

**Florida Department of Education  
CURRICULUM FRAMEWORK**

<b>Program Title:</b>	Adult English for Speakers of Other Languages (ESOL)
<b>Program Number:</b>	9900040
<b>Course Title:</b>	Adult English for Speakers of Other Languages (ESOL)
<b>Course Number:</b>	9900040
<b>CIP Number:</b>	1532.010300
<b>Grade Level:</b>	30, 31
<b>Length:</b>	2700
<b>Certification:</b>	Any Field Any Academic Coverage Any Field when Certification Reflects Bachelor or Higher Any Academic

- I. **PURPOSE:** The purpose of this course is to provide English language instruction for English Language Learner (ELL) adults which will increase their ability to communicate in English.

The content is compatible with principles of language acquisition for adult English Language Learners and includes skills useful in workplace, life and academic applications. Skills are integrated into reading, writing, speaking and listening formats.

- II. **LABORATORY ACTIVITIES:** Language Laboratory and computer assisted instruction are recommended options.

- III. **PROGRAM STRUCTURE:** Adult ESOL is a non-credit course that is designed to prepare adult ELLs to communicate effectively in a variety of purposes including employment, higher education, and for life in the United States as parents and community members. This course is divided into six levels. Upon completion of levels, the program will report to the state that the student has earned one Literacy Completion Point (LCP) for each level earned. Progress through levels must be measured using only state-approved standardized assessment instruments.

Other courses in the adult ESOL program include Literacy for Adult ESOL Learners, Academic Skills for Adult ESOL Learners, Adult English for Career and Technical Education (ELCATE), Workplace Readiness Skills for English Language Learners, and Citizenship.

- IV. **SPECIAL NOTE:** It is not intended that students will progress through the performance standards sequentially. The instructor may present topic-centered lessons that integrate skills from several areas.

Curriculum materials chosen for this course should be adult oriented, at the appropriate language and literacy proficiency levels, current, and culturally sensitive.

Classroom activities and materials which appeal to students with a variety of learning styles and which incorporate the previous knowledge and experience of the learners are suggested.

The performance standards have been developed to facilitate documentation of learning gains. Several skills are repeated at multiple levels. This is purposeful since: (1) attainment of certain skills is judged to require more time than is available in one level, and (2) certain skills are judged to be of critical importance, and students whose initial placement is at intermediate or higher must have an opportunity to learn those skills.

Examples are provided in parenthesis after certain performance standards. Samples so listed are not intended to limit instructional options.

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and

assessments, time demands and schedules, learning environment, assistive technology and special communication systems.

- V. **INTENDED OUTCOMES:** After successfully completing the appropriate level of this program, the student will be able to:

**FOUNDATIONS LEVEL**

**Recommended Length: 450 Hours**

**WORKFORCE DEVELOPMENT SKILLS**

- 1.01.0 Demonstrate English skills necessary to obtain employment.
- 1.02.0 Demonstrate English skills necessary to maintain employment.
- 1.03.0 Demonstrate English skills necessary for career advancement.
- 1.04.0 Demonstrate English skills necessary to access applied technology.

**LIFE SKILLS**

- 1.05.0 Demonstrate English skills necessary for effective interpersonal communication.
- 1.06.0 Demonstrate English skills necessary for effective telephone communication.
- 1.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.
- 1.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.
- 1.09.0 Demonstrate English skills necessary to access transportation and travel.
- 1.10.0 Demonstrate English skills necessary to understand safety and security issues.
- 1.11.0 Demonstrate English skills necessary to understand consumer education issues.
- 1.12.0 Demonstrate English skills necessary to utilize government and community resources.
- 1.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.
- 1.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

**ACADEMIC SKILLS**

- 1.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.
- 1.16.0 Demonstrate English skills necessary to apply standard grammar structures.
- 1.17.0 Demonstrate English skills necessary for development of pronunciation skills.

**LOW BEGINNING LEVEL**

**Recommended Length: 450 Hours**

**WORKFORCE DEVELOPMENT SKILLS**

- 2.01.0 Demonstrate English skills necessary to obtain employment.
- 2.02.0 Demonstrate English skills necessary to maintain employment.
- 2.03.0 Demonstrate English skills necessary for career advancement.
- 2.04.0 Demonstrate English skills necessary to access applied technology.

**LIFE SKILLS**

- 2.05.0 Demonstrate English skills necessary for effective interpersonal communication.
- 2.06.0 Demonstrate English skills necessary for effective telephone communication.
- 2.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.
- 2.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.
- 2.09.0 Demonstrate English skills necessary to access transportation and travel.
- 2.10.0 Demonstrate English skills necessary to understand safety and security issues.
- 2.11.0 Demonstrate English skills necessary to understand consumer education issues.
- 2.12.0 Demonstrate English skills necessary to utilize government and community resources.
- 2.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.

2.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

#### ACADEMIC SKILLS

2.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.

2.16.0 Demonstrate English skills necessary to apply standard grammar structures.

2.17.0 Demonstrate English skills necessary for development of pronunciation skills.

### **HIGH BEGINNING LEVEL**

**Recommended Length: 450 Hours**

#### WORKFORCE SKILLS

3.01.0 Demonstrate English skills necessary to obtain employment.

3.02.0 Demonstrate English skills necessary to maintain employment.

3.03.0 Demonstrate English skills necessary for career advancement.

3.04.0 Demonstrate English skills necessary to access applied technology.

#### LIFE SKILLS

3.05.0 Demonstrate English skills necessary for effective interpersonal communication.

3.06.0 Demonstrate English skills necessary for effective telephone communication.

3.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.

3.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.

3.09.0 Demonstrate English skills necessary to access transportation and travel.

3.10.0 Demonstrate English skills necessary to understand safety and security issues.

3.11.0 Demonstrate English skills necessary to understand consumer education issues.

3.12.0 Demonstrate English skills necessary to utilize government and community resources.

3.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.

3.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

#### ACADEMIC SKILLS

3.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.

3.16.0 Demonstrate English skills necessary to apply standard grammar structures.

3.17.0 Demonstrate English skills necessary for development of pronunciation skills.

### **LOW INTERMEDIATE LEVEL**

**Recommended Length: 450 Hours**

#### WORKFORCE DEVELOPMENT SKILLS

4.01.0 Demonstrate English skills necessary to obtain employment.

4.02.0 Demonstrate English skills necessary to maintain employment.

4.03.0 Demonstrate English skills necessary for career advancement.

4.04.0 Demonstrate English skills necessary to access applied technology.

#### LIFE SKILLS

4.05.0 Demonstrate English skills necessary for effective interpersonal communication.

4.06.0 Demonstrate English skills necessary for effective telephone communication.

4.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.

4.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.

4.09.0 Demonstrate English skills necessary to access transportation and travel.

4.10.0 Demonstrate English skills necessary to understand safety and security issues.

4.11.0 Demonstrate English skills necessary to understand consumer education issues.

4.12.0 Demonstrate English skills necessary to utilize government and community resources.

- 4.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.
- 4.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

#### ACADEMIC SKILLS

- 4.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.
- 4.16.0 Demonstrate English skills necessary to apply standard grammar structures.
- 4.17.0 Demonstrate English skills necessary for development of pronunciation skills.

