The Art of Making Students More Employable with



Webinar by Rob Jenkins





Stand Out:

6 Level Series



Basic



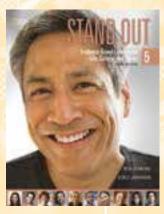
Book 1



Book 2

Book 3





Book 5

Print Workbooks

Promotes recycling

Multilevel Worksheets

Promotes customization and recycling

Online Workbook

Promotes digital literacy and recycling

Today's Goals and Objectives

- ✓ Identify what we mean when we say "employability skills".
- ✓ Identify classroom techniques to help students learn these important skills.
- ✓ Find those techniques in Stand Out.

For philosophy documents and a short history of employability instruction in Adult Education, go to *ESL-Teacher.net*

History of Employability Skills in Adult Education

1992: SCANS

2000: EFF

2002: 21st Century Skills

2013: CCR Standards

Recently: Employability Skills Framework

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History of Employability Skills in Adult Education from the beginning to today.

SCANS	Employability Skills Framework
 Basic Skills 	 Communication Skills
 Thinking Skills 	 Critical Thinking Skills
 Technology 	 Technology Use
 Interpersonal Skills 	 Interpersonal Skills
• Systems	 Systems Thinking
 Personal Qualities 	 Personal Qualities
Information	Information Use
• Resources	 Resource Management
	 Applied Academic Skills

What kind of activities would you expect to see to promote soft skills? (Chat)

Combine ideas and information Make decisions and solve problems Exercise leadership roles Manage money Manage time Complete tasks as assigned Interact appropriately with team members Collect and organize information Interpret and communicate information Apply technology to a task Perform basic computations

An excellent assessment tool can be found at http://www.newwaystowork.org/qwbl/tools/k cktoolkit/Tools/Tool 20.PDF

REAL Critical Thinking Guiding Principle (Chat)

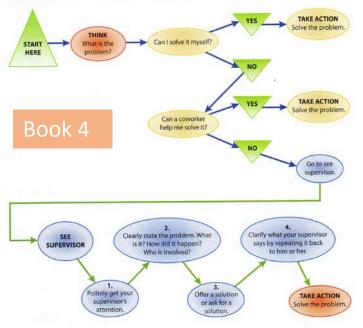
"Tasks that require learners to think deeper than the superficial vocabulary and meaning"

Jenkins & Johnson 2016

Examples of Critical Thinking Activities that promote Employability

- analyzing data (graphs, charts)
- classifying
- □ collaborating over a problem
- □ comparing (VENN, Johari, charts)
- ☐ defining concepts
- □ evaluating information with a rubric
- ☐ individually solving problems
- □ predicting outcomes
- □ ranking
- □ reaching consensus

C. INTERPRET Read the flowchart. Do you agree with each step?



B. INTERPRET Study the pie chart about housing in Corbin. Listen and write the numbers.

Housing Statistics: Corbin, CA

condominiums

15,000 houses apartments

mobile homes

Book 1

 Complete the chart with the information from Exercise B.

Type of housing	Number of units
porter Interest	
1	
Toal number of housing units:	



GOAL Identify types of transportation

car bicycle taxi train bus

A. Write the words.



7050

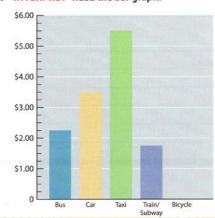






Book Basic

B. INTERPRET Read the bar graph.



C. Practice the conversation. Use the types of transportation in Exercise A to make new conversations.

Student A: How much is it to go

by bus?

Student B: \$2.25.

Graphs & Charts

D. Read the paragraph.

A cold and the flu are similar illnesses and have some of the same symptoms. The symptoms of a cold are a low fever, a sore throat, a headache, and a runny nose. People usually have a cold for one or two weeks. People with the flu feel very tired and sick. They often have a high fever, a dry cough, a headache, and muscle aches. Just like a cold, people can have the flu for one or two weeks, too. Many people get a cold or the flu every year and hate them both!

E. CLASSIFY Compare cold and flu symptoms. Complete the table.

Cold symptoms	Flu symptoms
	Book 2

B. CLASSIFY Which of the places below sell goods and which sell services? Which sell both? Complete the diagram.

laundromat	gas station	dry cleaners	tailor
jewelry store	bank	pharmacy	department store
grocery store	car wash	post office	hair salon



Compare

LESSON 1 Attitudes at work

GOAL Compare employee behavior and attitudes





- (a) A. Listen to two employees talk about their jobs. What does Leticia do? What does So do?
 - B. COMPARE With a partner, write examples of the two employees' behavior in the table.

Leticia	So
comes to work on time	
	Book 3

C. ANALYZE In your opinion, who is the better employee? Why? Can you think of other examples of good and bad employee behavior? Add them to the table.

Book 3

What do employability activities look like beyond basic communication?

