



## Housing

### Housekeeping Standards

50 minutes

#### Objectives

Participants will be able to:

- ✓ discuss a variety of housekeeping tasks common in the U.S.
- ✓ describe which tasks are specific to various rooms in a home
- ✓ describe the steps to completing a variety of housekeeping tasks



#### Materials

- ☐ “Room Pictures” (included)
- ☐ “Housekeeping Tips” (included)
- ☐ Tape



#### Key English Vocabulary

chores	trash/garbage
room	store
perishable	

#### Pre-Session Preparation

Determine which “Housekeeping Tips” are applicable to participants and add or remove tips as needed.

Spread “Room Pictures” around the training space by taping them to walls. Put pieces of tape on the wall below each “Room Picture.”

#### Introductory Exercise

Briefly review the Key English Vocabulary for this plan. Highlight the words as they come up throughout the session. *[If 8-10 minutes can be added, utilize the Teaching English Vocabulary section found at the end of this activity plan to enhance participant understanding of the key vocabulary words.]*

Distribute “Housekeeping Tips” to participants. In pairs, participants describe what housekeeping tip is being depicted in each picture and how the housekeeping tip is accomplished. Partners decide which room or rooms in a home the tips would take place, such as cleaning the toilet in the bathroom or vacuuming the floor in the living room.

#### Activity

Introduce the “Room Pictures” of the home to the full group. Point out the pieces of tape.

Using the tape on the walls, pairs tape the “Housekeeping Tips” they discussed during the “Introductory Exercise” under the appropriate “Room Picture.” If a pair feels a tip belongs in more than one room, participants tape the tip under one room. When the full group discusses

the tips, pairs will have an opportunity to share where else the tip is applicable.

When all tips have been taped under the labeled rooms, ask participants to sit down. Start with one room. Hold up a “Housekeeping Tip” taped in that room. Partners who discussed that tip stand and share what housekeeping tip is shown in the picture and describe how that task is accomplished. If the tip is commonly used in more than that room, participants share that information as well.

Continue until all tips in the “Room” have been discussed before moving to the next “Room.”

When finished, debrief the activity using the questions below.

### *Debriefing Questions to Ask Participants*

- ☺ What are some housekeeping chores that should be accomplished every day? Every week?
- ☺ What chores may not happen as often?
- ☺ If you have a housing issue such as a broken window, what should you do?
- ☺ Describe one housekeeping tip to someone sitting near you about a chore that needs to be done at home.

### *Variations*

When working with an individual or a small group, choose the most needed “Housekeeping Tips” for discussion. Pairs discuss and match to appropriate “Rooms,” pictures can be matched to rooms as a full group.



8-10 minutes

The following list begins with the words most easily understood and goes through more complex terms. Use the terms most accessible to your participants.

Introduce the words with the definition and contextual sentence. Omit words if participants already know them. Partner talks are meant to be a brief two minutes and do not have to include all the words. Encourage conversation and interaction, and focus on what participants already know about the word based on your introduction.

<i>Vocabulary Term</i>	<i>Definition</i>	<i>Context</i>	<i>Partner Talk</i>
chores	<i>Chores</i> are tasks around the house or yard that we need to do regularly.	Each person in the family has a <i>chore</i> to do each day.	What are some <i>chores</i> in your household?
trash/garbage	<i>Trash</i> is anything that should be thrown out. The words <i>trash</i> and <i>garbage</i> have the same meaning.	Every Sunday night, Arzu takes the <i>trash</i> outside, because Monday it is picked up by the town garbage collectors.	Who takes the <i>trash</i> (or <i>garbage</i> ) out in your household?
room	A <i>room</i> is a part of a building that is separate from the other parts because of walls and a door.	Musa shares a <i>room</i> with his little brother. They sleep, play, and do their homework in the same <i>room</i> .	What are the <i>rooms</i> in your house?
store	To <i>store</i> means to keep in a safe place to use in the future.	Karim <i>stores</i> his bike in the garage.	How do you <i>store</i> your tea or coffee?
perishable	<i>Perishable</i> food is food that will spoil or rot in a short time.	Amina does not buy too many oranges, because they are <i>perishable</i> .	Name some foods that are <i>perishable</i> .

