

**TEXAS STANDARDIZED CURRICULUM FRAMEWORK**

**Adult ESL - Literacy Completion Point  B**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Entry Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The student is able to ...

**WORKFORCE DEVELOPMENT SKILLS**

**Standard 18.00 - Obtaining Employment**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>18.01</b>	Identify different jobs with help wanted ads
<b>18.02</b>	Describe personal work experience & skills
<b>18.03</b>	Fill out job applications
<b>18.04</b>	Produce required forms of identification
<b>18.05</b>	Identify W4 forms, social security & income tax deductions

**Standard 19.00 - Maintaining Employment**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>19.01</b>	Understand job employment expectations, rules, regulations and safety
<b>19.02</b>	Respond to basic instructions and asking for clarification
<b>19.03</b>	Recognize appropriate treatment of co-workers
<b>19.04</b>	Identify parts of a pay stub & deductions

**Standard 20.00 - Career Advancement**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>20.01</b>	Identify job promotion requirements
<b>20.02</b>	Demonstrate communication skills & positive attitude
<b>20.03</b>	Explore educational opportunities for job advancement
<b>20.04</b>	Use test taking strategies

**Standard 21.00 - Accessing Applied Technology**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>21.01</b>	Operate equipment at home & at work
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**LIFE SKILLS**

**Standard 22.00 - Effective Interpersonal Communication**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>22.01</b>	Report personal information
<b>22.02</b>	Make formal & informal introductions, greetings, farewells

<b>22.03</b>	Accept & decline offers, feelings & emotions
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**Standard 23.00 - Telephone Communication**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>23.01</b>	Call 911 & request operator assistance
<b>23.02</b>	Use telephone greetings, leave & take a message
<b>23.03</b>	Understand basic parts of a phone bill
<b>23.04</b>	Use different kinds of phones

**Standard 24.00 - Health & Nutrition**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>24.01</b>	Identify body parts
<b>24.02</b>	Define health care vocabulary: ER, doctor, clinic, dentist
<b>24.03</b>	Request appointments & describe symptoms
<b>24.04</b>	Read medicine labels & follow doctor's instructions
<b>24.05</b>	Identify food groups & read nutrition labels
<b>24.06</b>	Identify hygiene products & daily grooming routines

**Standard 25.00 - Time & Money**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>25.01</b>	Identify & use ordinal & cardinal numbers
<b>25.02</b>	Interpret clock time
<b>25.03</b>	Identify days, weeks & months on a calendar
<b>25.04</b>	Convert dates to numeric form
<b>25.05</b>	Count & use coins & currency
<b>25.06</b>	Write a check & record it in checkbook register

**Standard 26.00 - Transportation & Travel**

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

<b>26.01</b>	Identify transportation options
<b>26.02</b>	Identify costs, schedules & practices (tipping)
<b>26.03</b>	Follow directions (N, S, E, & W)
<b>26.04</b>	Read & understand traffic signs

# TEXAS STANDARDIZED CURRICULUM FRAMEWORK

## Adult ESL - Literacy Completion Point B

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Entry Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The student is able to ...

<b>26.05</b>	Identify travel documents (TDL, insurance card, passport)
<b>26.06</b>	Identify Safe driving practices

### Standard 27.00 - Safety & Security

Date: _____ Instructor: _____	
<b>27.01</b>	Demonstrate emergency procedures at home & work
<b>27.02</b>	Interpret label directions, warning signs, symbols

### Standard 28.00 - Consumer Education

Date: _____ Instructor: _____	
<b>28.01</b>	Identify grocery items, costs, coupons
<b>28.02</b>	Read clothing tags & care instructions
<b>28.03</b>	Read sales ads & compare prices
<b>28.04</b>	Identify types of housing
<b>28.05</b>	Identify basic utility companies

### Standard 29.00 - Government & Community Resources

Date: _____ Instructor: _____	
<b>29.01</b>	Identify community places & describe services
<b>29.02</b>	Able to purchase stamps, mail & address packages
<b>29.03</b>	Identify holidays & social customs
<b>29.04</b>	Identify current U.S. President, V.P. & Governor

### Standard 30.00 - Environment & the World

Date: _____ Instructor: _____	
<b>30.01</b>	Describe weather conditions & emergency responses
<b>30.02</b>	Find locations on state, U.S. & world maps

### Standard 31.00 - Family & Parenting

Date: _____ Instructor: _____	
<b>31.01</b>	Describe family members
<b>31.02</b>	Locate local schools & follow enrollment procedures
<b>31.03</b>	Describe parental responsibilities & acceptable discipline

<b>31.04</b>	Demonstrate communication between home & school
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### ACADEMIC SKILLS

### Standard 32.00 - Reading, Speaking, Listening & Writing

Date: _____ Instructor: _____	
<b>32.01</b>	Read, say & write statements & questions
<b>32.02</b>	Respond to short conversations orally & in writing
<b>32.03</b>	Preview & make predictions before reading
<b>32.04</b>	Demonstrate reading comprehension
<b>32.05</b>	Identify main idea in simple paragraphs
<b>32.06</b>	Identify sequential order
<b>32.07</b>	Read simple tables & charts
<b>32.08</b>	Write a dictation
<b>32.09</b>	Use bilingual &/or picture dictionary
<b>32.10</b>	Write upper & lower case letter, demonstrate capitalization
<b>32.11</b>	Write a friendly letter & address an envelope

### Standard 33.00 - Standard Grammar Structures

Date: _____ Instructor: _____	
<b>33.01</b>	Use subject pronouns
<b>33.02</b>	Use common verbs ( to be, simple past & future, modals)
<b>33.03</b>	Use adjectives (descriptive, possessive, demonstrative)
<b>33.04</b>	Use prepositions
<b>33.05</b>	Use definite & indefinite articles
<b>33.06</b>	Use Common & proper nouns (singular & plural)
<b>33.07</b>	Use Informative questions
<b>33.08</b>	Use adverbs (yesterday, tomorrow)
<b>33.09</b>	Use articles (a, an, the)

### Standard 34.00 - Pronunciation

Date: _____ Instructor: _____	
<b>34.01</b>	Recognize beginning, middle & ending sounds
<b>34.02</b>	Pronounce consonant sounds
<b>34.03</b>	Pronounce vowel sounds