

REEP ESL Curriculum for Adults

WORK UNIT LIFESKILLS PERFORMANCE OBJECTIVES LEVEL: 450

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 what employers are looking for and compare to your skills, experiences, and personal qualities. State job goals.
2. Identify steps in finding a job and access job information & resources, including the Internet. Evaluate job info against qualifications/needs.
3. Fill out job applications.
4. Write a simplified resume and cover letter.
5. Given an interview situation, ask and answer questions. Write a Thank You note.
6. Identify characteristics of teamwork and demonstrate ability to work as team.
7. Report health and safety issues orally and in writing.
8. Given a work-related issue, identify problems, solutions, and consequences.
9. Ask for promotion/raise, citing examples of effective work performance.

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
1. Identify what employers are looking for and compare to your skills, experiences, and personal qualities. State job goals.	Express preferences: I like to work with people... I prefer to work indoors... I would rather... Describe skills & interests I am creative... I am hardworking... I have ... years of experience as a... Express goals: My goal is to work in a...	All-Star 4 (2nd ed.) Unit 1 (Lessons 1, 4); Unit 7 (Lesson 2) All-Star 4 Workbook (2nd ed.) Unit 1 (Lessons 1, 4); Unit 7 (Lesson 2); Unit 9 (alternate application) Future 4 (1st ed.) Unit 2 (Lessons 1, 2, 5) Future 4 Workbook (1st ed.) Unit 2 (Lessons 1&2, 3, 4&5) NorthStar Focus on Listening and Speaking Basic (1st ed.) Unit 1 NorthStar Focus on Reading and Writing Basic (1st ed.) Unit 1	Structures: Simple present tense Present Perfect tense Extension:

REEP ESL Curriculum for Adults

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
		Stand Out 4 (2nd ed.) Unit 6 (Lesson 1) Stand Out 4 Grammar Challenge (2nd ed.) Unit 6 (Challenges 1, 2) Ventures 4 (1st ed.) Unit 8 (Lessons B, D, F) Ventures 4 Workbook (1st ed.) Unit 8 (Lesson E) Ventures Transitions (1st ed.) Unit 1 Ventures Transitions Workbook (1st ed.) Unit 1 📄 Level 450 Lesson Plan: Comparing jobs and applicants 📄 Level 450 Lesson Plan: Evaluating Job Candidates (complex sentences) Discovering Yourself Describing Experience Keys to Employability Ventures Arcade 4 (Unit 8)	
2. Identify steps in finding a job and access job information & resources, including the Internet. Evaluate job info against qualifications/needs.	Request/Report info: How did you find your job? I saw/read an ad... Have you ever looked on the Internet for jobs? Express advice: Have you heard about... Did you check out the... You could/should try...	All-Star 4 (2nd ed.) Unit 9 (Lesson 6) All-Star 4 Workbook (2nd ed.) Unit 7 (practice test); Unit 9 (Lesson 6) Future 4 (1st ed.) Unit 2 (Lesson 4) Future 4 Tests and Test Prep (1st ed.) Unit 2 (p. 14-15) Stand Out 4 (2nd ed.) Unit 6 (Lesson 2)	Structures: Simple present & past; Present perfect; Modals Yes/no & Wh-questions

REEP ESL Curriculum for Adults

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	Interpret job ads: What does PT mean? FT? What does EEO mean?	Stand Out 4 Grammar Challenge (2nd ed.) Unit 6 (Challenges 3, 4) Student-generated list Online: Arlington Employment Center Virginia Employment Commission www.Indeed.com <u>Action Words:</u> Understanding the use and function of action words Clarity and brevity Audio/visual: English Works DVD #4: Reading Job Announcements	
3. Fill out job applications.	Sample Language: See job applications	All-Star 4 (2nd ed.) Unit 7 (Lesson 3) Ventures Transitions (1st ed.) Unit 4 Ventures Transitions Workbook (1st ed.) Unit 4 Applications from local companies Marshall Adult Education : Job application Spring Institute SCANS Plans Portfolio: Applications	Notes: Be sure to advise students to keep copies of completed applications.
4. Write a simplified resume and cover letter.	Sample Language: See sample resumes and cover letters	All-Star 4 (2nd ed.) Unit 1 (Lesson 6); Unit 7 (Lesson 6) All-Star 4 Workbook	Structures: verb tenses, see sample resumes and letters Cross-culture: reverse

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		(2nd ed.) Unit 1 (Lesson 6); Unit 7 (Lesson 6) Future 4 (1st ed.) Unit 2 (Lessons 2, 9) Future 4 Workbook (1st ed.) Unit 2 (Lesson 9) Future 4 Tests and Test Prep (1st ed.) Unit 2 (p. 11, 16) Microsoft Word Resume Wizard Stand Out 4 (2nd ed.) Unit 6 (Lessons 3, 4) Ventures 4 (1st ed.) Unit 8 (Lesson E) Resume Tool Kit (University of Toronto) Resume Tutor (University of Minnesota) Search online for “resume samples” by career or job type	chronological order Extension: Complete a resume with a resume builder online tool
5. Given an interview situation, ask & answer questions. Write a Thank You note.	Report info: self Is the position still open? Could I schedule an appointment? Tell me why I should hire you What are your strengths? Express capability: I have had a lot of experience... I worked as a...	All-Star 4 Workbook (2nd ed.) Unit 1 (practice test); Unit 7 (Lesson 3) Future 4 (1st ed.) Unit 2 (Lessons 6, 7, 8) Future 4 (1st ed.) Unit 2 (Lesson 7&8) NorthStar Focus on Reading and Writing Basic (1st ed.) Unit 1 Stand Out 4 (2nd ed.) Unit 6 (Lesson 5) Ventures Transitions	Structures: Simple Present; Simple Past; Present Perfect; Modals; Questions Cross Culture: appropriate/ inappropriate interview questions; eye contact, body language, what to bring in an inter-

