

Intermediate

Task #8, Job Training (see interlinkt.org for resettlement Task #8)

Objective:

Intermediate ESL learners will enhance their understanding of vocabulary related to job searching, employment processes, and workplace norms. By the end of the lesson, students will be able to articulate and discuss various aspects of employment using the target vocabulary.

Vocabulary List with Definitions:

1. **Address:** The location details of where a person lives or an organization is located.
2. **Accept:** To agree to take something that is offered.
3. **Apply:** To formally request consideration for a job or position.
4. **Application:** A written request to be considered for a job or to be allowed to do something.
5. **Birth Date:** The day a person was born, used in many official documents.
6. **Child Labor Laws:** Legal regulations that set the minimum working age and conditions for minors.
7. **Email:** A method of exchanging messages electronically over the internet.
8. **Employee:** A person who works for another person or for a company for wages or a salary.
9. **Employer:** A person, company, or organization that hires people to work for them.
10. **Employment:** The state of having a paid job.
11. **Employment Authorization Document:** A legal document that proves an individual's right to work in a specific country.
12. **Fired:** Dismissed from a job.
13. **First Name:** A person's personal name, which is given at birth and used before their family name.
14. **Full Time:** Working the standard number of hours in a week, typically 35-40 hours.
15. **Hired:** Given employment.

16. **Interview:** A formal meeting in which one or more persons question, consult, or evaluate another person.
17. **Job Culture:** The environment and ethos of a workplace, including values, behaviors, and practices.
18. **Last Name:** A person's family name or surname.
19. **Part Time:** Working less than the standard or full number of hours.
20. **Resume:** A document summarizing a person's background, skills, and accomplishments, used for job applications.
21. **Social Security Number:** A unique number assigned to U.S. citizens and some residents to track earnings and benefits.
22. **Telephone Number:** A series of digits used to call a particular phone line.
23. **Weekday:** A day of the week other than Saturday or Sunday.
24. **Weekend:** The period from Friday evening through Sunday, typically reserved for leisure activities.

Materials Needed:

- Flashcards with vocabulary terms and definitions.
- Worksheets for vocabulary exercises.
- Role-play scenarios for employment situations.
- Discussion prompts related to job search and workplace dynamics.

Lesson Duration: 60 minutes

Warm-Up Activity (10 minutes):

- Begin with a discussion about different jobs and what they entail. Encourage students to talk about various professions and what one might need to apply for a job.

Presentation (15 minutes):

- Introduce each vocabulary term using the definitions provided. Use real-life examples or scenarios to illustrate the terms, especially for abstract concepts like "Job Culture" and "Employment Authorization Document."

Practice Activity (20 minutes):

- Vocabulary Matching: Students match vocabulary words with their definitions on a worksheet.
- Sentence Creation: In pairs, students use the vocabulary words to create sentences, emphasizing the context and proper usage.

Production Activity (10 minutes):

- Role-Play: Students participate in role-plays based on provided employment scenarios, such as job interviews, discussing employment terms, or making inquiries about job openings.
- Group Discussion: Facilitate a discussion on the importance of understanding employment terms and rights in the workplace, using the vocabulary terms.

Wrap-Up (5 minutes):

- Summarize the key vocabulary terms and ask students to share one new thing they learned about employment. Clarify any misunderstandings or difficult terms.

Homework:

- Write a short dialogue between an employer and a prospective employee during a job interview, incorporating at least 8 of the vocabulary words.

Sample Sentences:

1. **Address:** "Please provide your current Address on the top of the application form."
2. **Accept:** "I was thrilled to Accept the job offer from my dream company."
3. **Apply:** "Many people Apply for jobs online through company websites or job portals."
4. **Application:** "Filling out job Applications carefully is crucial to making a good first impression."
5. **Birth Date:** "Your Birth Date is required for the company's records."
6. **Child Labor Laws:** "Child Labor Laws ensure that young people have the opportunity to education and are protected from exploitation."
7. **Email:** "You will receive an Email confirmation once your job application is received."

8. **Employee:** "Every Employee is expected to adhere to the company's code of conduct."
9. **Employer:** "The Employer provides necessary training during the orientation period."
10. **Employment:** "Stable Employment is essential for personal and economic well-being."
11. **Employment Authorization Document:** "Non-citizens may need an Employment Authorization Document to work legally in the country."
12. **Fired:** "He was Fired due to repeated violations of company policy."
13. **First Name:** "On the form, write your First Name in the first field."
14. **Full Time:** "She is looking for Full Time work to support her family."
15. **Hired:** "He was Hired after a successful series of interviews."
16. **Interview:** "The Interview will be conducted by the department manager."
17. **Job Culture:** "The Job Culture here emphasizes teamwork and continuous learning."
18. **Last Name:** "Please ensure your Last Name matches the one on your official documents."
19. **Part Time:** "Working Part Time allows her to balance work and study."
20. **Resume:** "A well-crafted Resume highlights your skills and experiences relevant to the job you're applying for."
21. **Social Security Number:** "Your Social Security Number is required for payroll purposes."
22. **Telephone Number:** "Include your Telephone Number so the hiring manager can contact you."
23. **Weekday:** "The office is busiest on Weekdays, especially Mondays and Wednesdays."
24. **Weekend:** "We're hosting a team-building event this Weekend to foster a positive work culture."

Related Websites: *(Submit other state or relevant websites to Interlinktwelcome@gmail.com for inclusion into the interlinkt.org website)*

1. Colorado Department of labor and employment. <https://cdle.colorado.gov/jobs-training/find-a-job>
2. State Job Opportunities. <https://www.governmentjobs.com/careers/Colorado>