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The kitchen is one of the most important rooms in the home. More time is spent in your kitchen than any other room. It is important to make sure that your kitchen is set up for efficient, fun, and safe use. This LIFEPAC® will introduce you to the most popular and effective kitchen layouts, large and small equipment used for ease of food preparation and storage, and names and uses of kitchen utensils. Since safety in the kitchen is extremely important, this LIFEPAC will also address this topic as well.

When cooking, the first step is to have the right amounts of the right ingredients. Learning what to look for in a recipe and how to read a recipe is very important. The second section of LIFEPAC 2 will teach you how to read and use recipes more proficiently.

Before you start to cook, there are some important things you should consider. You need to think about your food budget and where to shop for the best bargains. You should learn how to read labels so that you purchase wisely, economically, and nutritionally. When purchasing food, storage must be considered also. These aspects of cooking are designated as meal management. Once you gain an understanding of each of these areas, you will be ready to proceed to meal planning and food preparation.

**OBJECTIVES**

Read these objectives. The objectives tell you what you will be able to do when you have successfully completed this LIFEPAC.

When you have completed this LIFEPAC, you should be able to:

1. Identify and describe the most popular and effective kitchen layouts.
2. Identify the names and uses for equipment and utensils found in the kitchen.
3. Gain an understanding for safety in the kitchen.
4. Identify what to look for in a good recipe and how to read a recipe.
5. Identify cooking terms, equivalents, abbreviations, and measurements found in recipes.
6. Identify the different aspects of meal management.
7. Demonstrate skill in maintaining a food budget through careful buying strategies.
8. Compare and contrast different types of food stores.
9. Demonstrate supermarket etiquette.
10. Identify nutritional and economic values from reading good labels.
11. Gain an understanding of various methods of proper food storage.
12. Explain the importance of proper food storage.

**Note:** All vocabulary words in this LIFEPAC appear in **boldface** print the first time they are used. If you are unsure of the meaning when you are reading, study the definitions given.
I. GETTING ACQUAINTED WITH THE KITCHEN

Whether warm and cozy or sleek and sculptured, your kitchen is the most important room in your house. It is also probably the most expensive to equip. More elements—appliances, fixtures, plumbing, wiring, and furniture—fit into a given space in the kitchen than anywhere else in your home. More time is spent in the kitchen than anywhere else in the home as well. It is important that you are familiar with the variety in layouts, the necessary equipment used and the safety involved in your kitchen. This section will introduce these aspects of getting acquainted with your kitchen.

SECTION OBJECTIVES

Review these objectives. When you have completed this section, you should be able to:

1. Identify and describe the most popular and effective kitchen layouts.
2. Identify the names and uses for equipment and utensils found in the kitchen.
3. Gain an understanding of safety in the kitchen.

TYPES OF UNIT KITCHENS

The three major kitchen elements (sink, stove, and refrigerator) form what kitchen designers call a work triangle. The shape is defined by drawing a line between these elements. Here are the recommended dimensions, according to the National Kitchen and Bath Association:

- Each side of the work triangle should be four to seven feet long.
- There should be two feet of workspace on either side of the sink.
- The dishwasher should be near the sink—next to it, preferably.
- There should be at least 18 inches of food preparation space near the refrigerator and at least 18 inches space on both sides of the stove.

More trips are made around this triangle than to any other area of the kitchen so it is important that the distance between them lends itself to efficiency. The ideal arrangement is to place the sink between the range and the refrigerator with a work surface on either side.

The most common kitchen layouts are similar to the basic ones shown in the illustrations below.

SAMPLE LAYOUTS AND WORK TRIANGLES

<table>
<thead>
<tr>
<th>ONE COUNTER</th>
<th>CORRIDOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Diagram of one counter layout]</td>
<td>![Diagram of corridor layout]</td>
</tr>
</tbody>
</table>
The U-shaped layout is generally the most efficient because the equipment and cabinets are grouped on three sides of the kitchen with the sink in the center of the U. This obviously has the best work triangle space. The L-shaped layout ranks second in efficiency. The equipment and cabinets are placed on two adjacent sides. When possible, the sink and the range are placed at right angles to one another. This layout saves steps and, consequently, time, and energy. The corridor or two-wall kitchen requires more steps and has space limitations. The equipment and cabinets are on two parallel walls in this layout. The one-counter or one-wall layout is the simplest of plans, but requires many steps and a lot of retracing of steps in meal preparation.

