

TEXAS STANDARDIZED CURRICULUM FRAMEWORK

Adult ESL - Literacy Completion Point D

Student Name: _____ Student ID Number: _____

Entry Date: _____ Completion Date: _____

The student is able to ...

WORKFORCE DEVELOPMENT SKILLS

Standard 52.00 - Obtaining Employment

Date: _____ Instructor: _____

52.01	Set short & long term goals
52.02	Use various sources to identify job opportunities
52.03	Complete a job application & résumé
52.04	Demos. how to present a positive image
52.05	Respond to interview, write a thank you note
52.06	Understand W2 & W4 forms, Complete W4 form

Standard 53.00 - Maintaining Employment

Date: _____ Instructor: _____

53.01	Understand job tasks, policies, standards
53.02	Understand pay, benefits & payroll deductions
53.03	Request schedule changes & other personal adjustments
53.04	Demonstrate appropriate communication
53.05	Follow safety procedures related to job

Standard 54.00 - Career Advancement

Date: _____ Instructor: _____

54.01	Explore career options through a variety of resources
54.02	Identify ways to increase income
54.03	Use test taking strategies

Standard 55.00 - Accessing Applied Technology

Date: _____ Instructor: _____

55.01	Operate equipment for home & work
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LIFE SKILLS

Standard 56.00 - Effective Interpersonal Communication

Date: _____ Instructor: _____

56.01	Engage in small talk in social & work situations
56.02	Communicate impressions, emotions, likes & dislikes

56.03	Describe family members & personal relationships
56.04	Demonstrate non-verbal communication skills

Standard 57.00 - Telephone Communication

Date: _____ Instructor: _____

57.01	Use various telephones & services
57.02	Report information from oral messages
57.03	Interpret telephone bill

Standard 58.00 - Health & Nutrition

Date: _____ Instructor: _____

58.01	Ask for / give advice on health /nutrition
58.02	Identify medical emergencies, complete accident report
58.03	Describe medical facilities, services & health insurance
58.04	Apply personal hygiene & grooming practices
58.05	Read & interpret medicine labels
58.06	Recognize substance abuse & where to get help

Standard 59.00 - Time & Money

Date: _____ Instructor: _____

59.01	Identify amount of change, estimate cost, payments
59.02	Understand banking problems (overdrafts, insufficient funds)
59.03	Identify various banking opportunities
59.04	Identify budget planning strategies

Standard 60.00 - Transportation & Travel

Date: _____ Instructor: _____

60.01	Compare & interpret various transportation schedules
60.02	Ask for & give simple directions to local destinations
60.03	Plan a trip using maps
60.04	Explain the need for required transportation documents
60.05	Report accidents or vehicle theft
60.06	Compare & contrast U.S. safe driving procedures

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Standard 61.00 - Safety & Security	
Date: _____ Instructor: _____	
61.01	Identify ways to protect self & family
61.02	Identify & report types of crimes as a victim or witness

Standard 62.00 - Consumer Education	
Date: _____ Instructor: _____	
62.01	Report & explain the need for household repairs
62.02	Make a consumer complaint
62.03	Interpret housing costs
62.04	Understand guarantees, warranties, return policies
62.05	Recognize various types of insurance policies

Standard 63.00 - Government & Community Resources	
Date: _____ Instructor: _____	
63.01	Describe U.S. main holidays & social customs
63.02	Locate governmental & community services to meet needs
63.03	Use variety of postal services
63.04	Identify functions of local, state & national officials

Standard 64.00 - Environment & the World	
Date: _____ Instructor: _____	
64.01	Prepare for weather emergencies
64.02	Interpret maps for evacuation procedures
64.03	Understand how to dispose of large items

Standard 65.00 - Family & Parenting	
Date: _____ Instructor: _____	
65.01	ID ways to participate in child's schooling
65.02	Compare & contrast parents' legal rights in U.S./other countries

ACADEMIC SKILLS

Standard 66.00 - Reading, Speaking, Listening & Writing	
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Date: _____ Instructor: _____	
66.01	Listen & respond appropriately to conversations
66.02	Summarize information orally / in writing
66.03	Understand formal vs. informal vocabulary
66.04	Continue conversation using tag questions
66.05	Preview, make predictions prior to reading
66.06	Skim & scan to locate information
66.07	Answer reading comprehension questions (who, what, when, etc...)
66.08	Read & interpret graphs, tables, maps & charts
66.09	Identify main idea
66.10	Identify order of events
66.11	Identify cause & effect
66.12	Use an English dictionary
66.13	Write a short paragraph
66.14	Proofread
66.15	Write simple, compound & complex sentences
66.16	Write a friendly letter
66.17	Address envelope properly with return address
66.18	Write a set of directions

Standard 67.00 - Standard Grammar Structures	
Date: _____ Instructor: _____	
67.01	Use adjective, adverbs & prepositions in sentences
67.02	Use verbs (conditionals, modals, perfect & continuous tenses)
67.03	Use prepositional phrases
67.04	Write the four types of sentences (declarative, interrogative, imperative & exclamatory)
67.05	Write compound & complex sentences in active & passive voice

Standard 68.00 - Pronunciation	
Date: _____ Instructor: _____	
68.01	Recognize sounds of vowels & suffixes (d, t, ed, s, z)
68.02	Produce consonant sounds (blends, digraphs, hard & soft pairs)
68.03	Use rhythm & stress in sentences