

**EL Civics Objective 4.9 – Housing Rentals
Level: Intermediate Low IL**



**Task 1: Complete a Rental Application Form
Task 3: Write an Email About a Housing Problem**

Teacher Guide & Answer Key Tasks 1 & 3 – Intermediate Low

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EL Civics Objective 4.9 – Housing Rentals Level: Intermediate Low IL



Task 1: Complete a Rental Application Form

CIVIC OBJECTIVE

Describe methods and procedures to obtain housing and related services including low-cost community housing.

LANGUAGE & LITERACY OBJECTIVE

In this lesson, students will learn to:

8. Complete an application to rent housing or apply for a mortgage

ASSESSMENT TASK – 14 points possible

Given an agency-created personal and housing history, student (IL-ADV) will fill out an authentic rental application form.

COR CONTENT REPRESENTED

- conversations
- increasing number of content-specific vocabulary
- specific information, definitions, or details
- purpose & audience in a one-page authentic text
- abbreviations
- fill out a simple form that requires some detailed biographical information

HANDOUTS PROVIDED

Handout 1: Discussion/Conversation Questions: Housing & Renting
Handout 2: Introduction: Housing
Handout 3: Vocabulary: Rental Applications
Handout 4: Reading: A Sample Application
Handout 5: Activity/Practice 1: Pair Practice
Handout 6: Activity/Practice 2: Independent Practice
Handout 7: Practice Assessment: A Rental Application

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Task 1 – Handout 1

DISCUSSION/CONVERSATION QUESTIONS: Housing & Renting

Directions: discuss the questions with a partner or group.

NOTE: a **landlord** or **landlady** is the person who owns the apartment or house (you pay rent to them). A **tenant** is the person who rents the apartment or house (the renter).

1. Do you live in a house, apartment, or some other kind of housing?
2. Do you like your home? Why or why not?
3. How many bedrooms and bathrooms do you have?
4. Do you rent your home or own your home?
5. Do you like your landlord or landlady?
6. What are some problems in your home?
7. Is it easy or difficult to rent? Why?
8. Did you fill out an application when you rented your home? What information did your landlord or landlady want?
9. Do you know what rights you have as a tenant?
10. Do you know what responsibilities you have as a tenant? What rules do you need to follow?

Task 1 – Handout 2

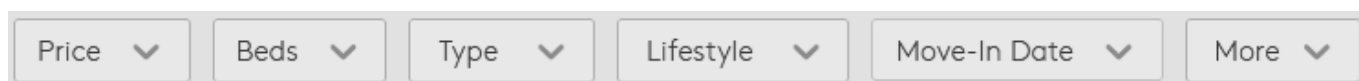
INTRODUCTION: Housing

When looking for housing, the best place to go is the internet. There are many websites that can help you find a house or apartment.

Many websites allow you to choose what you are looking for in a home, such as:

- number of bedrooms
- number of bathrooms
- maximum rent
- city or area
- and much more!

One very popular website is called Apartments.com. First, you type in your city. Next, you will see these options:



Other websites you can use are:

- Zillow
- Realtor.com
- Rent.com
- Zumper
- Apartment Finder

The websites will give a lot of information about each apartment and photos. There is also contact information so you can call, email, or visit the place that you choose. Many have videos and virtual tours!

Here is what an ad on apartments dot com looks like: you click on the ad for all the information!

Pacific Woods Apartment Homes
16350 S Harbor Blvd, Santa Ana, CA 92704

Jamboree
MANAGEMENT

\$2,185 - 2,775
1-2 Beds
Specials

Cat Friendly, Fitness Center, Pool,
Dishwasher, Walk-In Closets, Clubhouse,
Balcony, Range

(949) 386-1383

Videos | Virtual Tour

Email

Task 1 – Handout 3

VOCABULARY: Rental Applications

When you find an apartment or a house you want to rent, you need to fill out an application. You need to include information about yourself, any other occupants, and your history. Landlords and landladies want to be sure that you can pay your rent, that you are a good tenant, and often they want someone who will stay—not someone who moves every month!

