

Framingham Adult ESL Plus Goal and ECP Lesson- Intermediate

Lesson 2

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Intermediate Goal Setting- Lesson 2

Intermediate: Level 3, 3+, 4





CURRICULUM STRAND: CAREER READINESS- Identifying Job Skills

Lesson Title: Goal Setting and Job Skills

Learning Objective (write these on the board)

- You will write sentences about why you want to learn English.
- You will use present and past tense to talk about your jobs.
- You will write complete sentences using the correct tense in the Job Title Chart

Materials needed:

-  • Blank Paper
-  • FY14 Intermediate Goal Sheet (please collect)
-  • My Jobs and My Skills/List of Job Skills (please collect)
-  • Advisor Sheet (for lower writing proficiency levels)

Instruction for completing the activity

Introduce yourself to the class

- Hello everyone! My name is _____. Do you know what my job here is?
 - *See if anyone answers*
- I am a College and Career Advisor. That means I help people get better jobs, but I can help with other questions you might have, too. Today I came here so we can talk about why we learn English and the kinds of things we do in our jobs.

Part 1- Goal Setting

- *Start by putting this on the board*

Why do you want to learn English?

For Work	For School	For Family
For Community	To manage my money	To manage my health

- First, let's talk about our **Reasons for learning English**. Why do you want to study English? How will your life be different when you can speak more English? Think of some specific thing you cannot do now, because you are still learning.

- *Ask some students to share their reasons with the class*



- Please write your reasons on a piece of blank paper.
 - *You might write a model sentence stem on the board: "When I learn more English I will..."*
 - *Ask each student to share their reasons; you may choose to do this as a whole class discussion, or have them do this in pairs and then asking volunteers to share with the class.*
- These reasons are your **goals**- the thing you are aiming for with you learning. Your goals are very important to us, and we want to know what they are.



- *Pass out the FY14 Goal Sheet, and help them find a choice that sounds like the reason they just gave. They should circle at least two goals, but not too many.*
- *Collect the Goal Sheets and put them in the Data Entry box.*



Remind teachers to have absent students fill in a goal sheet

Part 2- Job Titles

- *Start by putting this on the board*
- Now I want to talk about the things people do in their jobs.

What do they do?

Jobs in Restaurants	Jobs in Business	Jobs in Construction	Jobs in Stores	Jobs in health care

- Here are some kinds of jobs. What do you think people do in these jobs?
 - *As students call out answers, write the verbs of each answer in the appropriate place; leave room next to or below each verb for the next step: past tense. For example:*

Jobs in Restaurants	Jobs in Business	Jobs in Construction	Jobs in Stores	Jobs in health care
Cook Clean serve ...	Write Have meetings Make money ...	Build Destroy Paint ...	Sell Stock Serve ...	Care for people Give meds Clean up ...

- Now, what about things we did before now- in the past? How would we say these words in the past tense?
 - *As a class, ask people to volunteer the past tense forms of these verbs.*
 - *(Not past participle, just past tense: **sing- SANG- sung**)*

- Now let's think about your own job and the skills you use. How about you? What do YOU do?
 - *Put this chart on the board*

<p style="text-align: center;">My Job is... My job was...</p>	
In another country, my job was...	In the US, my job is...

- *Ask people to volunteer their answers and write them in the appropriate boxes*
- *Hand out My Work History/ My Jobs and My Skills double-sided worksheet.*
- Find the side called **My Jobs and My Skills**. On this piece of paper, you will write about your work history. Please put your name on it.
 - *Circulate and help people fill in the forms. Once students have completed this section, move on to the next section.*
- OK, in the next section, we will look at the skills you use. Think about the skills you use in your job now, and the skills you used in your past jobs.
- Spend the next 2 minutes filling in this sheet, and then you will share your answers with a partner.
- If you need help thinking of some skills that you use, you can read this list on the other side.
 - *Show them the **List of Job Skills** on the other side.*
- Don't worry if you don't know what everything on here means, just look at ones that might apply to your job.
 - *After two minutes, instruct them to turn and share their answers with a partner*

- *After they share with their partner, have them turn and report their answers back to the class.*

Closing

- So, you have a lot of skills you have learned. I hope everyone put “Speak English” in there! As you learn more, and as you get more experience, you will get more skills. If you want to think about using those skills in a new job, look for one of us Advisors. We can help you think about what job might be a good fit for you, considering your work history. Then we can help you with next steps towards getting that job!
 - *Hand out Advisors flier*
- I have enjoyed working with you today, but any of us Advisors can help you. Thanks!

Please make sure you collect:

- the goal sheet
- work history/ my jobs and my skills worksheet

My Jobs and My Skills

Name_____

Please write the name of the job you have now, and the jobs you had in the past. If you are retired, looking for a job, you stay at home raising kids, or something else, you should write that

Do you have a job now?

Yes

No

Job Titles

Before coming to the US, my job was...

In the US, my job is...

Job skills

Please write the name of the things you do in your job now, and that you did in your past jobs. Please write complete sentences, using the correct tense.

These are the things I do and things that I did in my jobs:

List of Job Skills

Communication/ People Skills

Read and follow directions
Fill out forms
Compare lists
Write reports
Speak to people you don't know
Speak English AND another language
Find information
Use a map
Read bus/train schedules
Explain things to other people
Care for children
Care for the sick and elderly
Calming people down
Help someone complete a task
Teach someone how to do something
Know how to get along with different people/personalities
Lead groups/activities

Number Skills

Do math correctly
Use percentages and decimals
Use a calculator
Round off numbers
Calculate hours worked, money owed
Estimate costs or time to complete a job
Use a database program on a computer

Technical Skills

Make, fix, repair things
Operate machinery
Installing things
Build things
Gardening, landscaping, farming

Business/Leadership Skills

Using a computer
File information
Work with budgets
Set up and close out a cash register
Be patient with others
Offer to help
Know how to take directions
Help to motivate others
Prioritize tasks
Look professional
Check your work
Solve problems

Artistic/Creative

Draw
Perform
Dance
Design
Model making
Make crafts
Sketch
Take pictures
Play an instrument