

INSTITUTION
Adult ESOL Low 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 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**

4.010 Obtain Employment

- 4.01.01 Read and understand job titles and descriptions.
- 4.01.02 Recognize and use basic work-related vocabulary.
- 4.01.03 Identify educational and job experience required for specific occupations.
- 4.01.04 Use various sources to identify job opportunities and inquire about a job (newspapers, agencies).
- 4.01.05 Complete a job application and transfer information to basic resume format.
- 4.01.06 Demonstrate appropriate responses to interview questions, proper behavior, and positive image for job interview.
- 4.01.07 Demonstrate understanding of social security, income tax deductions, W2 and W4 forms. Complete sample W4 form.

4.02.0 Maintain Employment

- 4.02.01 Define and use vocabulary for employment (salaries, hours, benefits, sick days, vacation days).
- 4.02.02 Demonstrate understanding of work schedules, time clocks, time sheets, punctuality, and phoning in sick.
- 4.02.03  Follow generic work rules and safety procedures. Interpret safety signs.
- 4.02.04  Ask for clarification and respond appropriately to instructions.
- 4.02.05  Demonstrate appropriate communication skills in the work environment (interactions with supervisor and co-workers).
- 4.02.06 Read and interpret pay stub information.

4.03.0 Career Advancement



- 4.03.01 Recognize and understand work-related vocabulary for transfers, promotions, and incentives.
- 4.03.02 Identify appropriate skills and education necessary for getting a job promotion.
- 4.03.03 Identify the importance of job evaluations for promotions and retention.
- 4.03.04 Identify appropriate behavior, attire, attitudes, and social interactions for promotion.

4.04.0 Applied Technology

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

4.05.0 Interpersonal Communication



- 4.05.01 Identify self and share personal information.
- 4.05.02 Describe self, family members, and others (physical characteristics and personal traits).

- 4.05.03 Use appropriate expressions to express feelings and emotions.
- 4.05.04 Communicate impressions, likes, dislikes, acceptance of, and rejection to invitations.
- 4.06.0 Telephone Communication**
- 4.06.01  Demonstrate ability to use different types of telephones and telephone options (directory assistance, operator assistance, calling cards, cellular telephones, and internet access).
- 4.06.02  Answer incoming telephone calls, take a simple message, leave message, and respond to voice mail messages.
- 4.06.03 Demonstrate appropriate communication in 911 emergencies.
- 4.06.04 Locate alphabetical and topical listing information in directory listing, yellow and white pages (restaurants, hospitals, plumbing).
- 4.06.05 Interpret electric, water, telephone, and credit card bills (account number, current amount due, account balance, due date, past due amount, late payment fee).
- 4.07.0 Health and Nutrition Topics**
- 4.07.01 Identify body parts and the five senses.
- 4.07.02 Discuss personal grooming.
- 4.07.03 Describe aches, pains, illnesses, injuries, dental health problems, and follow doctor's instructions.
- 4.07.04 Read and interpret medical instructions for prescriptions and over the counter drugs.
- 4.07.05 Compare services provided by the health department, hospitals, emergency rooms, and clinics.
- 4.07.06 Recognize the importance of healthy eating and maintaining a balanced diet.
- 4.07.07 Fill out medical history form.
- 4.07.08 Schedule doctor and dental appointments (first time, routine checkup, follow-up).
- 4.07.09 Demonstrate procedures for first aid (assess individual's condition, procedure to follow after assessment; for example, call 911 or administer first aid for minor situations).
- 4.08.0 U.S. Concepts of Time and Money**
- 4.08.01 Plan a schedule of activities on a calendar.
- 4.08.02 Count and make change accurately.
- 4.08.03 Complete a check or money order.
- 4.08.04 Identify common banking terms and demonstrate ability to use banking services (inquiries, 24-hour teller services, ATM).
- 4.08.05 Describe the use of an ATM machine and recognize the importance of keeping number codes secure.
- 4.09.0 Transportation and Travel**
- 4.09.01 Interpret traffic and common road signs.
- 4.09.02 Ask for, clarify, and give simple directions.
- 4.09.03 Read and understand transportation schedules and road maps (north, south, east, and west).
- 4.09.04 Make reservations and calculating costs and tips for different kinds of travel.
- 4.09.05 Identify required documents related to transportation (driver's license, insurance card, registration, and passport).
- 4.09.06 Identify safe driving practices and consequences of DUI (sobriety test, balance test, jail time, community service).
- 4.09.07 Apply for a driver's license or identification card (eye exam, oral, written, and driving tests).

4.10.0 Safety and Security Issues

- 4.10.01 Demonstrate understanding of safety/warning signs and emergency procedures.
- 4.10.02 Use vocabulary relating to alarm systems (smoke detectors, fire, house and car alarms).

