

EL Civics Objective #33

Identify and access employment and training resources needed to obtain a job and to be an effective employee.

33-1 Identify local employment opportunities and the skills, training and education required for them (see CASAS 4.1.3, 4.1.8)

Publisher	Title	Unit	Level
Academic Therapy	English Day by Day	Unit 6	C,D
CVAE/OTAN	EL Civics: Supplemental Program Resource, CD ROM,	Unit 5	C
Heinle	English in Action, Book 4	Unit 9	B,C
Heinle	Stand Out, Book 1	Unit 7	A,B
Heinle	Stand Out, Book 2	Unit 7	B
Heinle	Stand Out, Book 3	Units 6,7	B,C
Heinle	Stand Out, Book 4	Unit 6	B,C,D
Longman	Expressways, Book 1	Unit 5	A,B
Longman	Expressways, Book 3	Unit 5	B,C
Longman	Ready to Go, Book 3	Unit 10	B, C
McGraw-Hill	All Star, Book 1	Unit 10	A,B
McGraw-Hill	All Star, Book 2	Unit 10	B
McGraw-Hill	Contemporary English, Second Edition, Book 1	Unit 2	A,B
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 9	B
McGraw-Hill	Contemporary English, Second Edition, Book 3	Unit 1	B,C
McGraw-Hill	Contemporary English, Second Edition, Book 4	Unit 1	C,D
New Readers Press	English No Problem, Book 2	Unit 1	B
New Readers Press	Life Prints, Book 2	Unit 1	A
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B ,C, D

33-2 Locate and identify employment agencies, training agencies, and/or resource centers and describe their services (see CASAS 4.1.4)

Publisher	Title	Unit	Level
McGraw-Hill	Contemporary English, Second Edition, Book 1	Unit 2,7	B
McGraw-Hill	Contemporary English, Second Edition, Book 4	Unit 1	C,D

33-3 Access employment and training information by using community resources such as library, school catalogs, yellow pages, and/or the Internet (see CASAS 4.1.4, 4.1.3, 2.1.1)

Publisher	Title	Unit	Level
Heinle	Stand Out, Book 3	Unit 6	B,C
Heinle	Stand Out, Book 4	Unit 6	B,C,D
McGraw-Hill	All Star, Book 2	Units 2,10	B
McGraw-Hill	Contemporary English, Second Edition, Book 1	Unit 2,7	A,B
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 9	B
McGraw-Hill	Contemporary English, Second Edition, Book 4	Unit 1	C,D
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B,C,D

33-4 Analyze and evaluate descriptions of job duties, wages, and benefits (see CASAS 4.4.4, 4.2.1)

Publisher	Title	Unit	Level
Heinle	English in Action, Book 4	Unit 9	B,C
Heinle	Stand Out, Book 1	Unit 7	A,B
Heinle	Stand Out, Book 3	Unit 7	B,C
McGraw-Hill	All Star, Book 1	Unit 10	A,B

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McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 4	B,C
McGraw-Hill	Contemporary English, Second Edition, Book 3	Unit 5	B,C
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B,C,D

33-5 Ask for information about prospective jobs on the telephone or in person (see CASAS 4.1.3, 2.1.8)

Publisher	Title	Unit	Level
McGraw-Hill	All Star, Book 1	Unit 10	A,B
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 9	B

33-6 Interpret and complete a job application (see CASAS 4.1.2)

Publisher	Title	Unit	Level
Academic Therapy	Beginning English Day by Day	Unit 10	B
Harcourt Achieve	Real Life English, Book 1	Unit 9	A
Heinle	English in Action, Book 1	Unit 1	A
Heinle	Grammar in Context, Book 3	Unit 4,5	C
Heinle	Stand Out, Book 2	Unit 6	B
Heinle	Stand Out, Book 3	Unit 6	B,C
Longman	Ready to Go, Book 4	Unit 10	C,D
Longman	Side by Side, Book 1	Unit 13	A
McGraw-Hill	All Star, Book 1	Unit 10	A,B
McGraw-Hill	All Star, Book 2	Unit 10	B
New Readers Press	English No Problem, Book 2	Unit 1	B
New Readers Press	English No Problem, Reproducible Masters, Book 2	Unit 17	B
New Readers Press	Life Prints, Book 2	Unit 1	A,B
New Readers Press	Life Prints, Book 2	Unit 1	A

33-7 Create a resume.(see CASAS 4.1.2)

Publisher	Title	Unit	Level
CVAE/OTAN	EL Civics: Supplemental Program Resource, CD ROM	Unit 4	B,C
Heinle	English in Action, Book 3	Unit 14	B,C
Heinle	Grammar in Action, Book 2	Unit 10	B
Heinle	Grammar in Context, Book 2	Unit 10	B,C
Heinle	Stand Out, Book 4	Unit 6	C,D
Longman	Ready to Go, Book 4	Unit 10	C,D
McGraw-Hill	All Star, Book 2	Unit 10	B
McGraw-Hill	Contemporary English, Second Edition, Book 4	Unit 1	C,D
New Readers Press	English No Problem, Book 4	Unit 8	C,D
SDCET/OTAN	Internet Lesson Plans	Unit 12	C,D

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33-8 Demonstrate successful job interview techniques (see CASAS 4.1.5)