The ideal floor plan eases the cook’s work and enables others to enjoy the kitchen’s warmth and fragrance without getting in the way.

Answer the following questions.

1.1 What are the three major kitchen elements that comprise the work triangle?

____________________________________________________________________________________________________

1.2 How much work space should there be on each side of the sink?

____________________________________________________________________________________________________

1.3 How many feet should each side of the work triangle be? ________________
The first things that come to mind when we think about large kitchen equipment are the refrigerator, range, and sinks. However, there are other items to consider: freezers, dishwashers, compactors, cabinets, countertops, and flooring. We will consider all of these to some extent in this section.

The purpose of the refrigerator is to preserve nutrients in foods and to keep food cold, thus preventing spoilage. A properly operating refrigerator keeps food at a temperature of 38 to 42 degrees Fahrenheit. Almost all refrigerators have a separate compartment for freezing. Food should be kept at a temperature low enough for safety for a few weeks or months. Some freezers require periodic defrosting. Storage compartments, number, and adjustability of shelves, humidity drawers, meat storage compartments, location and range of temperature controls, ice-maker, defrost options, direction of door opening, and energy-saving devices will vary from model to model.

The purpose of the freezer is to store foods for a long period of time (six months to a year). The temperature is kept at below zero degrees Fahrenheit. It is important that foods be wrapped or packaged in airtight containers before storing. A freezer needs defrosting only about once a year or until the frost buildup is 1/2 to 1 inch thick.

The range is usually gas or electric. Gas units heat and cool quickly; the flame is visible and easy to control. Gas ranges have either radiant or convection/radiant ovens; lower ovens may be self-cleaning. Electric units provide low, even heat; they may have coil or smooth cook-tops, and radiant or convection/radiant ovens. The difference between a radiant and a convection oven is that the convection oven circulates hot air around the oven cavity; more energy-efficient than radiant ovens, they cut cooking time by 30 percent and use reduced temperatures. Electric cook-tops with ceramic glass over the coils heat and cool slowly, retaining heat up to an hour after shutoff. They need flat bottom pans for cooking and special products and care for cleaning. The last option available for ovens is the microwave. Foods cook quickly with high-frequency microwaves but seldom brown.

The sink is used for washing food during its preparation, for washing dishes, and for general cleaning. Commercially available sinks have one, two or three bowls with or without attached drain boards. They are generally made of stainless steel, enameled cast iron, enameled steel or porcelain on steel. A garbage disposal may be part of the sink. Most are electric and cut garbage into little pieces that can be washed through the drain into the sewer. This keeps bug-attracting food scraps out of the trash can.
The automatic dishwasher, whether portable or built-in, is a convenience that has become a part of almost every home. Since there are so many varieties and options available, be sure to follow the manufacturer's instructions for use and cleaning. Be sure to use special automatic dishwasher detergent only.

Trash compactors reduce bulky trash such as cartons, cans, and bottles to a fourth of the original size. New laws on recycling affect virtually everyone. A common problem is where to put recyclable items before they are collected or taken to the recycling center. Many kitchens feature special compartments or bins for recyclable items, but extra trash cans or boxes lined with plastic can work as well.

Cabinets determine a kitchen’s “personality.” The wide range of available styles and sizes allows you great freedom for creativity. Make sure that the space provided is divided so that you can use it all and there is no wasted space. Turntables in the corner units are a good way to utilize otherwise wasted space.

The vast array of kitchen flooring materials provides a palette that would please any artist. But beyond aesthetic consideration, it is important to consider how durable it is, how easy it is to keep clean and shiny, how comfortable it is to walk or stand on and how noisy it is.

The last of the large kitchen equipment we will consider is the countertop. Once again, the selection is expansive both in color and in materials used. Materials range from plastics to wood to ceramic, marble or tile. The color ranges are infinite.

Answer the following questions.

