**Fall 2015**

**September 14 – December 13**

**Level 2B**

**Saturday-Sunday 2pm-5pm**

**Syllabus Guidelines**

Thank you for volunteering to teach at Washington English Center! Below you will find six teaching standards that you can use as a guide for how to deliver classes to your adult learners. Below the standards, you will find an outline of which content should be covered each day throughout the semester. This outline is meant to inform you of the basic structure each class should follow; however, to make teachers’ lesson planning as easy as possible, we use a textbook series that already has detailed lesson plans for each page of the textbook. We very highly recommend that the textbook lessons be followed as they are written in the textbook. If you have any questions about the syllabus, curriculum, or would like help with lesson planning, please do not hesitate to contact our Director of Curriculum and Instruction, Mary Spanarkel: [mspanarkel@washingtonenglish.org](mailto:mspanarkel@washingtonenglish.org)

**Washington English Center’s ACCESS Standards**

**Achievement** (**of Goals):** Each lesson should be focused on a specific goal or goals, which should answer the question “What can students do at the end of class that they couldn’t do before?” These goals, which can be found in your textbooks as well as on the syllabi, should be communicated to students at the beginning of each lesson and all of the activities in class that day should contribute to the students’ achievement of the goal(s).

**Centered on Students:** Research shows that adult ESL students learn best when they are given ample time to engage with their peers and practice new language (as opposed to listening to teacher-led presentations). With this in mind, it is essential that teachers aim to spend less than 30% of class time doing teacher-centered activities and 70% of class time engaged in student-centered activities such as pair/group work, dialogues, hands-on practice activities, etc.

**Corrective Feedback**: Providing corrective feedback can be tricky but is a very important part of language learning. Some general guidelines for corrective feedback are:

* Focus on correcting errors that are relevant to the material you are covering in class that day or has been covered earlier in the semester.
* If many students are making the same error, take a few minutes to give a “mini-lesson” on the concept they are struggling with.
* Consider correcting errors in a variety of different ways, focusing on ways to elicit student-generated corrections (recasts, asking for clarification, prompting them to think about the correct form, making a questioning face until they self-correct, etc.)
* RRemember, as a teacher you see giving feedback as neutral—it’s part of your job. However, students will often feel it as a criticism. Try to balance “correcting” with praising students for their effort or empathizing (e.g., “ohhh, anybody could make that mistake, but...”)

**Explanation**: Knowing that students will not comprehend everything teachers say, it is very helpful for students when teachers use alternative ways of explaining concepts and keep language input at an appropriate level for the students in your class. Some of the best ways to do this are modeling concepts and activities, using visual supports, giving plenty of examples, and presenting the same material in a variety of different ways. Also, keep your pace of speaking slowly and consider writing key concepts and instructions on the board for visual learners.

**Sequencing**: Good lessons follow a specific order of activities that allows students to gradually build towards achieving the goal of that day’s lesson(s). Proper sequencing is helpful to students because it ensures that they are adequately challenged throughout the lesson without becoming overwhelmed. The lesson plans in your textbooks do a great job providing guidance on how each lesson should be structured. Generally, this sequence should be:

1. Warm-up/Review

2. Presentation

3. Practice I (less complex task done with teacher’s guidance)

4. Practice II (more complex task done more independently from teacher)

5. Application (most complex task done independently from the teacher, as authentic or situational and relevant to students’ real lives as possible)

6. Wrap-up/Evaluation

**Silence and wait time**: Language learners benefit tremendously from having ample time to process information in their second language. Native speakers tend to become uncomfortable after about 2 seconds of silence, whereas ESL students may need up to 8 seconds to respond to a question.

The concept of wait time also applies to assigning students independent practice: teachers should always be available to answer student questions, but it can make students anxious if a teacher approaches them to look at their work soon after assigning it.

**LESSON PLAN TEMPLATE**

Feel free to use the template below to plan each hour of your classroom instruction. Make notes or comments on what you would like to keep in mind while teaching and what additional materials you may need for each activity.

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| **Unit:**  **Lesson:** | **Lesson Goal(s):**  *(write these on the board*  *at the start of class!)* | |
| **Stage** | **Procedure & Steps** | **Notes/Comments/**  **Materials needed** |
| Warm-up  (5-10 minutes) |  |  |
| Presentation  (10-20 minutes) |  |  |
| Practice & Expansion  (20-30 minutes) |  |  |
| Application  (15-20 minutes) |  |  |
| Evaluation  (5-10 minutes) |  |  |

