

NH ADULT ESOL LESSON PLANS

Focus Area: Worker

Standard: Understands and demonstrates job seeking skills.

Objective: Students will be able to read and understand job want ads.

Classroom Activities:

- Review common occupations. Suggested sources: Oxford Picture Dictionary (attachment 1) and Basic Vocabulary Builder (attachment 2)
- Show local newspaper and point out classified section. Ask if any students have experience finding jobs using want ads and discuss their experience.
- Read Want Ads by Linda Blake Smith, noting unfamiliar words. Do cloze activity. (attachment 3)
- Write the word abbreviation on the board and shorten to ABBREV. Explain why abbreviations are used.
- Review common job ad abbreviations/vocabulary (attachment 4).
- Provide classified section or prepared handout (attachment 5) and ask students to circle abbreviations. Students determine unabbreviated word and rewrite ad using the complete word.
- Review previous activity for new vocabulary, such as full-time, part-time, seasonal etc.
- Students choose one ad they are interested in from classified section or attachment 5 and tape to attachment 6. Complete handout.
- Students circulate and ask each other about their chosen jobs. Students interview each other using attachment 7 or similar activity.

Grammar Practice:

Forming questions.

- When does the job begin?
- What are the hours?
- Where is the job located?
- How much does the job pay?
- Who do I need to speak to about the receptionist position?

Vocabulary:

temporary
experience
required
permanent
hours
with
benefits
part time
assistant
company
full time
references
seasonal

paid
appointment
high school
department
classified
occupations
abbreviation
transportation
license
vacation
vehicle
in person

Materials/Additional Resources:

- Local newspapers
- Overheads of occupations (optional)
- Picture cards of occupations for card games or matching activities (attachment 2)
- Flash cards of abbreviations/vocabulary (optional)

Extensions:

- Students prepare possible questions to ask during an interview on their chosen job.
- Students prepare dialogues to use at interview.
- Students write why they think they would like this job.

Prepared by: Wendy Gual and Marsha Magill NH Adult ESOL State Standards Committee Members

References:

- CASAS Supplemental Lesson Plans, (4.1.2). School of Continuing Education, No. Orange County Community College District.
- Liebowitz, D.G. and Levan, J. (1988). *Practical Vocabulary Builder Blackline Masters*, National Textbook Co. Publishing Group.
- Metropolitan Adult Education Program (1992). *Reading Job Ads*. Retrieved on May 20, 2001 from <http://www.adultedteachers.org/content/browselessonplans.taf?function=doc&from=&docatid=16&recno=29>
- Shapiro, J & Adelson-Goldstein, J. (1998). *The Oxford Picture Dictionary*. Oxford University Press, Inc.
- Smith, L.B. *Want Ads*. Retrieved on May 20, 2001 from <http://aitech.ac.jp/~iteslj/quizzes/employ/want.htm>