4.11.0 Consumer Education Issues

- 4.11.01 Demonstrate understanding of comparative shopping.
- 4.11.02 Calculate savings when making purchases with coupons.
- 4.11.03 Read and order from a menu.
- 4.11.04 Identify articles of clothing: U.S. sizes, quality, and prices.
- 4.11.05  Simulate procedures for putting merchandise on "layaway."
- 4.11.06 Read and discuss simple guarantees, warranties, and procedures to return merchandise.
- 4.11.07  Identify various means of locating housing and filling out rental agreements (signs, ads, personal contact, lease, rent, due dates, tenant, and landlord).
- 4.11.08 Report housing maintenance, repairs, and problems.
- 4.11.09 Ask and follow directions for locating merchandise in a store (aisle, take the elevator, go left or right, next to the woman's department, at the end of the hall).
- 4.11.10 Calculate savings when items are on sale (percentage, sale price, and regular price).
- 4.11.11 Read and discuss various clothing labels (materials, sizes, and washing instruction).
- 4.11.12 Read and discuss food labels (ingredients, nutritional information).

4.12.0 Government and Community Resources

- 4.12.01 Locate various businesses, governmental and community agencies in local area (doctor's office, school, hospital, post office, church, agencies).
- 4.12.02 Identify procedures for mailing a letter or package (domestic/international), for purchasing money orders, and registering mail.
- 4.12.03 Identify the current U.S. President and Vice President and state and local officials.
- 4.12.04 Recognize vocabulary and traditions associated with major U.S. holidays and contrast with native customs.


4.13.0 Environment and the World

- 4.13.01 Describe various weather conditions and appropriate preparation for weather emergencies.
- 4.13.02 Read various temperatures and compare Fahrenheit to Celsius.
- 4.13.03 Describe procedures for basic disposal of trash (regular items/large items) and items to be recycled.

4.14.0 Family and Parenting

- 4.14.01 Recognize the importance of communicating with child's school (meetings, conferences with teachers).
- 4.14.02 Recognize compulsory schooling for children 6-16 years of age and the importance of school attendance.
- 4.14.03 Locate neighborhood school and follow enrollment procedures.
- 4.14.04 Recognize the importance of proper childcare and acceptable discipline (requirement of food, shelter, hygiene, child care providers).

4.15.0 Listen, Speak, Read and Write Effectively □

- 4.15.01 Recognize, state, read, and write statements & questions.
- 4.15.02  Listen to simple conversations and respond appropriately.
- 4.15.03 Demonstrate ability to describe a person, place, thing, or event.
- 4.15.04 Recognize the meaning of words with common prefixes and suffixes.
- 4.15.05 Recognize the meaning of compound words.
- 4.15.06 Preview and make predictions prior to reading.
- 4.15.07 Determine the main idea and supporting details in a paragraph.
- 4.15.08 Recognize sequential order of events in a paragraph.
- 4.15.09 Demonstrate ability to read and understand basic charts, graphs, maps, tables, and diagrams.
- 4.15.10 Demonstrate ability to use a bilingual or basic English dictionary.
- 4.15.11 Write legibly using manuscript and cursive handwriting.
- 4.15.12 Write a short note, a friendly letter, address an envelope including the return address.
- 4.15.13 Write a short paragraph using correct spacing.
- 4.15.14 Write a set of simple directions.
- 4.15.15 Change one grammatical structure of a paragraph to another.
- 4.15.16 Read a simple story and use context clues for comprehension.
- 4.15.17 Demonstrate ability to use test-taking strategies (circle, bubble in on answer sheet, true/false and cloze).

4.16.0 Apply Standard Grammar structures □

- 4.16.01 Use subject, object, and possessive pronouns.
- 4.16.02 Use common verbs, contracted forms and correct spelling in:
 - present tense
 - present continuous
 - future (will, going to)
 - past tense
 - present perfect
 - modals (present, past)
- 4.16.03 Use information questions (who, what, where, when, whose, whom, why, how).
- 4.16.04 Use adjectives:
 - demonstrative
 - possessives
 - descriptive
 - comparative/superlative
- 4.16.05 Use adverbs:
 - frequency
 - time
 - location

- 4.16.06 Use prepositions.
- 4.16.07 Use nouns:
 - count
 - non-count
- 4.16.08 Use sentence structures (subject, verb, object, affirmative, negative, interrogative).

4.17.0 Development of Pronunciation Skills □

- 4.17.01 Recognize dictionary symbols and produce consonants and vowel sounds.
- 4.17.02 Produce the beginning, middle, and ending sounds in words, including silent letters.
- 4.17.03 Produce sounds of s endings: s, z, iz, voiced/voiceless.
- 4.17.04 Produce sounds of past tense endings: t, d, id, voiced/voiceless.
- 4.17.05 Use appropriate rhythm and stress in phrases and simple sentences.