### HIGH INTERMEDIATE LEVEL

**Recommended Length: 450 Hours**

#### WORKFORCE DEVELOPMENT SKILLS

- 5.01.0 Demonstrate English skills necessary to obtain employment.
- 5.02.0 Demonstrate English skills necessary to maintain employment.
- 5.03.0 Demonstrate English skills necessary for career advancement.
- 5.04.0 Demonstrate English skills necessary to access applied technology.

#### LIFE SKILLS

- 5.05.0 Demonstrate English skills necessary for effective interpersonal communication.
- 5.06.0 Demonstrate English skills necessary for effective telephone communication.
- 5.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.
- 5.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.
- 5.09.0 Demonstrate English skills necessary to access transportation and travel.
- 5.10.0 Demonstrate English skills necessary to understand safety and security issues.
- 5.11.0 Demonstrate English skills necessary to understand consumer education issues.
- 5.12.0 Demonstrate English skills necessary to utilize government and community resources.
- 5.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.
- 5.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

#### ACADEMIC SKILLS

- 5.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.
- 5.16.0 Demonstrate English skills necessary to apply standard grammar structures.
- 5.17.0 Demonstrate English skills necessary for development of pronunciation skills.

### ADVANCED LEVEL

**Recommended Length: 450 Hours**

#### WORKFORCE DEVELOPMENT SKILLS

- 6.01.0 Demonstrate English skills necessary to obtain employment.
- 6.02.0 Demonstrate English skills necessary to maintain employment.
- 6.03.0 Demonstrate English skills necessary for career advancement.
- 6.04.0 Demonstrate English skills necessary to access applied technology.

#### LIFE SKILLS

- 6.05.0 Demonstrate English skills necessary for effective interpersonal communication.
- 6.06.0 Demonstrate English skills necessary for effective telephone communication.
- 6.07.0 Demonstrate English skills necessary to communicate effectively on health and nutrition topics.
- 6.08.0 Demonstrate English skills necessary to understand U.S. concepts of time and money and how to use those skills to function.
- 6.09.0 Demonstrate English skills necessary to access transportation and travel.
- 6.10.0 Demonstrate English skills necessary to understand safety and security issues.

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- 6.11.0 Demonstrate English skills necessary to understand consumer education issues.
- 6.12.0 Demonstrate English skills necessary to utilize government and community resources.
- 6.13.0 Demonstrate English skills necessary to understand issues relative to environment and the world.
- 6.14.0 Demonstrate English skills necessary for family and parenting in U.S. society.

#### ACADEMIC SKILLS

- 6.15.0 Demonstrate English skills necessary to listen, speak, read and write effectively.
- 6.16.0 Demonstrate English skills necessary to apply standard grammar structures.
- 6.17.0 Demonstrate English skills necessary for development of pronunciation skills.

**Florida Department of Education  
STUDENT PERFORMANCE STANDARDS**

**Program Title:** Adult English for Speakers of Other Languages (ESOL)  
**Program Number:** 9900040  
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**Course Number:** 9900040

**FOUNDATIONS LEVEL**

**WORKFORCE DEVELOPMENT SKILLS**

1.01.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 1.01.01 Identify entry-level jobs.
- 1.01.02 Recognize procedures for applying for a job.
- 1.01.03 Complete a simplified job application with assistance.
- 1.01.04 Respond to basic interview questions.
- 1.01.05 Identify required forms of identification for employment.
- 1.01.06 Recognize basic job benefits.
- 1.01.07 Read simple employment announcements (include abbreviations).

1.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:

- 1.02.01 Identify common requirements for entry level jobs.
- 1.02.02 Ask for assistance on the job.
- 1.02.03 Recognize safety procedures appropriate for entry-level jobs.
- 1.02.04 Interpret a simple work schedule.
- 1.02.05 Recognize key components of pay stubs.

1.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:

- 1.03.01 Identify opportunities for job promotions.
- 1.03.02 Recognize education and employment goals.
- 1.03.03 Recognize interpersonal communication skills on the job.

1.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:

- 1.04.01 Identify common equipment for home and work.

**LIFE SKILLS**

1.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:

- 1.05.01 Use appropriate language for simple interpersonal communication (greetings, introductions, thanks, expressing pleasure, regrets, farewells).
- 1.05.02 Respond to simple questions related to personal information.
- 1.05.03 Recognize basic ways of expressing likes, dislikes, feelings, and emotions in culturally appropriate ways.

1.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:

- 1.06.01 Demonstrate ability to use basic residential telephones.
- 1.06.02 Take simple telephone messages.
- 1.06.03 Answer the telephone appropriately.
- 1.06.04 Report police, fire, and medical emergencies to 911.
- 1.06.05 Locate basic information in the telephone directory.

1.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:

- 1.07.01 Recognize basic vocabulary related to body parts.
- 1.07.02 Recognize symptoms of common illnesses.
- 1.07.03 Recognize basic health care vocabulary.
- 1.07.04 Identify various medications and their usage.
- 1.07.05 Identify personal grooming products used for daily grooming activities.
- 1.07.06 Recognize basic foods and food groups.
- 1.07.07 Recognize healthy eating habits.
- 1.07.08 Choose from a simple menu.

1.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:

- 1.08.01 Recognize cardinal and ordinal numbers.
- 1.08.02 Tell time using analog and digital clocks.
- 1.08.03 Identify days of the week and months of the year.
- 1.08.04 Convert dates to numerical form.
- 1.08.05 Recognize basic vocabulary related to U.S. currency and prices.
- 1.08.06 Identify banking facilities.
- 1.08.07 Identify necessary information on a check and/or money order.

1.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:

- 1.09.01 Identify basic types of transportation.
- 1.09.02 Recognize public signs using sight words and symbols.
- 1.09.03 Follow simple directions.
- 1.09.04 Identify safe driving practices.

1.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:

- 1.10.01 Recognize common safety procedures and signs.
- 1.10.02 Respond to basic emergency situations.

1.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:

- 1.11.01 Interpret prices of basic goods including symbols such as dollar/cent signs, and decimal point.
- 1.11.02 Recognize U.S. units of measure.
- 1.11.03 Match basic clothing items to their prices.
- 1.11.04 Identify basic American clothing sizes.
- 1.11.05 Identify various methods to purchase goods and services.
- 1.11.06 Identify types of housing.
- 1.11.07 Identify basic utilities.
- 1.11.08 Identify housing advertisements.

1.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES--The student will be able to:

- 1.12.01 Identify basic government agencies.
- 1.12.02 Identify community service agencies.
- 1.12.03 Recognize procedures to mail a letter or a package.
- 1.12.04 Identify the current U.S. president and vice-president.

