

UNIVERSITY OF LOWELL

INNOVATIVE EMPLOYMENT PROGRAM



OCCUPATIONAL SPECIFIC ENGLISH AS A SECOND LANGUAGE (ESL)
and
EMPLOYMENT ORIENTATION

prepared for

LOWELL LINGERIE COMPANY

by

Dr. Hai B. Pho, Editor

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THIS CURRICULUM IS PREPARED EXCLUSIVELY FOR LOWELL LINGERIE COMPANY BY THE UNIVERSITY OF LOWELL/INNOVATIVE EMPLOYMENT PROGRAM UNDER A GRANT WITH THE DEPARTMENT OF PUBLIC WELFARE/REFUGEE RESETTLEMENT PROGRAM, DR. HAI B. PHO, PRINCIPAL INVESTIGATOR.

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INTRODUCTION

The Lowell Lingerie curriculum is an instructional package of occupational specific English As a Second Language (ESL) and employment orientation (EO).

The objectives of the curriculum are (1) to familiarize students with job related English, (2) to improve their English comprehension level for both listening and speaking, (3) to provide them with a better understanding of work procedures, machinery and equipment, company regulations, personnel policies, occupational safety and interpersonal communication.

The curriculum is written for students who have completed a beginning course in ESL. The focus of this curriculum is job-related vocabulary and conversation. Basic grammar is reviewed through the presentation of vocabulary and job-related dialogues.

Teaching methods include show-and-tell, illustration, simple explanation, listening and speaking drill, situational role playing, etc...

FUNCTIONAL OVERVIEW OF CURRICULUM

MONTH 1: LOWELL LINGERIE COMPANY--A GENERAL OVERVIEW

Week 1: -Company orientation: products, people, physical plant, occupational safety

- Recognizing machine parts
- Asking for clarification
- Understanding directions
- Recognizing sewing terms
- Acknowledging that you understand directions given

Week 2: -Employment with Lowell Lingerie: trial period, hourly rate workers, inexperienced piece-workers

- Understanding directions for setting up the machine
- Understanding terms for operating the machine
- Understanding oral feedback about quality of work

Week 3: -Employment procedures

- Interpersonal communication
- Supervisors and fellow-workers
- Calling in sick

Week 4: -Occupational safety--review

- Recognizing types of garments
- Recognizing colors
- Recognizing sizes
- Recognizing parts of garments
- Recognizing fabrics
- Understanding directions about handling material

MONTH 2: ADVANCED STITCHING TERMINOLOGY, PERSONNEL POLICIES

Week 1: Pay procedure: hourly rate, straight time, overtime

- Recognizing trimmings
- Following directions for sewing
- Recognizing types of stitches and attachments or machines that make them
- Understanding oral feedback about quality of work

Week 2: -Vacation pay, holiday pay, sick pay
-Recognizing and reporting problems the machine
-Asking about and identifying fellow employees and their functions

Week 3: -Leave of absence: sickness, disability including pregnancy/maternity
military services, jury duty.
-Understanding good work habits
-Reporting accidents

Week 4: -An introduction to your union--ILGWU
-Understanding break and lunch terms and practices
-Asking if a seat is free
-Understanding how to use a vending machine

MONTH 3: INTERPERSONAL RELATIONSHIPS AT WORK, PERFORMANCE APPRAISAL, REVIEW
PERSONNEL POLICIES AND UNION PRACTICES

Week 1: -Review payroll procedures
-Introducing self
-Talking to a fellow worker about social activities during breaks
-Asking for property
-Acknowledging a mistake
-Understanding piece-work procedure

Week 2: -Piece worker--How rates are set and how to figure your earnings
-Asking directions
-Understanding physical facilities of plant

Week 3: -Medical coverage --Health and welfare benefits
-Review union practices

Week 4: -Performance evaluation
-Lay-off and termination
-General review

STRUCTURAL OVERVIEW OF CURRICULUM

MONTH 1

- Week 1: -Yes/No question with the simple present of "to be"
-Demonstrative "this"
-Imperative "do"
-Yes/No question with the simple present of "to do"
- Week 2: -Yes/No questions with modal "can"
-"WH" question "what"
-Present progressive: I am--ing
-Imperatives: Watch, Put, Press
-Imbedded questions, for example : "Claire said that"
- Week 3: -"WH" questions: What, How, Who
-Contractions: What's
-Possessive: Your, My
-Question with modal "may"
-Future with "I'll"
-Indirect object "Let me know"
- Week 4: -Article "some"
-"need" plus infinitive
-Questions with "do"
-Possessive adjectives: Your, His, Her
-Coordinate conjunction "or"
-Multiple adjectives

MONTH 2

- Week 1: -Prepositions of place
-Modals "have to", "can"
-Adverbs: Too, Very, Much, A little
- Week 2: -Modal "should", "had better"
-Past tense "did"
-Contractions: she's, that's, who's
-Relative clauses: "She's the woman who/that..."
- Week 3: -Modal "should", "can", "have to"
-Comparative "er", "more", "est"

-Imperatives

-Future "going to"

Week 4: -Future "will"

-Preposition of time in "months"

-Only

-Imbedded sentence "I think that..."

MONTH 3

Week 1: -Review "wh" questions

Past tense

Future tense

This/That, These/Those

-Present perfect continuous--have been working

-Conditional: "if", "when"

Week 2: -Questions "How", "Where"

-Imbedded question: "Where.....is"

Week 3: -Conditional: "if", "when"

-Negative question: "aren't"

-Relative clauses

-Anyone/Someone

-Anybody/Somebody

Week 4: General Review

TEACHER'S NOTES

A few suggested drills and activities are included in the text.

In general the focus should be on speaking and listening, with reading and writing assigned as homework if desired. The aim of class time should be to enable the student to understand and use the vocabulary and grammar orally.

Therefore, all terms should be introduced orally and visually first. When possible real items should be used in class. Flashcards and written dialogues and stories should be used for reinforcement and review.

Choice of drills are left to the teacher's discretion, but those that require the highest percentage of student conversation are recommended. After students can produce the dialogues comfortably, they should use other vocabulary items and terms from their own previous knowledge.

Where supplementary vocabulary items are indicated, or if a class has a low level of English proficiency, the teacher should concentrate on the most important vocabulary items and attempt to finish all the topics within a three-month term period.

Employment orientation is composed of numerous topics related to employees' performance and job satisfaction. In some weekly units vocabulary for ESL and EO are presented separately. In others these terminologies are integrated. EO terminologies or concepts should be explained in the most simple form to assure full understanding on the part of the students. A review of the company regulations and its personnel policies by the teacher is essential. Interpretation services of bilingual counsellors are strongly recommended. In addition, arrangement should be made to involve management staff and personnel office staff in class presentation.

Curriculum is structured on a daily unit during the first month of ^{the} training program. For the last two months it is structured into weekly units.

The following texts can be used in conjunction with this curriculum:

1. EVERYDAY ENGLISH--STUDENT BOOK 2 B, edited by Linda Schurer, The Alemany Press, 1980.
2. ENGLISH FOR YOUR FIRST JOB, David Prince and Julia Gage, Edmonds Community College, Washington, 1981.

MONTH 1: LOWELL LINGERIE COMPANY--A GENERAL OVERVIEW

Week 1: GENERAL ORIENTATION, MACHINE PARTS, PEOPLE YOU SHOULD KNOW

Day 1: The First Day at Work

- Welcoming remarks from the company representative
- History of the Company
- The organizational chart
- The physical facilities: parking lot, main entrance, emergency exit, fire extinguisher, no smoking sign, stitcher's floor, rest room, nurse's room, lunch room (lunch bag, refrigerator, vending machine, etc...)
- Breaks: coffee, lunch
- The time card: time clock, punch in, punch out.

Lowell Lingerie Company

12-14 PERKINS STREET

LOWELL, MASSACHUSETTS 01853

TELEPHONE 617 454-0491

P.O. BOX 409

CARROLL T. VANHOOSER
PRESIDENT-TREASURER

NEW YORK OFFICE
EMPIRE STATE BUILDING, ROOM 4213
350 FIFTH AVENUE
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December 28, 1982

LOWELL LINGERIE COMPANY is a Manufacturing concern operating in Lowell for over 35 years.

We manufacture women's pajamas, gowns, robes, slips, and half-slips mainly for the chain store market; such as, J.C. Penney Company and Sears, Roebuck & Co. We are constantly expanding our production at this location and at other plants in Vermont and Pennsylvania, to meet the demand for this merchandise.

It is our goal to manufacture a high-quality garment and to service our customers in the best possible way to insure success in the future.

Management acknowledges the fact that it takes people to produce this merchandise, therefore we are always looking for the type of person who will conscientiously strive to meet the standards of quality set by this company. The performance of our employees is the measure by which the company achieves its goals.

Our employees belong to the International Ladies' Garment Workers' Union and through the Union, we provide benefits such as Group Health Insurance, Vacation Pay, Life & Disability Insurance.

Most people find Lowell Lingerie a pleasant place to work. We believe this is a result of a general willingness to give and take and to deal honestly and intelligently with whatever problems may arise.

Your supervisor is responsible for your fair treatment, therefore, you will usually find that a talk with your supervisor is the best way to resolve any problem.

However, if you are unhappy with the results of the discussion, you may talk with the Union Representative who will, in turn, discuss the problem with management and hopefully resolve the dispute to everyone's satisfaction.

Our management team starts with the supervisors: stitching, finishing, shipping, and office. Your supervisor was chosen on the basis of having experience and training in these areas. The main responsibility of a supervisor is to direct and help her or his department so that it will contribute to the efficient and successful operation of the company.

The stitching supervisor reports to the Production Manager, whose main responsibility is to coordinate the work flow of goods to meet production deadlines. The manager also is responsible for the costing of styles and setting piece rates for styles going into production. She works closely with the planning department headed up by the Vice President of Manufacturing. Production Planning is based on sales contracts issued by our customers.

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ទីស្នាក់ការកណ្តាល ១៤០១

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ឡើងលើកទី... (Lowell Lingerie Company) ជាក្រុមហ៊ុនដែល
ទទួលបាននូវការគាំទ្រពី ៣៤ ឆ្នាំមកហើយ ក្នុងឈ្មោះ (Lowell) ។
យើងបានផ្តល់នូវសេវាកម្មបំពេញការងារដល់អ្នកប្រើប្រាស់ជាមួយការគាំទ្រពី
លោក J.C. Penney Company និង Sears, Roebuck & Co. ។
យើងបានស្ថិតនៅក្នុងរដ្ឋ Vermont និង Pennsylvania
ក្នុងរដ្ឋ Pennsylvania

នេះជាការកំណត់យល់យើងយល់បានល្អបំផុតក្នុងការងារ
ពាក់ព័ន្ធនឹងការងារដែលយើងបានធ្វើឱ្យបានល្អបំផុតនូវការងារ
ក្នុងក្រុមហ៊ុនយើងយើងបានធ្វើឱ្យបានល្អបំផុតនូវការងារ
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ក្រុមហ៊ុនយើងយើងបានធ្វើឱ្យបានល្អបំផុតនូវការងារ
workers' Union និងភាគីទីបី: Union ។ យើងផ្តល់នូវសេវាកម្ម
ការងារសុខភាព (Group Health Insurance), ការលក់វិស័យការងារ
ផ្តល់សម្រាប់ (Vacation Pay), ការងារប្រចាំថ្ងៃ និងភាពងាយស្រួល
(life & disability insurance) ។

ប្រសិនបើ មានបញ្ហាណាមួយ ឡើងលើកទី... (Lowell Lingerie)
យើងនឹង ធ្វើការងារយ៉ាងល្អបំផុត ។ យើងនឹង ធ្វើការងារយ៉ាងល្អបំផុត ។
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យើងនឹង ធ្វើការងារយ៉ាងល្អបំផុត ។ យើងនឹង ធ្វើការងារយ៉ាងល្អបំផុត ។

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ເດືອນ December, 28 1942.

ທາງບໍລິສັດ Lowell Lingerie ຊຶ່ງເປັນຮຽງງານທີ່ສຳຄັນ ຄວາມສົນໃຈໃນເມືອງ Lowell.
ພ່າມພາກຖືກ 35 ປີ:

ທາງບໍລິສັດຂອງພວກເຮົາ ແມ່ນພວມພັດສະນີສິ່ງຂອງຊຶ່ງເປັນອຸດົມສຸກຂອງສຸພາບສັດສິ, ເຊັ່ນ ກາວມຸງ
ມອມ, ເສື້ອຄຸມ, ສິ່ງອຸ້ມໃບ ແລະ ສິ່ງສິ້ນປະເຊີນ ສ່ວນມາກທາງບໍລິສັດແມ່ນເຮັດໄວ້ ທີ່ ຮ້ານຂາຍ ເຊັ່ນ
ບໍລິສັດ J. C. Penney ແລະ ຮ້ານ Sears ທີ່ບໍລິສັດ Roebuck & Co.

ພວກເຮົາມີຄວາມໝັ້ນຄົງຂາຍທົ່ວ ຂອງການພັດສະນີທີ່ມີໃນສຽງທີ່ເຮົາມີ ແລະ ທາງອຸກອກທີ່
ອື່ນໆຂອງພວກເຮົາ ເຊັ່ນ Vermont ແລະ Pennsylvania ຊຶ່ງແມ່ນອຸດົມສຸກຂອງລິມະສານທີ່ທຳອິດຂອງການ
ມັ້ນແມ່ນອຸດົມສຸກເປົ້າໝາຍຂອງຮຽງງານຂອງພວກເຮົາທີ່: ເຮັດໄວ້ທີ່ພັດສະນີຂອງເສື້ອທີ່ມີທັມຄຸນພະພາບສູງ ແລະ
ເພື່ອປ່ຽນກັບໃບຄວາມສົນໃຈໃນອາບາຕິດມີ ແລະ ເຮົາຈະພະຍາຍາມບໍລິການດູກຄ້າໃບທຳອິດທີ່ສຸດເທົ່າທີ່ເປັນໄປໄດ້

ທາງຄະນະພູ້ນຖານຈະສົມຄວາມເຮັດຈຶ່ງ ທ່ານຄົນທີ່ມາຕິດຕໍ່ພົວພັນກັບຂອງການຄ້າທ່າງໆ ມັ້ນ ແມ່ນພວກເຮົາຮຽງ
ໝັ້ນ ແມ່ນແນວໃດສຳຄັນຂອງສາຍພັນ ແລະ ທາງຄົນວ່າ ແມ່ນໃບທີ່ຈະມີສິດສອບຄວບ ຈົນ ພາກປະຕິບັດງານ ຊຶ່ງ
ເຮັດໄວ້ເທັມເຖິງ ຄຸນພະພາບ ແລະ ພາດສຽງ ຊຶ່ງເປັນການທະຫາງຂອງພວກເຮົາ ແລະ ຈະວັດເທັມ
ພົວພັນທ່າງໆ ມັ້ນ ດັ່ງນັ້ນ ພົວພັນເຮົາຈະເຮັດໄວ້ ແລະ ມີທີ່ເປັນອຸດົມສຸກເປົ້າໝາຍຂອງບໍລິສັດ.

