



Employment

Literacy DuPage Lesson Plan Packet



Introduction

Adult learners seek out personal, 1-on-1 tutoring for many reasons. As tutors, it's important to plan lessons around a learner's goals, their level, and what is relevant to their lives. Once you have an idea of your learner's abilities, goals, and use of everyday literacy, lesson planning can begin.

This packet was developed to aid tutors in creating lessons and developing their toolkit of activities. The purpose of this packet is to provide inspiration and resources as you work to plan lessons and activities based on your learner's goals, as well as give you a standalone lesson on this topic for each level.

This packet covers the topic of **employment**. It's meant to help a tutor prepare lessons that help a learner practice language skills for a variety of situations as they navigate the job search process and workplace English. Whether your learner is new to the community or has been navigating life in the U.S. for years, practicing work-related English skills is essential.

List of topics covered in this packet:

- Job searches
- Interviews
- Workplace forms and applications
- Safety at work
- Conversations at work

Job Search

Skills related to job searches:

- ☐ Identify the names of common jobs in the U.S.
- ☐ Describe basic duties of jobs
- ☐ Read and understand a job description
- ☐ Navigate popular sites for online job searches
- ☐ Send an email about a job inquiry

Ideas for practicing these skills:

- Match vocabulary words of common jobs with pictures
- Match common job duties with job names
- Read example job descriptions and answer comprehension questions
- Do an online job search scavenger hunt
- Write an example job description for a job they have or want

Resources:

1. [The Bureau of Labor Statistics website](#)
 - a. Search for jobs, job growth statistics, and projected salaries of careers your learner is interested in
2. [My Next Move](#)
 - a. Created for job seekers to learn more about careers that interest them
3. An online [scavenger hunt](#) to use with a career found on My Next Move
4. [Job names picture dictionary](#)
 - a. Practice matching the names to the pictures. The website also has spelling and other vocabulary worksheets for the words
5. [Example job descriptions](#) (organized by job title at the bottom of the article)
 - a. Read a job description together and ask comprehension questions
 - b. Circle the job duties and qualifications needed for the job
6. ["Name that job"](#) vocabulary video quiz
 - a. After practicing job vocabulary, play this video and see if your learner can name the jobs in the photos

Interviews

Skills related to interviews:

- ☐ Identifying proper attire and body language for an interview
- ☐ Answering interview questions
- ☐ Asking questions during an interview
- ☐ Etiquette for an office tour
- ☐ Researching a company before interviewing

Ideas for practicing these skills:

- Answer questions about work history
- Prepare for situation-based questions like “Tell me about a time when you...”
- Use pictures to name common business casual clothing items
- Watch a mock interview and answer comprehension questions
- Make a list of questions to ask at a specific company

Resources:

1. [Job interview vocabulary](#)
 - a. Use the vocabulary in a sentence or identify vocabulary words in an example interview
2. [Interview questions with example short and long answers](#)
 - a. Practice reading and answering questions about the responses, and writing responses on their own
3. [Mock interview with debrief video](#)
 - a. Watch the video and list what the interviewee did correctly or incorrectly
4. [Short interview video with comprehension questions](#)
 - a. Use as listening practice or to prepare for a role play
5. [An article and video with tips for interview etiquette](#)
 - a. Read tips and create their own list of tips for a successful interview

Resumes and Applications

Skills related to workplace forms and applications:

- ☐ Filling out a form with personal information electronically
- ☐ Writing about past work experience
- ☐ Understanding the importance of a cover letter and practice writing one
- ☐ Uploading documents to an online application
- ☐ Creating and editing a resume

Ideas for practicing these skills:

- Look at example resumes and answer questions about them
- Match example resumes to job descriptions
- Do a “resume puzzle” and match parts of a resume to headings
- Work on writing out one section of a resume every week
- Draft messages asking colleagues to be job references

Online resources:

1. [A large library of resume examples](#)
 - a. Use one as a model for the learner to write their own
 - b. Read a few and answer comprehension questions
 - c. Determine the strengths and weaknesses of each worker
2. [Vocabulary to include \(and avoid\) in a resume](#)
 - a. Use this list to edit a resume that’s already been created
3. [20 vocabulary words for resumes](#)
 - a. Use the words to write example portions of resumes
4. [Cover letter layout and samples organized by career](#)
 - a. Read examples and answer questions about jobs the learner is interested in
5. [Article with tips on how to ask for a job reference](#)
 - a. Practice crafting an email, text, or role play a conversation asking someone to be a reference

