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Goals for Workplace Essentials



✓ **You will be able to...**

- talk about your job
- talk about your life
- talk about common workplace areas and tasks
- _____



INTRODUCTION TO WORKFORCE ESSENTIALS

Hi My Name is...



Dialogue:

Elias: Hello. My name is Elias.
Juana: Hello. My name is Juana.
Elias: Nice to meet you.
Juana: Nice to meet you, too.

Vocabulary:

Hello
My name is
Nice to meet you
too

GETTING TO KNOW YOU

Getting to Know You

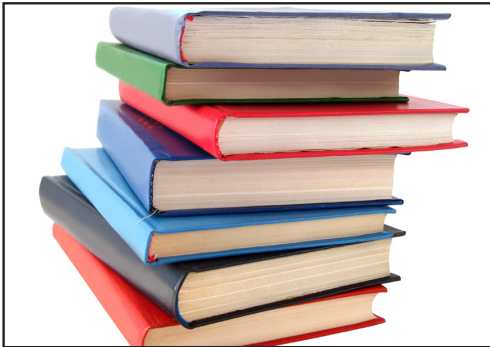


Do you like to play soccer? What do you like to do?

What does your teacher like to do?

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Name the hobbies!

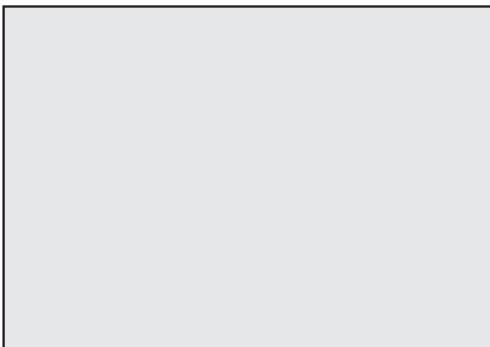


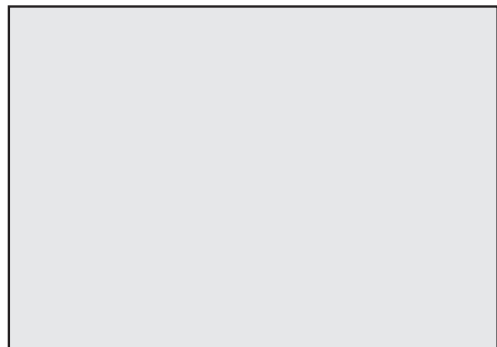






Now draw and name your own!





List your class's hobbies!

Lined writing area for listing class hobbies.

How English Works

Topic:
Lined writing area for discussing how English works.



THINK ABOUT: What do you like to do for fun?

HOW DO YOU FEEL

How Do You Feel?



Vocabulary:

A large rectangular box containing ten horizontal blue lines for writing.

GREETINGS AND GOODBYES

Greetings and Goodbyes



Erica: Hello there, Ali.

Ali: Hello, Erica. How are you?

Erica: I'm well. How are you?

Ali: I'm fine. Ready to start work! I have to go now. Bye!

Erica: You too. Goodbye.



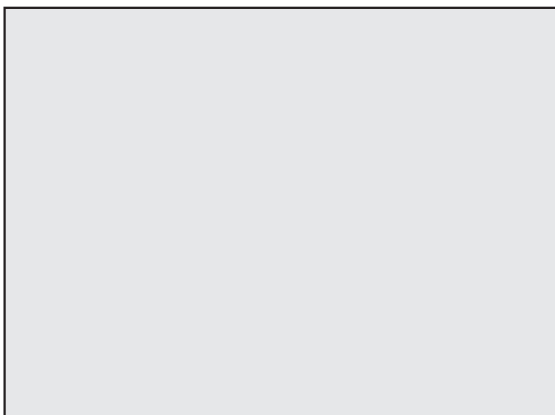
Carmen: Hey Liliana! What's up?

Liliana: Hi Carmen. I'm going to a baseball game later with my friend. What's up with you?

