



Competency Unit Plan

Competency: Asking for Help or Clarification

Pursuit of Employment

Trade Specific Communication

Continuing Education

Community Membership

Related student goal: Maria wants to understand more English at work (hotel housekeeping).

Grammar skill(s) needed:

- Questions
- Phrases for Politeness

Vocabulary needed:

- Housekeeping Vocabulary.

Materials Found:

- *Speaking Up At Work* pp. 6-9 (asking for clarification)
- *Conversations for Work* pp. 96-101 (asking for help)
- *At Work in the U.S.* pp. 46-52 (hotel vocabulary + reading)
- *On the Job English* pp. 72-73 (reading about asking for help)

Week One:

1. Ask Maria about times when she gets directions at work. Does she understand?
2. Introduce asking for clarification (*Speaking Up At Work*).
3. Practice 1-3 useful phrases for asking politely for clarification.
4. Go over vocab on p. 46 of *At Work in the U.S.*

Week Two:

1. Read "Ana's Story" in *At Work in the U.S.* p. 47; do 48-49.
2. Make note of words she doesn't know; practice and plan to review next week.
3. Review and role play asking for clarification.
4. Play memory with hotel vocabulary from "Ana's Story."

Week Three:

1. Introduce asking for help (*Conversations for Work* p. 101). Discuss.
2. Practice phrases for asking for help (*Conversations for Work* pp. 96-99).
3. Have Maria write a dialogue using things she checked on p. 101; practice.
4. Re-read "Ana's Story" (p. 47 *At Work in the U.S.*); do pp. 50-52.

Week Four:

1. Continue writing/practicing dialogues for asking for help; role play.
2. Read story in *On the Job English* pp. 72-73; do p. 74.
3. If time, review housekeeping vocabulary from "Ana's Story." – Do a scavenger hunt!