**NWACC**

**ADULT EDUCATION/INDIVUIDUAL EDUCATION PROGRAM**

**LITERACY**

**LIFE SKILLS/ INTERPERSONAL COMMUNICATION**

Use appropriate greetings, introductions, & farewells NOTE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Identify self & give personal information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Express orally likes, dislikes, feelings, & emotions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use & respond to polite expressions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE SKILLS

* Demonstrate basic U.S. telephone use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Answer the telephone & respond or express lack of understanding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize basic emergency vocabulary & local 911 procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(HEALTH & NUTRITION)

* State need for medical help (I’m sick. My \_\_\_\_\_\_\_ hurts.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize words & identify major body parts, illnesses, & injuries \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify local medical facilities, workers, & signs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize 911 emergency number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME AND MONEY

* Tell time using analog & digital clocks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Write dates in numeric form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize U.S. currency & symbols for money \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Read checks & money orders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRANSPORTATION AND TRAVEL

* Identify signs, using sight words & symbols (enter, exit, push, pull) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ask for and give simple oral directions (turn left, go straight, next to) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAFETY AND SECURITY

* Identify safety procedures (biking, walking, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Respond to emergency procedures (fire, tornado, medical, crime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify warning symbols (poison, flammable, danger, carbon dioxide, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONSUMER EDUCATION

* Name & state the costs of basic items (food, clothing, rent, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize & identify orally basic food items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize & identify orally basic U.S. clothing items & sizes (S, M, L, XL,) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify types of housing & basic utilities (house, apartment, mobile home, gas, water, electricity, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

telephone, cable TV, etc.)

GOVERNMENT AND COMMUNITY RESOURCES

* Identify basic government agencies (post office, health dept., town hall, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify local community services (hospital, police, fire, schools, library, parks, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify basic post office procedures \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify main & federal U.S. holidays and social customs related to each holiday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Identify the current U.S. president and vice president \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENVIRONMENT AND THE WORLD

* Identify seasons, weather, & weather emergencies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Locate the United States on a world map, Arkansas on a U.S. map, and your city on an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arkansas map

FAMILY AND PARENTING

* Identify family members (mother, father, son, daughter, brother, sister, wife, husband) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize proper care of children (food, shelter, hygiene, child care, acceptable discipline, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LISTENING- SPEAKING-READING-WRITING

* Listen & respond to one-step classroom directions & instructions/signs (i.e., sit, stand, exit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize and respond to limited number of isolated words & phrases(Put the date……put your name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Respond to simple request for repetition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use directionality-left to right, up/down, top/bottom, front/back \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize/say/match/trace/draw/copy basic shapes & numbers (1-100) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize/say/match/write basic colors (distinguish light/dark) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize/say/match/copy/write the letters of the English alphabet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Demonstrate a developing comprehension of sound-symbol-correlation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Distinguish/read/write/ upper & lower case letters of the alphabet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize, say, match, read, use basic object names (i.e. in the classroom, in the house, & at work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use a picture dictionary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize, say, use , give, personal information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fill out personal information forms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Print name and write signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize, say, write, use basic sight vocabulary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize,, state/respond/read/write basic questions & answers (i.e., Do you like………? Yes/No; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 What‘s your name? My name is …………..)

GRAMMAR STRUCTURES

* Use subject pronouns (I, you, he, she, it, we they) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use common verbs (affirmative, negative, yes/no questions, short answers in the present \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

& present continuous tenses: be, have, do, go, want, nee, eat, drink, study, learn, teach,

work)

* Use adverbs (here, there, today, always, usually, never, etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use demonstratives (this, that, these, those) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use information questions (who, what, where, when) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use common & proper nouns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use prepositions (in, at, for, with, of , under, next to, between, in front of, behind, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use articles (a, an, the,) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use possessive adjectives (my, your, his, her, our, their) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRONUNCIATION

* Produce consonant & vowel sounds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize state, & link letters & sounds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OBTAINING EMPLOYMENT

* Identify entry-level jobs & workplaces \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize procedures for applying for a job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Complete a simplified job application form with assistance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Respond to basic interview questions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Produce required forms of identification for employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Recognize vocabulary related to job benefits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAREER ADVANCEMENT AND ACCESSING TECHNOLOGY

* Recognize the importance of interpersonal communication skills on the job \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Use basic test-taking strategies (circle, bubble in, multiple choice, matching, etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* INSTRUCTOR REMARKS OR NOTES:

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_