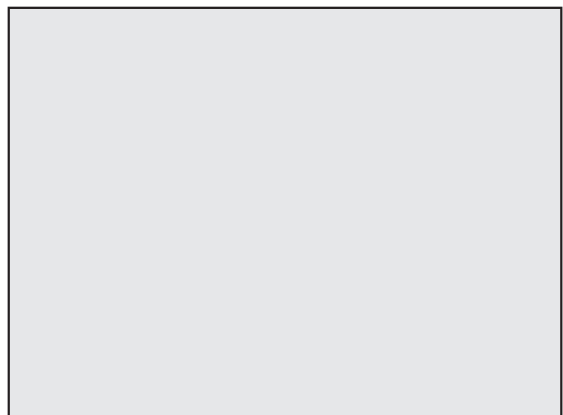
Carmen: Not much, just going to work later. Have fun at the game!

Liliana: Thanks. Have fun at work!

Ways to say Hello



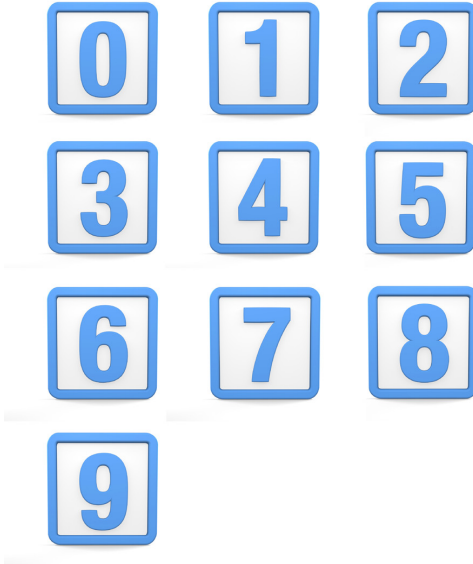
Ways to say Goodbye





NUMBERS

Numbers



Chalk Talk

Take notes about the story here. Pay attention to the numbers!

Vocabulary: Numbers

0	zero
1	one
2	two
3	three
4	four
5	five
6	six
7	seven
8	eight
9	nine
10	ten

DAYS AND MONTHS

Days and Months



Listen to your instructor. What days of the week are the following holidays on?

Holiday	Day of the week

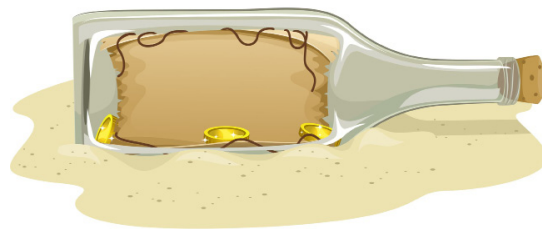
Scavenger Hunt

1. What day of the week is your birthday? _____
2. When did you come to the US? _____
3. When did you start your job? _____
4. When is Christmas? What day of the week? _____
5. When is Thanksgiving? What day of the week? _____
6. When is the first day of school? What day of the week? _____
7. What is your favorite holiday in your country? When is it? What day of the week?

8. _____ ?

9. _____ ?

10. _____ ?



PERSONAL INFORMATION

Personal Information



What questions can you ask to get someone's personal information?

Vocabulary

A large rectangular box with a light gray background and horizontal blue lines, intended for writing answers to the question above.

A large rectangular box with a light gray background and horizontal blue lines, intended for writing vocabulary words.

Your Information

Name: _____
First Middle Last

DOB: _____ Phone: _____

Address: _____
Street City State Zip Code

Your Classmate's Information

Name: _____
First Middle Last

DOB: _____ Phone: _____

Address: _____
Street City State Zip Code



TIME

Time



Listen to the story. Take notes on what your teacher did and when your teacher did each thing.

A large rectangular box with a light gray background and a black border. Inside the box are ten horizontal blue lines for writing notes.

Chalk Talk

Follow the story and take notes.

Your turn. Create a Chalk Talk about what you do at different times of the day! Use the space below to draw your pictures and take notes below each picture.



What is this activity? What time did you do it?