Room Pictures



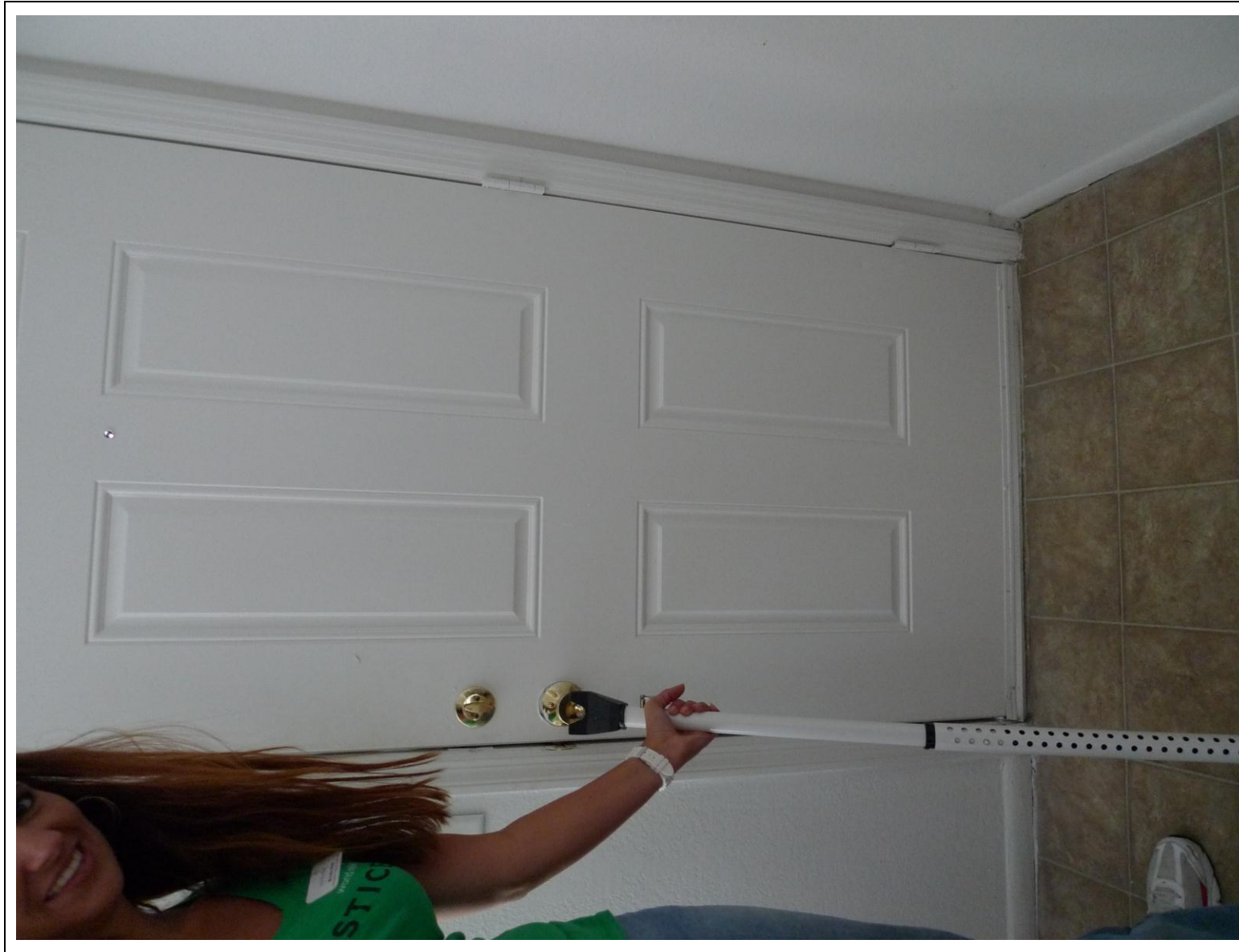
**Bathroom**



## Bedroom



**Dining room**



Hallway



## Kitchen





## Living room



## Outside yard

Housekeeping Tips



Care for yard



Change light bulbs



Clean bathtub



Clean counters



Clean cupboards and other storage areas



Clean furnishings



Clean lint trap in dryer



Clean mirrors



Clean refrigerator



Clean sink



Clean stove and oven



Clean tables and chairs



Clean toilet



Clean walls and tile surfaces



Dispose of sanitary products and diapers properly



Dispose of trash and recycling properly



Dry and clean towels



Insert plastic safety plugs in unused electrical outlets



Iron clothing



Keep important phone numbers near telephone



Keep perishable food in refrigerator or freezer



Keep sink drains clear of garbage



Keep water in shower with curtain or door



Load and run dishwasher





Make bed



Mop floor



Put garbage receptacles and recycling bins out for pick-up



Report housing problems immediately



Shovel snow



Store dirty clothes properly



Store food in appropriate containers



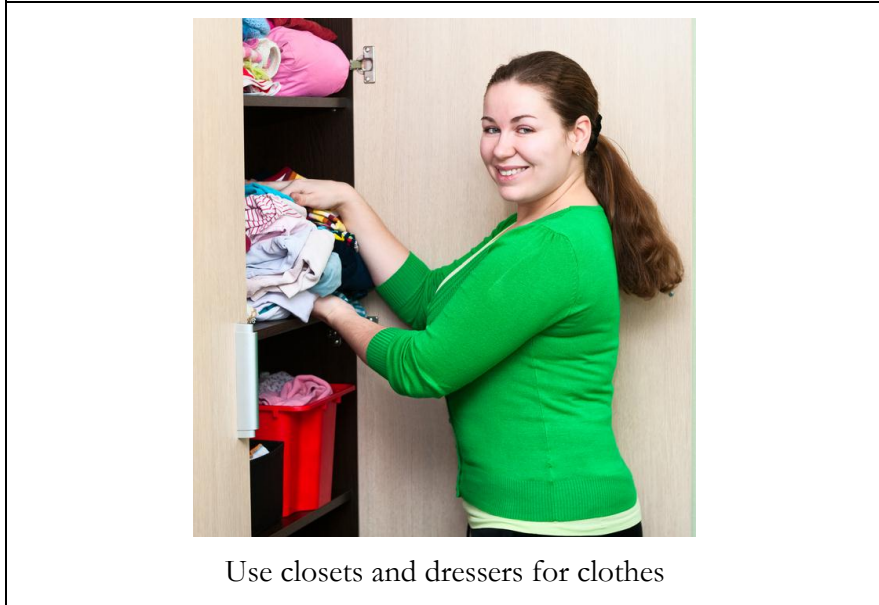
Sweep floor



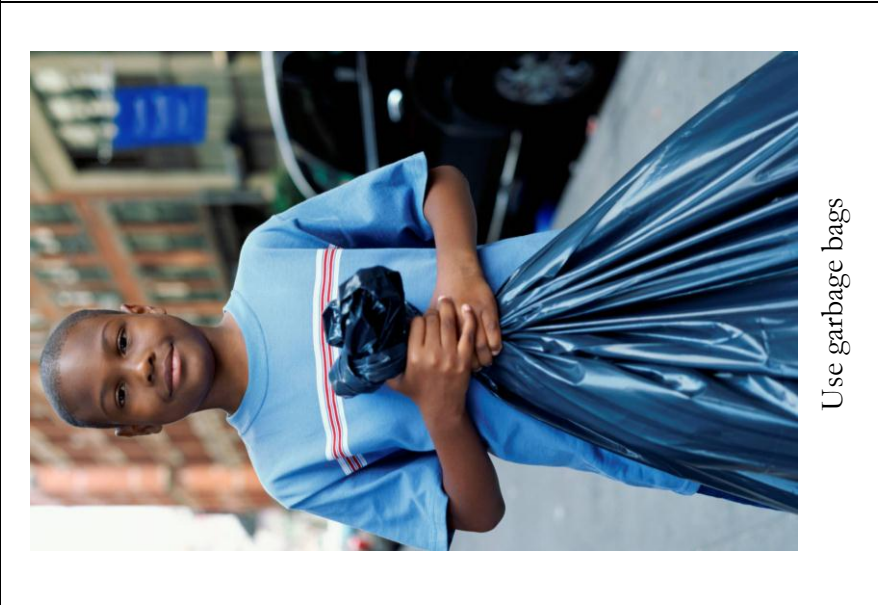
Test smoke detectors



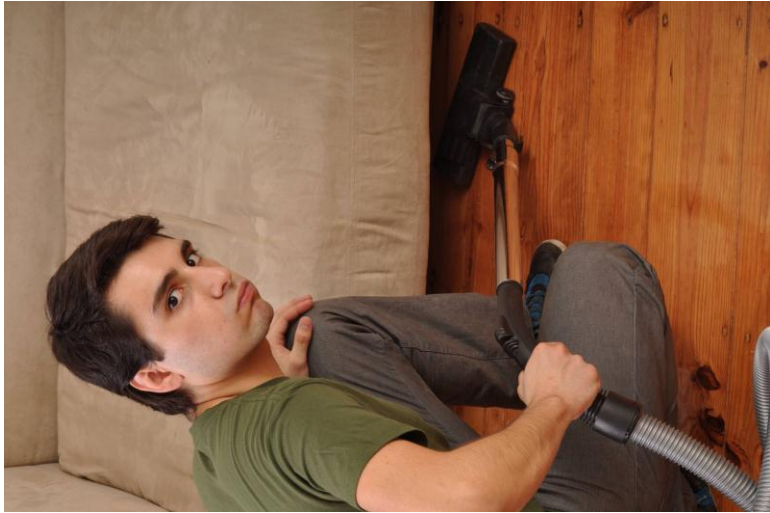
Turn off lights



