

# REEP ESL Curriculum for Adults

## WORK UNIT LIFESKILLS PERFORMANCE OBJECTIVES LEVEL: 250

### 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, ask and answer questions about job titles, duties, locations, skills, responsibilities, and tools. Categorize job (indoor/outdoor, high-paying/low-paying, service/professional, etc.)
2. Identify qualities of model workers.
3. In an interview situation, ask and answer questions about: a) job experience, including current and previous jobs, b) job duties, c) work skills and abilities, d) future job preferences and career plans.
4. Conduct a modified job search, including a) Identify sources of jobs b) Identify how to inquire about job openings as noted in the job advertisement / posting (call, in-person, send resume), and c) Read and interpret simplified want ads or job postings online.
5. Fill out simplified job application including using correct sequencing of education and work history (print/online).
6. In a work situation: a) give and follow supervisors' instructions b) Ask co-workers or manager for clarification c) Request locations/ give directions to a specific place.
7. Identify causes and effects of accidents at work.
8. Make a work request in person, by phone, voicemail, text, or in writing such as a) leaving work early b) changing schedules c) calling in sick d) requesting vacation.
9. Research and present information about worker rights and responsibilities.

**Culminating Assessment Activities:** [250](#): Job Descriptions


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LIFESKILLS PERFORMANCE OBJECTIVES	FUNCTIONS & LANGUAGE	DIGITAL LITERACY INTEGRATION	RESOURCES	EXTENSION
1. Given visuals, ask and answer questions about job titles, duties, locations, skills, responsibilities, and tools. Categorize job (indoor/outdoor, high-paying/low-paying, service/professional, etc.)	Seek/report info: others What's his job? He's a plumber. He works in a house. He can fix pipes. He uses a wrench. Report info: occupations These are indoor jobs. Those are service jobs. Structures: Simple present, Questions Demonstratives	Internet 1: Ventures Online Arcade 2, Unit 8  Windows 1: Software: All-Star 2, Unit 10; Excellent English 2, Unit 4 (Finding a career) Oxford Picture Dictionary Work Unit; Side by Side Lesson 20 (all segments)  Internet 1: <a href="#">Online Quiz: What's My Job?</a>  <a href="#">John's Employment Website</a> (see for all work unit objectives)  Kidzclub.com (Flashcards) <a href="#">Worksheet Creator</a> (allows you to choose occupations from a list and create a matching worksheet with word bank)	All-Star 2 (2nd ed.) Unit 10 (Lesson 1, 2) All-Star 2 Workbook (2nd ed.) Unit 10 (Lesson 1, 2) Collaborations Beginning 2 (1st ed.) Unit 4 (Lessons 3, 10, 12) Excellent English 2 (1st ed.) Unit 4 (Lessons 1, 2); Unit 6 (Lessons 1, 2) Future 2 (1st ed.) Unit 8 (Lessons 1, 2, 7) Future 2 Workbook (1st ed.) Unit 8 (Lesson 1) Future 2 Tests and Test Prep (1st ed.) Unit 8 (p. 64) Going Places 2 (1st ed.) Unit 12 (p. 71-74, 77-80) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 166-169) Stand Out 2 (2nd ed.) Unit 7 (Lesson 2, review) Ventures 2 (1st ed.) Unit 8 (Lessons A, D, E)	Cross-culture: compare to jobs in native country
2. Identify qualities of model workers.		Internet 1: USALearns.org: 2nd		

