

**Institution**  
**English Literacy for Career and Technical Education**  
**Standardized Syllabi**  
**Level A**

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 User's Guide (2 pages) via [www.FloridaAdultESOL.org](http://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.

**ACADEMIC SKILLS**

**1.01.0 APPLY THE RULES OF PHONICS AND STRUCTURE FOR READING DEVELOPMENT**

- 1.01.01 Identify root words.
- 1.01.02 Identify compound words.
- 1.01.03 Identify meanings of words with prefixes.
- 1.01.04 Identify meanings of words with suffixes.
- 1.01.05 Define job benefits vocabulary.
- 1.01.06 Interpret W2 and W4 forms.
- 1.01.07 Identify meanings of contractions.
- 1.01.08 Use comprehensible pronunciation when reading aloud.

**1.02.0 DEMONSTRATE COMPREHENSION OF BASIC VOCABULARY**

- 1.02.01 Identify word meaning from context clues, illustrations, maps, graphics, and charts.
- 1.02.02 Recognize the main idea and supporting details in a short paragraph.
- 1.02.03 Answer "who," "what," "where," "why," "when," and "whom" questions about sentences and short paragraphs.
- 1.02.04 Use resources to obtain information (bilingual dictionary, basic English dictionary).
- 1.02.05 Identify meanings of common abbreviations.
- 1.02.06 Follow simple directions.
- 1.02.07 Recognize common safety signs related to the training/work site.

**1.03.0 APPLY RULES OF MECHANICS, SPELLING, AND STRUCTURE IN BASIC WRITING TASKS**

- 1.03.01 Use capitalization.
- 1.03.02 Use punctuation.
- 1.03.03 Write simple sentences.
- 1.03.04 Complete a simple form with personal information.
- 1.03.05 Compose a short letter and address an envelope.
- 1.03.06 Compose a simple set of instructions.
- 1.03.07 Draft and revise simple writings.

**1.04.0 APPLY RULES OF GRAMMAR AND STRUCTURE**

- 1.04.01 Use singular and plural forms of nouns.
- 1.04.02 Make nouns and pronouns agree.

- 1.04.03 Use subject and predicate in simple declarative sentences.
- 1.04.04 Use declarative sentences with compound subjects.
- 1.04.05 Use declarative and imperative sentences with compound predicates.
- 1.04.06 Use the interrogative form in a simple sentence.
- 1.04.07 Use the appropriate form of common regular and irregular verbs.
- 1.04.08 Use present and present progressive tense forms.

#### **1.05.0 COMMUNICATE INFORMATION EFFECTIVELY**

- 1.05.01 Use appropriate body language.
- 1.05.02 Explain an event in chronological order.
- 1.05.03 Respond to simple questions related to work experiences.
- 1.05.04 Give simple warnings and take appropriate actions in response to emergencies.
- 1.05.05 Ask for assistance to complete tasks.
- 1.05.06 Address instructors, peers, supervisors, and co-workers appropriately (Mr., Mrs., last name).

#### **CULTURE RELATED TO EMPLOYMENT IN THE UNITED STATES**

#### **1.06.0 RECOGNIZE CULTURALLY APPROPRIATE SKILLS TO OBTAIN EMPLOYMENT**

- 1.06.01 Identify qualifications needed for jobs.
- 1.06.02 Describe how a person finds employment in the United States.
- 1.06.03 Identify Equal Employment Opportunities (EEO) and non-discrimination regulations.
- 1.06.04 Identify appropriate attire and behaviors for job interviews.
- 1.06.05 Identify common documents required of foreigners to work in the United States (visas, green card, social security card,).
- 1.06.06 Identify common requirements for being hired for a job (fingerprinting, background check, drug testing, physicals, etc.)

#### **1.07.0 DEMONSTRATE CULTURALLY APPROPRIATE SKILLS NECESSARY TO MAINTAIN EMPLOYMENT**

- 1.07.01 Explain general work ethics common to work places in the United States (punctuality, reporting accidents, calling in sick or tardy, etc.).
- 1.07.02 Identify appropriate hygiene for the work place.
- 1.07.03 Recognize common safety requirements of employers to maintain a safe working environment.
- 1.07.04 Identify the purpose of safety clothing and equipment.
- 1.07.05 Identify consequences of common unsafe work-related practices.
- 1.07.06 Identify culturally appropriate ways to express disagreement and/or anger.

#### **1.08.0 DEMONSTRATE CULTURALLY APPROPRIATE SKILLS FOR CAREER ADVANCEMENT**

- 1.08.01 Discuss purpose for performance reviews/evaluations.
- 1.08.02 Describe training opportunities as means to advance.
- 1.08.03 Recognize the roles of labor unions and professional organizations for obtaining employment/or career advancement.

## TECHNOLOGY

### 1.09.0 DEMONSTRATE ABILITY TO USE COMPUTER TECHNOLOGY

- 1.09.01 Identify basic equipment needed to operate a computer (mouse, keyboard, CPU, cursor).
- 1.09.02 Perform basic computer operations (turn on/turn off a computer, click on an icon).
- 1.09.03 Identify methods to use and safeguard computer passwords.
- 1.09.04 Recognize basic vocabulary related to use of the Internet.
- 1.09.05 Access the Internet.
- 1.09.06 Open an e-mail account.
- 1.09.07 Recognize unethical uses of the computer.

### 1.10.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY FOR PERSONAL APPLICATIONS

- 1.10.01 Use vocabulary associated with technology in student's everyday life (cell phones, store price scanners, airport check in, car alarms).

### 1.11.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY IN THE WORKPLACE

- 1.11.01 Identify keys and functions on a regular and a scientific calculator.
- 1.11.02 Use vocabulary related to technology specific to the student's technical/career area.
- 1.11.03 Recognize the role of common workplace technology (fax machines, copiers, data technology).

## TEST-TAKING SKILLS

### 1.12.0 DEMONSTRATE TEST-TAKING PREPARATION

- 1.12.01 Recognize personal learning style.
- 1.12.02 Identify study skills strengths and weaknesses.
- 1.12.03 Develop note taking skills.
- 1.12.04 Describe different study techniques to prepare for different types of test questions (T/F, multiple choice, essay, oral, completion, matching).
- 1.12.05 Read and follow directions to complete information required on forms.
- 1.12.06 Apply test-taking strategies on practice tests.
- 1.12.07 Interpret ethics for taking tests and understand the consequences of unethical behavior.
- 1.12.08 Identify test-related vocabulary (bubble in, GPA, scale score, grade level, grid, equivalent score, minimum score, timed and untimed, levels of tests).

### 1.13.0 DEMONSTRATE TEST-TAKING STRATEGIES

- 1.13.01 Explain how to prepare for an exam (appropriate materials, sleep, food, and exam preparation).
- 1.13.02 Ask for clarification if directions are not understood.
- 1.13.03 Identify common tests used in education and business.
- 1.13.04 Use data, information, bias, facts or opinions to answer exam questions.
- 1.13.05 Identify literal, interpretive, and evaluative questions.
- 1.13.06 Identify time-management strategies for both timed and untimed exams.
- 1.13.07 Review and evaluate performance on an exam.