1. **Applicant:** person applying for the apartment.
2. **Co-Applicant:** the person who applies for a loan with the applicant (wife, husband, brother, etc.). They are agreeing to be responsible for the rent and the rules along with the applicant.
3. **Dependents:** any children or others who live with you that you are responsible for.
4. **Pets:** any animals (if the apartment is okay for pets). It's important to check if the apartment allows pets, and what kinds. Sometimes there are limits on how many, what kind of animals, and what size.
5. **Residential History:** where you live now and in the past. Usually they want to know about the last 3-5 years.
6. **Employment Information:** your job and your salary, any other income, such as your spouse's or co-applicant's.
7. **Salary or Income:** how much money you make. Salary is from work, income can be from work, investments, or any way that you receive money.
8. **Source:** where something comes from (The source of my income is my job at Target.)
9. **Bank Information:** your bank name and account. Some landlords/landladies will ask for this information to verify your income. Others will only ask for copies of paystubs to be sure that you can pay the rent.
10. **Credit History:** the record that shows if you are good with money. Do you pay your bills? Do you pay them on time?
11. **Personal References:** people that can be a reference for you (past landlord or your manager at work are good choices).
12. **Security Deposit:** money that you pay with your first month's rent. It pays for any damage to the apartment that you did not fix.

Task 1 – Handout 4

READING: A Sample Application

Directions: Read the applicant information for Jose Gomez.

First is the personal information about Jose and his family.

PLEASE TELL US ABOUT YOURSELF

Full Name: Jose Luis Gomez **Date of Birth:** 02/15/89
Social Security #: 042-67-7562
Home Phone: (714) 555-1675 **Other Phone:** (714) 555-7900
Email Address: jgomez79@gmail.com
Co-Applicant Name: Marta Gomez
Co-Applicant Date of Birth: 06/06/91
Social Security #: 017-03-3684
Names & Ages of Dependents: Rosa Gomez, 11. Luis Gomez, 8
List All Pets: 1 cat

Next is the information about his residential history.

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: 5621 Main St. **Apt. #:** 14
City: Orange **State:** CA **Zip:** 92863
Month/Year Moved In: 11/2017 **Reasons for Leaving:** Bigger Apt.
Rent: \$2600

Finally, his employment information.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an "X"

Your Status: **Full Time** **Part Time** **Student** **Unemployed**
Employer Acme Construction
Dates employed 6/2014 - Present **Employed as** Construction Worker
Supervisor Name Sam Jones **Phone** (714) 555-0312
Salary \$ 3700.00 **per month.** (If employed by above less than 12 months, give name & phone of previous employer or school: _____ .)

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$1600/month **Source/Contact Name** Marta Gomez (spouse)

Task 1 – Handout 5 (2 pages)


ACTIVITY/PRACTICE 1: Pair Practice

Directions: Work with a partner. Read the information below about the people who want to rent an apartment. Fill in the correct information on the application.


Instructors: The practices & practice evaluation mirror the assessment (just with a different scenario).

Scenario:

Binh Tran (applicant) and his wife Anh would like to rent an apartment in Garden Grove. They have 2 children: Lam, age 10, and Minh, age 8. They have lived at their current address since April of 2020, which is at 2774 N. Main St. #18, Orange, CA 92865. Their current rent is \$2400 a month. Their current apartment is too far from work. They have one poodle (dog).



Binh Tran
 SSN: 924-19-5622
 DOB: 10-09-78
 tran_binh78@gmail.com
 Home (949) 555-7566
 Cell (714) 555-0143



Anh Tran
 SSN: 901-42-7058
 DOB: 02-14-77
 anhtran007@gmail.com
 Home (949) 555-7566
 Cell (714) 555-0147

PLEASE TELL US ABOUT YOURSELF

Full Name: Binh Tran Date of Birth: 10-09-78
 Social Security #: 924-19-5622
 Home Phone: (949) 555-7566 Other Phone: (714) 555-0143
 Email Address: tran_binh78@gmail.com
 Co-Applicant Name: Anh Tran
 Co-Applicant Date of Birth: 02-14-77
 Social Security #: 901-42-7058
 Names & Ages of Dependents: Lam, 10, Minh, 8
 List All Pets: one dog

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: 2774 N. Main St. Apt. #: 18
 City: Orange State: CA Zip: 92865
 Month/Year Moved In: 04/2020 Reasons for Leaving: far from work
 Rent: \$2400

Task 1 – Handout 5, cont.

