

The Art of Making Students More Employable with


A photograph of three construction workers in blue uniforms and hard hats working on a large steel structure against a clear blue sky. The workers are positioned at different heights on the structure, which consists of thick, dark steel beams.

STAND OUT
THIRD EDITION

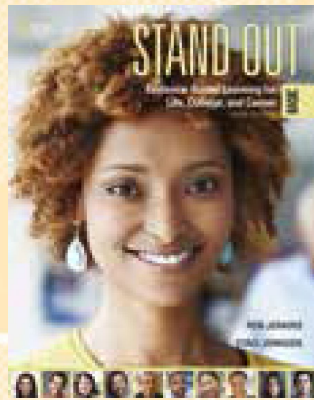
Evidence-Based Learning for
College and Career Readiness

Webinar by Rob Jenkins

STAND OUT Third Edition

 NATIONAL
GEOGRAPHIC
LEARNING

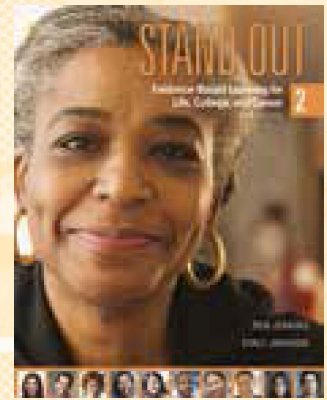
Stand Out: 6 Level Series



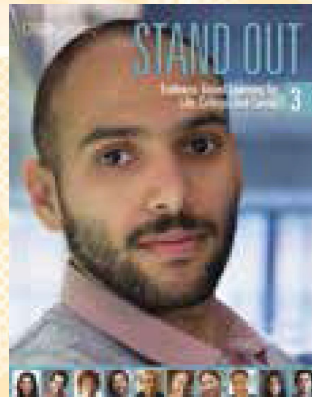
Basic



Book 1



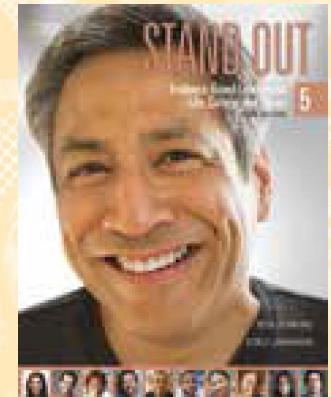
Book 2



Book 3



Book 4



Book 5

Print Workbooks

Promotes recycling

Multilevel Worksheets

Promotes customization
and recycling

Online Workbook

Promotes digital literacy
and recycling

Today's Goals and Objectives

- ✓ Identify what we mean when we say “employability skills”.
- ✓ Identify classroom techniques to help students learn these important skills.
- ✓ Find those techniques in Stand Out.

For philosophy documents and a short history of employability instruction in Adult Education, go to *ESL-Teacher.net*

History of Employability Skills in Adult Education

1992: SCANS

2000: EFF

2002: 21st Century Skills

2013: CCR Standards

Recently: Employability Skills Framework

For a short history of employability
instruction in Adult Education, go to
ESL-Teacher.net

History of Employability Skills in Adult Education from the beginning to today.

SCANS	Employability Skills Framework
<ul style="list-style-type: none">• Basic Skills• Thinking Skills• Technology• Interpersonal Skills• Systems• Personal Qualities• Information• Resources	<ul style="list-style-type: none">• Communication Skills• Critical Thinking Skills• Technology Use• Interpersonal Skills• Systems Thinking• Personal Qualities• Information Use• Resource Management• Applied Academic Skills

What kind of activities would you expect to see to promote soft skills?