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| **WEEK ONE** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, September 19** | Goals:   * Getting to know your classmates * Listen for and identify key events in a person’s life   Hour 1: **Icebreakers**: see <http://letcteachers.wordpress.com/2011/04/18/start-of-the-term-name-games-and-icebreakers/> for ideas  Hour 2: Welcome Unit (p. 2-5)  Hour 3: **Unit 6: Time/ Lesson A, Listening (pgs. 70-71)**  Homework:Workbook pgs. **2-5 & 66-67** |
| **Sunday, September 20** | Goals:   * Use simple past; ask and answer questions with *when* * Use time phrases with *ago, on, in, at, before* and *after*   Hour 1:  **Unit 6: Time / Lesson B, Grammar (pgs. 72-73)**  Hour 2: **Unit 6: Time / Lesson C, Grammar (pgs. 74-75)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 6 Lesson B or C** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 6 Lesson B or C** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **68-71** |

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| **WEEK TWO** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, September 26** | Goals:   * Read an interview about someone’s life; use vocabulary for life events * Write a paragraph about key events in own life   Hour 1:  **Unit 6: Time / Lesson D, Reading (pgs. 76-77)**  Hour 2: **Unit 6: Time / Lesson E, Writing (pgs. 78-79)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 6 Lesson D or E** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 6 Lesson D or E** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **72-75** |
| **Sunday, September 27**  **Language Lab** | Goals:   * Scan an application; contrast *someone, some, anyone, everyone* and *no one*   Hour 1: **Unit 6: Time / Lesson F, Another View (pgs. 80-81)**  Hour 2:  *Option 1*: Collaborative Activity for **Unit 6 Lesson F** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 6 Lesson F** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Hour 3: **Language Lab**  Homework: Workbook pgs. **76-77** |

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| **WEEK THREE** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, October 3** | Goals:   * Review vocabulary, pronunciation and grammar from Units 5 and 6   Hour 1: **Unit 5 & 6 Review (pgs. 82-83)**  Hour 2: Unit 6 Test  Hour 3: Civics worksheet 16 (available [here](https://drive.google.com/a/languageetc.org/folderview?id=0B4xwOFsXxA8FTkNzcEI0dTZkZzg&usp=drive_web) and in volunteer lounge): Finding Local Services – or another of teachers’ choice  Homework: None |
| **Sunday, October 4** | Goals:   * Listen for furniture items and get more information about them * Use the comparative form of adjectives   Hour 1: **Unit 7: Shopping / Lesson A, Listening (pgs. 84-85)**  Hour 2: **Unit 7: Shopping / Lesson B, Grammar (pgs. 86-87)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 7 Lesson A or B** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 7 Lesson A or B** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **78-81** |

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| **WEEK FOUR** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, October 10**  **Language Lab** | Goals:   * Use the superlative form of adjectives * Read an article about purchases; use vocabulary for furniture   Hour 1:  **Unit 7: Shopping / Lesson C, Grammar (pgs. 88-89)**  Hour 2: **Unit 7: Shopping / Lesson D, Reading (pgs. 90-91)**  Hour 3: **Language Lab**  Homework: Workbook pgs. **82-85** |
| **Sunday, October 11** | Goals:   * Write a paragraph about a gift received in the past * Scan for information on a sales receipt; contrast *one, the other, some* and *the others*   Hour 1:  **Unit 7: Shopping / Lesson E, Writing (pgs. 92-93)**  Hour 2: **Unit 7: Shopping / Lesson F, Another View (pgs. 94-95)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 7 Lesson E or F** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 7 Lesson E or F** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **86-89** |

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| **WEEK FIVE** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, October 17** | Goals:   * Listen for and identify job duties * Use simple past; ask and answer *what* and *where* questions   Hour 1:  **Unit 8: Work / Lesson A, Listening (Pgs. 96-97)**  Hour 2: **Unit 8: Work / Lesson B, Grammar (pgs. 98-99)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 8 Lesson A or B** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 8 Lesson A or B** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **90-93** |
| **Sunday, October 18** | Goals:   * Use conjunctions *and, or* and *but* * Read a letter of recommendation; use vocabulary for job duties   Hour 1: **Unit 8: Work / Lesson C, Grammar (pgs. 100-101)**  Hour 2:  **Unit 8: Work / Lesson D, Reading (pgs.102-103)**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 8 Lesson C or D** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 8 Lesson C or D**(print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **94-97** |

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| **WEEK SIX** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, October 24** | Goals:   * Write an employment history * Scan for information on a time sheet; contrast *could, couldn’t* and *can, can’t*   Hour 1:  **Unit 8: Work / Lesson E, Writing, pgs. 66-67**  Hour 2: **Unit 8: Work / Lesson F, Another View, pgs. 68-69**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 8 Lesson E or F** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 8 Lesson E or F** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)    Homework: Workbook pgs. 98-101 |
| **Sunday, October 25** | Hour 1 – **Review Unit 8**  Hour 2 **– Language Lab**  Hour 3 - **Unit 8 Test** |