Directions. Now read the information about Binh’s and Anh’s employment. Fill in the correct information on the application.

Scenario:

Binh has worked as a full-time chef at the Ha Noi Corner Restaurant in Garden Grove since 2019. His salary is \$2900 a month. His supervisor is Hoa Nguyen, who can be contacted at (714) 555-8776. Anh works in retail. Her salary is \$1920 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”
Your Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed
Employer <u>Ha Noi Corner Restaurant</u>
Dates employed <u>2019-Present</u> Employed as <u>Chef</u>
Supervisor Name <u>Hoa Nguyen</u> Phone <u>(714) 555-8776</u>
Salary \$ <u>2900</u> per <u>month</u> . (If employed by above less than 12 months, give name & phone of previous employer or school: _____ .)
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.
Amount \$ <u>1920</u> Source/Contact Name <u>Anh Tran</u>

Check your answers again. Did you:

- spell your answers correctly?
- use capitals when needed?
- put the information in the correct places?
- answer ALL the questions?


Task 1 – Handout 6 (2 pages)


ACTIVITY/PRACTICE 2: Independent Practice

Directions: Read the information on this page and the next about the people who want to rent an apartment. Fill in the correct information on the application. You can look at the previous pages to help you.

Scenario:

Fatima Khan and her husband Amir would like to rent an apartment in Anaheim (Fatima is the primary applicant). They have 1 child living with them: Ahmed, age 17. They have lived at their current address since June of 2018, which is at 3102 Pine Ave. #2B, Santa Ana, CA 92704. Their current rent is \$3500 a month. Their apartment is too big. They have no pets.

	<p>Fatima Khan SSN: 923-12-3223 DOB: 12-07-67 fatimakh67@gmail.com Home (714) 555-1159 Cell (714) 555-2580</p>
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	<p>Amir Khan SSN: 990-15-0448 DOB: 03-02-65 khan65amir@gmail.com Home (714) 555-1159 Cell (714) 555-7502</p>
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PLEASE TELL US ABOUT YOURSELF	
Full Name: <u>Fatima Khan</u>	Date of Birth: <u>12-07-67</u>
Social Security #: <u>923-12-3223</u>	
Home Phone: <u>(714) 555-1159</u>	Other Phone: <u>(714) 555-2580</u>
Email Address: <u>fatimakh67@gmail.com</u>	
Co-Applicant Name: <u>Amir Khan</u>	
Co-Applicant Date of Birth: <u>03-02-65</u>	
Social Security #: <u>990-15-0448</u>	
Names & Ages of Dependents: <u>Ahmed, age 17</u>	
List All Pets: <u>no pets</u>	

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)	
Current Address: <u>3102 Pine Ave.</u>	Apt. #: <u>2B</u>
City: <u>Santa Ana</u>	State: <u>CA</u> Zip: <u>92704</u>
Month/Year Moved In: <u>06/2018</u>	Reasons for Leaving: <u>too big</u>
Rent: <u>\$3500</u>	

Task 1 – Handout 6, cont.

ACTIVITY/PRACTICE 2: Independent Practice

Directions. Now read the information about Fatima’s and Amir’s employment. Fill in the correct information on the application.

Scenario:

Fatima has worked as a full-time math teacher at Wilson High School since 2011. Her salary is \$5500 a month. Her principal is Nicole Lee, who can be contacted at (949) 555-2449. Amir works in banking. His salary is \$3700 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”
Your Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed
Employer <u>Wilson High School</u>
Dates employed <u>2011-Present</u> Employed as <u>Math Teacher</u>
Supervisor Name <u>Nicole Lee</u> Phone (<u>949</u>) <u>555-2449</u>
Salary \$ <u>5500</u> per <u>month</u> . (If employed by above less than 12 months, give name & phone of previous employer or school: _____.)
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.
Amount \$ <u>3700</u> Source/Contact Name <u>Amir Khan</u>

Be sure to check your answers when you finish!