1.7 What is the purpose of the refrigerator?

1.8 How long can you store foods in the freezer?

1.9 List the two types of ranges. a. ____________________ b. ____________________

1.10 How does a convection oven differ from a radiant oven?

1.11 What is a garbage disposal?

1.12 What is an advantage of having a garbage disposal in your home?

1.13 What determines the “personality” of the kitchen?

1.14 What are some considerations to address when selecting kitchen flooring?

SMALL KITCHEN APPLIANCES

There are many small appliances that you may use as often as your major appliances. These may include toasters, toaster ovens, mixers, bread makers, can openers, coffee makers, food processors, electric skillets, electric slow cookers with deep fryers, electric knives, electric crock pots, and waffle irons. Most counter-top appliances come with cleaning and care instructions from the manufacturer; follow these instructions carefully. One of the most important instructions to look for is to note whether an appliance is immersible; that is, can the appliance be submerged in water.
**Toaster Oven:** A portable electrical appliance that can function as an oven or a toaster.

**Toaster:** An electric appliance that will warm or brown bread, waffles, English muffins, etc.

**Hand-held electric mixer:** Compact in size and easy to use. An electric mixer allows you to whip egg whites or cream in seconds. Depending on the power of the motor, some will even mix cake batter and cookie dough.

**Bread Machine:** A typical bread machine has a mixing/rising/baking compartment and a control panel for setting the cycle, delay start timer, and bread color.

**Stand mixer:** Bulkier than a hand-held mixer, but will quickly mix cake batter and bread dough. More powerful motor than hand-held mixer and allows freedom of your hands.
**Electric grinders:** These will quickly produce freshly ground coffee, spices, and peppercorns. They are also useful for grinding nuts.

**Electric can opener:** Electric appliances used to open cans. Some have knife sharpeners in the back.

**Electric skillet:** By placing food directly into the pan you can fry, slow cook, and bake. It is used just like an extra burner to your stove.

**Coffee makers:** Can be percolator or drip types. The most popular is the drip type. Many come with timers that can be set so coffee is ready when you wake up in the morning.

**Blenders:** Used to puree soups, sauces, and other liquids. They cannot be used for solids alone.
**Waffle iron:** an electric appliance that comes with reversible plates so it can be used to make pancakes as well as waffles. There are also waffle irons available for making Belgian waffles only.

**Electric crock pot:** used for slow cooking, stews and sauces. The lining is made of crockery to help keep foods from burning while cooking slowly. Some come with a removable crock pot so that you can use the heating pot as a frying pan for deep frying foods such as chicken, French fries or onion rings.

Although the above list of electric appliances helps to relieve some of the hard work involved in cooking for your family, not all of them are required for you to accomplish that task. For example, bread was baked, coffee was brewed, and cans were opened long before electric appliances were invented. The real key to providing a balanced and delicious meal is creativity and a willing heart.

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**Define the following words.**

1.15 **Immersible**

1.16 **Toaster**

1.17 **Blender**

1.18 **Crock pot**

1.19 **Waffle iron**

---

**Answer the following questions.**

1.20 What are some advantages of a stand mixer over the hand-held mixer?

1.21 What are the three basic steps in making bread?
1.22 What small appliance can serve as an extra burner to your stove? _______________________________

1.23 An electric grinder is used mostly for producing freshly ground_____________________________.

1.24 What are two types of coffee makers? ________________________________

---

**UTENSILS**

Kitchen utensils cover a wide spectrum of useful items. For the sake of clarity, the utensils are divided into five categories: measuring equipment, ovenware, pots and pans, cutlery and kitchen tools, and conveniences.

**Measuring Equipment**

A clear glass one-cup or two-cup measuring cup with a spout and clearly marked calibrations is useful for measuring liquids.

Measuring cups are used for measuring dry ingredients such as flour, sugar, cornmeal, dried beans, and rice. You should have at least one set of 1/8 cup, 1/4 cup, 1/3 cup, 1/2 cup, and 1 cup.

Measuring spoons range from 1/4 teaspoon to 1 tablespoon; some sets contain 1/8 teaspoon and a 3/4 teaspoon. Use spoons to measure small amounts of liquids and dry ingredients.

A meat thermometer is used to measure the internal temperature of meat or poultry during cooking.
Answer the following questions.

