

# ADULT ESOL LESSON PLANS

## ESOL LITERACY

Workforce Competencies: 03.0 Career Advancement  
03.01 Identify job promotion requirements

*Cultural Focus:*

Employers usually appreciate and reward employees who are motivated and work hard

Classroom Procedures:

1. Discuss the word PROMOTION. Ask students if they have opportunities for promotion where they work and if English and/or other skills are important for advancement.
2. Ask students who they should talk to if they are interested in promotions.
3. Discuss some good reasons for promotions and list them on the board. Use adverbs of frequency to describe the qualities of a good employee: always, never, often, usually, seldom. Example: A good employee always comes on time.
4. Have students follow along as you read employee behavior conversations. Who Gets A Raise? (see Working In English, Bk 1, p.149.)
5. Teacher acts as manager or supervisor in a business (seated at a desk) and student volunteers come to her/his office (a central place in classroom) to ask about a promotion. Students give reasons why they merit a promotion: attendance, tardiness, completion of work, quality/quantity of work, good evaluations.

Grammatical Focus:

Adverbs of frequency:

Always, never, usually, often, seldom

I am always on time to work.

I am never late.

I usually finish work at 4:00.

I seldom get sick.

I often help others.

Note: the adverb follows the verb "to be", but precedes other verbs.

Pronunciation:

Always, never, usually, seldom, often

Vocabulary:

promotion

job skills

language skills

attendance

tardiness

completes work

evaluations

quality

quantity

supervisor

recommendation

Materials/Supplies:

Activity Sheet - Who Gets A Raise (see Working In English, Bk 1, p. 149)  
English Extra pages 112-113

*Material/Additional Resources:*

Community Resources

Ask a local company to provide a list of qualities they look for when promoting an employee

Evaluation:

Students describe reasons for promotion

Students complete - Who Gets A Raise

Students role play asking for a promotion