Task 1 – Handout 7 (2 pages)

PRACTICE ASSESSMENT: A Rental Application


Directions: Read the information on this page and the next about the people who want to rent an apartment. Fill in the correct information on the application. Do not look at the previous pages.

Scenario:

Joseph Walker and his wife Kenya would like to rent an apartment in Orange (Joseph is the applicant). They have 2 children: Sara, age 13, and Tom, age 6. They have lived at their current address since May of 2020, which is at 7022 Raitt Ave. #18, Santa Ana, CA 92701. Their current rent is \$2900 a month. They want to move to a bigger apartment. They have 1 dog.



Joseph Walker
 SSN: 970-12-9885
 DOB: 09-13-75
 jwalker@gmail.com
 Home (949) 555-7544
 Cell (949) 555-7251



Kenya Walker
 SSN: 988-09-0786
 DOB: 05-23-77
 walker_k@gmail.com
 Home (949) 555-7544
 Cell (949) 555-7044

PLEASE TELL US ABOUT YOURSELF

Full Name: Joseph Walker Date of Birth: 09-13-75
 Social Security #: 970-12-9885
 Home Phone: (949) 555-7544 Other Phone: (949) 555-7251
 Email Address: jwalker@gmail.com
 Co-Applicant Name: Kenya Walker
 Co-Applicant Date of Birth: 05-23-77
 Social Security #: 988-09-0786
 Names & Ages of Dependents: Sara, age 13, and Tom, age 6
 List All Pets: 1 dog

PLEASE GIVE RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address: 7022 Raitt Ave Apt. #: 18
 City: Santa Ana State: CA Zip: 92701
 Month/Year Moved In: 05/2020 Reasons for Leaving: too small
 Rent: \$2900

Task 1 – Handout 7, cont.

PRACTICE ASSESSMENT: A Rental Application

Directions. Now read the information about Joseph’s and Kenya’s employment. Fill in the correct information on the application.

Scenario:

Joseph has worked as a full-time computer tech at IBM since 2015. His salary is \$4800 a month. His supervisor is Debora Singh, who can be contacted at (949) 555-0489. Kenya works in education. Her salary is \$3100 a month.

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION – Mark with an “X”
Your Status: <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed
Employer <u>IBM</u>
Dates employed <u>2015-Present</u> Employed as <u>Computer Tech</u>
Supervisor Name <u>Debora Singh</u> Phone <u>(949) 555-0489</u>
Salary \$ <u>4800</u> per <u>month</u> . (If employed by above less than 12 months, give name & phone of previous employer or school: _____.)
If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.
Amount \$ <u>3100</u> Source/Contact Name <u>Kenya Walker</u>

EL Civics Objective 4.9 – Housing Rentals Level: Intermediate Low IL



SANTA ANA
COLLEGE



Santiago
Canyon
College

What happens here matters.

Task 3: Write an Email about a Housing Problem

CIVIC OBJECTIVE

Describe methods and procedures to obtain housing and related services including low-cost community housing.

LANGUAGE & LITERACY OBJECTIVE

In this lesson, students will learn to:

1. Identify or name various types of housing, areas of the home, common household items and/or problems.
6. Report and/or discuss issues of concern with landlord, property manager or real estate agent.
11. Write a note, email, or letter about a housing problem.

ASSESSMENT TASK – 20 points possible

Given a scenario or prompt, students will write a note or email to the landlord about a problem, describing the problem and how long it's been going on, and asking for repairs.