(Chat)

Combine ideas and information

Make decisions and solve problems

Exercise leadership roles

Manage money

Manage time

Complete tasks as assigned

Interact appropriately with team members

Collect and organize information

Interpret and communicate information

Apply technology to a task

Perform basic computations

An excellent assessment tool can be found at
http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Tools/Tool_20.PDF

***REAL* Critical Thinking Guiding Principle (Chat)**

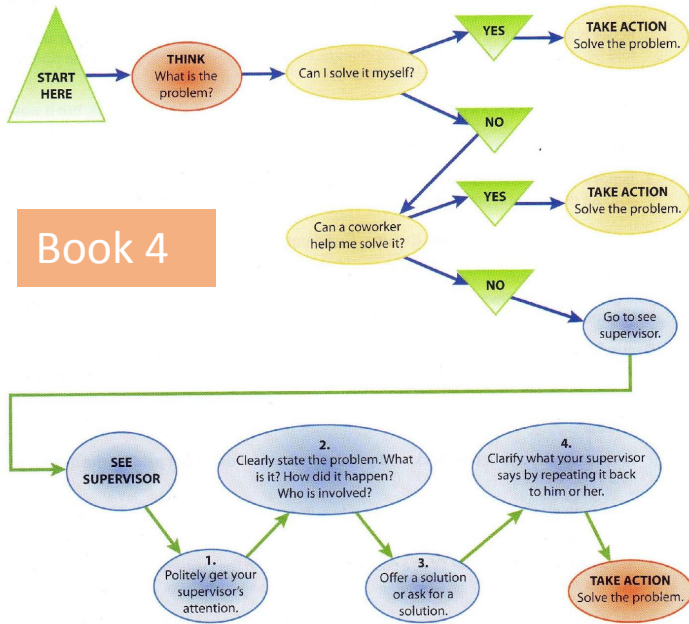
“Tasks that require learners to think deeper than the superficial vocabulary and meaning”

Jenkins & Johnson 2016

Examples of Critical Thinking Activities that promote Employability

- analyzing data (graphs, charts)
- classifying
- collaborating over a problem
- comparing (VENN, Johari, charts)
- defining concepts
- evaluating information with a rubric
- individually solving problems
- predicting outcomes
- ranking
- reaching consensus

C. **INTERPRET** Read the flowchart. Do you agree with each step?



Book 4

LESSON **3** I take the bus

GOAL Identify types of transportation

car bicycle taxi train bus

A. Write the words.

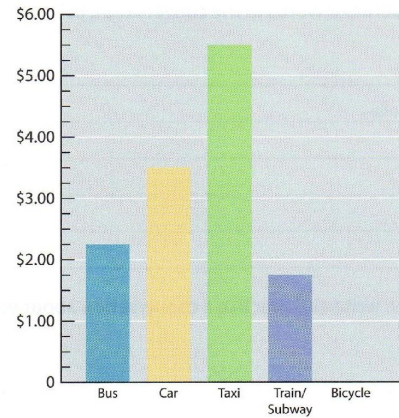


car



Book Basic

B. **INTERPRET** Read the bar graph.



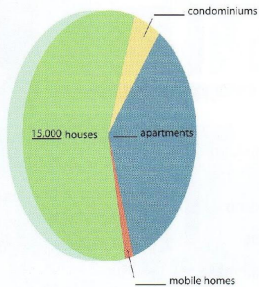
C. Practice the conversation. Use the types of transportation in Exercise A to make new conversations.

Student A: How much is it to go by bus?

Student B: \$2.25.

B. **INTERPRET** Study the pie chart about housing in Corbin. Listen and write the numbers.

Housing Statistics: Corbin, CA



C. Complete the chart with the information from Exercise B.

Type of housing	Number of units
Total number of housing units:	

Book 1

Graphs & Charts

Compare

D. Read the paragraph.

A cold and the flu are similar illnesses and have some of the same symptoms. The symptoms of a cold are a low fever, a sore throat, a headache, and a runny nose. People usually have a cold for one or two weeks. People with the flu feel very tired and sick. They often have a high fever, a dry cough, a headache, and muscle aches. Just like a cold, people can have the flu for one or two weeks, too. Many people get a cold or the flu every year and hate them both!

