

**English Literacy for Career and Technical Education
Standardized Syllabi
Level C**

Date: _____ Instructor(s) _____
Student _____ ID# _____ Institution _____

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. Print the User's Guide (2 pages) via www.FloridaAdultESOL.org. Details include: Who is the Target Population?, How Students Enter, How Students are Taught, How Students Exit, and the Adult ESOL Program Matrix with Entry / Progression / Exit data.

ACADEMIC SKILLS

3.01.0 DEMONSTRATE LITERAL COMPREHENSION SKILLS IN TECHNICAL TEXTS

- 3.01.01 Identify patterns and rules that govern semantic and grammatical structures.
- 3.01.02 Determine the main idea, relevant details, and facts.

3.02.0 DEMONSTRATE EVALUATIVE COMPREHENSION SKILLS OF TECHNICAL TEXTS

- 3.01.01 Use strategies to understand word meaning in context.
- 3.01.02 Recognize complex technical terms in content.
- 3.01.03 Locate and interpret written information to perform tasks.
- 3.01.04 Evaluate the validity and accuracy of information.
- 3.01.05 Gather information from reference materials and tools.

3.03.0 COMPOSE STRUCTURALLY AND GRAMMATICALLY CORRECT SENTENCES AND PARAGRAPHS IN TECHNICAL WRITING TASKS.

- 3.03.01 Sustain a consistent point of view throughout a multiple-paragraph text.
- 3.03.02 Use appropriate tense throughout a multiple-paragraph text.
- 3.03.03 Create paragraph division and transition throughout an extended text.
- 3.03.04 Use correct forms of capitalization.
- 3.03.05 Use correct forms of punctuation.
- 3.03.06 Use correct agreement between subject and verb.
- 3.03.07 Use correct form of irregular verbs.
- 3.03.08 Use correct pronoun referents.
- 3.03.09 Use appropriate form of singular and plural nouns.
- 3.03.10 Use correct form of nominative and objective cases of pronouns.
- 3.03.11 Draft and revise writing.
- 3.03.12 Edit writings to produce final documents that are grammatically correct.
- 3.03.13 Complete job-related forms and documents correctly.

3.04.0 APPLY THE RULES OF GRAMMAR AND STRUCTURE

- 3.04.01 Use all parts of speech, including nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions, interjections, and verbals (verbs used as nouns, adjectives or adverbs such as infinitives, participles, and gerunds).
- 3.04.02 Use correct forms of the past perfect, future perfect, real and unreal conditional, and passive voice.
- 3.04.03 Use parts of a sentence correctly, including complete and simple subjects and complete and simple predicates.
- 3.04.04 Explore how the structure of a sentence affects meaning (for example: phrases, subordinate clauses, and independent clauses).

3.05.0 COMMUNICATE IDEAS AND INFORMATION IN THE CONTENT AREA EFFECTIVELY

- 3.05.01 Use comprehensible speech patterns.
- 3.05.02 Utilize vocabulary related to career field.
- 3.05.03 Explain safety procedures related to a specific occupation.
- 3.05.04 Communicate work-related emergencies.
- 3.05.05 Ask and respond to questions about a specific occupation.
- 3.05.06 Ask supervisors or co-workers for assistance and clarification about training/job issues.

CULTURE RELATED TO EMPLOYMENT IN THE UNITED STATES

3.06.0 DEMONSTRATE CULTURALLY-APPROPRIATE SKILLS NECESSARY TO OBTAIN EMPLOYMENT

- 3.06.01 Compare and contrast personal qualifications with requirements of an employment opportunity or opportunity to advance.
- 3.06.02 Assess advantages and disadvantages of various jobs with reference to personal background and needs.
- 3.06.03 Describe behaviors and attire appropriate for job interviews in specific occupations.
- 3.06.04 Select behaviors appropriate to job interviews in specific occupations.
- 3.06.05 Compare and contrast benefit packages as they relate to personal needs.

