Competency Area	Minimal Competencies	Expose/	Ventures 3 Student's Book	CASAS #
and Topic		Stress/ Review	(SB) and Workbook (WB)	Correlation
I. Personal Information	1. Give personal information about self, family, job history.	S	SB pg. 7-17, 36, 97,-99, 101, 107-109 WB U.1, 4, 8	0.2.1
	2. Fill out authentic forms and applications (e.g., credit card applications).	S	SB pg. 54 WB U.4	0.2.2
II. Social/	3. Engage in small talk on topics such as traffic, jobs, and	S	SB All Units	0.2.4
Cultural	leisure activities (e.g., What a great party! What's new?)			
Interaction	4. Use language appropriately in social situations.	S		0.1.4
	a. Thank someone (e.g., <i>Thank you for giving me a ride.</i>) b. Apologize and make excuses (e.g., <i>I want to apologize for being late. There was an accident on the freeway.</i>) c. Give and receive compliments (e.g., <i>What a nice jacket. Thanks. I got it for my birthday.</i>)		SB pg. 37, 40, 41, 104, 105	
	5. Initiate and respond appropriately to interpersonal interactions.			0.1.3, 0.1.4
	a. Make requests (e.g., Can you help me with this box? Would you please close the door?)	S	SB pg. 33, 40, 41, 92, 93, 97	
	b. Make requests with <i>lend</i> and <i>borrow</i> (e.g., <i>Will you lend me a pencil? Could I borrow yours?</i>) c. make offers (e.g., <i>Would you like me to help you? Is there anything I can do?</i>)	S	SB pg. 33, 34, 43 WB U.3 SB pg 33	
	d. Offer suggestions (e.g., Why don't you look for another job?)		SB pg 19, 45, 71	
	e. Give and respond to advice (e.g., <i>I think you should go to a doctor.</i>)	S	SB pg. 84-95 WB U.7	
(30 hours)	6. Express preferences, opinions, agreement and disagreement.	S	SB pg. 37 WB U.3	0.1.2
	7. Use clarification strategies.			0.1.6
	a. Ask clarification questions to checkfor understanding (e.g., Move the boxes upstairs. Move what? Those boxes. Where? Upstairs.)		SB pg 9, 15	

	b. Ask for a definition (e.g., Don't be silly. What does "silly"		All Units – SB Lesson D	
	mean?)		#3	
	8. Identify appropriate greeting cards for given situations.		Ventures 1 – Project 3	0.2.3
	9. Write short letters and notes (e.g., to make requests, ask for	S	SB pg. 33, 34, 40, 41,	0.2.3
	permission, express thanks).		WB U.3	
III. Community	10. Demonstrate understanding of American school structure		Ventures 1 – pg 65	2.5.5
A. School and the	and grading system (e.g., My son's a junior. He's in the 11 th			
Classroom	grade. My daughter got an "A" in math.)			
	11. Interpret a simple diagram of a school or campus to locate			2.5.4, 2.5.5
	classrooms, offices, and other facilities.			
	12. Communicate with school personnel.			0.1.2, 2.5.5
	a. Request information.		SB pg 19,21,23	
	b. Call school to report absences and make appointments.		SB pg 137	
	c. Express needs and opinions at own or a child's school.		SB pg 21,23	
	13. Identify educational programs available in adult and career		Ventures 2 – Unit 2	0.1.2, 2.5.5
	education.		SB pg 106	
B. Telephone	14. Call directory assistance for information.			2.1.8
	15. Follow written and recorded instructions for making phone			2.1.7
	calls (using a calling card, making a collect call, etc.)			
	16. Identify appropriate cell phone usage and etiquette.			2.1.8
	17. Give and write short messages (e.g., Mary wants you to			2.1.7
	call her.)			
	18. Leave phone messages on answering machines and voice			2.1.7
	mail (e.g., Hello, Alice. This is Kim. Please call me at work. The			
	number is 213-555-1234.)			
	19. Listen to recorded or automated messages and take brief			2.1.7
	notes about basic information (e.g., store hours, prices).			
C. Neighborhood/	20. Ask for and give oral directions to places (e.g., <i>How can I</i>		Civics Worksheets #14	2.2.1
City	get to?)		and 22	
	21. Demonstrate understanding of services provided by local		Ventures 1 – Project #5	2.5.6
***	libraries.		GD 40 60 04 106 122	2.2.4
IV. Consumer	22. Interpret schedules, information and announcements	G	SB pg 42,68, 94, 106, 132	2.2.4
Economics	23. Identify basic parts of a car, car maintenance procedures and	S	SB pg. 34, 35, 87, 115	1.9.6, 1.9.7

