Welcome to Career & Life Skills 1

**Monday, Wednesday, and Friday 9:00 a.m.-12 noon**

Teacher: Lis Stark Room 119A

Expectations:

Come to every class and be ON TIME at **9:00 a.m.**

Speak English in class. It will help everybody learn faster.

Bring your notebook, pencil, eraser, and grammar book to every class.

Do your homework. Bring it to class.

Respect other students.

Work together with other students.

Practice speaking English outside of class so you will learn faster!

Talk with me:

Do you have questions? Do you want to tell me something? Please talk with me. I want to hear from you! This class is for YOU. It is important that you are happy, comfortable, and learning.

To go to CLS Level 2, checklist:

**Listening/Speaking**

* Follow simple oral directions/commands
* Understand simple phrases, questions, and responses containing familiar vocabulary (including numbers, time, days of the week, months, seasons, weather, etc.) and structures when spoken slowly.
* Understand and answer mixed wh- questions and yes/no questions related to content addressed in class
* Express basic survival needs, including asking and responding to related questions (not necessarily grammatically correct)
* Participate in routine social conversations (i.e. greetings, invitations) practiced in class
* Express ideas, however simply (low accuracy)
* Orally express personal info and experiences, such as likes and dislikes, in social situations

**Learning Strategies**

* Keep an organized notebook with teacher support.
* Reliably complete homework assignments.
* Self-monitor: Identify strengths and weaknesses
* Ask clarifying questions in class.
* Use systems for practicing new spelling and vocabulary words
* Use phone to research correct spelling and pronunciation

**Reading/Vocabulary**

* Follow simple written directions/commands
* Know names of letters of alphabet in order to spell out words (My name is Mckee.  M-C-K-E-E)
* Find simple facts in a passage or a form – e.g. Who? What time?  Where?
* Read a short passage or form silently and answer simple comprehension questions
* Read a passage aloud with level-appropriate prosody
* Document Literacy: Navigate and interpret documents with a variety of formats and purposes (check stubs, simple forms, schedules, prescription labels, appointment cards, etc.)
* Use consistent strategies (e.g., word lists, translator, context) to understand and learn new words.

**Workplace Readiness**

* Complete a basic online job application
* General awareness of workplace expectations -- American workplace culture, professional vs. social, register/code-switching, basic workplace dilemmas (child care interferes, too many phone calls, taking time off, etc.)
* Communicate work-related skills and experience for an introductory job interview

Identify job title, job responsibilities and routines of several occupations

**Grammar**

* Use verbs in simple present including BE and common action verbs
* Use imperative
* Demonstrate awareness of present continuous
* Use possessive adjectives
* Use basic prepositions of time and place
* Know that subject pronouns replace nouns
* Know the difference between singular and plural nouns
* Generate questions about familiar topics using question words

**Writing**

* Complete a basic form (contact information, school registration, simplified job application)
* Write lists
* Express ideas and information in written sentences
* Write sentences with level-appropriate spelling, capital letters, and ending punctuation
* Write appropriate text messages in workplace context (sick, late, inventory list)