

# ADULT ESOL LESSON PLANS

## ESOL LITERACY

Workforce Competencies: 01.0 Obtaining Employment

01.02A Recognize procedures for applying for a job and complete a simplified job application form with assistance

16.05 Use information questions

*Cultural Focus:*

A job application introduces you to an employer. Make a good first impression by being neat, accurate and complete.

Classroom Procedures:

1. Using Job Application activity a sheet, identify the various components including - Personal information, Education, Employment History and References. Put one example of each on the board.
2. Using the overhead projector, present Personal Information section only. Students complete using their personal information.
3. Using the overhead, present Employment History section next. Students complete the section, with teacher assistance. Students may need to gather information at home and bring to complete the next day.
4. Using the overhead, show Education section. Complete this section. Students may need to bring information from home to complete the next day.
5. Using the overhead, show Reference section. Discuss who would be a good reference. Remind students you should ask a person first before you put their name as reference. Again, students can bring information from home for next day.
6. Bring in a simple job application form local employer and have students transfer information from activity sheet to this form.

Grammatical Focus:

Date sequences:

month, day, year

Information questions:

What is your job position?

When do you graduate?

Where do you work?

When do you begin?

Pronunciation:

When talking about dates and years, practice contrast ending sounds:

13 - 30

14 - 40

15 - 50

16 - 60

17 - 70

18 - 80

19 - 90

Vocabulary:

personal information

education

references

employment history

date

month

day

year

salary

position

graduate

begin

<p>Materials/Supplies:</p> <ul style="list-style-type: none"><li>Job applicant components transparencies</li><li>Overhead projector</li><li>Erasable markers</li><li>Job Application Activity Sheet</li><li>Simple job applications (local employer)</li><li>The Basic Oxford Picture dictionary</li><li>Reproducible pages 229-230</li><li>The Basic Oxford Picture Dictionary, p. 4 &amp; 8</li><li>Students Reproducible pages 168-175</li></ul>	<p><i>Material/Additional Resources:</i></p> <p>Community Resources</p> <p>Bring in a couple of simple job applications from local employers.</p>	<p>Evaluation:</p> <ul style="list-style-type: none"><li>Students complete job application activity sheet</li><li>Students transfer information on activity sheet to application from local employer</li><li>The Basic Oxford Picture Dictionary: Pre-/Post Tests p.27</li></ul>
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