What is this activity? What time did you do it?

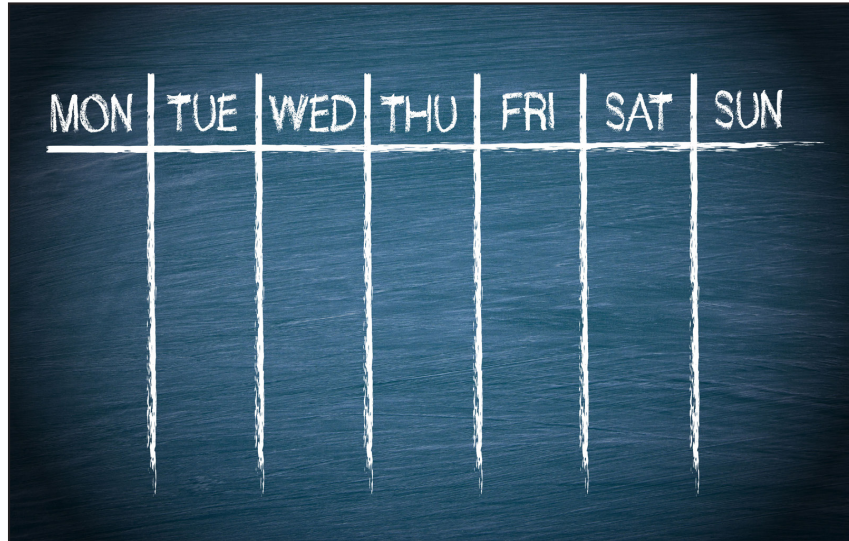


What is this activity? What time did you do it?

Get ready to share your Chalk Talk with your classmates!

IDEAL SCHEDULES

Ideal Schedules



What's your schedule? Fill in the week below!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

DAILY ROUTINES

Daily Routines



What does your teacher do everyday? Listen to the story!

Time of day	Activity

Frequency Vocabulary



Draw and label your own daily activities!





When do you _____?

Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

WORKPLACE OBJECTS

Workplace Objects



What items do you use frequently at work?

A rectangular box with a light gray background and a thin black border. Inside the box, there are ten horizontal blue lines spaced evenly, providing a writing area for the student's response.

What items do you use at work? What do you do with them?

Item	What do you use it to do?

What items do you need for your scenario?



Now write a dialogue for you and your partner's scenarios.

Dialogue One

A: I need to _____.

Can you give me _____
_____?

B: Sure! Here is _____

A: Thank you!

Dialogue Two

A: I need to _____.

Can you give me _____
_____?

B: Sure! Here is _____

A: Thank you!

How English Works

Topic:



THINK ABOUT: What are the names of the items you use to do your job?

DIRECTIONS AND WORKPLACE AREAS

Directions and Workplace Areas



What are the different areas in your workplace? What do you do there?

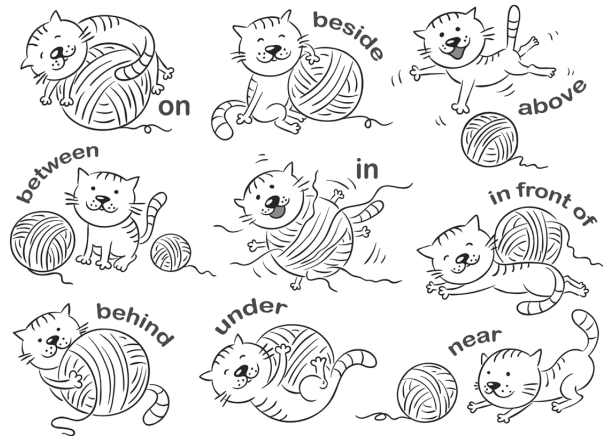
Workplace area	What do you do there?

Draw your workplace below. Label the different areas.