ພັນຖານຂອງພວກເຮົາແມ່ນຂຶ້ນກັບບັນດາ International Ladies Garment ທີ່ເປັນພັນຖານຂອງ Union
ແລະ ພວກເຮົາຈະຈ່າຍຄ່າ Group ປະທັມພັນສຸຂະພາບ ແລະ ຈ່າຍ Vacation, ປະທັມພັນສຸຂະພາບ, ແລະ ປະທັມພັນແຮງອັດ
ເກືອບໝັ້ນທາງຄົນທີ່ອຸດົມສຸກ Lowell Lingerie ຊຶ່ງເປັນສຽງງານທີ່ເຮັດຂຶ້ນໃນປັດຈຸບັນ ແລະ ພວກ
ເຮົາກໍເຊື່ອແນວ່າເຫດພົວຂອງການທ່າງໆ ມັ້ນ ຈະເຮັດໄວ້ ທາງຄົນ ຊຶ່ງອາດຈະປະຊຶມພັນ.

ທາງພັນ ສູນຖານຂອງພວກເຮົາ ແມ່ນຈະເຮັດໄວ້ ຄວາມພົວພັນທີ່ມີເຮົາທຳອິດໆ ທ່າງໆ ຊຶ່ງມັ້ນແມ່ນ
ທ່າງຈະເຮັດໄວ້ ແລະ ພັນຖານທ່າງໆ ແລ້ວ ທາງ Supervisor ຈະຊ່ວຍເຮັດໄວ້ ທາງຄົນທີ່ສຸດ.
ເຖິງຢ່າງໃດກໍຕາມ ຖ້າວ່າພວກເຮົາມັ້ນພົວພັນໃນການເຮັດໄວ້ ທ່າງໆ ມັ້ນ ພັນຖານພົວ
ຂອງການເຮັດໄວ້ມັ້ນ, ທ່າງອາດຈະເຮັດໄວ້ ທັງແທມຂອງ Union ຈຶ່ງຈະເຮັດໄວ້

ໄວ້ ທ່າງມັ້ນ ຊຶ່ງຢູ່ໃນເຫດພົວຂອງການເຮັດໄວ້ ທ່າງໆ ມັ້ນ ແລະ ທາງຄະນະພູ້ນຖານ
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Lowell Lingerie Company

12-14 PERKINS STREET

LOWELL, MASSACHUSETTS 01853

TELEPHONE 617 454-0491

P.O. BOX 409

CARROLL T. VANHOOSER
PRESIDENT-TREASURERNEW YORK OFFICE
EMPIRE STATE BUILDING, ROOM 4213
350 FIFTH AVENUE
NEW YORK, NEW YORK 10118
(212) 695-2948

Ngày 28 tháng 12, năm 1982

Lowell Lingerie Company là một công ty sản xuất y phục phụ nữ tại Lowell, được thành lập trong 35 năm vừa qua.

Chúng tôi may quần áo ngủ của phụ nữ, áo khoát ngoài, và các loại quần áo lót, v..v.. cho các cửa hiệu bán lẻ như J.C. Penney và Sears, Roebuck & Co. Chúng tôi luôn luôn phát triển mức sản xuất tại cơ xưởng ở Lowell cũng như tại các chi nhánh trong tiểu bang Vermont và Pennsylvania để thỏa mãn nhu cầu chung của thị trường về y-phục phụ nữ.

Mục-dịch của chúng tôi là may các y-phục tốt và bền để phục vụ khách hàng một cách tích cực nhất hầu bảo vệ sự thành công của công ty sau này.

Ban quản-trị tin rằng thật ra chỉ có nhân công mới có thể giúp xí nghiệp nhiều nhất trong ngành thương mại này. Cho nên chúng tôi luôn luôn tìm thuê những nhân công chịu khó tích cực làm việc để đáp ứng với tiêu chuẩn về phẩm chất đã nêu trên. Sự cần cù làm việc của nhân công đã mang lại thành quả tốt đẹp cho công ty.

Nhân công của chúng tôi đều là hội viên của Nghiệp Đoàn Quốc Tế về Ngành May Y Phục Phụ Nữ (International Ladies' Garment Workers' Union). Qua sự trung gian của Nghiệp Đoàn chúng tôi cung cấp những quyền lợi về nhân viên như bảo hiểm sức khỏe, trả lương nghỉ phép, bảo hiểm sinh mạng, bảo hiểm tàn tật, v..v..

Mọi người đều công nhận rằng Lowell Lingerie Company là một nơi làm việc vui và hài lòng. Chúng tôi tin rằng đây là kết quả của những nhân công làm việc tại đây khi họ sẵn sàng tiếp nhận một cách sáng suốt và ngay thẳng những khó khăn trong công việc.

Người Giám-thị có trách nhiệm đối đãi công bằng với mọi nhân công, vì vậy nếu nhân công nào có khó khăn cần giải quyết, nên gặp và nói chuyện trực tiếp với người Giám-thị. Tuy nhiên nếu dường sự cảm thấy không được hài lòng với những giải quyết này, họ có thể liên lạc với đại diện Nghiệp đoàn. Người đại-diện này sẽ trình bày những khó khăn kể trên với ban Quản-trị. Ban Quản-trị sẽ cố gắng giải quyết các khó khăn đã xảy ra một cách thoả đáng cho đối bên.

Ban Quản-trị gồm có những nhân viên bắt đầu từ cấp Giám-thị của các ngành như: may, hoàn tất, giao hàng, và nhân viên văn phòng. Các Giám-thị được lựa chọn trên căn bản kinh nghiệm và được huấn luyện về các ngành chuyên môn kể trên. Trách nhiệm chính của Giám-thị là giúp đỡ những nhân công trong ngành của họ để những nhân công này có thể góp phần một cách hữu hiệu trong sự thành công của công ty.

Người Giám-thị của ngành may có bốn phần báo cáo cho người Quản-dốc Sản Xuất. Người Quản-dốc Sản Xuất có bốn phần phối hợp và điều khiển công việc cho được đáp ứng với các định kỳ sản-xuất. Người Quản-dốc đồng thời cũng có trách nhiệm trong việc ấn định chi phí sản xuất và ấn định mức tính lương bổng cho các nhân công làm lương khoán. Người Quản-dốc làm việc trực tiếp với Ông Phó Giám-Dốc về Sản Xuất trong việc thành lập kế hoạch sản xuất. Kế hoạch sản xuất của công ty được qui định theo các hợp đồng mua bán với các khách hàng.

MONTH 1, Week 1

Day 2: Machine Parts and the People You Should Know

Vocabulary

Plug	pedal	<u>Floor Lady:</u>	new employee/trainee
Switch	needle		break-in a new employee
On	bobbin		training
Off	watch me		on-the-job training
Knee lift	please say that	<u>Service Girl:</u>	delivery
	again		bundle

Grammar: review "to be"
Yes/No questions

Materials: sewing machine, scrap, scissors, bobbin,
vocabulary sheet.

Dialogue

Claire: Watch me.
This is the pedal.
This is the needle.
This is the bobbin.

Huong: Please say that again.

Claire: This is the bobbin.

MONTH 1, Week 1

Day 3: Machine Parts and the People you Should Know (continued)

Review: Day 2 vocabulary

Vocabulary

nervous	afraid
not	not afraid
very fast	machine
not too fast	goes
slowly	sew

Production Manager: authority
responsibility
assignment
organizing
supervising

Mechanics: break-down, problem,
did not work, something wrong

Janitor: clean, dirty, wet, sweep,
mop, wax

Grammar: Are you? Yes, I am
No, I am not
Do, Don't

Materials: sewing machine, scrap, scissors, bobbin, vocabulary sheet.

Dialogue

Claire: This is the On/Off switch.
Huong: Oh! It sews very fast.
Claire: Are you afraid?
Huong: Yes, I am.
Claire: Do it slowly, like this.

MONTH 1, Week 1

Day 4: Machine Parts and the People You Should Know (continued)

Review: Day 3 vocabulary

Vocabulary

thread	I understand
pressure (foot)	I don't understand
bobbin case	Please do it again
guide	Do you understand
scrap	Yes
scissors	No
cut	I see

Comptroller: record, record
keeping, salary,
pay, expenses,
profits

Secretary/Receptionist: telephone,
answer the phone,
take a message, page

Grammar: Questions with "do", Do You?
Yes, I do. No I don't.

Materials: sewing machine, scrap, scissors, bobbin, vocabulary sheet.

Dialogue

Claire: Watch me
Thread it like this

Huong: Please do it again
.

Claire: Do you understand?

Huong: Yes, I do.

MONTH 1, Week 1

Day 5: Review All Vocabulary. Label Machine Parts on a Picture of Machine

(Supplementary: Role Playing Dialogues)

Listening Quiz: teacher read items
students circle item they hear

Materials: pictures of machine for labeling,
listening quiz sheet,
sewing machine, thread

Role Playing: Thread a machine

Questions and Answers: company orientation

Listening Quiz: circle the correct item

- | | | | |
|----|-----------|-------------|--------|
| 1. | plug | switch | pedal |
| 2. | pedal | bobbin case | bobbin |
| 3. | knee lift | needle | bobbin |
| 4. | guide | thread | foot |
| 5. | scrap | scissors | foot |

MONTH 1

Week 2: EMPLOYMENT WITH LOWELL LINGERIE,
SETTING UP AND OPERATING THE MACHINE

Day 1: Setting Up the Machine Trial Period

Review: Parts of the machine

Vocabulary

drop the bobbin into the case
thread the needle from the front, from the side
wipe the machine
can, can't
wrong, try again
do it like this
good

Trial Period

4-week trial period
13-week trial period
probationary employee, trainee
permanent employee
discharge
retain

Grammar: Can you....?
Yes, I can
No, I can't

Materials: sewing machine, bobbin, thread, scissors, scrap,
vocabulary sheet

Dialogue

Claire: Can you drop the bobbin in the case?
Huong: Yes, I can.
Claire: Can you thread the needle?
Huong: Yes, I can.
Claire: That's wrong, do it like this.
Huong: I'll try again.
Claire: That's good.

MONTH 1, Week 2

Day 2: Operating the Machine

Hourly Paid Worker & Piece Rate Worker

Review: Day 1 vocabulary

Vocabulary

turn on	pick up	salary
turn off	put down	pay
start	carefully	rate (\$3.75/hr)
stop	and now?	piece rate

Grammar: Present progressive
What are you doing? I am
Am I You are

Materials: sewing machine, bobbin, thread, scissors, scrap,
flashcard pictures, vocabulary sheet

Dialogue

Claire: Watch me carefully
What am I doing?

Huong: You are turning on the machine

Claire: and now?

Huong: You are picking up the foot

Claire: Good. Now you do it.

MONTH 1, Week 2

Day 3: Operating the Machine (continued) Inexperienced Piece Worker

Review: very fast, not too fast, machine, pedal, etc...

<u>Vocabulary</u>			<u>Inexperienced Piece Rate</u>	
put	right	inexperience	Hiring date	\$3.75
under	ready	increase	Thirty days	3.90
material	first	minimum	Sixty days	4.10
press	then	classification	Ninety days	4.35
		accelerate		

Grammar: Imperatives

Materials: sewing machine, bobbin, thread, scissors, scrap, vocabulary sheet.

Dialogue

Claire: Watch carefully.
Huong: OK.
Claire: First pick up the foot.
Huong: I see.
Claire: Put the material under the foot.
Then put down the foot.
Huong: Uh huh.
Claire: Then press the pedal slowly.
Huong: Not too fast.
Claire: Right.

MONTH 1, Week 2

Day 4: Good Work and Bad Work

Trial Period (continued)

Review: Vocabulary day 2 & 3

Vocabulary

good work	OK	termination	lay-off
no good	that's nice	discharge	rehire
nice going	that's wrong	satisfactory	
not bad	very good	unsatisfactory	
right	wrong	slowdown	

Grammar: imbedded sentences

Claire said that: it's good work
it's OK

Materials: sample of good work and bad work.

Exercise

Students: Listen to vocabulary announced by teacher,
Repeat vocabulary after teacher.
Listen again, for every phrase of "good work", students
raise 1 finger, for every phrase of "bad work", students
raise 2 fingers. Do this listening exercise until
students can distinguish expression of "good work" from
expression of "bad work".

Repeat the exercise, but this time teacher raises her
voice and softens her voice to show that loud voice or
soft voice does not change criticism to praise.

Listen:

good job	no good
nice going	not good
good work	poor job
not bad at all	poorly done
you work fast	you work too slow
OK	you made a mistake
pretty good	do it again, faster

Listen again and repeat after teacher

Listen and hold up 1 finger for "praise"
2 fingers for "criticism"

good job
no good
wrong
good work
not bad at all
wrong
you work fast
you work too slow

Listen again, for "praise" students say "thank you"
for "criticism" students say "I understand"
"Please show me again"
"Should I do it again?"

MONTH 1, Week 2

Day 5: Review

Situational Role Playing: students receive "praise"
students receive "criticism"

Listening Quiz: criticism phrases
record answer on sheet: 1 through 10 phrases,
circle "good" for "praise"
circle "bad" for "criticism"

Materials: flash cards
picture flash cards
sewing machine, scraps, tape of different people
giving praise and criticism, including men and
women speak loudly and softly.

MONTH 1

Week 3: EMPLOYMENT PROCEDURES

Day 1: Application Form Vocabulary

Review: -alphabet: (1) recognition of capital letters and small letters
(2) alphabetical order

-numbers

Vocabulary

name	street	area code
first	town	fill out application
middle	number	write clearly
last	zip code	print
address	telephone number	social security number
work	education	emergency contact person
reference	citizen	visa status

Grammar: "wh" question: What's your?
How do you spell your ...?

Materials: blank application form, flash cards for alphabet, numbers, first, middle, last name, vocabulary and dialogue sheet.

Dialogue

What's your name? (first, middle, last)
How do you spell it?
What's your address?
What your telephone number?

Supplementary Dialogue

Saying your name (first, middle, last)

Hi Huong. This is Claire. Go with her. She'll show you
what to do

What's your name? -My name is Claire Lajoie. You can call me Claire.

My name is Huong Tran.

How do you spell your name? -H U O N G T R A N.

Please call me Huong. Huong is my first name, Tran is my last name.

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

			DATE	LAST
NAME		SOCIAL SECURITY NUMBER		
LAST	FIRST	MIDDLE		
PRESENT ADDRESS			STATE	FIRST
		STREET	CITY	
PERMANENT ADDRESS			STATE	MIDDLE
		STREET	CITY	
PHONE NO.:	ARE YOU 18 YEARS OR OLDER		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SPECIAL QUESTIONS

DO NOT ANSWER **ANY** OF THE QUESTIONS IN THIS FRAMED AREA UNLESS THE EMPLOYER HAS **CHECKED A BOX PRECEDING** A QUESTION, THEREBY INDICATING THAT THE INFORMATION IS REQUIRED FOR A BONA FIDE OCCUPATIONAL QUALIFICATION, OR DICTATED BY NATIONAL SECURITY LAWS, OR IS NEEDED FOR OTHER LEGALLY PERMISSIBLE REASONS.