Safety at Work

Skills related to safety at work:

- ☐ Identifying common safety signs and PPE
- ☐ Understanding verbal instructions
- ☐ Watching a safety video and taking notes
- ☐ Asking questions related to safety
- ☐ Filling out a safety report form

Ideas for practicing these skills:

- Flashcards with safety signs on them
- Read a story or article about workplace safety
- Write a list of safety tips for their job
- Read short case studies about safety issues and identify solutions
- Create a short safety presentation

Online resources:

1. [Safety signs online worksheet](#)
 - a. Match signs to their meanings
2. [Job safety vocabulary video from Oxford Picture Dictionary](#)
 - a. Use the video to study vocabulary and identify it in picture scenes
3. [Video quiz on safety](#)
 - a. Prepare for job training by watching the video and completing the questions
4. [Full lesson about occupational safety](#)
 - a. Do a portion or all of the lesson
5. [Safety training materials](#)
 - a. These lessons and materials have some Spanish translations
6. [Accidents at work pictures](#)
 - a. Includes conversation questions and a dialogue to practice

Conversations at Work

Skills related to conversations at work:

- ☐ Calling in sick
- ☐ Asking for help
- ☐ Getting to know coworkers
- ☐ Asking for time off
- ☐ Electronic communication at work

Ideas for practicing these skills:

- Role play calling in sick or late
- Practice a dialogue where a worker asks for help or advice
- Draft an email to a supervisor
- Practice following verbal instructions and communicating when you can't understand
- Read and answer questions about an example email

Online resources:

1. [Listening and conversation activities practicing introductions and “getting to know you” topics](#)
 - a. Role play or write a dialogue for the conversations
2. [Dialogues for calling in sick](#)
 - a. [Picture situations to use for role plays or dialogues](#)
 - b. Role play and switch out the situation for each conversation
3. [Worksheet to practice asking for clarification](#)
 - a. Encourage your learner to
4. [Short conversation video: asking for help](#)
 - a. Use the phrases in the video in a dialogue or role play
5. [Article on tips for professional emails](#)
 - a. Use this as a reading activity before practicing writing an email

One-Page Lesson Plans

Levels 0-2 ESL - Job Titles

Student will be able to identify the names of 12 common jobs.

	Activity	Materials
Warm-up	Begin the lesson by writing the word “Jobs” or saying “Let’s talk about jobs.” Show the “Job’s Photo” and ask what kind of jobs the people in the photo have, checking to see if the student can identify them.	Jobs photo
Presentation	Show your learner page 1 of the Jobs Memory Game pdf. See if they can identify the names of the jobs. Have them repeat each name. Fill out each of the 16 jobs titles, working together. Repeat pronunciation several times.	Jobs Memory Game (page 1)
Vocabulary Practice	Use a sentence stem like “There is a ____.” or “Where is the ____” and have your learner point to the job title or say the job title. Go through the list several times, asking them to identify each job.	Jobs Memory Game (page 1)
Memory Game	The learner copies (or writes from memory if they are able) the names of the jobs on page 2. Take page 2, and a fresh, blank copy of page 1, and cut them out so each job picture and title is its own square. Place each card on the table face down, separating the pictures from the words. Play Memory (also known as Concentration) to match the words to the photos. The learner should say the names aloud every time they pick up a card. Play once or a few times. Save the cards for another practice session.	Jobs Memory Game (pages 1 BLANK COPY and 2)
Conversation Practice	Use the filled out page 1 to practice conversation. The learner can identify jobs they know something about or jobs they’ve done. You can also play a guessing game by giving them clues like “This person works in a hospital” and they can identify each job.	Jobs Memory Game (page 1)
Wrap-up	Send the cards home with the learner to practice more. Ask them to identify one or two jobs on the list they’d like to learn more about, and use that to plan your next lesson.	

One-Page Lesson Plans

Levels 3-4 ESL - Describing Job Duties

Student will be able to use full sentences to describe their job duties or common job duties orally and in writing.

