LITERACY PACKAGE
FOR INMATES FROM
NON ENGLISH SPEAKING BACKGROUND

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LITERACY PACKAGE

FOR INMATES FROM
NON ENGLISH SPEAKING BACKGROUNDS

FOR NEW SOUTH WALES
CORRECTIONAL CENTRES

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NSW DEPT. OF CORRECTIVE SERVICES
LIBRARY

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This publication has been produced for use within NSW prisons. Permission is given to reproduce any or all of the resource package for educational use within the NSW prison system.

Glenda Debenham
Project Officer
"Literary Resource Package for NESB Prisoners"
Parramatta Correctional Centre
"THE LITERACY PACKAGE FOR NESB INMATES"

TEACHING NOTES FOR TEACHERS AND PEER TUTORS

RATIONALE

Classes for learning English have been taught in Correctional Centres for many years. One of the difficulties, however, has been the lack of appropriate resources available. This is seen not only in content (culturally inappropriate, situationally inappropriate) but also in the level of difficulty. Most resources, especially correspondence courses, are aimed at a post-elementary level. Most inmates coming to ESOL classes are at an absolute beginner level.

Concerns were raised at Parramatta Correctional Centre about the difficulties new inmates with little or no English or with low-level literacy skills were having in understanding and participating in their gaol environment. "The Literacy Package for NESB Inmates" is the result of discussions among NESB inmates themselves, interested long-term remand inmates and staff (both custodial and support) at Parramatta Correctional Centre.

The package is aimed at empowering inmates to function appropriately within a gaol setting. It was felt that the most effective way of meeting the perceived needs of the inmates was to provide separate units of work that could be used either in a class setting, an ILC setting, with a peer tutor or as individual work in the inmate's cell. The level of each unit or module is low-level - both literacy for ESB inmates and English for NESB inmates. The content is relevant to a correctional centre setting which will not only enable the inmate to function appropriately, but also to become familiar with, and therefore probably less fearful of, the new environment.
INTRODUCTION

These teaching notes are meant as ideas and guidelines only. The package itself is only one of the teaching tools available for teaching English or for use with low-level literacy students. Other useful activities could include telling or writing stories about life "outside", family and the student's own culture. Facilitators need to be aware that normal experiential and "pre-learning" tasks that are acceptable in other educational institutions may not be acceptable "inside". They can even be perceived as threatening. Ongoing complementary resources are available in the library. At the back of the Teaching Notes is a list of books that are quite useful for work with NESB students. Again, the list is a sample only, not exhaustive by any means.

The literacy package is divided into seven separate units, each with a workbook and a cassette. The seven units are:

1. Information Booklet for New Inmates at Parramatta Correctional Centre
2. Where in the World
3. Food Inside
4. Filling in Forms
5. Announcements
6. People and Places (within Parramatta C.C.)
7. Buy-ups

There is no particular order that must be followed in choosing units, but it is better to go from the beginning to the end once a unit has been chosen and study commenced.

The cassettes are in English. They will also be available in four other languages: Arabic, Spanish, Cantonese and Vietnamese, with English on the reverse.

Many students learning to speak English prefer listening to cassettes and copying words and sentences to generating (speaking) the language. This is partly because it is less threatening, but also because it is the way students in many cultures are educated. Allow the students the freedom to study the way they wish, at the same time encourage them to practise ALOUD what they have learnt (many will be quite happy to mouth or whisper the words!)

INFORMATION BOOKLET

This booklet contains information about Parramatta Correctional Centre that new inmates need to know, such as daily routine, visits, clinic, phone calls, ID cards, services available, buy-ups, work, rules, procedures to be followed, privileges and entitlements.

As this booklet is a general introduction to life in Parramatta Correctional Centre, there will probably be areas of further interest or need showing up. The other units will hopefully answer those needs. Be careful not to give the student too much, however. Make a note of the points that arise and move on to the appropriate units at a later stage.

The information has been divided into manageable sections so that inmates don't have too much to take in at once. Each section is made up of a page of information, a list of vocabulary ("Listen and Repeat") and a page of questions.

Information Page (this information is all on cassette)

a) Discuss with the student what happens during the day in gaol.

b) Allow him/her to look up unknown words in own language dictionary. (Please note that often dictionaries give more than one meaning. Don't get too involved with various meanings at this stage.)

c) Make sure s/he understands the meanings of the words used.

d) Allow the student to listen to the cassette in own language if available, following the written words in the workbook.

e) Let him/her listen to the English cassette as many times as desired, but restrict the listening to the section that s/he is up to.
Listen and Repeat:

a) Before turning the cassette on, practise with the student, with you saying the word or words slowly, and giving him/her time to copy your pronunciation.

b) Repeat each one several times till you are satisfied that s/he can hear and repeat correctly before moving on to the next one. (Don't go over a word more than a few times, though, as this can cause frustration or boredom.)

c) Let the student listen and practise now with the cassette.

Questions Page:

a) Let the student refer to the written information if s/he needs to, but encourage him/her to tell you the answer rather than writing it down. At this stage it is not necessary for the student to answer in full sentences, though if s/he does, accept the attempt even if it is not grammatically correct.

b) When you are sure s/he understands the question and can find the answer, let the student write it down.

c) The types of questions vary:

* Some require the student to decide whether the statement is true or false
* Some require a word or a few words in answer
* Some are cloze exercises where the letters are missing
* Others are cloze exercises where the student can either find the missing words from the written information, or better still, attempt to find his/her own appropriate words to put in the gaps. (If it makes sense then it's correct)

UNIT 1 WHERE IN THE WORLD

This unit teaches the nations and nationalities that many inmates have originally come from. It is broken into five chapters:

1. Middle East
2. South America
3. Europe
4. Asia
5. Australia

The written information is on cassette. Each chapter has a page of information where the inmate listens then repeats the greeting, country and nationality. It is best, however, for you to read aloud to the student and get him/her to copy you first, before getting him/her to listen to the cassette.

Each chapter also has two maps of the area; one with countries filled in, one blank for the student to copy. Allow the student to fill in the names in his/her own language if s/he wants to.

Chapter 5, on Australia, is slightly different. Here the student has the names of the states and their capitals as vocabulary to listen to and repeat. S/he then listens to sentences about the states and their capitals, which s/he repeats. The maps are states and capitals again.

Page 18 contains general written exercises about the whole unit. It also encourages personal writing about the student's own country. This must not be completed until you are sure the student understands the unit and you have spent time TALKING about his/her own country. If s/he is not ready for writing, don't worry too much at this stage.

Pages 19 and 20 are reading and writing exercises about a newspaper article. Read it aloud to the student several times, discussing the vocabulary. Allow him/her to use a dictionary for unknown words. After this let him/her listen to the cassette as often as s/he wants to. Discuss the questions, but try not to give him/her the answers. Questions 3 and 4 are for discussion mainly. Again, if the student is not ready for writing, don't worry. This last section can be done at a later time as revision if necessary.
UNIT 2 FOOD INSIDE

This unit is about the food the inmates will eat in gaol. It has been divided into 5 chapters:
1. Drinks
2. Breakfast
3. Lunch
4. Dinner
5. Dessert

Each chapter has 3 pages:
a) pictures and labels  b) "Listen and 'Repeat"  c) exercises

On the page with just the pictures and labels, allow the student to write the words in his/her own language. Check his/her understanding by such questions as "Where's the ..... ?" "What's that ?" "What do you like/drink/eat/have?"

The "Listen and Repeat" pages follow the same format:
1. vocabulary
2. asking a question
3. putting the pattern into practice

Again, practice with the student several times before letting him/her listen to the cassette.

The exercise pages also follow the same format:
Exercise 1 : Fill in the missing letters
Exercise 2 : Write the words under the pictures
Exercise 3 : Fill in the missing words

The words to be used are all written at the top of each exercise. These are not on cassette (except the actual questions) so it is important that you make sure the student has already practiced the vocabulary and knows the meanings. It is also important that you make sure the student understands the questions.

Page 17 is a summary of the whole unit. Use it for practicing speaking as well as reading. Don't use it as a writing exercise.

Page 18 is for writing down answers. Even so, TALK through the answers first. Part C, a cloze exercise, does not have only 1 correct answer. If it makes sense then it's correct.

UNIT 3 FILLING IN FORMS

This unit is about some of the main forms inmates need to know how to fill in while in a correctional centre.

Chapter 1 is a general summary of the types of forms and their meanings. The information on page 1 is on cassette, however it is better if you discuss the forms and their meanings before letting the student listen to the cassette.

Page 2 has just the vocabulary for the student to listen to and repeat. Again, let the student hear and copy you first before using the cassette.

Pages 3 and 4 are exercises - matching the vocabulary and finding the correct meanings. Allow the student to turn back to the information page or use a dictionary.

Chapter 2 is about the information generally asked on forms: name, Min number, Nationality etc. All the information is on cassette. It is a good idea if you discuss the required information using your own personal information,

eg Given Name: My given name is .... What's your name?

Follow the "Listen and Repeat" procedure. Explain that the answers are not real - use the student's own ID card.

Page 8 is a matching exercise. Allow the student to check back to page 7 if s/he wants to. Discuss the meanings again. Page 9 is to encourage the student to give his/her answers orally.

Pages 10, 11, 12 and 13 are about the Prisoner's Application or Statement Form. Page 10 is on cassette. It explains what this form is for. Page 11 is a sample of a filled-in form. Page 12 is ready for the student to fill in. Discuss with him/her the reasons s/he might have for filling in a form. Write down any vocabulary s/he might need. Try to get him/her to fill in his/her name and Min number independently (s/he can use his/her ID card if s/he wants.)
Page 13 is a sample of the statement asking to have your property stay at gaol when you go to court. This is just for recognition and discussion.

Chapter 3 is about Prison Discipline. Although the student will have already signed this form, this chapter will help him/her understand it better. The information is on cassette. Allow the student to use his/her dictionary if s/he wants to and to listen to the information as often as s/he wants.

Follow the usual procedure with "Listen and Repeat" - let the student hear you first before the cassette.

Questions 1 to 5 are testing the student's understanding of dictionary meanings. Discuss with him/her how some English words have more than one meaning.

Chapter 4 is on the Buy-up form. It explains what the student has to fill in - date, Min No, Surname, Initials.

On page 17, section B, there is information about Stefan Polowski. Talk about where each part goes on the form, then allow the student to fill it in, using the given information. Then get him/her to fill in the next part with his/her own information.

Sections C to E have more information about the Buy-up form. Make sure the student understands the meanings of the terms and vocabulary.

Section F is for the student to use to fill in the form on the next page. S/he will need help to find the items. Don't worry too much about the items, but make sure s/he can fill in his/her own information.

Chapter 5 is about the Employment Application Form. Make sure the student understands the importance of this form and the meanings of the vocabulary.

Discuss various types of employment, both in gaol and outside. Discuss what trade qualifications mean. Discuss reasons why you might not be medically fit for work.

If the student is unable to fill the form in, you fill it in, and get him/her to copy.

UNIT 4 ANNOUNCEMENTS

This unit is a simulated copy of announcements that the student would be likely to hear during the day. The important thing is for the student to understand the message, and be able to pick it out from a list of names.

Page 2 has the announcements, with brief explanations of their meanings. If the student does not know where the places are that are mentioned, it might be a good idea to do Unit 5 (People and Places in Gaol) first.

Follow the usual procedure for "Listen and Repeat".

Page 4 is a written exercise. Discuss the questions and answers first before allowing the student to write them down. Again, if s/he is not ready for a written exercise, use it just for oral work.
UNIT 5 PEOPLE AND PLACES IN GAOL

Chapter 1 is about the officers and support staff in gaol. The titles are given, plus a brief explanation of their roles and duties. The information is on cassette.

