



INSTITUTION
Adult ESOL Low 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

2.01.0 Obtain Employment

- 2.01.01  Identify job and 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 Maintain Employment

- 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 sheets](#), [clock-in](#), [sign in](#)).
- 2.02.05 Interpret pay stubs and deductions.



2.03.0 Career Advancement

- 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 Applied Technology

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

2.05.0 Interpersonal Communication

- 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 Telephone Communication

- 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 Health and Nutrition Topics

- 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 U.S. Concepts of Time and Money

- 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 Transportation and Travel

- 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 Safety and Security Issues

- 2.10.01 Interpret common safety procedures and signs.

2.10.02 📞 Respond to emergency situations for fire, crime, and medical crisis.

2.10.03 Identify product label warnings and safety warning symbols.

2.11.0 Consumer Education Issues

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 Government and Community Resources

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 Environment and the World

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 Family and Parenting

2.14.01 📞 Identify family members and their relationships.

2.14.02 Give examples of available educational opportunities for children 0-16.

2.14.03 Explain enrollment procedures for children in Pre-K to twelfth 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 children and families.

2.14.07 Describe recreational and entertainment activities available in the community.

2.15.0 Listen, Speak, Read, and Write Effectively

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 Apply Standard Grammar Structures □

- 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 answers, "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 Development of Pronunciation Skills □

- 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.