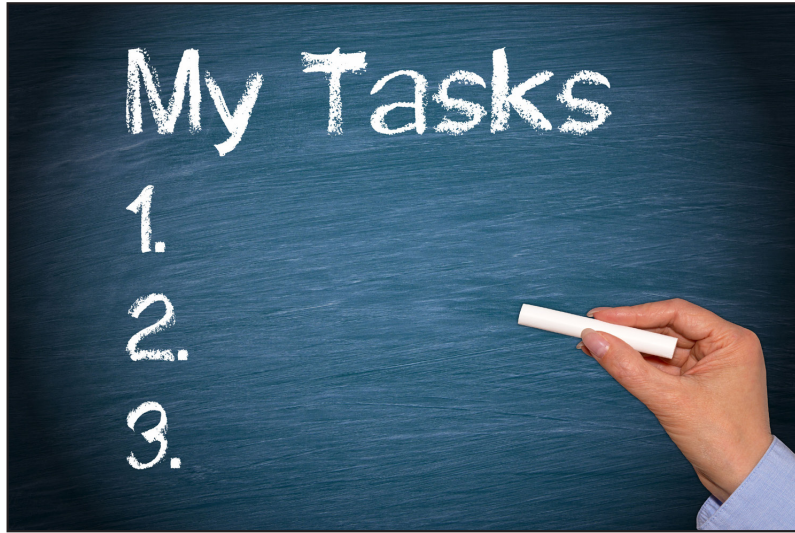
Prepositions of Location

Next to In
Across from
On
Under Above
Over
In front of
Behind
Past
Between



COMMON WORKPLACE TASKS

Common Workplace Tasks



What do you do at work? Make a list of what you and your classmates do!

A large rectangular area with a light gray background and a thin black border. Inside, there are ten horizontal blue lines for writing.

CLOTHING

Clothing



What clothing do you wear in each season?

Summer	Fall	Winter	Spring

What clothing do you wear in each season? Find and tape pictures of the clothing you would wear in each kind of weather and label the picture.

It's going to rain.



It will be sunny.



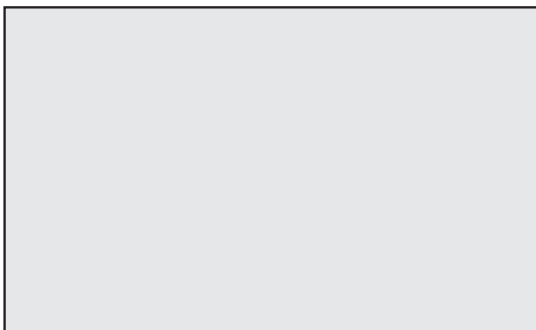
It's going to be hot.



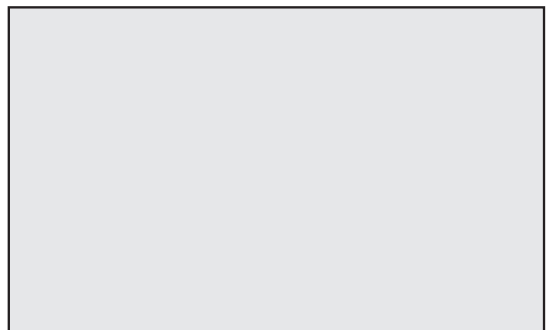
It will be cold.



It's going to be snowy.



It will be windy.





SPEED INTERVIEW PREP

Final Activity Preparation

Can you answer the questions below?

1. What's your name?
2. Where's the restroom?
3. When is your birthday?
4. Do you work on Friday?
5. What's your phone number?

Lesson topic	What did you learn?
Getting to know you Hobbies and activities	
How do you feel? Emotions	
Greetings and goodbyes	
Numbers How much? How many?	
Days and months Holidays & anniversaries	
Personal information	
Time What time do you?	
Ideal schedules When do you work?	
Daily routines	
Workplace objects	
Directions and workplace areas	
Common workplace tasks	
Clothing	

SPEED INTERVIEWS

Final Activity

What did you like most about this class?
How will you continue to practice English?
How has this class helped you in your job?

✓ Check the box if you can:

- say hello
- say goodbye
- talk about your job
- _____



CONGRATULATIONS!