COR CONTENT REPRESENTED

- conversations
- increasing number of content-specific vocabulary
- specific information, definitions, or details
- purpose & audience in a one-page authentic text
- words & phrases related to real-life situations
- emails for personal & professional needs
- present perfect tense

HANDOUTS PROVIDED

- Handout 1: Resource Guide: Help with Housing
- Handout 2: Introduction: Household Items
- Handout 3: Vocabulary: Housing Problems
- Handout 4: Activity/Practice 1: What's the Problem?
- Handout 5: Activity/Practice 2: Reporting Problems
- Handout 6: Mini Lesson: How Long?
- Handout 7: Activity/Practice 3: Write an Email
- Handout 8: Practice Assessment: Email to the Landlord or Landlady

Task 3 – Handout 1

RESOURCE GUIDE: Help with Housing

A resource guide for help with housing problems and knowing your rights and responsibilities.

Agency & Contact Information	Services
Housing is Key (State of CA) Tenant Resources	<ul style="list-style-type: none"> • Housing Rights fact sheets in English, Spanish, Chinese, Korean, Vietnamese, and Tagalog • Guides to CA Tenant and Landlord rights & responsibilities in English and Spanish • List of HUD approved counseling agencies • List of Legal Aid & Advocacy groups
Epicenter Foundation 206 W. 4 th Street, Suite 245 Santa Ana, CA 92701 714-361-4139 info@epicenterfoundation.org	<ul style="list-style-type: none"> • First-time home buyer help • Money management • Credit restoration • Down payment assistance • Pre-purchase counseling • Monthly free virtual workshops
Home Ownership OC 801 Civic Center Drive West, #200 Santa Ana, CA 92703 714-204-2314 Deaf/hard of hearing TTY 800-855-7100	<ul style="list-style-type: none"> • Credit & budget coaching • Home buyer coaching & education • Foreclosure prevention • Rental and fair housing coaching & education • Referrals to fair housing partners on discrimination and rental rights
Fair Housing Council of OC 1516 Brookhollow Drive, Suite A Santa Ana, CA 92705 714-569-0823 info@fairhousingoc.org	<ul style="list-style-type: none"> • Free for low to moderate income clients • Services in English, Spanish, and Vietnamese • Fair housing enforcement, training & education • HUD counseling • Landlord/tenant FAQs • Workshops, clinics, & educational materials
OC Housing Authority 1501 E. St. Andrew Place Santa Ana, CA 92705 714-480-2700 OCHAContact@occr.ocgov.com	<ul style="list-style-type: none"> • Housing choice voucher programs (HUD) • Affordable connectivity program • Special purpose vouchers for veterans, family unification, non-elderly disabled, emergency housing, and more • Services in English, Spanish, Vietnamese, Chinese
2-1-1 Orange County Call 2-1-1 or (949) 646-4257 Toll-Free (888) 600-4357 available 24/7 in 180 languages	<ul style="list-style-type: none"> • Confidential (anonymous if desired) • Help with housing & utility expenses • Caregiver resources • Help with healthcare expenses • Food programs

Task 3 – Handout 2

INTRODUCTION: Household Items

Directions: Write the name under the picture. Then practice saying the words.

refrigerator
door

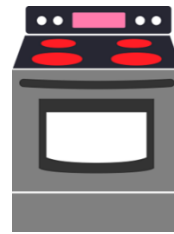
faucet
window

bathtub
wall

lock
oven

roof
toilet

sink
shower

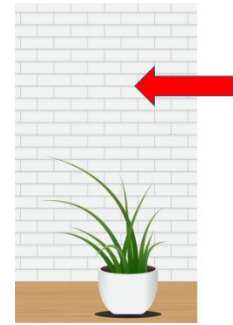
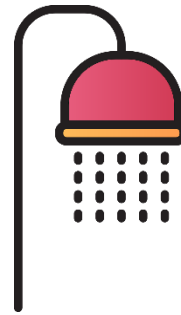
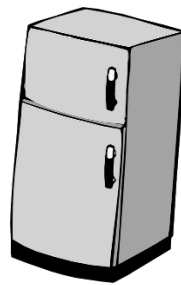
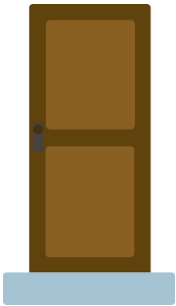


