

# REEP ESL Curriculum for Adults

## 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.

### ADDITIONAL RESOURCE:

 **Levels 100/150 Lesson Plan: Job-specific vocabulary, dialogues, and problem solving (poster project)**

LIFE SKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
1. Given visuals, identify job titles, tasks, tools, and location.	Seek/report info: self/others Does she work at the post office? Where does he work? What is his/her job? He works at the supermarket. He's an accountant. She drives a truck. He uses a hammer.	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)	Structures: Simple present Yes/no & Wh-questions Subject pronouns Possessive adj. Cross-culture: Male/female work roles

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LIFE SKILLS PERFORMANCE OBJECTIVES	FUNCTIONS AND SAMPLE LANGUAGE	RESOURCES	INTEGRATION
		<p>Future 1 Tests and Test Prep (1st ed.) Unit 2 (p. 11-18); Unit 12 (p. 110-118)</p> <p>Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 2 (Lesson 8, review)</p> <p>Going Places 1 (1st ed.) Unit 18 (p. 111-114)</p> <p>Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 166-169)</p> <p>Oxford Picture Dictionary Classic Classroom Activities, Unit 11 (p. 177-180)</p> <p>Stand Out 1 (2nd ed.) Unit 7 (Lesson 1)</p> <p>Stand Out 1 Grammar Challenge (2nd ed.) Unit 7 (Challenge 1)</p> <p>Survival English 1 (2nd ed.) Unit 9 (Occupations 1, 2)</p> <p>Survival English 2 (2nd ed.) Unit 9 (Jobs 1)</p> <p>Ventures 1 (1st ed.) Unit 8 (Lessons A, B, C, D)</p> <p>Ventures 1 Add-Ventures Multilevel Worksheets (1st ed.) 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)</p>	

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		<p>Oxford Picture Dictionary Work Unit Online:  <a href="#">Ventures Arcade 1</a>, Unit 8            Kidzclub.com (Flashcards)  <a href="#">Worksheet Creator</a> (allows you to choose occupations from a list and create a matching worksheet with word bank)   <a href="#">What's My Job Quiz</a>   <b>Level 150 Lesson Plan: Job titles and tasks through short stories</b></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.            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&amp;9); Unit 12 (Lessons 1, 2&amp;3, 7, 8&amp;9)            Future 1 Multilevel Communicative Activities Book (1st ed.) Unit 2 (Lesson 3, 8, review); Unit 12</p>	<p>Structures:            Simple present            Simple past            Future tense            Yes/no &amp; Wh-questions            Extension: Go to <a href="#">Goal Setting</a></p>

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		<p>(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.)            Unit 8 (Lesson B)            Workplace Plus 1 (1st ed.) Unit 1 (p. 14-17);            Unit 10 (p. 122-127, 130)            Software:            All-Star 1, Unit 10            Online:  <a href="#">Ventures Arcade</a>, Unit 8            📄 <b>Level 150 Lesson Plan: Past &amp; Present Jobs, Job Goals</b>            📄 <b>Level 150 Lesson Plan: Job titles and tasks through short stories</b>            📄 <b>TESOL Techniques: Timeline</b></p> <p>Website:  <a href="#">REEPworld Work stories</a></p>	

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<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&amp;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) Software: All-Star 1, Unit 10 (Read and Write)</p> <p>Online form generators: Google docs; Survey Monkey, Microsoft Forms</p> <p>Website: <a href="#">REEPworld Work stories</a></p> <p>REEPworld Student Links page</p>	


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<p>4. Ask questions and report info. about hours, duties, salary and benefits.</p>	<p>Seek Info: self:            What are my hours?            What are the job duties?            What is the salary?            What are the benefits?            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&amp;6)            Going Places 1 (1st ed.) Unit 12 (p. 79-80)            Survival English 2 (2nd ed.) Unit 9 (Jobs 7, 8, 9)            Student generated questions            Software:            All-Star 1, Unit 10</p>	<p>Structures:            Wh-questions            Simple present</p>
<p>5. Interpret simplified want ads.</p>	<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</p>	<p>Extension: Identify other ways of finding a job.</p>

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		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)	
6. Demonstrate ability to use office technology and follow instructions. Ask for clarification.	Request clarification: Please show me. I don't understand. 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.	Going Places 1 (1st ed.) Unit 25 (p. 153-155) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 170-171, 182-183) Teacher and student generated material using standard office equipment and technology.	Structures: Imperatives Wh-questions Cross Culture: Way of asking for 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.)	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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		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)   <b>Levels 150/200</b> <b>Lesson Plan: Good Work Habits</b>	