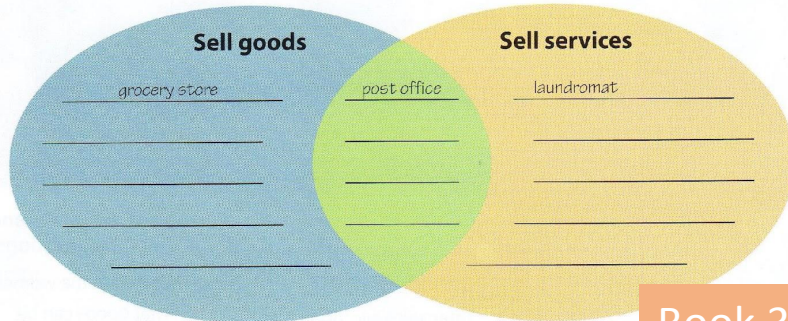
E. CLASSIFY Compare cold and flu symptoms. Complete the table.

Cold symptoms	Flu symptoms

Book 2

B. CLASSIFY Which of the places below sell goods and which sell services? Which sell both? Complete the diagram.

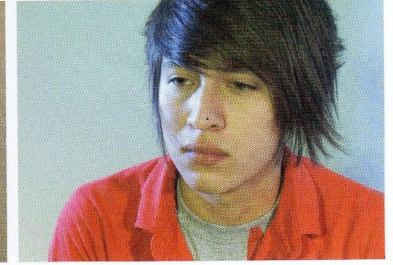
laundromat gas station dry cleaners tailor
 jewelry store bank pharmacy department store
 grocery store car wash post-office hair salon



Book 3

LESSON 1 Attitudes at work

GOAL ■ Compare employee behavior and attitudes



- A.** Listen to two employees talk about their jobs. What does Leticia do? What does So do?
- B. COMPARE** With a partner, write examples of the two employees' behavior in the table.

Leticia	So
comes to work on time	

Book 3

- C. ANALYZE** In your opinion, who is the better employee? Why? Can you think of other examples of good and bad employee behavior? Add them to the table.

What do employability activities look like beyond basic communication?

- **When calculations are involved**
Perform basic computations.
- **When a conclusion is required**
Make decisions & solve problems
- **When technology can be used**
Apply technology to a task
- **Applications that ask to create**
Combine ideas and information
- **Any task that involves money**
Manage money
- **When students have to think beyond superficial meaning**
Critical Thinking

Standard Workplace

F. Look at the sentences below. Complete So's pay stub.

SECTION 1: PERSONAL DETAILS				
Employee Name: So Tran		Marital Status: _____		
Check Number: 0498		Payroll Begin/End Dates: _____		
Social Security Number: _____		9/01-9/15		
Hours and Earnings				
Description	Rate of Pay	Hours/Units	Earnings	
Hourly/Day/Monthly			740.00	
SECTION 2: TAX DEDUCTIONS				
Tax Description	Current Amount	Year-to-Date		
Federal Tax	27.16	_____		
State Tax	5.29	95.22		
Social Security	_____	120.24		
Medicare	_____	167.22		
State Disability	_____	_____		
SECTION 3: PRE-TAX DEDUCTIONS				
Description	Amount			
401K	_____			
Current Total	25.00			
Year-to-Date Total	450.00			
SECTION 4: TOTALS				
	Gross Pay	Pre-Tax Deductions	Tax Deductions	Net Pay
Current	_____	25.00	48.42	_____

1. So paid \$6.68 into social security this month. So far this year, he has paid \$120.24.
2. So paid \$9.29 into Medicare this month.
3. His social security number is 000-56-8976.
4. So is married.
5. He contributes \$25.00 every month into his 401K.
6. He makes \$9.25 an hour.
7. His gross pay was \$740.00.
8. He worked 80 hours this pay period.
9. His year-to-date federal tax deductions are \$488.88.