- | | |
|---|---|
| <input type="checkbox"/> Height _____ feet _____ inches | <input type="checkbox"/> Citizen of U.S. ____ Yes ____ No |
| <input type="checkbox"/> Weight _____ lbs. | <input type="checkbox"/> Date of Birth* _____ |
| <input type="checkbox"/> What Foreign Languages do you speak fluently? _____ Read _____ Write _____ | |
| <input type="checkbox"/> _____ | |

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

EMPLOYMENT DESIRED

POSITION	DATE YOU CAN START	SALARY DESIRED	LAST
ARE YOU EMPLOYED NOW?	IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?	FIRST

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO. OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

PHYSICAL RECORD:

DO YOU HAVE ANY PHYSICAL LIMITATIONS THAT PRECLUDE YOU FROM PERFORMING ANY WORK FOR WHICH YOU ARE BEING CONSIDERED? Yes No

PLEASE DESCRIBE: _____

IN CASE OF EMERGENCY NOTIFY

NAME	ADDRESS	PHONE NO.
------	---------	-----------

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO YOU.

I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE."

DATE _____ SIGNATURE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY _____ DATE _____

HIRED: Yes No POSITION _____ DEPT. _____

SALARY/WAGE _____ DATE REPORTING TO WORK _____

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPT. HEAD GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

MONTH 1, Week 3

Day 2: Making Telephone Calls

Job Interview

Review: alphabet and numbers

Vocabulary

pay phone, public phone	operator	Personnel clerk
telephone number	connect	schedule
need	just a minute	appointment
a dime	good morning	interview
wait	good afternoon	on time
who	may	late
calling	hold	cannot come in
please		reschedule

Grammar: "wh" question: what, who, when, where, why
modal "may"

Materials: teletrainer, coins, vocabulary and dialogue sheet

Dialogue: 1

Receptionist: "Lowell Lingerie Company."

Lam Muoi: I am Lam Muoi. I will not be in today and tomorrow. Please mail my check to my home address.

Receptionist: I will connect you with our Payroll Department.

Lam Muoi: (wait for the connection) I am Lam Muoi, I will not be in today and tomorrow. Please mail my check to my home address. Thank you.

Dialogue 2

Receptionist: Good morning. Lowell Lingerie Company.

Phenom: Good morning. I am Phenom. My child missed the school bus. I will be late for work.

Receptionist: Thank you for calling. We'll see you later.

Phenom: Bye.

READ

The phone book has a lot of information. The first page is very important. It has emergency phone numbers. Look on the first page and find these numbers.

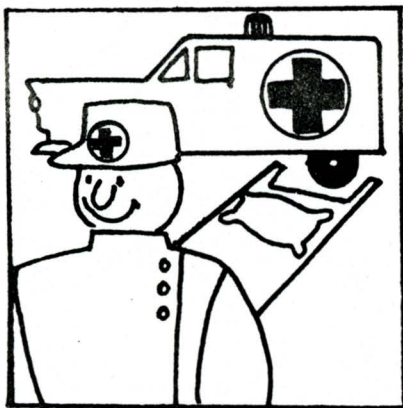
1 fire department



2 police department



3 ambulance



4 doctor



CONVERSATION

To A Friend

1. I need to talk to my uncle.
2. You can call him.
1. No, I can't.
I don't have any money.
2. You can call him collect.



PRACTICE

I		
We		<u>don't</u> have <u>any</u> money.
You		
They		

He		<u>doesn't</u> have <u>any</u> money.
She		

I				
We		can		call him.
You				
He		can't		
She				
They				

You can call		him		collect.
		her		
		me		
		them		
		us		

FILL IN THE BLANKS

don't doesn't any
him her us me them

1. I can't call my uncle. I don't have any money.
You can call him collect.
2. She can't call her parents. She _____ have _____ money.
She can call _____ collect.
3. He can't call his girlfriend. He _____ have _____ money.
He can call _____ collect.
4. We can't call you and your wife. We _____ have _____ money.
You can call _____ collect.
5. They can't call you. They _____ have _____ money.
They can call _____ collect.

MONTH 1, Week 3

Day 3: Calling in Sick

Review: Day 2

Vocabulary

coming in	flu
cannot coming in	cold
sick	headache
tomorrow	sure
let me know	before
what's the matter with you?	

Grammar: indirect object

Materials: teletrainer, vocabulary and dialogue sheet

Dialogue

Receptionist: "Good Morning - Lowell Lingerie Company"

Huong: I am Huong Nguyen, clock number 3054.
I am sick today.

or I am Huong Nguyen, Clock number 3054.
I will be out all week, doctor's orders.

or I am Huong Nguyen, clock number 3054.
I am sick, I will not be in today.

or I am Huong Nguyen, clock number 3054.
I am sick, I will not come in today.
I will come in tomorrow.

Receptionist: Thank you.

(Supervisors will check with receptionist to find out who is absent)

MONTH 1, Week 3

Day 4: Time Card, Pay Check, W4 Form

Review: Telling time
Days of the Week
Months of the Year
Dates

Vocabulary

always	start	allowance
everyday	finish	federal tax
punch in	go home	FICA
punch out	again	tax w _i thholding
break	gross pay	medical insurance
lunch hour	net pay	other deduction
hours shown	deduction	
correct signature	dependent	

Grammar: present time
adverbs of time.

Materials: time card, blank card, punch card, pay check,
see English for your First Job, PP 86-87 attached

Fill-in Exercise

What do you do at work everyday?

I always go to work at _____. I punch in at _____.

I punch out for lunch at _____. I punch in again at _____.

I punch out at _____ and go home.

MONTH 1, Week 3

Day 5: Review

Role play--Telephone calls

Listening Quiz

see Everyday English, Book 2 B, PP 17 of Employment section

Materials: teletrainer
listening quiz sheet.

June works (1) eight hours a day. She _____ (2) five days
a week. She _____ (3) at 8:00 and _____ (4) at 5:00.
She _____ (5) an hour for lunch. She also _____ (6) two coffee
breaks every day -- _____ (7) minutes in the morning and 15 minutes
_____ (8) the afternoon.

CIRCLE THE RIGHT ANSWER

1. How many hours does June work every day?
 - a. 8 hours.
 - b. 5 hours.
 - c. 15 hours.
2. How many days does June work every week?
 - a. 8 days.
 - b. 5 days.
 - c. 2 days.
3. What time does she start?
 - a. At 5:00.
 - b. At 8:00.
 - c. At 2:00.
4. How long is her lunch hour?
 - a. 2 hours.
 - b. 8 hours.
 - c. 1 hour.

WRITE A STORY ABOUT YOU

I work _____ hours a day.

I _____ days a week.

I start at _____ and _____ at _____.

I have _____ for lunch.

I have _____ breaks every day.

MONTH 1

Week 4: THE GARMENTS

OCCUPATIONAL SAFETY

Day 1: Types of Garments We Manufacture

Look: Signs & Doors

Review: colors and sizes

Vocabulary

lingerie	neglige	danger	keep off
night gown	pants	stay out	no smoking
slip	pajamas	no admittance	wet floor
half-slip	garment	do not enter	wet paint
robe	sample	do not open	watch the step
kind	just	low overhead	

Grammar: some, need plus infinitive

Materials: samples of each garment, vocabulary and dialogue sheet, see English for YourFirst Job, PP 65, 66, 69 attached.

Dialogue

Claire: We need to make some sample garments

Huong: What kind do we need to make?

Claire: Some nightgowns and some robes.

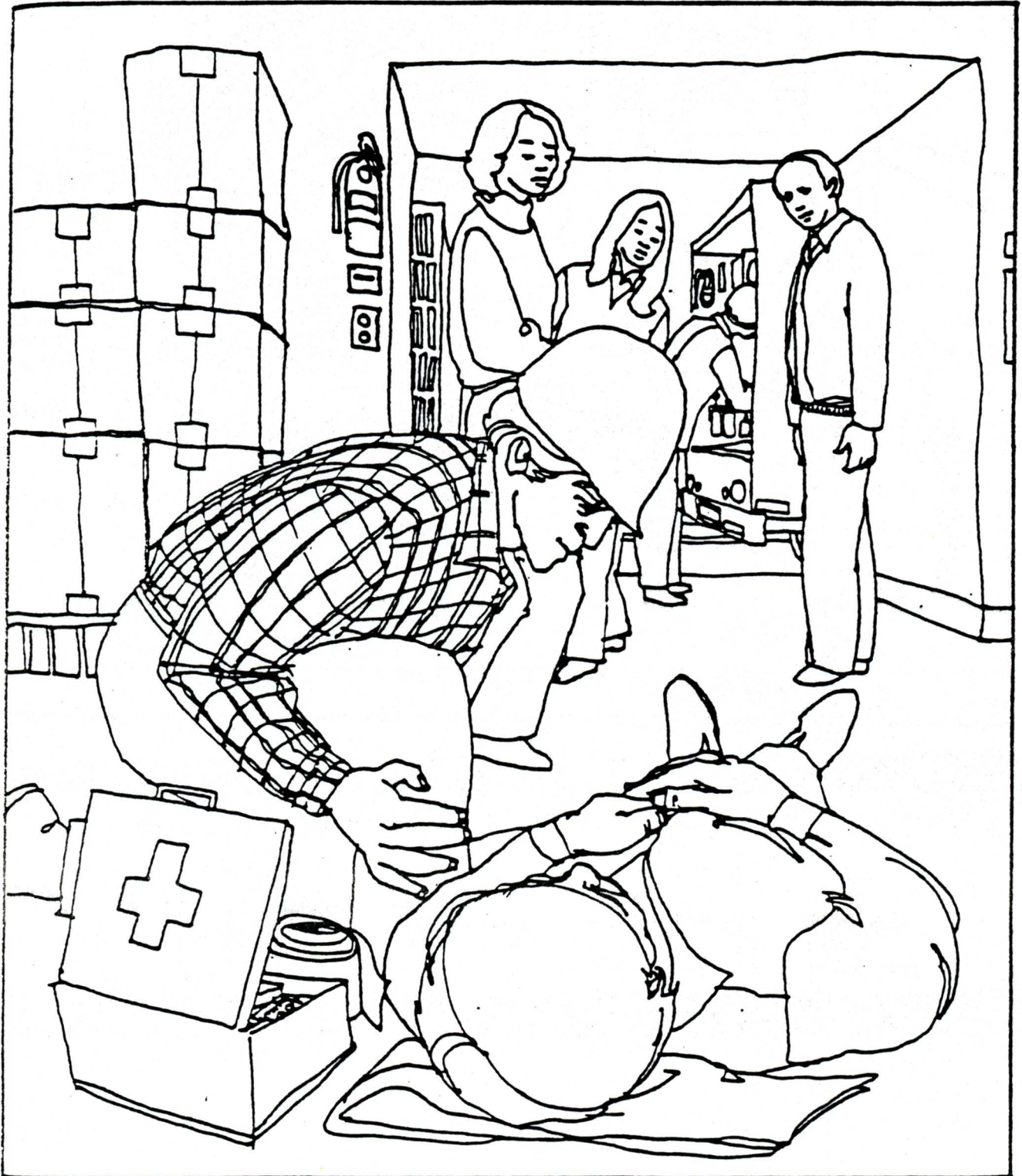
Huong: What colors?

Claire: Light blue and peach.

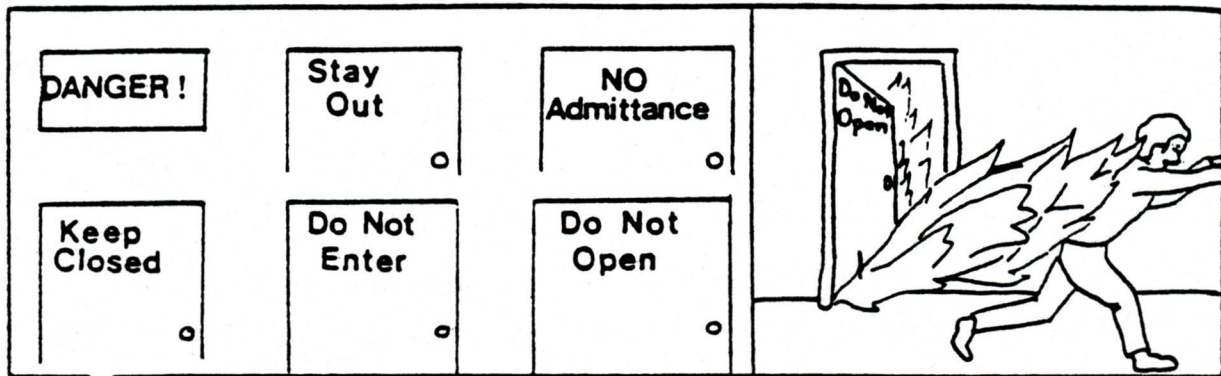
Huong: What sizes?

Claire: Just medium.

SAFETY



1. Look: Signs and Doors.



2. Listen and listen.

Stay out.

Keep closed.

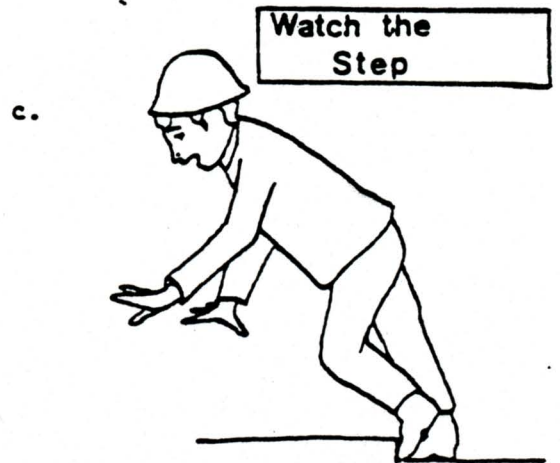
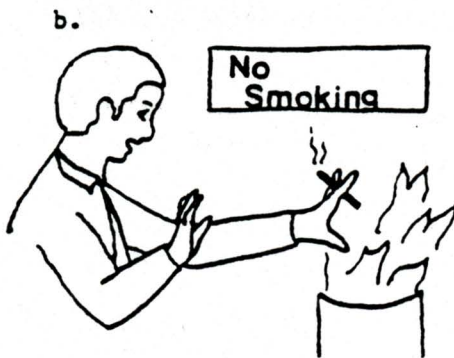
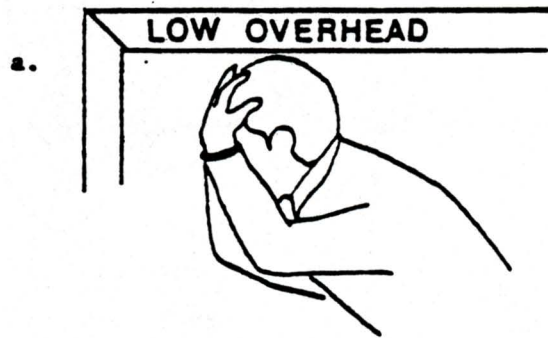
Danger.

No admittance.

Do not enter.

Do not open.

5. More Signs:



Look and listen.

Low overhead.

No smoking.

Watch the step.

MONTH 1, Week 4

Day 2: Parts of Garments

Fire Signs and Lifting

Review: Types of garments

Vocabulary

Sleeve	armhole	fire exit	reach
cuff	back	fire extinguisher	stretch
bodice	right	fire alarm	lift
neckline	left	keep clear	be careful
collar	leg	fire drill	too heavy
yoke	your	do not block	too high
his	her	bend down	too big

Grammar: questions with "do" and "don't"
possessive adjectives

Materials: a sample of large picture of a garment with parts labeled, vocabulary sheet.
See English for Your First Job, PP 70-71 attached.

Chain Exercise: in a circle each student asks the next, and point at parts of the garment they wear.

