**English and the Community**  
**EMPLOYMENT**  
[www.litnetsb.org/employment](http://www.litnetsb.org/employment)

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| **Job Searching**          | • Student can understand and use common job-related vocabulary.  
                              • Student can express the reasons for his/her interest in a particular job.  
                              • Student can express his/her desirable skills and qualifications.  
                              • Student can search for jobs using local online and print resources.  
                              • Student can ask questions of friends or community members to learn more about job fields or job opportunities.                               |                |
| **Skills Training**        | • Student can identify education or training he/she needs to reach his/her goals.  
                              • Student can connect with local employment social service agencies.  
                              • Student can write a complete and accurate work history.  
                              • Student can write a resume and cover letter.                                                                                                    |                |
| **How to Complete an Application** | • Student can complete a written application.  
                                          • Student can complete an online application.  
                                          • Student can identify appropriate personal references.  
                                          • Student can understand common written questions and answer in complete sentences.                                                         |                |
| **The Interview (and Post-Interview)** | • Student can “make small talk.”  
                                           • Student can understand and respond to oral questions.  
                                           • Student can explain personal beliefs and skills.  
                                           • Student can express reasons explaining why he/she is a good candidate.                                                                          |                |