



Planning for Progression

Q.1. What do these abbreviations stand for?

ESL: _____

EFL: _____

EAL: _____

ESP: _____

Q.2A. What does ESOL stand for? Put the following jumbled words to know the answer.

Other Languages of English the Speakers for

Q.2B. What English Language Skills do you learn in an ESOL Course?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

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Do you have the drive to learn?





Q.2C. What are the objectives of studying ESOL Course?

1. _____
2. _____
3. _____

Q.3. What are Functional Skills?

Q.3B. What are the objectives of studying Functional Skills?

1. _____
2. _____

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Do you have the drive to learn?

Q.3C. Why learning Functional Skills is important?





Q.3D. Arrange the following language proficiency levels in order of difficulty, starting from the basic level.

Level 1	1 _____	Beginners	1 _____
Entry 3	2 _____	Advanced	2 _____
Pre-Entry	3 _____	Elementary	3 _____
Entry 2	4 _____	Upper Intermediate	4 _____
Level 2	5 _____	Intermediate	5 _____
Entry 1	6 _____	Pre-Intermediate	6 _____

Q.4. Which of the following digital skills are you familiar with? Write “F” if you are familiar, write “E” if you are an expert, and “U” if you are unfamiliar.

1. I can turn on a device
2. I can use the available controls on my device
- K** 3. I can make use of accessibility tools
4. I can interact with the home screen on my device
5. I can connect to the Internet through Wi-Fi
6. I can connect my device to a safe and secure Wi-Fi network
7. I can open a browser to find and use websites
8. I understand my passwords and personal information safety
9. I can update and change my password when prompted to do so
10. I know the importance of communicating securely
11. I can set up an email account
12. I can communicate with others digitally using email
13. I can use word processing applications to create documents
14. I can share documents with others by attaching them to an email
15. I can communicate with friends and family using video tools

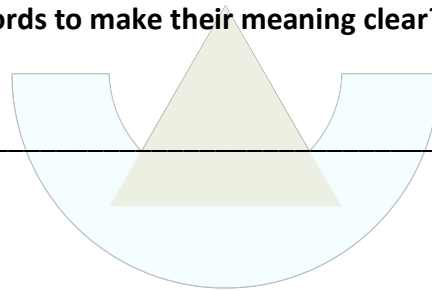




16. I can post messages, photographs, videos, or blogs on social media platforms
17. I understand and evaluate that not all online information and content that I see is reliable
18. I can use search engines to find information
19. I can use bookmarks on my web browser
20. I can access information and content from different devices
21. I can organise my information and content using files and folders on my device or the cloud
22. I can use the Internet to legally access content for entertainment, including films, music, games, and books

Q.5. Define the following words to make their meaning clear?

Employ:



Employment:

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Employee:

Do you have the drive to learn?

Employer:

Employable:

Employability:





Q.6A. Define the following job types.

Full-time: _____

Part-time: _____

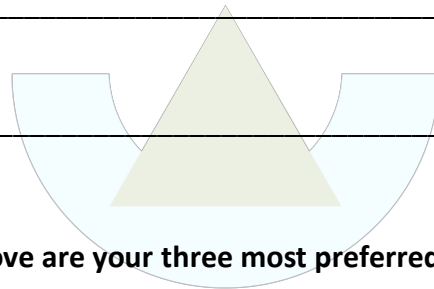
Permanent: _____

Temporary: _____

Shift: _____

Ad-hoc: _____

0 hours contract: _____



Q.6B. Which ones of the above are your three most preferred types of job?

1. _____
2. _____
3. _____

Q.7A. What makes a person employable?

1. _____
2. _____
3. _____
4. _____
5. _____





Q.7B. Which of the above-mentioned employability skills do you have?

1. _____
2. _____
3. _____
4. _____
5. _____

Q.7C. What actions are needed to achieve the required employability skills?

1. _____
2. _____
3. _____
4. _____

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Do you have the drive to learn?

Q.8A. In your current situation, are you employable? Circle the appropriate option. Give at least two reasons for your answer.

Yes / No / May Be / I don't know





Q.8B. In your current circumstances, which option is more important for you. Tick the appropriate answer. Give at least two reasons for your answer.

1. Find a job as soon as possible
2. Complete and pass my current course of studies
3. Complete and achieve at least a Level 2 Qualification
4. Complete and achieve a Higher Education Qualification
5. Find a part-time job and continue studying at the same time till I achieve the required qualification
6. Leave the course and opt for any job option, including internship or voluntary work

Reasons:

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Do you have the drive to learn?