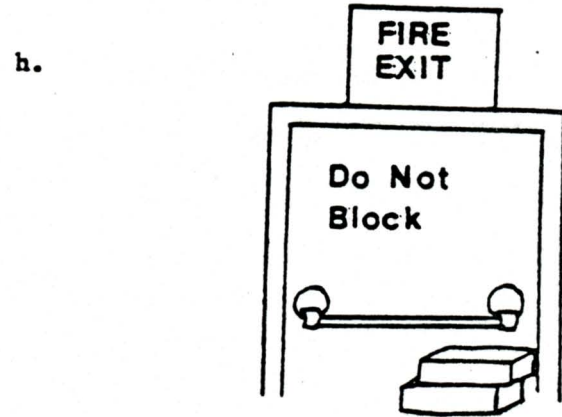
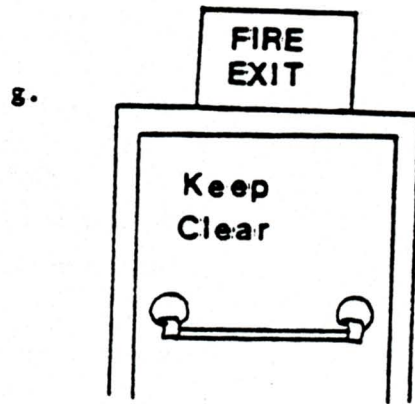
Does your blouse have a collar?

No it doesn't

Does his shirt have a cuff?

Yes, it does.

6. Fire Signs:



Look and listen.

Exit.

Do not block.

Don't block.

Keep clear.

7. Lifting.

a. Don't



b. Do



c. Lift something now.

Be careful!

MONTH 1, Week 4

Day 3: Parts of Garments (continued)

Look and Listen

Review: Parts of garments, Day 2.

Vocabulary

leg	wear safe clothes
waistline	put things away
skirt	don't sleep
crotch	pay attention
hem line	don't smoke
belt	keep fire exit clear

Grammar: "or", multiple adjectives.

Materials: sample of garments, large picture of garment with parts labeled, vocabulary sheet, cards for identification game, pile of picture cards for parts of garment, pile of sizes 4--18.

Cards Game: students draw cards and ask partners parts of garment, sizes, etc...

See English for your First Job, PP 76-77 attached.

11. Look and listen. What's wrong? Say:

Wear safe clothes.

Put things away.

Don't sleep.

Pay attention.

Don't smoke.

Keep out

Don't lift things wrong.

Keep fire exits clear.

a.



b.



c.

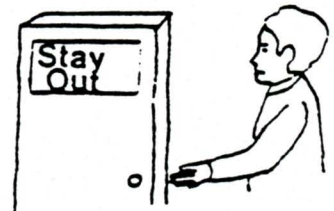
No Smoking



d.



e.



Say: Wear safe clothes.

Put things away.

Don't sleep.

Pay attention.

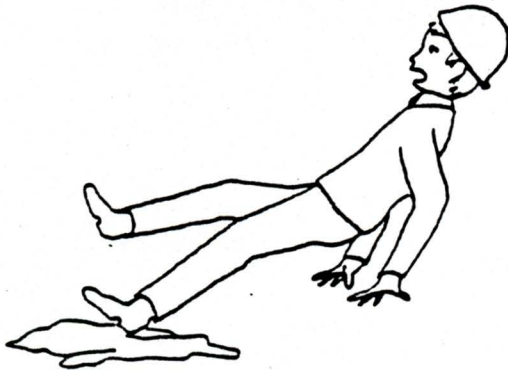
Don't smoke.

Keep out

Don't lift things wrong.

Keep fire exits clear.

5.



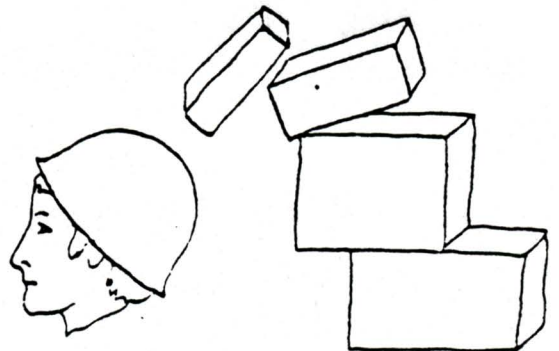
8.



2.



1.



MONTH 1, Week 4

Day 4: Fabrics

Review: parts of garments

Vocabulary

fabric	fleece	slippery
material	satin	light
cotton	velvet	heavy
nylon tricot	right side	show
knit	wrong side	than

Grammar: comparatives
hot, hotter, hottest.

Materials: samples of each type of material, vocabulary and dialogue sheet.

Dialogue

Claire: Be careful. Tricot is more slippery than cotton.

Huong: OK

Claire: This is the right side, and this is the wrong side.

Huong: Please show me again. I don't understand.

.....

Huong: OK. Now, I see.

MONTH 1, Week 4

Day 5: Review

Vocabulary Quiz: teacher holds up items, students circle multiple choice from 10 to 20 items on a prepared list of vocabulary.

Listening Quiz: line up 2 or 3 different parts of a garment. These pieces should be the same color. Teacher says: The _____ is blue. Students have to mark the right part of garment on answer sheet.

See English for Your First Job, PP 72-73-74-75 attached for Employment Orientation quiz on "occupational safety".

8. Look at the pictures. **Circle** what is not safe.

a.



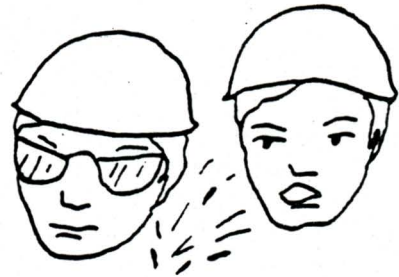
b.



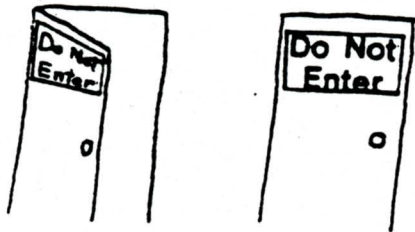
c.



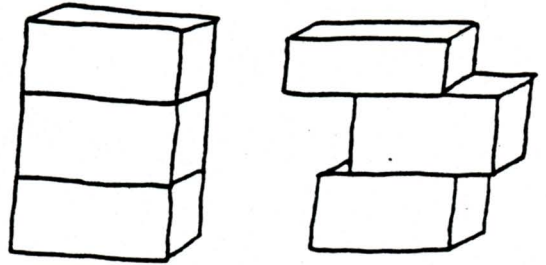
d.



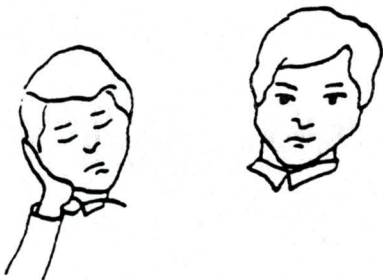
e.



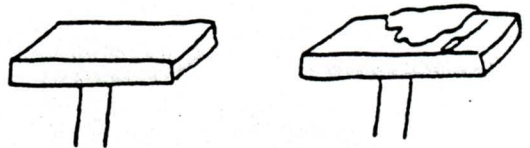
f.



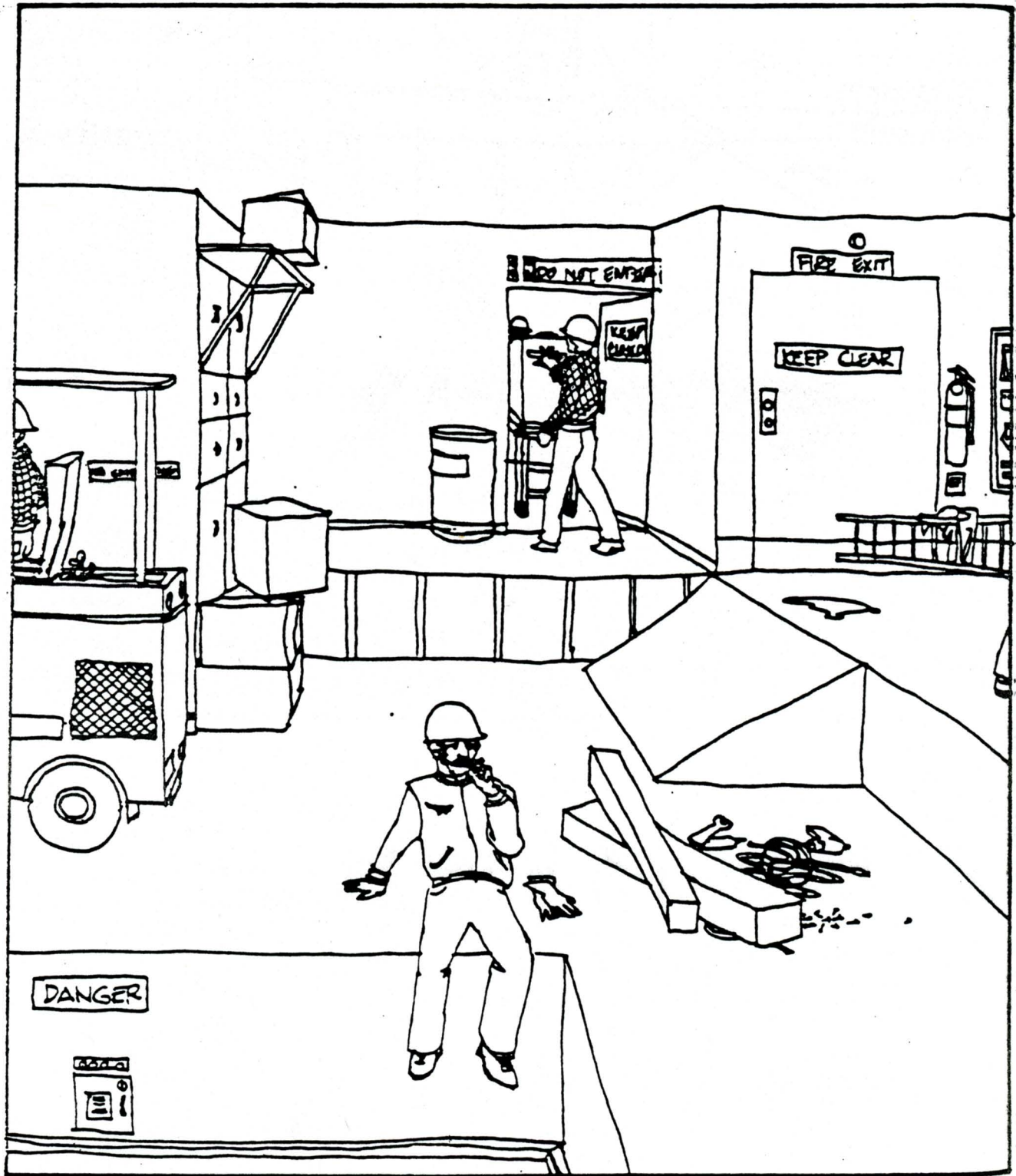
g.



h.



9. What's wrong?



10. Look and listen.

Pay attention.

Put things away.

Wear safe clothes.

Keep fire exits clear.

Keep out

Don't smoke.

Don't sleep.

Don't lift things wrong.

MONTH 2: ADVANCED STITCHING TERMINOLOGY, PERSONNEL POLICIES

Week 1: TRIMMINGS, STITCHING, PAYROLL PROCEDURES

Day 1: Trimmings--Review Paycheck and W-4 Form

Review: Parts of the garment

Vocabulary

Lace	ruffle	freehand	work
Elastic	binding	around	
Piping	edge	attachment	
Trim	put	on	
Snip	be sure	under	

Grammar: Prepositions

Materials: a sample garment, large picture labelled, sample of trimmings, sample of paycheck and W4 form.

Dialogue:

Claire: Work the lace around the neckline like this.

Huong: Like this?

Claire: Yes, very good.
Be sure to snip the thread.

Huong: OK.

LOWELL LINGERIE COMPANY
 LOWELL, MASSACHUSETTS 01853

PAYROLL CHECK 53-45
 113

EMPLOYEE NO. DATE CHECK NO.

PAY

HUNDRED

100

DOLLARS

CENTS

PAY THIS AMOUNT

TO THE ORDER OF

LOWELL LINGERIE COMPANY

UNION NATIONAL BANK
 LOWELL, MASSACHUSETTS

BY _____ AUTHORIZED SIGNATURE

⑈0043059⑈ ⑆011300456⑆ ⑈00 0032 9⑈

EMPLOYEE	SOCIAL SECURITY NO.	WEEK ENDING	HOURS		CHECK NO.	
			REGULAR	O.T.		
EARNINGS						
REGULAR	OVERTIME	PIECE WORK	MAKE-UP	HOLIDAY	OTHER	NON-TAXABLE
TAXES DEDUCTED THIS PAY PERIOD					43059	GROSS PAY
F.I.C.A.	FEDERAL	STATE	OTHER			
DEDUCTIONS						
YEAR TO DATE TOTAL						
GROSS WAGES	F.I.C.A.	FEDERAL	STATE	OTHER		

LOWELL LINGERIE COMPANY
 LOWELL, MASS. 01853

NET PAY

PLEASE DETACH AND RETAIN THIS STUB FOR YOUR RECORDS

Paying Taxes

In January your employer gives you a W-2 form that shows how much money you earned during the previous year, and how much money was **withheld** for taxes. The federal government Internal Revenue Service sends you a booklet of federal income tax forms and instructions. If your state has a state income tax, you also receive a booklet of state income tax forms and instructions.

If you are self-employed, you will not receive a W-2 form. The instruction booklet explains what other forms you need to fill out.

W-2 Form

For Official Use Only		Wage and Tax Statement				1976
ACME MACHINE SHOP 90 STATE STREET ANYTOWN, U.S.A. 99999		Type or print EMPLOYER'S name, address, ZIP code and Federal (State) identifying number				Copy A For Internal Revenue Service Center * See instructions on back of Copy D
21 <input type="checkbox"/>	Employee's social security number 016-23-7384	1 Federal income tax withheld \$ 1345.91	2 Wages, tips, and other compensation \$ 9462	3 FICA employee tax withheld \$ 553.53	4 Total FICA wages	
Name ▶	Type or print EMPLOYEE'S name, address, and ZIP code below (Name must align with arrow) Joseph Melia 14 Main Street Anytown, U.S.A. 99999	5 Was employee covered by a qualified pension plan, etc.?	6 •	7 •		
		8 State tax withheld \$ 47.31	9 State wages	10 State		
		11 City or local	12 City or local	13 City or locality		

Form W-2
APPROVED I. R. S. Department of the Treasury—Internal Revenue Service 13-2561789

Questions

- 1 What is Joseph Melia's social security number? _____
- 2 How much money did Joseph Melia make in 1976?
gross income _____
net income _____
- 3 How much was withheld from his wages during 1976?
federal tax _____
state tax _____
social security tax (F.I.C.A.) _____
- 4 Do you know what the maximum amount is this year that can be withheld from a person's wages for social security? Check your federal tax instruction booklet to find out. _____

MONTH 2, Week 1

Day 2: Stitching--Hourly Paid Workers

Review: Parts of garment

Vocabulary

Straight	applique	hourly rate
Menow	shir lace attach	number of hours work per day
Chain	piper)	number of days per week
Seam	menow } machine	gross pay, net pay
Shirring	trimmer)	deductions
only		Federal Tax
		FICA
		health insurance

Grammar: Modals have to, can.