faucet

window

oven

toilet

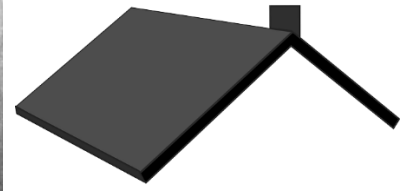
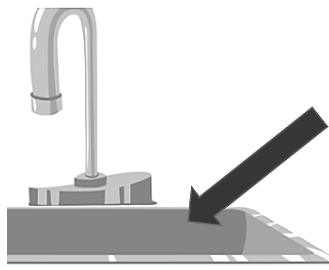
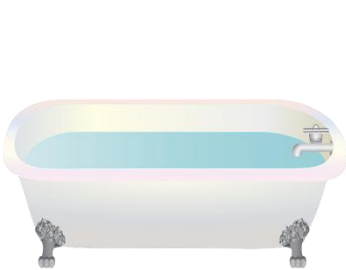


door

refrigerator

shower

wall



bathtub

sink

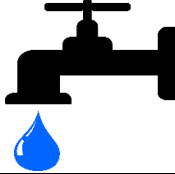

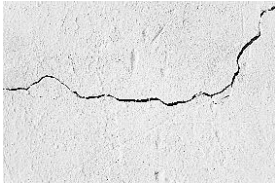




lock

roof

Task 3 – Handout 3

VOCABULARY: Housing Problems

Directions: Read and say each word. Copy it. Look at the pictures and definitions.

Word	Copy	Image	Definition
1. leaking	_____		water is coming out
2. broken	_____		separated into pieces (like a broken window)
3. cracked	_____		starting to break
4. not working	_____		something is not operating correctly (my oven has no heat)
5. roaches or ants	_____ _____		cockroaches: big, brown insects. ants: small insects that live in big groups
6. clogged	_____		blocked; the water will not go down
7. repair	_____		fix something that is broken or not working

Task 3 – Handout 4

ACTIVITY/PRACTICE 1: What's the Problem?

Directions: Work with a partner or group. For each vocabulary word, think of where you can have this problem. They are started for you.

Answers will vary

1. Leaking:

a. faucet

b. _____

c. _____

d. _____

2. Broken:

a. window

b. _____

c. _____

d. _____

3. Cracked:

a. wall

b. _____

c. _____

4. Not working:

a. oven

b. _____

c. _____

d. _____

5. Roaches or Ants:

a. in the kitchen

b. _____

c. _____

d. _____

6. Clogged:

a. toilet

b. _____

c. _____

Practice with a partner:

A. What's the problem?

B. My faucet is leaking.

A. What's the problem?

B. My window is broken.

A. What's the problem?

B. My wall is cracked.

A. What's the problem?

B. My oven is not working.

A. What's the problem?

B. I have roaches in the kitchen.

A. What's the problem?

B. My toilet is clogged.

Now practice again, but change the underlined words, using your ideas above.

Example: My faucet is leaking. Change to "My **sink** is leaking".

Task 3 – Handout 5

ACTIVITY/PRACTICE 2: Reporting Problems

When you rent a house or apartment, the landlord or landlady is responsible for fixing many things. If you have the problems you practiced in the previous activity, you can report them to him or her to be fixed.

Example:

Tan Nguyen’s kitchen sink has been leaking for a week. Here is what Mr. Nguyen writes to the landlady (Ms. Sandoval).

EMAIL
TO: mssandoval09@gmail.com
FROM: tnguyen@yahoo.com
SUBJECT: kitchen sink
<p>Dear Ms. Sandoval,</p> <p>My name is Tan Nguyen in apartment #13. My kitchen sink has been leaking for a week. Could you please send someone to fix it by the end of next week?</p> <p>I appreciate your attention to this matter.</p> <p>Thank you.</p> <p>Sincerely, Tan Nguyen (714) 555-9088</p>

Discuss with your teacher and classmates.
What information is included in the email?