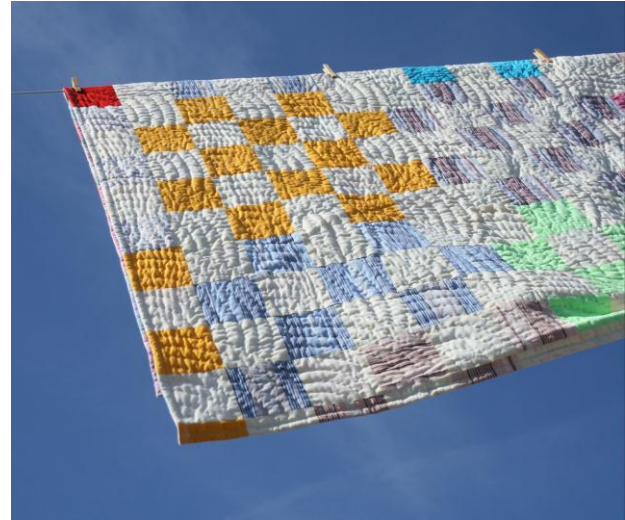
Use closets and dressers for clothes



Use garbage bags



Vacuum floor



Wash blankets



Wash clothing



Wash dishes



Wash sheets



Wash windows



## Housing

### Rights and Responsibilities as a Renter

50 minutes

#### Objectives

Participants will be able to:

- ✓ discuss why it is important to know what you are signing
- ✓ define the rights and responsibilities of landlords/landladies and renters



#### Materials

- ☐ “Before Signing Worksheet” (included), 1 per participant
- ☐ Writing implements, 1 per participant
- ☐ “Renter Rights and Responsibilities Chart” (sample included)
- ☐ “Rights and Responsibilities Images” (included)
- ☐ Tape
- ☐ “Rights and Responsibilities Sample Chart Answer Key” (included)



#### Key English Vocabulary

landlord/landlady	monthly rent
renter/tenant	lease
security deposit	eviction/to evict

#### Note to Trainer

This activity plan is equally applicable to literate and non-literate participants.

#### Pre-Session Preparation

Put the “Renter Rights and Responsibilities Chart” on a flipchart, board, or wall in the training space. Cut tape for the “Rights and Responsibilities Images.”

#### Introductory Exercise

Distribute “Before Signing Worksheets” and writing implements to participants. Tell participants to follow the instructions on the page carefully.

While participants are working, check to see how many people followed the full directions. When participants have finished, ask a literate participant who completed the worksheet correctly (by *only* signing their name at the bottom of the page) to share what should have been done. Discuss the importance of reading things in full before signing. Ask participants what they should do if they are unable to read paperwork.

Discuss how this relates to housing and leases.

### *Activity*

Briefly review the Key English Vocabulary for this plan. Highlight the words as they come up throughout the session. *[If 8-10 minutes can be added, utilize the Teaching English Vocabulary section found at the end of this activity plan to enhance participant understanding of the key vocabulary words.]*

Explain the “Renter Rights and Responsibilities Chart.”

Divide participants into small groups of 3-4 people. Distribute “Rights and Responsibilities Images” with tape among groups equally.

Groups determine if the “Rights and Responsibility Images” are rights or responsibilities, and if they are the rights or responsibilities of the renter or the landlord/landlady. Once decided, groups tape the “Rights and Responsibilities Images” in the correct box on the “Renter Rights and Responsibilities Chart.”