Materials: samples of different stitches, vocabulary sheets

Dialogue

Huong: How can you make a chain stitch?
My machine only makes a straight stitch.

Claire: Oh, you have to use a special machine
to make a chain stitch.

MONTH 2, Week 1

Day 3: Problem--Overtime Pay

Review: Size, good work, bad work unit.

Vocabulary

Too	wide	time and half
Big	narrow	over thirty five hours per week
Small	not straight	over seven hours in one day
Long	do it again	Saturday work, time and half
Short	finished	Sunday work, double time
		work on paid vacation day, time and half

Grammar: Too, very

Materials: samples of bad work

Dialogue

Huong: I'm finished.

Claire: Let me check these.

Huong: OK.

Claire: These are good. These are not good. They are not straight.

Huong: I'm sorry. I'll do them again.

Claire: Good.

MONTH 2, Week 1

Day 4: Problems

Review: Day 3

Vocabulary:

Oh dear!	Take it out
A little	Too near the edge
Much	Bunched up
Running off the edge	It's crooked
Slow down	Not too fast

Grammar: Much too _____
A little too _____

Materials: Samples of bad work

Dialogue

Huong: Oh dear, help!
The machine is running much too fast.
It's all bunched up.

Claire: Take it out.
Do it again.
Slow down.

Huong: OK.

MONTH 2, Week 1

Day 5: Review

Role Plays

Listening quiz

MONTH 2

Week 2: Problems with the Machine. Vacation Pay, Holiday Pay, Sick Pay

Vocabulary

machine	broken	bad tension
cage	stuck	bad stitch
fix	doesn't go	change
fall apart	doesn't run	name
number	light	material too heavy
needle thread wrong	material too light	

Vacation Pay

Contribution: Lowell Lingerie Company makes contribution to the Union which in turn issues vacation pay to eligible employees.

Computation: Vacation pay is computed twice a year:
May: 4 1/2 % of gross earning of the previous calendar year
November: 1 1/2 % of gross earning of the previous calendar year.

Vacation Without Pay

Employees who are not eligible for vacation pay can request up to two weeks time off as a vacation without pay.

Plan Close Down

First week in July for one week, without pay.
Last week in December for one week, without pay.

Grammar: modal: should, had better
Past tense "did"

Materials: machine, flash cards of parts, samples of bad stitch, sample of bad tension, sample of light material, sample of heavy material.

Dialogue

Claire: What's the matter?
Huong: The machine doesn't work.
Claire: Did you check the thread?
Huong: Yes, I did. It's OK.
Claire: We'd better call a mechanic.

MONTH 2

Week 2 (continued) Review People You Should Know. Holiday Pay.

Vocabulary

Production Manager
Floor lady
Service Girl
Service Person
cleans
repairs
gives out order

Mechanics
Janitor
coordinate work flow
sets rates
supervises
stitching supervisor
directs the department

Holiday Pay

Holiday will be paid after 30 days of employment of newly hired employees.

Employees will be paid for the following holidays:

1. New Year/s Day
2. Washington's Birthday
3. Good Friday
4. Memorial Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Day
9. Last Working Day before Christmas
10. Last Working day before Summer Vacation
11. Patriots Day.

An employee shall not be eligible for holiday pay if, while work is available, he/she fails to work the day before and the day after the holiday, unless such absence is for a justifiable cause.

In the event work is performed on a holiday, it shall be paid for at the rate of time and one-half, in addition to the holiday pay.

Grammar: contraction she's, that's, who's.

Relative clauses: she's the woman who...../that.....

Materials: pictures of people, calendar with marked holidays.

Dialogue

Huong: Who's that?

Mai: That's Claire

Huong: Is she the Service Person?

Mai: No, she's the Floor Lady. She's my boss.

MONTH 2

Week 3: Good Work Habits, Bad Work Habits. Leave of Absence.

Vocabulary

leave	lint, remnant	turn off
eat	wipe up, pick up	attracts
before	bugs	after
floor	work	oil
grease	litters	everytime

Rules

1. Turn the machine off everytime you leave it.
2. Keep the machine clean. Wipe it before and after you use it.
3. Wipe up oil drips and grease. Clean up lint.
4. Don't eat on the stitching floor. Food attracts bugs.
5. Don't leave food on the stitching floor.
6. Don't litter the stitching floor.
7. Pick up remnant\$ on the floor.

Leave of Absence

Leave of absence will be granted for: sickness, pregnancy, maternity, disability, military services, jury duty, and union businesses.

Authorized leave of absence can be extended up to 180 days.

Employees return from authorized leave of absence are entitled to job rights set forth prior to leave.

Death in Family: employee after one year of employment is entitled to 3 days pay for death of member of the immediate family (father, mother, brother, sister, husband, wife, son, and daughter), 2 days pay (father-in-law, mother-in-law, grand father, grand mother).

Lost Time: in excess of 15 minutes such as waiting, machine trouble, will be paid hourly rate, lost time must be recorded and approved by immediate supervisor.

Jury Duty: employee will be paid time off for jury duty.

Tardiness: excessive tardiness will be reported to supervisor for disciplinary action.

MONTH 2

Week 3 (continued)

Vocabulary

hard worker	lazy worker	stick with it
on time	late	give up
clean/neat	messy	efficient
good-natured	moody	wasteful
dependable	not dependable	careful
reliable	unreliable	careless
remember	forget	cooperative
pleasant	unpleasant	uncooperative

Grammar: should, comparative: er, more, est.

Materials: flashcards, pictures of e (or more) workers to illustrate characteristics, picture of What's wrong here.

Dialogues, Stories, Exercises

Everyday English Book 2 B (Employment Section)

Dialogue Page	35-a
Story Page	35-b, c
Story Page	35-d

CONVERSATIONS

Mr. Duong To His Boss

- | | |
|---------------------------------|----------------------------------|
| 1. Do I work hard? | 1. Do I take long coffee breaks? |
| 2. Yes, you do. | 2. No, you don't. |
| 1. Do I come on time every day? | 1. Do I learn new things? |
| 2. Yes, you do. | 2. Yes, you do. |
| | 1. Can I have a raise? |
| | 2. Yes, you can. |

LISTEN TO THE STORY

WRITE SENTENCES ABOUT MR. DUONG

1. got promoted

Mr. Duong got promoted yesterday.

2. a good job

3. a raise

4. happy

5. his wife

6. work hard

7. spend money

READ THE STORY

CONVEI

Bill is a kitchen helper in a restaurant. He helps the cook.



He chops the vegetables and cuts up the meat.



He runs errands.



He has to clean the kitchen, too.

PRACTI

Yesterday Bill was lazy. He helped the cook.
He chopped the vegetables and cut up the meat.
He ran errands. He didn't clean the kitchen.



WRITE

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

COMPARE AND PRACTICE

EVERY DAY

He helps the cook.
 He chops vegetables.
 He cuts up the meat.
 He runs errands.
 He cleans the kitchen.

YESTERDAY

He helped the cook.
 He chopped vegetables.
 He cut up the meat.
 He ran errands.
 He cleaned the kitchen.

CONVERSATION

Bill And His Boss

- 1. Did you chop the vegetables yesterday?
- 2. Yes, I did.
- 1. Did you cut up the meat?
- 2. Yes, I did.
- 1. Did you clean the kitchen?
- 2. No, I didn't.
I'm sorry. I forgot.

PRACTICE

Did you clean the kitchen?

Yes, I did.

No, I didn't.

WRITE QUESTIONS AND ANSWERS

did didn't

- | | |
|---|---------------------|
| 1. <u>Did</u> you cut up the chicken yesterday? | Yes, <u>I did</u> . |
| 2. _____ you clean the floor yesterday? | No, _____ |
| 3. _____ you chop the vegetables yesterday? | Yes, _____ |
| 4. _____ you cut up the meat yesterday? | No, _____ |
| 5. _____ you clean _____? | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

READ THE STORY

The employment agency helped June get a job. She will start tomorrow. It's her first job in the United States and she is very nervous. She'll have to ask a lot of questions, but she will learn a lot very quickly.

PRACTICE

I
He
She
We
You
They

will start

next week.
tomorrow.
next month.



Will she ask a lot of questions?

Yes, she will.

No, she won't.

ANSWER THE QUESTIONS

1. Did June find a new job?
2. Will she start next week?
3. Is she nervous?
4. Will she ask a lot of questions?
5. Will she learn a lot?
6. Is this her first job in the U. S. ?
7. Did the employment agency help her?

Yes, she did

MONTH 2

Week 3 (continued): Accidents At Work

Review: Parts of the body

Vocabulary

Emergency	Get a doctor	Fire
Get an ambulance	Don't move	Get out
Call the police	Help me	Call the Fire Department
Hurts	Hospital	Call the Nurse
Broken	Sprained	Get a stretcher
Heart attack	Fell	Get a blanket
Stroke	Can't walk	Get a bandage
Very sick	Can't move	Can't see
Can't breath	Bleeding	Choke
Shock	Wounded	

Grammar: imperatives, modals "can", "have to", future tense.

Materials: pictures of human body and first aid items, vocabulary sheet.

Dialogue

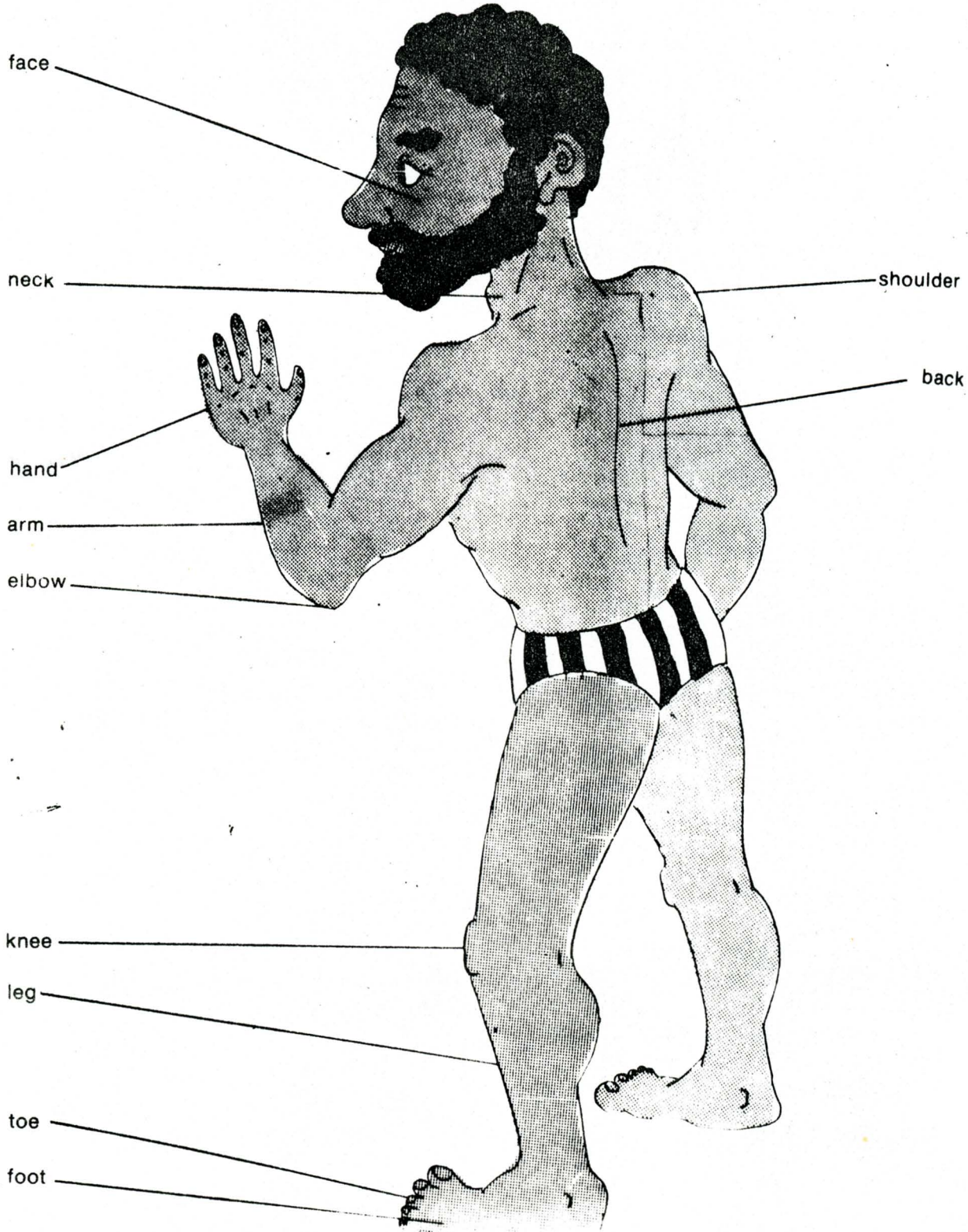
- Huong: What's wrong?
Mary: I fell, and my back hurts.
Huong: Can you get up?
Mary: No, I can't.
Huong: Don't move. I am going to call the supervisor.
- Huong: Emergency!
Get the supervisor
John: What happened?
Huong: Susan got a shock.
She can't move.

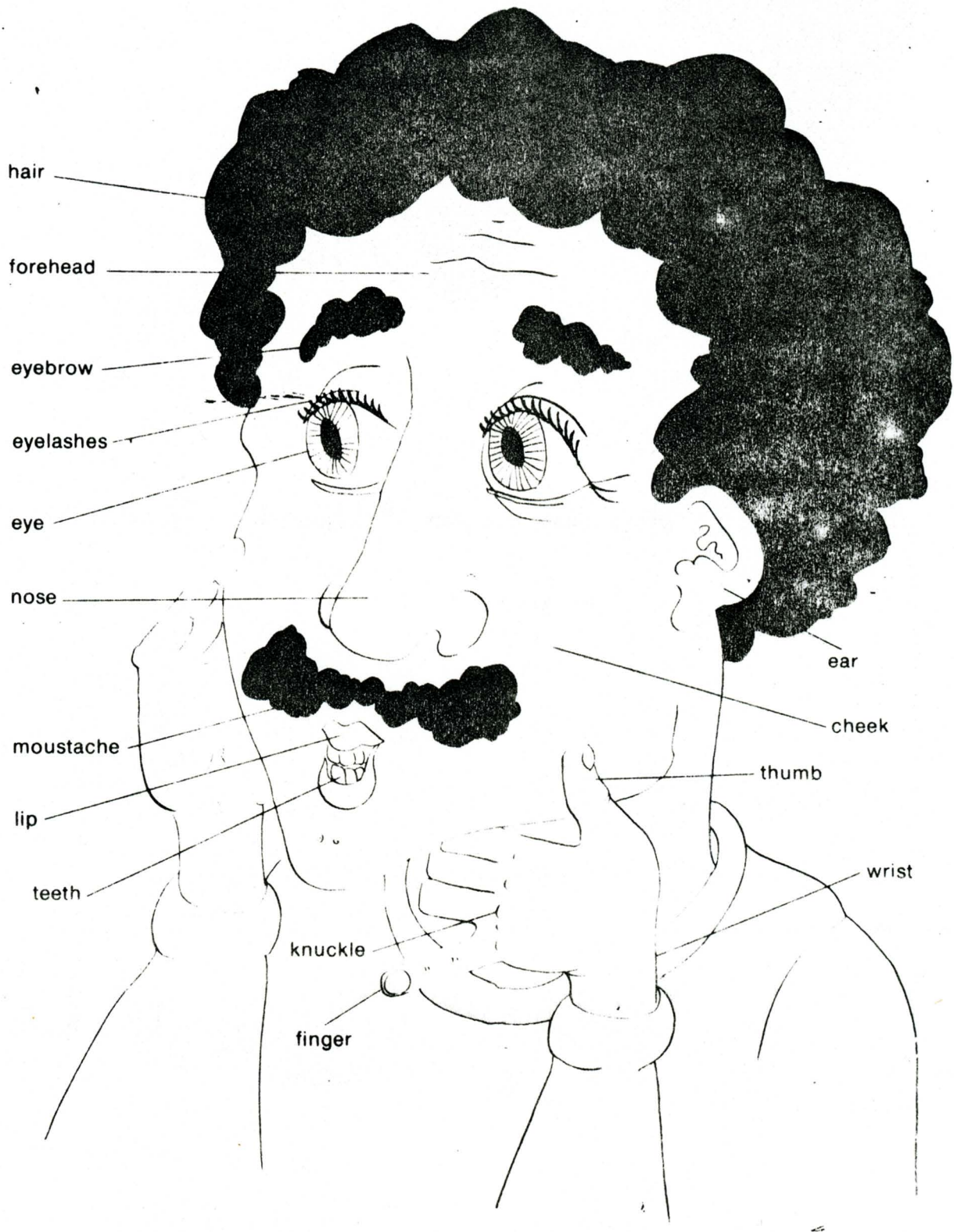
Accident at Work Procedures:

If you cut your finger, fall down, or hurt yourself in any way, you should call the floor lady or supervisor immediately. No matter how light the accident may seem to you, you should report it. Your supervisor will take you to the First Aid Room. If your pain is intense, she will take you to the hospital.