Publisher	Title	Unit	Level
Academic Therapy	English Day by Day	Unit 6	C,D
CVAE/OTAN	EL Civics: Supplemental Program Resource, CD ROM, DVD	Unit 4	B, C
Harcourt Achieve	ST8 Real Life English, Book 2	Unit 9	A
Heinle	Basic Grammar in Action	Unit 11	A
Heinle	English in Action, Book 1	Unit 13	A
Heinle	English in Action, Book 3	Unit 14	B
Heinle	Stand Out, Book 1	Unit 7	A,B
Heinle	Stand Out, Book 2	Unit 7	B
Heinle	Stand Out, Book 3	Unit 6	B,C
Heinle	Stand Out, Book 4	Unit 6	C,D
Longman	Expressways, Book 3	Unit 5	B,C
Longman	Ready to Go, Book 1	Unit 10	A,B
Longman	Ready to Go, Book 3	Unit 1,10	B,C
Longman	Ready to Go, Book 4	Unit 10	C,D
Longman	Side by Side, Book 2	Unit 8	B
Longman	Side by Side, Book 4	Unit 8	C
McGraw-Hill	All Star, Book 1	Unit 10	A,B
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 9	B
New Readers Press	English No Problem, Book 2	Unit 1	B
New Readers Press	English No Problem, Reproducible Masters, Book 2	Unit 15	B
New Readers Press	English No Problem, Book 4	Units 2,8	C,D

33-9 Read job ads and announcements for specific information (see CASAS 4.1.3)

Publisher	Title	Unit	Level
Academic Therapy	English Day by Day	Unit 6	C,D
Academic Therapy	Beginning English Day by Day	Unit 10	B
CVAE/OTAN	EL Civics: Supplemental Program Resource, CD ROM	Unit 4	B,C
Harcourt Achieve	Real Life English, Book 1	Unit 9	A,B
Heinle	Basic Grammar in Action	Unit 11	A
Heinle	Grammar in Action, Book 1	Unit 8	B
Heinle	Stand Out, Book 1	Unit 7	A,B
Heinle	Stand Out, Book 2	Unit 6	B
Heinle	Stand Out, Book 3	Unit 6	B,C
Longman	Ready to Go, Book 1	Units 2,10	A
Longman	Ready to Go, Book 3	Unit 5	B,C
Longman	Side by Side, Book 1	Unit 13	A
McGraw-Hill	All Star, Book 1	Unit 1	A
McGraw-Hill	Taking Off	Unit 11	A
New Readers Press	English No Problem, Book 1	Unit 1	A
New Readers Press	English No Problem, Workbook 1	Unit 1	A
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B,C,D

33-10 Identify job titles, responsibilities, and places of work (see CASAS 4.1.8, 4.4.4)

Publisher	Title	Unit	Level
Academic Therapy	English Day by Day	Unit 6	C,D
Harcourt Achieve	Real Life English, Book 1	Unit 9	A
Heinle	Basic Grammar in Action	Unit 11	A
Heinle	Grammar in Action, Book 1	Unit 8	B

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Heinle	Stand Out, Book 1	Unit 7	A,B
Longman	Ready to Go, Book 1	Unit 10	A
McGraw-Hill	All Star, Book 1	Unit 6	A
McGraw-Hill	All Star, Book 2	Unit 10	B
McGraw-Hill	Taking Off	Unit 11	A
Owl	Out and About	Unit 4	A
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B,C,D

33-11 Identify different jobs, job duties, and wages associated with jobs (see CASAS 4.1.8, 4.2.1)

Publisher	Title	Unit	Level
Heinle	Stand Out, Book 1	Unit 7	A,B
Heinle	Stand Out, Book 2	Unit 6	B
Heinle	Stand Out, Book 3	Unit 6	B,C
Heinle	Basic Grammar in Action	Unit 11	A
McGraw-Hill	All Star, Book 2	Unit 10	B
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 4	B,C
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B, C, D

33-12 Name employment possibilities in the community (see CASAS 4.1.3)

Publisher	Title	Unit	Level
McGraw-Hill	Contemporary English Second Edition Book 2	Unit 4	B,C
McGraw-Hill	All Star, Book 2	Unit 10	B
SDCET/OTAN	ESL Internet Lesson Plans	Units 9-11	B,C,D

33-13 Identify and list the steps for applying for a job (see CASAS 4.1.2)

Publisher	Title	Unit	Level
Heinle	Grammar in Context, Book 2	Unit 10	B,C
Heinle	Stand Out, Book 2	Unit 6	B
McGraw-Hill	All Star, Book 2	Unit 10	B

33-14 Read and interpret a pay stub simplified for beginning levels (see CASAS 4.2.1)

Publisher	Title	Unit	Level
Harcourt Achieve	Real Life English, Book 3	Unit 9	B
Heinle	Stand Out, Book 3	Unit 7	B,C
Longman	Contemporary English, Second Edition, Book 2	Unit 4	B,C
Longman	Ready to Go, Book 2	Unit 10	B,C
McGraw Hill	Rights and Responsibilities	Unit 7	B,C
New Readers Press	English No Problem, Book 2	Unit 7	B
New Readers Press	Life Prints, Book 2	Unit 3	B
NVAS/OTAN	Learn English with Raul, CD ROM, Video	Unit 1	B,C

33-15 Fill out a simple time card (CASAS 4.2.1)

Publisher	Title	Unit	Level
McGraw-Hill	Contemporary English, Second Edition, Book 2	Unit 4	B