

Mainstream English Language Training Competencies

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Employment: On the Job Competencies Levels 1 to 6

LEVEL 1

- EOJ-1 Ask if a task was done correctly. ("OK"?)
- EOJ-2 Ask simple clarification questions about routine job tasks and instructions. ("Please repeat."; "Do this?")
- EOJ-3 Respond to simple direct questions about work progress and completion of tasks. ((Are you finished?) "No.")
- EOJ-4 Ask supervisor or co-worker for help. ("Can you help me?")
- EOJ-5 Sign name on timesheet.
- EOJ-6 Respond to simple oral warnings or basic commands about safety. ((Watch out!))
- EOJ-7 Read common warning or safety signs at the work-site. (DANGER)
- EOJ-8 Read alpha-numeric aides. (AF 47)
- EOJ-9 Give simple excuses for lateness or absence in person. ("I was sick yest -y.")

LEVEL 2

- EOJ-10 State need for frequently used materials. ("I need boxes.")
- EOJ-1 1 Report work progress and completion of tasks. ("I'm finished.")
- EOJ-1 2 Find out about the location of common materials and facilities at the work-site. ("Where is the supply room?")
- EOJ-1 3 Follow simple one-step oral instructions to begin and to perform a task when demonstrated, including simple classroom instructions. ((Put these away.))
- EOJ-1 4 Ask for permission to leave work early or to be excused from work ("Can I go home?")
- EOJ-1 5 Give simple excuses for lateness or absence on the telephone. ("My name's Tran. I'm sick today.")

LEVEL 3

- EOJ-16 Follow simple oral instructions which contain references to places or objects in the immediate work area. ([Get me the box over there.]
- EOJ-17 Modify a task based on changes in instructions. ([Wait! Don't use that.]
- EOJ-18 Ask/tell where a co-worker is ([Where's Tran?] ••He's in *he cafeteria.")

LEVEL 4

- EOJ-19 Give simple one-step instructions to co-workers. ("Put the tools over there.")
- EOJ-20 Follow simple two-step instructions on the job. ([Take this and put it on the shelf.]
- EOJ-21 Respond to supervisor's comments about quality of work on the job, including mistakes, working too slowly, and incomplete work. ("I'm sorry. I won't do it again.")
- EOJ-22 Give specific reasons for sickness, absence, or lateness. ("I had the flu. I had to go to the doctor.")
- EOJ-23 Report specific problems encountered in completing a task. ("I don't have any more paper.")
- EOJ-24 Read first name and department on employer name tags. (ROSE. DEPARTMENT 10)

LEVEL 5

- EOJ-25 Respond to multiple-step oral instructions without visual references. ((Take the box in the hall to the mailroom and put it on the top shelf.]
- EOJ-26 Briefly explain a technique or the operation of a piece of basic equipment to a coworker. May use gestures or a demonstration. ("You have to loosen the screw and raise it up.")
- EOJ-27 State intention to resign and give reasons for resigning from a job ("I'm going to quit my job in three weeks because I'm moving.")
- EOJ-28 Request a letter of reference. ("Could you write a reference letter for me?")

LEVEL 6

- EOJ-29 Report and describe the nature of problems on the job. ("The stairs are dangerous because they're wet.")
- EOJ-30 Read a simple work memo, asking for assistance if necessary.
- EOJ-31 Fill out accident report forms with assistance.
- EOJ-32 Teach a routine task to a co-worker using step-by-step verbal instructions and some demonstration.

- EOJ-33 Read own employment reviews, including explanations of promotion or probation.
- EOJ-34 Read most simplified on-the-job audio-visual training materials for entry-level jobs.
- EOJ-35 Read and fill out health insurance forms with the use of bilingual reference materials.
- EOJ-36 Read basic non-technical personnel policies and benefit documents with assistance, if needed.
- EOJ-37 Ask about regular paycheck deductions and question irregularities. ("Why is my FICA deduction more this month?")