

**Cambridge University Press**  
**Florida Adult ESOL Course Standards correlations with *Transitions* and**  
***Ventures Civics Worksheets* (referenced with “Civics Worksheet”)**

<b>COMMUNICATION</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.01.01 Engage in face to face conversation regarding personal and interpersonal relationships.	All Units, Lesson A, Exercise 2D All Units, Lesson B, Exercises 3A and B
6.01.02 Use appropriate language for social, academic, and life situations, demonstrating sensitivity to gender, ethnic traditions and cultural bias including voice volume and proper body language.	All Units, all lessons (not explicitly taught but expected at this advanced level).
6.01.03 Compare and contrast negative and positive bias, prejudice or propaganda in print materials.	Unit 9, Lessons C and D
6.01.04 Give a short formal presentation using appropriate body language.	n/a
6.01.05 Compare and contrast holidays in the US and other countries.	Civics Worksheet 58 (plus teacher tip on page 93)
6.01.06 Compare/contrast telephone services available (calling cards, cell plans, VOS, SKYPE).	n/a
6.01.07 Demonstrate ability to retrieve and report a recorded message.	n/a
6.01.08 Role play to demonstrate the ability to use the phone to conduct personal business (bank transactions, register by phone, pay by phone)	n/a
6.01.09 Report an unsatisfactory service call to a company representative.	Civics Worksheet 61 (letter of complaint)

<b>CIVICS, FAMILY AND COMMUNITY RESOURCES</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.02.01 Demonstrate understanding of US system of government.	Civics Worksheet 74
6.02.02 Analyze current issues at the local, state and national level that affect you.	Civics Worksheets 56 and 79
6.02.03 Plan classroom/school celebrations to commemorate a holiday of the US and/or another country or countries.	Civics Worksheet 58 (overview of US holidays)
6.02.04 Describe the trial by jury concept used in U.S. courts of law. (judge, jury, lawyers and legal assistance).	Civics worksheets 77 and 78
6.02.05 Describe the purpose of the Emergency Broadcast System.	n/a

<b>CIVICS, FAMILY AND COMMUNITY RESOURCES</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.02.06 Discuss the benefits of recycling.	Unit 3, Lesson C
6.02.07 Compare/contrast U.S. legalities regarding parental responsibilities to those of other countries.	n/a
6.02.08 Write a note to your child's teacher to report an absence, request a parent-teacher conference, and/or share a concern.	Civics Worksheet 45 (requesting a parent-teacher conference)

<b>EMPLOYMENT</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.03.01 Compare/contrast job opportunities available in the community.	Unit 4, Lesson A
6.03.02 Compare/contrast qualifications and responsibilities for various types of jobs in the local job market.	Unit 1, Lesson D
6.03.03 Develop a portfolio that includes a resume and cover letter. Add professional recognitions, awards, certificates, etc. if available.	Unit 1, Lesson E Unit 2, Lesson E Unit 4, Lesson E
6.03.04 Role play a job interview process and a follow up call after a simulated job interview.	Unit 5, all lessons (Students do not role play a job interview but do learn valuable interviewing skills, including writing a follow up thank you email).
6.03.05 Research the admission requirements and cost of job training programs in the community.	Unit 5, Lesson C (Students are encouraged to research a company, school or organization before an interview)
6.03.06 Write a note to communicate progress on assigned job tasks and activities.	Unit 3, Lesson E (students write a summary of a report. This could also be used for writing about progress on job tasks and activities.)
6.03.07 Use appropriate written language (e-mail, memo, report, form) to communicate in the workplace.	Unit 10, Lessons A, C, D and E
6.03.08. Identify problems, solutions and consequences to safety related issues.	Unit 10, Lesson E

<b>EMPLOYMENT</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.03.09 Discuss worker's rights, including: workers' compensation, unionizing, right-to-work.	Civics Worksheet 52
6.03.10 Respond appropriately to apologies/criticism from supervisors and co-workers.	Unit 8, Lessons A-E

6.03.11 Discuss the value of workplace performance evaluations.	Unit 8, Lesson D
6.03.12 Demonstrate an understanding of the process of job advancement including reading job postings & vacant position ads and networking.	Unit 4, Lesson A
6.03.13 Plan a career path using short/long term goals.	Unit 9, Lesson E
6.03.14 Write an action plan for achieving goals, including: identifying personal strengths and weaknesses, and/or an action plan for requesting a promotion or raise.	Unit 2, Lessons A, E (identifying strengths and weaknesses)
6.03.15 Follow proper procedures to report problems or maintenance needs for equipment/tools at work.	Civics Worksheet 25 (on the job safety)

<b>CONSUMER EDUCATION</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.04.01 Perform various computational procedures to solve real life problems.	Civics Worksheet 66
6.04.02 Compare/contrast various types of extended warranties, guarantees, insurance policies.	Civics Worksheet 64 (warranties and guaranties), 70 (insurance policies)
6.04.03 Compare and contrast advertisements, labels, and charts to select goods and services.	Civics Worksheets 2, 33
6.04.04 Interpret a lease rental agreement in different housing types.	Civics Worksheet 63
6.04.05 Identify ways to achieve the goal of purchasing your own home, including: mortgages, investments and loans.	Civics Worksheet 32 (Focuses on HUD; includes <i>mortgage</i> )
6.04.06 Compare and contrast prices of merchandise and housing in your local area and elsewhere using the Internet.	Civics Worksheet 2 (Extension: Internet search for ads)
6.04.07 Explain the use of banking terms, including: balance, transfers, loan, and service fees.	Civics Worksheet 1 (Focuses on banking. Extension: terms listed)
6.04.08 Develop a personal budget showing income, savings and expenditures.	Civics Worksheet 66
6.04.09 Discuss consumer protection resources.	Civics Worksheet 61

<b>HEALTH AND NUTRITION</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.05.01 Fill out sample forms to request a sick-leave day or medical leave from work.	n/a
6.05.02 Discuss consequences of unhealthful habits and identify where to get help in the community.	Civics Worksheet 21, 71
6.05.03 Compare services offered by different health providers.	Civics Worksheet 19
6.05.04 Give advice on practices necessary to use medications properly.	Civics Worksheet 22
6.05.05 Compare processes to access/pay for medical assistance and medication, including health/dental insurance, prescription purchasing plans, Medicaid, and Medicare.	Civics Worksheets 19, 48
6.05.06 Discuss the importance of healthful eating and maintaining a balanced diet.	Civics Worksheet 23

<b>TRANSPORTATION AND TRAVEL</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.06.01 Plan a trip using Mapquest, Expedia, or other Internet based resources.	Civics Worksheet 47 (Focuses on map reading. Extension: using the internet)
6.06.02 Simulate various appropriate responses to a traffic stop by law enforcement officers.	Civics Worksheet 18 (Focuses on crime. Extension: responses to a traffic stop)
6.06.03 Describe appropriate responses to <i>transportation</i> problems, including: security restrictions, customs, canceled/delayed flights, and road construction.	Civics Worksheet 68 (Focuses on road safety. Extension: other transportation problems)
6.06.04 Discuss car warranties, insurance claims and car rentals.	n/a
6.06.05 Discuss court procedures in the US for traffic violations.	Civics Worksheet 77

<b>SAFETY AND SECURITY</b>	
<b>ADVANCED ESOL</b>	<b>Transitions</b>
6.07.01 Interpret sample workplace safety and procedures manuals.	Civics Worksheet 25
6.07.02 Discuss US laws related to domestic violence and child abuse.	Civics Worksheet 12

