer her questions. I'm sure that my slouching body language did not help her first impression of me, either. My disheveled appearance and embarrassed mannerisms must have made me seem very unprofessional.

All this led me to realize there is no going back when it comes to making a first impression. The most effective way to avoid my mistake is to plan and think ahead. Running late is no excuse for going to work in untidy attire. It is not a bad idea to decide in advance what you are going to wear to work the next day. Save yourself from my embarrassment of wrinkled clothing.

To this day, my boss has a lingering first impression of me that I wish could have been avoided. It is my hope that anyone who reads my story keeps in mind the importance of first impressions.

New Employee Checklist (906, US-R-3950)



University Counseling Center Workshop

The LABOR FORCE MOU

Friday, October 19, 1:00 p.m.

This four-hour workshop looks at the world of work, changes in the labor force in recent decades, and the structure and trends of the labor market today. There are no tests and no homework – just valuable information.

This is an opportunity for students to consider their own employment choices with a new perspective. Everyone who attends will complete an in-depth questionnaire to help determine career aptitudes and interests. Students can make individual appointments to work with counseling staff to evaluate existing opportunities and future demands for their career choices.

Come on inside to register now and make your career search effortless!