If your needle is broken, try to find the broken part of the needle, it may be in your hand or some part of you body. You may have to go to the hospital for an X-ray.

Parts of the Body





hair

forehead

eyebrow

eyelashes

eye

nose

moustache

lip

teeth

knuckle

finger

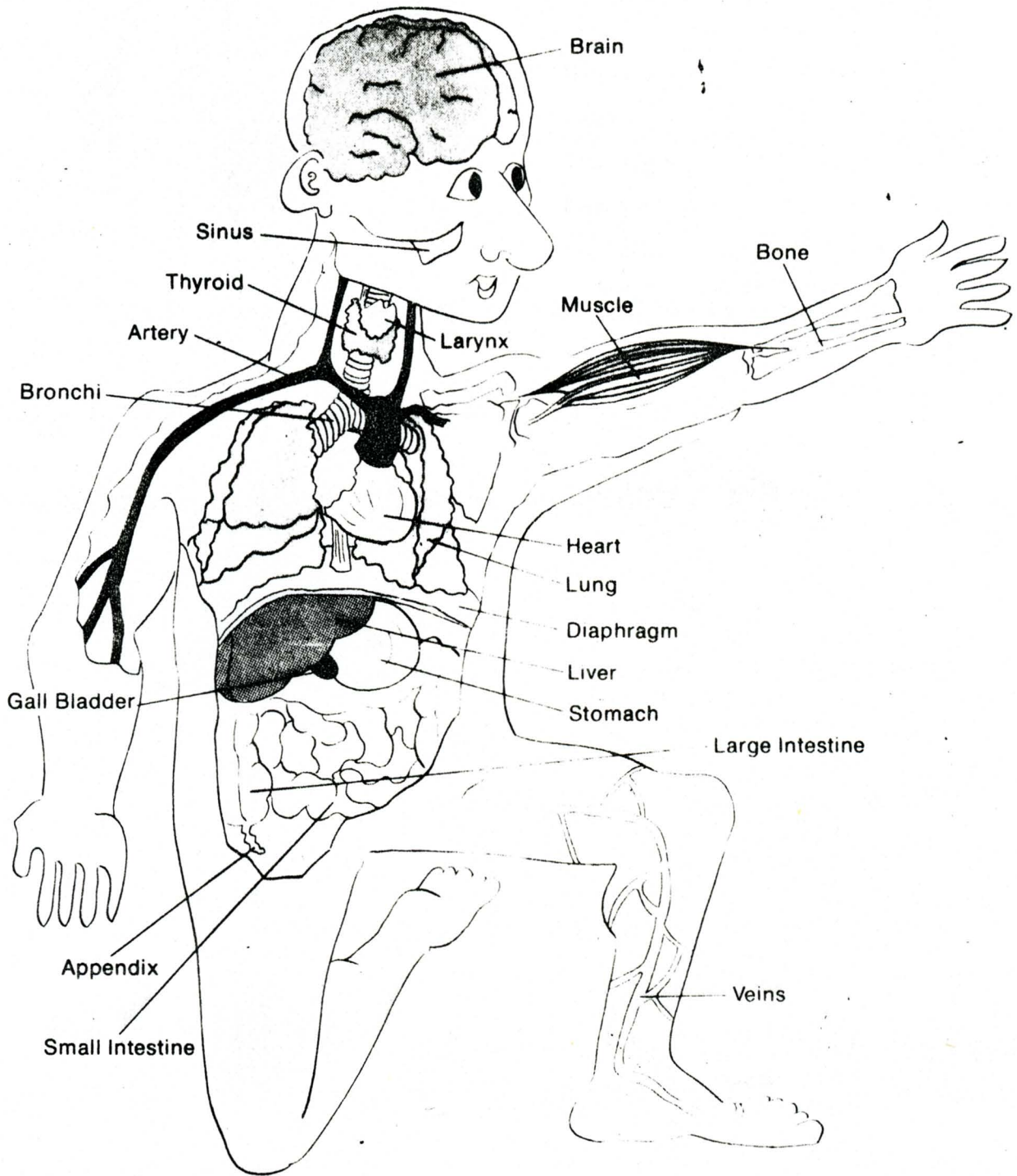
ear

cheek

thumb

wrist

Inside Your Body



MONTH 2

Week 4: An Introduction to Your Union

Vocabulary

IILGWU	International Ladies Garment Workers Union
Union	Initiation fee
belong to	working conditions
union dues	join
benefits	not yet
pay	in _____ months
training	still

People you should know from your union

-Union Chairperson	-Shop Committee
-Price Committee Person	-Cutting Room Steward
-Mens-finishing	-Union Business Agent

Grammar: future tense--Will
preposition of time: in _____ months

Materials: flashcards, visits by union officer, dialogue, story.

Story

After 3 months at Lowell Lingerie, Huong will join the IILGWU. She will pay her initiation fee \$15. This fee will be deducted from her paycheck. Then she will belong to the union. She will get good benefits. She will get good pay, too. She will pay \$11 dues every month. This dues will also be deducted from her paycheck.

Dialogue

Huong: Do you belong to the union?
Mary: Yes, I do. Do you?
Huong: No, not yet. I am still in training.

MONTH 2

Week 4 (continued) Taking Breaks

Review: food, buying, money.

Vocabulary

coffee break	vending machine	lunch break
caterer	out of order	coin return
lunchroom	out of _____	water bubbler
choose	bathroom	get back to work
men's	ladies	think

Grammar: only, imbedded sentence--I think that's...

Materials: Picture of a vending machine, play or real money for role playing, pictures of food, pictures of places for meals.

Dialogue

- Huong: Excuse me.
Tai: Yes?
Huong: This is a line.
Tai: OK. I'm sorry.
Huong: That's OK.
- Caterer: A sandwich and a can of juice. That's \$2.20.
Mai: Sorry. I only have \$10.
Caterer: That's O.K. \$2.20, 3, 4, 5.
Mai: Excuse me. I think that's wrong. I gave you \$10.
Caterer: Oh, I'm sorry. Here you are.
Mai: Thank you. Bye.
Caterer: Bye.

Practice or Show and Tell: Show students how to use a vending machine in the lunchroom.

Month 3: INTERPERSONAL COMMUNICATION AT WORK, PERFORMANCE APPRAISAL,
REVIEW PERSONNEL POLICIES AND UNION PRACTICES

Week 1: Socializing, Review "Payroll Procedures"

Review: Payroll Procedures (see PP 40, a,b,c,d)

Vocabulary

Weekend	like to	stayed home
went shopping	outsick	what's the matter
watched TV	that's too bad	played soccer
went to a movie	played basketball	played tennis
went to the park	played ping pong	played cards
went to the beach	played games	went swimming
Family status:	son	father
married	daughter	mother
single	husband	in-law
divorced	wife	brother
widow	aunt	sister
widower	uncle	cousin
	niece	nephew
visited my _____	last weekend	next weekend
vacation	holiday	excuse me
mistake	I think	I'm sorry

Grammar: review "wh" question, past tense, future tense, this, that, these, those.
-Who is that?
-Where do you live?
-How long have you lived there?
-How long have you been working here?
-What's your name?

Dialogues

1. John: Hello. What's your name?
Tuan: Tuan Tran. What's yours?
John: I'm John Smith. What do you do?
Tuan: I'm a stitcher. What do you do?
John: I'm a mechanic.
Tuan: Oh!
John: Do you live near here?
Tuan: Yes, on First street. Where do you live?
John: On Market street. Oh, time's up. Got to get back to work.
Tuan: See you later.
John: Bye.
2. Mary: What did you do last weekend?
Mai: I stayed home. And you?
Mary: I went to the park.
Mai: ummmm,

3. Tai: What are you doing next weekend?

Harry: I am staying home. And you?

Tai: I am going shopping.

4. Frank: Hello Thanh. How are you?

Thanh: Fine, thanks. And You?

Frank: Not bad.

Thanh: Frank, this is Quang.

Frank: Pleased to meet you Tuan, I'm Frank.

Thanh: Excuse me, Frank. His name is Quang. Not Tuan.

Frank: Oh! Sorry Quang.

Quang: That's OK.

PAYROLL PROCEDURES

1. UNION & TRAINEE EMPLOYEES:

1. TRIAL PERIOD

a. Trial Period for Newly Hired Employees (Experienced Piece Workers, and Hourly Paid Workers).

The Trial period will be four weeks during which they may be discharged without regard to cause.

The rate for experienced workers will be set by the Plant Manager according to their experience. Stitching Employees hired at a rate lower than the minimum in their classification, agreed upon between the union and the Company, will be paid the minimum rate after completion of the trial period.

If the employee is terminated during the trial period due to slowdown in production and rehired within six (6) months, the rate at the time of rehire shall be the same rate received at the time of layoff.

Employees terminated during the trial period and rehired after six (6) months will be considered as new employees.

Employees who are not members of the ILGWU at the time of hire will be requested to join the Union after completion of the trial period upon approval of the Personnel Manager.

b. Inexperienced Piece Workers (Including Stitching Trainees).

The trial period will be thirteen (13) weeks during which they may be discharged without regard to cause.

The rate during the trial period will be \$3.75 per hour, or the effective Federal Minimum Wage, whichever is higher

Commencing with the beginning of the fifth week of their employment, and every four weeks thereafter, they will receive an increase, as follows:

<u>Weeks</u>	<u>Rate</u>
Hiring date	3.75
Thirty days	3.90
Sixty days	4.10
Ninety days	4.35

until they have reached the minimum for their classification. The Plant Manager, at his discretion, may accelerate these steps due to greater proficiency of the Trainee, to enable the Trainee to reach the minimum in a shorter length of time.

UNION EMPLOYEES (continued)

1. Trial Period

b. (Continued)

The Plant Manager will give the personnel department signed instructions for any exception to these procedures.

Trainees may join the Union before end of trial period upon approval of the Personnel Manager.

If the employee is terminated due to slowdown in production or temporary interruption of the training program and rehired within six (6) months, the rate at the time rehire shall be the same as the rate received at time of the layoff.

Employees terminated during their trial period and rehired after six (6) months will be considered new employees.

2. Overtime Hours

The standard hours of employment are 35 hours per week, divided equally into five (5) days. All work outside daily working hours shall be considered as overtime and shall be paid for at the rate of time and one-half.

Saturday work, as such, shall be considered overtime and shall be paid for at the rate of time and one-half.

Trainees must work five days during the week to receive time and one-half on Saturday.

Premium overtime for piece workers is based on total hours worked, divided into total gross pay earned current week.

EXAMPLE: Worked 40 hours, earned \$200.00 (includes piecework earnings, and all other earnings).

\$200.00 divided by 40 hours = \$5.00 per hour
Premium overtime rate = \$2.50 per hour X five overtime hours.

3. Holiday Pay

Holiday pay will be paid after 30 days of employment of newly hired employees.

Employees will be paid for the following holidays:

- | | |
|--------------------------|---|
| 1. New Year's Day | 6. Thanksgiving Day |
| 2. Washington's Birthday | 7. Day after Thanksgiving |
| 3. Good Friday | 8. Christmas Day |
| 4. Memorial Day | 9. Last Working Day before Christmas |
| 5. Labor Day | 10. Last Working Day before Summer Vacation |

11. Patriots Day (eff. 1983)

UNTON EMPLOYEES (continued)

Holiday Pay (continued)

Note: The last working day before Christmas may be changed to the day after Christmas, if Christmas day is on a Thursday.

An employee shall be ineligible for holiday pay if, while work is available, he fails to work the day before and the day after the holiday, unless such absence is for a justifiable cause.

Also, Holiday pay will be paid to an employee who is on a leave of absence or laid off for lack of work, if she returns to work within three (3) months after the date of the holiday.

Holiday Pay for each piece worker shall be based on average earnings during the employee's last four (4) weeks of full employment prior to the holiday.

Holiday Pay for time workers shall be based on their hourly rate.

In the event work is performed on such holiday, it shall be paid for at the rate of time and one-half, in addition to the holiday pay.

Leave of Absence

Employees must request a leave of absence in writing to the Plant Manager.

1. a. An employee who has been absent because of his own bona fide illness, subject to verification by a physician's statement, and returns to work within six (6) months after such absence begins, shall be entitled to his regular job prior to such absence.
If he returns to work after six (6) months but within one year, he shall be entitled to (i) his regular job prior to such absence, if available, (ii) if it is not available, to another job, at the same rate of pay, and (iii) otherwise to any job. In any case he shall be entitled to his regular job if it becomes available during the succeeding four (4) months.
- b. If an employee returns after one (1) year of such absence but not later than one and one-half (1-1½) years of such absence, then such employee shall be entitled to any job available.
2. For purposes of this Article, pregnancy and disability resulting from pregnancy and delivery of a child shall be deemed upon verification by physician's certificate like any other illness.
3. Regardless of whether or not an employee is disabled by pregnancy or a pregnancy-related condition, an employee shall have a right to maternity leave upon certification by her physician that she has reached at least the sixth month of pregnancy.
She shall also have a right to maternity leave regardless of disability for three (3) months following child birth. Reinstatement following her return from maternity leave shall be in accordance to reinstatement under paragraph 1 (a).
4. An employee may obtain a leave of absence for military service or for union business.

