



ESL Curriculum for Adults

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COMMON QUESTIONS

WORK UNIT LIFE SKILLS PERFORMANCE OBJECTIVES LEVEL: 150

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 job titles, tasks, tools and location.](#)
2. [Describe present and past jobs. State future job goals.](#)
3. [Fill out simplified job application.](#)
4. [Ask questions & report information about hours, duties, salary and benefits.](#)
5. [Interpret simplified want ads.](#)
6. [Use office technology and follow instructions. Ask for clarification.](#)

7. [Follow safety instructions and identify correct emergency procedures.](#)
 8. [Identify good work habits.](#)

Work & Technology Modules (2012) Level-appropriate lesson plans and student materials addressing *Work Unit performance objectives for job seekers* with integrated technology skills development: [Intro to lab](#) | [Navigation](#) | [Online Form & practice interactive form](#) | [Word Processing & resume- letter templates](#) | [Email](#)

Level 150 Work Resource Page

LIFE SKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
<p>1. Given visuals, identify job titles, tasks, tools, and location.</p>	<p>Seek/report info: self/others Does she work at the post office? Where does he work? What is his/her job?</p> <p>He works at the supermarket. He's an accountant. She drives a truck. He uses a hammer.</p>	<p>-See Resources section on side bar. -Go to <u>Best of the Web: Work</u></p> <p>All-Star 1 (2nd ed.) Unit 10 (Lesson 1) All-Star 1 workbook (2nd ed.) Unit 10 (Lesson 1) Collaborations Beginning 1 (1st ed.) Unit 4 (Lesson 5) Downtown 1 (1st ed.) Chapter 5 (Lesson 3); Chapter 6 (Lesson 3) Excellent English 1 (1st ed.) Unit 9 (Lessons 1, 2, 3 – job tasks) Future 1 (1st ed.) Unit 2 (Lessons 1, 2, 3, 6) Future 1 Workbook (1st ed.) Unit 2 (Lessons 1, 2&3, 5&6, 7, 8&9) Future 1 Tests and Test Prep (1st ed.) Unit 2 (p. 11-18); Unit 12 (p. 110-118) Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 2 (Lesson 8, review) Going Places 1 (1st ed.) Unit 18 (p. 111-114) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 166-169) Oxford Picture Dictionary Classic Classroom Activities, Unit 11 (p. 177-180) Stand Out 1 (2nd ed.) Unit 7 (Lesson 1) Stand Out 1 Grammar Challenge (2nd ed.) Unit 7 (Challenge 1) Survival English 1 (2nd ed.) Unit 9 (Occupations 1, 2) Survival English 2 (2nd ed.) Unit 9 (Jobs 1) Ventures 1 (1st ed.) Unit 8 (Lessons A, B, C, D) Ventures 1 Add-Ventures Multilevel Worksheets (1st ed.)</p>	<p>Structures: Simple present Yes/no & Wh-questions Subject pronouns Possessive adj.</p> <p>Cross-culture: Male/female work roles</p>

		<p>Unit 8 (Lessons A, C, D, E)</p> <p>Software: All-Star 1, Unit 10 Excellent English 1, Unit 9 (Skills and Work) Live Action English, Unit 11 (Office Worker) Oxford Picture Dictionary Work Unit</p> <p>Online: Ventures Arcade 1, Unit 8 Kidzclub.com (Flashcards) Worksheet Creator (allows you to choose occupations from a list and create a matching worksheet with word bank)</p> <p>REEP Lesson Plan: Job titles, tasks, and tools through short stories</p> <p>REEP Lesson Plan: Multi-day Poster Project for Job-specific vocabulary and dialogues</p> <p>OTAN What's My Job Quiz</p> <p><i>See Work & Technology Modules above</i></p>	
<p>2. Describe present and past jobs, including job title, tasks, locations and length of employment. State future job goals.</p>	<p>Seek/report Info: Do you work? Did you work in your country? Where do/did you work? How long did you work as a mechanic? I am/was a waitress/student. I was a mechanic in my country. I worked for 2 years.</p> <p>Express intentions: I want to... I am going to.... What job do you want?</p>	<p>All-Star 1 (2nd ed.) Unit 10 (Lessons 3, 4, 5) All-Star 1 workbook (2nd ed.) Unit 10 (Lessons 1, 3, 4, alternate application) Excellent English 1 (1st ed.) Unit 9 (Lesson 4, 6) Future 1 (1st ed.) Unit 2 (Lessons 2, 7, 8); Unit 12 (Lessons 1, 2, 3, 6, 8) Future 1 Workbook (1st ed.) Unit 2 (Lessons 7, 8&9); Unit 12 (Lessons 1, 2&3, 7, 8&9) Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 2 (Lesson 3, 8, review); Unit 12 (Lesson 3) Stand Out 1 (2nd ed.) Unit 7 (Lessons 2, 3) Stand Out 1 Grammar Challenge (2nd ed.) Unit 7 (Challenges 3, 4, extension challenges 1, 2) Survival English 2 (2nd ed.) Unit 9 (Jobs 5, 11) Ventures 1 (1st ed.) Unit 8 (Lesson B) Ventures 1 Add-Ventures Multilevel Worksheets (1st ed.)</p>	<p>Structures: Simple present Simple past Future tense Yes/no & Wh-questions</p> <p>Extension: Go to Goal Setting</p>

