

Care

start

<p>P 1 Introduction</p>	<p>P15 Task 8 Criteria Rt/E1.1, E1.2 RwE1.1, Rt/E1.1 Telling the Time</p>
<p>P 2 Initial Assessment Can be used for all levels</p>	<p>P16 Task 9 Criteria Wt/E1.1, Ws/E1.1 E1.2, E1.3 Sentence Structure and Grammar</p>
<p>P 5 Task 1 Criteria Rw/E1.1, E1.2 Vocabulary Recap</p>	<p>P17 Task 10 Criteria Rw/E1.1, E1.2 Recognising Signs and Symbols</p>
<p>P 6 Task 2 Criteria Rw/E1.1, E1.2 Vocabulary Recap</p>	<p>P18 Task 11 Tutor Only Listening to Information</p>
<p>P 8 Task 3 Criteria Wt/E1.1, Ww/E1.1 Vocabulary and Spelling</p>	<p>P19 Task 11 Student Only Criteria Lr/E1.1, E1.2 Listening to Information</p>
<p>P 9 Task 4 Criteria Rw/E1.1, E1.2, E1.3 Upper and Lower Case Letter Formation</p>	<p>P20 Task 12 Tutor Only Criteria Lr/E1.3, E1.4 Sc/E1.3, E1.4 Listening and Speaking</p>
<p>P11 Task 5 Criteria Wt/E1.1, Ww/E1.1 Form Filling Guidelines</p>	<p>P21 Task 13 Criteria Sc/E1.1, E1.2, Sd/E1.1, Lr/E1.5 Roleplay and Discussion</p>
<p>P12 Task 6 Criteria Wt/E1.1, Ww/E1.1, E1.2 Form Filling Practice</p>	<p>P22 ESOL Criteria List for Entry One</p>
<p>P13 Task 7 Criteria Ws/E1.1, Rt/E1.1, RE/E1.2 Reading and Understanding Narrative</p>	

Introduction - Entry One

Care Sector English Language Training Materials

These learning materials were developed during the 'Care Start' project - delivering English language training to the care sector. Trainers and ESOL specialists involved with the project refined the teaching techniques through their experiences with the programme and this experience has been distilled into this series of easy-to-use workbooks. The workbooks have proven success in delivering the ESOL curriculum while also providing employees sector-specific learning materials.

This Entry 1 workbook is one of a set of four covering the ESOL curriculum. Examples of Entry 2, 3 and Level 1 can also be seen on our website www.mertoncove.org.uk.

These workbooks are designed as work materials for tutors with students in a classroom setting. The materials can also be used to assess the students' learning and demonstrate achievement of specific ESOL/Basic Skills criteria to support a student's portfolio.

Each workbook covers all of the ESOL criteria at that level, and each worksheet is mapped to the ESOL curriculum. This is indicated in the box at the end of each task sheet where both tutor and student can sign and date when the criteria have been achieved. There is also a space for comments where the tutor can record feedback to the student.

Students taking the Entry 1 City & Guilds 3792 Certificate in Adult Literacy can use the materials to portfolio build, along with the City & Guilds Task.

Initial Assessment

Speaking and Listening

Listen to your tutor read the following words and circle the appropriate word or picture:

Tuesday

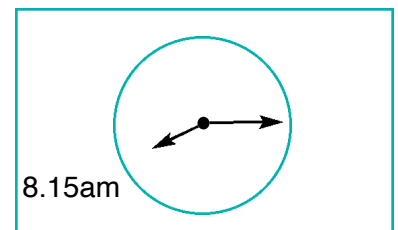
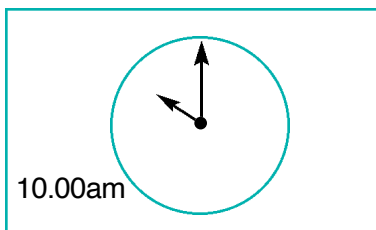
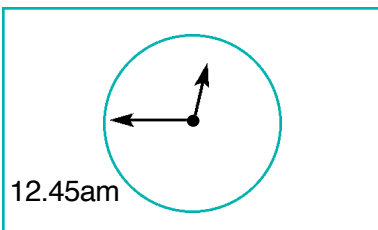
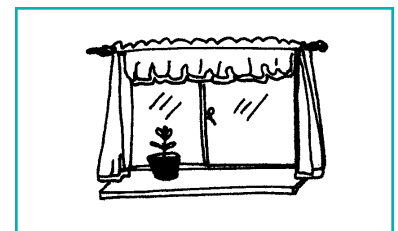
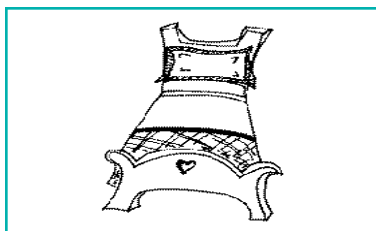
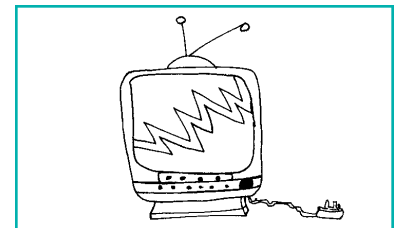
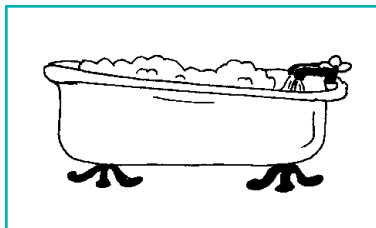
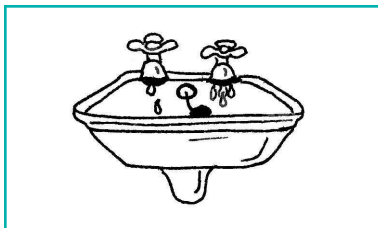
Saturday