UNION EMPLOYEES (continued)

Leave of absence (continued)

5. a. Any leave of absence may be extended up to an additional one hundred and eighty (180) days for good cause shown.
- b. The Employer shall not unreasonably withhold its consent to the original application or the extension.
6. An employee who returns to work under the terms of a leave of absence granted under paragraphs 1, 2, 3, 4, or 5 above shall be entitled to the job rights set forth in paragraph 1 above. An employee who returns to work after an absence authorized under paragraphs 4 or 5 above, shall be entitled to his regular job prior to such absence.

Death in the Family

In the event of death in the family of an employee, employed for a period of one (1) year or more, the employee shall receive upon return to work a maximum of three (3) days pay, for Family: Father, Mother, Brother, Sister, Husband, Wife, Son and Daughter. Two (2) days pay, for Family: Father In-Law, Mother In-Law, Grandmother, and Grandfather. Said pay shall be computed in the same manner as holiday pay.

Lost Time

Piece workers will be paid their hourly base rate for lost time; such as, waiting, machine trouble, etc., in excess of 15 minutes.

Time must be recorded on piece work sheets and approved by employee's immediate supervisor, or in the case of machine trouble by the mechanic.

Jury Duty

An employee shall be granted paid time off for jury duty. For a time worker such pay shall be the difference between jury pay and his regular rate. For a piece worker such pay shall be the difference between jury pay and his average hourly earnings.

Tardiness

Employee's time will be computed exactly to the minute punched on their time card. Excessive tardiness will be reported to the supervisor for disciplinary action.

ការងារ overtime

ការងារលើសពី ៣ ថ្ងៃ ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។
ប្រសិនបើការងារដែលបានកំណត់ មានលក្ខណៈសំខាន់ៗ ដូចជា៖ ការងារសំខាន់ៗ ក្នុងការងារ ។
ការងារលើសពី ៣ ថ្ងៃ ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។
ចំនួនការងារលើសពី ៣ ថ្ងៃ ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។

២០០០ ម៉ោង ឬ ក្នុងករណី ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។
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- ការងារលើសពី ៣ ថ្ងៃ ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។
- | | |
|---|------------------|
| ១: New year's day. | ៦: Memorial day. |
| ២: Washington | ៧: Labor day. |
| ៣: Good Friday | ៨: Patriots day. |
| ៤: Christmas day. | |
| ៥: Last working day before Christmas. | |
| ៩: Last working day before Summer Vacation. | |

ការងារធានារ៉ាប់រង

ការងារធានារ៉ាប់រង គឺជាការងារ ដែលបានកំណត់ ក្នុងកិច្ចសន្យាសម្រេច យោងនឹង៖ កម្រិតការងារ ។
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ការងារធានារ៉ាប់រង

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Laotian

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ການແນະນຳຂອງການຈ່າຍ PAYROLL.

ສຳຮັບພະນັກງານ UNION ທີ່ພະນັກງານທີ່ຮຽນໄປ.

1. ກັດຂີ່ກຳມັດ:

a. ກັດຂີ່ກຳມັດຂອງພະນັກງານທີ່ເຂົ້າໄປທຳວຽກທີ່ພະນັກງານທີ່ມີລາຍຮັບປານະ Piece Work ແລະ ຈຸດ
 ໂພງຂອງຈ່າຍຂອງພະນັກງານ.
 ສຳຮັບ: ຍ: ເວລາຂອງການກຳມັດທີ່ລາຍຮັບຕ່ຳກວ່າ 4 ອາທິດ ຕໍ່ກັບພະນັກງານທີ່ມີ.
 ການຈັດຈ່າຍ ຈຸດໂພງທຸກໆ ມື້ ມີ ພະນັກງານ Plant manager ຈຶ່ງ: ເປັນຜູ້ເກັບກວດ ແລະ ກັດຂີ່ກຳມັດ
 ລາຍຮັບສ່ວນຂອງເວລາ, ແລະ ສຳຮັບພະນັກງານ Sticking ມີ ມື້ ມີ ກຳລັງ ກຳລັງ ຕໍ່ກວ່າ minimum ແລະ
 ກໍ່ ແລະ ແຕ່ການທີ່ກຳລັງ ຂອງ: ທາງ Union ແລະ ຍັງ ຈຸດ, ແລະ ຈ່າຍ ຕໍ່ ມື້ ທຳລາຍ 4 ອາທິດ ພ້ອມ
 ພາຍໃຕ້ ລັດ ສະ ພາ. ແລະ ຖ້າວ່າ ພະນັກງານ ທາງການ Lay off ທີ່ ລາຍຮັບ ຕ່ຳກວ່າ ມື້
 ແລະ ທາງ ບໍ່ ຮັດ ຈ່າຍ ພວກ ທີ່ ມີ ສ່ວນ. He or she ຈ່າຍ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ
 ທາງ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ Lay off ມີ ມື້ ແລະ ພາຍໃນ 6 ເດືອນ ຈຶ່ງ ຈ່າຍ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ
 ແລະ ພະນັກງານ ທີ່ ມີ ອາການ ທີ່ ລາຍຮັບ ຕ່ຳກວ່າ ມື້ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ ຈຸດ
 ແລະ ຈ່າຍ ຈຸດ
 ມີ ມື້ ຈ່າຍ ຈຸດ
 ມີ ມື້ ຈ່າຍ ຈຸດ

b. ຂີ່ກຳມັດຂອງພະນັກງານທີ່ມີ Experienced ທາງການ:
 ສຳຮັບພະນັກງານ Sticking ທີ່ ຢູ່ ທາງ ຈຸດ
 ຈ່າຍ ມີ ມື້ ຈຸດ
 ທາງ ຈຸດ

ອາທິດ	ຈຸດໂພງ:
1 ອາທິດ ຫຼື ບໍ່ ມີ	\$ 3.75.
30 ວັນ	\$ 3.90
60 ວັນ	\$ 4.10
70 ວັນ	\$ 4.35.

ຈຸດ
 ຈຸດ
 ຈຸດ

ພັນທຸກຳມ Union (ທ່).

ລາເມັດຮາລິທາມຂາດ (ທ່).

ໆ. ດ. ພາກກາມລາເມັດຮາລິທາມຂາດ ທຸງໆ ມັບ ຊື້ ມື້ ເຖິງ ພໍ ໑໒ ໄທ ເຊ່າ ມື້ ຮອຍ ແປດ ລິບວັມ (180) ວັມ ທ່ ມື້ ຢູ່.

ໆ. ພັນທຸກຳມຈັງ ຈະ ພັບ ເຖິງ ອຸ່ມ ແຂ່ງ ທຸງ ຂອງ ຫລື ຈັບ ບາບ ກຳມ ຂອງ ໃບ Application or ຂອບ ທຸງໆ.

ໆ. ແລ ພັນທຸກຳມ ຄົນ ອົງ ທີ່ ໄດ້ ກັບ ເຂົ້າ ສົມ ເຮັດ ງານ ຊື້ ຢູ່ ໃນ ກາມ ລາເມັດ ຮາລິ ຂາດ ກາມ ມັບ ຊື້ ຢູ່ ມື້ ຂໍ 1, 2, 3, 4, ຫລື 5 ທີ່ ໄດ້ ກ່າວ ມາ ແລ້ວ ມັບ ແລະ ຈະ ມັບ ສິດ ທ່ານ ບຸກ ງານ ທີ່ ອົງ ທຳ ຫຼື ໄດ້ ກ່າວ ໄວ້ ມື້ ຂໍ 1, ຢູ່ ຂ້າງ ເທິງ ມັບ, ແລະ ເຖິງ ພັນທຸກຳມ ຄົນ ອົງ ທີ່ ໄດ້ ກັບ ສົມ ມາ ເຮັດ ງານ ຊື້ ຫລື ກາມ ຂາດ ທຸງໆ ມັບ ທ່ ຫ້າ ມາ ທີ່ ອົງ ທຳ ຫຼື ຢູ່ ມື້ ຈະ ໄດ້ ສາມ ທ່ານ ງານ ທາມ ຂັບ ກໍ ມີ ດ ມັບ ໄວ້.

* ກາມ ຕາຍ ຢູ່ ພາຍົມ ຄອບຄົວ.

ຢູ່ ມື້ ກ່າວ: ມັບ ກາມ ຕາຍ ພາຍົມ ຄອບຄົວ ຂອງ ພວບ ພັນທຸກຳມ, ແລະ ສາ ລັບ ພັນທຸກຳມ ຜູ້ ທີ່ ມັບ ງານ ມື້ ເວລາ (1) ຢູ່ ຫລື ຫລາຍ ກ່ວ ແລະ ທາມ ຈະ ໄດ້ ຈັບ 3 ວັມ ແລະ ອົງ ມ 3 ວັມ ມີ ແມ່ ມາ ທາມ ບໍ່ ອໍ ສິດ ຈະ ຈາ ບໍ່ ໄທ ທາມ ແມ່ ມາ, ຄົນ ອົງ ຄອບຄົວ ເຊັ່ນ, ພໍ່, ແມ່, ອາບ, ເຂົ້າ, ມື້, etc...
ແລະ ສາ ລັບ ໑ ວັມ ມີ ແມ່ ພາ ຕ ພິ ມື້ ເຊັ່ນ, ພໍ່, ທາມ, ແມ່, ທາມ, ພໍ່, ແມ່, ດອກ, ສາ ລັບ ຄົນ. - ແລະ ກາມ ພັນ ໑ ວັມ ມີ ແມ່ ພາ ທາມ ຈະ ຈາ ບໍ່ ໄທ.

* ກາມ ຊຸມ ເວລາ.

ສາ ລັບ ພັນທຸກຳມ Piece work ແມ່ ຈະ ຈາ ບໍ່ ຕາມ ຊິ ວິ ມື້ ຊື້ ຄິດ ໄລ່ ຕາມ ເຖິງ ຊິ ວິ ມື້ ສາ ລັບ ກາມ ຊຸມ ເວລາ, ມັບ ແມ່ ມາ ງານ ລຳ ທຳ ທີ່ ຫລື ຕິ ຈັບ ກັບ ຕາຍ ຫລື ເພ ແລະ ອື່ ມາ ແມ່ ມາ ໄທ ທາມ (15) ມາ ທາມ ແລະ ເວລາ ມາ ມັບ ຕິ ຈັບ ທາມ ເຖິງ ຢູ່ ມື້ ເວລາ Piece Work Sheet ແລະ ໄທ ສາ ມີ ຕ Supervisor ຄ່າ ມ ຫລື ທາມ ຈະ ຈາ ບໍ່ ຕາມ ທາມ ທີ່ ຕິ ຈັບ ທາມ ຂັບ ຂັບ.

* ກາມ ຈັບ ເປັມ ຫລື ຕິ ຈັບ ທາມ ຈາ ບໍ່ ໄທ.

ພັນທຸກຳມ ພາກ ທາມ ແມ່ ຈະ ໄດ້ ຕິ ຈັບ ທາມ ຈາ ບໍ່ ໄທ ທາມ ຈັບ ຫລື ທາມ ຈາ ບໍ່ ໄທ ທຸງໆ ສາ ລັບ ອົງ ມ ເວລາ ທີ່ ທາມ ຢູ່ ແລະ ກາມ ຈາ ບໍ່ ໄທ ທາມ ຈັບ ທາມ ທັບ ຕິ ຈັບ ທາມ ທາມ ທາມ ທາມ, ແລະ ສາ ລັບ Piece work ມັບ ແມ່ ຈະ ຈາ ບໍ່ ຕາມ ທັບ ຕິ ຈັບ ທາມ ທາມ ທາມ ແລະ ຈະ ຈາ ບໍ່ ຕາມ ຊິ ວິ ມື້ ທີ່ ໄດ້ ຈັບ.

* ກາມ ມາ ທາມ ຊິ ທາມ.

ສາ ລັບ ເວລາ ຂອງ ພັນທຸກຳມ ແມ່ ຈະ ມັບ ຕາມ ມາ ທາມ ທີ່ ໄດ້ Punched ຢູ່ ທາມ time card. ແລະ ທາມ ຈັບ ທາມ ທາມ ແມ່ ຈະ ໄດ້ ລາ ທາມ ທ່ ທາມ ທາມ (Supervisor) ສາ ລັບ ກາມ ທາມ ທາມ ທາມ ທາມ.

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QUI CHẾ VÀ THỂ LỆ VỀ LƯƠNG BỔNG

I. NGHIỆP DOÀN VÀ NHÂN VIÊN TẬP SỰ

1. THỜI GIAN TẬP SỰ

a. Thời Gian Tập Sự Của Những Nhân Viên Mới Được Thuê Muốn Nhưng Đã Có Kinh Nghiệm về Ngành May (Lương Khoản và Lương Giỏ)

Thời gian tập sự cho những nhân viên này được qui định là 4 tuần lễ. Trong khoản thời gian này dường sự có thể bị sa thải về bất cứ lý do gì.

Lương của những nhân viên có kinh nghiệm sẵn sẽ được qui định bởi người Quản đốc tùy theo kinh nghiệm có sẵn của nhân viên này. Nếu nhân viên nào được thuê muốn với giá lương thấp hơn giá qui định trong khế ước của Nghiệp Đoàn, sẽ được trả lương bằng giá qui định trong khế ước sau khi dường sự hoàn tất thời gian tập sự.

Nếu nhân viên nào bị sa thải trong vòng 4 tuần lễ của thời gian tập sự vì lý do công ty không có đủ công việc làm cho họ, nếu dường sự được thuê muốn lại trong vòng 6 tháng, tiền lương của họ sẽ bằng tiền lương lãnh trước khi bị sa thải.

Nhân viên bị sa thải trong thời gian tập sự và được thuê muốn lại trong vòng 6 tháng sẽ được coi như là nhân viên mới.

Những nhân viên mới không có chân trong Nghiệp Đoàn, sau khi hoàn tất thời gian tập sự với sự chấp thuận của ban Giám-đốc, sẽ được gọi gia nhập Nghiệp Đoàn.

b. Nhân Viên Mới Được Thuê Muốn Mà Chưa Có Kinh Nghiệm Về Ngành May (Kể Cả Nhân Viên Tập Sự)

Thời gian tập sự cho những nhân viên này được qui định là 13 tuần lễ. Trong khoản thời gian này dường sự có thể bị sa thải vì bất cứ lý do gì.

Tiền lương trong thời gian tập sự là \$3.75 một giờ, hay bằng với mức

lượng tối thiểu qui định bởi chính phủ Liên-bang. Kể từ tuần lễ thứ năm sau ngày nhận việc và cứ mỗi 4 tuần tiếp theo đó, dường sự sẽ được tăng lương như sau:

<u>Tuần Lễ</u>	<u>Lương</u>
Ngày nhận việc	\$3.75 mỗi giờ
30 ngày	\$3.90 "
60 ngày	\$4.10 "
90 ngày	\$4.35 "

cho đến khi dường sự lên đến mức lương tối thiểu qui định trong ngành chuyên môn của họ. Người Quản-dóc có thể dựa theo quyết định riêng, quyết định rút ngắn thời gian tăng lương nếu nhân viên nào chúng tỏ có nhiều khả năng sản xuất. Như vậy nhân viên nào có nhiều khả năng sẽ được tăng lương trong một thời gian ngắn hơn. Trong trường hợp này người Quản -dóc sẽ có chỉ thị riêng cho Phòng Nhân Viên về quyết định ngoài lệ kể trên.

Nhân viên tập sự có thể gia nhập Nghiệp đoãn trước khi hoàn tất thời gian tập sự nếu có sự chấp thuận của Giám-dóc Nhân Viên.