Follow the usual procedure for "Listen and Repeat".

The 10 exercises under "Vocabulary" on page 2 are either written or oral answers. Make sure the student knows who each staff member is and what his/her function is.

Chapter 2 is about the places the student is likely to have to go to while in gaol. Each picture title is on tape. It would help if you took the student around and actually showed him the places that have been photographed. again, as has been recommended, talk to the student first before you get him/her to listen to the cassette. Revise the functions/roles of the staff members.

Follow the usual procedure for "Listen and Repeat".

Page 10 has questions for both chapters. The answers are given at the top and the student only has to copy the correct answers. Make sure before s/he does this page that s/he has a good understanding of staff and places in gaol before attempting them.

Page 11 shows a map of the whole gaol. Because the font is varied, it is a good idea if you go through all the names first. You can then ask such questions as, "Where's the ......?" What's this place ?

Get the student to go from Activities to Education, telling you the names of the buildings s/he has to go past. Continue practising, both using the map and actually going from A to B.

UNIT 6 BUY-UPS

This unit goes through the items an inmate can buy at the canteen, using the buy-up form. It has been broken into 11 chapters:

1. Cigarettes and tobacco
2. Drinks and sweets
3. Biscuits and cakes
4. Beverages (drinks)
5. Groceries - packets, jars, cans of food, cheeses
6. Groceries - flavoured, tinned, long-life milk
8. Toiletries - soap, shampoo, shaving
9. Toiletries - teeth, hair, nail needs
10. Stationery and other things
11. Sauces, rice and noodles

Each chapter follows the same format:

* "Listen and Repeat" + abbreviations explained
* Exercise 1 - Listen then mark the stressed syllable.
* Exercise 2 - Match the words in column A with the words in column B.
* Exercise 3 - Fill in the missing letters.
* Exercise 4 - Order 4 items on the Buy-up form.

Talk about where the canteen is; refer to "Filling in Forms" for work on the Buy-up form; take the student to Activities and show him where to put his form; talk about different things that can be bought at the canteen, likes and dislikes.

Remember that the best way to introduce vocabulary is to say it yourself for the student to listen to and copy before getting him/her to listen to the cassette.

Exercise 1 (marking the stressed syllable) is very important. Often a student can work out a word, but will pronounce it the wrong way, putting stress on the wrong part of the word.

With the other exercises, discuss what the questions are asking first before getting the student to fill them in. Let him/her listen to the cassette as often as he wants to before attempting to answer.
5. These ______ things that are ______ to you by law.

You will have ______ own bed with clean ______ and blankets.

You will ______ enough clothes ______ comfort ______ well being.

You will be ______ to practise ______ religion.

You will be ______ the prison rules and be ______ what you are allowed to do ______ have.

You can ______ for Legal ______.

You can ______ your family and friends at ______.

______ write to your family and friends.

You can write ______ Ombudsman and Members ______ Parliament.

______ not be punished ______ a cruel or unusual way.

There will ______ torture and no corporal ______ - you will not ______.

You can ______ for something or ______ to the Governor of the prison, the Senior ______, Visiting Justice, the Official Visitor ______ the Minister.

Clothes (underwear, ______, singlets, green ______) can be dropped ______ at the gate on ______.
WHERE IN THE WORLD?
UNIT 1 WHERE IN THE WORLD?

In this unit you will learn the country people are from and their nationality. You will listen and repeat, and you will copy the names of countries onto maps.

The unit has been put into 5 chapters:

Chapter 1 Middle East
Chapter 2 South America
Chapter 3 Europe
Chapter 4 Asia
Chapter 5 Australia

At the end of the unit there are some reading and writing exercises, and topics for discussion.

The cassette will tell you what to do on each page. Stop the cassette player when you hear "Please stop the cassette now."
Listen and repeat:

1. Hello, my name's Masood.
   I'm from Iran.
   I'm Iranian.

2. Hello, my name's Yusef.
   I'm from Turkey.
   I'm Turkish.

3. Hello, my name's Mohammed.
   I'm from Lebanon.
   I'm Lebanese.

4. Hello, my name's Habib.
   I'm from Egypt.
   I'm Egyptian.

5. Hello, my name's Mahmoud.
   I'm from Iraq.
   I'm Iraqi.

6. Now you say your name and country
   Hello, my name's .......... 
   I'm from ............
   I'm ............

UNIT 1 WHERE IN THE WORLD?

CHAPTER 1 MIDDLE EAST
Listen and repeat:

1. Hello, my name's Luiz.
   I'm from Brazil.
   I'm Brazilian.

2. Hello, my name's Fabio.
   I'm from Colombia.
   I'm Colombian.

3. Hello, my name's Juan.
   I'm from Argentina.
   I'm Argentinian.

4. Hello, my name's Jorge.
   I'm from Peru.
   I'm Peruvian.

5. Hello, my name's Carlos.
   I'm from Chile.
   I'm Chilean.

6. Now you say your name and country
   Hello, my name's ........
   I'm from ........
   I'm ..............
CHAPTER 3 EUROPE

Listen and repeat:

1. Hello, my name's Adam.
   I'm from Poland.
   I'm Polish.

   I'm from Great Britain.
   I'm British.

3. Hello, my name's Roberto.
   I'm from Italy.
   I'm Italian.

4. Hello, my name's Hans.
   I'm from Germany.
   I'm German.

5. Hello, my name's Traian.
   I'm from Romania.
   I'm Romanian.

6. Now you say your name and country
   Hello' my name's ............
   I'm from ........
   I'm ............

   Europe

   THE RUSSIAN
   FEDERATION

   FINLAND
   GREAT
   BRITAIN
   ALBANIA
   SWITZERLAND
   ITALY
   SPAIN
   GERMANY
   HUNGARY
   ROMANIA
   POLAND
   CZECHOSLOVAKIA
   ALBANIA
   DENMARK
   SWITZERLAND
   ITALY
   SPAIN
   GERMANY
   HUNGARY
   ROMANIA
   POLAND
   CZECHOSLOVAKIA
   ALBANIA
CHAPTER 4 ASIA

Listen and repeat:

1. Hello, my name's Wai Lam.
   I'm from China.
   I'm Chinese.

2. Hello, my name's Phan Duc.
   I'm from Vietnam.
   I'm Vietnamese.

3. Hello, my name's Narin.
   I'm from Thailand.
   I'm Thai.

4. Hello, my name's Kian.
   I'm from Malaysia.
   I'm Malaysian.

5. Hello, my name's Dato.
   I'm from Indonesia.
   I'm Indonesian.

6. Now you say your name and country
   Hello, my name's .......
   I'm from .......
   I'm ............
A. **Listen and Repeat:**

1. Australia
2. Canberra
3. New South Wales
4. Sydney
5. Victoria
6. Melbourne
7. South Australia
8. Adelaide
9. Queensland
10. Brisbane
11. Western Australia
12. Perth
13. Northern Territory
14. Darwin
15. Tasmania
16. Hobart

B. **Listen and Repeat:**

1. Canberra is the capital of Australia
2. Sydney is the capital of New South Wales
3. Melbourne is the capital of Victoria
4. Adelaide is the capital of South Australia
5. Brisbane is the capital of Queensland
6. Perth is the capital of Western Australia
7. Darwin is the capital of the Northern Territory
8. Hobart is the capital of Tasmania

C. **Listen and say the answer:**

1. What's the capital of Australia?
   
   It's .................................

2. What's the capital of New South Wales?
   
   It's .................................

3. What's the capital of Victoria?
   
   It's .................................

4. What's the capital of Western Australia?
   
   It's .................................

5. What's the capital of Queensland?
   
   It's .................................

6. What's the capital of the Northern Territory?
   
   It's .................................

7. What's the capital of Tasmania?
   
   It's .................................
RESOURCES
(for further work in the classroom)

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LITERACY PACKAGE for NESB INMATES

CONTENTS:

1. INFORMATION BOOKLET
2. WHERE IN THE WORLD
3. FOOD INSIDE
4. FILLING IN FORMS
5. ANNOUNCEMENTS
6. PEOPLE AND PLACES
7. BUY UPS
This unit will give you the information you need about how the gaol works.

The cassette will tell you what to do on each page. Stop the cassette when you hear the words "Stop the cassette now."
INFORMATION FOR NEW INMATES AT PARRAMATTA

A. Daily Routine:
   9.00 a.m. to 9.30 a.m. Breakfast.
   9.30 a.m. Let go.
   12.25 p.m. Muster and lunch.
   4.30 p.m. Evening muster, dinner and lock up.

"Muster" is when your name is called by the Wing Officer and you answer that you are there.

B. General Information:

1. Visits - 9.30 a.m. to 3.00 p.m.
   You are allowed 3 visits each week.
   Each visit is generally unlimited unless it is busy, in which case the visit is 1 hour.
   You will be searched before and after a visit to make sure you have nothing that is illegal. You will have to take your clothes off.
   You are allowed 1, 2, 3 or 4 visitors.
   If your visitor is under 18 years old, he or she must be with an adult.
   You must wear shoes, not thongs or bare feet.
   You must have your I.D. (identification) card with you.
   There are no visits on Wednesdays, unless it is a legal visit where your barrister or solicitor comes.

2. Governor's Requests:
   You may ask to see the Governor for extra phone calls or visits. You must fill in a "Prisoner's Application or Statement Form."

3. General Office Enquiries:
   This is when you want to know how much money you have in your account, your legal situation or anything about your personal belongings. You can either write in the book your Wing Officer has or go to see the Reception room at 2 p.m. on Monday, Tuesday, Wednesday or Friday.

4. Clinic:
   If you are sick, you can go to the clinic and see a nurse. If you want to see a doctor, you can ask for an appointment for any day of the week, between 11 a.m. and 12 noon.

5. Dentist:
   A dentist comes on Mondays. You can ask your Wing Officer to put your name down for an appointment or ask at the clinic.
QUESTIONS

A. Daily Routine

1. What time do you have breakfast?
2. What time do you get out?
3. What time do you have lunch?
4. What time do you have dinner?
5. What does "muster" mean?

B. General Information

1. Are these statements true or false?
   a. You can only have one visit a week. T / F
   b. You can have a visit at 7 p.m. T / F
   c. You can have 2 or 3 visitors. T / F
   d. You must have your ID card with you. T / F

2. What is “Governor’s Request”?

3. What 3 people can you see at the clinic?
   a. 
   b. 
   c. 

6. Court Clothing:
   If you are unsentenced, you may keep 2 sets of clothing for court use.
   If you are sentenced, you may keep 1 set of clothes.
   You must fill out an Prisoner’s Application or Statement form to ask for court clothing
to be brought in the gate.
   You cannot have “runners” (gym shoes) when you go to court.

7. Other clothes or articles:
   If you want to have other clothes, (socks, underpants, singlets) left at the gate for you,
you must fill in a prisoner’s Application or Statement form. They must be new and still in
their packets.
   If you want articles like books, photographs and documents not brought by your
solicitor left at the gate for you, you must fill in a Prisoner’s Application or Statement
form.
   Any Application or Statement must be O.K.’d first.