Thursday

44

4

14



Answer the following questions that your tutor asks:

- What is your surname?
- Where are you from?
- What is your date of birth?
- Do you have any children?

Initial Assessment

Read the note below that your supervisor has written:

Jose, please visit Mr Wilson in room 8. Please ask him if he would like cereal or toast for breakfast. Also ask him if he would like tea or coffee. Then open his curtains and his window. Thank you.

Find the words below in the note above and underline them:

cereal

room

breakfast

toast

tea

curtains

Choose the correct answer to the statements below:

Jose will visit room 10.

true/false

Jose needs to open the window.

true/false

Jose should ask Mr Wilson if he wants water or orange juice.

true/false

Match the symbols with the correct words using arrows.

School



Flammable



Disabled



Initial Assessment

Fill in the form below with your details using capital letters:

Surname:

First name:

Address:

.....

Postcode:

Telephone number:

Date of Birth (DOB):

Male/Female:

Write about yourself in the space below. You could write about your family, your interests, your country or your job.

.....

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

.....

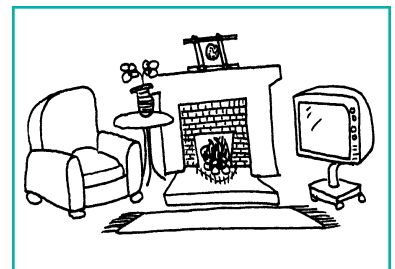
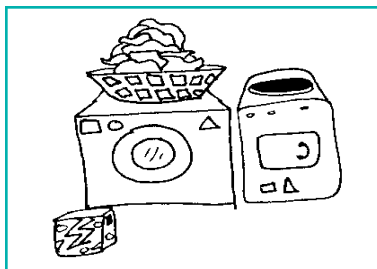
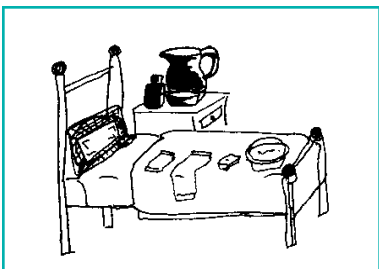
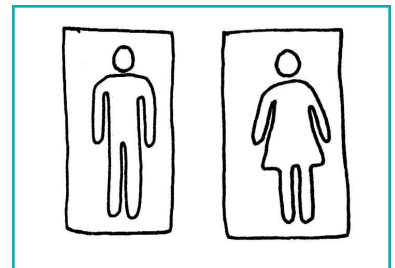
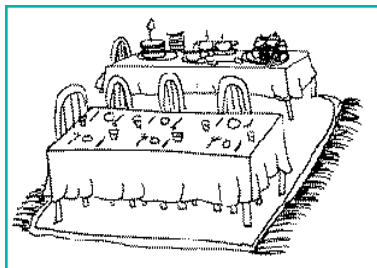
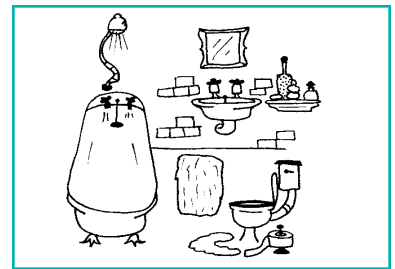
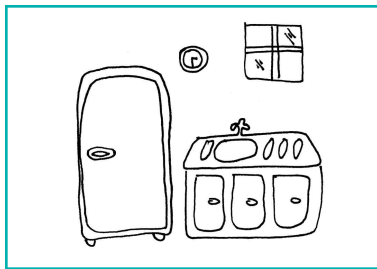
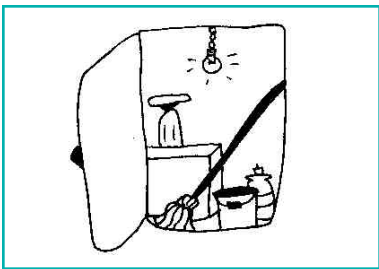
.....

