

- 4 Fill in the blanks with the correct words from the word bank.

**Word BANK**

coat present cubby store drop off late

- Class starts when everyone is \_\_\_\_\_.
- Some parents \_\_\_\_\_ their children early.
- Students can \_\_\_\_\_ their lunch in the refrigerator.
- One student was \_\_\_\_\_ because of a car accident.
- Each student has a \_\_\_\_\_ to put school supplies in.
- It is cold, so everyone wore a \_\_\_\_\_.

- 5 Listen and read the handout again. Why should the assistant tell the office which students are absent?

**Listening**

- 6 Listen to a conversation between a teacher and an assistant. Mark the following statements as true (T) or false (F).

- The man does not know why Carolyn is absent.
- Tommy's lunch is in the refrigerator.
- Everyone present has already signed in.

- 7 Listen again and complete the conversation.

**Teacher:** Okay, we should get started. Will you bring me the 1 \_\_\_\_\_?

**Assistant:** Yeah, here you go. I made sure everyone 2 \_\_\_\_\_ signed in.

**Teacher:** Thank you. I see that Carolyn is 3 \_\_\_\_\_. Do you know why?

**Assistant:** Her father called and said she is 4 \_\_\_\_\_.

**Teacher:** Oh, that's too bad. Is Adam sick too?

**Assistant:** He's absent, but his parents didn't call us.

**Teacher:** Okay. Will you go tell the office after I start class?

**Assistant:** Yes. Some of the children are still taking off their 5 \_\_\_\_\_.

**Teacher:** Oh, let's help them. Do we need to 6 \_\_\_\_\_ anyone's lunch in the refrigerator?

**Speaking**

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

**USE LANGUAGE SUCH AS:**

... is absent too.  
Do you know ...  
... is out sick.

**Student A:** You are a teacher. Talk to Student B about:

- who is absent
- why the absent students are gone
- what still needs to be put away before class starts

**Student B:** You are an assistant. Talk to Student A about the absent students and getting ready for class.

**Writing**

- 9 Use the conversation from Task 8 to complete the instructions for arriving at school.

**What to Do When You Get to School:**

Sign in: \_\_\_\_\_

Coat: \_\_\_\_\_

Cubby: \_\_\_\_\_