

Before You Read

Functional Documents

Connect to the Functional Documents

Think about a time when you and your family or friends planned an outing.

Partner Talk With a partner, talk about how you and your family or friends prepared for your outing. What kind of information did you need to reach your destination on time?

Build Background

No matter where you live, you need to know your way around your community. That's why it is important to know how to read schedules, Web sites, maps, and other functional documents.

- **Schedules** often list the arrival and departure times of trains, buses, and other forms of transportation. Information in schedules is organized in vertical (up-and-down) columns and horizontal (left-to-right) rows. To find specific information on a schedule, you must look in the correct column and row.
- **Web pages** often contain important information about your community, including schedules and maps. **Maps** are representations of land and structures. Maps often use symbols and colors to represent different locations and structures.

Set a Purpose for Reading

Reading Strategy Skim and Scan

When you **skim** a document, you quickly look over a document to see what it's generally about. To skim effectively, follow these tips:

- Look for text features, such as subheads, captions, bold print, italics, and key words, to get a general idea of the content.
- Look for the pattern of organization, called the text structure. For example, if you find that a train schedule uses chronological order, it will be easier to locate the information you need.

When you **scan** a document, you quickly look over a document to find specific information or details. To scan effectively, follow these tips:

- Have a clear idea of what information you are seeking.
- Look only for key words that will guide you to the information you need.

Learning Objectives

For pages 243–246

In studying these texts, you will focus on the following objectives:

Reading:

Analyzing informational text.
Analyzing text structure.

Understand Schedules

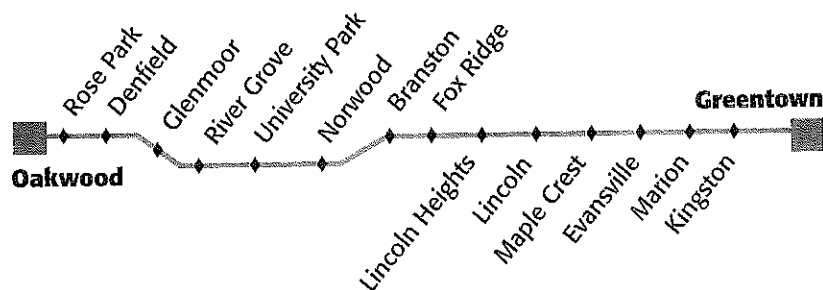
Schedules help you locate information quickly. Think about when and why someone might use this schedule.

Train Schedule

#317 Oakwood - Greentown Line

Sunday

Stations	AM	AM	AM	PM	PM	PM	PM
• Oakwood	LV: 7:05	9:05	10:05	2:05	5:05	7:05	10:05
• Rose Park	7:13	9:13	10:13	2:13	5:13	7:13	10:13
• Denfield	7:17	9:17	10:17	2:17	5:17	7:17	10:17
• Glenmoor	7:21	9:21	10:21	2:21	5:21	7:21	10:21
• River Grove	7:24	9:24	10:24	2:24	5:24	7:24	10:24
University Park	7:27	9:27	10:27	2:27	5:27	7:27	10:27
• Norwood	7:31	9:31	10:31	2:31	5:31	7:31	10:31
• Branston	7:35	9:35	10:35	2:35	5:35	7:35	10:35
• Fox Ridge	7:39	9:39	10:39	2:39	5:39	7:39	10:39
Lincoln Heights	7:42	9:42	10:42	2:42	5:42	7:42	10:42
• Lincoln	7:45	9:45	10:45	2:45	5:45	7:45	10:45
• Maple Crest		9:47	10:47				
• Evansville		9:50	10:50				
• Marion	7:50	9:54	10:54	2:50	5:50	7:50	10:50
Kingston	7:53	9:58	10:58	2:53	5:53	7:53	10:53
• Greentown	AR: 8:09	10:13	11:13	3:09	6:09	8:09	11:09



Skim and Scan Skim the names of the train stations. Then scan to find out how many times the train stops at the Evansville station.

Understand Maps

You can use maps such as this online seating map to help you make plans for an event. How might the information on the "Seating Map for Basketball" section help you make plans for buying tickets to a basketball game?

Skim and Scan Suppose that you want to buy tickets for the circus. Is it possible to view a seating map for the circus? Scan the text features of the Web page, such as the headings and buttons, to find out.

http://thegreentownarena.com

THE GREENTOWN ARENA

[HOME](#)
[CALENDAR](#)
[GREENTOWN GIANTS](#)

[BOX OFFICE](#)
[RESTAURANTS](#)

[DIRECTIONS](#)
[JOB OPPORTUNITIES](#)
[SITE MAP](#)

Greentown Arena's comfortable accommodations and great sight lines make it the state's best arena for sports, concerts, and special events. Check out the configurations below to see how seating is set up for different events.

[SEATING MAP FOR BASKETBALL](#)
[SEATING MAP FOR CIRCUSES AND ICE SHOWS](#)
[SEATING MAP FOR CONCERTS](#)

THE GREENTOWN ARENA

Seating Map for Basketball

CLICK ON SECTION TO PURCHASE TICKETS

Vocabulary

accommodations (ə kom'ə da'shənz) *n.* places to stay or sleep, often where food is served

configurations (kən-fig'yə rā'shənz) *n.* the arrangements of parts

After You Read

Respond and Think Critically

Review the documents on pages 244–245. Then read each question below and select the best answer.

Complete Q1-5 & Writing

Test Skills Practice

1. What is the main purpose of the train schedule?
 - A to persuade people to take the train instead of driving an automobile
 - B to inform people of the arrival and departure times of trains on the Oakwood-Greentown Line
 - C to explain how to buy a train ticket at an automated ticket machine
 - D to entertain people who like to solve math problems in their free time
2. According to the seating map for basketball, which section is closest to the center of the basketball court in the Greentown Arena?
 - A section S
 - B section K
 - C section G
 - D section B
3. According to the train schedule, which trip would take the least amount of time?
 - A the trip from Glenmoor to Fox Ridge
 - B the trip from River Grove to Lincoln
 - C the trip from Norwood to Greentown
 - D the trip from Oakwood to Denfield
4. Suppose you want to buy tickets to see a basketball game at the Greentown Arena. How might the seating map help you understand which section you would like to sit in? Explain.

5. Suppose you have tickets for a concert at the Greentown Arena. The concert begins at 8:30 P.M. Which train would you take from Fox Ridge in order to arrive in Greentown closest to 8:30 P.M.? Explain.



Writing **Complete*

Create a Map Imagine that there is a new student at your school who has moved into your neighborhood. Create a map of your school or your neighborhood to give to the new student.

* Your map should

- use colors and symbols to represent land and/or structures
- inform the student about the places that might be most important to someone who is new to the school or neighborhood



Literature Online

Selection Resources For Selection Quizzes, eFlashcards, and Reading-Writing Connection activities, go to glencoe.com and enter QuickPass code GL29763u2.