.....

Task 1

Write the words under the correct picture below:

Bathroom	Bedroom	Toilets
Office	Kitchen	Lounge
Laundry Room	Store Cupboard	Dining Room



Read out the words aloud to your tutor.

Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

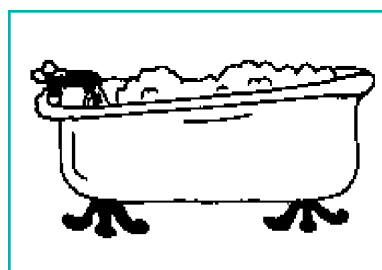
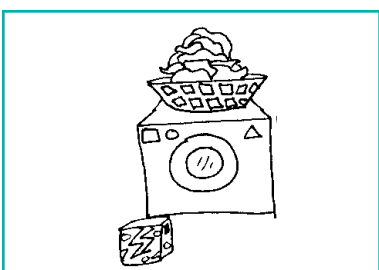
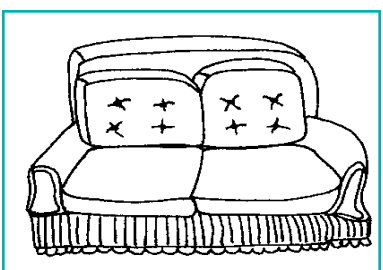
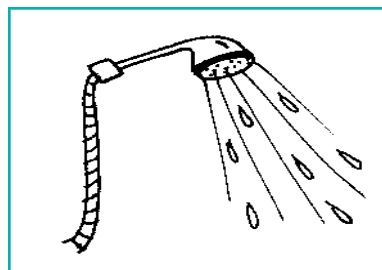
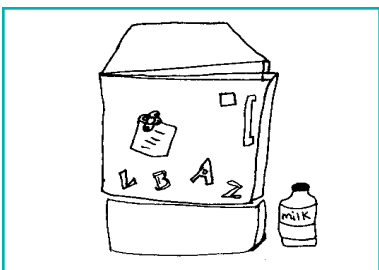
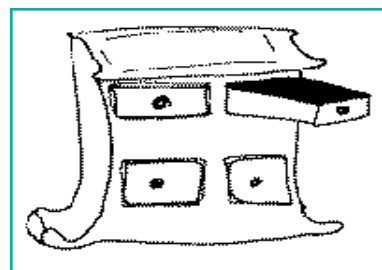
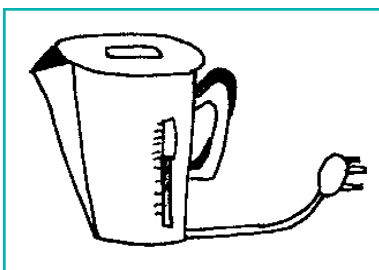
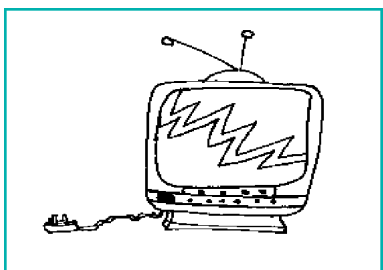
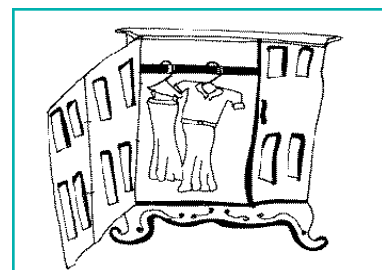
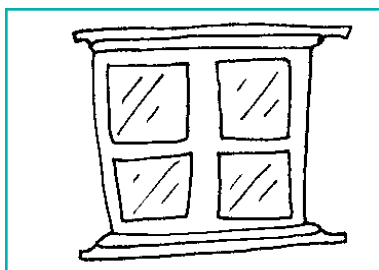
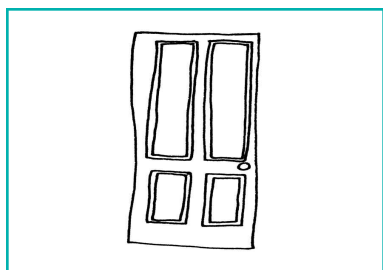
Student Signature: Date:

Tutor Comments:

Task 2

Can you write the correct word below each picture?

shower bath fridge sofa television
window wardrobe washing machine door
toilet kettle chest of drawers



Task 2

Can you decide where you might find each item?

