

**English Literacy for Career and Technical Education
Standardized Syllabi
Level B**

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. 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

2.01.0 DEMONSTRATE WORD ATTACK SKILLS TO ELICIT MEANINGS

- 2.01.01 Apply rules of phonics and word structure.
- 2.01.02 Recognize prefixes, suffixes, and root words.
- 2.01.03 Identify antonyms, synonyms, homonyms, and word relationships.

2.02.0 DEMONSTRATE COMPREHENSION OF A SIMPLE TECHNICAL PASSAGE

- 2.02.01 Identify main idea.
- 2.02.02 Identify supporting details.
- 2.02.03 Identify cause and effect.
- 2.02.04 Summarize a passage.
- 2.02.05 Describe sequence of events.
- 2.02.06 Answer "who," "what," "where," "why," "which," and "how."
- 2.02.07 Recognize transition words.

2.03.0 DEMONSTRATE INFERENTIAL COMPREHENSION IN READING A SIMPLE TECHNICAL TEXT

- 2.03.01 Predict content and purpose by examining table of contents, headings, captions, and illustrations.
- 2.03.02 Make logical predictions using prior knowledge.
- 2.03.03 Use pronoun referents.
- 2.03.04 Summarize appropriate conclusions or generalizations.
- 2.03.05 Distinguish between fact and opinion.
- 2.03.06 Interpret information from signs, graphs, tables, schedules, and diagrams related to the technical field.
- 2.03.07 Compare and contrast safety signs related to specific occupations.

2.04.0 APPLY RULES OF MECHANICS, SPELLING, AND STRUCTURE IN WRITING TASKS

- 2.04.01 Apply rules of punctuation.
- 2.04.02 Spell common words, including sight words, correctly.
- 2.04.03 Use a dictionary to find spelling of words.
- 2.04.04 Write a logical paragraph using main idea and supporting details.
- 2.04.05 Apply conventions of editing a paragraph.
- 2.04.06 Write memos, reports, and solutions to problems.

2.04.0 APPLY RULES OF GRAMMAR AND STRUCTURE.

- 2.04.01 Use compound subjects and predicates.
- 2.04.02 Use compound sentences, complex sentences, and clauses.
- 2.04.03 Use correct forms of infinitives, gerunds, and modals.
- 2.04.04 Use correct forms of the past, past progressive, and future of common regular and irregular verbs.
- 2.04.05 Use comparative and superlative adjectives.

2.05.0 COMMUNICATE INFORMATION EFFECTIVELY

- 2.05.01 Give oral explanations clearly and comprehensibly.
- 2.05.02 Organize basic speech using logical beginning, middle, and ending.
- 2.05.03 Make simple inquiries by phone.
- 2.05.04 Ask and respond to questions concerning work experience and occupation.
- 2.05.05 Communicate effectively in a work-related interview.
- 2.05.06 Give warnings and communicate appropriately in emergencies.
- 2.05.07 Ask and respond to questions about completion of tasks.

CULTURE RELATED TO EMPLOYMENT IN THE UNITED STATES

2.06.0 DEMONSTRATE CULTURALLY APPROPRIATE SKILLS NECESSARY TO OBTAIN EMPLOYMENT

- 2.06.01 Discuss advantages and disadvantages of various jobs.
- 2.06.02 Compare and contrast personal job skills with available positions.
- 2.06.03 Compare and contrast Equal Employment Opportunities (EEO) and non-discrimination regulations.
- 2.06.04 Identify attire appropriate for job interviews in specific occupations.
- 2.06.05 Explain documents and licenses/permits/certificates required to work in the United States.
- 2.06.06 Describe common requirements for entering a job (fingerprinting, background check, drug-testing, physicals, etc.).
- 2.06.07 Compare and contrast benefit packages among possible jobs.