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| **WEEK SEVEN** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, October 31** | Goals:   * Listen for and identify household problems and solutions * Use *can, could, will* and *would* to make requests   Hour 1:  **Unit 9 Daily Living/Lesson A: Listening pgs 110-111**  Hour 2: **Unit 9 Daily Living/Lesson B: Grammar pgs 112-113**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 9 Lesson A or B** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 9 Lesson A or B** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: Workbook pgs. **102-105** |
| **Sunday, November 1** | Goals:   * Ask and answer *which* questions in the simple present * Read a notice to tenants about building problems; use vocabulary for home problems   Hour 1:  **Unit 9 Daily Living/Lesson C: Grammar Focus pgs 114-115**  Hour 2: **Unit 9 Daily Living/Lesson D: Reading pgs. 116-117**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 9 Lesson C or D** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 9 Lesson C or D** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: **Workbook pgs. 106-109** |

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| **WEEK EIGHT** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, November 7** | Goals:   * Write a letter of complaint * Scan a customer invoice; use *let’s* and *let’s not* to make suggestions   Hour 1:  **Unit 9 Daily Living/Lesson E: Writing, pgs 118-119**  Hour 2: **Unit 9 Daily Living/Lesson F: Another View, pgs 120-121**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 9 Lesson E or F** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 9 Lesson E or F** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: **Workbook pgs.** **110-113** |
| **Sunday, November 8** | Hour 1 - **Unit 9 Review**  Hour 2 – **Unit 9 Test**  Hour 3 **– Language Lab** |

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| **WEEK NINE** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, November 14** | Goals:   * Listen for and identify information about people at a party * Use *would you like* to make offers   Hour 1:  **Unit 10 Free Time / Lesson A: Listening, pgs. 122-123**  Hour 2: **Unit 10 Free Time / Lesson B: Grammar, pgs. 124-125**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 10 Lesson A or B** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 10 Lesson A or B** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: **Workbook pgs.** **114-117** |
| **Sunday, November 15** | Goals:   * Use direct and indirect objects * Read a narrative paragraph about a party; use vocabulary for celebrations   Hour 1:  **Unit 10 Free Time / Lesson C: Grammar, pgs. 126-127**  Hour 2: **Unit 10 Free Time / Lesson D: Reading, pgs. 128-129**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 10 Lesson C or D** (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 10 Lesson C or D** (print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)    Homework: **Workbook pgs.** **118-121** |

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| **WEEK TEN** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, November 21** | Goals:   * Write a thank-you note for a gift * Scan a party invitation; contrast *there is / there are* with *there was / there were*   Hour 1:  **Unit 10 Free Time / Lesson E: Writing, pgs. 130-131**  Hour 2: **Unit 10 Free Time / Lesson F: Another View pgs. 132-133**  Hour 3:  *Option 1*: Collaborative Activity for **Unit 10 Lesson E or F**  (print or make copies from binder in volunteer lounge) [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 2: AddVentures* for **Unit 10 Lesson E or F**(print or make copies from binder in volunteer lounge [Link](https://drive.google.com/folderview?id=0B4xwOFsXxA8FeWU3X3NXLW52TjA&usp=sharing)  *Option 3*: Other activity from <http://www.cambridge.org/ventures/resources/>  *Option 4*: Teacher-created activity related to lesson goal (above)  Homework: **Workbook pgs.** **122-125** |
| **Sunday, November 22** | 2:00-3:30 – **Unit 10 Review**  3:30-5:00 – **Unit 10 Test** |

**Saturday, November 28 – NO CLASS**

**Sunday, November 29th – NO CLASS**

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| **WEEK ELEVEN** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, December 6** | **Review Unit 10 Test and begin Final Exam Review** |
| **Sunday, December 7** | **Final Exam Review**  **\*See volunteer lounge and Ventures online for games and review exercises.** |

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| **WEEK TWELVE** | |
|  | **Unit and Lesson & Lesson Goals** |
| **Saturday, December 12** | **Final Exam** |
| **Sunday, December 13** | **Exam Results and Graduation** |

**Appendix A: 12 Exciting No-Prep Activities!**

**(To review, to practice or to have extra FUN)**

Unscramble Words: Scramble up recent vocabulary words. Write them on the board. Have students unscramble them. Ex: coortd (doctor). Afterward have students write sentences with the words.

Circle Game: Have students sit in a circle with one person standing in the middle. The person in the middle must say something true about themselves. (Ex: I have a brother, I am wearing jeans, I like soccer, etc.) Everyone else for whom that statement is also true must stand up and change seats. The person without a seat is now the person in the middle who must say another sentence.

Back to the Board: Have 2 groups. Have 1 member of each group sit near the front with their backs to the board. Make sure there is as much space between the groups as possible. The teacher writes a word on the board. Then teams must give clues to their team member at the front about the word. The first person to guess the word gets a point.