Write the correct word under the appropriate heading. The first one has been done to help you.

shower bath fridge sofa television
 window wardrobe washing machine door
 toilet kettle chest of drawers

Kitchen	Bathroom	Bedroom	Lounge
	shower		

Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

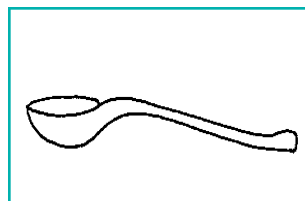
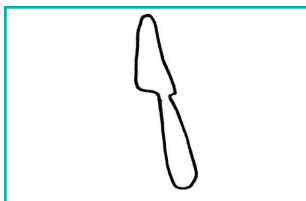
Student Signature: Date:

Tutor Comments:

Task 3

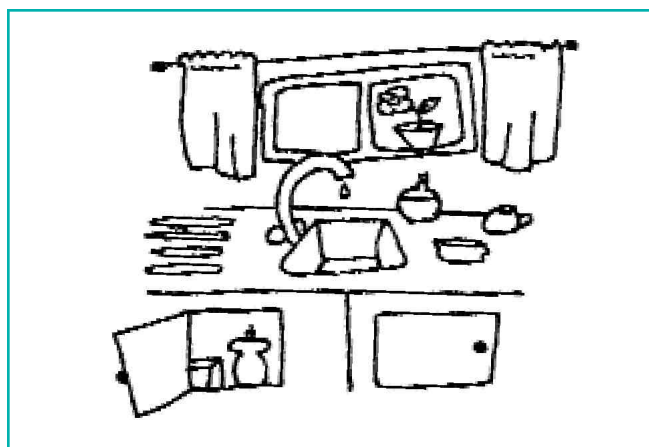
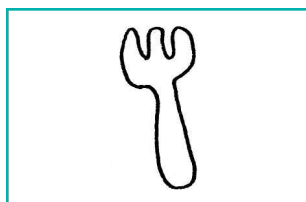
Below is some equipment that you may find in the **kitchen**, but the letters are in the wrong order. Can you rearrange the letters to make the correct words? Then draw a line from the word to the picture of that object.

sikn



ifkne

sagls



rfko

onops



upc

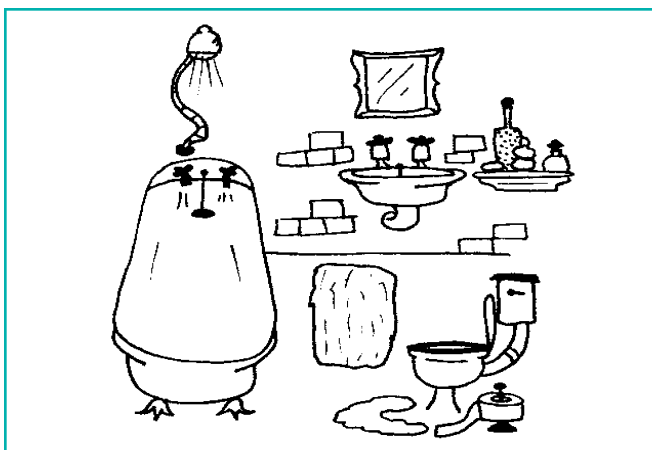
Below are some things that you may find in the **bathroom**, but the letters are in the wrong order. Can you rearrange the letters to make the correct words? Then draw a line from the word to the picture of that object.

atp

romirr

sfelh

tam



Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Task 4

Read the alphabet aloud to your tutor:

A	B	C	D	E	F	G	H	I
a	b	c	d	e	f	g	h	i
J	K	L	M	N	O	P	Q	R
j	k	l	m	n	o	p	q	r
S	T	U	V	W	X	Y	Z	
s	t	u	v	w	x	y	z	

Now write the alphabet in capital letters:

.....

.....

.....

Now write the alphabet in small letters:

.....

.....

.....

We use capital letters at the beginning of sentences. We also use them for:

Countries	F rance, S pain, P ortugal, E ngland
Days of Week	M onday, T uesday, W ednesday, T hursday, F riday, S aturday, S unday
Dates	15th N ovember 2004
Names of people	O lga N ' G uetta
Signs	W ay O ut, F ire E xit

Task 4

Can you underline all the capital letters in the following words:

For example: Ambulance

Doctor

EMERGENCY

Fire Exit

Write your name in capital letters:

Write where you are from in small letters:

Write the days of the week in upper and lower case letters.
Remember that the days of the week all start with a capital letter.

Monday

.....

.....

.....

.....

.....

.....

.....

Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Task 5

Read the form below to your tutor:

Please fill in the following details in capital letters:

FORM

Surname: .. VAGA

First name: .. CARLOS ANTONIO

Address: .. 22 LAKE GARDENS, LONDON

Postcode: .. NW3 8SS

Telephone number: .. 07783 441674

Date of Birth (DOB): .. 21.3.75

Nationality: .. SPANISH

Male/Female: .. MALE

Put a circle around the **surname** e.g

FORM

Surname: .. Vaga

First name: .. Carlos Antonio

Put a circle around the **name**

Put a circle around the **nationality**

Put a circle around the **telephone number**

Achieved

Wt/E1.1

Ww/E1.1

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Task 6

Complete your details in the form below using capital letters:

Please fill in the following details in capital letters:

FORM

Surname:

First name:

Address:

Postcode:

Telephone number:

Date of Birth (DOB):

Nationality:

Male/Female:

Complete your details in the forms below using upper/lower case letters:

Please fill in the following details in capital/small letters:

FORM

Surname:

First name:

Address:

Postcode:

Achieved

Wt/E1.1

Ww/E1.1

Ww/E1.2

Tutor Signature: Date:

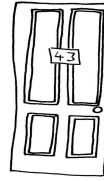
Student Signature: Date:

Tutor Comments:

Task 7

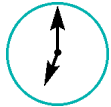
Read the information below aloud to your tutor:

Mrs Jackson lives at 43 Tarlig Road.



She wakes up at

7am.

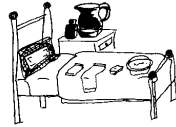


She is not able to have a shower



so she

has a bed bath.

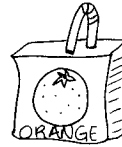


She must take two tablets before breakfast.



She has

toast and orange juice for breakfast.



She does not like

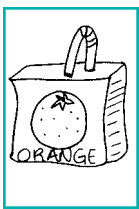
tea or coffee.



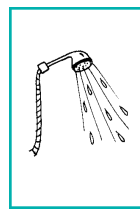
At 11 o'clock the nurse visits her.



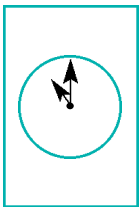
Can you write a sentence about each picture?



.....
.....



.....
.....



.....
.....



.....
.....



.....
.....



.....
.....

Task 7

Read the sentences below. Are they true or false?

Put a tick in the box for the correct answer:

Mrs Jackson has two tablets after breakfast.

True

False

Mrs Jackson wakes up at 7 o'clock.

True

False

Mrs Jackson likes tea and coffee.

True

False

Mrs Jackson lives at 43 Tarlig Road.

True

False

Mrs Jackson has a shower every day.

True

False

Achieved

WSE1.1

Rt/E1.1

Rt/E1.2

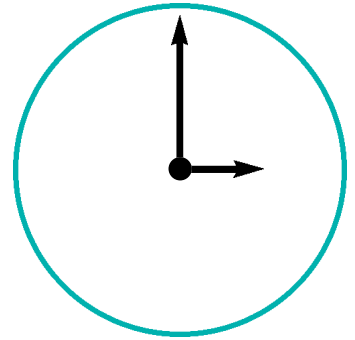
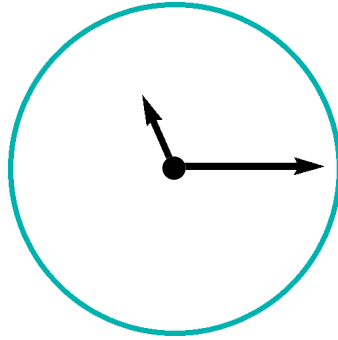
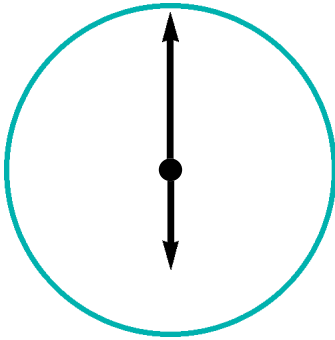
Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Task 8

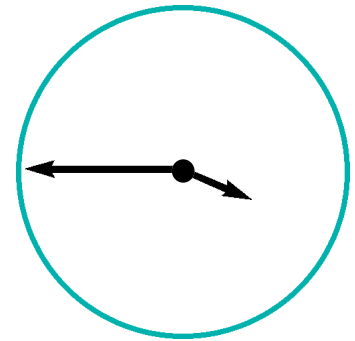
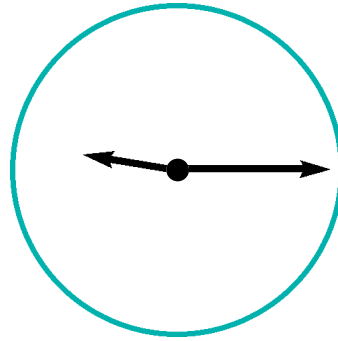
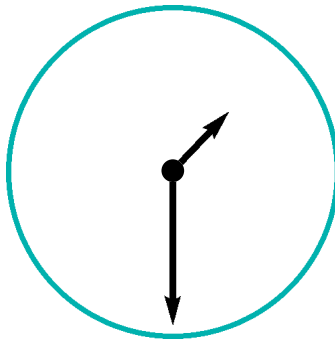
Can you write the times from the following list under the correct diagram?
3.00pm; 9.15am; 1.30am; 2.45am; 6.00pm; 11.15pm; 3.45am; 6.30pm; 5.55pm.



