English and the Community
EMPLOYMENT
www.litnetsb.org/employment

Topic	Lesson Ideas	Date Completed
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.	