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		Course > Workers and the Workplace; 3rd Course > Working > Looking for a Job and Team Player		
3. In an interview situation, using the conventions of Standard English, ask and answer questions about: a) job experience, including current and previous jobs, b) job duties, c) work skills and abilities, d) future job preferences and career plans.	<p>Report info: self I am a carpenter. I was an accountant in my country for 5 years. Express capability: self I can build a house. I used a computer. Express preferences: I would like to be a supervisor.</p> <p>Seek info: self When does the job start? What are the benefits? Structures: Simple present Simple past Modal: can Would like Wh- questions</p>	<p>Windows 1: Software: Excellent English 2, Unit 4 (Finding a career); Unit 6 (Success at work); Unit 12 (Personal and educational goals) Side by Side Lesson 20.5 (So you're looking for a job)</p> <p><a href="#">Level 200/250 Work Tech Module: Job Application, Resume, Cover Letter</a></p> <p>Internet 1: GCFTGlobal.org interactive lessons &gt; Work</p>	<p>All-Star 2 (2nd ed.) Unit 10 (Lesson 5) All-Star 2 Workbook (2nd ed.) Unit 10 (Lesson 2) Collaborations Beginning 2 (1st ed.) Unit 4 (Lessons 4, 5, 6, 11) Excellent English 2 (1st ed.) Unit 12 (Lessons 3, 4, 6, 7) Future 2 (1st ed.) Unit 8 (Lessons 2, 3, 5, 6, 8, 9, review, expand) Future 2 Workbook (1st ed.) Unit 8 (Lessons 2, 5-6) Future 2 Tests and Test Prep (1st ed.) Unit 8 (p. 68-71) Going Places 2 (1st ed.) Unit 13 (p. 77-82) Stand Out 2 (2nd ed.) Unit 7 (Lesson 4, review); Unit 8 (Lessons 1-3, Lesson 5, review) Stand Out 2 Grammar Challenge (2nd ed.) Unit</p>	<p>Cross-cultural: appropriate job interview questions, appearance and dress, promptness Extension: Go to <a href="#">Goal setting</a>; <i>Take Charge 2</i>, p.71-72</p>

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			<p>7 (Challenges 2, 7); Unit 8 (all Challenges)          Ventures 2 (1st ed.) Unit 8 (Lesson E, review)          Ventures 2 Workbook (1st ed.) Unit 8 (Lesson E)          Audio/Visual:          English Works DVD #1: Interviewing for a better job          English Works DVD #4: Reading job announcements</p> <p><a href="#"><u>TESOL Techniques: Timeline</u></a></p> <p><a href="#"></a></p> <p><a href="#"><u>Level 250 Past &amp; Present Jobs, Rights &amp; Responsibilities</u></a></p>	
4. Conduct a modified job search, including a) Identify sources of jobs b) Identify how to inquire about job openings as noted in the job advertisement / posting	Seek information: self Is the job still open? Could I come in for an interview? Express needs: I'd like to apply.	Internet 1: California Distance Learning Project <a href="#"><u>Looking for a Job</u></a> , <a href="#"><u>W-4 Form</u></a>	<p>All-Star 2 (2nd ed.) Unit 10 (Lessons 3, 6)          All-Star 2 Workbook (2nd ed.) Unit 10 (practice test)          Collaborations          Intermediate 1 (1st ed.)</p>	Cross-culture: job sources in native country

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<p>(call, in-person, send resume), and c) Read and interpret simplified want ads or job postings online.</p>	<p>Abbreviations: No exper. nec. FT entry-level position</p> <p>Structures: Yes/No questions Modals: could, would</p>	<p><a href="#"><u>REEP Lesson Plan: Level 200/250 Info Search With Local Public Employment Agency</u></a></p> <p><a href="#"><u>Level 200/250 Work Tech Module: Job Search</u></a></p> <p>Internet 1: <a href="#"><u>Arlington Employment Center</u></a> website information hunt</p> <p>Windows 1: Software: Excellent English 2, Unit 4 (Finding a career)</p> <p>Internet 1: GCFGlobal.org interactive lessons &gt; Work</p>	<p>Unit 4 (Lessons 5, 6, 8) Excellent English 2 (1st ed.) Unit 4 (Lessons 3, 6); Unit 6 (Lessons 4, 5, 7) Future 2 (1st ed.) Unit 8 (Lesson 4, expand) Future 2 Workbook (1st ed.) Unit 8 (Lesson 4) Future 2 Tests and Test Prep (1st ed.) Unit 8 (p. 72) Going Places 2 (1st ed.) Unit 13 (p. 75-76, 81) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 172-174) Stand Out 2 (2nd ed.) Unit 7 (Lesson 3) Stand Out 2 Grammar Challenge (2nd ed.) Unit 7 (Challenges 3, 4) Ventures 2 (1st ed.) Unit 8 (Lesson D) Ventures 2 Workbook (1st ed.) Unit 8 (Lesson F)</p>	
<p>5. Fill out simplified job application including using correct sequencing of education and work history (print/online).</p>	<p>Sample vocabulary: Position desired Are you legally able to work in this country?</p>	<p><a href="#"><u>Level 200/250 Work Tech Module: Job Application</u></a></p>	<p>All-Star 2 (2nd ed.) Unit 10 (Lesson 6) All-Star 2 Workbook (2nd ed.) Unit 10 (practice test)</p>	<p>Cross-cultural: reverse chronological order, references, reason for leaving a job</p>

