

**INSTITUTION**  
**Adult ESOL High Intermediate**  
**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 <http://www.floridaadulthoodesol.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**

**5.01.0 Obtain Employment**

- 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 Maintain Employment**

- 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 and language for interpreting dangerous situations (combustible, poison, what does this mean?).

**5.03.0 Career Advancement**

- 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 Applied Technology**


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

**5.05.0 Interpersonal Communication**

- 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 Telephone Communication


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


5.06.02  Write and report information from telephone messages.


5.06.03  Interpret telephone bill.

### 5.07.0 Health and Nutrition Topics

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, its consequences, and where to get help.

### 5.08.0 U.S. Concepts of Time and Money

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 Transportation and Travel


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 Safety and Security Issues

5.10.01 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 Consumer Education Issues

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 Write 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, and price in order to select goods and services.
- 5.11.11 Demonstrate awareness of various types of insurance policies.

### **5.12.0 Government and Community Resources**

- 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 officials and their functions.
- 5.12.04 Understand the election process in the USA.
- 5.12.05 📍 Interpret civic responsibility regarding voting, jury duty, and taxes.

### **5.13.0 Environment and the World**

- 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 Family and Parenting**

- 5.14.01 Identify ways of participating in child's schooling.
- 5.14.02 Compare/contrast U.S. legalities regarding parental responsibilities to those of other countries.

### **5.15.0 Listen, Speak, Read and Write Effectively**

- 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 Apply standard Grammar structures** □

- 5.16.01 Use the following in complete sentences:
  - adjectives: possessive/descriptive; comparatives/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 Development of Pronunciation Skills** □

- 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.