1.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:

- 1.13.01 Identify seasons and weather.
- 1.13.02 Select appropriate responses to weather emergencies.
- 1.13.03 Identify the United States and Florida on a world map.
- 1.13.04 Name the city and county of residence on a state map.
- 1.13.05 Identify key elements of maintaining a clean environment.

1.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY--The student will be able to:

- 1.14.01 Identify family members.
- 1.14.02 Recognize compulsory schooling for children 5-16.
- 1.14.03 Recognize enrollment procedures for children Pre-K to 12<sup>th</sup> Grade.
- 1.14.04 Recognize the importance of regular school attendance.
- 1.14.05 Recognize proper care of children.
- 1.14.06 Recognize community agencies that provide assistance to children and families.
- 1.14.07 Identify recreational and entertainment facilities available in the community.

ACADEMIC SKILLS

1.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able to:

- 1.15.01 Recognize basic colors and shapes.
- 1.15.02 Spell first and last name using the English alphabet.
- 1.15.03 Alphabetize basic words.
- 1.15.04 Use a picture dictionary.
- 1.15.05 Fill out simple personal information form.
- 1.15.06 Write simple sentences on a familiar topic.
- 1.15.07 Recognize basic sight words.
- 1.15.08 Recognize basic test-taking strategies.

1.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES -- The student will be able to:

- 1.16.01 Identify subject pronouns (I, you, he, she, it, we, they).
- 1.16.02 Identify and use common regular and irregular verbs:
  - present continuous
  - simple present
  - simple past
  - simple future.
- 1.16.03 Identify common adverbs.
- 1.16.04 Identify common demonstratives.
- 1.16.05 Identify common "wh" information questions (who, what, when, where).
- 1.16.06 Identify nouns.
- 1.16.07 Identify basic descriptive adjectives.
- 1.16.08 Identify common prepositions (in, on, at, to, for, from).
- 1.16.09 Identify articles (a, an, the).
- 1.16.10 Identify possessive adjectives (my, your, his, her, our, their).
- 1.16.11 Identify -'s genitive (John's car).
- 1.16.12 Identify contractions.

1.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:

- 1.17.01 Produce basic consonant and vowel sounds.
- 1.17.02 Recognize letters and sounds.
- 1.17.03 Use appropriate intonation.

**LOW BEGINNING LEVEL**

**Recommended Length: 450 Hours**

WORKFORCE DEVELOPMENT SKILLS

2.01.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 2.01.01 Identify workplaces of various occupations.
- 2.01.02 Follow procedures to apply for a job.
- 2.01.03 Complete a job application form.
- 2.01.04 Respond to interview questions.
- 2.01.05 Identify alternate forms of identification for employment.
- 2.01.06 Identify main components of W2 and W4 forms.
- 2.01.07 Interpret simple employment announcements.

2.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:

- 2.02.01 Identify work standards and requirements for entry-level jobs. (Include punctuality and phoning in when absent.)
- 2.02.02 Ask for assistance and clarification on the job.
- 2.02.03 Recognize safety procedures appropriate for various jobs.
- 2.02.04 Interpret a work schedule (time clock, time sheet, clock-in, sign-in).
- 2.02.05 Interpret pay stubs and deductions.

2.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:

- 2.03.01 Recognize requirements for job promotions.
- 2.03.02 Set education and employment goals.
- 2.03.03 Use interpersonal communication skills on the job.

2.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY—The student will be able to:

- 2.04.01 Describe the use of common equipment for home and work.
- 2.04.02 Identify basic computer parts.

LIFE SKILLS

2.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:

- 2.05.01 Use appropriate language for interpersonal communication in formal and informal situations (greetings, introductions, thanks, expressing pleasure, regrets, and farewells).
- 2.05.02 Provide pertinent information in response to family history.
- 2.05.03 Communicate likes, dislikes, feelings, and emotions in culturally appropriate ways.

2.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:

- 2.06.01 Demonstrate ability to use different types of telephones to make local, long distance, collect, and person-to-person calls.
  - 2.06.02 Take written telephone messages.
  - 2.06.03 Interpret information on calling cards and telephone directories to make domestic and international telephone calls.
  - 2.06.04 Demonstrate ability to operate public and cellular phones, pagers, and use a telephone card.
  - 2.06.05 Follow emergency procedure to use 911.
  - 2.06.06 Use the telephone directory to locate residential and business information.
- 2.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:
- 2.07.01 Recognize vocabulary related to illnesses and accidents.
  - 2.07.02 Describe symptoms related to various illnesses.
  - 2.07.03 Use appropriate health care vocabulary.
  - 2.07.04 Identify information needed to schedule a doctor's appointment.
  - 2.07.05 Follow doctor's directions.
  - 2.07.06 Use necessary medications in proper dosage.
  - 2.07.07 Interpret immunization requirements.
  - 2.07.08 Identify practices that promote personal cleanliness and hygiene.
  - 2.07.09 Identify foods and food groups.
  - 2.07.10 Identify healthy eating habits.
  - 2.07.11 Order from a menu.
- 2.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:
- 2.08.01 Associate cardinal and ordinal numbers with quantities and sequencing.
  - 2.08.02 Recognize culturally appropriate concepts of time for school, work, and social activities.
  - 2.08.03 Write days of the week and months of the year using words, abbreviations, and numerical forms.
  - 2.08.04 Match U.S. currency and prices.
  - 2.08.05 Interpret different methods used to purchase goods and pay bills.
  - 2.08.06 Identify banking services.
  - 2.08.07 Write a check and/or money order.
- 2.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:
- 2.09.01 Interpret transportation signs using sight words and symbols.
  - 2.09.02 Follow directions found on public buildings and directories.
  - 2.09.03 Compare safe driving practices.
  - 2.09.04 Interpret maps related to driving and travel needs.
  - 2.09.05 Interpret vehicle maintenance information and needs.
- 2.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:
- 2.10.01 Interpret common safety procedures and signs.
  - 2.10.02 Respond to emergency situations for fire, crime, and medical crises.
  - 2.10.03 Identify product label warnings and safety warning symbols.
- 2.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:
- 2.11.01 Read prices of goods using advertisements, charts, and price tags.
  - 2.11.02 Use U.S. units of measure.

- 2.11.03 Calculate the cost of clothing items, including tax.
- 2.11.04 Choose appropriate American clothing sizes for self and family members.
- 2.11.05 Give examples of various methods to make returns and exchanges.
- 2.11.06 Compare types of housing.
- 2.11.07 Request service from utility companies.
- 2.11.08 Interpret housing advertisements.

2.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES--The student will be able to:

- 2.12.01 Locate government agencies.
- 2.12.02 Locate community service agencies.
- 2.12.03 Access postal services.
- 2.12.04 Identify current government officials who hold national, state, and local offices.

2.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:

- 2.13.01 Access information about weather conditions.
- 2.13.02 Respond appropriately to weather emergencies.
- 2.13.03 Locate the United States and Florida on a world map.
- 2.13.04 Locate county and city of residence on a state map.
- 2.13.05 Identify environmental regulations in the community.

