

You will learn all the Basic Grammar and Verb usage to allow effective performance of the tasks below. For this you will follow the " Progress Chart"

<b>BASIC CONVERSATION SKILLS</b>	<b>Date</b>	
How to express your opinions		
How to introduce yourself in a professional and formal setting		
How to conduct an interview		
Have discussions about home and family responsibilities		
Discussions about personal and long term goals		
Listen to conversations about career building and business		
Discussions about concepts like "success"		
How to report housing problems		
How to evaluate a house that is for sale		
Phone conversations with real estate agents		
Phone conversations with landlords		
Advanced appointment scheduling (negotiating for better time)		
Discuss workplace safety and injuries		
Write out your short and long term goals		
Reading articles regarding goal setting techniques		
Read and report on articles re: Government spending/budgets		
Discuss health hazards		
How to read, understand and file an accident report		
Listen to and understand emergency news/weather reports		
Read and report on articles re: Government spending/budgets		
Writing extensive notes on phone conversations & lectures		
Reading and analyzing news magazine or newspaper articles		
Discuss your ideas about improving healthy living		
How to offer polite disagreement		
<b>CONSUMER and COMMUNITY</b>		
Understand local government structure		
How to manage legal process and court matters (tickets and summons)		
Listen to and understand political issues		
Listen to city government council meeting issues and take a position		
Read and report on articles re: Government spending/budgets		
Read a newspaper editorial and give your opinion		
Discuss the accomplishments of a political person		
Have a conversation with a car salesman		
Discuss how to make a large purchase		
Read articles and report on financial responsibility (personal finance)		
How to make application for student or bank loan		

What you will learn (Level 3)

How to read and understand company warrantys and guarantees		
Legal concerns for home owners and renters		
Understand the tax sturcture of the Federal and state government		
Write a summary of a story you've read in magazine		
How to identify the main idea in an article		
<b>EMPLOYMENT</b>		
How to have a sucessful job interview		
How to submit a computer "weighted" job application		
Discusss ways to get a job promotion or better job		
<b>CREATIVE READING and WRITING</b>		
Read a biography and write a repoert on it		
Read a crime report and give your opinion		
Rewrite paragraphs in your own words.		
Write a summary of a short story		
Know how to properly paraphrase commentary or writing		
How to write an essay		
Develop sumarization techniques		