

Cambridge University Press

Florida Adult Education correlations with *Ventures*, Level 3

Note: Possible correlations with teacher assistance are written with parenthetical explanations following.

COMMUNICATION	
LOW INTERMEDIATE	Ventures 3
4.01. 01 Construct appropriate language for personal and interpersonal communication in formal and informal situations.	Units 1 – 10, Lessons A - F
4.01. 02 Interview others and restate information-	Welcome Unit 1, Lessons B, C, F Unit 2, Lessons B, C, F Unit 3, Lessons B, F Unit 4, Lessons B, C, F Unit 5, Lessons B, C, F Unit 6, Lessons B, C Unit 7, Lessons B, C, F Unit 8, Lessons B, C, F Unit 9, Lessons B, C. F Unit 10, Lessons B, C
4.01. 03. Explain personal likes and dislikes.	Unit 1, Lessons A – F Unit 3, Lesson D Unit 5, Lessons A, D, E, F Unit 10, Lessons A, B, D, E, F Ventures 4, Welcome
4.01. 04 Identify verbal, and nonverbal communication appropriate in formal /informal situations	Unit 2, Lesson D Unit 5, Lesson E (An emoticon is included, which could lead to a lesson on other types of nonverbal communication.)
4.01.05 .Keep a calendar/agenda for school, home and/or work.	Unit 6, Lesson C
4.01.06 ☞ Demonstrate ability to communicate successfully by telephone for personal and work-related matters	n/a
4.01.07 ☞ Relate information from telephone messages.	n/a
4.01.08 ☞ Interpret telephone bills (account number, current amount due, account balance, due date, past due amount, late payment fee).	Unit 5, Lesson C (The paying of bills is included, which could lead to a lesson on the interpretation of telephone bills.)
4.01.09 Identify the difference between a sales call and a service call.	n/a
4.01.10 Locate a variety of resources available in telephone directories (maps, government agencies, coupons).	n/a

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CIVICS, FAMILY AND COMMUNITY RESOURCES	
LOW INTERMEDIATE	Ventures 3
4.02.01 Describe local government structure. <i>VOCABULARY Mayor, inspectors, commissioners, public servants</i>	n/a
4.02.02 Discuss services available in the community for immigrants and refugees.	Unit 8, Lesson F (Jobs in the community are discussed, which could be related to services available for immigrants and refugees.) Ventures 4, Unit 6, Lesson D
4.02.03 Describe traditional holidays from your native country.	Ventures 4, Unit 10, Lessons A, D, E, F, Project
4.02.04 ☞ Interpret civic responsibility regarding voting, jury duty, and taxes.	n/a
4.02.05 Describe appropriate preparation for weather emergencies.	Unit 9, Lesson D, E (Emergency situations are discussed, which could lead to a lesson on appropriate preparation for emergencies.)
4.02.06 Describe procedures for basic disposal of trash (regular items/large items) and items to be recycled.	Unit 8, Lesson C (Experience with throwing things away is discussed, which could lead to a lesson on trash disposal and recycling.)
4.02.07 Recognize the importance of communicating with child's school (attending meetings, reporting absences).	Ventures 4, Unit 3, Lessons A, D
4.02.08 Identify ways of participating in child's schooling. <i>VOCABULARY teacher conferences, PTA, field trips, volunteering</i>	Unit 5, Lesson C (A school fundraiser is discussed, which could lead to a lesson on other ways to participate in a child's schooling.) Ventures 1, Unit 6, Lesson C Ventures 4, Unit 3, Lesson D

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EMPLOYMENT	
LOW INTERMEDIATE	Ventures 3
4.03.01 Respond appropriately to job ads	Unit 3, Lesson F, Project (Responding to questions re: an ad for volunteers is required, which could lead to a lesson on how to respond to job ads.)
4.03.02. Use related vocabulary to ask questions in the job application process.	Unit 8, Lesson C (Experience with an application form is discussed, which could lead to a lesson on questions in the job application process.)
4.03.03 Write a simple resume.	n/a
4.03.04 Select appropriate questions to ask at a job interview.	Unit 8, Lessons A, D, F (Job interviews are discussed, which could lead to a lesson on appropriate questions to ask at an interview.) Unit 8, Project
4.03.05 Identify job training opportunities available in the community.	n/a
4.03.06 ☞ Demonstrate understanding of job tasks, policies and standards.	Unit 6, Lesson D
4.03.07 Demonstrate the ability to clarify and respond to feedback and criticism.	Units 1 – 10, Lesson E (Peer review of writing is required, which could lead to a lesson on how to respond to feedback and criticism.)
4.03.08. Recognize procedures to report accidents on the job.	n/a
4.03.09 ☞ Request schedule changes or time off using appropriate procedures and/or forms (approval, request form)	n/a
4.03.10 Demonstrate skills needed for teamwork.	Units 1 – 10, Lessons A – F
4.03.11 Fill out an evaluation form.	Units 1 – 10, Self-assessments
4.03.12 Match personal goals and educational background to job promotions.	Welcome
4.03.13 Set long term career goals.	Unit 1, Lesson D Unit 2, Lessons D, E (Short term goals are discussed, which could lead to a discussion of long term goals.) Unit 5, Lesson B (Plans for 5 years from now are discussed, which could include career goals.) Unit 8, Lesson D (Immediate goals are discussed, which could lead to a discussion of long term goals.)
4.03.14 Self-evaluate your performance on the job.	n/a
4.03.15 Demonstrate ability to select proper equipment/tools in order to accomplish a task at work	Units 1, 3, 5, 8, 10, Projects

