

INSTITUTION
Adult ESOL Advanced
Standardized Syllabi

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 2 page User's Guide 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.

6.01.0 Obtain Employment

- 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 form, wages, deductions, and timekeeping forms.

6.02.0 Maintain Employment

- 6.02.01 Demonstrate understanding of U.S. work ethic (appropriate behavior, attire, attitudes, and social interactions that effect 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 Career Advancement

- 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 Applied Technology

- 6.04.01 Demonstrate knowledge of operating equipment necessary for home and work.

6.05.0 Interpersonal Communication

- 6.05.01 Ask and provide directions and instructions.
- 6.05.02 Identify and explain common problems and solutions.

6.06.0 Telephone Communication

- 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 Health and Nutrition Topics

- 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 U.S. Concepts of Time and Money

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 Transportation and Travel

6.09.01 Compare/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, and 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 Safety and Security Issues

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 Consumer Education Issues

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, homeowner's, renter's, vehicle).

6.12.0 Government and Community Resources

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 related to current events.

6.13.0 Environment and the World

6.13.01 Describe the purpose of the 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 Family and Parenting

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.

6.15.0 Listen, Speak, Read, and Write Effectively □

- 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 by 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).
- 6.15.16 Write complex and compound sentences with correct terminology and punctuation.
- 6.15.17 Read a biography.
- 6.15.18 Demonstrate ability to apply a variety of test-taking strategies (multiple choice, true/false, cloze, short essays).

6.16.0 Apply standard Grammar structures □

- 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 Development of Pronunciation Skills □

- 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.