ESOL Entry 1 & 2 (Job Centre Clients)

Topic-Based Session Plans

Session 1: Introduction & Personal Information

Session Aims:

- Introduce the course and build learner confidence in giving personal details.
- Practice speaking and form-filling skills about personal information.

Learning Outcomes:

- Give basic personal info: name, age, address, phone number.
- Understand and answer simple personal questions.
- Complete a basic personal info form.

Content:

- Vocabulary for personal info, Wh- questions, form-filling basics.

Teaching Method:

- Modelling, Q&A, pair interviews, guided form completion.

Learners' Role:

- Participate in speaking activities and form-filling.

Resources:

- Flashcards, sample forms, name cards, whiteboard.

Activities:

- Greetings circle, pair interviews, spelling practice, form filling.

Assessment:

- Oral Q&A, form accuracy, observation.

Homework:

- Practice personal info spelling and writing.

Session 2: Jobs and Workplaces

Session Aims:

- Teach common job titles and workplaces vocabulary.
- Help learners describe jobs and locations.

Learning Outcomes:

- Identify and name common jobs.
- Describe workplace locations and simple duties.

Content:

- Job titles, workplace vocabulary, simple sentences.

Teaching Method:

- Visual aids, matching, role-play, sentence building.

Learners' Role:

- Match jobs to places, speak about jobs, participate in role-plays.

Resources:

- Job flashcards, pictures, worksheets.

Activities:

- Matching games, role-play "I am a...", group discussion.

Assessment:

- Job matching worksheet, oral descriptions.

Homework:

- Write about their current or ideal job.

Session 3: Daily Routine at Work

Session Aims:

- Introduce time phrases and common workplace tasks.
- Enable learners to describe their daily work routine.

Learning Outcomes:

- Use time expressions and frequency adverbs.
- Sequence and describe daily work activities.

Content:

- Time vocabulary, adverbs of frequency, work tasks.

Teaching Method:

- Sequencing activities, listening tasks, speaking practice.

Learners' Role:

- Sequence routines, describe their workday orally and in writing.

Resources:

- Daily routine cards, clocks, worksheets.

Activities:

- Ordering pictures, describing routines, group discussion.

Assessment:

- Routine diary, time quiz.

Homework:

- Keep a simple diary of daily activities.

Session 4: Health and Safety at Work

Session Aims:

- Raise awareness of health and safety vocabulary and signs.
- Teach learners to follow simple safety instructions.

Learning Outcomes:

- Identify common safety signs and hazards.
- Use modal verbs (must, mustn't) for rules.

Content:

- Safety signs, workplace hazards, basic instructions.

Teaching Method:

- Matching signs, poster analysis, role-play safety situations.

Learners' Role:

- Identify signs, discuss hazards, act out safety scenarios.

Resources:

- Safety sign flashcards, posters, videos.

Activities:

- Sign matching, hazard discussion, safety role-play.

Assessment:

- Label signs, complete safety checklist.

Homework:

- Observe and note safety signs at home or work.

Session 5: Job Applications

Session Aims:

- Teach how to complete simple job application forms.
- Develop understanding of common application questions.

Learning Outcomes:

- Complete basic job application forms.
- Understand personal statement basics.

Content:

- Application form sections, common questions, CV basics.

Teaching Method:

- Reading real forms, guided writing, pair work.

Learners' Role:

- Fill forms, discuss application questions.

Resources:

- Sample ads, application templates, writing frames.

Activities:

- Form completion practice, peer checking.

Assessment:

- Completed application form, writing sample.

Homework:

- Prepare answers for application form questions.

Session 6: Interviews

Session Aims:

- Prepare learners for basic job interviews.
- Practice common interview questions and polite responses.

Learning Outcomes:

- Ask and answer simple interview questions.
- Use polite phrases and appropriate body language.

Content:

- Interview questions, polite expressions, non-verbal cues.

Teaching Method:

- Role-play, listen-and-repeat, peer interviews.

Learners' Role:

- Practice questions and answers, receive feedback.

Resources:

- Interview question cards, audio clips.

Activities:

- Mock interviews, group feedback.

Assessment:

- Peer observation checklist, teacher feedback.

Homework:

- Practice answers for common interview questions.

Session 7: Workplace Communication

Session Aims:

- Build communication skills for following instructions and polite requests.
- Teach basics of workplace emails/messages.

Learning Outcomes:

- Follow instructions, make polite requests.
- Write simple work emails or messages.

Content:

- Requests, imperatives, polite language, email format.

Teaching Method:

- Dialogues, writing practice, listening exercises.

Learners' Role:

- Write emails, practice dialogues.

Resources:

- Scenario cards, sentence strips, sample emails.

Activities:

- Role-plays, email writing tasks.

Assessment:

- Email writing task, instruction-following quiz.

Homework:

- Write a polite email or message.

Session 8: Customer Service & Dealing with People

Session Aims:

- Teach customer greetings, assisting, and complaint handling.
- Develop polite interaction skills.

Learning Outcomes:

- Greet customers and assist politely.
- Handle simple complaints.

Content:

- Customer service phrases, apologies, complaint language.

Teaching Method:

- Role-play, script completion, vocabulary matching.

Learners' Role:

- Practice dialogues, use polite expressions.

Resources:

- Customer cards, audio samples, problem cards.

Activities:

- Role-play scenarios, language games.

Assessment:

- Scenario-based role-plays.

Homework:

- Note examples of polite customer interactions.

Session 9: Understanding Payslips

Session Aims:

- Introduce payslip vocabulary and basic understanding.
- Teach learners to identify key payslip elements.

Learning Outcomes:

- Recognise gross pay, deductions, net pay.
- Understand payslip layout.

Content:

- Payslip terms, earnings, deductions, NI number.

Teaching Method:

- Reading payslips, matching terms, Q&A.

Learners' Role:

- Identify and label payslip parts.

Resources:

- Sample payslips, glossary, matching activities.

Activities:

- Payslip reading, vocabulary matching.

Assessment:

- Payslip quiz, oral Q&A.

Homework:

- Review own payslip if applicable or study sample payslip.

Session 10: Workplace Problems and Solutions

Session Aims:

- Help learners express workplace problems and suggest solutions.
- Teach useful phrases and vocabulary for problem-solving.

Learning Outcomes:

- Describe workplace problems clearly.
- Suggest solutions and know whom to contact.

Content:

- Problem vocabulary, sentence structures, solution phrases.

Teaching Method:

- Listening, sentence building, role-play.

Learners' Role:

- Participate in role-plays, complete sentence tasks.

Resources:

- Problem cards, vocabulary lists, flowcharts.

Activities:

- Role-play problem solving, sentence completion.

Assessment:

- Role-play, written sentence worksheet.

Homework:

- Write about a workplace problem and solution.