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CONSUMER EDUCATION	
LOW INTERMEDIATE	Ventures 3
4.04.01 Match numbers with amounts	Unit 7, Lessons A, F
4.04.02 Compare various methods used to purchase goods and services.	Unit 7, Lesson A (The use of credit cards is discussed, which could lead to a lesson on comparing various purchasing methods.)
4.04.03 Compare prices in sales ads (clothing, appliances, cars)	Unit 7, Project Unit 10, Lesson A, F (A comparison of the prices of two trips and two inns is included, which could lead to a lesson on comparing prices in sales ads.)
4.04.04 ☞ Calculate housing costs. <i>VOCABULARY</i> rent, lease, purchase, utilities, association, maintenance fees	Unit 7, Lesson B (Ways to deal with rent are discussed, which could lead to a lesson on how to calculate other housing costs.)
4.04.05 Write a simple consumer complaint.	Unit 3, Lesson E
4.04.06 Estimate correct and incorrect change or discount.	n/a
4.04.07 Discuss the use of an ATM machine and recognize the importance of keeping number codes secure.	Unit 7, Lesson F (An account with ATM services is included, which could lead to a lesson on the use of an ATM machine.)
4.04.08 Demonstrate understanding of identity theft and methods of obtaining a credit rating report.	Unit 7, Lessons A, D (The use/abuse of credit cards is discussed, which could lead to a lesson on identify theft and methods of obtaining a credit report.)
4.04.09 Discuss different methods of purchasing merchandise or services (by phone, in store, internet)	Unit 7, Lessons B, E, F Ventures 4, Unit 7, Lesson E

HEALTH AND NUTRITION	
LOW INTERMEDIATE	Ventures 3
4.05.01 Describe symptoms related to illness, injuries, or dental health problems.	Unit 4, Lessons A, B, D, E, F
4.05.02 Compare healthy and unhealthy habits.	Unit 4, Lesson C Units 3&4, Review
4.05.03 Reschedule and/or cancel a doctor's appointment.	n/a
4.05.04 ☞ Identify the difference between prescription and OTC medications.	Ventures 2, Unit 4, Lessons F
4.05.05 Recognize and interpret requirements for immunizations.	n/a
4.05.06 Read/interpret nutritional and related information listed on food labels.	n/a

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TRANSPORTATION AND TRAVEL	
LOW INTERMEDIATE	Ventures 3
4. 06.01 Compare and interpret schedules for various forms of transportation.	Ventures 2, Unit 5, Lessons A, B, F, Project
4. 06.02. Give examples of consequences of not obeying posted traffic signs.	n/a
4. 06.03. ☞ Request and give directional information.	Ventures Basic, Unit 5, Lessons C, E, F, Project and Ventures 1, Unit 5, Lessons B, C, D, E, F (Simplified directions are included, which could lead to a more advanced lesson on requesting and giving directional information.)
4. 06.04 Report accidents or vehicle problems. <i>VOCABULARY emergency road assistance, car accident, and mechanical problems tow truck and/or vehicle theft</i>	Unit 9, Lesson D (Writing about an emergency is required, which could include a vehicle accident or problems.)
4. 06.05 ☞ Discuss vehicle maintenance needs.	n/a

SAFETY AND SECURITY	
LOW INTERMEDIATE	Ventures 3
4.07.01 Identify safety measures that can prevent common accidents and injuries.	Unit 3, Lessons A, B Unit 9, Lesson F, Project
4.07.02 Identify procedures for reporting a crime as a victim and as a witness. <i>VOCABULARY i.e. rape, burglary, domestic assault, car theft, etc.</i>	n/a