2.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY--The student will be able to:

- 2.14.01 Identify family members and their relationships.
- 2.14.02 Give examples of available educational opportunities for children ages 0-16.
- 2.14.03 Explain enrollment procedures for children in Pre-K to 12<sup>th</sup> grade.
- 2.14.04 Identify common parental involvement practices in the U.S.
- 2.14.05 Recognize child and spousal abuse laws.
- 2.14.06 Identify community resources that provide assistance to families and children.
- 2.14.07 Describe recreational and entertainment activities available in the community.

ACADEMIC SKILLS

2.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able

- 2.15.01 Use colors and shapes to describe objects.
- 2.15.02 Spell one and two syllable words (orally and in writing).
- 2.15.03 Rewrite a list of names in alphabetical order.
- 2.15.04 Use a standard English-only dictionary.
- 2.15.05 Fill out various forms.
- 2.15.06 Write sentences on a familiar topic using appropriate punctuation.
- 2.15.07 Apply word attack skills necessary for reading fluency. (Include phonemic awareness, phonics, fluency, sight words, and spelling.)
- 2.15.08 Apply basic test-taking strategies in practice tests.

2.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES--The student will be able to:

- 2.16.01 Use subject pronouns (I, you, he, she, it, we, they).
- 2.16.02 Use regular and irregular verbs (affirmative, negative, yes/no questions, short answer, "wh" questions):
  - present continuous
  - to be (present)
  - simple present

- simple past
- simple future
- 2.16.03 Use adverbs.
- 2.16.04 Use demonstratives.
- 2.16.05 Use information questions (who, what, when, where, how).
- 2.16.06 Use common and proper nouns.
- 2.16.07 Use descriptive adjectives.
- 2.16.08 Use prepositions.
- 2.16.09 Use articles (a, an, the).
- 2.16.10 Use possessive adjectives (my, your, his, her, our, their).
- 2.16.11 Use -'s genitive (John's car).
- 2.16.12 Use contractions.
- 2.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:
  - 2.17.01 Produce consonant and vowel sounds.
  - 2.17.02 Link letters and sounds for oral fluency. (Include phonemic awareness, phonics, fluency, sight words, and spelling.)
  - 2.17.03 Differentiate appropriate intonation used in questions, answers, and statements.

**HIGH BEGINNING LEVEL**

**Recommended Length: 450 Hours**

**WORKFORCE DEVELOPMENT SKILLS**

- 3.01.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:
  - 3.01.01 Identify different kinds of jobs using simple help-wanted advertisements, including interpreting common abbreviations.
  - 3.01.02 Describe personal work experience and skills.
  - 3.01.03 Demonstrate the ability to fill out a job application, write a resume, and include letters of reference.
  - 3.01.04 Produce required forms of identification for employment (photo I.D.).
  - 3.01.05 Identify social security and income tax deductions. Understand W2 and W4 forms.
  - 3.01.06 Demonstrate ability to respond to basic interview questions and recognize acceptable standards of behavior during a job interview.
- 3.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:
  - 3.02.01 Demonstrate understanding of employment expectations, rules, regulations and safety procedures, including filling out accident reports.
  - 3.02.02 Demonstrate understanding of basic work-related vocabulary, following instructions, and asking for clarification on the job.
  - 3.02.03 Demonstrate appropriate treatment of co-workers (politeness and respect).
  - 3.02.04 Interpret parts of a pay stub: wage information, regular, part-time, overtime, deductions, benefits, taxes.
- 3.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:
  - 3.03.01 Explore educational opportunities for job advancement.
  - 3.03.02 Demonstrate interpersonal communication skills and positive attitude at work.
- 3.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:
  - 3.04.01 Demonstrate knowledge of operating equipment necessary for home and work.

**LIFE SKILLS**

3.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:

- 3.05.01 Demonstrate ability to report personal information about self or others including a physical description.
- 3.05.02 Demonstrate ability to make appropriate formal and informal introductions, greetings, and farewells.
- 3.05.03 Use and respond to polite expressions.
- 3.05.04 Demonstrate appropriate non-verbal communication skills.

3.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:

- 3.06.01 Demonstrate ability to request operator assistance and use of 911.
- 3.06.02 Use appropriate telephone greetings, leave an oral message, and take a written message.
- 3.06.03 Demonstrate understanding of basic parts of a telephone bill.
- 3.06.04 Demonstrate ability to operate public and cellular phones, pagers, and use a telephone card.
- 3.06.05 Use the telephone directory and related publications to locate information.

3.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:

- 3.07.01 Identify body parts.
- 3.07.02 Define health care vocabulary (emergency room, doctor, nurse, dentist, hospital, clinic, health department, and accident reports).
- 3.07.03 Request doctor's appointment, communicate symptoms and injuries, and follow doctor's instructions.
- 3.07.04 Read and interpret information on medicine labels.
- 3.07.05 Identify basic foods and food groups, recognize nutritional information on food labels, and understand the order of ingredients.

3.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:

- 3.08.01 Identify and use ordinal and cardinal numbers.
- 3.08.02 Interpret clock time.
- 3.08.03 Demonstrate use of a calendar by identifying days of the week and months of the year along with the ability to write date in numerical form.
- 3.08.04 Convert dates to numeric form.
- 3.08.05 Count and use U.S. coins and currency demonstrating the ability to also write the amounts.
- 3.08.06 Identify and use various methods to purchase goods and services; writing a check; using a debit card or credit card; paying cash.

3.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:

- 3.09.01 Identify transportation options.
- 3.09.02 Identify transportation costs, schedules and practices (exact change, tips).
- 3.09.03 Demonstrate ability to read a map, locate places, follow simple instructions related to geographical directions (N, S, E, W, right, left).
- 3.09.04 Read and understand traffic signs.
- 3.09.05 Identify required documents related to transportation (driver's license, insurance card, registration, passport).
- 3.09.06 Identify safe driving practices (seat belts, child safety restraints).
- 3.09.07 Interpret information about the selection, purchase, and maintenance of a car.

- 3.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:
- 3.10.01 Demonstrate knowledge of emergency procedures at home and work.
  - 3.10.02 Read product label directions, warning signs, and symbols.
- 3.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:
- 3.11.01 Identify food items and interpret food packaging and labels.
  - 3.11.02 Identify clothing, read clothing labels (sizes and laundry instructions).
  - 3.11.03 Read sales advertisements and compare prices (clothing, cars, food).
  - 3.11.04 Identify types of housing (apartment, house, mobile home, condominium) and decipher a lease rental agreement.
  - 3.11.05 Identify basic utility companies (water, gas, electric, telephone, and cable).
- 3.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES--The student will be able to:
- 3.12.01 Identify places in the community and describe public services.
  - 3.12.02 Demonstrate ability to purchase stamps, address letters and packages, and mail a letter or package.
  - 3.12.03 Interpret restaurant menus, cost of a meal and tips.
  - 3.12.04 Demonstrate understanding of holidays and social customs.
  - 3.12.05 Identify the current U.S. President, Vice President, and Governor.
- 3.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:
- 3.13.01 Describe various weather conditions and respond appropriately to weather emergencies.
  - 3.13.02 Locate the United States and Florida on a world map and locate county and city of residence on a state map.
- 3.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY--The student will be able to:
- 3.14.01 Identify family relationships.
  - 3.14.02 Identify educational services, facilities, and enrollment procedures.
  - 3.14.03 Demonstrate understanding of parental responsibilities and acceptable discipline.
  - 3.14.04 Demonstrate importance of communication between home and school.

