

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:

1. Research and identify the soft skills employers are looking for and compare to your skills, experiences, and personal qualities. Describe future employment goals.
2. Given a job interview (in-person or phone), ask and answer questions and provide evidence to support answers. Write a thank you note.
3. Identify steps in finding a job and access job information & resources, including the Internet. Evaluate job info against qualifications/needs and cite examples.
4. Write a simplified resume and cover letter.
5. Complete job applications (print/online).
6. Identify and analyze characteristics of teamwork. Demonstrate ability to work as a team: a) giving/following instructions, b) giving/asking for advice, c) giving/responding to praise/criticism.
7. Research and report health and safety issues orally and in writing.
8. Ask for a promotion/raise, providing evidence and citing examples of effective work performance orally and through email.
9. Identify and respond to work-related problems. Analyze possible solutions and consequences.
10. Research and evaluate rights and responsibilities of workers.

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LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS & LANGUAGE	DIGITAL LITERACY INTEGRATION	RESOURCES	EXTENSIONS
<p>1. Research and identify the soft skills employers are looking for and compare to your skills, experiences, and personal qualities. Describe future employment goals.</p>	<p>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...</p> <p>Structures: Simple present tense Present Perfect tense</p>	<p>Ventures Online Arcade 4 (Unit 8)</p> <p>GCFGlobal.org interactive lessons > Work > Business Communication</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</p>	

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			<p>(1st ed.) Unit 8 (Lesson E) Ventures Transitions (1st ed.) Unit 1 Ventures Transitions Workbook (1st ed.) Unit 1</p> <p>REEP Lesson Plan Level 450: Comparing jobs and applicants</p> <p>REEP Lesson Plan Level 450: Evaluating Job Candidates (complex sentences)</p>	
<p>2. Given a job interview (in-person or phone), using the conventions of Standard English, ask and answer questions and provide evidence to support answers. Write a thank you note.</p>	<p>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...</p>	<p>Research about Informational Interviews and connecting online through social media tools.</p> <p>Software: Winway Resume</p>	<p>REEP Lesson Plan: Level 450 Using evidence to support answers during a job interview</p> <p>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</p>	<p>Cross Culture: appropriate/ inappropriate interview questions; eye contact, body language, what to bring in an interview, etc.</p> <p>Extension: Use tips from an Interview Preparation website for a</p> <p>Jigsaw Activity (TESOL Techniques). Each group reads a section</p>

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	<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>Structures: Simple Present; Simple Past; Present Perfect; Modals; Questions</p>		<p>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>• Level 450 Lesson Plan: Evaluating Job Candidates (complex sentences)</p> <p>Spring Institute SCANS Plans Portfolio: Completing Interviews</p> <p>Audio/visual: English Works DVD #1: Interviewing for a better job</p>	<p>and teaches other students.</p>
<p>3. Identify steps in finding a job and access job information & resources, including the Internet. Evaluate job information against qualifications/needs and cite examples.</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? Express advice: Have you heard about...</p>	<p>Arlington Employment Center</p> <p>Virginia Employment Commission</p> <p>www.Indeed.com</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.</p>	

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	<p>Did you check out the... You could/should try... Interpret job ads: What does PT mean? FT? What does EEO mean?</p> <p>Structures: Simple present & past; Present perfect; Modals Yes/no & Wh-questions</p>	<p>GCFGlobal.org interactive lessons > Work</p>	<p>14-15) Stand Out 4 (2nd ed.) Unit 6 (Lesson 2) Stand Out 4 Grammar Challenge (2nd ed.) Unit 6 (Challenges 3, 4) Student-generated list 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>4. Write a simplified resume and cover letter.</p>	<p>Sample Language: See sample resumes and cover letters</p> <p>Structures: verb tenses, see sample resumes and letters</p>	<p>REEP Lesson Plan: Level 450 Work Tech Module: Resume, Cover Letter</p> <p>Search online for “resume samples” by career or job type</p>	<p>All-Star 4 (2nd ed.) Unit 1 (Lesson 6); Unit 7 (Lesson 6) All-Star 4 Workbook (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</p>	<p>Cross-culture: reverse chronological order</p> <p>Extension: Complete a resume with a resume builder online tool</p>

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			<p>Stand Out 4 (2nd ed.) Unit 6 (Lessons 3, 4) Ventures 4 (1st ed.) Unit 8 (Lesson E) Resume Tool Kit (University of Toronto)</p> <p>Resume Tutor (University of Minnesota)</p>	
5. Complete job applications (print/online).	Sample Language: See job applications	REEP Lesson Plan: Level 450 Work Tech Module: Job Application	<p>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</p>	Notes: Be sure to advise students to keep copies of completed applications.
6. Identify and analyze characteristics of teamwork. Demonstrate	Give/respond to advice/suggestions:	California Distance Learning Project: Team Player	<p>All-Star 4 (2nd ed.) Unit 1 (Lesson 2) All-Star 4 Workbook (2nd</p>	Cross culture: working with others in a group; difficulty of saying "No"

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<p>ability to work as a team: a) giving/following instructions, b) giving/asking for advice, c) giving/responding to praise/criticism.</p>	<p>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/misunderstandings: I'm sorry. It won't happen again... Clarification: Let me see if I got that right... Could you show me? Praising: I really liked... Good job!</p> <p>Structures: Tenses, questions; modals</p>		<p>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>Spring Institute SCANS Plans Portfolio: Cooperating and Team Building</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</p>	<p>or disagreeing appropriately; ways of asking for clarification.</p>
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			English Works DVD #8: Responding to instructions	
7. Research and report health and safety issues orally and in writing.	<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>Structures: Imperatives; simple present; simple past; past continuous</p>	We Speak NYC: Episode "Rolando's Rights"	<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) Audio/visual English Works DVD #10: Safety on the Job</p>	Extension: write accident scenarios
8. Ask for a promotion/raise, providing evidence and citing examples of effective work performance orally and through email.	<p>Seek permission: Could I talk to you about a raise? Would you consider... Express capability: I have been working here for...</p>	<p>Asking for a raise (eHow.com)</p> <p>GCFGlobal.org interactive lessons > Work > Business Communication</p>	<p>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)</p>	Cross culture: "selling yourself," "marketing yourself", body language, eye contact

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	<p>My work has been good, and I am a team player.</p> <p>Structures: Present Perfect Modals Yes-No questions</p>		<p>Stand Out 4 (2nd ed.) Unit 7 (Lesson 5)</p> <p>REEP Lesson Plan: level 450 Making the Case for a Promotion or a Raise</p>	
<p>9. Identify and respond to work-related problems. Analyze possible 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>Structures: had better, should, ought to</p>	<p>California Distance Learning Project: No Strike</p> <p>Audio/visual: Culture Clips: Job Skills Video</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) Union/Company Case Studies Company Employee Manuals/Journals</p>	<p>Cross culture: how issues are dealt with in native countries; hesitation to sue, etc.</p>
<p>10. Research and evaluate rights and responsibilities of workers.</p>		<p>We Speak NYC: Episode "Rolando's Rights"</p>		

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		GCFGlobal.org interactive lessons > Work		
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