8. Approved Property: - These are the things you can have in your cell:-
   Tracksuit (green) 1  Sloppy Joe 1
   Shorts 2  Track Shoes 1
   T Shirt 3  Singlets 3
   Underpants 4  Socks 4
   Sunglasses 1  Wristwatch 1
   Photos (unframed) 6  Books 3
   Magazines 4  Newspapers 3
   Cassette Tapes 8  Television 1
   Sandwich Maker 1  Radio 1
   (or) Electric Jug (not both) 1

9. Letter:
   You can buy envelopes that already have a stamp on them from the canteen. For letters
overseas, you must use an aerogramme, also from the canteen. For letters that cost
more to post you will need to fill in a purchase form.
   If you need to send a letter urgently before your buy up, see the SAS in charge of your
section.
   The Department of Corrective Services will pay for your legal mail and/or your official
mail (to the Ombudsman, Member of Parliament etc)

10. Identity Cards (I.D.):
   You are issued with an Identity Card at reception when you first arrive. This has your
photo, your name and your MIN number. You must carry this card at all times. If you
lose it, you must fill in a Prisoner’s Application or Statement form to apply for a new
one. This will cost you $5.00 and you will get it at the weekend.
A. Clothing

1. How many sets of clothing can you have?
   - Sentenced ________
   - Unsentenced ________

2. Where can your court clothing be brought to?

3. Can you have "runners" to wear to court?

4. Can you have new socks given to you out of their packets?

B. Approved Property

These are things you can have in your cell. Answer TRUE or FALSE.

a. blue tracksuit T / F
b. jeans T / F
c. 20 cassette tapes T / F
d. sloppy joe T / F
e. 4 videos T / F
f. 3 books T / F
g. 2 televisions T / F

C. Letters

Fill in the missing words.

You can ___ envelopes that already have a ___ on them from the ___

For letters overseas, you must use an ___ . For ___ that cost more
to post, you will need to ___ a purchase ___

D. Identity Cards

a. What is your ID card? .............................................

b. What does it have on it? ......................................
11. **Legal Aid**: (Solicitors paid for by the Government)

Legal Aid come to the gaol every Wednesday. If you need Legal Aid, put your name on a list with your Wing Officer.

12. **Prisoner’s Legal Service**: 

Prisoner’s Legal Service comes to the gaol on Mondays. If you want their help, put your name on the list in your Wing office.

13. **Phone Calls**:

All inmates can make 3 phone calls a week. Legal calls are counted as part of the 3 calls.

**Times**:
- 10.00 a.m. to 12.00 noon
- 1.30 p.m. to 3.40 p.m.

Long distance phone calls must be made reverse charges or paid for from your own cash account. You must have at least $10.00 in your account.

2 inmates may not call the same telephone number unless approved by the Governor.

14. **Services available to all Inmates**:

- Education
- Welfare
- Probation and Parole
- Chaplaincy
- Drug and Alcohol Counselling
- Psychologists
- Legal Aid

15. **Inmate Support Groups**:

- Prisoner’s Aid
- Alcoholic Anonymous
- Children of Prisoners
- Civic Rehabilitation Committee (CRC)
- Prisoner Fellowship
- Aids Awareness Group
- Narcotics Anonymous
- Aids Awareness Group

16. **Buy-Ups**:

You can get forms from Activities to order what you want to buy from the canteen.

When you have filled in the form, put it in the Buy Up box in the canteen by 11.30 a.m. Saturday.

You must have money in your account by Thursday afternoon.
QUESTIONS

1. When does Legal Aid come to the gaol? .............................................................
2. When does Prisoner’s Legal Service come to the gaol? ........................................
3. Phone calls
   a. How many calls can you make a week? .............................................................
   b. When can you ring up in the morning? .............................................................
   c. When can you ring in the afternoon? .............................................................
   d. How do you ring long distance? .....................................................................
4. Services available to all inmates
   E ________ D _______ and A _______ Counselling
   W ________ P __________
   P ________ and P _______ L ______ A ______
5. Inmate Support Groups
   a. ................................................ e ................................................
   b. ................................................ f ................................................
   c. ................................................ g ................................................
   d. ................................................
6. Buy-ups
   You can get ..................... from Activities to order ..................... you want to .......... 
   from the ...................... You must ........ money ............... your account.
   No ........ no .....................

NO MONEY - NO BUY UP

You can get your things from the canteen, after lunch on Mondays.

You can spend $45.00 on food items and tobacco, and as much as you want on "Overspends.” You can buy soap, creams, batteries.

You can buy items like Electric Fans, T.V., Radio etc on the Electrical Buy Up sheet.

If you need help with buy ups, see the Canteen Officer.

17. Work:
   You can put your name down with the A.S.I. (Assistant Superintendent of Industries) to be put on the list for work in the gaol.

   Other areas to register:
   Upholstery Shop - See the officer in 6 Wing.
   Kitchen - See the OIC in the kitchen.
   Wings - see the OIC of your wing.

18. Diet:
   If you want a special diet - Muslim or vegetarian, fill in a Prisoner’s Application form requesting the diet you need.

19. Appeals:
   If you want to appeal to the Local Court, you must do so within 21 days of your sentence.

   If you want to appeal to the District Court or Supreme Court, you must do so within 10 days of your sentence.

   You can get a form from the General Office

   If you need Legal Aid, you can get the form from your Wing Officer.

   If your appeal is late, see your Wing Officer.

20. Social Security:
   One week before you get out of gaol, you will be given a Special Benefits form to fill in. Give it to Welfare. You will then get Social Security money when you are released.

21. Privileges:
   These are things that are not your right, but can sometimes be given to you. You must behave well and obey the rules.
   You can ask to have your security classification looked at again.
   You can ask to have extra things in your cell.
   You can ask to wear other clothes.
   You can ask for a job and pay.
   You can ask to use your money to buy things.
   You can ask for extra visits.
   You can ask for extra phone calls.
   You can ask for extra letters.
   You can ask to join a programme - leisure, recreational or educational.
1. Work.
2. Assistant Superintendent of Industries.
3. Upholstery shop, kitchen, wings.
4. Diet - Muslim, vegetarian.
5. Appeals - Local court, District Court, Supreme Court.
6. Social Security
7. Special Benefits Form.
8. Privileges.
11. Extra things.
12. Other clothes.
15. Extra visit.
17. Extra letters.
18. Join programme.
19. Leisure, recreational.
20. Educational.

QUESTIONS

1. **Work** List the place you can put your name down for work
   a. .................................................................
   b. .................................................................
   c. .................................................................
   d. .................................................................

2. What do you fill in for a special diet .................................................................

3. **Appeal**
   a. When do you appeal to the Local Court? ............................................................
   b. When do you appeal to the District Court? ..........................................................
   c. When do you appeal to the Supreme Court? ..........................................................

4. **Social Security**
   a. What form do you fill in one week before you leave gaol? ........................................
   b. Who do you give the form to? ............................................................................

5. **Privileges**
   These ____ things that are not your right, but can sometimes be ____ to you. You must behave well and ____ the rules.
   You can have ____ to have your _______ classification looked at again.
   ____ can ask to have extra _______ in your cell.
   You can ask to wear _______ clothes.
   You ____ ask for a job.
   You can ask to ____ your money to buy _______.
   You can ask for ____ visits.
   You can ask ____ extra phone calls.
   You ____ for extra letters.
   You can ask to ____ a programme - leisure, _______ or educational.
22. **Entitlements:**

These are things that are allowed to you by law.

- You will have your own bed with clean sheets and blankets.
- You will have enough clothes for comfort and well being.
- You will be free to practise your religion.
- You will be told the prison rules and be told what you are allowed to do and have.
- You can ask for Legal Aid.
- You can see your family and friends at visits.
- You can write to your family and friends.
- You can write to the Ombudsman and Members of Parliament.
- You can read books, magazines and newspapers.
- You will not be punished in a cruel or unusual way.
- There will be no torture and no corporal punishment - you will not be hit.
- You can ask for something or complain to the Governor of the prison, the Senior Officer, Visiting Justice, the Official Visitor or the Minister.

Clothes (underwear, socks, singlets, green shorts) can be dropped off at the gate on weekends.

---

**Listen and Repeat**

1. Bed, sheets, blankets.
2. Clothes, comfort, well-being.
3. Practise your religion.
5. Legal Aid.
6. Visits, family, friends.
7. Write letters.
11. No torture, no corporal punishment.
12. Ask for something, complain.
QUESTIONS

Entitlements

1. Are these statements TRUE or FALSE
   a. You have your own bed T / F
   b. You have clothes for comfort T / F
   c. You cannot practise your religion T / F
   d. You will not be told the prison rules T / F
   e. You cannot see or write to your family T / F

2. What can you read?

3. Who can you complain to?
   a. .......................................
   b. .............................................
   c. .........................................
   d. ...........................................

4. What clothes can be dropped off at the gate?

.................................................................................................................................
UNIT 1 WRITTEN EXERCISES

Fill in the missing words:

1. Masood is from Iran. He's ..............................................
2. Mohammed is from Lebanon. He's .................................
3. Luiz is from Brazil. He's ..............................................
4. Juan is from Argentina. He's .................................
5. Adam is from Poland. He's ..............................................
6. Roberto is from ..............................................He's Italian.
7. Wai Lam is from ..............................................He's Chinese.
8. Phan Duc is from ..............................................He's Vietnamese.
9. Michael is from ..............................................He's British.
10. Dato is from ..............................................He's Indonesian.

Write about yourself:

What's your name? Where are you from? What do you do?

........................................................................................................................................

Write about your country. Does it have hills? Is it hot? cold? wet? dry?

........................................................................................................................................

........................................................................................................................................

........................................................................................................................................

........................................................................................................................................

WORLD NEWS

Mass rescue as ship sinks

HONG KONG: Helicopters saved 10 survivors from mountainous seas yesterday after their ship went down as Typhoon Koryn, fresh from wreaking havoc in the Philippines, swept towards the Chinese coast. The survivors were being flown to Hong Kong's British Military Hospital while another Royal Air Force helicopter sought any more survivors of Chinese cargo ship the Liangang which had 22 people aboard.

Koryn killed seven people and forced thousands to flee their homes when it cut through the Philippines on Saturday. — Reuters

* Reprinted with permission from Reuters (Telegraph Mirror 5/7/93)

Vocabulary:

"Mass rescue" - means a large number of people were saved.

"Survivors" - means the people who were saved.

"Wreaking havoc" - means causing a lot of damage.

"Sought" - means looked for.

"Flee their homes" - means left their homes in a hurry.
Questions

1. a) Where did the rescue take place?
   ................................................................................................................

   b) What was used to save the people?
   ................................................................................................................

   c) What is a "typhoon"?
   ................................................................................................................

   d) What was the name of the ship?
   ................................................................................................................

   e) How many people were on the ship?
   ................................................................................................................

   f) What damage did Typhoon Koryn do in the Philippines?
   ................................................................................................................

   g) Fill in the missing words:
   Helicopters .......... 10 survivors .... mountainous
   ................. yesterday after their ............
   went down as Typhoon Koryn .......... towards the
   Chinese ..............

2. Find Hong Kong, China and the Philippines on your map of Asia.

3. Have you ever been in a typhoon? What happened? How did you feel?

4. Have you ever been in other danger? What happened? How did you feel?

5. Write 3 sentences about a dangerous situation you have been in.

..................................................................................................................

..................................................................................................................

............................................................................................................

............................................................................................................
These sheets are to help you learn the English words for the food you will have in gaol. Some of it you can also buy in the canteen.

If you need a special diet - Muslim, vegetarian etc, you should fill in a blue application form (Prisoner's Application or Statement) and hand it to your Wing Officer.

The food has been put into groups:

Chapter 1 - Drinks (pages: 2 - 4)
Chapter 2 - Breakfast (pages: 5 - 7)
Chapter 3 - Lunch (pages: 8 - 10)
Chapter 4 - Dinner (pages: 11 - 13)
Chapter 5 - Dessert (pages: 14 - 16)

Each chapter has 3 pages:

a) Pictures only   b) Listen and repeat   c) Exercises

At the end of the unit there is vocabulary and language you have learnt, and some written exercises. The cassette will tell you what to do on each page. Stop the cassette player when you hear "Please stop the cassette now."
CHAPTER 1 - DRINKS

A. Listen and repeat:

1. coffee 2. tea 3. chocolate 4. cocoa
5. milk 6. sweetener

B. Listen and repeat:

1. Can I have a cup of coffee please?
2. Can I have a cup of tea please?
3. Can I have a cup of chocolate please?
4. Can I have a cup of cocoa please?
5. Can I have some milk please?
6. Can I have some sweetener please?