#### ACADEMIC SKILLS

- 3.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able to:
- 3.15.01 Recognize, state, read, and write statements and questions.
  - 3.15.02 Listen to short conversations and answer questions orally and in writing.
  - 3.15.03 Preview and make predictions prior to reading.
  - 3.15.04 Demonstrate ability to read and comprehend silently and aloud and answer questions.
  - 3.15.05 Read a paragraph.
  - 3.15.06 Determine the main idea in a simple paragraph.
  - 3.15.07 Demonstrate sequential ordering of events.
  - 3.15.08 Demonstrate ability to read a simple table or chart.
  - 3.15.09 Write a dictation based on life skill topics.
  - 3.15.10 Use a bilingual and/or picture dictionary.
  - 3.15.11 Write legibly upper and lower case letters and demonstrate use of capitalization.

- 3.15.12 Write a basic friendly letter and address an envelope including the return address.
- 3.15.13 Demonstrate ability to use basic test-taking strategies (circle, bubble in, dictation).

**3.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES -- The student will be able to:**

- 3.16.01 Use subject and object pronouns.
- 3.16.02 Use common verbs (affirmative, negative, yes/no questions, short answer, "wh" questions):
  - to be
  - present continuous
  - simple present tense
  - future (will, "going to")
  - simple past
  - modals (present).
- 3.16.03 Use adjectives:
  - descriptive
  - possessive
  - demonstrative.
- 3.16.04 Use prepositions.
- 3.16.05 Use definite (the) and indefinite (a, an) articles.
- 3.16.06 Use common and proper nouns (singular and plural, count and non-count).
- 3.16.07 Use information questions.
- 3.16.08 Use adverbs of time (yesterday, today, tomorrow) and adverbs of frequency (always, sometimes, never).
- 3.16.09 Use contractions.

**3.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:**

- 3.17.01 Demonstrate ability to recognize and pronounce various beginning, middle, and ending sounds.
- 3.17.02 Articulate the sounds associated with consonants.
- 3.17.03 Articulate the sounds associated with vowels.

**LOW INTERMEDIATE LEVEL**

**Recommended Length: 450 Hours**

**WORKFORCE DEVELOPMENT SKILLS**

**4.01.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:**

- 4.01.01 Read and understand job titles and descriptions.
- 4.01.02 Recognize and use basic work-related vocabulary.
- 4.01.03 Identify educational and job experience required for specific occupations.
- 4.01.04 Use various sources to identify job opportunities and inquire about a job (newspapers, agencies).
- 4.01.05 Complete a job application and transfer information to basic resume format.
- 4.01.06 Demonstrate appropriate responses to interview questions, proper behavior and positive image for job interview.
- 4.01.07 Demonstrate understanding of social security, income tax deductions, and W2 and W4 forms. Complete sample W4 form.

**4.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:**

- 4.02.01 Define and use vocabulary for employment (salaries, hours, benefits, sick days, vacation days).

- 4.02.02 Demonstrate understanding of work schedules, time clocks, time sheets, punctuality, and phoning in sick.
  - 4.02.03 Follow generic work rules and safety procedures. Interpret safety signs.
  - 4.02.04 Ask for clarification and respond appropriately to instructions.
  - 4.02.05 Demonstrate appropriate communication skills in the work environment (interactions with supervisor and co-workers).
  - 4.02.06 Read and interpret pay stub information.
- 4.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:
- 4.03.01 Recognize and understand work-related vocabulary for transfers, promotions, and incentives.
  - 4.03.02 Identify appropriate skills and education necessary for getting a job promotion.
  - 4.03.03 Identify the importance of job evaluations for promotions and retention.
  - 4.03.04 Identify appropriate behavior, attire, attitudes and social interactions for promotion.
- 4.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:
- 4.04.01 Demonstrate knowledge of operating equipment necessary for home and work.

#### LIFE SKILLS

- 4.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:
- 4.05.01 Identify self and share personal information.
  - 4.05.02 Describe self, family members, and others (physical characteristics and personal traits).
  - 4.05.03 Use appropriate expressions to express feelings and emotions.
  - 4.05.04 Communicate impressions, likes, dislikes, acceptance of, and rejection to invitations.
- 4.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:
- 4.06.01 Demonstrate ability to use different types of telephones and telephone options (directory assistance, operator assistance, calling cards, cellular telephones, and internet access).
  - 4.06.02 Answer incoming telephone calls, take a simple message, leave message, and respond to voice mail messages.
  - 4.06.03 Demonstrate appropriate communication in 911 emergencies.
  - 4.06.04 Locate alphabetical and topical listing information in telephone directory yellow and white pages (restaurants, hospitals, plumbing).
  - 4.06.05 Interpret electric, water, telephone, and credit card bills (account number, current amount due, account balance, due date, past due amount, late payment fee).
- 4.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:
- 4.07.01 Identify body parts and the five senses.
  - 4.07.02 Discuss personal grooming.
  - 4.07.03 Describe aches, pains, illnesses, injuries, dental health problems, and follow doctor's instructions.
  - 4.07.04 Read and interpret medical instructions for prescriptions and over the counter drugs.
  - 4.07.05 Compare services provided by the health department, hospitals, emergency rooms, and clinics.
  - 4.07.06 Recognize the importance of healthy eating and maintaining a balanced diet.
  - 4.07.07 Fill out medical history form.

