

NCESL 62 – Vocational English as a Second Language, Intermediate/Advanced

Listening/Speaking

Discuss a variety of workplace topics including workplace attitudes and procedures.

Listening

1. Respond to verbal instructions and procedures to complete a task.
2. Use clarification strategies to demonstrate understanding of workplace procedures and/or communication.
3. Identify main ideas from information in a short lecture, phone message or recorded program.

Speaking

1. Provide organized and complete answers to interview questions.
2. Relate clear instructions and directions.
3. Demonstrate the ability to request information accurately and appropriately at the workplace.
4. Restate what someone said or asked.

Reading

Infer meaning from various types of authentic workforce and vocational texts.

1. Interpret specific information from various written sources.
2. Use context clues to guess the meaning of unfamiliar vocabulary and phrases.

Writing

Develop various workplace appropriate documents including resumes, career goal statements and personal data sheets.

1. Compose a business letter, resume and memo.
2. Use personal information to complete an employment or education form.
3. Develop a career goal statement and career plan.