A. Transportation	common car problems (e.g., I've got a flat tire. My car broke			
A. Transportation	down.)			
	24. Ask and give simple information about a vehicle (e.g.,		SB pg 85	1.9.5
	What's the make/model? How many miles does it have? How		SD pg 63	1.9.3
	many miles per gallon does it get?)			
B. Personal	25. Demonstrate familiarity with basic banking terminology and			1.3.2, 1.8.1,
Finance	services.			1.8.2
Tillance	a. Write or cash a check or money order.		Civics Worksheet #5	1.0.2
	b. Apply for a checking account			
	11 0	S	SB pg 94	
	c. Use and maintain a checking account (e.g., fill out a deposit	3	SB pg. 88-89, 94	
	slip, withdrawal slip, and record transactions.	S	SD 7 ~ 00	
	d. Identify the uses and risks of credit cards.	S	SB pg. 90 WB U.7	
C Housing	26 Inquire about routal units recording move in requirements		Civics Worksheets #25	1.4.2
C. Housing	26. Inquire about rental units regarding move-in requirements,			1.4.2
	rental agreement/lease information, and items included in the		and 32	
	rent (e.g., stove/refrigerator, parking, laundry facilities,			
	utilities).			1.5.3
	27. Scan utility bills for basic information (e.g., amount due,			1.3.3
D. Food and	due date.)		Vanturas 1 Project #9	1.2.2
	28. Identify bargains and compare price, quality, and quantity (e.g., prices slashed, get a good deal on, better than)		Ventures 1 – Project #8 SB – Unit 10	1.2.2
Shopping		S		121 125
	29. Interpret ads, circulars, and coupons.	S	SB pg. 16, 128, 129, 132,	1.2.1, 1.3.5
			133, 138, 139 WB U.1,10	
	20. Identify and avalois anodyst defeats to stone negation in		Civics Worksheet s #23	1.3.3
	30. Identify and explain product defects to store personnel in		and 34	1.3.3
	order to exchange something or get a refund (e.g., something is		Ventures 4	
	missing, broken, cracked, doesn't work/run).		ventures 4	111117
V. C	31. Interpret basic cooking recipes.		C': #11 1	1.1.1, 1.1.7
V. Government	32. Demonstrate knowledge of basic functions of the three		Civics worksheet #11 and	5.5.2, 5.5.3,
and Law	branches of government (e.g., The legislative branch makes the		18	5.5.4
	laws.)		Civias Warkshaats #10.24	2.7.1
	33. Explain orally and in writing events and persons associated		Civics Worksheets #19,24	2.7.1
	with major national holidays (e.g., Martin Luther King was a		and 31	

	Civil Rights leader.)			
	34. Identify procedure to follow after a car accident.			1.9.7
	35. Describe a traffic accident or crime and fill out a simple	S	SB pg. 110-121	1.9.7, 5.3.8
	report form (e.g., The blue car was going very fast when it hit		WB U.9	
	the red one.)			
VI. Health and Safety	36. Identify major internal organs, major diseases and common medical procedures.	S	SB pg. 54, 55	3.1.1
	37. Ask and answer questions about common signs and symptoms of medical problems.		SB Unit 4	3.1.1
	38. Identify common medical and dental problems, procedures and remedies.	S	SB pg. 50-55 WB U.4	3.1.1, 3.5.4
	39. Identify necessary immunizations and tests (for school enrollment, employment, etc.)			3.2.2
	40. Confirm, cancel or change an appointment.		Ventures 1, pg 54	3.2.1
	41. Fill out a simplified medical history form.	S	SB pg. 54 WB U.4	3.2.1
VII. Occupational Knowledge	42. Inquire about job requirements and application procedures.	S	SB pg. 96-107 WB U.8	4.1.2, 4.1.3
	43. Demonstrate appropriate job interview behavior.	S	SB pg. 96-107 WB U.8	4.1.5
	44. Ask pertinent questions of interviewer (e.g., What are the duties? When does it start?)			4.1.5
	a. Express confidence.	S	SB pg. 97, 102-10, WB U.8	
	b. Talk about accomplishments, personal qualities and experience.	S	SB pg. 97, 102-107 WB U.8	
	c. State job/career goals.	S	SB pg. 97, 102-107 WB U.8	
	45. Fill out an authentic job application.		Ventures 2 – Project #8	4.1.2
	46. Write a simple cover letter.		Ventures 2 – pg 105 Ventures 4 pg 105	4.1.2
	47. Communicate with co-workers and supervisors.		10	4.6.1, 4.6.4
	a. Request help or clarification (e.g., Can you show me how		SB pg 101	