- When calculations are involved Perform basic computations.
- When a conclusion is required Make decisions & solve problems
- When technology can be used Apply technology to a task
- Applications that ask to create
 Combine ideas and information
- Any task that involves money Manage money
- When students have to think beyond superficial meaning Critical Thinking

Standard Workplace

F. Look at the sentences below. Complete So's pay stub.

	SECTIO	N 1: PERSONAL	DETAILS		
Employee Name: So Tran Check Number: 0498 Social Security Number:			Marital Status: Payroll Begin/End Dates: 9/01–9/15		
	H	lours and Earnin	ngs		
Description	Rate	of Pay H	ours/Units	Earnings	
Hourly/Day/Month	у			740.00	
	SECTI	ON 2: TAX DEDU	CTIONS	A STATE OF THE PARTY OF THE PAR	
Tax Description	on	Current Amount	Ye	ar-to-Date	
Federal Tax		27.16			
State Tax	5.29			95.22	
Social Security	v .			120.24	
Medicare		167.2		167.22	
State Disability					
	SECTION	3: PRE-TAX DED	DUCTIONS		
Desci	ription		Amount		
401K		T 121 7		A 1 (1) 1 (2)	
Current Total			25.00		
Year-to-Date Total			450.00		
	S	ECTION 4: TOTA	LS		
0.055.0)		Pre-Tax Deductions	Tax Deductions	Net Pay	
Current		25.00	48.42		

- 1. So paid \$6.68 into social security this month. So far this year, he has paid \$120.24.
- 2. So paid \$9.29 into Medicare this month.
- 3. His social security number is 000-56-8976.
- 4. So is married.
- 5. He contributes \$25.00 every month into his 401K.
- 6. He makes \$9.25 an hour.
- 7. His gross pay was \$740.00.

Book 3

- 8. He worked 80 hours this pay period.
- 9. His year-to-date federal tax deductions are \$488.88.
- G. CALCULATE What is So's net pay? (Hint: Subtract his deductions from his gross pay.)

Lesson 2 167

F. Listen to John's evaluation. Circle the correct rating (Needs Improvement, Good, or Superior).

	E/	ALUATION	FORM
DATE: COMPANY: NAME: POSITION: SUPERVISOR:	May 4, 2016 Paul's Electroni John Perkins Sales Clerk Leticia Garcia	G	
Punctuality: Superior		Good	Needs improvement
Appearance (p Superior	orofessional dres	s and grooming): Good	Needs improvement
Communication Superior	on Skills:	Good	Needs improvement
Product Know Superior	ledge:	Good	Needs improvement
Comments:			
l worked wi	th John for fo	our hours. He is	new. He needs to learn more
about the	product. He a	loesn't dress we	ell and he needs to comb
his hair. He	said he was	tired today. I th	ink he has three jobs.
This is a pr	oblem. John o	communicates w	vell with the customers.
Cionada +	eticia g	avcia.	

G. RANK In a group, rank the areas 1–4. Number 1 is the most important.

— Punctuality
— Appearance
— Communication
— Product Knowledge

Book 1

176 Unit 7

Collecting and Organizing Information

Book 5





- A. The two agencies below are run by the government and can give people financial assistance. Discuss the questions with your classmates and teacher.
 - FDIC (Federal Deposit Insurance Corporation) Consumers and Communities
 - FTC (Federal Trade Commission) Consumer Protection
 - 1. What does the FDIC do? How can they help?

 - Visit the websites of the agencies in Exercise A to gather more information. Click on the topics you find interesting listed in the consumer section of each site. Write
 - 1. fdic.gov: You can find information about consumer news and information, loans and mortgages. down what you find. Answers may vary. banking and money, financial education and literacy, identify theft and fraud, financial privacy, and

2. ftc.gov: You can find information about autos, computers, Internet, credit and loans, diet and

health, education and scholarships, job placement, and other consumer co

- Another website that has very useful information for consumers is usa.gov/ consumer-complaints. Go to the website and order a free copy of the Consumer
- 1. The Federal Deposit Insurance Corporation (FDIC) is an Independent agency created by Congress that maintains stability and public confidence in the nation's financial system by insuring deposits, examining and supervising financial Institutions, and managing receiverships, it can help us by protecting our money in the bank and protecting us from corruption in financial institutions, it is an excellent resource for any
- information about consumer financial concerns such as loans and consumer news stories. amormation about consumer manical concerns such as loans and consumer news stones.

