

ESOL Learning Centers Curriculum
Workplace, Finance, and Lifelong Learning – Summer
All Star 2nd Edition
Level 3

A. Getting Started and Setting Goals

Learning Outcomes

Students will be able to:

- Introduce themselves.
- Talk about daily routines.
- Talk about family responsibilities.
- Read and talk about goals.

All Star 3 – Unit 1: Setting Goals

- **Lesson 1 – Identifying responsibilities**
 - Student book – p. 4-5
 - Workbook – p. 2-3
 - Grammar focus: Simple Present, Review – p. 144-145
- **Lesson 2 – Long- and short-term goals**
 - Student book – p. 6-7
 - Workbook – p. 4-5
 - Grammar focus: *Want, Need, and Would like* – p. 146
- **Lesson 3 – Identifying Steps to Achieve Goals**
 - Student book – p. 8-9
 - Workbook – p. 6-7
 - Grammar focus: Future with *Will*, Review – p. 147;

Vocabulary: introductions, information questions, (See All Star 3, Learning Log p. 17.)

Conversational phrases

- Where are you from?
- Nice to meet you.
- When did you move here?
- What sports do you like?
- What do you do for fun?
- What do you think of _____?

Pronunciation: Stress When Asking for a Definition – p.9

B. Money and Consumerism**Learning Outcomes**

Students will be able to:

- Read general product warranties.
- Read a glossary of banking terms.
- Write about a purchase they made.
- Offer polite disagreement.
- Talk about big purchases.
- Talk about opinions.
- Read about ways to shop

All Star 3 – Unit 4: Money and Consumerism

- **Lesson 1: Making Purchasing Decisions**
 - Student book – p. 46-47
 - Workbook – p. 58-59
 - Grammar focus: Gerunds as Subjects – p. 162
- **Lesson 2: Warrantees and Return Policies**
 - Student book – p. 48-49
 - Workbook – p. 64 – 65
 - Grammar focus: Gerunds as Objects of Verbs – p. 163 - 164
- **Lesson 3: Selecting a Car**
 - Student book – p. 50-51
 - Workbook – p. 60-61
 - Grammar focus: Comparative and Superlative Adjectives; as Adjective as p. 165 - 167
- **Lesson 4: Services and Problems**
 - Student book – p. 52-53
 - Workbook - p. 62-63
- **Lesson 6: Writing a Letter to Return Merchandise**
 - Student book – p. 56-57
 - Workbook - p. 66-67
 - Work book- Car Maintenance and Repair – p. 68-69

Vocabulary: activities in a car dealership, words associated with automobiles, ways to disagree politely, words used in warrantees and guarantees, banking terms, (See All Star 3, Learning Log p. 59.)

Conversational phrases

- I'd like to return this _____.
- What's the problem?
- It stopped working.
- I'm thinking about buying a _____.
- Which one is better?
- I'm afraid that _____.

C. Work**Learning Outcomes**

Students will be able to:

- Ask questions about a position
- Talk about qualities and benefits of the workplace
- Talk about ways to find a job
- Role-play conversations between receptionists and applicants
- Read about workplace benefits
- Fill out a job application
- Ask for a message on the telephone
- Write down a telephone message
- Write an e-mail message

*More *advanced* students will be able to:*

- Read and write a resume
- Read and write a cover letter

All Star 3 – Unit 7: Getting a Job

- **Lesson 1: Qualities of a Job or Workplace**
 - Student book – p. 88-89
 - Workbook – p. 111
 - Grammar focus: Verbs Followed by Gerund or Infinitive – p. 180 - 181
- **Lesson 3: Calling about a Job**
 - Student book – p. 92-93
 - Workbook – p. 114-115
 - Grammar focus: *Be able to* – p. 184
- ***Lesson 4: Reading and Writing a Resume (for more advanced Level 3 classes)***
 - Student book – p. 94-95
 - Workbook - p. 116-117
 - Grammar focus: *Prefer, Would prefer, and Would rather* for preferences – p. 182-183
- ***Lesson 6: Writing and Revising Cover letters (for more advanced Level 3 classes)***
 - Student book – p. 98-99
 - Workbook – p. 120-121

Vocabulary: qualities of the workplace, types of jobs, benefits, ways to ask polite questions, parts of a resume (See All Star 3, Learning Log p.101.)

Conversational phrases

- How can I help you?
- Can you tell me?
- Could you tell me?
- Would you mind telling me?
- I'm calling about...

All Star 3 – Unit 10: On the Job

- **Lesson 2: Understanding Work Schedules**
 - Student book – p. 132-133
 - Workbook – p. 166-167
 - Grammar focus: *Because* and *since* for reasons – p. 199 - 200
- **Lesson 3: Leaving Phone Messages**
 - Student book – p. 134-135
 - Workbook - p. 168-169
 - Grammar focus: Present Perfect Continuous – p. 201-202
- ***Lesson 6: Writing Professional Emails (for more advanced Level 3 classes)***
 - Student book – p. 140-141
 - Workbook – p. 174-175

Vocabulary: types of jobs, types of work leave (See All Star 3, Learning Log p.143.)

Conversational phrases

- May I please speak to _____?
- May I take a message?

D. Communication**Learning Outcomes**

Students will be able to:

- Talk about the ways people communicate
- Listen to various conversations of people communicating
- Talk about good listening skills
- Role play phone skills
- Read about communication
- Read and write a short work-related email
- Ask favors politely

All Star 3 - Unit 8: Communication

- **Lesson 1 – Identifying Ways People Communicate**
 - Student book – p. 102-103
 - Workbook – p. 128-129
 - Grammar focus: Indefinite Pronouns -- p. 186-187
- **Lesson 2 – Improving Communication Skills**
 - Student book – p. 104-105
 - Workbook – p. 130-131
 - Grammar focus: *Will* and *Would* for requests – p. 188
- **Lesson 3 – Communicating in Different Situations**
 - Student book – p. 106-107
 - Workbook – p. 132-133
 - Grammar focus: *May*, *Might* for Possibility; *Must* for Conclusion –p. 189-190
- **Lesson 4 – Becoming a Better Listener**
 - Student book – p. 108-109
 - Workbook – p. 134-135

Vocabulary: Ways of communicating, communication skills (See All Star 3, Learning Log p.115.)

Conversational phrases

- Can you help me with this?
- It's not hard. All you have to do is _____.
- In my opinion....
- Wait just a minute.
- Could you wait a minute?
- Are you talking to me?
- I'm thinking about it.