.....

.....

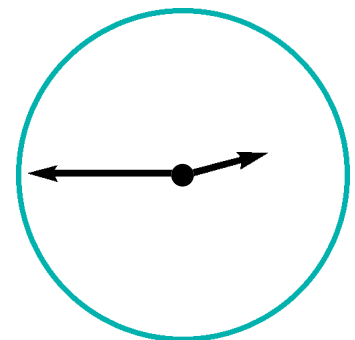
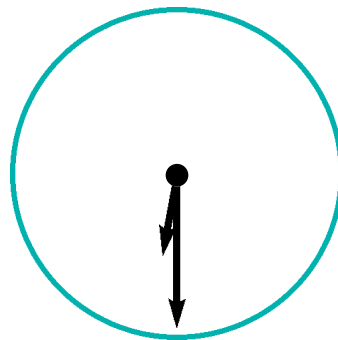
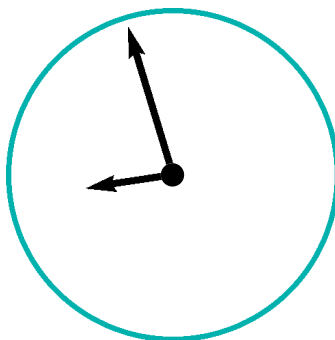
.....



.....

.....

.....



.....

.....

.....

Achieved

Rw/E1.1

Rt/E1.1

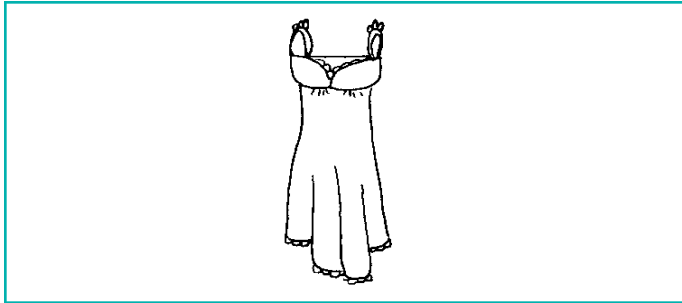
Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

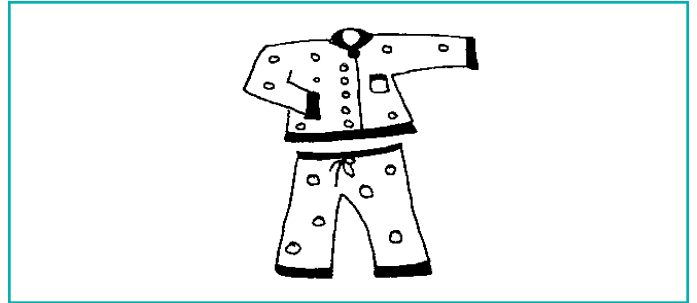
Tutor Comments:.....

Task 9

Put the sentences below in the correct order.
Make sure each sentence starts with a capital letter and ends with a full stop.



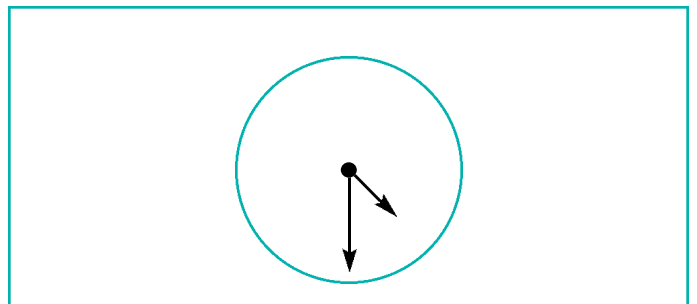
is a this nightdress



pyjamas are these



for I an 999 call emergency



time is the past half four



supermarket is near the bank the



wheelchair this is a

Achieved

Wt/E1.1

Ws/E1.1

Ws/E1.2

Ws/E1.3

Tutor Signature: Date:

Student Signature: Date:

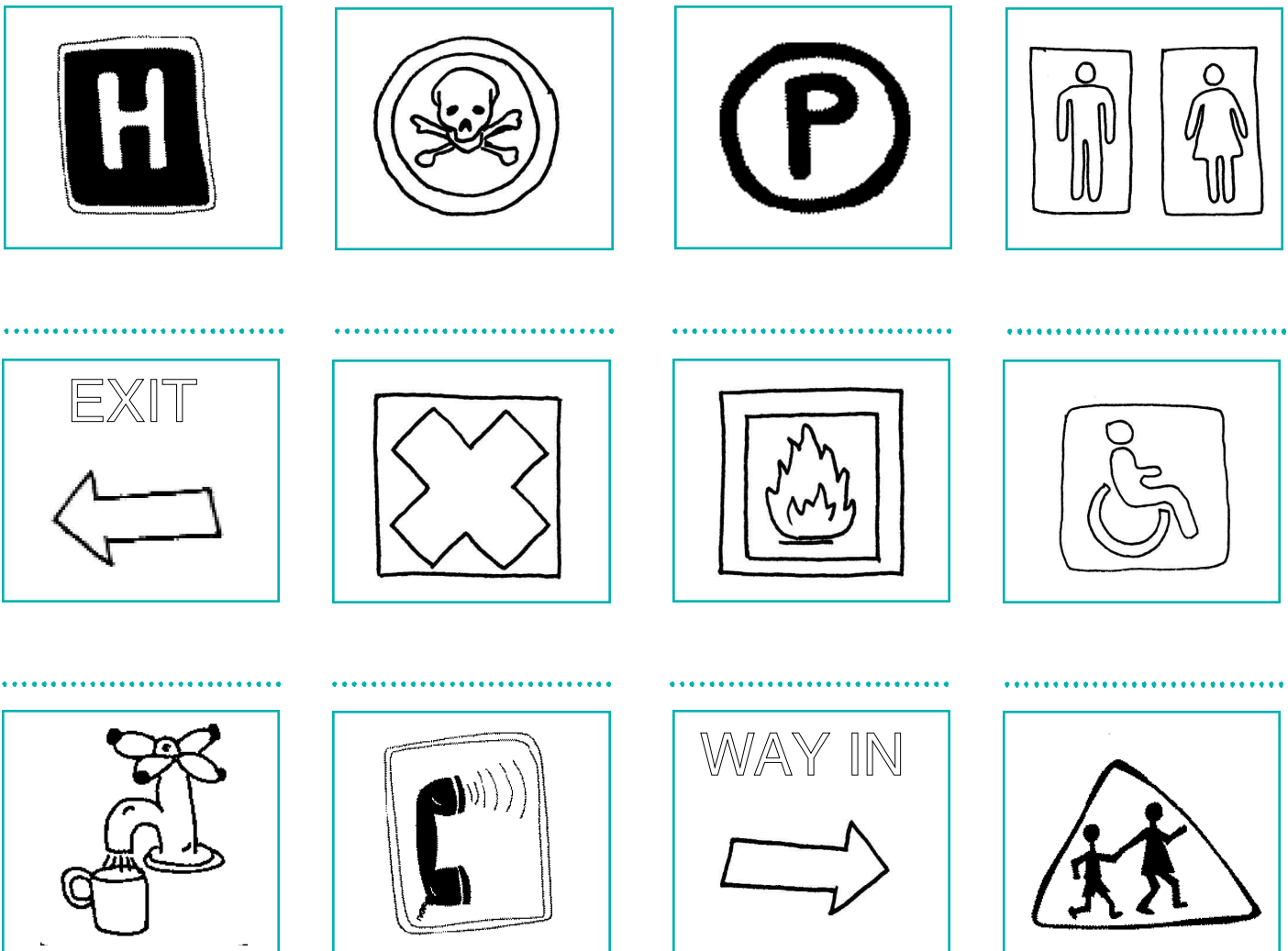
Tutor Comments:

Task 10

Match the signs and symbols with their meanings:

Flammable Hospital Telephone Entrance Toxic Harmful
 Toilets Way Out Disabled Parking School Drinking Water

Match the words above to the symbols below:



Now read the above words out loud to your tutor.

Achieved Rw/E1.1 Rw/E1.2

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Tutor Sheet ONLY-Task 11

Note to Tutor: This sheet is for Task 11, Page 19.

Read the passage aloud slowly to your students. Then read the questions aloud allowing a pause between each:

My name is Shona. I have to go to the supermarket today for Mr Peters. I have a shopping list. Mr Peters wants me to buy 4 bananas, 3 apples and 2 pears. He also needs some brown bread and some butter. He has given me £20 cash and I must keep the receipt for the shopping.

- 1 What is the name of the person speaking?
- 2 Where does she have to visit?
- 3 How many bananas must she buy?
- 4 How much money has Mr Peters given her?
- 5 How many apples must she buy?
- 6 Does she have to buy any oranges?
- 7 When does Shona have to go to the supermarket?
- 8 Does Mr Peters want white bread or brown bread?