1.25 Measuring cups are used for measuring _____________ such as ________________.

1.26 What do you use to measure liquids? ____________________________________________________________________

1.27 Measuring spoons are used to measure small amounts of ___________ and ____________.

1.28 A meat thermometer is used to measure the _____________ temperature of meat or poultry during cooking.

OVENWARE

Cooking in an oven requires sturdy pans and dishes that conduct and retain heat efficiently. For added convenience, choose baking dishes that are attractive and can be used as serving dishes as well.

Roasting pans are made of heavy stainless steel or aluminum. It is best to have two sizes if possible. Roasting in a pan that is too large will cause juices to evaporate and burn; if the pan is too small it will be difficult to baste the meat or poultry properly.

Cake pans for baking cakes come in a variety of sizes and styles: 8-inch or 9-inch square pan, 8- or 9-inch round pan, 9x13-inch rectangular pan, angel food cake pan, and a bundt cake pan. An angel food cake pan has a funnel in the center for better baking and cooling. A bundt cake is similar, except it usually has fluted sides. There are many specialty cake pans of various shapes such as animals, T-shirts, shoes, cartoon characters, and numbers, that are fun to use.

Muffin pan for baking muffins and cupcakes.

Baking sheets for cookies and meringue.
Loaf pans for baking breads, cooking meatloaf, and baking loaf cakes.

Pie pans can be made of metal or glass and are usually 8 inches or 9 inches in diameter. A deep dish pie pan is used for deep dish apple or other fruit pies.

Answer the following questions.

1.29 What two qualities should you look for in ovenware?

1.30 Why is it bad to roast in a pan that is too large?

1.31 What is the use for a loaf pan?

1.32 List two uses for a muffin pan.

1.33 What are two materials used in making pie pans?

POTS AND PANS

Pans used on top of the stove must be heavy enough to sit securely on the burner without tipping, yet not too heavy to lift. A heavy base is important for gentle, even heat distribution. Pots and pans should have tight-fitting lids and handles that stay cool to the touch. Oven-proof handles make your pans more versatile.

A saucepan is a metal cooking pan of moderate depth, usually having a long handle and a tight-fitting lid. You will need to have a one-quart, a two-quart, and a three-quart saucepan.
A frying pan or skillet is a shallow, long-handled saucepan used for frying foods. It is good to have at least two; one 8-inch and one 12-inch. It is best if they have lids so the food can be covered and allowed to simmer. A non-stick skillet is good to have for making food items such as pancakes, French toast and grilled cheese sandwiches.

A large kettle or soup pot is also known as a stock pot. It should have a lid to keep in the nutrients and flavor. It is great for boiling lobster and cooking pasta as well as soups.

A double boiler is great for keeping things warm without overcooking them. It can also be used to melt caramels or chocolates.

A collapsible metal steamer that fits inside one of your larger saucepans is a convenient but not essential way to make rice and crispy vegetables.

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**Answer the following questions.**

1.34  What qualities do you look for in a good pan?

1.35  What is the use of a skillet?

1.36  What is the purpose of using the lids on pots and pans?

1.37  What pan do you use if you want to keep foods warm without overcooking them?
CUTLERY AND CHOPPING

A set of sturdy, well-made knives that are kept sharp is essential for efficient food preparation. Knives are the most frequently used items in the kitchen. Different kinds of foods and different kinds of food cutting jobs require different lengths and shapes of blades. A basic set should include a 3-inch paring knife, a 5- or 6-inch utility knife, an 8- or 9-inch steak and poultry knife, a 9-inch roast slicer, an 8- or 10-inch French cook’s or chef’s knife and a serrated-edge bread, and cake knife.

The paring and utility knives are used in peeling and slicing most fruits and vegetables. Chopping, mincing, dicing, and cubing can be done with the chef’s knife as well as the paring and utility knives. There are also specialty knives available such as a tomato knife which is like a utility or paring knife that has a serrated edge and a grapefruit knife that has double serrated edges and a curved tip for sectioning the grapefruit.

You judge the quality of a knife by the metal and the grind of the blade, the type of handle and the way the handle is attached to the blade. The two most widely used blades are the hollow ground edge which is straight and the scalloped serrated-edge blade. The blades should be made of stainless steel. Knife handles should be durable—resisting splitting or chipping—and dishwasher safe. The part of the blade extending into the handle is called the tang. It should extend in at least one-third the overall handle length.