G. **CALCULATE** What is So's net pay? (Hint: Subtract his deductions from his gross pay.)

Lesson 2 167

Book 3

F. Listen to John's evaluation. Circle the correct rating (*Needs Improvement, Good, or Superior*).

EVALUATION FORM		
DATE:	May 4, 2016	
COMPANY:	Paul's Electronics	
NAME:	John Perkins	
POSITION:	Sales Clerk	
SUPERVISOR:	Leticia Garcia	
Punctuality:	Superior	Good
Appearance (professional dress and grooming):	Superior	Good
Communication Skills:	Superior	Good
Product Knowledge:	Superior	Good
Comments:	<p>I worked with John for four hours. He is new. He needs to learn more about the product. He doesn't dress well and he needs to comb his hair. He said he was tired today. I think he has three jobs. This is a problem. John communicates well with the customers.</p>	
Signed:	<i>Leticia Garcia</i>	

G. **RANK** In a group, rank the areas 1-4. Number 1 is the most important.

- _____ Punctuality
- _____ Appearance
- _____ Communication
- _____ Product Knowledge

176 Unit 7

Book 1

Collecting and Organizing Information

RESEARCH PROJECT Financial assistance

A. The two agencies below are run by the government and can give people financial assistance. Discuss the questions with your classmates and teacher.

- FDIC (Federal Deposit Insurance Corporation) Consumers and Communities
 - FTC (Federal Trade Commission) Consumer Protection
1. What does the FDIC do? How can they help?
 2. What does the FTC do? How can they help?

Book 5

B. Visit the websites of the agencies in Exercise A to gather more information. Click on the topics you find interesting listed in the consumer section of each site. Write down what you find. *Answers may vary.*

1. fdic.gov: *You can find information about consumer news and information, loans and mortgages, banking and money, financial education and literacy, identify theft and fraud, financial privacy, and community affairs.*
2. ftc.gov: *You can find information about autos, computers, Internet, credit and loans, diet and health, education and scholarships, job placement, and other consumer concerns.*

C. Another website that has very useful information for consumers is usa.gov/ consumer-complaints. Go to the website and order a free copy of the Consumer Action Handbook.

1. The Federal Deposit Insurance Corporation (FDIC) is an independent agency created by Congress that maintains stability and public confidence in the nation's financial system by insuring deposits, examining and supervising financial institutions, and managing receiverships. It can help us by protecting our money in the bank and protecting us from corruption in financial institutions. It is an excellent resource for any information about consumer financial concerns such as loans and consumer news stories.
2. The FTC deals with issues that touch the economic life of every American. It is the only federal agency with information about consumer financial concerns such as loans and consumer news stories. The FTC pursues information about consumer financial concerns such as loans and consumer news stories. The FTC pursues information about consumer financial concerns such as loans and consumer news stories.

H. Now that Todd knows how to get a mortgage, he needs to learn about the different types of mortgages. Read about each type below.

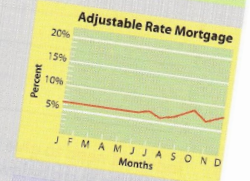
Fixed-Rate Mortgages

A fixed-rate mortgage has a fixed interest rate for the life of the loan, which could be 10, 20, or 30 years. You will make the same payment every month for the life of the loan and, at the end of the term, your loan will be paid off. The advantage of this type of loan is the interest rate never changes and the monthly payment is always the same.



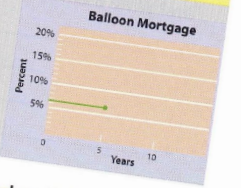
Adjustable Rate Mortgages

An adjustable rate mortgage (ARM) begins like a fixed-rate mortgage with a fixed interest rate and a constant monthly payment, but this mortgage will adjust after a certain amount of time, anywhere from six months to five years. At this point, the interest rate and your monthly payment will change based on the market at the time. Furthermore, every month the rate is based on how the market changes.



Balloon Mortgage

... interest rate and a fixed monthly ...
... of time, for example five ...
... n is due. This is a short-term ...
... qualify for a fixed-rate



... from Exercise H, put a checkmark (✓) in the

	Fixed-Rate	ARM	Balloon
... time.			
... n period of time.			
... d on the market.			

... clothes can you see?



... t to each word.


- ... ties
- ... jackets
- ... pants
- ... socks
- ... skirts
- ... dresses

... ou wear in the summer and in the winter

Winter

Book 2

Book 4

TEAM PROJECT  Make your own company

In a group, you are going to make a new company. Write job advertisements and interview new employees.

