Study Guide

Graphic Aides
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**Graphic (Forms) - A**A form is usually a printed sheet with blank spaces. Forms are completed by filling in the blank spaces with your personal information. You fill out forms when applying for things such as a job or a driver's license or registering for something, such as a class. Forms are also completed when visiting a doctor's office or the hospital. Filling out forms correctly is a skill used often in daily life.

A fun method for improving this skill is to help the student complete an actual form. Begin by listing with the student all the possible reasons for filling out a form. See the above paragraph for some suggestions.

Next, choose one of your listed reasons for filling out a form, and take a field trip with the student to pick up the form. For example, if you listed a job application, go to the nearest convenience store and ask for a job application. Take the form home with you and have the student practice filling in the information on the form.

Discuss with the student the importance of filling out a form neatly and with the accurate information. Ask the student questions such as, what would happen if you filled in the wrong phone number on the form? What if you forgot to list your age? Show him or her the benefits of being able to complete a form successfully.

**Graphic (Public Information) - B**Public information refers to a public form or announcement. Understanding advertisements, garage sales signs, posters, and other types of public information is an important life skill.

A creative way to improve the student's understanding of forms and announcements is to develop a written announcement for a fictitious event, such as a masquerade party. Once the student understands how an announcement is produced, he or she may have an easier time interpreting the information on other forms and announcements. It may be worthwhile to explain the importance of forms and announcements to the student. Forms and announcements are often used to give information on events, such as a concert or game. This may spark an interest in the student.

**Graphic (Table) - A**Tables are used to show relationships among data. For example, a table may compare the number of points scored by each player on a basketball team.

Have the student survey his or her friends' favorite kinds of candy bars. Help the student use the collected data to create a table. (Reward the student for a job well done with a favorite candy bar!)

**Graphic (Maps) - E**Map reading is the ability to identify specific locations on a given map. The student must be able to find places, as well as move from one location on the map to another.

An interesting method for improving the student's ability to read maps is to utilize an actual map and plan a trip. This may spark the student's interest and therefore make learning more exciting. Help the student move from one location to another. What highways should he or she take? How long will it take to complete the trip if driving 4 hours a day? What about 8 hours a day?