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	Position: state your title, describe duties.	Internet 1: GCFCGlobal.org interactive lessons > Work	Excellent English 2 (1st ed.) Unit 4 (Lesson 7 Future 2 Tests and Test Prep (1st ed.) Unit 8 (p. 73) Stand Out 2 (2nd ed.) Unit 7 (Lesson 3) Students bring in samples from their workplaces.	
6. In a work situation: a) give and follow supervisors' instructions b) Ask co-workers or manager for clarification c) Request locations/ give directions to a specific place.	Instruct/respond to instructions: First, peel the apples. Next, wash the table. Make request: clarification Could you repeat that, please? Seek/report info: Where is the hammer? It's on the top shelf in Room 202.  Structures: Imperatives Sequence markers Modal - should Wh- questions	Internet 1: GCFCGlobal.org interactive lessons > Work > Business Communication lessons  Windows 1: Software: Live Action English	<a href="#"><u>REEP Lesson Plan: Level 250 Giving/following directions at work</u></a>  Going Places 2 (1st ed.) Unit 25 (p. 157-160) Stand Out 2 (2nd ed.) Unit 7 (Lesson 5, review) Stand Out 2 Grammar Challenge (2nd ed.) Unit 7 (Challenge 5) Audio/Visual: English Works DVD #2: Asking for elaboration of a request or order English Works DVD #7: Asking for clarification English Works DVD #8: Responding to instructions Live Action English: Time to Clean House,	Cross-culture: asking for clarification

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			Making a Table (imperative structures), Giving Directions	
7. Identify causes and effects of accidents at work.	Report info: hazards You shouldn't touch electrical wires. Don't touch the wires. Employees should wear safety gloves. Wear gloves. There's a lot of dust. Is it safe to work here? You have to/don't have to.. Structures: Imperatives Modal	Internet 1: GCFGlobal.org interactive lessons > Work  Mobile 1: Students take photos of workplace signs on their phones and seek clarification and explain them in class. See <a href="#">REEP Video Smartphones in Adult ESL Instruction: Picture Prompts and Review</a>	Going Places 2 (1st ed.) Unit 26 (p. 163-166) Oxford Picture Dictionary (2nd ed.) Unit 9 (p. 179)  Student generated list Audio/Visual: English Works DVD #10: Safety on the job	Cross-cultural: when, how, and to whom to report a safety violation Extension: Safety at home and school. Draw posters of safe and unsafe habits. Complete accident reports. <i>Let's Work Safely</i> , p. 94-113
8. Make a work request in person, by phone, voicemail, text, or in writing such as a) leaving work early b) changing schedules c) calling in sick d) requesting vacation.	Make request: Could I possibly leave work early today? I can't come to work today because I have the flu. Is that OK? Structures: Modals - could, can	Mobile 1/Email 1: Have students leave a voicemail, send an email, as appropriate for the context, using a class management tool.	All-Star 2 (2nd ed.) Unit 10 (Lesson 5) Future 2 (1st ed.) Unit 12 (Lessons 5, 6, 8, 9) Future 2 Workbook (1st ed.) Unit 12 (Lesson 5-6, 8-9) Future 2 Tests and Test Prep (1st ed.) Unit 12 (p. 110) Student generated requests Audio/Visual: English Works DVD #9: Asking to change schedule	Cross-culture: acceptable reasons for schedule changes

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<p>9. Research and present information about worker rights and responsibilities.</p>	<p>Report/request info: rules Employees are expected to be on time. You may take two 15-minute breaks, plus a lunch break. It's Ok/not Ok to... Is it OK to...? Can I ...?</p> <p>Structures: Simple present Modal: obligation Questions</p>	<p>Internet 1: California Distance Learning Project: <a href="#">Workers Protest, Team Player</a></p> <p>Windows 1: Software: All-Star 2, Unit 10</p> <p>Internet 1: GCFGlobal.org interactive lessons &gt; Work</p>	<p>All-Star 2 (2nd ed.) Unit 10 (Lesson 4) All-Star 2 Workbook (2nd ed.) Unit 10 (Lesson 4) Future 2 (1st ed.) Unit 12 (Lessons 1, 2, 3) Future 2 Workbook (1st ed.) Unit 12 (Lessons 1, 2, 7) Future 2 Tests and Test Prep (1st ed.) Unit 12 (p. 105-108, 111) Stand Out 2 (2nd ed.) Unit 7 (Lesson 1) Student-generated list (What skills previously studied are rights and responsibilities?)</p>	<p>Cross-culture: rights and responsibilities in native country</p>
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