1 **COLLABORATE** Form a team of 1 to four or five students. In your team, you need:

Position	Job description	Student name
Student 1: Team Leader	Check that everyone speaks English. Check that everyone participates.	
Student 2: Recruiter	Write a classified ad with help from the team.	
Student 3: Designer	Prepare an application form with help from the team.	
Student 4/5: Interviewer	Prepare interview questions with help from the team.	

- You are the owner of a new company. What is the name of your company? What kind of company is it?
- What job are you going to advertise? What information will you put in the advertisement?
- What questions will you have on the application form? What questions will you ask at the job interview?
- Interview four students for your job.
- Decide who you will hire and present your work to the class.

you are a family of four or five people. You know how to cook. What can you make for breakfast, lunch,and dinner?

1 **COLLABORATE** In your team, you need:

	Student name
speaks English, participates.	
helps with the project.	
for the busy team.	
reaction with.	

breakfast, lunch, and dinner for one week.

1 **COLLABORATE** How much money do you need? Estimate the prices of the items on
your menu.

2 **PRESENT** Present your menu to the class about the meals on your menu. How much money do you need? How much money will be left? What can you do with the money that will
be left?



Project-Based Learning (PBL)

Team Projects

Basic	Book 1	Book 2	Book 3	Book 4	Book 5
Make a class book	Create a student profile	Describe a student	Make a schedule	Create a goal chart	Create a personal profile
Make a display (culture)	Plan a department store	Design a clothing store	Create a purchase plan	Purchase plan	Create a financial plan
Make a shopping list	Create a restaurant	Plan a menu for a week	Create a housing plan	Real estate brochure	Create an auto handbook
Open a clothing store	Plan a dream home	Plan a move	Create a city brochure	Community Resource Guide	Housing issues Presentation
Describe your community	Make a city brochure	Describe your community	Create a healthy living plan	Community health pamphlet	Health Presentation
Create an appointment book	Role-play an emergency	Make a health pamphlet	Create a job app portfolio	Job application portfolio	Create an online store
Start a company	Get a new job	Make your own company	Create employee handbook	Solve a company problem	Set-up a business office
Create a study guide	Meet your goals	Make a time line	Run for mayor	Conduct an election	Give an opinion speech

Workplace Connection

- Combine ideas and information
- Make decisions
- Exercise leadership roles
- Manage time
- Complete tasks as assigned
- Interact appropriately with team members
- Collect and gather information
- Interpret and communicate information



Team Projects - Samples

Company Name:

Company Makes or Does:

Job Title	Hours	Pay	Benefits	How Long

Paragraph about your company:

Blank area for writing a paragraph about the company, consisting of six horizontal lines.

Team Projects - Samples

Answer the questions about your new town or city.

- **Make a list of places in your city.**
- **What's the name of your city.**
- **How many people live in your city.**
- **Is your city large or small?**
- **What makes your city special?**
- **Write a paragraph about your city.**

Team Projects - Samples

CARTOON CITY



CARTOON CITY

Cartoon City is a small city. There are 3000 people in our city. We have 300 houses, 500 apartments, and mobile home place. We have also amusement park. It name is Toon Town. Many peoples like our city because fun for peoples.

The climate here is beautiful. It is sunny every day. The streets in our city are interesting. We have Toon Street, Looney Avenue, Superman Street, and Spiderman Blvd.

Please come to our city. We have big hotel and many tourists.

Mayor: Alejandro Vega

City Planner: Marisa Hernandez

Publicity Specialist: Trang Nguyen

Spokesperson: Leticia Bravo



What did we learn?

- ✓ Identify what we mean when we say “employability skills”.
- ✓ Identify classroom techniques to help students learn these important skills.
- ✓ Find those techniques in Stand Out.

For philosophy documents and a short history of employability instruction in Adult Education, go to *ESL-Teacher.net*

Thank You!

Rob Jenkins & Staci Johnson

robjenkins.esl@gmail.com &

stacijohnson.esl@gmail.com

ESL-Teacher.net