Vocabulary Game:  Divide the class into 2 or 3 teams. Have 1 member from each team come to the board. Ask them to either write a word you say (to practice spelling), draw a picture of a word you say, write a number you say or give students a definition and they must write the word. The first person to write/draw correctly earns a point for their team.

Shop Talk: Divide the class into several small groups. Each group must pretend they are going to open a store. What kind of store is it? What’s its name? What do they sell? Have them make a list. Then, students can walk around the room “visiting” various shops and asking for certain items and their prices.

Memory Chain: Have students stand in a circle. The first person (Javier) makes a sentence (ex: I like to swim). The second person then continues on the same topic and says a sentence about themselves (ex: I like to run.) and repeats what the person said (Javier likes to swim.) The third person then says a sentence about themselves and what the previous 2 people said. Continue until everyone has spoken. Do this a second time but go the opposite direction around the circle.

Talkathon:  Choose an object in the classroom, something you own, or something of one of the students. Have volunteers came up to the board and see how long they can talk about the particular object. Or make this a writing activity and see who can write the most sentences about the object. Keys are a great object to talk/write about as each student probably has them and will have multiple things to say about what each key is for, what their key chain represents, where it came from etc.

He‘ll be Bald in 10 years: For practice with future tense try this activity. Each student must choose 2 or 3 of their classmates to write or speak about. They must write or say 5 sentences about each person and what they will be like in 10 years. Give them some funny sentences as examples.

Scattergories Category Game: Write several categories on the board. Then write a letter on the board. With time constraints, students must work individually to come up with a word for each category that starts with the letter listed. Students earn a point for each original answer they come up with. Duplications earn no points.

Add a Picture: This can be used to practice a text students have read or something with multiple steps (that students have recently covered), such as how to get a driver’s license. Each student rips a paper into 6 equal parts. On the first paper, they draw something from the beginning of the story, on the second paper they draw something from the end of the story, and on the third papers they draw something from the middle of the story. Then, with their other 3 papers they draw things that fill in the gaps between the pictures they’ve already drawn. Finally, students pair up and talk about their pictures together.

Numbers in My Life: Write 5 numbers on the board that are relevant to your life-for example, your shoe size, your age, the day you were born, the month you were married, the number of children you have, the year graduated college, your telephone number, your zip code, your apartment number, etc. Students must ask you questions to try to figure out what your number refers to. For example, “How old are you?”, “When were you born?”, etc. After students figure out what your numbers refer to, have them write down a few of their own “secret numbers”. Finally, have students break into groups to try to guess what each person’s numbers refer to.

What I Need: Tell the students several things that you need. Most should be things that are possible such as getting a driver’s license, finding a cheaper apartment, finding a grocery store that sells ethnic food, etc.  Have students write down several things that they need on a piece of paper. Each student reads what they need and if other students can help, they raise their hands. After everyone has announced their needs have students walk around and talk with each other to see how other people can help them. This will help your class to feel like a community and to not be discouraged thinking they are the only ones with certain problems.

**Appendix B: Rubric for Advancing a Student to the Next Level**

Washington English Center believes that the decision to advance a student should be based on the student’s performance as well as their own self-evaluation of their preparedness for the next level. Given that this decision is based on input from several different sources, we require the following steps be taken at the end of the term:

1. All teachers contribute to a team discussion of making recommendations for each student in the class. Please use the following rubric to make recommendations for each student:

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| **Category** (**5 points each)** | **Pass**  (**4-5 Points)** | **On the Fence**  (**2-3 Points)** | **Repeat**  (**0-1 Points)** |
| **Attendance**  **\_\_\_/5** | Attended >70% of classes: 5 Points | Attended 60%-70% of classes: 3 Points | Attended less than 60% of classes: 1 Point  Did not attend Class: 0 points |
| **Participation**  **\_\_\_/5** | Was able to participate in and complete class activities when present in class | Was not able to participate in most activities due to a lack of understanding | Unable to assess due to poor attendance. |
| **Language Abilities**  **\_\_\_/5** | Demonstrated Reading, Speaking, Listening and Writing skills at or above the level of their peers in the class. | Demonstrated Reading, Speaking, Listening and Writing skills significantly below their peers in the class. | Unable to assess due to poor attendance. |
| **Final Exam**  **\_\_\_/5** | Scored 70% or higher on the final exam: 5 points | Scored 60-70%: 3 Points  Scored Below 60%: 2 Points | Did not take final exam: 0 points |

Total: \_\_\_\_/20

**Rubric Scores:**

**14/20 and above**: Pass to next level

**8-13/20**: Offer the following options to the student:

* Repeat the class
* Advancing to the next class under the condition that they get a tutor

**5-8/20:** Recommend repeating class

**4/20 and below**: Repeat-stopped attending