 2. The FTC deals with issues that touch the economic life of every American. It is the only federal agency with CORRUPTION AND THE PTC PURSUES THE CONTROL OF STATE OF THE CONTROL OF THE PTC PURSUES.
 - average any annument agencies; develops policy and research

H. Now that Todd knows how to get a mortgage, he needs to learn about the different

A fixed-rate mortgage has a fixed interest rate for the life of the loan, which could be 10, 20, or 30 years. You will make the Fixed-Rate Mortgage same payment every month for the life of the loan and, at the end of the term, your loan will be paid off. The advantage of this type of loan is the interest rate never changes and the monthly payment is always the same. Adjustable Rate Mortgages An adjustable rate mortgage (ARM) begins like a fixed-rate mortgage with a fixed interest rate and a constant monthly payment, but this mortgage will adjust after a certain amount Adjustable Rate Mortgage of time, anywhere from six months to five years. At this point, the interest rate and your monthly payment will change based on the market at the time 5 nermore, every month the rate ed on how the market changes.

terest rate and a fixed monthly int of time, for example five n is due. This is a short-term

qualify for a fixed-rate

:lothes can you see? J. D. ALLEN

t to each word.

n from Exercise H, put a checkmark (\checkmark) in th

ne.	Fixed-Rate	ARM	Balloon
period of time.			Danoon
on the market		-	
on the market,			

ou wear in the summer and Book

hich type of loan would you get

Book 4

Balloon Mortgage







In a group, you are going to make a new company. Write job advertisements and interview new employees.

1. COLLABORATE Form a team with four or five students. In your team, you need:

Position	Job description	Student name
Student 1: Team Leader	Check that everyone speaks English. Check that everyone participates.	
Student 2: Recruiter	Write a classified ad with help from the team.	
Student 3: Designer	Prepare an application form with help from the team.	
Students 4/5: Interviewers	Prepare interview questions with help from the team.	

- 2. You are the owners of a new company. What is the name of your company? What kind of company is it?
- 3. What job are you going to advertise? What information will you put in the advertisement?
- 4. What questions will you have on the application form? What questions will you ask at the job interview?
- 5. Interview four students for your job.
 - 6. Decide who you will hire and present your work to the class.

Project-Based Learning (PBL)

ou are a family of four or five people. You k. What can you make for breakfast, lunch,

: students. In your team, you need:

	Student name
speaks English. participates.	
mily with help	
for the family eam.	
ntation with	

akfast, lunch, and dinner for one week.

1 do you need? Estimate the prices of the items on

he class about the meals on your menu. How much Il be left? What can you do with the money that will



Team Project 181

Team Projects

	VIII				
Basic	Book 1	Book 2	Book 3	Book 4	Book 5
Make a class	Create a	Describe a	Make a	Create a goal	Create a
book	student profile	student	schedule	chart	personal
	·				profile
Make a display	Plan a	Design a	Create a	Purchase plan	Create a
(culture)	department	clothing store	purchase plan		financial plan
	store				
Make a	Create a	Plan a menu	Create a	Real estate	Create an auto
shopping list	restaurant	for a week	housing plan	brochure	handbook
Open a	Plan a dream	Plan a move	Create a city	Community	Housing issues
clothing store	home		brochure	Resource	Presentation
				Guide	
Describe your	Make a city	Describe your	Create a	Community	Health
community	brochure	community	healthy living	health	Presentation
			plan	pamphlet	
Create an	Role-play an	Make a health	Create a job	Job application	Create an
appointment	emergency	pamphlet	app portfolio	portfolio	online store
book					
Start a	Get a new job	Make your	Create	Solve a	Set-up a
company		own company	employee	company	business office
			handbook	problem	
Create a study	Meet your	Make a time	Run for mayor	Conduct an	Give an
guide	goals	line		election	opinion speech

Workplace Connection

- Combine ideas and information
- Make decisions
- ☐ Exercise leadership roles
- ☐ Manage time
- ☐ Complete tasks as assigned
- ☐ Interact appropriately with team members
- □ Collect and gather information
- ☐ Interpret and communicate information
- □ Apply technology



Team Projects - Samples

Company Name:					
Company Makes or Does:					
Job Title	Hours	Pay	Benefits	How Long	
Paragraph about your company					

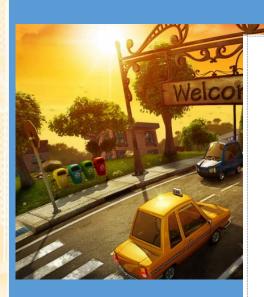
Team Projects - Samples

Answer the questions about your new town or city.

- Make a list of places in your city.
- What's the name of your city.
- How many people live in your city.
- Is your city large or small?
- What makes your city special?
- Write a paragraph about your city.

Team Projects - Samples

CARTOON CITY



CARTOON CITY

Cartoon City is a small city. There are 3000 people in our city. We have 300 houses, 500 apartments, and mobile home place. We have also amusement park. It name is Toon Town. Many peoples like our city because fun for peoples.

The climate here is beautiful. It is sunny every day. The streets in our city are interesting. We have Toon Street, Looney Avenue, Superman Street, and Spiderman Blvd.

Please come to our city. We have big hotel and many tourists.

Mayor: Alejandro Vega

City Planner: Marisa Hernandez

Publicity Specialist: Trang Nguyen

Spokesperson: Leticia Bravo



What did we learn?

- ✓ Identify what we mean when we say "employability skills".
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Thank You! Rob Jenkins & Staci Johnson robjenkins.esl@gmail.com & stacijohnson.esl@gmail.com ESL-Teacher.net