- 4.07.08 Schedule doctor and dental appointments (first time, routine check-up, follow-up).
- 4.07.09 Demonstrate procedures for first aid (assess individual's condition, procedure to follow after assessment, for example, call 911 or administer first aid for minor situations).
- 4.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:
  - 4.08.01 Plan a schedule of activities on a calendar.
  - 4.08.02 Count and make change accurately.
  - 4.08.03 Complete a check or money order.
  - 4.08.04 Identify common banking terms and demonstrate ability to use banking services (inquiries, 24-hour teller services, ATM).
  - 4.08.05 Describe the use of an ATM machine and recognize the importance of keeping number codes secure.
- 4.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:
  - 4.09.01 Interpret traffic and common road signs.
  - 4.09.02 Ask for, clarify, and give simple directions.
  - 4.09.03 Read and understand transportation schedules and road maps (north, south, east, west).
  - 4.09.04 Make reservations and calculating costs and tips for different kinds of travel.
  - 4.09.05 Identify required documents related to transportation (driver's license, insurance card, registration, passport).
  - 4.09.06 Identify safe driving practices and consequences of DUI (sobriety test, balance test, jail time, community service).
  - 4.09.07 Apply for a driver's license or identification card (eye exam, written, and driving tests).
- 4.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:
  - 4.10.01 Demonstrate understanding of safety/warning signs and emergency procedures.
  - 4.10.02 Use vocabulary relating to alarm systems (smoke detectors, fire, house, and car alarms).
- 4.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:
  - 4.11.01 Demonstrate understanding of comparative shopping.
  - 4.11.02 Calculate savings when making purchases with coupons.
  - 4.11.03 Read and order from a menu.
  - 4.11.04 Identify articles of clothing, U.S. sizes, quality, and prices.
  - 4.11.05 Simulate procedures for putting merchandise on "layaway".
  - 4.11.06 Read and discuss simple guarantees, warranties, and procedures to return merchandise.
  - 4.11.07 Identify various means of locating housing and filling out rental agreements (signs, ads, personal contact, lease, rent, due dates, tenant, and landlord).
  - 4.11.08 Report housing maintenance, repairs, and problems.
  - 4.11.09 Ask and follow directions for locating merchandise in a store (aisle, take the elevator, go left or right, next to the women's department, at the end of the hall).
  - 4.11.10 Calculate savings when items are on sale (percentage, sale price, and regular price).
  - 4.11.11 Read and discuss various clothing labels (materials, sizes, and washing instruction).
  - 4.11.12 Read and discuss food labels (ingredients, nutritional information).
- 4.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES—The student will be able to:

- 4.12.01 Locate various businesses, governmental and community agencies in local area (doctor's office, school, hospital, post office, church, agencies).
- 4.12.02 Identify procedures for mailing a letter or package (domestic and international), for purchasing money orders, and for sending registered mail.
- 4.12.03 Identify current U.S. elected officials: president, vice-president, state, and local.
- 4.12.04 Recognize vocabulary and traditions associated with major U.S. holidays and contrast with native customs.
- 4.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:
- 4.13.01 Describe various weather conditions and appropriate preparation for weather emergencies.
- 4.13.02 Read various temperatures and compare Fahrenheit to Celsius.
- 4.13.03 Describe procedures for basic disposal of trash (regular items/large items) and items to be recycled.
- 4.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY—The student will be able to:
- 4.14.01 Recognize the importance of communicating with child's school (meetings, conferences with teachers).
- 4.14.02 Recognize compulsory schooling for children 6-16 years of age and the importance of school attendance.
- 4.14.03 Locate neighborhood school and follow enrollment procedures.
- 4.14.04 Recognize the importance of proper childcare and acceptable discipline (requirement of food, shelter, hygiene, child care providers).

#### ACADEMIC SKILLS

- 4.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able to:
- 4.15.01 Recognize, state, read, and write statements and questions.
- 4.15.02 Listen to simple conversations and respond appropriately.
- 4.15.03 Demonstrate ability to describe a person, place, thing, or event.
- 4.15.04 Recognize the meaning of words with common prefixes and suffixes.
- 4.15.05 Recognize the meaning of compound words.
- 4.15.06 Preview and make predictions prior to reading.
- 4.15.07 Determine the main idea and supporting details in a paragraph.
- 4.15.08 Recognize sequential order of events in a paragraph.
- 4.15.09 Demonstrate ability to read and understand basic charts, graphs, maps, tables, and diagrams.
- 4.15.10 Demonstrate ability to use a bilingual or basic English dictionary.
- 4.15.11 Write legibly, using manuscript and cursive handwriting.
- 4.49.12 Write a short note, a friendly letter, address an envelope including the return address.
- 4.15.13 Write a short paragraph using correct spacing.
- 4.15.14 Write a set of simple directions.
- 4.15.15 Change one grammatical structure of a paragraph to another.
- 4.15.16 Read a simple story and use context clues for comprehension.
- 4.15.17 Demonstrate ability to use test taking strategies (circle, bubble-in, true/false and cloze).
- 4.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES--The student will be able to:
- 4.16.01 Use subject, object. and possessive pronouns.
- 4.16.02 Use common verbs, contracted forms and correct spelling in:
- present tense
  - present continuous
  - future (will, going to)

- past tense
  - present perfect
  - modals(present, past).
  - 4.16.03 Use information questions (who, what, where, when, whose, whom, why, how).
  - 4.16.04 Use adjectives:
    - demonstrative
    - possessives
    - descriptive
    - comparative/superlative.
  - 4.16.05 Use adverbs:
    - frequency
    - time
    - location.
  - 4.16.06 Use prepositions.
  - 4.16.07 Use nouns:
    - count
    - non-count.
  - 4.16.08 Use sentence structures (subject, verb, object, affirmative, negative, interrogative).
- 4.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:
- 4.17.01 Recognize dictionary symbols and produce consonants and vowel sounds.
  - 4.17.02 Produce the beginning, middle, and ending sounds in words, including silent letters.
  - 4.17.03 Produce sounds of s endings: s, z, iz, voiced/voiceless.
  - 4.17.04 Produce sounds of past tense endings: t, d, id, voiced/voiceless.
  - 4.17.05 Use appropriate rhythm & stress in phrases and simple sentences.

**HIGH INTERMEDIATE LEVEL**

**Recommended Length: 450 Hours**

**WORKFORCE DEVELOPMENT SKILLS**

- 5.01.0. DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:
- 5.01.01 Set short- and long-term goals.
  - 5.01.02 Use a variety of resources to search for job opportunities.
  - 5.01.03 Complete job applications and write a resume.
  - 5.01.04 Demonstrate understanding of presenting a positive image for a job interview (dress, grooming, body language).
  - 5.01.05 Demonstrate how to ask and answer job interview questions and follow up appropriately.
  - 5.01.06 Understand W2 and W4 forms. Complete sample W4 Form.
- 5.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:
- 5.02.01 Demonstrate understanding of job tasks, policies and standards.
  - 5.02.02 Demonstrate understanding of pay, sick leave, benefits, and payroll deductions (overtime, double time, gross and net pay).
  - 5.02.03 Request schedule changes or time off using appropriate procedures and/or forms (approval, request form).
  - 5.02.04 Demonstrate appropriate communication skills in the work environment (interactions with supervisors and co-workers including discussions regarding project deadlines and project reporting).
  - 5.02.05 Demonstrate the ability to clarify and respond to feedback and criticism.
  - 5.02.06 Identify safety procedures appropriate to the job, including common icons(combustible, poison), and language for interpreting dangerous situations.

5.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:

5.03.01 Explore career options through a variety of resources (GED, vocational-technical training, community college, university, on-the-job training) and match to personal goals and educational background.

