

**Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 52 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 1.3 *Roy and Employees*

[Audio CD Track #3]

8 Roy manages a small construction company. Recently, the
19 company has started to grow. It is now getting more business
31 than Roy's employees can handle. Roy is glad to see the business
42 grow. Based on his budget, Roy can hire three new employees.
54 Two will need to work in the office. The other employee will
59 work on the job sites.
71 Roy's office is small, but he can't afford to rent more space.
83 Roy has worked out a plan that would let everyone have some
95 space in the office. However, it means that the whole office will
108 have to be changed. Nita will have to share space with one of
121 the new employees. Jason will have to move from his spot by the
132 window. Terrell and Candace will have to share a work space.
142 All of the old employees are upset about the changes.

Note Observed Errors

Summarize Errors:

Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 5 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 1.6 Lisa

[Audio CD Track #6]

12 Lisa is the head housekeeper for the Davenport Hotel. It is Lisa's
24 job to schedule the housekeepers. She also has to make sure that
38 they have all of the supplies they need to do their jobs. At the
51 end of each day, Lisa checks rooms to make sure they are okay.
62 Business travelers like the hotel because it is close to where
72 they hold meetings. Lately, they have been complaining to the
82 manager. They have told the manager that their rooms were
95 not cleaned well. They also told him that they have had to wait
106 too long to check in because their rooms weren't ready. Some
114 business travelers have even stopped making reservations. The
123 manager is really upset with Lisa and the staff.
133 Lisa decided to meet with the housekeeping staff. She asked
144 them why the rooms aren't being cleaned on time. They said
156 they need more housekeepers to keep up with all of the work.
167 Lisa said she would need more information before going to the
173 manager to ask for more help.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
 Preparing Workers for 21st Century Employment
 Reading Fluency Development
 Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 19 Seconds Target Maximum Errors: 5

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 2.3 Paul and David

[Audio CD Track #9]

Note Observed Errors

11 Paul and David are good friends. They went to high school
20 together. Throughout high school, they planned to start their
27 own business. They enjoyed working with computers.
37 When they graduated from high school, they both got jobs
47 at Computer Repair, Inc. Computer Repair, Inc. is a large
57 company that fixes computers. Both Paul and David are good
67 workers. They can repair more computers faster than the other
68 employees.
79 Paul and David are also now starting their own business. They
88 want to design websites for companies. During their workday,
99 Paul and David spend time working on websites for their own
100 customers.
110 Josh, another employee, sees Paul and David working at the
122 computer. He complains to his boss that Paul and David are not
132 doing their job. Instead, they are using the company's computer
136 for their personal business.
147 The supervisor calls Paul and David into his office. Paul and
158 David tell their supervisor that they fix as many computers as
170 other employees. They do not think it is fair that they should
181 have to do more work than the other employees. Paul and
193 David do not understand why they shouldn't be able to use the
199 company's computers in their free time.

Summarize Errors:

Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 4 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 3.1 *Jeremy*

[Audio CD Track #10]

10 Jeremy went camping with his friends last weekend. When he
23 woke up on Monday, he had a fever and a bad stomach ache.
36 Jeremy likes his new job at the auto body shop, but needed to call
47 in sick. As it turned out, staying home Monday wasn't enough.
57 Jeremy was still sick on Tuesday and Wednesday. On Thursday,
70 he still didn't feel well. Jeremy figured he had better get back to
82 work. His coworkers had been doing their job and his all week.
87 Jeremy knew this wasn't fair.
97 By Monday, Jeremy felt good again. His boss and coworkers
111 are glad that he is feeling better. Jeremy tells them about all of the
125 fun he had on his camping trip. In fact, the camping trip is all
138 he can talk about. He forgets that his coworkers had to do their
149 work and his work too. Soon Jeremy notices that his coworkers
160 are not very friendly. His boss also seems to be angry.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
 Preparing Workers for 21st Century Employment
 Reading Fluency Development
 Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 51 Seconds Target Maximum Errors: 7

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 3.2 Victor and Tricia [Audio CD Track #11]

Note Observed Errors

13 Victor owns a child-care center. He is proud of the good care
 23 that the children receive. When someone calls in sick, Victor
 35 must find someone else to care for the children. This is hard
 47 to do. Victor tells his workers how important they are to the
 48 children.