	to? Where do you want me to put these boxes?)			
	b. Follow and give a sequence of instructions (e.g., <i>First</i>		SB pg 74,75, 79	
	youand then you After that)			
	c. Respond appropriately to correction (e.g., You forgot to turn			
	off the lights. I'm sorry. I'll remember next time.)			
	d. Request permission for vacations, leaves of absence, leaving		SB pg 123	
	early (e.g., Could I talk to you about taking a vacation?)			
VIII. Learning	48. Identify individual learning goals for the term and steps for	S	SB pg. 5	7.1.1
Skills	achieving them.			
	49. Compare and contrast information in order to express an	S	SB pg. 86, 87, 93	7.2.3
	opinion (e.g., I think you should buy this car because)		WB U.7	
	50. Make simple inferences from charts, graphs, tables, and	S	SB All Units	7.2.4
	short reading passages.		WB All Units	
	51. List, prioritize and organize ideas, steps, events and tasks.	S	SB All Units	7.2.2, 7.2.3
			WB All Units	
	52. Work cooperatively with peers to share information, get	S	SB All Units	4.8.1
	feedback solve problems and accomplish group tasks.		WB All Units	
	53. Identify basic uses of a computer: writing, information		SB Projects # 1, 3, 5, 8	4.5.2, 7.4.4
	gathering, sending email, etc.		and 10	
IX. Community-				
Based English				
Tutoring (CBET)				
A. The School	54. State the function of and personnel associated with different			0.1.2, 2.5.5
Community	school offices on elementary, middle and high school campuses.			
•	55. Read a list of magnet schools to determine their specialties			2.5.5, 4.9.3
	and locations.			
	56. Request and complete applications for special school and			0.1.3, 0.2.2
	district programs such as after-school programs, school lunch			
	vouchers, etc.			
B. Curriculum and	57. Read and respond appropriately to report card grades.			2.5.5, 7.2.1
Standards	58. Demonstrate comprehension of a standardized test report.			2.5.5
C. Parent/Teacher	59. Ask and answer about homework assignments, study/work			0.1.2, 0.1.5
Communication	habits, and classroom behavior.			

	60. Initiate a problem-solving process between a child and his/ her teacher when the child is:			7.3.1, 7.3.2
	a. having a problem with the teacher.			
	b. having a problem with another student or students (e.g., What			
	happened? What do you think the problem is? What are some			
	different solutions? Which solution do you want to choose?)			
	61. Complete a flyer tear-off or respond to a phone call			2.5.5
	requesting parent participation in the classroom by contributing			
	food for a party, volunteering at a special event, going on a field			
	trip as a chaperone, etc.			
D. Home Learning	62. Identify ways to create a print-rich environment in the home.			7.4.1
Environment	63. Make a family schedule that includes parent/child time for homework assignments.		Civics Worksheet #20	7.1.2
	64. Discuss appropriate and inappropriate work/study habits.	S	SB pg. 22-30 WB U.2	7.1.2, 7.1.4
	65. Model and facilitate appropriate test preparation at home:		SB pg 28, 71 and Project #	7.4.7
	getting enough sleep the night before, eating a good breakfast,		6	
	etc.			
E. Tutoring Skills	66. Use picture and/or word cards to play simple vocabulary games with a child.			7.4.1
	67. Assist a child in clarifying instructions for homework			4.6.1
	assignments.			
	68. Keep records, in chart or journal form, of tutoring sessions,			tutor's 7.1.2
	including books and materials used, student progress, and			
	tutor's feelings about the session.			