C. Now you can practise asking for:

1. A cup of coffee
   Can I have ...........................................
2. A cup of tea
   Can I have ...........................................
3. A cup of milo
   Can I have ...........................................
4. A cup of cocoa
   Can I have ...........................................
5. Some milk
   Can I have ...........................................
6. Some equal
   Can I have ...........................................

CHAPTER 1 - EXERCISES

VOCABULARY: coffee tea milo cocoa milk equal

1. Fill in the missing letters:

   c _ f f e _ c h _ o _ _ a t e _ o _ o _ k _ s w _ _ t e _

2. Write the words under the pictures:

   coffee tea chocolate cocoa milk sweetener

3. Fill in the missing words:

   cup coffee can have milk please some tea
   a) Can I have a c _ _ of c _ _ e please?
   b) C _ _ I have a cup of t _ _ please?
   c) Can I h _ _ a cup of chocolate p _ _ _ _ ?
   d) Can I have s _ _ _ _ milk please?
CHAPTER 2 - BREAKFAST

A. Listen and repeat:

1. cornflakes  2. muesli  3. porridge
4. weetbix  5. milk  6. toast
7. margarine  8. jam  9. honey
10. peanut butter

B. Listen and repeat:

1. What do you have for breakfast?
   I have cornflakes.
2. What do you have for breakfast?
   I have muesli.
3. What do you have for breakfast?
   I have toast and jam.
4. What do you have for breakfast?
   I have ..............
CHAPTER 2 - EXERCISES

VOCABULARY: cornflakes muesli porridge weetbix milk toast margarine jam honey peanut butter

A. Fill in the missing letters:

cornflakes muesli porridge m es

w - t b  -  l k to  -  -  4  -  ine

B. Write the words under the pictures:
cornflakes muesli porridge margarine jam

1. Bread
2. Margarine
3. Cheese
4. Salami
5. Tuna
6. Baked Beans

C. Fill in the missing words:

breakfast have honey porridge toast

1. What do you have for b - k f - ?
   I h - p - r r

2. W - do you h - for breakfast?
   I have t - and h - .
A. Listen and repeat:

1. bread 2. margarine 3. cheese 4. salami
5. tuna 6. baked beans 7. sandwiches

B. Listen and repeat:

1. What do you eat for lunch?
   I eat a cheese sandwich.
2. What do you eat for lunch?
   I eat a tuna sandwich.
3. What do you eat for lunch?
   I eat two salami sandwiches.
4. What do you eat for lunch?
   I eat .........................

C. Fill in the missing words:

1. What did you eat for lunch?
   I eat a sandwich.
2. What do you eat for lunch?
   I eat a sandwich.

VOCABULARY:

- tuna
- margarine
- cheese
- salami
- bread
- baked beans
- sandwich

A. Fill in the missing letters:

b   m   gar   ch   u
   l   m   b   b

B. Write the words under the pictures:

bread margarine cheese salami tuna

c. Fill in the missing words:

1. What did you eat for lunch?
   I eat a tuna sandwich.
2. What do you eat for lunch?
   I eat a cheese sandwich.
CHAPTER 4 - DINNER

A. Listen and repeat:

1. chops 2. sausages 3. chicken 4. fish
5. carrots 6. peas 7. cauliflower 8. cabbage
9. potatoes 10. pumpkin

B. Listen and repeat:

1. What do you like for dinner?
   I like sausages, peas and carrots.
2. What do you like for dinner?
   I like chicken, potatoes and cauliflower.
3. What do you like for dinner?
   I like fish, potatoes and peas.
4. What do you like for dinner?
   I like .........................

C. Listen and repeat:

1. I like chops but I don’t like chicken.
2. I like sausages but I don’t like fish.
3. I like potatoes but I don’t like cabbage.
4. I like ............ but I don’t like ............
VOCABULARY: chops sausages chicken fish carrots peas cauliflower cabbage potatoes pumpkin

1. Fill in the missing letters:
   c p s s s ch k
   f car p cau ow
   b e p t t mpk

2. Write the words under the pictures:
   sausages chicken carrots potatoes

3. Fill in the missing words:
   like dinner potatoes what you I
   a. What do you like for dinner?
   b. I like sausages and potatoes.
   c. What do you like for dinner?
   d. I like chicken and carrots.
A. Listen and repeat:
1. yoghurt
2. jelly
3. cream
4. icecream
5. an apple
6. a banana
7. a pear
8. an orange

B. Listen and repeat:
1. What do you have for dessert?
   I have jelly and icecream.
2. What do you eat for dessert?
   I eat a banana for dessert.
3. What do you like for dessert?
   I like yoghurt for dessert.
4. What do you have for dessert?
   I have .................. .
5. What do you eat for dessert?
   I eat .................. ..
6. What do you like for dessert?
   I like .................. .

C. Listen and repeat:
1. I like icecream but I don’t like apples.
2. I like jelly but I don’t like yoghurt.
3. I like .................. but I don’t like .................. .

VOCABULARY: yoghurt jelly cream icecream banana pear orange

1. Fill in the missing letters:
   a_ le y_g_ _ _ _ _ y b_n_n_
   p_ cr_ _ _ i_cr_ _ o_ng

2. Write the words under the pictures:
   yoghurt jelly icecream apple banana

3. Fill in the missing words:
   have  jelly  icecream  eat  dessert  bananas  cream
   a. What do you h_ _ _ for dessert?
   b. I have j_ _ _ and i_ _ _ _ eam.
   c. What do you e_ _ for d_ _ _ _ _ .
   d. I eat b_ n_ n_ s and cr_ _ .
FOOD INSIDE

BREAKFAST  porridge, weetbix, cornflakes, milk, sweetener, margarine, toast, bread, jam, honey, peanut butter,

LUNCH  sandwiches, bread, salami, baked beans, tuna, egg, cheese, peanut butter, apples, pears, bananas,

DINNER  chops, sausages, chicken, fish, cheese, corned beef, carrots, peas, corn, cauliflower, spinach, potatoes, pumpkin, cabbage,

DESSERT  cake and cream, apple crumble, jelly and ice cream, yoghurt, custard, ice cream, fruit

DRINKS  tea, coffee, chocolate, cocoa.

1. What do you have for breakfast? I have............................. .
   What do you like? I like.............................. .
   What don't you like? I don't like ...................... .

   What do you like? I like.............................. .
   What don't you like? I don't like ...................... .

3. What do you have for dinner? I have............................. .
   What do you like? I like.............................. .
   What don't you like? I don't like ...................... .

   What do you like? I like.............................. .
   What don't you like? I don't like ...................... .

   I like.............................. .
   I don't like ...................... .

WRITING EXERCISES

A
1. What do you eat for breakfast?
   .................................................................

B
2. What do you have for lunch?
   .................................................................

3. What do you eat for dinner?
   .................................................................

4. What dessert do you have?
   .................................................................

5. What do you drink?
   .................................................................

C
In gaol, I ................. a cup of coffee. I have............................. .
for breakfast. At ........................................ I eat a cheese ...........................................................
and have ice cream.

D
What do you eat in your country?
   .................................................................
There are many forms you have to fill in while you are in gaol.

This unit will help you understand some forms and what you have to do.

The cassette will tell you what to do on each page. Stop the cassette player when you hear the words "Stop the cassette now."
There are many forms that you have to fill in while you are in gaol:

1) **Applications for Legal Aid** - where you ask for the government to find you a lawyer.

2) **Statutory Declaration** - where you write something that you say is the absolute truth.

3) **Application for Bail** - where you ask to be released until your trial comes up.

4) **Application to call in outstanding warrants** - where you ask the general office in gaol to call in all your warrants from the police.

5) **Prison discipline** - where the rules are written down.

6) **Application to send out money** - where you ask to send money from your account to someone outside.

7) **Application to visit** - a seriously ill relative or to attend a funeral when someone has died.

8) **Application for inter-gaol visit** - where you ask to visit someone in another gaol.

9) **Prisoner's Application or Statement** - Transfer of property to police - where you say that you don't want all your property to go to court with you.

10) **Prisoner’s Application or Statement** - where you put in a request eg. send out property or have property sent in, extra phone calls etc.

11) **Buy up forms** - where you write what items you want to buy from the canteen. (There is a separate unit on buy ups to help you.)

Listen and repeat:

1. Application for Legal Aid.
2. Application for bail.
4. Application to call in outstanding warrants.
5. Prison discipline.
6. Application to send out money.
7. Application to visit seriously ill relative or to attend a funeral.
8. Application for inter-gaol visit.
9. Prisoner’s application or statement.
10. Prisoner’s application or statement - Transfer of property to police.
1. Match column "A" with column "B"

<table>
<thead>
<tr>
<th>Application</th>
<th>Send out money</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Aid</td>
<td>Prisoner’s Application</td>
</tr>
<tr>
<td>Bail</td>
<td>Outstanding Warrants</td>
</tr>
<tr>
<td>Statutory Declaration</td>
<td>Inter-Gaol visit</td>
</tr>
<tr>
<td>Prison discipline</td>
<td>Bail</td>
</tr>
<tr>
<td>Send out money</td>
<td>Buy-up</td>
</tr>
<tr>
<td>Inter-Gaol visit</td>
<td>Statutory Declaration</td>
</tr>
<tr>
<td>Prisoner’s Application</td>
<td>Application</td>
</tr>
<tr>
<td>Buy-up forms</td>
<td>Prison discipline</td>
</tr>
<tr>
<td>Outstanding Warrants</td>
<td>Legal Aid</td>
</tr>
</tbody>
</table>

2. Circle the letter next to the correct answer

1. Legal Aid
   a. Where you help someone.
   b. Where the Government finds you a lawyer.
   c. A kind of sickness.

2. Statutory declaration
   a. The laws of the country.
   b. The name of a racehorse.
   c. Where you write something you say is the absolute truth.

3. Application for Bail
   a. Where you ask to be released until your trial.
   b. Where you ask to go on sick leave.
   c. Where you ask to stay in prison.

4. Prisoner’s Application or Statement
   a. Where you tell all about yourself.
   b. Where you ask for something for your cell.
   c. Where the Wing Officer writes a report on you.

5. Buy-up forms
   a. Where you write down everything you own.
   b. Where you buy lots of empty pages.
   c. Where you write down what you want to buy from the canteen.
FILLING in FORMS

CHAPTER 2

Most forms ask you to fill in the same information:

Given name - or first name: eg: Stefan, Adam etc.

Family name - or surname: eg: Polowski.

Min. Number - which is your gaol number.

Wing Number - which is where your cell is.

Sex - whether you are male or female.

Date of Birth - when you were born.

Age - how old you are.

Country of Birth - where you were born.

Address - where you live.

Marital status - if you are married, divorced, single or living in a de facto relationship.

Next of Kin - your wife, husband, mother, father, brother or someone closely related to you.

Signature - where you sign your name.