59 On Monday at 6 a.m., Beatrice calls Victor. She has a
 68 headache, runny nose, and upset stomach. Beatrice tells Victor
 80 she has the flu and cannot work today. She apologizes for having
 92 to miss work. Beatrice tells Victor she will let him know this
 104 afternoon how she is feeling. She does not want to leave Victor
 118 without a teacher for two days in a row. Victor tells her that she
 130 should take care of herself. Victor plans to care for the children
 133 in Beatrice's classroom.

145 At 10 a.m., Victor gets a phone call from Tricia. Tricia was
 158 supposed to be in her classroom at 8. Tricia says that her alarm
 172 did not go off. She is not sure whether she will come to work.
 186 She tells Victor that she will just use one of her sick days. Tricia
 197 tells Victor she will try to wake up on time tomorrow.

207 Victor must now try to find another substitute day care
 221 worker. He was counting on Tricia to be at work and do her job.
 235 He is very upset with Tricia. She did not have a good reason for
 246 not coming to work. That's the bottom line. Even though she
 260 is a good worker, Tricia is not always on time. This is the fifth
 271 time Tricia has not come to work this month. Victor wonders
 277 whether or not to fire Tricia.

Summarize Errors:

**Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 12 Seconds Target Maximum Errors: 5

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 4.3 Roberto, Josh, and Boss (Part I)

[Audio CD Track #16]

13 Roberto just got hired at a very busy supermarket as a stock clerk.
 25 He is excited about getting the job. Roberto knows he does not
 39 speak English well. He wants this to be a good job for him. He
 51 meets the other stock clerk, Josh. Josh wants to get a promotion.
 63 The boss gives Josh a chance to help Roberto. Josh will show
 74 Roberto the job. Roberto is happy. Now he has someone who
 82 will help him if he does not understand.
 94 The first job is to make a food display in the produce
 104 department. Roberto starts to work. Josh is just standing around.
 116 Roberto asks Josh to help. Josh snaps and says "What? I can't
 126 understand you." Josh does not like putting up displays. They
 130 are too much work.
 139 Roberto starts to work again. Roberto is disappointed. He
 152 wants Josh to help him. Then he realizes that he does not have
 164 all the parts. He doesn't know where to look. Josh sees that
 174 Roberto is having a problem. Instead of helping Roberto, Josh
 180 walks away and takes a break.

Note Observed Errors

Summarize Errors:

Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 10 Seconds Target Maximum Errors: 5

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 5.1 Fred

[Audio CD Track #22]

11 Fred works for a large manufacturing plant. He is a line
21 supervisor. He supervises twenty-five workers. Fred's team is the
31 highest producing team at the plant. Fred enjoys working with
44 his team. Last week, Fred's boss added a new duty to his job.
54 Fred now has to complete the monthly report. The monthly
66 report shows how well the plant is doing. Fred's boss has always
78 completed the report. It is an important job that must be done.
92 Fred's boss said that he is the best supervisor at the plant. He is
103 sure that Fred will do a great job on the report.
115 Fred is worried about having to do the report. He does not
128 want his boss to think that he cannot do the job. However, Fred
141 is not sure where to start. He knows what the report looks like,
155 but isn't sure how to put it together. He knows that he will have
168 to learn new skills, but does not know who to ask. As always,
175 Fred wants to do a good job.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
 Preparing Workers for 21st Century Employment
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 Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 40 Seconds Target Maximum Errors: 7

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 5.2 Dell [Audio CD Track #23]

