

LITERACY SKILLS FOR ADULT ESOL LEARNERS USER GUIDE
School District Course #9900300 • College Classification of Instructional Program #1532.010303

Who is the intended population?	<ul style="list-style-type: none"> • Adult speakers of other languages who: <ul style="list-style-type: none"> ▪ Are at the beginning stages of learning to read and write for the first time in any language. ▪ Need to study English in order to communicate effectively in life and work settings.
What is the purpose of the course?	<ul style="list-style-type: none"> • This is a three-level course that teaches English at the same time it develops the literacy skills of students who are learning to read and write for the first time in any language. • Students entering Level A may be able to recognize that pictures represent real-life objects, and shapes represent letters, but usually have difficulty drawing pictures or copying letters. • Students entering Level B may be able to copy letters, but usually are not be able to write letters in dictation. • Students entering Level C may be able to read words representing classroom objects, but usually are not be able to write them in a dictation exercise.
How are students placed?	<p>Follow these steps for placement:</p> <ol style="list-style-type: none"> 1. Administer the CASAS Oral Screening of six questions. 2. If the student obtains ≤ 5 points on the Oral Screening, administer the practice items of CASAS Form 27. 3a. If the student has difficulty answering the five practice items of Form 27, administer the Native Language Literacy Screening (NLS) to the student to determine if the student can read and write in his or her native language. Score according to directions, and place the student in the course at the indicated level. The NLS can be found at http://www.fldoe.org/Workforce/AdultEd/resources.asp. 3b. If the student completes the Form 27 practice items without difficulty, proceed to administer the entire CASAS Form 27/28 test. Score the test up to and including scale score 179 to ensure the student will be enrolled in the Foundations Level of Adult ESOL. Do not place in the Literacy Skills course. 3c. If the student obtains a perfect or near-perfect score on Form 27/28 test, administer CASAS Form 81R/82R and 81L/82L. Place the student in the ESOL course Level that is indicated by the scale score the student obtains.
How are students tested?	<ul style="list-style-type: none"> • Students in this course are not required to take a state-approved standardized test to show progress. Progress is documented on the Progress Report to document the student’s progress. • Informal assessments, portfolio work, and end-of-unit tests in textbooks may be used to guide instruction, set goals and track progress.
What are students taught?	<p>The course covers six topic areas:</p> <ol style="list-style-type: none"> 1. Basic Literacy Skills (Sound Discrimination, Reading, Writing). 2. Communication (Personal Information, Social and Classroom Language, Time). 3. Employment. 4. Consumer & Community Education. 5. Health & Nutrition. 6. Transportation & Travel.
How are students taught?	<ul style="list-style-type: none"> • Teachers can use “Environmental Print” (symbols, letters, and words students see in their home and neighborhood and workplace). This will help students attach meaning to the letters and words they encounter in every day settings. • Use the “Language Experience Approach” (LEA), in which the instructor asks students about an event or a topic, writes the student’s responses on the board or on paper, and practices reading it with students. • Use “Explicit Instruction,” in which the instructor demonstrates and points out the structure of the English language, and how these may be similar or different to languages the student is familiar with. • Use “realia,” which are actual objects or facsimiles that students can touch and see. • Use a blend of “whole language” and “phonics,” using letters and words in context. • For links to teaching strategies and lesson plans, go to http://www.floridatechnet.org.
How do students progress & complete the course?	<ul style="list-style-type: none"> • By completing the competencies listed in the course curriculum and the Progress Report. • The instructor and program administrator will sign off on the Progress Report to certify that the student has satisfactorily completed the competencies of the course.
How do students transition?	<ul style="list-style-type: none"> • Students who have completed Level C may transition to the Adult ESOL course. There is no need to administer the CASAS Oral Screening. Pretest for placement using 81R/82R and 81L/82L. • Florida CHOICES (http://www.flchoices.org/) provides free career planning materials for students in Spanish and English. The Adult Education Section also provides trainings to instructors on using the Florida Choices program.