### *Debriefing Questions to Ask Participants*

- ☺ Why is it important to know what you are signing?
- ☺ What are some of the responsibilities that you as a renter have?
- ☺ What are some of the responsibilities your landlord or landlady has?
- ☺ If you had an issue that was the responsibility of your landlord or landlady, what would you do?

### *Variations or Considerations*

For a simplified version of the activity, distribute rights to some groups and responsibilities to others.

When working with an individual or small group, choose a smaller number of “Rights and Responsibilities Images.” The “Renter Rights and Responsibilities Chart” can be completed as a full group.



8-10 minutes

The following list begins with the words most easily understood and goes through more complex terms. Use the terms most accessible to your participants.

Introduce the words with the definition and contextual sentence. Omit words if participants already know them. Partner talks are meant to be a brief two minutes and do not have to include all the words. Encourage conversation and interaction, and focus on what participants already know about the word based on your introduction.

<i>Vocabulary Term</i>	<i>Definition</i>	<i>Context</i>	<i>Partner Talk</i>
landlord/landlady	A <i>landlord</i> is a man who rents property to another. It can be an apartment or a house. A <i>landlady</i> is a woman who rents property.	The Sharif family lives in an upstairs apartment, and their <i>landlord</i> lives downstairs.	Do you have a <i>landlord</i> or <i>landlady</i> ? What is his or her name?
monthly rent	<i>Monthly rent</i> is the amount of money that renters must pay the landlord every month.	Furaha has roommates so his <i>monthly rent</i> is lower than when he lived alone. His <i>rent</i> is due on the first of every month.	When is your <i>monthly rent</i> due?
renter/tenant	A <i>renter</i> is someone who rents an apartment or house. The words <i>renter</i> and <i>tenant</i> mean the same thing.	Hamza is a landlord. His <i>tenant</i> pays his rent on time each month.	What are the responsibilities of a <i>renter</i> ?
lease	A <i>lease</i> is a legal document that tells about the rights and responsibilities of living in an apartment or house. It also tells the monthly rent the renters will pay to the landlord.	Abdul has a <i>lease</i> on his apartment for one year.	How long is your <i>lease</i> for?



security deposit	A <i>security deposit</i> is the money a renter has to pay to the landlord before moving into an apartment. If the place is clean and in proper condition when the renter leaves, the landlord will give the <i>security deposit</i> back.	Abdul pays one month of rent and a <i>security deposit</i> before moving in. His <i>security deposit</i> is the same amount as the rent.	Why do landlords want to have a <i>security deposit</i> ?
eviction/to evict	<i>Eviction</i> is when a renter must leave his home because of breaking a lease agreement. A landlord can <i>evict</i> a tenant, but must follow the law.	Beatrice's tenant has not paid rent in 4 months. She will <i>evict</i> the tenant.	What can you do to make sure you are not <i>evicted</i> ?

## Before Signing Worksheet

1. Before you start, read all the points listed below.
2. Sign your name at the bottom of the page.
3. Circle your name.
4. Draw five circles at the top of the page.
5. Draw an “x” in the circles
6. Count loudly: 1, 2, 3, 4, 5
7. Raise your right hand.
8. Draw a picture of a house.
9. Tap your left foot.
10. Now, do only the second point.

## Renter Rights and Responsibilities Chart

	Rights	Responsibilities
Renter		
Landlord or landlady		



To evict a tenant who breaks the lease, or rental, agreement



To follow the local housing rules (for example, provide hot and cold water, remove insects and rodents, etc.)