5.03.02 Identify ways to increase income (promotions, transfers, pay raises, job changes).

5.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:

5.04.01 Demonstrate knowledge for operating equipment necessary for home and work.

#### LIFE SKILLS

5.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:

5.05.01 Initiate and engage in introductions and small talk in social and work situations.

5.05.02 Communicate personal needs, impressions, emotions, likes, dislikes, acceptance, and rejection.

5.05.03 Describe family and personal relationships.

5.05.04 Demonstrate appropriate non-verbal communication skills.

5.05.05 Communicate using polite expressions.

5.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:

5.06.01 Demonstrate ability to communicate successfully by telephone in every day situation and to send a telegram.

5.06.02 Write and report information from telephone messages.

5.06.03 Interpret telephone bill.

5.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:

5.07.01 Ask for and give advice on health and nutrition topics using vocabulary for dental health, body parts, illnesses, and symptoms (measles, flu, heart disease-cough, chills, runny nose).

5.07.02 Interpret nutritional and related information listed on food labels.

5.07.03 Identify medical emergencies and complete accident and medical forms.

5.07.04 Describe medical facilities, services, and types of health insurance.

5.07.05 Read and interpret medicine labels.

5.07.06 Define substance abuse, child and spousal abuse, their consequences, and where to get help.

5.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:

5.08.01 Recognize correct and incorrect change, estimate cost and various means of providing payments.

5.08.02 Demonstrate understanding of banking procedures and problems.

5.08.03 Identify a variety of banking services.

5.08.04 Identify budget-planning strategies.

5.08.05 Demonstrate understanding of identity theft and methods of obtaining a credit rating report.

5.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:

- 5.09.01 Compare and interpret schedules for various forms of transportation.
  - 5.09.02 Request and give directional information.
  - 5.09.03 Plan a trip using maps to determine direction, distance, mileage costs, tips, and other factors.
  - 5.09.04 Explain the need for proper documents related to transportation and procedures for obtaining them (driver's license, insurance, registration, passport).
  - 5.09.05 Report accidents or vehicle theft.
  - 5.09.06 Compare/contrast U.S. and international common safe driving rules, laws and consequences, interactions with traffic authorities while driving and in the courtroom.
  - 5.09.07 Demonstrate knowledge of language associated with automobile maintenance.
- 5.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:
- 4.10.01 Identify common devices for protection of self and family.
  - 5.10.02 Identify and report types of crime as a victim and as a witness.
- 5.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:
- 5.11.01 Identify and report household repairs to the appropriate person.
  - 5.11.02 Select appropriate housing by interpreting classified ads, signs, advertisement, and other available information.
  - 5.11.03 Make a simple consumer complaint.
  - 5.11.04 Calculate housing costs.
  - 5.11.05 Interpret tenant and landlord rights.
  - 5.11.06 Read guarantees, warranties, and procedures to return merchandise.
  - 5.11.07 Compare various methods used to purchase goods and services.
  - 5.11.08 Compare international monetary systems.
  - 5.11.09 Follow written or oral directions to locate consumer goods in a store.
  - 5.11.10 Interpret advertisements, labels, charts, price in order to select goods and services.
  - 5.11.11 Demonstrate awareness of various types of insurance policies.
- 5.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES--The student will be able to:
- 5.12.01 Explain origins of selected U.S. holidays and social customs.
  - 5.12.02 Locate and access different businesses, government, and community services to meet needs.
  - 5.12.03 Identify local, state, and national elected officials and their functions.
  - 5.12.04 Interpret the election progress in the USA.
  - 5.12.05 Interpret civic responsibility regarding voting, jury duty, and taxes.
- 5.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:
- 5.13.01 Prepare for weather emergencies.
  - 5.13.02 Interpret maps and map key for evacuation procedures.
  - 5.13.03 Describe recycling regulations.
  - 5.13.04 Describe ways to conserve energy.
- 5.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY--The student will be able to:
- 5.14.01 Identify ways of participating in child's schooling.
  - 5.14.02 Compare/contrast of U.S. legalities regarding parental responsibilities to those of other countries.

5.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able to:

- 5.15.01 Listen to conversations and respond appropriately.
- 5.15.02 Demonstrate ability to recall or summarize information, orally and in writing.
- 5.15.03 Understand use of formal vs. informal vocabulary, reductions, and basic idiomatic expressions.
- 5.15.04 Use and respond to tag questions.
- 5.15.05 Preview and make predictions prior to reading.
- 5.15.06 Skim and scan to locate information.
- 5.15.07 Read and answer questions related to text (who, what, where, when, which, how, why).
- 5.15.08 Read and interpret graphs, tables, maps, and charts.
- 5.15.09 Read and identify main idea: newspapers, magazines, text passages.
- 5.15.10 Identify the order of events.
- 5.15.11 Identify cause and effect.
- 5.15.12 Obtain appropriate information using a bilingual or abridged English dictionary.
- 5.15.13 Write a short paragraph.
- 5.15.14 Proofread a single document.
- 5.15.15 Write simple, compound and complex sentences with appropriate structures.
- 5.15.16 Write letters: friendly and business.
- 5.15.17 Write a set of directions to perform a task.
- 5.15.18 Read an article from a media source.
- 5.15.19 Demonstrate ability to use test taking skills strategies.

5.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES--The student will be able to:

- 5.16.01 Use the following in complete sentences:
  - adjectives: possessive/descriptive; comparative/superlatives
  - prepositions
  - adverbs: place/manner; time/frequency.
- 5.16.02 Use verbs:
  - present perfect
  - past perfect
  - past continuous
  - future
  - modals.
- 5.16.03 Use possessive nouns.
- 5.16.04 Use comparative and superlative adjectives.
- 5.16.05 Use prepositional phrases.
- 5.16.06 Construct simple sentences: declarative, interrogative, imperative, exclamatory.

5.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:

- 5.17.01 Demonstrate auditory discrimination of vowels and selected suffixes d, t, ed, s, z (voiced/voiceless).
- 5.17.02 Use consonant sounds in a series of words (blends, digraphs, hard and soft pairs).
- 5.17.03 Use appropriate rhythm, intonation, and stress in sentences.

**ADVANCED LEVEL**

**Recommended Length: 450 Hours**

WORKFORCE DEVELOPMENT SKILLS

6.01.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO OBTAIN EMPLOYMENT--The student will be able to:

- 6.01.01 Describe personal career goals, interests, and interpret job descriptions.
  - 6.01.02 Use a variety of resources to search for job opportunities and discuss required training.
  - 6.01.03 Complete job applications and write a resume and cover letter.
  - 6.01.04 Demonstrate standards of behavior for a job interview; ask and answer questions during a job interview; write a thank you note; conduct a follow-up call after a simulated job interview.
  - 6.01.05 Demonstrate understanding of job specifications, policies, standards, benefits and W2 and W4 forms. Complete samples of W4 forms, wages, deductions, and timekeeping forms.
  - 6.02.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO MAINTAIN EMPLOYMENT--The student will be able to:
    - 6.02.01 Demonstrate understanding of U.S. work ethic (appropriate behavior, attire, attitudes, and social interactions that affect job performance).
    - 6.02.02 Demonstrate basic problem-solving skills in the workplace.
    - 6.02.03 Compare and contrast job tasks, responsibilities, and levels of training.
    - 6.02.04 Demonstrate understanding of worker's rights (compensation, unionization, right to work).
    - 6.02.05 Identify OSHA safety procedures at work.
  - 6.03.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR CAREER ADVANCEMENT--The student will be able to:
    - 6.03.01 Explore options regarding on-the-job opportunities and continuing education to acquire higher-level skills and promotions.
    - 6.03.02 Demonstrate an understanding of work performance evaluations and their impact on promotions.
  - 6.04.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS APPLIED TECHNOLOGY--The student will be able to:
    - 6.04.01 Demonstrate knowledge of operating equipment necessary for home and work.
- LIFE SKILLS
- 6.05.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE INTERPERSONAL COMMUNICATION--The student will be able to:
    - 6.05.01 Ask and provide directions and instructions.
    - 6.05.02 Identify and explain common problems and solutions.
  - 6.06.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR EFFECTIVE TELEPHONE COMMUNICATION--The student will be able to:
    - 6.06.01 Demonstrate ability to take and report accurate messages.
    - 6.06.02 Demonstrate ability to give and request information clearly by telephone.
    - 6.06.03 Locate a variety of resources in telephone directories (maps, government agencies, coupons).
  - 6.07.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO COMMUNICATE EFFECTIVELY ON HEALTH AND NUTRITION TOPICS--The student will be able to:
    - 6.07.01 Communicate effectively using vocabulary related to doctors, dentists, body parts, illnesses, and medications.
    - 6.07.02 Follow emergency procedures and complete medical forms and accident reports.
    - 6.07.03 Read and interpret nutritional information listed on food labels and plan balanced diets.

- 6.07.04 Recognize problems related to substance/drug abuse, and identify where treatment may be obtained.
- 6.07.05 Recognize requirements for immunizations.
- 6.08.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND U.S. CONCEPTS OF TIME AND MONEY AND HOW TO USE THOSE SKILLS TO FUNCTION--The student will be able to:
  - 6.08.01 Demonstrate understanding of banking system, (loans, interest rates, investments, mortgages, terms, foreign currencies, and exchange rates).
  - 6.08.02 Identify budget-planning strategies.
  - 6.08.03 Demonstrate understanding of time zones.
- 6.09.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO ACCESS TRANSPORTATION AND TRAVEL--The student will be able to:
  - 6.09.01 Compare and contrast basic factors when planning a trip (distance, cost, tips, comfort, and convenience).
  - 6.09.02 Discuss U.S. driving responsibilities and driver's license exam with emphasis on auto insurance (driver's license, traffic regulations, insurance, seat belts, child safety restraints).
  - 6.09.03 Demonstrate appropriate response when stopped by law enforcement officers.
  - 6.09.04 Describe a problem/request service (emergency road assistance, car accident, auto maintenance, and vehicle theft).
- 6.10.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND SAFETY AND SECURITY ISSUES--The student will be able to:
  - 6.10.01 Report detrimental health and safety conditions in private and public places.
  - 6.10.02 Identify ways of preventing common crimes (rape, burglary, domestic assault, car theft).
- 6.11.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND CONSUMER EDUCATION ISSUES--The student will be able to:
  - 6.11.01 Interpret classified ads and other resources to locate housing (lease or purchase).
  - 6.11.02 Read and discuss rental agreements/contracts, renter/landlord rights and responsibilities.
  - 6.11.03 Compare/contrast advertisements, labels, and charts to select goods and services.
  - 6.11.04 Compare/contrast various types of insurance policies (life, health, homeowners, renters, vehicle).
- 6.12.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UTILIZE GOVERNMENT AND COMMUNITY RESOURCES--The student will be able to:
  - 6.12.01 Demonstrate understanding of selected U.S. historical traditions and common social customs.
  - 6.12.02 Interact with community services, organizations, and government agencies.
  - 6.12.03 Demonstrate ability to interact with local, state, and national officials, and their functions.
  - 6.12.04 Demonstrate understanding of trial by jury and other elements in a U.S. court of law (judge, jury, lawyers, and legal assistance).
  - 6.12.05 Read and discuss information relative to current events.
- 6.13.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO UNDERSTAND ISSUES RELATIVE TO ENVIRONMENT AND THE WORLD--The student will be able to:
  - 6.13.01 Describe the purpose of Emergency Broadcast System.
  - 6.13.02 Interpret city, county, state, and national maps, and map keys for evacuation procedures.

6.13.03 Describe regulations for recycling and dumping of toxic wastes.

6.14.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR FAMILY AND PARENTING IN U.S. SOCIETY--The student will be able to:

- 6.14.01 Demonstrate knowledge of U.S. educational system (compulsory schooling, child care, Parent and Teacher Associations, School Advisory Councils).
- 6.14.02 Identify means to access educational opportunities for children (special programs, scholarships, extracurricular activities).
- 6.14.03 Develop awareness of acceptable/unacceptable parenting and disciplinary practices.

ACADEMIC SKILLS

6.15.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO LISTEN, SPEAK, READ AND WRITE EFFECTIVELY--The student will be able to:

- 6.15.01 Listen and follow directions.
- 6.15.02 Paraphrase passages, words or ideas in conversations.
- 6.15.03 Understand use of formal versus informal vocabulary, reductions, and basic idiomatic expressions.
- 6.15.04 Apply oral communication skills to simple interviews and presentations.
- 6.15.05 Comprehend selected reading passages recognizing the main idea.
- 6.15.06 Utilize new vocabulary in context.
- 6.15.07 Recognize sequence of events in a reading passage.
- 6.15.08 Recognize style and tone in a reading passage.
- 6.15.09 Demonstrate ability to use the dictionary.
- 6.15.10 Review and make predictions prior to reading.
- 6.15.11 Demonstrate ability to use textbooks effectively (headings, table of contents, index).
- 6.15.12 Distinguish fact from opinion.
- 6.15.13 Interpret statistical information from diagrams, tables, graphs, charts, and schedules.
- 6.15.14 Skim and scan to locate information.
- 6.15.15 Write a paragraph focusing on one topic (narration, definition, description, cause and effect).
- 5.15.16 Write complex and compound sentences with correct terminology and punctuation.
- 5.15.17 Read a biography.
- 5.15.18 Demonstrate ability to apply a variety of test taking strategies (multiple choice, true/false, cloze, short essays).

6.16.0 DEMONSTRATE ENGLISH SKILLS NECESSARY TO APPLY STANDARD GRAMMAR STRUCTURES--The student will be able to:

- 6.16.01 Use verbs:
  - past perfect
  - modals
  - conditionals
  - gerunds, participles, infinitives.
- 6.16.02 Identify parts of speech and use in sentences.
- 6.16.03 Use active and passive voice.

6.17.0 DEMONSTRATE ENGLISH SKILLS NECESSARY FOR DEVELOPMENT OF PRONUNCIATION SKILLS--The student will be able to:

- 6.17.01 Use stress and intonation in phrases and sentences.
- 6.17.02 Use consonant blends, diphthongs, and digraphs.
- 6.17.03 Use voiced and voiceless sounds.