

REEP ESL Curriculum for Adults

WORK UNIT LIFESKILLS PERFORMANCE OBJECTIVES LEVEL: 300

WORK UNIT GOAL

After completing the unit lifeskills objectives, students will demonstrate their ability to access and navigate an aspect of the employment system using level appropriate language skills.

LIFESKILLS PERFORMANCE OBJECTIVES: (Summary)

1. Identify qualities of model workers.
2. Express employment preferences, needs, and goals.
3. Access and interpret print and on-line job information and resources.
4. Complete simplified application for job or job training.
5. Given a job interview, ask and answer questions.
6. Request information about hours, training opportunities, raises, and promotions.
7. Give and respond to instructions, including seeking clarification.
8. Complete work-related forms (I-9, W-4, tax forms, insurance forms).
9. Given work scenario, identify safety concerns and regulations and warn others.

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
1. Identify qualities of model workers.	Give advice: Arrive on time. Do the best job you can. Follow the rules.	All-Star 3 Workbook (2nd ed.) Unit 7 (Lesson 1) Excellent English 3 Student Book (1st ed.) Unit 9 (Lesson 6) Future 3 (1st ed.) Unit 4 (Lesson 1, 10) Stand Out 3 (2nd ed.) Unit 7 (Lessons 1, 5) Ventures 3 Workbook (1st ed.) Unit 8 (Lesson D) Keys to Employability Student generated list.	Structures: Imperatives Cross-culture: qualities of model workers in other countries. Extension: self-assessment
2. Express employment preferences, needs, and goals.	Report info: In my country, I was a teacher, but now I work at McDonald's. Express preferences and needs: I would like a better job	All-Star 3 (2nd ed.) Unit 7 (Lessons 4, 5, 6) All-Star 3 Workbook (2nd ed.) Unit 7 (Lesson 3, 4, 5, 6) Future 3 (1st ed.) Unit 4 (Lesson 7)	Structures: Would like, because, so that, but Extension: Discuss career ladders, job mobility

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	<p>so that... I want...because... I need health insurance.</p>	<p>Stand Out 3 (2nd ed.) Unit 7 (Lesson 3) Ventures 3 (1st ed.) Unit 8 (Lessons A, D, E) Ventures 3 Workbook (1st ed.) Unit 8 (Lessons A, D, E) TESOL Techniques: Student-generated information grid or questionnaire. Level 300 Lesson Plan: Job Preferences (complex sentences) A Day in the Life of the Gonzalez Family (Video scene 3/Text, p. 20, 25-24) Crossroads Cafe Video Unit 15: "Your New Language: Talking About Likes and Dislikes"</p>	
<p>3. Access and interpret print and on-line job information and resources.</p>	<p>Sample Vocabulary: Experience required. Apply in person. ... a must. No experience necessary. Closing date: Sample Abbreviations: FT, PT, PT, EOE, FMLA, OSHA</p>	<p>All-Star 3 (2nd ed.) Unit 7 (Lesson 3) All-Star 3 Workbook (2nd ed.) Unit 7 (practice test) Stand Out 3 (2nd ed.) Unit 6 (Lessons 3, 4, review) Ventures 3 (1st ed.) Unit 8 (Lessons D, F, review) Arlington Employment Center Virginia Employment Commission</p>	<p>Cross Culture: Finding a Job in Your Country Extension: Discuss "networking" Discuss other ways of finding a job Inquire about job openings on the phone and in person.</p>

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		www.Indeed.com Idealist.org English Works DVD # 4: Reading Job Announcements Crossroads Cafe Video "Finding a Job and Interviewing" Newspaper classified ads, local job postings	
4. Complete application for job or job training.	Sample Language: job application vocabulary, i.e., DOB, emergency contact, previous employment, references, education	A Day in the Life of the Gonzalez Family (Text, p. 24) All-Star 3 (2nd ed.) Unit 7 (Lessons 4, 6) All-Star 3 Workbook (2nd ed.) Unit 7 (Lessons 3, 4, practice test) Future 3 (1st ed.) Unit 4 (Lesson 4) Future 3 Workbook (1st ed.) Unit 4 (Lesson 4) Future 3 Tests and Test Prep (1st ed.) Unit 4 (p. 23) Stand Out 3 (2nd ed.) Unit 6 (Lesson 4, review) Job applications from local businesses	Extension: Write a tip sheet on how to complete a job application. Illegal questions.
5. Given a job interview, ask and answer questions.	Seek/ report info: self, abilities, time: I'm working in Clarendon. I know how to... When does the job begin? In my country, I worked as a... I have been working at	All-Star 3 Workbook (2nd ed.) Unit 7 (Lesson 5) Breaking the Ice (1st ed.) Chapter 3 Future 3 (1st ed.) Unit 4 (Lessons 3, 5, 6, 7, 9) Stand Out 3 (2nd ed.) Unit 6 (Lesson 5) Ventures 3 (1st ed.)	Structures: present continuous, simple past, present perfect Questions: wh & yes/no Cross-Culture: Eye contact, body language, appropriate dress

