

INSTITUTION
Adult ESOL High Beginning
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.

 signifies: **Listening Comprehension Benchmark**

3.01.0 Obtain Employment

3.01.01 Identify different kinds of jobs using simple help-wanted ads 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 & income tax deductions. Understand W2 and W4.


3.01.06 Demonstrate ability to respond to basic interview questions and recognize acceptable standards of behavior during a job interview.

3.02.0 Maintain Employment

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  Identify parts of a pay stub: wage information, regular, part-time, overtime, deductions, benefits, and taxes.

3.03.0 Career Advancement

3.03.01 Explore educational opportunities for job advancement.

3.03.02  Demonstrate interpersonal communication skills and positive attitude at work.

3.04.0 Applied Technology

3.04.01 Demonstrate knowledge of operating equipment necessary for home and work.

3.05.0 Interpersonal Communication

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 Telephone Communication

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 telephones, pagers, and use a telephone card.

3.06.05 Use the telephone directory and relate publications to locate information.

3.07.0 Health and Nutrition Topics

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 U.S. Concepts of Time and Money


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 Transportation and Travel

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 Safety and Security Issues

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 Consumer Education Issues □

- 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 ads and compare prices (clothing, cars, and 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 Government and Community Resources □

- 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 Environment and the World □

- 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 Family and Parenting □

- 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.

3.15.0 Listen, Speak, Read and Write Effectively □

- 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, and dictation).

3.16.0 Apply Standard Grammar Structures

- 3.16.01 Use subject and object pronouns.
- 3.16.02 Use common verbs (affirmative, negative, yes/no questions, short answers, "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, and tomorrow) and adverbs of frequency (always, sometimes, and never).
- 3.16.09 Use contractions.

3.17.0 Development of Pronunciation Skills

- 3.17.0 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.