For effective, efficient results, keep knives sharp by resetting the edge occasionally before using. This is done with a sharpening steel. Serrated-edge knives stay sharp for years and rarely need resetting.

Remember, the kitchen knife is a piece of fine cutlery. There are other utensils and tools for other jobs. To save their fine edges and prevent accidents, use knives only for the purposes for which they are intended.

When the job is done and the knives are clean and dry, they should be stored separately so that the cutting edges will not become dulled by striking against each other or against other utensils.

In addition to the knives, some cutlery sets include a 2-pronged carving fork. This is a useful item for holding meats and poultry in place while cutting.

Another important item for the kitchen is the cutting board. If at all possible you should have two cutting boards; one for only meats and poultry and another for only breads and vegetables.

Answer the following questions.

1.38 List the six knives that make up a good basic set of cutlery.

____________________________________________________________________________________________________

1.39 How does a tomato knife differ from a regular utility knife?

____________________________________________________________________________________________________

1.40 Describe a grapefruit knife.

____________________________________________________________________________________________________
1.41 How do you judge the quality of a knife?

1.42 A knife blade should be made of what type of metal?

1.43 Define tang.

Listed below are the many kitchen tools and conveniences that make working in the kitchen so much easier. Be sure you can recognize, name and give the use of each.

**Apple corer:**
for removing the seeds and core of the apple.

**Box grater:**
with 3 or 4 different cutting surfaces, from coarse to fine, for grating cheese, garlic, and nutmeg.

**Funnel:**
for pouring liquids into containers with small openings.

**Candy thermometer**

**Flour sifter:**
for sifting and mixing dry ingredients together.

**Juice squeezer:**
preferably with a guard to catch the seeds.

**Can opener:**
a hand-held device for opening cans.

**Colander:**
with legs, or a base, so it is free-standing.

**Kitchen scissors:**
made from stainless steel for easy cleaning.
Large spatula: for turning and lifting large food items.

Long-handled ladle: for transferring liquids such as stocks and soups.

Rolling pin: long and heavy for rolling pastry.

Narrow spatula: with a 10-inch blade for turning and lifting food.

Grapefruit knife

Paper towel dispenser

Mortar and pestle: ideal for grinding herbs.

Pastry or basting brushes: for glazing pastry, greasing cake pans, and brushing meats with marinades.

Pastry cutters: plain and fluted, for cookies, biscuits and tartlets.

Pastry blender: for blending flour and shortening together.
Potato masher
for peeling the skin off of vegetables and fruit.

Rubber spatulas:
for scraping bowls clean.

Sieve:
for straining liquids.

Wire whisk:
for whipping eggs, cream, and sauces.

Slotted spoons:
for draining foods and skimming stocks.

Vegetable brush:
for cleaning dirt from vegetables.

Wooden spoons:
in varying sizes.

Tongs:
for turning meat while cooking without piercing it.

Strainer:
rigid metal mesh for sifting dry ingredients; flexible nylon for straining sauces and purees.
Complete the following activity.

1.44 Go into your kitchen and find as many of the kitchen tools listed in this section as you can. Be sure you can identify them by name. Review the use of each item.

KITCHEN SAFETY

Now that you are acquainted with the kitchen, it should be easy for you to understand with so many electrical appliances and kitchen tools the importance for kitchen safety. Kitchens are no longer used for food preparation alone, but also function as dining, entertainment, hobby, and office areas as well. Therefore, ensuring kitchen safety is even more important.

- Reduce the fire potential by storing flammable items away from heat. Clean the entire cooking area frequently; grease buildup can be dangerous, yet it often goes unnoticed.
- Install a smoke detector between the kitchen and living areas and keep a fire extinguisher handy.
- If fire breaks out on a cooktop, cover the flames with a pot lid, apply baking soda or salt, or use the extinguisher. Never douse a grease fire with water and do not attempt to move a flaming pan. To smother a fire in an oven, turn off the heat and keep the oven door closed.
- Know the location of your main gas shutoff valve and how to operate it.
- Sparks can ignite gas—don’t turn on electric switches, appliances or other ignition sources if you suspect a leak.

Have a fire extinguisher handy.

Wire rack:
for cooling cakes, cookies, and breads.

Mixing bowls:
Set of 3 or 4 in varying sizes; stainless steel or glass.

Small cake decorating set:
for piping whipped cream and icing on cakes and desserts, and shaping meringue and puff pastry.
• Use properly grounded outlets with circuit breakers. Don’t overload your circuits (hot plugs are a sign of overloading). Plug the cord into the appliance first, then into the wall outlet. Always disconnect the cord from the wall outlet before removing it from the appliance—otherwise a “hot” plug will be exposed. Grasp the plug rather than the cord when removing the cord from the outlet or appliance.
• Check the condition of appliance cords, outlets, and switches; avoid using extension cords. Know where and how to turn off your kitchen’s electrical circuits.
• Keep appliances away from water; never touch water while you are using them. Dry your hands thoroughly before connecting or disconnecting electrical equipment. Always unplug appliances for cleaning and repairs.
• Never use a metal or wooden spoon, a fork or a spatula in the electric-mixer bowl while it is operating. Instead use a rubber scraper. Avoid getting batter or liquid into the mechanism of an electric mixer.
• Keep forks out of the electric toaster. Avoid shaking the toaster upside down to remove crumbs. Instead, empty the crumb tray.
• Kitchens invite exploration by children, so be prepared. Lock up chemicals and don’t store harmful substances in empty food containers.
• Block electric outlets with safety plugs. Buy appliances with controls out of the reach of children. Keep knives and small appliances out of children’s reach. Never let the cord dangle. It may cause the appliance to be pulled off the working area.
• Keep a first aid kit in the kitchen for quick treatment of burns and cuts.

Answer the following questions.
1.45 How do you put out a fire on the cooktop? ________________________________________________________
____________________________________________________________________________________________________
1.46 How do you smother a fire in the oven? ___________________________________________________________
1.47 Which do you unplug first, the plug from the outlet or the plug from the appliance? ___________
____________________________________________________________________________________________________
1.48 What is the best way to remove crumbs from the toaster? ________________________________
1.49 What are two safety tips concerning small children? _____________________________________________
____________________________________________________________________________________________________

Review the material in this section in preparation for the Self Test. The Self Test will check your mastery of this particular section. The items missed on this Self Test will indicate specific areas where restudy is needed for mastery.
SELF TEST 1

**Answer true or false** (each answer, 2 points).

1.01 _________ There should be 3–6 feet on each side of the work triangle in a kitchen layout.
1.02 _________ The U-shaped kitchen layout is the most efficient.
1.03 _________ You can store food in the freezer for 6 months to a year.
1.04 _________ The flooring determines the “personality” of the kitchen.
1.05 _________ A skillet is used to fry foods.
1.06 _________ Lids should be used on pots and pans to keep in nutrients and flavor.
1.07 _________ The quality of a knife is judged by its length and sharpness.
1.08 _________ Put out a grease fire with water.
1.09 _________ Unplug an electrical cord from the wall outlet before you unplug it from the appliance.
1.10 _________ Always use a rubber scraper in the bowl of an electric mixer if you are going to scrape while the mixer is operating.

**Answer the following questions** (each answer, 3 points).

1.011 The three major work stations that comprise the work triangle are the sink, stove, and ________________.
1.012 Why is it bad to roast in a pan that is too big? __________________________________________________________________________________
__________________________________________________________________________________________
1.013 The purpose of the refrigerator is to preserve ________________ and to keep food cold to prevent spoilage.
1.014 The two types of ranges are gas and ________________.
1.015 The three basic steps in making bread are mixing, ________________, and baking.
1.016 A meat thermometer is used to measure the ________________ temperature of meat or poultry during cooking.
1.017 Name one safety tip concerning small children in the kitchen. ____________________________________________________________________
Identify the following items (each answer, 2 points).

1.018 ________________________ 1.019 ________________________ 1.020 ________________________

1.021 ________________________ 1.022 ________________________ 1.023 ________________________

1.024 ________________________ 1.025 ________________________ 1.026 ________________________

1.027 ________________________ 1.028 ________________________ 1.029 ________________________
Describe the L-shaped kitchen layout using either words or pictures (3 points).

1.030 ________________________ 1.031 ________________________ 1.032 ________________________

1.033 ________________________ 1.034 ________________________ 1.035 ________________________

1.036 ________________________

Score _______________

Adult Check ___________________

Initial Date

Score

Adult Check

Initial Date

21