12 After one year on the job, Dell is called into her supervisor's
 25 office. She is nervous. She thinks about the last few weeks to see
 37 if she has made any mistakes. She can't think of anything that
 49 she has done wrong. She has tried hard to learn everything she
 61 can about the company. She wants to move up in the company.
 71 Dell sits down in her supervisor's office. Her supervisor, Mr.
 85 Bell, asks if she would like to take a higher paying job. Dell is
 97 very happy. Mr. Bell tells here there are two different jobs. The
 102 jobs are in different departments.
 113 The first job is working with Ms. Lena. Dell knows that Ms.
 126 Lena is a difficult boss. Ms. Lena is not very friendly. She expects
 137 people to work hard and learn new things. Often, people are
 146 required to work overtime. Many people in her department
 158 have asked to be transferred. They do not like working with Ms.
 168 Lena. However, Ms. Lena's department has the best sales record
 178 for the company. Three people have been promoted from her
 183 department in the past year.
 196 The second job is in Mr. Ray's department. Mr. Ray is a very
 207 easy-going boss. He enjoys working with his staff. They have
 220 fun getting the job done. Mr. Ray does not require that his staff
 230 work overtime. Very few people leave his department. Many of
 241 them stay until they retire. However, only one person has been
 250 promoted from his department in the past three years.

Note Observed Errors

Summarize Errors:

Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet

Student Name _____ Class/Instructor: _____

Target Reading Time: 57 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 6.6 Sonia (Part II)

[Audio CD Track #30]

10 Ms. Hanna gives Sonia oral directions to deliver three messages.
23 Sonia is handed one message in a blue envelope. It goes to Bill
35 White in payroll. Another message is in a green envelope. It goes
48 to Pat Role in shipping. The third envelope is white and goes to
57 Jerry Shipley in billing. Ms. Hanna quickly walks away.
68 Sonia is typing a report when Ms. Hanna gives her the
81 envelopes. Sonia did not listen carefully. She is not sure if she has
92 heard the directions right. She wishes she had written down the
104 name of the person on each envelope. She looks at the envelopes
116 and thinks, "Does the white envelope go to Bill White? Or was
129 that Bill in billing? Is Jerry Shipley in shipping? Is Pat Role in
141 payroll? Sonia knows she is not sure. She wonders if she should
142 guess.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
 Preparing Workers for 21st Century Employment
 Reading Fluency Development
 Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 5 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 7.1 Alex (Part I)

[Audio CD Track #31]

14 Alex has a job at the Fancy Fudge Shoppe. There are a lot of
 27 people that come to the shop. It is a place where people come
 39 to buy fudge. People can also watch the fudge being made. Alex
 47 makes the fudge. Some employees sell the fudge.

60 Alex gets one of the large marble tables in the front of the
 70 store ready. Lonny mixes the ingredients. He heats the mixture
 85 in a copper pot. He has to stir it. Lonny has to wait until the
 96 fudge gets to the right temperature. He then pours the fudge
 103 onto the marble table to cool some.

114 Alex then has to “paddle” (stir) the fudge. People like to
 126 watch as Alex smoothes the fudge back and forth. This takes a
 140 lot of time. Alex has to pay attention. The fudge has to get firm.
 152 Alex is talking to a customer. He stops paddling the fudge to
 163 talk. The fudge becomes too hard. It can not be used.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
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 Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 57 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 7.2 Alex (Part II)

[Audio CD Track #32]

Note Observed Errors

12 Lonny is ready with another pot of fudge. He tells Alex that
24 he needs to pay attention. Alex agrees. He knows that he just
36 ruined ten pounds of fudge. He knows that the shop lost money.
44 He will not ever let this happen again.
54 Lonny pours another batch of fudge on the marble table.
65 Alex paddles the fudge. He lets Lonny talk to the customers.
76 Alex pays attention. Alex adds the nuts just before the fudge
89 cools. Alex paddles the fudge into a long loaf. Now he can slice
95 the fudge. Alex feels better now.
106 The owner, Mr. Jenson comes to the shop. Alex tells him
115 what happened. Mr. Jenson knows mistakes can happen. He
127 also knows when an employee does not do his job. The owner
140 thanks Alex for telling him. Mr. Jenson is glad that Alex will do
143 a better job.