Listen and repeat:

1. GIVEN NAMES
2. FAMILY NAMES
3. MIN. NUMBER
4. WING NUMBER
5. SEX - MALE/FEMALE
6. DATE of BIRTH (D.O.B.)
7. AGE
8. COUNTRY of BIRTH
9. ADDRESS
10. MARITAL STATUS - MARRIED, DIVORCED, WIDOWED, DEFACTO or SINGLE
11. NEXT OF KIN
12. SIGNATURE
Match the words in column A with the words in column B. The first has been done for you.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GIVEN NAMES</td>
<td>Poland</td>
</tr>
<tr>
<td>2. FAMILY NAME</td>
<td>39</td>
</tr>
<tr>
<td>3. MIN. NUMBER</td>
<td>123456</td>
</tr>
<tr>
<td>4. WING NUMBER</td>
<td></td>
</tr>
<tr>
<td>5. SEX - MALE/FEMALE</td>
<td>Male</td>
</tr>
<tr>
<td>6. DATE of BIRTH (D.O.B.)</td>
<td>26-2-54</td>
</tr>
<tr>
<td>7. AGE</td>
<td>39</td>
</tr>
<tr>
<td>8. COUNTRY of BIRTH</td>
<td>Poland</td>
</tr>
<tr>
<td>9. ADDRESS</td>
<td>17 Farm Rd, Botany</td>
</tr>
<tr>
<td>10. MARITAL STATUS</td>
<td>MARRIED, DIVORCED, WIDOWED, DEFACTO or SINGLE</td>
</tr>
<tr>
<td>11. NEXT OF KIN</td>
<td>Maria Polowski (Wife)</td>
</tr>
<tr>
<td>12. SIGNATURE</td>
<td>Stefan Adam</td>
</tr>
</tbody>
</table>

Stefan Adam Polowski
17 Farm Rd, Botany
Maria Polowski (Wife)

26/2/54
1. What's your name? My name is ..................

2. What's your given name? My given name is ..................

3. What's your family name? My family name is ..................

4. What's your Min. number? My Min. number is ..................

5. What's your date of birth? My date of birth is ..................

6. What's your country of birth? My country of birth is ..................

7. What's your address? My address is ..................

---

Prisoner’s Application or Statement

Subject

This is where you ask in writing for anything you want to have in your cell:
- equipment from Education
- books brought from outside
- anything different or extra you want to do;
- extra visit
- extra phone call, etc

It must be signed by your Wing Officer or the Senior Education Officer
or the OIC of Activities or the Governor

From Prisoner

Name No. Sentence Due for Discharge

<table>
<thead>
<tr>
<th>Name</th>
<th>No.</th>
<th>Sentence</th>
<th>Due for Discharge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prisoner’s Application or Statement

Wing: 5

Exp. of N.P.P. ..... 21-4-1993

From Prisoner: Stefan Poleswki
Name No.: 1235456

Subject: Macquarie Dictionary

Stefan Poleswki would like to have a Macquarie Dictionary for use in my Education Class. My wife Maria would be able to bring it next Wednesday when she comes to visit me. Thank you.

Name: Stefan Poleswki

Approved: Educational Cell Advisory Form to be generated

TO S.E.O. 5-4-93

Poleswki is always co-operative in class. Poleswki would assist orally the English classes. Recommended.

J. Smith

22-4-93

Approved: Educational Cell Advisory Form to be generated.
### Prisoner's Application or Statement

(Report of the superintendent and other Officers to follow Prisoner's Statement)

| Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | Wing | W
CHAPTER 3 PRISON DISCIPLINE

Listen and repeat:

1. Prison discipline
2. Rules, behave
3. Penalties for Prison offences
4. Fighting, stealing
5. Punishment for escape
6. Classification
7. Compulsory HIV testing
8. Virus
9. Clinic notation
10. Medication - pills, medicine
11. Foreign currency
12. Money
13. Responsibility for property
14. Look after things

Vocabulary:
- doctor
- Education Officer
- Chaplain
- buy-ups

A. 1. If you go to the clinic you will see the d ____
2. If you go to the Programmes Education you will see the E
3. If you go to the Chapel you will see the C
4. If you go to the canteen you will get your b __
5. If you go to visits you will see your f _____

B. 1. You can see a Welfare Officer in the P M Building
2. You can check your court clothes at R
3. You can check your security classification at C
4. You can borrow a book from the L
5. Your cell is in your W
UNIT 6 - BUY-UPS

You can buy some things at the canteen each week. You must fill in your buy-up form and put it in the buy-up box in the canteen by 11.30 am Saturday.

The form has been put into parts in this workbook to help you learn the words.

Chapter 1 Cigarettes and Tobacco
Chapter 2 Drinks and Sweets
Chapter 3 Biscuits and Cakes
Chapter 4 Beverages (Drinks)
Chapter 5 Groceries - Packets, jars, cans of food, cheese etc
Chapter 6 Groceries - Sauces and vegetarian
Chapter 7 Groceries - Flavoured, tinned, long life milk
Chapter 8 Toiletries - Soap, shampoo, shaving etc
Chapter 9 Toiletries - Teeth, hair, nail needs
Chapter 10 Stationery and other things

The cassette will tell you what to do on each page.

Stop the cassette when you hear "Please stop the cassette now".

CHAPTER 1 - CIGARETTES and TOBACCO

This list has tobacco, cigarettes, cigars, matches and cigarette papers.

Listen and Repeat
1. White Ox
2. Drum
3. Borkum Riff
4. Tally Ho Papers
5. Matches
6. Winfield Red 25's
7. Winfield Green 25's
8. Winfield Blue 25's
9. Benson & Hedges 25's
10. Dunhill 25's
11. Peter Jackson 30's
12. Commodore Red
13. Camel Filter 20's
14. Camel Plain 20's
15. John Player Vir 30's
16. John Player Mild 30's
17. Fortune Red
18. Fortune Grey
19. Scooters

Abbreviations - shortened words
* 25's, 30's - this means how many are in a packet.
* The symbol & means AND.
* The symbol " means the same as the word above, eg:   Winfield Red
    * Green
    * Blue
CHAPTER 1 - EXERCISES

1. **Listen to the words. Mark the stressed syllable. The first has been done for you.**
   a) Borkum Riff
   b) Matches
   c) Winfield
   d) Peter Jackson
   e) Scooters

2. **Match the words in column A with the words in column B.**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Drum</td>
<td>a) Winfield Green</td>
</tr>
<tr>
<td>b) Tally Ho Papers</td>
<td>b) Camel Filters</td>
</tr>
<tr>
<td>c) Matches</td>
<td>c) John Player</td>
</tr>
<tr>
<td>d) Camel Filters</td>
<td>d) Drum</td>
</tr>
<tr>
<td>e) Scooters</td>
<td>e) White Ox</td>
</tr>
<tr>
<td>f) Winfield Green</td>
<td>f) Scooters</td>
</tr>
<tr>
<td>g) John Player</td>
<td>g) Matches</td>
</tr>
<tr>
<td>h) White Ox</td>
<td>h) Tally Ho Papers</td>
</tr>
</tbody>
</table>

3. **Fill in the missing letters.**
   a) W _ _ _ O _
   b) _ r _
   c) B _ _ _ m R _ _ f
   d) _ _ _ y H _ P _ p _ _
   e) M _ _ _ _ _ _
   f) Win _ _ _ _ _ _ _ ee _
   g) _ _ mm _ _ re _ _ d
   h) J _ _ n P _ _ _ r M _ _ 30's
   i) _ _ oo _ _ _ s

4. **Order 4 items on your buy-up.**
   a) Drum
   b) Matches
   c) Dunhill 25's
   d) Scooters

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1106</td>
<td>110</td>
<td>WHITE OX</td>
</tr>
<tr>
<td>1107</td>
<td>110</td>
<td>DRAKES</td>
</tr>
<tr>
<td>1108</td>
<td>110</td>
<td>BORKUM RIFF</td>
</tr>
<tr>
<td>1109</td>
<td>110</td>
<td>TALLY HO PAPERS</td>
</tr>
<tr>
<td>1110</td>
<td>110</td>
<td>MATCHES</td>
</tr>
<tr>
<td>1111</td>
<td>110</td>
<td>WINFIELD RED 35's</td>
</tr>
<tr>
<td>1112</td>
<td>110</td>
<td>WINFIELD GREEN 35's</td>
</tr>
<tr>
<td>1113</td>
<td>110</td>
<td>WINFIELD BLUE 25's</td>
</tr>
<tr>
<td>1114</td>
<td>110</td>
<td>DUNHILL 25's</td>
</tr>
<tr>
<td>1115</td>
<td>110</td>
<td>PETER JACKSON 30's</td>
</tr>
<tr>
<td>1116</td>
<td>110</td>
<td>COMBO DOG RED</td>
</tr>
<tr>
<td>1117</td>
<td>110</td>
<td>CANEL FILTER 39's</td>
</tr>
<tr>
<td>1118</td>
<td>110</td>
<td>CANEL FLASK 27's</td>
</tr>
<tr>
<td>1119</td>
<td>110</td>
<td>JOHN PLAYER Virginia 20's</td>
</tr>
<tr>
<td>1120</td>
<td>110</td>
<td>JOHN PLAYER MEX 20's</td>
</tr>
<tr>
<td>1121</td>
<td>110</td>
<td>PONTINE RED</td>
</tr>
<tr>
<td>1122</td>
<td>110</td>
<td>PONTINE GREY</td>
</tr>
<tr>
<td>1123</td>
<td>110</td>
<td>SCOOTERS</td>
</tr>
<tr>
<td>1124</td>
<td>110</td>
<td>PANATELLA IN CIGARS</td>
</tr>
</tbody>
</table>
**CHAPTER 2 - DRINKS AND SWEETS**

This list has cans of drink, cordial, chips, twisties and sweets (bollies, nuts and chocolates.)

1. B & G Lemonade 375ml
2. B & G Cola 375ml
3. Pepsi Cola 375ml
4. Diet Coke 375ml
5. Cordial Cottees Coola 750ml
6. Chips 50gm
7. Corn Chips 50gm
8. Twisties 50gm
9. Chewing Gum
10. Cad Chocolate 200gm
11. Life Savers
12. Chokito Bar
13. Muesli Bar * 8's
14. Minties
15. Mars Bars
16. Aero Bar
17. Crunchie Bar
18. Mixed Nuts
19. Salted Peanuts
20. Jelly Babies
21. Jelly Beans
22. Licorice Allsorts
23. Milk Bottles 375ml - 375 milligrams - liquid quantity
24. Raspberries 50gm - 50 grams - weight in item
25. Boiled Satins Cad means Cadbury

---

**CHAPTER 2 - EXERCISES**

1. **Listen to the words. Mark the stressed syllable. The first has been done for you.**
   
   a) Lemonade
   b) Cordial
   c) Twisties
   d) Chocolates
   e) Salted Peanuts

2. **Match the words in column A with the words in column B**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) B &amp; G Cola</td>
<td>a) Mixed Nuts</td>
</tr>
<tr>
<td>b) Chips</td>
<td>b) Twisties</td>
</tr>
<tr>
<td>c) Minties</td>
<td>c) Jelly Beans</td>
</tr>
<tr>
<td>d) Mixed Nuts</td>
<td>d) Chips</td>
</tr>
<tr>
<td>e) Mars Bars</td>
<td>e) Diet Coke</td>
</tr>
<tr>
<td>f) Jelly Beans</td>
<td>f) B &amp; G Cola</td>
</tr>
<tr>
<td>g) Diet Coke</td>
<td>g) Mars Bar</td>
</tr>
<tr>
<td>h) Twisties</td>
<td>h) Minties</td>
</tr>
</tbody>
</table>
3. Fill in the missing letters.
   a) P _ p _ _ C _ l _
   b) C _ _ n C _ _ ps
   c) _ w _ s _ _ s
   d) Ch _ _ _ ng G _
   e) _ a _ _ ed P _ _ n ts
   f) _ e _ _ y _ _ a _ _ ie _
   g) M _ n t _ _ s
   h) Cr _ _ ch _ _ B _ _ s
   i) _ _ spb _ _ r _ _
   j) B _ _ l _ d S _ t _ n _

4. Order 4 items on your buy-up.
   a) Chewing Gum
   b) Minties
   c) Salted Peanuts
   d) Raspberries

   This list has plain biscuits, cream biscuits, chocolate biscuits and large cakes.

