<table>
<thead>
<tr>
<th>Instructional Focus</th>
<th>Objectives</th>
<th>Materials</th>
<th>Strategies</th>
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</thead>
</table>
| Speaking & Listening        | • Talk about very basic information regarding self, family, daily routine, country and home, as well as: numbers, letters, days, months, time, adjectives, colors, weather, money, basic measurements and food. *(Focus on three per session.)*  
  • Describe people, places, things in simple sentences using, is/isn’t, like/don’t like, have/don’t have, etc. Learn other everyday present tense verbs, affirmatives and negatives to put into simple sentences, as well as some present progressive for actions happening now. | • Ventures, Basic  
  • Picture dictionaries  
  • Objects in the room  
  • Picture cards/magazines  
  • Flash cards for money, numbers, alphabet, words  
  • Cell phone for family photos, videos, audio, exploration | • Have learner say words and simple sentences connected to a picture  
  • Cell phone-leave voice messages and practice words and sentences with audio  
  • Memorize simple dialogues or role play for an upcoming situation  
  • Repeat often!                                                                  |
| Reading & Comprehension    | • Know simple sentences connected to speaking and listening practices  
  • Know letters, sounds, some 3-5 letter words  
  • Recognize relevant sight words of various lengths  
  • Learn 10 new vocabulary words each week                                                                 | • Same as above                                                                                                                                 | • Read and reread aloud  
  • Echo read after tutor                                                                                                                               |
| Word Study & Writing       | • Write name, family names, address, phone numbers and other personal or family information  
  • Write letters, simple words and basic sentences connected to speaking practice and from books                                                                 | • Student book exercises  
  • Pictures or objects to write words and simple sentences about                                                                                   | • Dictation of learned words and sentences  
  • Copy 10 simple words and sentences related to pictures and objects each week                                                                  |
# Guidelines for English as a Second Language Learners

## BEGINNING LEVEL

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<th>Instructional Focus</th>
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</table>
| **Speaking & Listening** | • Talk in complete sentences about such things as: scheduling (days, months, time) weather, colors, descriptions of family, people, places and things, recipes and measurements, work, hobbies, their home, country, likes/dislikes  
• Describe daily routines and talk about experiences happening right now in complete sentences, as well as some in the past and future  
• Ask simple questions | • Picture dictionaries  
• Flash cards and magazines  
• Cell phone  
• Objects in the room | • Student says words and simple sentences connected to a picture  
• Cell phone-leave voice messages and practice words and sentences with audio  
• Memorize simple dialogues or role play for an upcoming situation  
• Repeat often! |
| **Reading & Comprehension** | • Student has fluency in reading leveled books and can give main points of a reading about who, where, when, and what happened orally and in 4-6 written sentences | • Survival English  
• Picture This #1  
• Talk of the Block Series  
• True Stories 1-2  
• Level 1-2 readers | • Read and reread aloud  
• Q & A orally and from book  
• Review past chapters |
| **Word Knowledge** | • Learn 10 new vocabulary words each week  
• Work on grammar / spelling – basic verb tenses of present, progressive, some past and future  
• Pronunciation – repeat lists of words with difficult letter and vowel sounds | • Student book exercises  
• Basic English Grammar  
• Pronunciation binder | • Make sentences using new vocabulary words or verbs  
• Spelling / vocabulary quizzes  
• Make lists of words with similar, difficult sounds to repeat weekly |
| **Writing** | • Write simple sentences in present, progressive, past and future.  
• Write short paragraphs on family and daily life experiences | • Student book exercises  
• Write from the Start | • Copy sentences  
• Sentence writing created by student or with dictation |
## Guidelines for English as a Second Language Learners
### Intermediate Level