Q.9. What is the difference between Positive and Negative attitudes?

Positive:

Negative



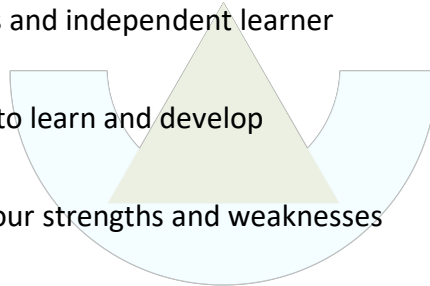


Q.10. What is meant by a Can-Do Attitude?

Q.11. Which of the following attitudes towards learning are most important for you?

Choose any seven and give at least one reason for every choice.

1. Accepting the responsibility of your learning
2. Being an autonomous and independent learner
3. Being self-motivated to learn and develop
4. Being self-aware of your strengths and weaknesses
5. Believing in life-long-learning



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6. Being a self-confident person
Do you have the drive to learn?

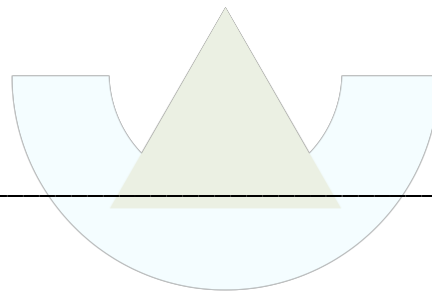
7. Being a person with self-esteem
8. Being good in time-management
9. Being health-conscious
10. Being competitive
11. Having clear goals
12. Having SMART (Specific / Measurable / Attainable / Realistic / Time-bound) targets
13. Being good in work-life / study-life balance





14. Being reflective
15. Learning at your initiative
16. Being ready to receive productive feedback and positive criticism
17. Being ready to accept weaknesses and showing intention towards improvement
18. Being prepared to face challenges
19. Being able to express your opinions effectively
20. Being a flexible, respectful, and collaborative team member

Reasons:



1. _____
2. _____

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4. _____
5. _____
6. _____
7. _____





Q.12A. Following is a list of Positive Attitudes at work. Discuss them with your partner and ask the teacher or search the Internet if you require any clarification. Pick seven most important attitudes from the list and write them on the blanks provided. Finally, share the reasons for your choice with the class.

Positive Attitudes towards work

1. Being honest at work
2. Having a sincere commitment to your job
3. Being Punctual
4. Being able to work under pressure and follow the deadlines
5. Being Innovative and self-motivated
6. Being capable of listening to healthy criticism and developing as a professional
7. Being Transparent and accountable
8. Having a passion for performing even better
9. Being respectful, inclusive, and tolerant
10. Being an active member of the work community with effective engagement
11. Having a productive employee voice
12. Having a strong belief in organisational justice
13. Having effective work-relationship
14. Being able to maintain work-life balance
15. Having leadership qualities
16. Having the capacity to accept change
17. Understanding the importance of safety at work and employee responsibilities for a safe working environment
18. Showing vigour to learn from experiences
19. Being an informed employee
20. Avoiding gossip and complaining for complaining sake

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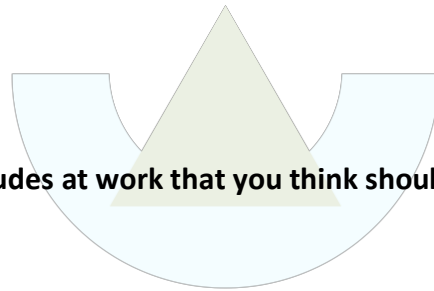
Do you have the drive to learn?





Q.12B. 7 Most Important Positive Attitudes for me at work:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



Q.13. List five negative attitudes at work that you think should be avoided:

1. _____

2. KEYSTONE LEARNING & TEACHING

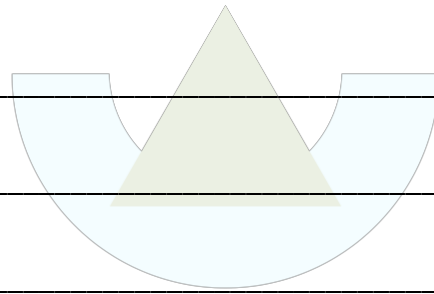
Do you have the drive to learn?

3. _____
4. _____
5. _____





Notes:



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Do you have the drive to learn?