Answer:

1. What is the problem? kitchen sink is leaking
2. How long has the problem continued? a week
3. What does Mr. Nguyen ask for? someone to fix it
4. Does Mr. Nguyen give a time limit for the solution? Yes, the end of next week
5. What is the contact information for Mr. Nguyen? phone (or 714-555-9088)
6. What is the greeting? Dear (or Dear Ms. Sandoval)
7. What is the closing? Sincerely

Task 3 – Handout 6

MINI LESSON: How long?

One of the things you need to report to the landlord or landlady is how long the problem has been going on. Remember the example in Practice 2 on the previous page? You can do this by changing the grammar in the sentence.

Let's look at an example from Practice 1:

My sink is leaking. This says that your sink is leaking right now. But **how long** has it been leaking?

If you change the verb "**is**" to "**has been**", then you can say how long. This says when the problem started, and that it is still a problem now.

For a negative verb, change "**isn't**" to "**hasn't been**".

EXAMPLES:

My sink **is** leaking. Change it to: My sink **has been** leaking for 2 days.

My refrigerator **isn't** working. Change it to: My refrigerator **hasn't been** working for 4 days.

PRACTICE:

Now you try it. Change **is** to **has been** or **isn't** to **hasn't been**. Use the time in (parentheses) for how long. Write the new sentences below.

1. My toilet is clogged (3 days).
My toilet has been clogged for 3 days.
2. The shower is leaking (one week).
The shower has been leaking for one week.
3. The window is broken (5 days).
The window has been broken for 5 days.
4. The wall is cracked (2 weeks).
The wall has been cracked for 2 weeks.
5. The stove isn't working (4 days).
The stove hasn't been working for 4 days.

EXTENSION: Answers will vary.

Try writing 3 problems on your own. You can use examples from previous pages, and put in the time (3 days, 1 week, etc.).

1. _____
2. _____
3. _____

BONUS: for the verb "**have**", change to "**have had**". I **have had** ants in my kitchen for 1 week.

Task 3 – Handout 7

ACTIVITY/PRACTICE 3: Write an Email

Directions: Use the information below and write an email to the landlord (Mr. Chavez). You are Alma Gonzalez. You can look at the example in Practice 2 to help you.

Scenario:

Alma Gonzalez's window is broken (4 days). She would like it fixed by Saturday. She lives in apartment 4C, and her phone number is (949) 555-0254.

Instructors: a sample email is here. Please make sure students include the items listed below the email for full credit on the assessment.

EMAIL
TO: jchavez@gmail.com
FROM: alma_gonzalez@gmail.com
SUBJECT: window is broken (or any appropriate subject)
<p>Dear Mr. Chavez,</p> <p>My name is Alma Gonzalez in apartment 4C. My window has been broken for 4 days. Could you please send someone to fix it by Saturday?</p> <p>I appreciate your attention to this matter (or Thank you, or similar)</p> <p>Sincerely, Alma Gonzalez (949) 555-0254</p>

Remember to include:

- a subject
- a greeting
- name and apartment number
- the problem (and how long)
- when it needs to be fixed
- appreciation and thanks
- a closing
- name and contact information

Task 3 – Handout 8

PRACTICE ASSESSMENT: Email to the Landlord or Landlady

Directions: Write an email to the landlord (Mr. Gomez). You are Omar Mohammed. Do not look at the previous pages!

Scenario:

Omar Mohammed's toilet is clogged (2 days). He needs it fixed by Friday. He lives in apartment 15, and his phone is (714) 555-3378.

Be sure to include:

- a subject and a greeting
- full name and apartment number
- the problem and ask for help
- thanks, a closing, signature, contact information

Sample email: answers may vary, but students need to include the parts noted above.

EMAIL
TO: mrgomez99@gmail.com
FROM: omohammed@gmail.com
SUBJECT: toilet is clogged (or any appropriate subject)
<p>Dear Mr. Gomez,</p> <p>My name is Omar Mohammed in apartment 15. My toilet has been clogged for 2 days. Could you please send someone to fix it by Friday?</p> <p>I appreciate your attention to this matter (or Thank you, or similar)</p> <p>Sincerely, Omar Mohammed (714) 555-3378</p>