2.07.0 DEMONSTRATE CULTURALLY-APPROPRIATE SKILLS NECESSARY TO MAINTAIN EMPLOYMENT

- 2.07.01 Apply common elements of the work ethic in the United States (staying on task, respecting time frames for work and breaks, coming to work ready to work etc.).
- 2.07.02 Interpret United States-based workplace values such as equal employment opportunities, fair play, and teamwork.
- 2.07.03 Identify appropriate small talk for the workplace.
- 2.07.04 Identify the roles of labor unions in the American workplace.
- 2.07.05 Identify characteristics of the United States-based cultural concept of teamwork in the workplace.
- 2.07.06 Demonstrate proper procedures to inform employer of illness, tardiness, or other circumstances that prevent presence at work.
- 2.07.07 Explain purpose of safety clothing and equipment for specific occupations.
- 2.07.08 Discuss OSHA (Occupational Safety and Health Administration) training requirements.
- 2.07.09 Describe appropriate hygiene for the work place.

- 2.07.10 Identify safety signs related to specific occupations, and give appropriate warnings of potential work-related emergencies.
- 2.07.11 Demonstrate appropriate expressions of disagreement and/or anger in the work place.
- 2.07.12 Identify worker's rights (minimum wage laws, leave laws, overtime etc.).

2.08.0 DEMONSTRATE CULTURALLY APPROPRIATE SKILLS FOR CAREER ADVANCEMENT

- 2.08.01 Identify networking as a means to obtain/advance in employment.
- 2.08.02 Determine ways to improve performance reviews and evaluations.
- 2.08.03 Compare and contrast training opportunities which can lead to advancement.
- 2.08.04 Identify roles of labor unions and professional organizations for obtaining employment or career advancement.

TECHNOLOGY

2.09.0 DEMONSTRATE ABILITY TO USE COMPUTER TECHNOLOGY

- 2.09.01 Demonstrate basic understanding of how to use a word processor (opening a file, saving a file, using the keyboard for typing, etc.).
- 2.09.02 Fill out an electronic job application in a place of employment.
- 2.09.03 Recognize how to protect personal privacy when using a computer.
- 2.09.04 Identify intermediate vocabulary associated with the Internet.
- 2.09.05 Conduct an Internet search.
- 2.09.06 Send, receive, and store e-mail messages and attachments.
- 2.09.07 Explain the consequences of unethical computer usage (using commercial software not purchased by user, appropriating the intellectual property of others, etc.).

2.10.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY FOR PERSONAL APPLICATIONS

- 2.10.01 Describe processes using technology in everyday life (taking a computer-based driver's license test, ordering a product on-line, etc.).

2.11.0 DEMONSTRATE ABILITY TO USE TECHNOLOGY IN THE WORKPLACE

- 2.11.01 Perform simple mathematical calculations using a scientific calculator.
- 2.11.02 Describe the kinds of technology common to the student's technical/career area.
- 2.11.03 Describe how to access technology training resources.

TEST-TAKING SKILLS

2.12.0 DEMONSTRATE TEST-TAKING PREPARATION

- 2.12.01 Identify and use personal major learning style.
- 2.12.02 Develop a study plan to prepare for exams.
- 2.12.03 Apply lecture note-taking techniques using outlines and mind-mapping techniques.
- 2.12.04 Apply different study techniques to prepare for different types of exams.
- 2.12.05 Identify strategies to optimize score results on different types of exams (teacher-made, standardized, norm-referenced, criterion-referenced, workplace, etc.).
- 2.12.06 Take practice exams to check test readiness.
- 2.12.07 Demonstrate ethics for taking tests and understanding of the consequences of unethical behavior.
- 2.12.08 Evaluate and determines if additional help is needed to prepare for exams.

2.13.0 DEMONSTRATE TEST-TAKING STRATEGIES

- 2.13.01 Explain the importance of a plan for an exam (e.g., with a healthy and balanced lifestyle and gather appropriate materials needed).
- 2.13.02 Read and follow the directions for taking tests.
- 2.13.03 identify different types of exams and formulate test-taking strategies to be used .
- 2.13.04 Apply specific study techniques for different types of exams – T/F, multiple choice, short answer, essay, open book, oral.
- 2.13.05 Apply critical thinking and test-taking strategies for different types of questions on an exam.
- 2.13.06 Use time and energy management during timed and untimed exams.
- 2.13.07 Review and evaluate performance on an exam.