Listen and Repeat
1. Choc Chip Cookies
2. Butternut Cookies
3. Assorted Cream Biscuits
4. Scotch Fingers
5. Ryvita
6. Chocolate Wheaton
7. Premium Cracker
8. Assorted Family Plain
9. Ginger Nuts
10. Andora Cream Wafers
11. Chocolate Mint Slice
12. Tim Tams
13. Jam Roll Cake
14. Rainbow Cake
CHAPTER 3 - EXERCISES

1. Listen to the words. Mark the stressed syllable. The first has been done for you.

a) Butternut Cookies
b) Ryvita
c) Andora Cream Wafers
d) Tim Tams
e) Rainbow Cake

2. Match the words in column A with the words in column B

A                                      B

a) Ryvita       a) Jam roll cake
b) Scotch Fingers b) Rainbow Cake
c) Tim Tams     c) Scotch Fingers
d) Jam Roll Cake d) Premium Crackers
e) Assorted Cream Biscuits e) Tim Tams
f) Premium Crackers f) Ginger Nut
g) Ginger Nut    g) Ryvita
h) Rainbow Cake h) Assorted Cream Biscuits

3. Fill in the missing letters.

a) Ch    Ch    C    k    s
b) B    tt    n    t    oo    ie

c) A    or    Cr    B    sc    ts
d) ot    ng    s

e) Ch    l    te    Wh    t
f) em    m    Cr    ck    s

g) G    N    s
h) T    T    s
i) ai    C    e
j) J    R    C

4. Order 4 items on your buy-up.

a) Ryvita
b) Ginger Nuts
c) Chocolate Mint Slice
d) Rainbow Cake
“Beverages” is another word for “drinks.” We use this word for tea, coffee and chocolate drinks.

Listen and Repeat

1. International Roast 50gm
2. International Roast 100gm
3. Andronicus 150gm
4. Maxwell House 150gm
5. Moccona 150gm
6. Nescafe 43 Bean 150gm
7. Santos Lebanese Coffee
8. Lanchoo Tea Cup Bag 50’s
9. Milo 375gm
10. Milo 200gm

Abbreviations - shortened words.
50gm - 50 grams weight
50’s - there are 50 teabags in the packet

1. Listen to the words. Mark the stressed syllable. The first has been done for you.
   a) Moccona
   b) International Roast
   c) Nescafe
   d) Andronicus
   e) Milo

2. Match the words in column A with the words in column B

   A                                      B
   a) International Roast                a) Lanchoo Herbal Tea
   b) Maxwell House                      b) Milo
   c) Lanchoo Herbal Tea                 c) Santos Lebanese Coffee
   d) Lanchoo Tea Cup Bags               d) International Roast
   e) Milo                               e) Moccona
   f) Moccona                            f) Lanchoo Tea Bags
   g) Andronicus                         g) Maxwell House
   h) Santos Lebanese Coffee             h) Andronicus
3. Fill in the missing letters.

a) In ____ n t ____ n l R ____ t
b) _ nd ____ i ____ s
c) M ____ xw ____ H ____
d) o ____ o a
e) Ne ____ e
f) S nto _ L ____ esc C ff _
g) La ____ oo T ____ C ____ B __
h) ____ o

4. Order 4 items on your buy-up.

a) Lanchoo Tea Bags
b) Santos Lebanese Coffee
c) Moccona 150gm
d) Milo 220 gm

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100</td>
<td>INTERNATIONAL ROAST 50gm</td>
<td></td>
</tr>
<tr>
<td>2101</td>
<td>INTERNATIONAL ROAST 100gm</td>
<td></td>
</tr>
<tr>
<td>2102</td>
<td>ANGLOCON EM 120gm</td>
<td></td>
</tr>
<tr>
<td>2103</td>
<td>ANGLOCON BM 120gm</td>
<td></td>
</tr>
<tr>
<td>2104</td>
<td>LANCHOO CUP BAG 100gm</td>
<td></td>
</tr>
<tr>
<td>2105</td>
<td>MAXWELL HOUSE 100gm</td>
<td></td>
</tr>
<tr>
<td>2106</td>
<td>MOCCONA 150gm</td>
<td></td>
</tr>
<tr>
<td>2107</td>
<td>MILLENIUM 150gm</td>
<td></td>
</tr>
<tr>
<td>2108</td>
<td>SANTOS VI HOAI 150gm</td>
<td></td>
</tr>
<tr>
<td>2109</td>
<td>KAMERUKA BAG 100gm</td>
<td></td>
</tr>
<tr>
<td>2110</td>
<td>KAMERUKA BAG 100gm</td>
<td></td>
</tr>
</tbody>
</table>

Abbreviations - shortened words.

**Doz only** - There is one dozen (12) eggs

**"** - means the same as the word above

**440gm** - 440 grams - how much it weighs

**Pkt** - Packet
CHAPTER 5 - EXERCISES

A

1. Listen to the words. Mark the stressed syllable. The first has been done for you.

   a) Tuna in Oil
   b) Spaghetti
   c) Lebanese Bread
   d) Kameruka Cheese
   e) Colby Cheese

2. Match the words in column A with the words in column B

   A               B

   a) Heinz Baked Beans     a) Tuna in Oil
   b) Peanut Butter         b) Peanut Butter
   c) Tuna in Oil           c) Sardines in Oil
   d) Fetta Cheese          d) Colby Cheese
   e) Eggs                 e) Heinz Baked Beans
   f) Sardines in Oil       f) Eggs
   g) Lebanese Bread        g) Fetta Cheese
   h) Colby Cheese          h) Lebanese Bread

3. Fill in the missing letters.

   a) H _ _ n B k d B _ a _ s
   b) P _ _ ut _ u _ e
   c) Sa _ _ in _ _ i _ O _
   d) _ u _ a _ n _ il
   e) C _ p _ _ S _ _ p
   f) _ _ h _ n _
   g) L _ b _ n _ s _ Br _ _ d
   h) C _ _ by Ch _ _ _
   i) _ _ tt _ _ _ cc _

4. Order 4 items on your buy-up.

   a) Peanut Butter
   b) Mushrooms Canned
   c) Cup of Soup Pkt.
   d) Colby Cheese
CHAPTER 6 - GROCERIES

Sauces and Vegetarian (No meat)

Listen and Repeat.

1. Tomato Sauce
2. Chilli Sauce
3. Worcestershire Sauce
4. B B Q Sauce
5. Ice Cream
6. Topping Ice Cream
7. Yoghurt Sky
8. Herbal Tea Bags Lipton’s
9. Decaffeinated Coffee
10. Peanuts in Shell
11. Noodles
12. Sugarine Tabs
13. Mineral Water 1250ml
14. Olive Oil
15. Chinese Vegetables

Abbreviations - shortened words.
B B Q - Barbeque
Tabs - Tablets
1250ml - 1250 millilitres - how much liquid

CHAPTER 3 QUESTIONS

A. Circle the Correct Answer

1. Penalties for Prison Offences
   a. When you do the wrong thing in a game of football.
   b. When you do the wrong thing in gaol.

2. Compulsory HIV testing
   a. You have to have a blood test to see if you have the virus.
   b. You have to write in an exam.

3. Clinic Notation
   a. A musical tune.
   b. All your medicine is to be given to the Medical Officer.

4. Foreign Currency
   a. You have to give your foreign currency to your family.
   b. You can spend it in the canteen.

5. Responsibility for Property
   a. You will look after anything you are given in gaol.
   b. You have to look after the other inmates.

B. Fill in the missing letters

1. Cl _ _ c
2. _ _ alt _ s
3. P _ _ sh _ _ t
4. _ _ sp _ _ s _ b _ _ t _
5. _ ff _ _ _ _
CHAPTER 4 - BUY-UPS

A At the top of the form you have to fill in:

1) **The Date** - (the date you are filling in the form - day/month/year, in numbers not words)
2) **Admin. NO.** - your administration number (Min. No.) on your ID card.
3) **Surname** - family name.
4) **Initials** - beginning letters of your first and second name.

Listen and Repeat:

1. Date
3. Surname
4. Initials

B Look at the information below:

Stefan Adam Połowski, Min. No. 123456, will buy some things from the canteen today, the 19th of May 1993.

Now you fill in the buy-up form for yourself:

C At the bottom of the form, you have to sign (write your signature) to say that you want the money to pay for your items to be taken from your bank account and paid to the canteen. You will not actually be given the money.

<table>
<thead>
<tr>
<th>ADMIN NO</th>
<th>SURNAME</th>
<th>INITIALS</th>
<th>FUNDS $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Stefan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adam</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Połowski</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D On your buy-up form, you have a column with **CODE** at the top. The number is the code for the item near it. This is to help the officer order items from the warehouse.

The next column has **OTY** at the top. This is short for **QUANTITY** which means how many you want of each item.

The next column has the names of the items.

If you look to the bottom of the first column, you can see:

If you write "2" in the space, that means you want 2 Rainbow Cakes.
E. Your buy-up form has the items in groups:

1. Cigarettes and Tobacco
2. Drinks and Sweets
3. Biscuits and Cakes
4. Beverages (drinks)
5. Groceries - packets, jars, cans of food and cheese
6. Groceries - sauces and vegetable
7. Groceries - flavoured, tinned, long life milk
8. Toiletries - soap, shampoo, shaving
9. Toiletries - teeth, nail and hair needs
10. Stationery and miscellaneous (other things)

If you want to learn the names that are on your buy-up form, look at Unit 6 in your workbook called "Buy-ups"

F. Fill in the buy-up form. You want to buy:

a) 1 packet of Dunhill
b) 2 packets of Chips

c) 1 packet of Choc Chip Cookies
d) 1 jar of Mccormic

e) 2 tins of Tuna in Oil
f) 1 can of Chinese Vegetables
g) 1 tin of Carnation Milk
h) 1 Shick Razor Kit
i) 2 boxes of Tissues
j) 4 Stamped Envelopes

Don't forget your name, number, date and your signature.