		<p>Unit 8 (Lesson B) Workplace Plus 1 (1st ed.) Unit 1 (p. 14-17); Unit 10 (p. 122-127, 130)</p> <p>Software: All-Star 1, Unit 10</p> <p>Online: Ventures Arcade, Unit 8 REEP Lesson Plan: Describe past and present jobs, future job goals Timeline Activity Scans Lesson Plans (scroll down for SCANS plans)</p> <p>REEPworld Work stories</p> <p>See Work & Technology Modules above</p>	
<p>3. Fill out simplified job application, including present and past job titles, tasks, locations and length of employment.</p>	<p>Sample Vocabulary: Name Address Social Security Number Emergency Contact From 1996 to 2000</p>	<p>All-Star 1 (2nd ed.) Unit 10 (Lesson 6) All-Star 1 workbook (2nd ed.) Unit 10 (Review and assessment) Excellent English 1 (1st ed.) Unit 9 (Lesson 7) Future 1 (1st ed.) Unit 12 (Lesson 4) Future 1 workbook (1st ed.) Unit 12 (Lessons 8&9) Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 12 (Lesson 9) Survival English 2 (2nd ed.) Unit 9 (Jobs 4) Ventures 1 (1st ed.) Unit 8 (Lessons E, F) Ventures 1 Add-Ventures Multilevel Worksheets (1st ed.) Unit 8 (Lesson F)</p> <p>Software: All-Star 1, Unit 10 (Read and Write)</p> <p>Online: OTAN JobApp_rev.doc (paper) JobApp_rev_form.doc (fillable form in MS Word) Online form generators: Google docs; Survey Monkey, Microsoft Forms REEPworld Online Work Stories Other work-related language practice websites via Student Links page on www.reepworld.org</p>	

		Ventures Arcade, Unit 8 <i>See Work & Technology Modules above</i>	
4. Ask questions and report info. about hours, duties, salary and benefits.	<p>Seek Info: self: What are my hours? What are the job duties? What is the salary? What are the benefits?</p> <p>Report Info: I have 2 weeks vacation. I have 5 sick days. I start work at 8 am.</p>	<p>All-Star 1 (2nd ed.) Unit 10 (Lesson 2) All-Star 1 workbook (2nd ed.) Unit 10 (Lesson 2) Collaborations Beginning 1 (1st ed.) Unit 4 (Lesson 1, 2, 3, 4, 6) Downtown 1 (1st ed.) Chapter 3 (Lesson 3) Future 1 (1st ed.) Unit 12 (Lesson 4, 6) Future 1 workbook (1st ed.) Unit 12 (Lessons 4, 5&6) Going Places 1 (1st ed.) Unit 12 (p. 79-80) Survival English 2 (2nd ed.) Unit 9 (Jobs 7, 8, 9)</p> <p>Student generated questions</p> <p>Software: All-Star 1, Unit 10</p> <p><i>See Work & Technology Modules above</i></p>	<p>Structures: Wh-questions Simple present</p>
5. Interpret simplified want ads.	<p>Sample Vocabulary: Experience preferred p/t, f/t, ref req,</p>	<p>All-Star 1 (2nd ed.) Unit 10 (Lesson 2) All-Star 1 workbook (2nd ed.) Unit 10 (Lesson 2, review) Excellent English 1 (1st ed.) Unit 9 (Lesson 6) Future 1 (1st ed.) Unit 12 (Lesson 4, 6) Future 1 workbook (1st ed.) Unit 12 (Lesson 4) Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 12 (Lesson 6) Oxford Picture Dictionary Classic Classroom Activities, Unit 11 (p. 170-171) Stand Out 1 (2nd ed.) Unit 7 (Lesson 2, review) Stand Out 1 Grammar Challenge (2nd ed.) Unit 7 (Challenge 2) Survival English 2 (2nd ed.) Unit 9 (Jobs 2, 3, 4, 5)</p> <p><i>See Work & Technology Modules above</i></p>	<p>Extension: Identify other ways of finding a job.</p>
6. Demonstrate ability to use office technology and follow instructions. Ask for clarification.	<p>Request clarification: Please show me. I don't understand.</p>	<p>Going Places 1 (1st ed.) Unit 25 (p. 153-155) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 170-171, 182-183)</p> <p>Teacher and student generated</p>	<p>Structures: Imperatives Wh-questions</p> <p>Cross Culture: Way of asking for</p>

	Seek/report info: What's this machine for? How do you turn the machine on? Press the red button. This is a computer/fax machine. etc.	material using standard office equipment and technology. See Work & Technology Modules above	clarification
7. Given workplace safety signs, follow safety instructions and identify correct emergency procedures.	Sample Vocabulary: Caution Hazardous materials Danger	Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 179) English Works DVD #10: Safety on the job	Extension: complete accident reports <i>Let's Work Safely</i> , p. 94-113; <i>Basic Grammar in Action</i> , p. 212
8. Identify good work habits, including calling in a schedule change.	Using Polite language: Please, pardon me, may I, Asking for feedback: Is this ok? Express condition: I can't come to work today. I'm sorry. I'm still sick. My daughter is sick. I will be late. I had a flat tire.	All-Star 1 workbook (2nd ed.) Unit 10 (Alternate application) Future 1 (1st ed.) Unit 12 (Lesson 7) Going Places 1 (1st ed.) Unit 24 (p. 151); Unit 25 (p. 157-158) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 174) Stand Out 1 (2nd ed.) Unit 7 (Lesson 5, review) Stand Out 1 Grammar Challenge (2nd ed.) Unit 7 (Challenge 5) Student generated list Software: Live Action English, Unit 11 (Office Worker) Online: OTAN REEP lesson plan: ID good work habits	Structures: Simple present, future, questions Negatives: can't Cross Cultural: Acceptable behavior at work in the U.S. and in other countries. Acceptable reasons for absences on job, school, etc. In US and native country.

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