

Needs analysis design. This chart represents how the needs analysis was designed and implemented. The methodology of the analysis includes participants, instruments for data collection, and the procedure of how and when the instruments were used.

Lesson Plan

Date:

Job Applications

Lesson

“Life skills” English (90 min.)

Class

The Context of the class: This ESP program was designed for an adult migrant population in the U.S. There are approximately 15 students in the class. A needs analysis shows that students are mainly interested in and need English for “lifeskills” and, more specifically, to communicate in their daily lives, to find housing, to find jobs, and in dealing with healthcare matters. The students are predominantly from Micronesia and have been identified as beginning to low-intermediate level learners. Most have high intrinsic motivation for the program and English. The teacher is a native English speaker.

Learning Objectives:

The students will:

- Identify common features of job applications.
- Fill-out a job application form using personal information.
- Use strategies, i.e., dictionary, context clues, etc., to determine the meanings of unknown vocabulary

Materials:

- Sets of blank job applications (enough for each group of 2/3)
- White board
- Blank Information form handout
- Karuta activity cards
- Textbook, *Life Skills and Test Prep 1 & 2*

Task	Time	Procedure
Warmup: Personal Information Form Wall Race	15	<ul style="list-style-type: none"> • Before class, the teacher will have prepared 7 pieces of paper with different bits of information about a fictional person. The teacher will tape these pieces of paper around the room. • Students will make pairs. Teacher will give each pair a handout with a blank information form on it. • Using the 7 sheets of paper around the room, the pair must work together to fill the information into the matching fields on the information form. Either the pair may travel around the room with the form, or the form can be required to remain at a central location so that students have to use their memories to fill-out the form. • The first team to correctly fill out their form wins.
Vocabulary Review: Card Slapping Activity	15	<ul style="list-style-type: none"> • Before class, the teacher will have prepared sets of 12 cards each with a picture of a different job (Appendix C). • The students will form groups of two or three. Teacher will give each group a set of the cards. • Students will arrange the cards on their desk, facing up. • While the teacher says the name of a job, the students must slap and take the card that matches that job name. • The student with the most cards in their group when all the professions have been called wins.

<p>Introduction to New Content: Job Application Genre Analysis</p>	<p>25</p>	<ul style="list-style-type: none"> • Students make groups of three, while teacher passes out a set of 3 blank job applications (Sample Job applications were found online through a basic Google search) to each group. (Make sure each person in a group has a different application.) • Teacher will ask each group to look at the applications and compare them. Together, each will circle words or phrases or labels that are the same on all applications. Students will make a running list of these words. • Teacher will record some of the words from each group on the board, then the teacher will ask if students know the words. If students don't know the words, they must record them in their vocabulary diaries so that they can be looked up later. • With the list of common words on the board, the teacher will call on students to give their own information in relation to the word. For example, common words on a job application may include name, phone number, date of birth, Are you a citizen of the U.S.?, etc. Students will respond with this information and the teacher will write it on the board beside the corresponding word. This is repeated. • The above activity is repeated for the words that are not common to all the applications in each group. The students will draw boxes around these words, and a list will be made on the board again.
<p>Skills/Content in Context: Identify specific information from a sample job application</p>	<p>20</p>	<ul style="list-style-type: none"> • Working from the textbook, Life Skills and Test Prep, p. 165 & 167) students will be presented with completed job applications and be asked to identify specific information from the application and answer questions using that information.
<p>Synthesis/Production: Complete an actual job application</p>	<p>15</p>	<ul style="list-style-type: none"> • Students will be given a real job application (Job Applications were gathered from actual business, e.g., MacDonalds and Wal-mart applications were used) from a popular company in the area. As time permits, students can work together in groups to fill-out the application with their own information.
<p>HOMEWORK</p>	<p>NA</p>	<ul style="list-style-type: none"> • <i>Students may work on the Real World Extension Activity if they don't have enough time to finish it in class.</i>

References

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- Migrant Policy Institute. (2003). Migration facts, stats, and maps: Hawaii social and demographic characteristics. Retrieved from <http://www.migrationinformation.org/datahub/state.cfm?ID=HI>
- Swales, J. M. (1990). *Genre analysis: English in academic and research settings*. Cambridge: Cambridge University Press.

NOTES OR COMMENTS FOR LATER:

Make It Yours

Complete the form. (It's OK to use made-up information.)

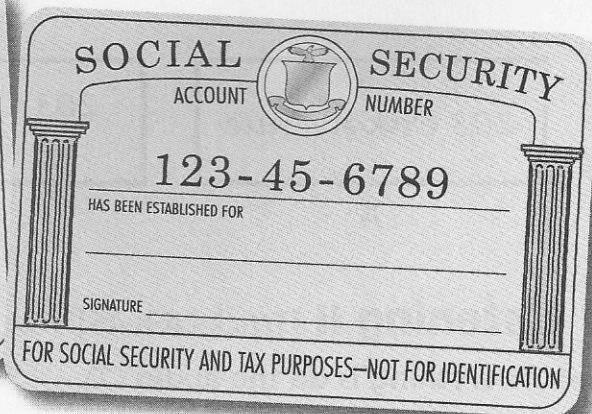
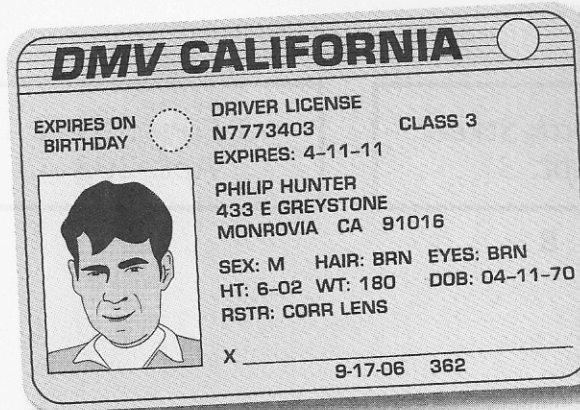
DIRECTIONS: Please print clearly. Use blue or black ink.

1. TITLE: Mr. Mrs. Miss Ms.
2. NAME: _____
FIRST NAME MIDDLE INITIAL LAST NAME
3. ADDRESS: _____
NUMBER AND STREET APARTMENT


CITY STATE ZIP CODE
4. TELEPHONE: _____
HOME OTHER
5. SEX: MALE _____ FEMALE _____
6. MARITAL STATUS:
MARRIED _____ SINGLE _____ DIVORCED _____ SEPARATED _____
7. SOCIAL SECURITY NUMBER (SSN): _____
8. SIGNATURE: _____

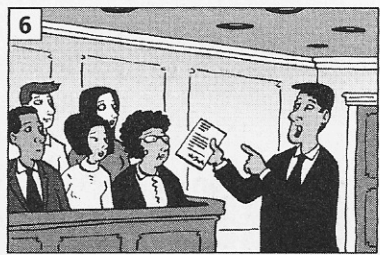
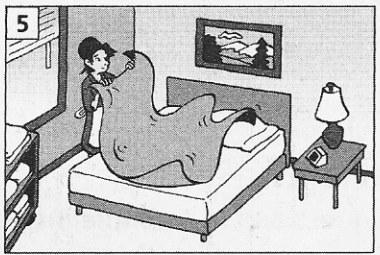
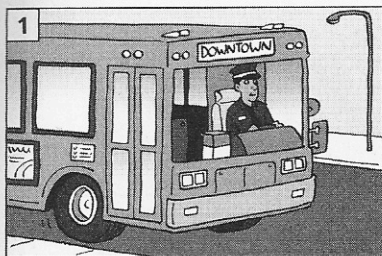
Note

Be careful! Keep your personal information private.



Learn

A  Look at the pictures. Listen and point. Listen and repeat.



1. bus driver

2. construction worker

3. cook

4. doctor

5. housekeeper

6. lawyer

7. musician

8. office clerk

9. painter

10. plumber

11. salesperson

12. waiter

B *PAIRS.* Student A, point to a picture. Student B, say the occupation. Take turns.

Learn



John Hall is filling out an employment application. Look at the first part of the application. Listen and point to the words.

SAMMY'S

EMPLOYMENT APPLICATION

PERSONAL INFORMATION

NAME John M. Hall PHONE 310-555-2167
First Middle Last

ADDRESS 1500 Sawmill Boulevard Los Angeles CA 98765
Street City State Zip Code

Are you older than 18? Yes ☒ No ☐

AVAILABILITY

When can you begin work? July 1 2007
Month Day Year

Are you interested in full-time? ☒ Part-time? ☐

Can you work overtime? Yes ☒ No ☐

Hours Available

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FROM	2:00 P.M.	2:00 P.M.	2:00 P.M.	2:00 P.M.	2:00 P.M.	2:00 P.M.	2:00 P.M.
TO	9:00 P.M.	9:00 P.M.	9:00 P.M.	9:00 P.M.	9:00 P.M.	9:00 P.M.	9:00 P.M.

Are you legally able to work in the U.S.? Yes ☒ No ☐

Do you have transportation to work? Yes ☒ No ☐

Practice

A Look at the employment application in Learn. Fill in the information.

1. Is John over the age of 18? _____.
2. John can begin work on _____.
3. He is available to work from _____ to _____.
day day
4. He is available to work from _____ to _____.
time time
5. Can he work extra hours? _____.
6. Is he legally able to work in the United States? _____.
7. Does he have transportation to work? _____.

B **PAIRS.** Check your answers.



John Hall is filling out the other sections of the employment form. Look at the form. Listen and point to the words.

MOST RECENT EDUCATION:

Name Jefferson High School Street Address 5432 South Washington Boulevard
 City Los Angeles State CA Zip Code 98765 Phone Number 310-555-1679
 Teacher or Counselor Ms. Simmons Department English Last Grade Completed 12
 Now Enrolled? Yes ☐ No ☒ Graduated? Yes ☒ No ☐ School Sports or Activities baseball

WORK HISTORY: (List your two most recent jobs.)

- Company The Grill Address 2003 Beverly Boulevard City Los Angeles State CA Zip 91234
 Area Code 323 Phone Number 555-1234 Job waiter
 Supervisor Martha James Dates Worked: From 2/05 To present
 Salary \$7.00 hr. Reason for Leaving looking for a better job
- Company Pat's Cafe Address 8400 W. Sunrise Blvd. City West Hollywood State CA Zip 95432
 Area Code 323 Phone Number 555-8585 Job bus person
 Supervisor Pat Dates Worked: From 6/03 To 2/05
 Salary \$6.00/hr. Reason for Leaving restaurant closed

MILITARY HISTORY:

Have you served in the U.S. Military? Yes ☐ No ☒

Practice

A Look at the employment application in Learn. Fill in the information.

- Did John graduate from high school? _____
- What was John's most recent job? _____
- Where did John most recently work? _____
- Is he still working there? _____
- What was John's job in 2004? _____

B **PAIRS.** Check your answers.

Make It Yours

- A** You want to work at Sammy's. Complete the application. (It's OK to use made-up information when you fill out the form.)

SAMMY'S EMPLOYMENT APPLICATION

PERSONAL INFORMATION

NAME _____ PHONE _____
First Middle Last

ADDRESS _____
Street City State Zip Code

Are you older than 18? Yes ☐ No ☐

AVAILABILITY

When can you begin work? _____
Month Day Year

Are you interested in full-time? _____ Part-time? _____

Can you work overtime? Yes ☐ No ☐

Hours Available Sunday Monday Tuesday Wednesday Thursday Friday Saturday

FROM							
TO							

Are you legally able to work in the U.S.? Yes ☐ No ☐

Do you have transportation to work? Yes ☐ No ☐

- B** **PAIRS.** Check your partner's employment application form. Is it complete? Is it written clearly?

Note

On a job application form, it is not legal for an employer to ask about an applicant's age, date of birth, sex, race, skin color, national origin, religion, number of children, or physical disability. In most states, the employer cannot ask about marital status.

BONUS

PAIRS. Tell your partner about an experience you had applying for a job. If you haven't applied for a job, talk about someone you know.

C**PAIRS.** Look at Carol Chu's work history. Answer the questions.

- | |
|--|
| • Secretary at Transnational Insurance Company from 6/03 to present. |
| • File Clerk at Berkeley and Berkeley from 7/99 to 8/01. |
| • Receptionist at Dr. Lansing's office from 8/01 to 6/03. |

1. Which job should she write first on the application? _____
2. Which job should she write next? _____

Make It Yours

A

Write your information on the form. (It's OK to use made-up information when you fill out the form.)

MOST RECENT EDUCATION:

Name _____ Street Address _____
 City _____ State _____ Zip Code _____ Phone Number _____
 Teacher or Counselor _____ Department _____ Last Grade Completed _____
 Now Enrolled? Yes ☐ No ☐ Graduated? Yes ☐ No ☐ School Sports or Activities _____

WORK HISTORY: (List your two most recent jobs.)

1. Company _____ Address _____ City _____ State _____ Zip _____
 Area Code _____ Phone Number _____ Job _____
 Supervisor _____ Dates Worked: From _____ To _____
 Salary _____ Reason for Leaving _____
2. Company _____ Address _____ City _____ State _____ Zip _____
 Area Code _____ Phone Number _____ Job _____
 Supervisor _____ Dates Worked: From _____ To _____
 Salary _____ Reason for Leaving _____

MILITARY HISTORY:

Have you served in the U.S. Military? Yes ☐ No ☐

B

PAIRS. Check your partner's employment application form. Is it complete? Is it written clearly?

BONUS

Fill out the employment application on page 199.

Sherry's Diner does not discriminate because of race, religion, color, sex, age, national origin, or marital status.

Personal Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____ Apartment Number: _____ State: _____ Zip: _____

Home Phone: _____ E-mail: _____

Position applying for: _____ Date available to start work: _____

Are you over 18 years of age? _____ If not, date of birth: _____

Applying for: _____ Full Time _____ Part Time Available for overtime? _____

Have you ever been employed by Sherry's Diner? _____

Please list all times when you are available to work (from 5 A.M. until midnight)

Su. _____ M. _____ Tu. _____ W. _____ Th. _____ F. _____ Sa. _____

Education:

Last school attended (name of school): _____

Date last attended: _____

Employment History:

Employer Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____

Employed from _____ to _____

Reason for leaving? _____ May we contact? _____

Employer Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____

Employed from _____ to _____

Reason for leaving? _____ May we contact? _____

Employer Name: _____ Phone Number: _____

Street Address: _____ City: _____ State: _____

Employed from _____ to _____

Reason for leaving? _____ May we contact? _____

Qualifications and Experience:

Briefly describe your qualifications and experience below:

Signature: _____ Date: _____