---

**Canteen Purchase Order Form**

<table>
<thead>
<tr>
<th>CODE</th>
<th>QTY.</th>
<th>ITEM DESCRIPTION</th>
<th>CODE</th>
<th>QTY.</th>
<th>ITEM DESCRIPTION</th>
<th>CODE</th>
<th>QTY.</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1</td>
<td>WHITE COCOA</td>
<td>002</td>
<td>1</td>
<td>INTERNATIONAL ROAST Coffee</td>
<td>003</td>
<td>1</td>
<td>OATMEAL</td>
</tr>
<tr>
<td>101</td>
<td>1</td>
<td>EGG</td>
<td>102</td>
<td>1</td>
<td>INTERNATIONAL ROAST Coffee</td>
<td>003</td>
<td>1</td>
<td>OATMEAL</td>
</tr>
<tr>
<td>103</td>
<td>1</td>
<td>HOMESTYLE  HOG</td>
<td>104</td>
<td>1</td>
<td>PICKLED HOG</td>
<td>004</td>
<td>1</td>
<td>LILAC SOAP TUBE</td>
</tr>
<tr>
<td>201</td>
<td>1</td>
<td>TALLY NO SALTS</td>
<td>202</td>
<td>1</td>
<td>COMBINATION SOAP</td>
<td>006</td>
<td>1</td>
<td>SOAP DISHES</td>
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<td>203</td>
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<td>204</td>
<td>1</td>
<td>PEARS SOAP</td>
<td></td>
<td></td>
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<tr>
<td>301</td>
<td>1</td>
<td>MAVINADA CEREAL 25s</td>
<td>302</td>
<td>1</td>
<td>SALTED GROWTH COFFEE</td>
<td>007</td>
<td>1</td>
<td>COTTON ROLL</td>
</tr>
<tr>
<td>303</td>
<td>1</td>
<td>MAVINADA CEREAL 25s</td>
<td>304</td>
<td>1</td>
<td>SANDWICH BREAKFAST</td>
<td></td>
<td></td>
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<tr>
<td>401</td>
<td>1</td>
<td>WHITE OATMEAL</td>
<td>402</td>
<td>1</td>
<td>YELLOW TEA CUP</td>
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<td></td>
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<tr>
<td>501</td>
<td>1</td>
<td>WHITE OATMEAL</td>
<td>502</td>
<td>1</td>
<td>PEACE BAKED BREADS 60g</td>
<td>008</td>
<td>1</td>
<td>SOAP SPOON</td>
</tr>
<tr>
<td>601</td>
<td>1</td>
<td>WHITE OATMEAL</td>
<td>602</td>
<td>1</td>
<td>PEACE BAKED BREADS 60g</td>
<td>009</td>
<td>1</td>
<td>SOAP SPOON</td>
</tr>
<tr>
<td>701</td>
<td>1</td>
<td>WHITE OATMEAL</td>
<td>702</td>
<td>1</td>
<td>PEACE BAKED BREADS 60g</td>
<td>009</td>
<td>1</td>
<td>SOAP SPOON</td>
</tr>
<tr>
<td>801</td>
<td>1</td>
<td>WHITE OATMEAL</td>
<td>802</td>
<td>1</td>
<td>MEAL SLICES</td>
<td></td>
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<td>902</td>
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<td>MEAL SLICES</td>
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<td>1</td>
<td>MEAL SLICES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Canteen funds to be held in trust to meet goods requested by no means from this fund.
CHAPTER 5 - CSI EMPLOYMENT APPLICATION

This is a new form. It is to apply for work. Every inmate has to fill it in. If you are given work, you must accept it. If you do not accept, you will not be paid any money. If you do not fill in the form, you will not be paid any money.

Vocabulary:

Employment - job, work
Application - asking in writing
- filling in the form
Institution - the gaol you are in
Sentence - classification and the time you will be in gaol
Trade qualifications - are you trained in anything, eg: plumbing, carpentry
Medically fit - are you in good health?
- is there anything wrong with you?

Listen and Repeat:

1. Employment
2. Application
3. Institution
4. Sentence
5. Trade
6. Qualifications
7. Upholstery
8. Woodwork
9. Spray painting
10. Sewing machining
11. Cook
12. Maintenance
13. Medically fit
14. Signed
15. Date

This unit will help you to understand the announcements you hear over the loudspeaker. The cassette will tell you what to do on each page. Stop the cassette player when you hear the words “Stop the cassette now.”

Now you fill in the form. Remember to sign your name at the end.
UNIT 4 ANNOUNCEMENTS

1. Attention inmates, required for visit: Phan Duc Pham, Roberto Guilladi, Adam Polowski, Hans Schmidt, Fabio Alzate, Masood Tazro, Mohammed Aquise.

2. Adam Powolski to reception.

3. The following are required at the general office for a general office enquiry: Phan Duc Pham, Roberto Guilladi, Adam Polowski, Hans Schmidt, Fabio Alzate, Masood Tazro, Mohammed Aquise.

4. Inmate GUILLADI to 4 wing immediately.

5. Adam POLOWSKI required in the reception room immediately.

6. Fabio ALZATE required in the reception room immediately with all your property prepared for escort.

7. Masood TAZRO report to Psychology.

8. Attention all inmates: Adult Education, English, Basic Computer and Art classes are on now at the Coachhouse.

9. Attention inmates: there will be a Drug and Alcohol group meeting. It will start in 10 minutes.

10. Hans SCHMIDT required at the chapel immediately.

Listen and Repeat

1. Attention all inmates.

2. Required for visits.

3. You have a visitor.

4. To reception.

5. Required at general office.


7. To 4 wing immediately.

8. Required in reception room.

9. With all your property.


11. Report to Psychology.

12. Adult Education classes.

13. Drug and Alcohol group meeting.

14. Commencing in 10 minutes.

15. Required at the chapel.
UNIT 4 QUESTIONS

1. Write down 3 people who have visitors.

2. Where does Adam Polowski have to got to?

3. Who has to go to the General Office?

4. Where does Roberto Guilladi have to go to?

5. Who has to go to the reception room?

6. Who is going to another gaol?

7. Where is Masood Tazro going?

8. What classes are on at the Coachhouse?

9. What is starting in 10 minutes?

10. Where does Hans Schmidt have to go?
UNIT 5 - WHO'S THAT? WHERE'S THAT?

This unit will help you learn the names of the officers and support staff in the gaol.

The cassette will tell you what to do on each page.

Stop the cassette player when you hear the words "Stop the cassette now."

1. **Governor** - He is responsible for the gaol and everyone in it. He is responsible for the health and welfare of inmates.

2. **Deputy Governor (Dep)** - He is responsible for the gaol and staff.

3. **Senior Assistant Superintendent (SAS)** - If you have a problem that cannot be fixed by the Wing Officer, then you can see the SAS or AS.

4. **Assistant Superintendent (AS)** - If you have a problem that cannot be fixed by the Wing Officer, then you can see the SAS or AS.

5. **Night Senior** - In charge of the gaol after 4.30pm.

6. **Wing Officer** - You go to your Wing Officer if you have any needs or problems. He will call you for a visit, give you forms, telephone calls, blankets etc. He will tell you what you need to know. He will send you to the clinic, Welfare, Education etc.

7. **Post** - The officer will let you go through the gate for a visit, to Education, Reception and other places.

8. **Parole Officer** - He/she will talk to you about parole (being let out of gaol early).

9. **Chaplain** - You can talk to him/her about your religion or personal problems.

10. **Official Visitor** - You can see him/her if you have a complaint

11. **Education Officers** - Will help find the right class for you. eg: English, Computers, Art.

12. **Psychologist** - Will help you sort out problems. eg: depression, anger.

13. **Psychiatrist** - Will help you sort out problems. eg: depression, anger.

14. **Welfare Officer** - Helps you keep in touch with your family.

15. **Drug and Alcohol Officer** - Will help you sort out problems you may have with drugs and/or alcohol.

**Vocabulary:** Wing Officer, Education Officer, Governor, Parole Officer, Drug and Alcohol Officer, Post, Welfare Officer, Psychologist, Official Visitor, Senior Assistant Superintendent.
1. This is Wing 4. Your cell is in your wing.

2. This is the gym. It's at the end of Wing 4. You can train with weights here and get fit.

3. This is the gate to Reception, Property and the General Office. It's at the end of 5 and 6 Wing. At Reception/Property you are given your clothes to wear to court.

4. This is the Chapel, you can see the Chaplain here.

5. This is Activities, here you can play snooker, ping pong and watch TV. Classification is above Activities. This is where you find out your security classification. (A,B,C)

6. This is the gate into the Clinic. It is next to Activities. Here you can see the doctor, dentist and psychiatrist.
This is the Programmes Mains Building. At this end you can see the Parole Officer, the Official Visitor and the Psychologist.

At this end you can see the Welfare Officer and the Drug and Alcohol Officer.

This is the laundry. It is underneath the Programmes Mains Building. Some inmates work in the laundry.

This is the canteen. You can get your buy-ups from here.

This is inside the canteen, you can see some of the items you can buy.

This is also inside the canteen, you can see the counter where you get your Activities buy-ups.
This is the door into the oval. You can play or watch football or soccer here. You can also go across the oval to the Upholstery Shop. Some inmates work at Upholstery.

This is the gate (9 Post) to go to Visits and the Programmes Education Building. Visits is where you can see your family and friends. Programmes Education is where you can use the library or go to classes, eg: English, Reading, Computers and Art.

This is the Programmes Education Building. You can use the library or go to classes here.

This is the Individual Learning Centre (ILC). You can come to class here and learn English, reading, writing and maths. Upstairs are 3 classrooms for Computer, English and Art.
Place To Know

Listen to the words. Mark the stressed syllable. The first has been done for you.

Listen and Repeat:

1. Tomato Sauce
2. Ice Cream
3. Yoghurt Sky
4. Decaffeinated Coffee
5. Mineral Water

1. Wing
2. Visits
3. Reception
4. Property
5. General Office
6. Programmes Mains - Welfare, Psychology, Drug and Alcohol, Parole
7. Programmes Education - Education, Library
8. Chapel - Chaplain
9. Clinic - Doctor, Dentist, Psychiatrist
10. Activities
11. Classification
12. Canteen
13. Gym (weights yard)
14. Laundry
15. Upholstery
16. Oval

Match the words in column A with the words in column B

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug and Alcohol</td>
<td>a) Chilli Sauce</td>
</tr>
<tr>
<td>Psychology</td>
<td>b) Ice Cream</td>
</tr>
<tr>
<td>Welfare</td>
<td>c) Noodles</td>
</tr>
<tr>
<td>Psychologists</td>
<td>d) Decaffeinated Coffee</td>
</tr>
<tr>
<td>Mains -</td>
<td>e) Chinese Vegetables Can</td>
</tr>
<tr>
<td>Welfare</td>
<td>f) Yoghurt</td>
</tr>
<tr>
<td>Education</td>
<td>g) Topping</td>
</tr>
<tr>
<td>Education</td>
<td>h) Decaffeinated Coffee</td>
</tr>
<tr>
<td>Library</td>
<td>i) Chilli Sauce</td>
</tr>
<tr>
<td>Library</td>
<td>j) Topping</td>
</tr>
<tr>
<td>Chaplain</td>
<td>k) Olive Oil</td>
</tr>
<tr>
<td>Doctor</td>
<td>l) Chilli Sauce</td>
</tr>
<tr>
<td>Dentist</td>
<td>m) Olive Oil</td>
</tr>
<tr>
<td>Psychiatrist</td>
<td>n) Decaffeinated Coffee</td>
</tr>
<tr>
<td>Doctor</td>
<td>o) Ice Cream</td>
</tr>
<tr>
<td>Dentist</td>
<td>p) Olive Oil</td>
</tr>
<tr>
<td>Psychiatrist</td>
<td>q) Ice Cream</td>
</tr>
</tbody>
</table>

2. Visits
3. Property
4. General Office
5. Programmes Mains - Welfare, Psychology, Drug and Alcohol, Parole
6. Programmes Education - Education, Library
7. Chapel - Chaplain
8. Clinic - Doctor, Dentist, Psychiatrist
9. Activities
10. Classification
11. Canteen
12. Gym (weights yard)
13. Laundry
14. Upholstery
15. Oval
3. Fill in the missing letters.
   a) T _ m _ t _ S _ u _ e
   b) Ch _ _ _ _ _ au _
   c) T _ pp _ _ _ l c _ Cr _ _
   d) Yo _ _ ur _
   e) H _ _ b _ _ T _ _ B _ _ s
   f) _ _ caff _ _ n _ ted C _ ff _
   g) Noo _ _ _ s
   h) _ _ g _ _ _ ne
   i) M _ n _ r _ l W _ t _ r
   j) _ _ v _ _ _ l

4. Order 4 items on your buy-up.
   a) Ice Cream
   b) Peanuts in Shell
   c) Sugarine Tabs
   d) Olive Oil

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
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<tbody>
<tr>
<td>ICE CREAM</td>
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<tr>
<td>TOPPING Ice Cream</td>
<td>140</td>
</tr>
<tr>
<td>FISH</td>
<td>33</td>
</tr>
<tr>
<td>HERBAL TEA BAGS</td>
<td>271</td>
</tr>
<tr>
<td>DECAF ESPRESSO</td>
<td>211</td>
</tr>
<tr>
<td>PEANUTS IN SHELL</td>
<td>303</td>
</tr>
<tr>
<td>NOODLES</td>
<td>3254</td>
</tr>
<tr>
<td>SUGARINE Tabs</td>
<td>5003</td>
</tr>
<tr>
<td>MINERAL WATER</td>
<td>2023</td>
</tr>
<tr>
<td>OLIVE OIL</td>
<td>90</td>
</tr>
</tbody>
</table>

   Abbreviation - shortened words.

