



ESL Curriculum for Adults

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COMMON QUESTIONS

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.

Work & Technology Modules (2012) Level-appropriate lesson plans and student materials addressing *Work Unit performance objectives for job seekers* with integrated technology skills development: [Navigation -and-Search](#) | [Online Form](#) | [Word Processing](#) | [Email](#)

Level 450 Work Resource Page

LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
<p>1. Identify what employers are looking for and compare to your skills, experiences, and personal qualities. State job goals.</p>	<p>Express preferences: I like to work with people... I prefer to work indoors... I would rather...</p> <p>Describe skills & interests I am creative... I am hardworking... I have ... years of experience as a...</p> <p>Express goals: My goal is to work in a...</p>	<p>-See Resources section on side bar -Go to Best of the Web: Work</p> <p>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 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</p> <p>Online: REEP Lesson Plan: ID what employers are looking for: state job</p>	<p>Structures: Simple present tense Present Perfect tense</p> <p>Extension: Go to Goal setting Career goals (scroll down to lesson plans in Maine Community College Career Development curriculum)</p>

		<p><u>goals</u> <u>Discovering Yourself</u> <u>Describing Experience</u> <u>Keys to Employability</u></p> <p>Ventures Arcade 4 (Unit 8)</p> <p><i>See Work & Technology Modules above</i></p>	
<p>2. Identify steps in finding a job and access job information & resources, including the Internet.</p> <p>Evaluate job info against qualifications/needs.</p>	<p>Request/Report info: How did you find your job? I saw/read an ad... Have you ever looked on the Internet for jobs?</p> <p>Express advice: Have you heard about... Did you check out the... You could/should try...</p> <p>Interpret job ads: What does PT mean? FT? What does EEO mean?</p>	<p>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) Stand Out 4 Grammar Challenge (2nd ed.) Unit 6 (Challenges 3, 4)</p> <p>Student-generated list</p> <p>Online: Arlington Employment Center Pre-employment reading & quizzes Virginia Employment Commission CareerBuilder Action Words: Understanding the use and function of action words Clarity and Brevity</p> <p>Audio/visual: English Works DVD #4: Reading Job Announcements</p> <p><i>See Work & Technology Modules above</i></p>	<p>Structures: Simple present & past; Present perfect; Modals Yes/no & Wh-questions</p>
<p>3. Fill out job applications.</p>	<p>Sample Language: See job applications</p>	<p>All-Star 4 (2nd ed.) Unit 7 (Lesson 3) Ventures Transitions (1st ed.) Unit 4 Ventures Transitions Workbook (1st ed.) Unit 4</p> <p>Applications from local companies</p>	<p>Notes: Be sure to advise students to keep copies of completed applications.</p>

		<p>Online:</p> <p>Marshall Adult Education: scroll down to Job application</p> <p>Spring Institute: scroll down to SCANS Plans Portfolio: Applications</p> <p><i>See Work & Technology Modules above</i></p>	
<p>4. Write a simplified resume and cover letter.</p>	<p>Sample Language: See sample resumes and cover letters</p>	<p>All-Star 4 (2nd ed.) Unit 1 (Lesson 6); Unit 7 (Lesson 6)</p> <p>All-Star 4 Workbook (2nd ed.) Unit 1 (Lesson 6); Unit 7 (Lesson 6)</p> <p>Future 4 (1st ed.) Unit 2 (Lessons 2, 9)</p> <p>Future 4 Workbook (1st ed.) Unit 2 (Lesson 9)</p> <p>Future 4 Tests and Test Prep (1st ed.) Unit 2 (p. 11, 16)</p> <p>Microsoft Word Resume Wizard</p> <p>Stand Out 4 (2nd ed.) Unit 6 (Lessons 3, 4)</p> <p>Ventures 4 (1st ed.) Unit 8 (Lesson E)</p> <p>Online:</p> <p>Resume Tool Kit (University of Toronto)</p> <p>Resume Tutor (University of Minnesota)</p> <p>Resume samples (scroll down to Resume Samples)</p> <p>Resume Don'ts (Avoid Top 10 Resume Mistakes)</p> <p>Cover Letter/Letter of Introduction lesson materials (University of Maine)</p> <p><i>See Work & Technology Modules above</i></p>	<p>Structures: verb tenses, see sample resumes and letters</p> <p>Cross-culture: reverse chronological order</p> <p>Extension: Complete an on-line resume Tips</p>
<p>5. Given an interview situation, ask & answer questions.</p> <p>Write a Thank You note.</p>	<p>Report info: self Is the position still open? Could I schedule an appointment? Tell me why I</p>	<p>All-Star 4 Workbook (2nd ed.) Unit 1 (practice test); Unit 7 (Lesson 3)</p> <p>Future 4 (1st ed.) Unit 2 (Lessons 6, 7, 8)</p> <p>Future 4 (1st ed.) Unit 2 (Lesson 7&8)</p> <p>NorthStar Focus on</p>	<p>Structures: Simple Present; Simple Past; Present Perfect; Modals; Questions</p>