Summarize Errors:

**Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 7 Seconds Target Maximum Errors: 5

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 7.3 Jeff (Part I)

[Audio CD Track #33]

13 Jeff works at Sparkle Custom Car Wash. Lee is a new worker. Jeff
26 does not like to work with Lee. Lee is always talking. He talks
38 about everything. When Lee talks, he does not work. If he hears
53 a song, he starts dancing. It takes Lee a long time to clean a car.
65 Jeff thinks Lee gets too distracted. He tells Lee to stop talking
67 and work.
79 Lee has had many jobs. He knows that other people do not
92 like to work with him. He also knows that Jeff wants to work
106 fast. Lee wants to keep this job. Jeff works on the right side of
120 the car. Lee works on the left. He decides to watch Jeff and do
133 every thing that Jeff does at the same time. However, Jeff is really
147 fast. He has been doing this for a long time. Lee cannot keep up
162 with Jeff. Now Lee is not doing a good job. He misses a lot of
168 places by trying to go fast.

Note Observed Errors

Summarize Errors:

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Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 8.3 Sam (Part I)

[Audio CD Track #37]

11 Sam works for Shed’s Lawn Service. He edges and mows the
23 grass. Sometimes he will trim the bushes. Sam will also do extra
36 work on the side for some of the home owners. Mrs. Rowe asks
48 Sam to come back tomorrow. She wants him to replant some of
59 her ferns. She thinks they need to be in the shade.
72 Sam comes back the next day. Mrs. Rowe has left a map of
84 the yard. She has marked where she wants Sam to replant the
98 ferns. Sam looks at the map, but holds it upside down. He is not
111 sure where she wants the ferns to go. Sam knows she wants the
115 ferns in the shade.
127 Sam knows he can not come back tomorrow. He looks at the
140 map again. He finds a shady spot in the yard and replants the
150 ferns. He hopes he planted them in the right place.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 5 Seconds Target Maximum Errors: 4

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 8.4 Sam (Part II)

[Audio CD Track #38]

12 Sam goes home. He shows the map to his friend. The friend
24 turns the paper around. The friend shows him how to read the
35 map. Sam did not understand the arrows for north, south, east
45 and west. He now understands how to read the map.
57 Sam knows he planted the ferns in the wrong place. He feels
69 terrible. He goes back to Mrs. Rowe's house. Mrs. Rowe is home.
83 She is crying. She tells Sam that he planted all the ferns in the
96 wrong place. She tells Sam that she had just planted all her tulip
108 bulbs in the same place two days ago. Now they are ruined.
121 Mrs. Rowe is very upset. She tells Sam that he is fired. She
135 says, "Do not come back. I do not want you to work for me
149 anymore. I will find someone else. I am not going to pay you for
162 today. Please leave." Sam tries to say he is sorry. Mrs. Rowe walks
163 away.

Note Observed Errors

Summarize Errors:

**Michigan Adult Education
Preparing Workers for 21st Century Employment
Reading Fluency Development
Student Reading Record Sheet**

Student Name _____ Class/Instructor: _____

Target Reading Time: 1 Minute 27 Seconds Target Maximum Errors: 6

Initial Reading Date: _____ Time: _____ Errors: _____

Post-Reading Date: _____ Time: _____ Errors: _____

2nd Post Reading Date: _____ Time: _____ Errors: _____

Reading Selection 9.2 Syd

[Audio CD Track #40]

12 Syd is a night supervisor of a large office building. During the
22 day, lawyers and accountants work in the building. There are
33 confidential records in the building. Syd's job is to make sure
46 that no one enters the building who is not supposed to be there.
57 He makes rounds of the building each hour. Syd must check
69 each office. He makes sure that everything is locked. When he is
80 at his desk, Syd watches the monitors. The monitors show Syd
86 what is happening in the building.
98 Syd often gets bored with his job. He has a computer on
109 his desk. Sometimes he plays games on the computer instead of
121 watching the monitors. Syd also likes to "surf the web." He likes
134 to buy and sell things on the web. Last night, Syd found many
146 things to buy. He spent four hours on the computer. He forgot
157 to make his rounds. He was worried about missing his rounds.
167 However, the building was safe so he went home happy.
179 This morning Syd gets a call at home. Jan, his supervisor is
190 very unhappy. Jan saw the computer and what Syd had been
204 doing. Jan tells Syd that she has a record of how much time Syd
217 has spent on the computer. Jan tells Syd to come in to work
218 immediately.

Note Observed Errors

Summarize Errors:

