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

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| Warmup: Personal Information Form Wall Race | 15   | • 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   | • 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. |
### Needs Analysis and Genre Analysis in Developing Student-Centered ESP Curriculum

**Hawaii TESOL Conference 2013**

#### Introduction to New Content: Job Application Genre Analysis

| 25 | - 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. |

#### Skills/Content in Context: Identify specific information from a sample job application

| 20 | - 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. |

#### Synthesis/Production: Complete an actual job application

| 15 | - 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. |

#### HOMEWORK

| NA | - Students may work on the Real World Extension Activity if they don’t have enough time to finish it in class. |
References


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.

---

**DMV CALIFORNIA**

**SOCIAL SECURITY**

**EXPIRES ON BIRTHDAY**

**DRIVER LICENSE**

**ACCOUNT NUMBER**

**EXPIRES:** 4-11-11

PHILIP HUNTER

N7773403

433 E GREYSTONE

123-45-6789

MONROVIA CA 91016

SEX: M  HAIR: BRN  EYES: BRN

HT: 6-02  WT: 180  DOB: 04-11-70

RSTR: CORR LENS

HAS BEEN ESTABLISHED FOR

FOR SOCIAL SECURITY AND TAX PURPOSES—NOT FOR IDENTIFICATION
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

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

ADDRESS  
1500 Sawmill Boulevard Los Angeles CA 98765

Are you older than 18?  Yes [X]  No [ ]

**AVAILABILITY**

When can you begin work?  July 1, 2007

Are you interested in full-time?  [X]  Part-time?  [ ]

Can you work overtime?  Yes [X]  No [ ]

**HOURS AVAILABLE**

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 P.M</td>
<td>9:00 P.M</td>
</tr>
<tr>
<td>2:00 P.M</td>
<td>9:00 P.M</td>
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<td>9:00 P.M</td>
</tr>
<tr>
<td>2:00 P.M</td>
<td>9:00 P.M</td>
</tr>
</tbody>
</table>

Are you legally able to work in the U.S.?  Yes [X]  No [ ]

Do you have transportation to work?  Yes [X]  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  .
4. He is available to work from  to  .
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[X]
Graduated? Yes[X] No[ ]
School Sports or Activities: baseball

**WORK HISTORY:** (List your two most recent jobs.)
1. 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
2. Company: Pat's Cafe
   Address: 8400 W. Sunrise Blvd.
   City: West Hollywood
   State: CA
   Zip: 90045
   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[X]

**Practice**

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

1. Did John graduate from high school? ____________
2. What was John’s most recent job? ____________
3. Where did John most recently work? ____________
4. Is he still working there? ____________
5. What was John’s job in 2004? ____________

B **PAIRS.** Check your answers.
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**

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Middle</td>
</tr>
</tbody>
</table>

| ADDRESS | Street | City | State | Zip Code |

Are you older than 18? Yes [ ] No [ ]

**AVAILABILITY**

When can you begin work? [Date]

Are you interested in full-time? [ ] Part-time? [ ]

Can you work overtime? Yes [ ] No [ ]

<table>
<thead>
<tr>
<th>Hours Available</th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
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<td>FROM</td>
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</tbody>
</table>

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.
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 ☐

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 Application for Employment

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: __________________