   300ml - 300 millilitres - how much liquid
   300gm - 300 grams - how much weight
   1ltr - 1 litre - how much liquid
   L/L - Long Life - means that it doesn’t need to be put in the fridge until it is opened
   " - means the same as the word above

CHAPTER 7 - GROCERIES

Flavoured, tinned and Long Life milk.

Listen and Repeat.

1. Cream Canned
2. Powdered Milk 300gm
3. Sweet Condensed Milk
4. Carnation Milk
5. So-Good Soy Milk 1ltr
6. Long Life Milk 1ltr
7. 1ltr Chocolate Milk L/L
8. 1ltr Caramel Milk L/L
9. Choc Milk L/Life 350ml
10. Strawberry "
11. Caramel "
12. Banana "
13. Coffee "
CHAPTER 7 - EXERCISES

1. Listen to the words. Mark the stressed syllable. The first has been done for you.
   a) Powdered Milk
   b) Carnation Milk
   c) Chocolate Milk
   d) Banana Milk
   e) Coffee Milk

2. Match the words in column A with the words in column B

   A                      B
   a) Cream Canned       a) Powdered Milk
   b) Powdered Milk      b) Caramel Milk
   c) Long Life Milk     c) Chocolate Milk
   d) Chocolate Milk     d) Cream Canned
   e) Honeycomb Milk     e) So-Good Soy Milk
   f) So-Good Soy Milk f) Banana Milk
   g) Caramel Milk      g) Long Life Milk
   h) Banana Milk       h) Honeycomb Milk

3. Fill in the missing letters.
   a) Cr _ _ _ _ Ca _ _ _ _
   b) _ owd _ _ _ M _ _ _
   c) C _ _ _ _ t _ n _ _ lk
   d) So - G _ _ _ S _ _ _ _ k
   e) _ _ _ g _ _ _ e _ _
   f) Ch _ _ _ o _ _ t _ M _ _ k
   g) a _ _ a _ e _ _ _ _ lk
   h) C _ ff _ _ _ _ i _ k

4. Order 4 items on your buy-up.
   a) Carnation Milk
   b) Long Life Milk
   c) Strawberry Milk
   d) Coffee Milk
**CHAPTER 8 - OVERSPENDS**

Toiletries - This has things you need to keep clean and tidy - soap, shampoo, shaving needs etc.

**Listen and Repeat.**

1. Lux Soap Twin Pkt
2. Palmolive
3. Pears Soap
4. Medicated Soap
5. Cashmere Bouquet
6. Soap Holder
7. Decore Shampoo
8. Decore Conditioner
9. Sunsilk Shampoo
10. Sunsilk Conditioner
11. Anti Dandruff S/poo
12. Gillette Dis Razor 8's
13. Blades Shick 5's
14. Shick Razor Kit
15. Mirror Shaving
16. Shaving Brush
17. Shaving Cream Palmolive
18. Cotton Buds

**Abbreviations** - shortened words.

Pkt - packet
S/poo - shampoo
8's - there are 8 in a packet
Dis - disposable, throwaway

---

**CHAPTER 8 - EXERCISES**

Toiletries (1)

1. **Listen to the words. Mark the stressed syllable. The first one has been done for you.**

   a) Palmolive
   b) Medicated Soap
   c) Sunsilk Shampoo
   d) Mirror Shaving
   e) Shaving Brush

2. **Match the words in column A with the words in column B**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Pears Soap</td>
<td>a) Shick Razor Kit</td>
</tr>
<tr>
<td>b) Decore Shampoo</td>
<td>b) Cotton Buds</td>
</tr>
<tr>
<td>c) Shick Razor Kit</td>
<td>c) Soap Holder</td>
</tr>
<tr>
<td>d) Anti Dandruff Shampoo</td>
<td>d) Pears Soap</td>
</tr>
<tr>
<td>e) Cotton Buds</td>
<td>e) Medicated soap</td>
</tr>
<tr>
<td>f) Medicated Soap</td>
<td>f) Mirror</td>
</tr>
<tr>
<td>g) Soap Holder</td>
<td>g) Anti Dandruff Shampoo</td>
</tr>
<tr>
<td>h) Mirror</td>
<td>h) Decore Shampoo</td>
</tr>
</tbody>
</table>

---

24
3. **Fill in the missing letters.**

   a) P _ m _ l ve
   b) _ shm re B _ qu
   c) D c r Sh _ P
   d) S s lk _ oo
   e) ick _ K
   f) Sh  r sh

4. **Order 4 items on your buy up.**

   a) Medicated Soap
   b) Soap Holder
   c) Schick Razor Kit
   d) Shaving Brush

---

**Toiletries (2)** - This list has teeth, nail and hair needs.

- Steradent Denture Paste
- Colgate Toothpaste
- Brylcream
- Deodorant Roll On
- Tissues
- Vaseline Int/Care 200ml
- Talcum Powder
- Baby Oil
- Oil of Ulan
- Nail Clippers
- Nu Brush Hair Round
- Hair Brush
- Nail Brush

**Abbreviations** - shortened words.

- Int/Care - intensive care
- 200ml - 200 millilitres - how much liquid
Toiletries (2)

1. **Listen to the words. Mark the stressed syllable. The first has been done for you.**
   
   a) Steradent Denture Paste
   b) Brylcream
   c) Deodorant Roll On
   d) Talcum Powder
   e) Hair Brush

2. **Match the words in column A with the words in column B**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Deodorant Roll On</td>
<td>a) Talcum Powder</td>
</tr>
<tr>
<td>b) Tissues</td>
<td>b) Steradent Denture Paste</td>
</tr>
<tr>
<td>c) Talcum Powder</td>
<td>c) Hair Brush</td>
</tr>
<tr>
<td>d) Oil of Ulan</td>
<td>d) Brylcream</td>
</tr>
<tr>
<td>e) Hair Brush</td>
<td>e) Tissues</td>
</tr>
<tr>
<td>f) Steradent Denture Paste</td>
<td>f) Colgate Toothpaste</td>
</tr>
<tr>
<td>g) Brylcream</td>
<td>g) Deodorant Roll On</td>
</tr>
<tr>
<td>h) Colgate Toothpaste</td>
<td>h) Oil of Ulan</td>
</tr>
</tbody>
</table>

3. **Fill in the missing letters.**

   a) St _ _ ad _ _ _ _ De _ _ ur _ _ P _ _ te
   b) C _ _ g _ t _ T _ _ th _ _ _ s _ e
   c) _ eo _ or _ _ _ _ R _ _ _ _ O _
   d) _ _ ss _ _ _ s
   e) T _ _ le _ _ _ _ P _ _ d _
   f) B _ b _ _ O _
   g) _ ai _ _ Cl _ _ _ _ _
   h) H _ _ r _ _ _ us _

4. **Order 4 items on your buy-up.**

   a) Tissues
   b) Baby Oil
   c) Colgate Toothpaste
   d) Talcum Powder
CHAPTER 10 - OVERSPENDS

Stationery and Miscellaneous. - This list has writing needs and other things like batteries.

Listen and Repeat.

1. Writing Pad
2. Biro 4 in One
3. Stamped Envelopes
4. Aerogramme
5. Batteries AA x 4
6. Batteries C x 2
7. Batteries D x 2
8. Batteries AAA x 2
9. Can Opener
10. Cards Queen Slipper
11. Insect Repellent

Abbreviations - shortened words.
AAA, AA, C, D - the size of the batteries
x 4, x 2 - how many are in the packet

CHAPTER 10 - EXERCISES

1. Listen to the words. Mark the stressed syllable. The first one has been done for you.
   a) Biro
   b) Aerogram
   c) Batteries
   d) Can Opener
   e) Insect Repellent

2. Match the words in column A with the words in column B

   A                      B
   a) Writing Pad         a) Cards Queen Slipper
   b) Stamped Envelope   b) Can Opener
   c) Batteries          c) Biro
   d) Cards Queen Slipper d) Insect Repellent
   e) Aerogram           e) Writing Pad
   f) Biro               f) Aerogram
   g) Can Opener         g) Batteries
   h) Insect Repellent   h) Stamped Envelope
3. Fill in the missing letters:
   a) W ___ l___g P ___
   b) St ___ ed En ____ o c
   c) ____ ro ____
   d) B ___ tt ___ ic
   e) ___ a _____ Q ___ ee Sl ___ er

4. Order 4 items from your buy-up.
   a) Writing Pad
   b) Batteries AA x 4
   c) Can Opener
   d) Cards Queen Slipper

CHAPTER 11 - ADDITIONAL ITEMS

This is a list of items that have been added to the buy-up list - sauces, rice and noodles, cans of dinner and cereals.

Listen and repeat:

1. Soy sauce
2. Tabasco Sauce
3. Black Bean Sauce
4. Spaghetti Sauce
5. Oyster Sauce
6. Satay Sauce
7. Black Olives
8. Mayonnaise
9. Rice Long Grain Wht
10. Rice Brown L/Grain
11. Noodles 3 min Chinese
12. Bowl Noodles beef
13. Bowl Noodles Chick
14. Bowl Noodles Curry
15. Steak & Veg Can
16. Sausages Canned
17. Corned Beef Canned
18. Coco Pops
19. Nutri Grain
20. Albran

**Abbreviations:**
- Wht - White
- L/Grain - Long Grain
- Min - Minutes
- Chick - Chicken
- & - and
- Veg - Vegetables
CHAPTER 11 - EXERCISES

1. Listen to the words. Mark the stressed syllable. The first has been done for you.
   a) Spaghetti Sauce
   b) Satay Sauce
   c) Mayonnaise
   d) Sausages Canned
   e) Nutri Grain

2. Match the words in column A with the words in column B

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Oyster Sauce</td>
<td>a) Noodles 3 min Chinese</td>
</tr>
<tr>
<td>b) Black Olives</td>
<td>b) Steak &amp; Veg Canned</td>
</tr>
<tr>
<td>c) Mayonnaise</td>
<td>c) Nutri Grain</td>
</tr>
<tr>
<td>d) Noodles 3 min Chinese</td>
<td>d) Black Olives</td>
</tr>
<tr>
<td>e) Steak &amp; Veg Canned</td>
<td>e) Coco Pops</td>
</tr>
<tr>
<td>f) Coco Pops</td>
<td>f) Oyster Sauce</td>
</tr>
<tr>
<td>g) Nutri Grain</td>
<td>g) Corned Beef Canned</td>
</tr>
<tr>
<td>h) Corned Beef Canned</td>
<td>h) Mayonnaise</td>
</tr>
</tbody>
</table>

3. Fill in the missing letters.
   a) S _ S _ c
   b) Sp _ h _ t _ au _ e
   c) _ y s _ _ c e
   d) M _ y _ nn _ s
   e) Bo _ N _ d _ B _ f
   f) _ l _ ck _ l _ v _ s
   g) _ au _ a _ e _ C _ n n _
   h) C _ c _ o _ s
   i) _ _ tr _ _ ai
   j) _ ow _ _ oo _ _ e _ C _ rr _

4. Order 4 items on your buy-up.
   a) Tabasco Sauce
   b) Bowl Noodles Beef
   c) Sausages Canned
   d) Albran
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[Signature]

Glenda Debenham
Parramatta Correctional Centre.