Student Sheet ONLY-Task 11

Listen to your tutor read the script for this task. Your tutor will then read out some questions, please listen and write down your answer:

Answer the following questions by circling the correct answer.

- 1 What is the name of the person speaking? Mr Peters Shona
- 2 Where does she have to visit? Supermarket Market
- 3 How many bananas must she buy? 3 4

Put a tick in the box for the correct answer:

- 4 How much money has Mr Peters given her? £20 £15
- 5 How many apples must she buy? 3 4
- 6 Does she have to buy any oranges? Yes No
- 7 When does Shona have to go to the supermarket? Today Tomorrow
- 8 Does Mr Peters want white bread or brown bread? White Brown

Achieved

Lr/E1.1

Lr/E1.2

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Tutor Sheet ONLY-Task 12

Note to Tutor:

Tutor, this sheet is to assess the student’s ability to ‘listen and respond’ and ‘speak to communicate’ elements of the ESOL syllabus. On successful achievement of tasks this sheet can be included in the student’s portfolio. Some of these situations will need to be role-played.

Ask your student the following questions, and fill in the student’s name in the space provided:

..... pass me the prescription please.

..... please could you take 3 tablets from the bottle?

..... please could you close the door?

..... please pass me your report.

Tutor’s Comments:

What is your first name?

What is your surname?

How do you spell your name?

Do you have any children?

Can you drive?

How do you travel to work?

Achieved Lr/E1.3 Lr/E1.4 Sc/E1.3 Sc/E1.4

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

.....

Task 13

Role play - Discussion

With a partner ask each other the questions below. Your tutor will listen to you:

- 1 Who is your manager?
- 2 What time do you start work?
- 3 How long have you worked here?
- 4 How do you travel to work?
- 5 What time is it?
- 6 What do you enjoy doing in your spare time?

Tutor's notes on student achievements of this task

Achieved

Sc/E1.1 Sc/E1.2 Sd/E1.1 Lr/E1.5

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

ESOL Criteria list for Entry One

Speaking and Listening

Listen and respond to spoken language, including simple narratives, statements, questions and single step instructions.

Speak to communicate basic information, feelings and opinions on familiar topics.

Engage in discussion with another person in a familiar situation about familiar topics.

- Lr/E1.1 Listen for the gist of short explanations.
 - Lr/E1.2 Listen for detail using key words to extract some specific information.
 - Lr/E1.3 Follow single step instructions in a familiar context, asking for instructions to be repeated if necessary.
 - Lr/E1.4 Listen and respond to requests for personal information.
 - Sc/E1.1 Speak clearly to be heard and understood in simple exchanges.
 - Sc/E1.2 Make requests using appropriate terms.
 - Sc/E1.3 Ask questions to obtain specific information.
 - Sc/E1.4 Make statements of fact clearly.
 - Sd/E1.1 & Lr/E1.5 Speak and listen in simple exchanges and in everyday contexts.
-

Reading

Read and understand short texts with repeated language patterns on familiar topics.

Read and obtain information from common signs and symbols.

- Rt/E1.1 Follow a short narrative on a familiar topic or experience.
 - Rt/E1.2 Recognise the different purposes of texts at this level.
 - Rw/E1.1 Possess a limited, meaningful sight vocabulary of words, signs and symbols.
 - Rw/E1.2 Decode simple, regular words.
 - Rw/E1.3 Recognise the letters of the alphabet in both upper and lower case.
-

Writing

Write to communicate information to an intended audience.

- Wt/E1.1 Use written words and phrases to record or present information.
 - Ws/E1.1 Construct a simple sentence.
 - Ws/E1.2 Punctuate a simple sentence with a capital letter and a full stop.
 - Ws/E1.3 Use a capital letter for personal pronoun 'I'
 - Ww/E1.1 Spell correctly some personal key words and familiar words.
 - Ww/E1.2 Write the letters of the alphabet using upper and lower case.
-

End of Entry One

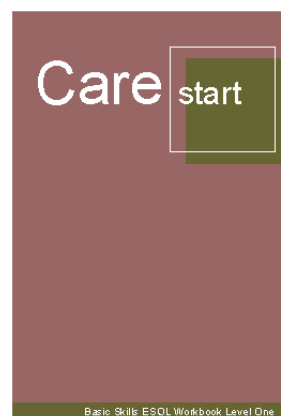
Other levels available:



Entry Two



Entry Three



Level One

Produced by Affinity Training Solutions for Merton College

Morden Park
London Road
Morden
Surrey
SM4 5QX
Tel: 020 8408 6400

For further details and ordering please contact:

Merton College
Email address: sdhar@merton.ac.uk
or see our website www.mertoncove.org.uk