3.07.0 DEMONSTRATE CULTURALLY-APPROPRIATE SKILLS NECESSARY TO MAINTAIN EMPLOYMENT

- 3.07.01 Describe requirements for entering a job (finger-printing, drug testing, physicals, background check, etc.).
- 3.07.02 Explain the purpose of safety clothing and equipment for a specific occupation.
- 3.07.03 Analyze the consequences of unsafe work-related practices.
- 3.07.04 Compare and contrast appropriate and inappropriate hygiene for the workplace.
- 3.07.05 Demonstrate appropriate strategies for expressing disagreement or anger.
- 3.07.06 Ask for clarification of workplace policies and regulations (e.g., discrimination, sexual harassment).
- 3.07.07 Explain basic workers' rights in the work environment of the United States (Equal Employment Opportunity).
- 3.07.08 Discuss OSHA (Occupational Safety and Health Administration) requirements for training.
- 3.07.09 Compare and contrast workers' responsibilities in the United States with those of the students' home countries.

3.08.0 ANALYZE CULTURALLY-APPROPRIATE SKILLS FOR CAREER ADVANCEMENT

- 3.08.01 Assess the importance of performance reviews and evaluations in obtaining promotions.
- 3.08.02 Explain the value of preparing a career plan.
- 3.08.03 Compare and contrast the roles of labor unions and professional organizations in assisting employees to advance.

TECHNOLOGY

3.09.0 DEMONSTRATE ABILITY TO USE COMPUTER TECHNOLOGY

- 3.09.01 Create a cover letter, thank-you note, and résumé using a word processor.
- 3.09.02 Identify the technology skills needed for student's technical/career area.
- 3.09.03 Explain how to protect personal privacy against identity theft when using the Internet.
- 3.09.04 Use language associated with Internet technology to access and research information in the student's technical/career field.
- 3.09.05 Demonstrate ability to locate and apply for a job in the student's technical/career field on the Internet.
- 3.09.06 Demonstrate ability to use e-mail in a work environment
- 3.09.07 Demonstrate understanding of ethical use of the Internet.

3.10.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY FOR PERSONAL APPLICATIONS

- 3.10.01 Discuss techniques to protect a personal computer against viruses.

3.11.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY IN THE WORKPLACE

- 3.11.01 Solve work-related mathematical problems using a scientific calculator.
- 3.11.02 Explain the advantages of technological tools in the student's technical/career area.
- 3.11.03 Describe a complex process using technology in the student's technical/career field.

TEST-TAKING SKILLS

3.12.0 DEMONSTRATE TEST-TAKING PREPARATION

- 3.12.01 Evaluate personal learning styles and apply them to life-long learning
- 3.12.02 Organize a study plan with a schedule and resources needed.
- 3.12.03 Use lecture note-taking strategies including outline and mind-mapping.
- 3.12.04 Compare and contrast study techniques for different types of exams.
- 3.12.05 Differentiate between different types of exams for a specific purpose (TABE, TOEFL, GED, SAT, GRE, CPT, etc.).
- 3.12.06 Formulate test-taking strategies for both objective and essay exams.
- 3.12.07 Identify ethics for academic activities (tests, reports, term papers, group activities) and demonstrate understanding of the consequences of unethical behavior including plagiarism.
- 3.12.08 Locate additional resources needed to prepare for exams (labs, tutors, library, Internet, etc.)

3.13.0 DEMONSTRATE TEST-TAKING STRATEGIES

- 3.13.01 Assess wellness concepts, including stress, diet, sleep, and exercise before a test.
- 3.13.02 Recognize test-taking anxiety and use relaxation techniques.
- 3.13.03 Formulate personal test-taking strategies for both objective and subjective exams.
- 3.13.04 Organize and develop thoughts for a written or oral exam.
- 3.13.05 Solve problems using analytical thinking and problem-solving techniques.
- 3.13.06 Use time-management techniques in taking tests (e.g., answer easier questions first, then address more difficult questions by eliminating answers known to be incorrect before answering when possible).
- 3.13.07 Review and evaluate performance on an exam.