

# TEXAS STANDARDIZED CURRICULUM FRAMEWORK

## Adult ESL - Literacy Completion Point E

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

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

The student is able to ...

### WORKFORCE DEVELOPMENT SKILLS

#### Standard 69.00 - Obtaining Employment

Date: _____ Instructor: _____	
69.01	Describe personal career goals & interests
69.02	Use a variety of resources to search for a job & discuss training needed
69.03	Complete job applications, résumé & cover letter
69.04	Demonstrate job interview & write follow up thank you letter
69.05	Understand job specifications, policies, standards, & benefits

#### Standard 70.00 - Maintaining Employment

Date: _____ Instructor: _____	
70.01	Describe U.S. work ethic (behavior, attire, attitudes, social interaction)
70.02	Use problem solving skills to manage projects, organization & cooperation
70.03	Compare & contrast job tasks, responsibilities & levels of training
70.04	Understand worker's rights (compensation, unionization, right to work)
70.05	Follow OSHA safety procedures at work

#### Standard 71.00 - Career Advancement

Date: _____ Instructor: _____	
71.01	Explore on-the-job training & continuing education
71.02	Understand work performance evaluations & their impact on promotions
71.03	Use test taking strategies

#### Standard 72.00 - Accessing Applied Technology

Date: _____ Instructor: _____	
72.01	Operate equipment at home & work

### LIFE SKILLS

#### Standard 73.00 - Effective Interpersonal Communication

Date: _____ Instructor: _____	
73.01	Ask for / provide directions/instructions

73.02	Identify & explain common problems & solutions
73.03	Demonstrate appropriate non-verbal communication skills

#### Standard 74.00 - Telephone Communication

Date: _____ Instructor: _____	
74.01	Take & report accurate messages
74.02	Give & request information clearly by telephone
74.03	Locate resources in telephone directories (maps, govt. agencies, coupons)

#### Standard 75.00 - Health & Nutrition

Date: _____ Instructor: _____	
75.01	Communicate effectively with medical vocabulary
75.02	Follow emergency procedures, medical forms, accident reports
75.03	Interpret nutritional information on food labels and plan a balanced diet
75.04	Apply personal hygiene & grooming practices
75.05	Recognize substance/drug abuse & identify where to find treatment
75.06	Recognize requirements for immunizations

#### Standard 76.00 - Time & Money

Date: _____ Instructor: _____	
76.01	Understand banking systems & terms (loans, interest rates, investments, mortgages)
76.02	Identify budget planning strategies
76.03	Understand time zones

#### Standard 77.00 - Transportation & Travel

Date: _____ Instructor: _____	
77.01	Compare & contrast basic factors when planning a trip
77.02	Discuss U.S. driving responsibilities
77.03	Respond appropriately when stopped by the Law
77.04	Describe a problem or request service (accident, road service)

**TEXAS STANDARDIZED CURRICULUM FRAMEWORK**

**Adult ESL - Literacy Completion Point E**

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

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

The student is able to ...

<b>Standard 78.00 - Safety &amp; Security</b>	
Date: _____ Instructor: _____	
<b>78.01</b>	Report health and safety issues
<b>78.02</b>	Identify and report crimes as a victim or witness

<b>Standard 79.00 - Consumer Education</b>	
Date: _____ Instructor: _____	
<b>79.01</b>	Interpret classified ads & locate housing
<b>79.02</b>	Describe rental agreements & contracts
<b>79.03</b>	Compare & contrast ads, labels, and charts for goods
<b>79.04</b>	Compare & contrast various types of insurance policies

<b>Standard 80.00 - Government &amp; Community Resources</b>	
Date: _____ Instructor: _____	
<b>80.01</b>	Describe U.S. main holidays and social customs
<b>80.02</b>	Locate & access community services & organizations
<b>80.03</b>	Identify local, state and national officials & their duties
<b>80.04</b>	Understand trial by jury and other court elements

<b>Standard 81.00 - Environment &amp; the World</b>	
Date: _____ Instructor: _____	
<b>81.01</b>	Describe the purpose of the Emergency Broadcast System
<b>81.02</b>	Interpret maps and map keys for evacuation purposes
<b>81.03</b>	Describe recycling regulations and illegal dumping

<b>Standard 82.00 - Family &amp; Parenting</b>	
Date: _____ Instructor: _____	
<b>82.01</b>	Demonstrate knowledge of U.S. educational system
<b>82.02</b>	Access educational opportunities for children
<b>82.03</b>	Recognize acceptable & unacceptable discipline

**ACADEMIC SKILLS**

<b>Standard 83.00 - Reading, Speaking, Listening &amp; Writing</b>	
Date: _____ Instructor: _____	
<b>83.01</b>	Listen and follow directions
<b>83.02</b>	Paraphrase words or ideas in conversation
<b>83.03</b>	Use formal & informal vocabulary, idiomatic expressions
<b>83.04</b>	Respond to Interviews and presentations
<b>83.05</b>	Identify main idea in reading passages
<b>83.06</b>	Use new vocabulary by context
<b>83.07</b>	Identify sequence of events
<b>83.08</b>	Use a dictionary
<b>83.09</b>	Review & make predictions prior to reading
<b>83.10</b>	Use textbooks effectively
<b>83.11</b>	Distinguish fact from opinion
<b>83.12</b>	Interpret diagrams, tables, graphs & schedules
<b>83.13</b>	Skim & scan to locate information
<b>83.14</b>	Write paragraph
<b>83.15</b>	Write complex & compound sentences

<b>Standard 84.00 - Standard Grammar Structures</b>	
Date: _____ Instructor: _____	
<b>84.01</b>	Use verbs (progressives, gerunds, participles)
<b>84.02</b>	Identify & use parts of speech in sentences

<b>Standard 85.00 - Pronunciation</b>	
Date: _____ Instructor: _____	
<b>85.01</b>	Produce stress & intonation in phrases & sentences
<b>85.02</b>	Produce consonant blends, diphthongs & digraphs
<b>85.03</b>	Produce voiced & voiceless sounds