

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult ESL - Literacy Completion Point C

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

WORKFORCE DEVELOPMENT SKILLS

Standard 35.00 - Obtaining Employment

Date: _____ Instructor: _____

35.01	Read & understand job titles & descriptions
35.02	Recognize & use basic job related vocabulary
35.03	Identify educational & job experience required for work
35.04	Use various sources to identify job opportunities
35.05	Complete a job application, simple résumé
35.06	Demonstrate proper behavior & image for job interviews
35.07	Complete sample W4 form

Standard 36.00 - Maintaining Employment

Date: _____ Instructor: _____

36.01	Define & use the vocabulary for employment
36.02	Demonstrate use of work schedules, time clocks, etc.
36.03	Follow work rules & safety procedures
36.04	Ask for clarification & give feedback
36.05	Communicate properly with supervisor & co-workers
36.06	Read & interpret pay stub information

Standard 20.00 - Career Advancement

Date: _____ Instructor: _____

37.01	Define vocabulary for transfers, promotions, incentives
37.02	Identify skills & education necessary for promotion
37.03	Identify job evaluations for promotions & retention
37.04	Demonstrate attire, attitudes & interaction for promotion
37.05	Apply test taking strategies

Standard 38.00 - Accessing Applied Technology

Date: _____ Instructor: _____

38.01	Operate equipment for home & work
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LIFE SKILLS

Standard 39.00 - Effective Interpersonal Communication

Date: _____ Instructor: _____

39.01	Identify self & personal information
39.02	Identify traits of self, family members & others
39.03	Use & respond to polite expressions
39.04	Communicate impressions, emotions, likes & dislikes

Standard 40.00 - Telephone Communication

Date: _____ Instructor: _____

40.01	Use different types of telephones & services
40.02	Answer incoming calls, take & leave messages, voice mail
40.03	Communicate in 911 emergencies
40.04	Locate listings in yellow & white pages

Standard 41.00 - Health & Nutrition

Date: _____ Instructor: _____

41.01	Identify body parts & the five senses
41.02	Apply personal hygiene & grooming practices
41.03	Describe aches, pains, illnesses, injuries & dental problems
41.04	Interpret medical instructions for Rx & OTC drugs
41.05	Compare services (hospital, health dept., clinics & ER)
41.06	Recognize healthy eating & maintaining a balanced diet

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Standard 42.00 - Time & Money	
Date: _____ Instructor: _____	
42.01	Plan a schedule of activities on a calendar
42.02	Count & make change accurately
42.03	Complete a check or money order
42.04	Identify common banking terms & services
42.05	Explain use of ATM machines & number code security

Standard 43.00 - Transportation & Travel	
Date: _____ Instructor: _____	
43.01	Interpret traffic & common road signs
43.02	Ask for & give simple directions to local destinations
43.03	Interpret transportation schedules & road maps
43.04	Make reservations for different kinds of travel
43.05	Identify required transportation documents
43.06	Identify safe driving practices & DWI consequences

Standard 44.00 - Safety & Security	
Date: _____ Instructor: _____	
44.01	Identify safety & warning signs, emergency procedures
44.02	Use vocabulary for alarm systems

Standard 45.00 - Consumer Education	
Date: _____ Instructor: _____	
45.01	Demonstrate understanding of comparative shopping
45.02	Calculate savings by using coupons
45.03	Read & order from a menu
45.04	Identify clothing, U.S. sizes, quality & pricing
45.05	Demonstrate process for buying on layaway
45.06	Understand guarantees, warranties, return policies
45.07	Locate housing & report maintenance or repair problems

Standard 46.00 - Government & Community Resources	
Date: _____ Instructor: _____	
46.01	Locate businesses, government & community agencies
46.02	Describe purchase of money orders, registered letters
46.03	Identify state & local officials
46.04	Contrast American holidays with native country holidays

Standard 47.00 - Environment & the World	
Date: _____ Instructor: _____	
47.01	Describe weather conditions & weather emergencies
47.02	Read temperatures & compare Celsius/Fahrenheit

Standard 48.00 - Family & Parenting	
Date: _____ Instructor: _____	
48.01	Communicate with your child's school
48.02	Explain compulsory school attendance rules
48.03	Locate area schools & follow enrollment procedures
48.04	Recognize proper childcare & discipline

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ACADEMIC SKILLS	
Standard 49.00 - Reading, Speaking, Listening & Writing	
Date: _____ Instructor: _____	
49.01	Read & write statements & questions
49.02	Listen & respond to conversations
49.03	Describe a person, place, thing or event
49.04	Identify meanings of common prefixes & suffixes
49.05	Identify meanings of compound words
49.06	Preview & make predictions before reading
49.07	Identify main ideas & supporting details
49.08	Recognize sequential order of events in a paragraph
49.09	Read & interpret charts, graphs, maps, diagrams
49.10	Use basic English dictionary
49.11	Write legibly in manuscript and cursive
49.12	Write short notes, friendly letters, address envelopes
49.13	Write short paragraph with correct spacing
49.14	Write simple directions
49.15	Change grammar in a paragraph

Standard 50.00 - Standard Grammar Structures	
Date: _____ Instructor: _____	
50.01	Use objective & possessive pronouns
50.02	Use common verbs, contractions
50.03	Use Information questions (how, why, whose, whom)
50.04	Use adjectives (demonstrative, possessive, descriptive)
50.05	Use adverbs (frequency, time, location)
50.06	Use prepositions
50.07	Use nouns (count, non-count, possessive)
50.08	Write sentences (affirmative, negative, interrogative)

Standard 51.00 - Pronunciation	
Date: _____ Instructor: _____	
51.01	Recognize & use dictionary symbols
51.02	Produce beginning, middle, ending sounds, silent letters
51.03	Pronounce sounds of "s" endings (s, z, iz)
51.04	Pronounce sounds of past tense endings (t, d, id)
51.05	Use rhythm & stress in phrases & sentences