<table>
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<tr>
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<th>Strategies</th>
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</thead>
</table>
| Speaking & Listening         | • Talk about daily life situations, use progressive tenses, past and future  
                                • Compare/contrast jobs, cultures, living situations, countries. Talk about personal interests and give opinions with brief explanations.  
                                • Ask questions to keep a conversation going.  
                                • Developing discussion: describe experiences using idioms and more diverse grammar. Developing skills in expressing ideas and critical thinking. | • TV / news / part of a movie  
                                • Life experiences in community, family or work | • Have conversations on topics using various tenses  
                                • Student makes 1-2 minute presentations on a person, place or thing. Repeat regularly to develop fluency.  
                                • Role play for upcoming situations  
                                • Student summarizes what learned in sessions |
| Reading & Comprehension      | • Summarize a reading in 6-8 sentences orally  
                                • Compare/contrast different stories or characters in a reading and give opinion | • True Stories 3-4  
                                • Novel Scenes  
                                • News for You / local newspapers  
                                • At Work in the U.S.  
                                • Modern Dramas 1-2 | • Student and tutor alternate reading parts and student summarizes orally  
                                • Q & A orally and written from book  
                                • Review past chapters |
| Word Knowledge               | • Learn 10 new vocabulary words each week  
                                • Grammar - understand present perfect, time clauses, connectors, many prepositions, some modals, gerunds and infinitives  
                                • Pronunciation – improve on difficult letter sounds, as well as some stress and intonation | • Student book exercises  
                                • Fundamentals of English Grammar  
                                • Clear Speech  
                                • Pronunciation binder | • Make sentences using new vocabulary words and verb tenses  
                                • Spelling / vocabulary quizzes, orally and written  
                                • Make lists of words with similar difficult sounds to pronounce; use in a sentence with intonation |
| Writing (primarily as homework) | • Write some complex sentences and use in a paragraph on one topic  
                                • Short paragraph writings on topics of interest  
                                • Journal writing/creative writing | • Student Book Exercises  
                                • Get Ready to Write  
                                • Write from the Start  
                                • From Reading to Writing | • Focus on two areas of mistakes in writings. Circle mistakes, have student correct and rewrite. |

*Updated January 2015*
# GUIDELINES FOR ENGLISH AS A SECOND LANGUAGE LEARNERS

## ADVANCED LEVEL

<table>
<thead>
<tr>
<th>Instructional Focus</th>
<th>Objectives</th>
<th>Materials</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Speaking &amp; Listening</strong></td>
<td>• Summarize/discuss something seen on TV or experienced, give opinion on</td>
<td>• TV / News / Movies</td>
<td>• Have conversations on topics using various tenses</td>
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<td>current topics, cause/effect, beliefs, idioms, compare/contrast</td>
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<td>• Student makes 1-2 minute presentations. Repeat regularly using intonation practice.</td>
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<td>• Developing discussion: describe experiences with more complex grammar.</td>
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<td>Able to express ideas and critical thinking skills.</td>
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<td></td>
<td>• Can talk about weekly activities, past experiences and future plans</td>
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<tr>
<td><strong>Reading &amp; Comprehension</strong></td>
<td>• Summarize things read in their own words</td>
<td>• True Stories 5-6</td>
<td></td>
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<td></td>
<td>• Can do Q &amp; A orally for comprehension</td>
<td>• ESL Intermediate Readers</td>
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<td></td>
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<td>• News for You/ other newspapers</td>
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<td></td>
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<td>• Modern Dramas 3-4</td>
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<tr>
<td><strong>Word Knowledge</strong></td>
<td>• Learn 10 new vocabulary words each week</td>
<td>• Student book exercises</td>
<td>• Define, explain and use new vocabulary in sentences of their own</td>
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<td></td>
<td>• Grammar - more practice on present perfect, adjective clauses,</td>
<td>• Fundamentals of English Grammar</td>
<td>• Conjugate verbs and make sentences with learned grammar</td>
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<td>connectors, prepositions, gerunds and infinitives, modals and some passive</td>
<td>• Clear Speech</td>
<td>• Review and quiz vocabulary words orally and in writing</td>
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<td></td>
<td>• Pronunciation – intonation practice</td>
<td>• Pronunciation binder</td>
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<tr>
<td></td>
<td></td>
<td>• Focus on Pronunciation</td>
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<tr>
<td><strong>Writing</strong></td>
<td>• Write some complex sentences and use in a paragraph writing or composition</td>
<td>• Student book exercises</td>
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<td>on one topic</td>
<td>• Graphic Organizers</td>
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<td></td>
<td>• Journal writing/creative writing</td>
<td>• Ready to Write</td>
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<tr>
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<td>• Write summaries of stories read or viewed in 8-10 sentences</td>
<td>• From Reading to Writing</td>
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<td>• Focus on 2-3 areas of mistakes in writings. Circle mistakes,</td>
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<td></td>
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<td>student corrects and rewrites</td>
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