To get monthly rent



To get rid of insects and rodents



To get the security deposit back if the rental unit is left in good condition



To have a lease, or rental agreement, with the landlord or landlady



To have a lease, or rental agreement, with the tenant



To join a tenant group



To keep the apartment clean

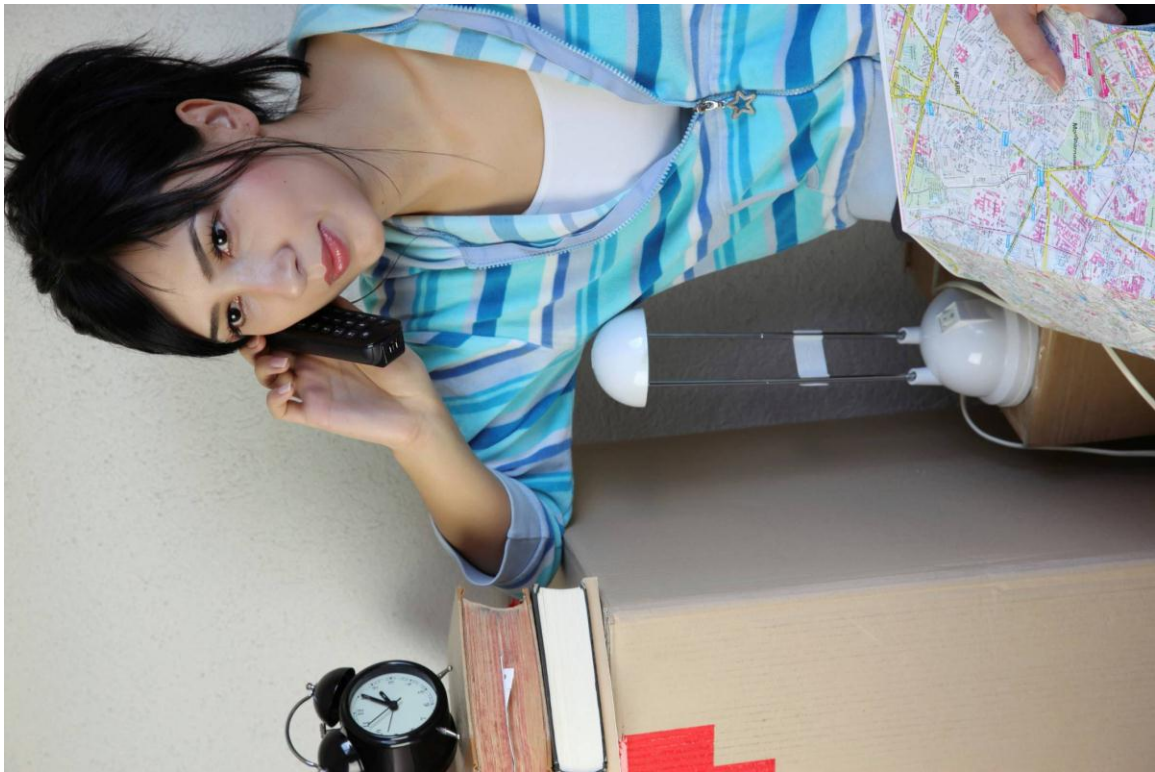


To keep the security deposit for repairs if the apartment is left damaged or unclean





To let the landlord or landlady know about problems like leaking pipes, rotting wood, or insects



To let the landlord or landlady know when you will move out



To let the renters know when rent goes up



To improve the apartment or house as needed



To move out if you let your landlord or landlady know



To pay monthly rent



To provide hot and cold water in the apartment or house



To raise the amount of rent under certain conditions and after a certain period of time



To hire a lawyer if you might be evicted



To talk with a lawyer or someone at a legal clinic to get information about tenants' rights

Renter Rights and Responsibilities Sample Chart Answer Key

	Rights	Responsibilities
Renter	<ul style="list-style-type: none"> <li>• To get the security deposit back if the rental unit is left in good condition</li> <li>• To have a lease, or rental agreement, with the landlord or landlady</li> <li>• To join a tenant group</li> <li>• To move out if you let your landlord or landlady know</li> <li>• To hire a lawyer if you might be evicted</li> <li>• To talk with a lawyer or someone at a legal clinic to get information about tenants' rights</li> </ul>	<ul style="list-style-type: none"> <li>• To keep the apartment clean</li> <li>• To let the landlord or landlady know about problems like leaking pipes, rotting wood, or insects</li> <li>• To let the landlord or landlady know when you plan to move out</li> <li>• To pay monthly rent</li> </ul>
Landlord or landlady	<ul style="list-style-type: none"> <li>• To evict a tenant who has broken the lease, or rental agreement</li> <li>• To get monthly rent</li> <li>• To keep the security deposit for repairs if the apartment is left damaged or unclean</li> <li>• To raise the amount of rent under certain conditions and after a certain period of time</li> </ul>	<ul style="list-style-type: none"> <li>• To follow the local housing rules (for example, provide hot and cold water, remove insects and rodents, etc.)</li> <li>• To get rid of insects and rodents</li> <li>• To have a lease, or rental agreement, with the tenant</li> <li>• To let the renters know when rent goes up</li> <li>• To make improvements on the apartment or house as needed</li> <li>• To provide hot and cold water in the apartment or house</li> </ul>