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	<p>... for ... What is the starting salary? Are there any benefits?</p>	<p>Unit 8 (Lesson B, E, F) SCANS Plans Portfolio: Completing Interviews Crossroads Cafe Unit 1: Opening Day English Works DVD #1: Interviewing for a better job</p>	<p>Extension: Identify rights and responsibilities of job seekers. Write a tip sheet on how to succeed in an interview. Write a follow-up note.</p>
<p>6. Request information about hours, training opportunities, raises, and promotions.</p>	<p>Express/ inquire about needs: I would like some information about... Could you tell me about...</p>	<p>All-Star 3 (2nd ed.) Unit 7 (Lesson 3) All-Star 3 Workbook (2nd ed.) Unit 7 (Lesson 3) Stand Out 3 (2nd ed.) Unit 7 (Lesson 3) Ventures 3 (1st ed.) Unit 8 (Lesson F) Ventures 3 Workbook (1st ed.) Unit 8 (Lesson F) www.Indeed.com Crossroads Café Episode 19 "The People's Choice: Worker Protection and Benefits" (video)</p>	<p>Structures: Could Yes/ No Questions Would like Cross-Culture: Selling yourself, body language, eye contact Extension: Other work rights, <i>Working It Out</i>, p. 81</p>
<p>7. Give and respond to multi-step oral and written instructions, including seeking clarification.</p>	<p>Give/ respond to instructions: First, turn the machine on. Then,... Ok. I understand. Seek Clarification: Where did you say it goes? What did you say to do? Who should I talk to?</p>	<p>All-Star 3 (2nd ed.) Unit 10 (Lesson 6) Breaking the Ice (1st ed.) Chapters 5, 6, 7, 8 Composition Practice 2 (1st ed.) Unit 4 Future 3 (1st ed.) Unit 9 (Lessons 2, 9, 10) Future 3 Workbook (1st ed.) Unit 9 (Lesson 2&3, 4) Stand Out 3 (2nd ed.) Unit 7 (Lesson 5, review) Stand Out 3 Reading and Writing Challenge (2nd ed.) Unit 7</p>	<p>Structures: Imperatives Sequence words Clarifying questions Cross Culture: Asking for clarification</p>

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		(Challenge 5, Extension challenge 1) Audio/visual: English Works DVD #2: Asking for elaboration of a request or order English Works DVD #3: Dealing with mistakes English Works DVD #7: Asking for clarification English Works DVD #8: Responding to instructions Student-generated job instructions	
8. Complete work-related forms (I-9, W-4, tax forms, insurance forms)	Sample Vocabulary: See individual forms	Stand Out 3 (2nd ed.) Unit 7 (Lesson 2, Review) Virginia Department of Taxation – forms search Internal Revenue Service - forms California Distance Learning Project: online reading activity: W-4 forms tax forms, insurance forms	Extension: Given pay stub, identify deductions and request correction of an error.
9. Given work scenario, *identify safety concerns and regulations, *warn others, and *complete accident report.	Express concern/ warn others: Watch out! Look out! Thanks for the warning. Don't walk on the wet floor. Be careful. You might fall. Give Advice: You should wear a hard hat. Why don't we check the smoke detectors?	Excellent English 3 Workbook (1st ed.) Unit 3 (Career connection) Future 3 (1st ed.) Unit 9 (Lesson 4, 8) Future 3 Workbook (1st ed.) Unit 4 (Lesson 8, 9 & 10); Unit 9 (Lesson 8) Future 3 Tests and Test Prep (1st ed.) Unit 9 (p. 58) Key Vocabulary for a Safe Workplace Stand Out 3 (2nd ed.) Unit 7 (Lesson 4,	Structures: Past continuous; Simple past; Future; Imperatives; Modals Questions Cross-cultures: How safety issues are addressed in native country

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	<p>Reporting accidents: I was sweeping the floor and slipped. I will tell my supervisor. I will write the report.</p>	<p>review) Stand Out 3 Reading and Writing Challenge (2nd ed.) Unit 7 (Challenge 4) Safety & emergency info from students' jobs SCANS Plans Portfolio: Activity with Safety Pictures English Works DVD #10: Safety on the Job A Day in the Life of the Gonzalez Family (Video scene 8/Text, Unit 8) Student writing - safety concerns at work</p>	