	Activity	Materials
Warm-up	Introduce the topic with a graphic organizer brainstorming activity. Use the Jobs T-chart to brainstorm a few jobs and write matching job duties.	Job Duties T-Chart
Presentation	Present new vocabulary. Before the lesson, make a list of verbs that are specific to your student's job duties. If they don't work, you may choose general words, or words related to a family members' job, a job they had in the past or a dream job. Model pronunciation and reading, and provide simplified definitions of each word.	Example words: <i>responsibility, deal with, serve, make, pack, manage, train, look after, etc.</i>
Vocabulary Practice	Use the T-Chart from the warm-up. Go through each job and work together to orally describe a job duty for each job listed using one of the vocabulary words.	
Speaking	Practice the question: "What do you do at your job every day?" Coach your student to answer using complete sentences.	
Writing	Use the answers to the oral question to write out complete sentences, describing their job duties with the vocabulary words. Read the sentences aloud together several times. Ask them to add more detail or write a bit more if they can. Finally, ask them questions about what they do in their job everyday, and encourage them to answer using complete sentences.	
Wrap-up	A next step to build on this lesson is to craft a job experience portion of a resume. Print out an example resume related to their job for them to look over before your next session.	Example Resume Libraries

One-Page Lesson Plans

Levels 5-6 ESL - Interview Practice

Student will be able to answer 3 common behavioral interview questions with confidence.

	Activity	Materials
Warm-up	<p>Introduce the topic. Ask: "If you are hiring a new worker, what is important to ask them?" What kinds of interview questions are common in their country?</p> <p>Explain that you're going to practice interview questions about specific work experiences to help show a manager that you are a good worker.</p> <p>Explain that these interview questions want you to tell a story about something at work.</p>	
Vocabulary Practice	List out the bold words from the Behavioral Interview Questions worksheet. Discuss the meaning of each word and/or provide simplified definitions of each one.	Behavioral Interview Questions
Example Answers	Read over the example questions. Model and read the example answers. Ask the student to match each answer with each question. Ask reading comprehension questions.	Behavioral Interview Questions
Guided Practice	Use the examples from the worksheet. Ask each question as if you were giving the interview. Your student should answer using the example answers.	Behavioral Interview Questions
Practice	<p>Time to practice your own answers!</p> <p>Talk with your student to brainstorm answers to the example questions. Try to get them to be as specific as possible. When they have a good idea, work together to write out an answer, similar to the examples.</p> <p>Practice answering the questions, working towards answering with confidence without reading off of the written example.</p>	<p>Tip: If your learner struggles with the questions or with writing, only try to answer 1 of the 3 questions. You can come back to the others in another session.</p>
Wrap-up	<p>Ask if there are any other questions or interview skills they are interested in practicing. Encourage them to practice those three questions with a friend or family member.</p> <p>If they have time, you can print out, or send them, this article with more ideas.</p>	More example questions and answers

One-Page Lesson Plans

ABE - Writing a Cover Letter

Student will read an example cover letter and identify the basic elements of a cover letter.

Student will express their own ideas to write a cover letter for a job they're interested in.

	Activity	Materials
Warm-up	Ask your learner about the hiring processes they have experienced (in the US or their home country). Discuss what materials you need when you apply for a job. Introduce the idea of a cover letter if they are not familiar with it.	
Example Cover Letter	Choose a cover letter in a field that's relevant to your student. Read the letter with them, and ask comprehension questions and note any difficult vocabulary words.	Cover Letter Example Library
Cover Letter Structure	Work together to identify the cover letter structure. What personal information is listed? What greetings and sign-offs are included? What is the purpose of each paragraph? Using a new sheet of paper, make a "template" for a cover letter, noting each element and paragraph theme that you see in the example.	Example cover letter from previous activity
Practice	Using the template as a guide, write out a cover letter with your student. Help them organize their thoughts by using questions guided by the example. At this stage, they don't need to have too much detail, and their cover letter does not need to be as long as the example. Use the cover letter you wrote as reading practice.	Tip: For a student who isn't confident with their writing, record their ideas for them. Then, use the example from their ideas as reading material.
Wrap-up	As homework or in the next session, practice digital literacy skills by typing up the cover letter, and practice sharing the document via email or a shareable link.	