	<p>should hire you What are your strengths?</p> <p>Express capability: I have had a lot of experience... I worked as a...</p> <p>Express gratitude: Thank you for taking time to meet with me...</p> <p>Seek/report info: I'm calling to ask about my application...</p>	<p>Reading and Writing Basic (1st ed.) Unit 1 Stand Out 4 (2nd ed.) Unit 6 (Lesson 5) Ventures Transitions (1st ed.) Unit 5 Ventures Transitions Workbook (1st ed.) Unit 5</p> <p>Online: REEP Lesson Plan: Evaluate job candidates Spring Institute: scroll down to SCANS Plans Portfolio: Completing Interviews Job Interview Net Informational Interviews (Monster.com) Interview Tool Kit Interview Quick Tips (Monster.com) Internal Interview (Monster.com)</p> <p>Audio/visual: English Works DVD #1: Interviewing for a better job</p> <p><i>See Work & Technology Modules above</i></p>	<p>Cross Culture: appropriate/inappropriate interview questions; eye contact, body language, what to bring in an interview, etc.</p> <p>Extension: Use Rehearsal Tips as a jigsaw activity. Each group reads a section and teaches other students.</p>
<p>6. Identify characteristics of teamwork and demonstrate ability to work as team, including:</p> <ul style="list-style-type: none"> * Giving/following instructions, * Giving/asking for advice, * Giving/responding to praise/criticism. 	<p>Give/respond to advice/suggestions:</p> <p>I would like to offer a suggestion. Maybe you should... Let's talk about...</p> <p>Give/follow instructions: Do you follow me? Are you with me so far? Be sure to ask if you have any questions.</p> <p>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 Ventures Transitions Workbook (1st ed.) Units 7, 8, 9</p> <p>Online: Spring Institute: scroll down to SCANS Plans Portfolio: Cooperating and Team Building California Distance</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>

	<p>Clarification: Let me see if I got that right... Could you show me?</p> <p>Praising: I really liked... Good job!</p>	<p>Learning Project: <u>Team Player</u></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>A Day in the Life of the Gonzalez 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>Audio/visual</p> <p>English Works DVD #10: Safety on the Job</p>	<p>Structures: Imperatives; simple present; simple past; past continuous</p> <p>Extension: write accident scenarios</p>
<p>8. Given a work-related issue, identify problems, solutions, and consequences.</p>	<p>Express advice/opinion: You had better report the problem to... You should call a lawyer... I think we should call...</p>	<p>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)</p> <p>Union/Company Case Studies Company Employee Manuals/Journals</p> <p>Online: California Distance</p>	<p>Structures: had better, should, ought to</p> <p>Cross culture: how issues are dealt with in native countries; hesitation to sue, etc.</p>

		Learning Project: No Strike Audio/visual: Culture Clips: Job Skills Video	
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) REEP Lesson Plan: Making the case for a promotion or raise Online: Asking for a raise (eHow.com)	Structures: Present Perfect Modals Yes-No questions Cross culture: "selling yourself," body language, eye contact

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