REEP ESL Curriculum for Adults

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
	<p>Express gratitude: Thank you for taking time to meet with me... Seek/report info: I'm calling to ask about my application...</p>	<p>(1st ed.) Unit 5 Ventures Transitions Workbook (1st ed.) Unit 5 📖 Level 450 Lesson Plan: Evaluating Job Candidates (complex sentences)</p> <p>Spring Institute SCANS Plans Portfolio: Completing Interviews</p> <p>Research about Informational Interviews and connecting online through social media tools.</p> <p>Audio/visual: English Works DVD #1: Interviewing for a better job</p>	<p>view, etc. Extension: Use tips from an Interview Preparation website for a 📖 Jigsaw Activity (TESOL Techniques). Each group reads a section and teaches other students.</p>
<p>6. Identify characteristics of teamwork and demonstrate ability to work as team, including: * Giving/following instructions, * Giving/asking for advice, * Giving/responding to praise/criticism.</p>	<p>Give/respond to advice/suggestions: I would like to offer a suggestion. Maybe you should... Let's talk about... Give/follow instructions: Do you follow me? Are you with me so far? Be sure to ask if you have any questions. Apologies/mis-understandings: I'm sorry. It won't happen again...</p>	<p>All-Star 4 (2nd ed.) Unit 1 (Lesson 2) All-Star 4 Workbook (2nd ed.) Unit 1 (Lesson 2) Future 4 (1st ed.) Unit 4 (Lessons 1, 2, 4, 5, 8, 9) Future 4 Workbook (1st ed.) Unit 4 (Lessons 1&2, 4&5, 7&8, 9) Stand Out 4 (2nd ed.) Unit 7 (Lesson 1) Ventures 4 Workbook (1st ed.) Unit 8 (Lesson D) Ventures Transitions (1st ed.) Units 7, 8, 9</p>	<p>Structures: Tenses, questions; modals</p> <p>Cross culture: working with others in a group; difficulty of saying "No" or disagreeing appropriately; ways of asking for clarification.</p>

REEP ESL Curriculum for Adults

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	<p>Clarification: Let me see if I got that right... Could you show me?</p> <p>Praising: I really liked... Good job!</p>	<p>Ventures Transitions Workbook (1st ed.) Units 7, 8, 9</p> <p>Spring Institute SCANS Plans Portfolio: Cooperating and Team Building</p> <p>California Distance Learning Project: Team Player</p> <p>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</p>	
<p>7. Report health and safety issues orally and in writing.</p>	<p>Report info: cause/effect: He fell. I think he broke his leg... She was cleaning the windows and fainted.</p> <p>Give/respond to warning: Watch out! Thanks for the warning.</p> <p>Give advice: You need to report that to the manager.</p>	<p>Family (Video scene 8, text unit 8) All-Star 4 (2nd ed.) Unit 9 (Lesson 1) All-Star 4 Workbook (2nd ed.) Unit 7 (alternate application); Unit 9 (Lesson 1) Future 4 (1st ed.) Unit 4 (Lesson 6) Future 4 Workbook (1st ed.) Unit 4 (Lesson 6) Future 4 Tests and Test Prep (1st ed.) Unit 2 (p. 30) Stand Out 4 (2nd ed.) Unit 7 (Lesson 3)</p>	<p>Structures: Imperatives; simple present; simple past; past continuous</p> <p>Extension: write accident scenarios</p>

REEP ESL Curriculum for Adults

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		Audio/visual English Works DVD #10: Safety on the Job	
8. Given a work-related issue, identify problems, solutions, and consequences.	Express advice/opinion: You had better report the problem to... You should call a lawyer... I think we should call...	All-Star 4 (2nd ed.) Unit 7 (Lesson 1) All-Star 4 Workbook (2nd ed.) Unit 7 (Lesson 1) Future 4 (1st ed.) Unit 2 (Lesson 6) Future 4 Workbook (1st ed.) Unit 4 (Lesson 6) Stand Out 4 (2nd ed.) Unit 7 (Lessons 1, 3, 4) Ventures 4 (1st ed.) Unit 8 (Lesson A) Ventures 4 Workbook (1st ed.) Unit 8 (Lesson A) Union/Company Case Studies Company Employee Manuals/Journals California Distance Learning Project: No Strike Audio/visual: Culture Clips: Job Skills Video	Structures: had better, should, ought to Cross culture: how issues are dealt with in native countries; hesitation to sue, etc.
9. Ask for promotion/raise, citing examples of effective work performance.	Seek permission: Could I talk to you about a raise? Would you consider... Express capability: I have been working here for... My work has been good, and I am a team player.	All-Star 4 (2nd ed.) Unit 9 (Lessons 3, 4, 5) All-Star 4 Workbook (2nd ed.) Unit 9 (Lesson 3, 4, 5) Future 4 (1st ed.) Unit 4 (Lesson 7) Stand Out 4 (2nd ed.) Unit 7 (Lesson 5)	Structures: Present Perfect Modals Yes-No questions Cross culture: "selling yourself," "marketing yourself", body language, eye contact

REEP ESL Curriculum for Adults

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
		<p>Asking for a raise (eHow.com)</p> <p>📄 Level 450 Lesson Plan: Making the Case for a Promotion or a Raise</p>	