

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:

1. Given visuals of occupations, identify job titles, tasks, tools, and location.
2. Write and speak about present and past employment, including job titles, tasks, locations, and length of employment. State future job goals.
3. Ask questions and report info about hours, duties, salary, and benefits.
4. Read and answer questions about simplified job postings. Conduct simple job search including online. Write and speak about findings.
5. Complete simplified job application, including present and past job titles, tasks, locations, and length of employment.
6. Demonstrate ability to use office technology and follow instructions. Ask for clarification.
7. Given workplace safety signs or emergency procedures, follow safety instructions.
8. List good work habits. Identify good work habits, including calling in a schedule change.
9. Given visuals and texts of work-related scenarios, answer simple questions about basic rights and responsibilities of employees and employers in the U.S.

Project covering multiple objectives: [REEP Lesson Plan Level 100/150 Job-specific vocabulary, dialogues, and problem solving](#)

Culminating Assessment Activities: [150](#): Accessing Job Information

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LIFE SKILLS PERFORMANCE OBJECTIVES	FUNCTIONS & LANGUAGE	DIGITAL LITERACY INTEGRATION	RESOURCES	EXTENSIONS
<p>1. Given visuals of occupations, 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? He works at the supermarket. He's an accountant. She drives a truck. He uses a hammer.</p> <p>Structures: Simple present Yes/no & Wh-questions Subject pronouns Possessive adj.</p>	<p>Internet 1: Ventures Arcade 1, Unit 8</p> <p>Kidzclub.com (Flashcards) Worksheet Creator (allows you to choose occupations from a list and create a matching worksheet with word bank)</p> <p>What's My Job Quiz</p> <p>John's Employment Website (see for all work unit objectives)</p> <p>Windows 1: 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>Internet 1:</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</p>	<p>Cross-culture: Male/female work roles</p>

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		<p>Learning Chocolate > Jobs</p> <p>REEPworld Work Unit</p> <p>John's Employment Website (see for all work unit objectives)</p>	<p>(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.) Unit 8 (Lessons A, C, D, E)</p> <p></p> <p>Level 150: Job titles and tasks through short stories</p>	
<p>2. Write and speak about present and past employment, including</p>	<p>Seek/report Info: Do you work? Did you work in your</p>	<p>Internet 1: Ventures Arcade, Unit 8</p>	<p>REEP Lesson Plan Levels 150 Lesson Plan:Describing</p>	<p>Extension: Go to Goal Setting</p>

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<p>job titles, tasks, locations, and length of employment. State future job goals.</p>	<p>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>Structures: Simple present Simple past Future tense Yes/no & Wh-questions</p>	<p>REEPworld Work Unit</p> <p>Windows 1: Software: All-Star 1, Unit 10</p>	<p>present/past employment</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</p>	
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			<p>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)</p> <p></p> <p>▶▶▶ Level 150: Past & Present Jobs, Job Goals</p> <p></p> <p>▶▶▶ Level 150: Job titles and tasks through short stories</p> <p>TESOL Techniques: Timeline</p>	
<p>3. 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.</p>	<p>Windows 1: Software: All-Star 1, Unit 10</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.)</p>	

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	<p>I have 5 sick days. I start work at 8 am.</p> <p>Structures: Wh-questions Simple present</p>		<p>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) Student generated questions</p>	
<p>4. Read and answer questions about simplified job postings. Conduct simple job search including online. Write and speak about findings.</p>	<p>Sample Vocabulary: Experience preferred p/t, f/t, ref req,</p>	<p>Internet 1: Job Ads Quiz Finding a Job website  Level 100/150 Work Tech Module: Job Search</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)</p>	<p>Extension: Identify other ways of finding a job.</p>

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			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)	
5. Complete simplified job application, including present and past job titles, tasks, locations, and length of employment.	Sample Vocabulary: Name Address Social Security Number Emergency Contact From 1996 to 2000	 Level 100/150 Work Tech Module: Job Application Windows 1: Software: All-Star 1 Unit 10 (Work); Oxford Picture Dictionary Interactive Internet 1: Online Applications Sample Pair or small group project: Online form generators: Google docs; SurveyMonkey, Microsoft Forms REEPworld Work Unit	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)	

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<p>6. Demonstrate ability to use office technology and follow instructions. Ask for clarification.</p>	<p>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. Structures: Imperatives Wh-questions</p>	<p>Mobile 1: Students take photos of workplace technology on their phones and seek clarification and explain them in class. See REEP Video Smartphones in Adult ESL Instruction: Picture Prompts and Review</p> <p>Internet 1: Learning Chocolate Category: Jobs</p>	<p>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.</p>	<p>Cross Culture: Way of asking for clarification</p>
<p>7. Given workplace safety signs or emergency procedures, follow safety instructions.</p>	<p>Sample Vocabulary: Caution Hazardous materials Danger</p>	<p>Students take photos of workplace signs on their phones and seek clarification and explain them in class. See REEP Video Smartphones in Adult ESL Instruction: Picture Prompts and Review</p>	<p>Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 179) English Works DVD #10: Safety on the job</p>	<p>Extension: complete accident reports <i>Let's Work Safely</i>, p. 94-113; <i>Basic Grammar in Action</i>, p. 212</p>
<p>8. List good work habits. Identify good work habits, including calling in a schedule change.</p>	<p>Using Polite language: Please, pardon me, may I, Asking for feedback: Is this ok? Express condition: I can't come to work today.</p>	<p>Windows 1: Software: Live Action English, Unit 11 (Office Worker)</p>	<p>REEP Lesson Plan Levels 150/200 Lesson Plan: Good Work Habits All-Star 1 workbook (2nd ed.) Unit 10 (Alternate application) Future 1 (1st ed.) Unit 12</p>	<p>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.</p>

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	<p>I'm sorry. I'm still sick. My daughter is sick. I will be late. I had a flat tire.</p> <p>Structures: Simple present, future, questions Negatives: can't</p>		<p>(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</p>	
<p>9. Given visuals and texts of work-related scenarios, answer simple questions about basic rights and responsibilities of employees and employers in the U.S.</p>		<p>Internet 1: REEPworld Work Unit Stories</p>		