Nếu nhân viên tập sự bị sa thải vì thiếu công việc làm, hay vì lý do gì phải gián đoạn thời gian tập sự, và được thuê mướn lại trong vòng 6 tháng, tiền lương khi được mướn lại sẽ bằng mức lương lãnh trước khi bị sa thải.

Nhân viên nào xin nghỉ việc trong thời gian tập sự, nếu được thuê mướn lại sẽ được coi như nhân viên mới.

2. LƯƠNG PHỤ TRỢ

Giờ làm việc được ấn định là 35 giờ mỗi tuần, chia đều cho 5 ngày trong tuần. Tất cả việc làm ngoài giờ ấn định, sẽ được tính như giờ phụ trợ và sẽ được trả gấp rưỡi tiền lương thường.

Nhân viên tập sự phải làm việc hết 5 ngày trong tuần thì mới được trả lương phụ trợ nếu làm việc thêm ngày Thứ Bảy.

Lương phụ trợ của nhân viên làm khoán sẽ được tính trên tổng số giờ

lâm việc, chia cho tổng số lương lãnh trong tuần.

Thí dụ: Lâm 40 tiếng, lãnh được \$200 tổng cộng.

\$200 chia cho 40 tiếng = \$5.00 mỗi giờ.

Lương phụ trội = \$2.50 mỗi giờ x 5 giờ lâm phụ trội

3. LƯƠNG NGÀY NGHỈ LỄ

Nhân viên sẽ được trả lương trong ngày nghỉ lễ sau khi bắt đầu lâm việc được 30 ngày. Nhân viên sẽ được trả lương trong những ngày lễ như sau:

1 -Ngày Tết Dương Lịch	New Year's Day
2 -Ngày Washington	Washington's Birth-Day
3 -Lễ Phục Sinh	Good Friday
4 -Ngày Chiến Sĩ Trận Vong	Memorial Day
5 -Lễ Lao-Dộng	Labor Day
6 -Lễ Tạ Ôn	Thanksgiving Day
7 -Sau ngày Lễ Tạ Ôn	Day after Thanksgiving Day
8 -Ngày Giáng Sinh	Christmas Day
9 -Ngày lâm việc cuối cùng trước ngày nghỉ hè	Last day before summer vacation
10 -Ngày Ái Quốc	Patriot Day

Chú Ý: Ngày lâm việc cuối cùng trước ngày Giáng Sinh có thể được dời lại ngày sau ngày Giáng Sinh, nếu ngày Giáng Sinh nhằm vào ngày thứ năm trong tuần.

Nhân viên sẽ được lãnh lương trong ngày lễ, nếu dường sự bỏ lâm ngày trước và ngày sau ngày lễ, ngoại trừ khi sự vắng mặt này có lý do chính đáng. Ngoài ra lương ngày lễ cũng sẽ được trả cho nhân viên đang nghỉ phép hay bị sa thải vì lý do thiếu công việc lâm, nếu nhân viên bị sa thải được gọi vào lâm việc lại trong vòng 3 tháng sau ngày lễ đó.

Lương ngày lễ cho những nhân viên lâm từng giờ sẽ được trả căn cứ theo tiền lương mỗi giờ của họ. Trong trường hợp nhân viên được gọi vào lâm việc trong ngày lễ, dường sự sẽ được trả lương gấp rưỡi cộng thêm lương ngày lễ đó.

NGHỈ PHÉP

Nếu muốn được nghỉ phép nhân viên phải viết đơn xin nghỉ phép và nộp cho người Quản-dốc tại hàng.

1. a. Nhân viên nào đang nghỉ bệnh và có giấy chứng nhận của bác sĩ, và muốn làm việc trở lại trong vòng 6 tháng sau ngày nghỉ, sẽ được trở lại làm việc cũ như trước khi đi nghỉ bệnh. Nếu được sự xin trở lại làm việc sau 6 tháng nhưng dưới 1 năm, thì cũng sẽ được trở lại làm việc cũ của mình nếu có việc làm. Trong trường hợp không có việc làm, nhân viên này cũng sẽ được thuê mướn lại trong công việc khác cũng một số lương với công việc cũ. Nếu sau này có công việc trong ngành cũ, được sự sẽ được quyền xin lại công việc cũ.

b. Nhân viên nào nghỉ phép trên một năm nhưng dưới một năm rưỡi, khi muốn trở lại làm việc thì sẽ được chỉ định vào làm việc với bất cứ việc gì có sẵn.

2. Phụ nữ mang thai hay bị đau ốm trong khi sinh nở hoặc là sau khi sinh xong, sẽ được coi như trường hợp nghỉ việc vì bệnh hoạn nếu có giấy chứng nhận của bác sĩ.

3. Nhân viên nào có mang được 6 tháng, dù có bị đau ốm hay không đi nữa, cũng sẽ được xin nghỉ hộ sản, nếu có giấy chứng nhận của bác sĩ là đã có mang được 6 tháng. Đồng thời được sự cũng có thể xin nghỉ hộ sản thêm 3 tháng nữa sau khi sinh xong. Đơn xin làm việc lại của những nhân viên này sẽ được xử xét theo điều kiện 1. (a) kể trên.

4. Nhân viên nào xin gia nhập quân đội hay được nghiệp đoàn để cử đi công tác cũng sẽ được cấp giấy nghỉ phép.

5. a. Bất cứ thời gian nghỉ phép nào cũng có thể xin gia hạn thêm đến 180 ngày nếu có lý do chính đáng.

b. Công ty sẽ không từ chối đơn xin gia hạn nghỉ phép nếu có lý do chính đáng.

6. Nhân viên nào xin nghỉ phép theo đúng điều khoản qui định ở đoạn (1), (2), (3), (4), và (5) kể trên đều được quyền xin làm việc lại như đã qui định trong điều 1. Nhân viên nào xin nghỉ phép vì lý do kể ở đoạn

(4) và (5) sẽ được quyền xin trở về làm lại việc cũ của mình.

GIA ĐÌNH CÓ TANG

Trong trường hợp gia đình có tang và nếu nhân viên đã làm việc được 1 năm hay hơn, sẽ được trả lương tối đa là 3 ngày nếu có tang cha mẹ, anh chị em, vợ chồng, hay con cái. Đương sự sẽ được trả 2 ngày lương nếu có tang cha mẹ vợ, cha mẹ chồng, hay là có tang ông bà. Tiền lương sẽ được tính giống như lương ngày lễ.

THỜI GIAN CHỖ ĐỔI

Nhân viên làm khoán vẫn được trả lương giờ đầy đủ nếu phải chờ vì máy móc bị hư v..v.. hơn 15 phút. Thời gian chờ đợi sửa máy phải được ghi vào thẻ và phải được Giám thị của đương sự chấp thuận.

BỒI THÂM ĐOÀN (Jury Duty)

Nhân viên sẽ được trả lương nếu được đề cử làm Bồi Thâm (Jury) trong tòa án. Nhân viên lãnh lương thường sẽ được trả thêm phần sai biệt giữa lương Bồi Thâm và lương thường. Nhân viên làm khoán sẽ được trả thêm phần sai biệt giữa lương Bồi Thâm và lương giờ trung bình của họ lãnh tại hàng.

ĐI LÀM TRÉ GIỜ

Giờ làm việc của nhân viên sẽ được tính đúng theo số giờ ghi vào thẻ nhân viên. Nhân viên nào đến làm việc trễ giờ liên tiếp sẽ được đưa lên Giám thị giải quyết.

This/That is - These/Those are

Read and practice.



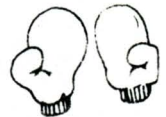
1. pen



2. book



3. pencils



4. mittens



5. raincoat



6. earrings



7. sweater



8. boots

CLASSROOM DRAMA

Act this out, using names of students in your class.

This/That

The scene: John takes Sally's pen and walks away.

Excuse me. I think **this** is my pen.

That isn't YOUR pen. **That's MY** pen.

This is YOUR pen?!

Yes. **That's MY** pen.

Well, here. Take **THIS** pen.

But **this** is **ARTHUR'S** pen.

THAT'S MY pen.

Well, here. Take **THIS** pen.

But **this** is **MARY'S** pen.

THAT'S MY pen.

Well, here. Take **OUR** pen.

OUR pen?!
This isn't **OUR** pen.
This is **MY** pen.

I'm sorry.
I think I made a mistake.

That's O.K. We **ALL** make mistakes.

CLASSROOM DRAMA

Act this out, using names of students in your class.

These/Those

The scene: John takes Sally's books and walks away.

Excuse me. I think **these** are my books.

Those aren't YOUR books. **Those** are MY books.

These are YOUR books?!

Yes. **Those** are MY books.

Well, here. Take **THESE** books.

But **these** are ARTHUR'S books.

THOSE are MY books.

Well, here. Take **THESE** books.

But **these** are MARY'S books.

THOSE are MY books.

Well, here. Take **OUR** books.

OUR books?! **These** aren't **OUR** books. **These** are MY books.

I'm sorry. I think I made a mistake.

That's O.K. We ALL make mistakes.

Practice these conversations.

LOST AND FOUND

LOST AND FOUND



- A. Is **THIS** your umbrella?
- B. No, it isn't.
- A. Are you sure?
- B. Yes, I'm sure.
THAT umbrella is brown, and **MY** umbrella is black.

LOST AND FOUND



- A. Are **THESE** your boots?
- B. No, they aren't.
- A. Are you sure?
- B. Yes, I'm sure.
THOSE boots are dirty, and **MY** boots are clean.

Make up conversations, using colors and other adjectives you know.

LOST AND FOUND



1. watch

LOST AND FOUND



2. glasses

LOST AND FOUND



3. pocketbook

LOST AND FOUND



4. gloves

POLICE STATION



5. little boy

LOST AND FOUND



6.

Week 2: Piecework--How Rates Are Set and How to Figure Your Earnings.

Vocabulary

piecework	incentive pay	capable
tickets	make a rate	gumsheet
piece rate	turn _____ on	stick _____ to
bundle	build speed	quota
styles	rated on difficulty	out of work
need more work	base pay	cab
master an operation	seniority	keep a record of work
add on percentage	great	

NUMBER OF DOZENS X PIECE RATE = PIECE RATE EARNINGS X ADD-ON PERCENTAGE =
TOTAL EARNINGS

Grammar: conditional "if", "when".

Materials: sample tickets, gum sheet

Chain Drill

- When I'm capable, I'll start piecework.
- When I start piece work. I'll make incentive pay.
- When I do piecework, I'll build speed.
- When I finish a bundle, I'll need more work.
- When I get a bundle, I'll read the ticket.
- When I finish the bundle, I'll put the ticket on the gumsheet.

NAME _____

START: _____

TOTAL
NUMBER
COUPONS

DEPT. _____

FINISH: _____

TOTAL HOURS: _____

AMOUNT

LOCK NO.

DATE

**Do Not Fold Sheet
When Wet**

INSTRUCTIONS

Paste one coupon in each space.
Keep each lot or kind together.
Write the quantity of coupons and
price in space at right; then total.
Only coupons on sheet
and recorded will be paid.

FOLD ON THIS LINE

Week 2 (continued) Finding Your Way Around the Factory

Review: prepositions and direction vocabulary from previous lessons.

Vocabulary

department	designing	pattern making
tracing	cutting	cashier
stitching	payroll	finishing
labelling	packing	shipping
office	personnel	nurse
corner	go	turn
stairs	flight	hall
elevator	past	

Grammar: --review questions: How do I get to _____
Where is _____

--Embedded question: Please tell me where _____ is.

Materials: tour factory, map of factory, blank maps students use for direction exercise. Then fill in.

Dialogue

Huong: Please tell me how to get to the packing department.

Claire: Go straight past the lunchroom. Turn left. Go straight to the back. Turn left. You will see the stairs. Go down 2 flights. You will see the packing department.

Huong: Please say that again.

Claire: (same as above)

Huong: Thank you.

MONTH 3

Week 3: Medical Coverage--Health and Welfare Benefits

(refer to NORTHEAST DEPARTMENT ILGWU HEALTH AND WELFARE BOOKLET)

Vocabulary

benefits	covered	not covered
eligible	payable	not payable
coverage	terminated	file a claim
appeal	hospital benefits	medical-surgical benefits
deductable	eyeglasses	disability benefits

Grammar: If and When conditional
Negative question.

Material: translation sheet from bilingual tutors.

Dialogue

Huong: Are you a permanent employee?

Mary: Yes, aren't you?

Huong: No not yet, I'm still in training.

Mary: When you are full-time permanent, you will get health and welfare benefits.

Huong: That's good.

Week 3 (continued) Review Union Practices

(refer to "YOUR UNION" PP 49 a, b, c.)

Vocabulary

represent	entitled to	a right
negotiate	benefits	file a complaint
pension	hold a meeting	hospital plan
elect officials	retirement	seniority
member		

Grammar: relative clause, anyone/someone, anybody/somebody.

Materials: visit from union chairperson, translation sheet from bilingual tutors.

Dialogue

Huong: After I join the union, can I get benefits?

Mary: Anyone who is a member of the union can get benefits.

Huong: What benefits?

Mary: Health and welfare benefits.

Huong: After I join the union, do I get a hospital plan?

Mary: Anyone who is a member of the union is entitled to hospital benefits coverage.

Huong: That sounds good.

YOUR UNION

UNION DUES:

Union dues are \$11.00 per month. \$15.00 initiation fee is withheld from your pay the first month. The \$11.00 dues are deferred until the second month. At that time your first month's and your second month's dues are withheld. A total of \$22.00. Thereafter only your monthly dues of \$11.00 will be withheld unless you are in arrears.

Your union dues pay for the operation of the union. The functions of the ILGWU are many: The negotiating and enforcement of contracts; the processing of complaint, grievances and arbitrations; administering the services and benefits; organizing unorganized workers; providing education, legal assistance, and countless other services both large and small to every member.

HOW THE UNION WORKS ON THE JOB:

Within today's production industry, "On the Job" problems are a common thing to every working person.

The type of work we are assigned to do; the method by which we are paid and how long we are on any particular job--All can have an important effect on our production and the amount of money we earn.

Added to these production concerns there exists in every ILGWU shop certain conditions of work. These deal with such things as the proper payment of craft minimums; the maintaining of piece-rate schedules; methods of distributing work, assignment to other jobs, proper allocation of overtime and so on.

YOUR UNION CHAIRPERSON:----- ELAINE GALLO

To help make sure that these Union conditions are maintained and enforced through the work day, there is an elected chairperson in every ILGWU factory. The chairperson's responsibility is to be available to each member when advice or help is needed, and this includes taking up any complaints you might have directly with the employer. When you have a question or a complaint about anything connected with your working conditions or Union benefits, take it up with your chairperson.

SHOP COMMITTEE:

In this shop we have a price committee person whose responsibility is to take up any complaint concerning piece-rates. Each department usually has a steward to take care of complaints respective to their departments with back-up from the chairperson.

PRICE COMMITTEE PERSON:----- ROSE SARRO
CUTTING ROOM STEWARD:----- KAREN BANAKOS
MENS-FINISHING:----- NICKI EFSTATHIOU

MEDICAL COVERAGE:

Six months after you become a Union member you are automatically covered by the Union Blue Cross-Blue Shield plan. Fifteen months for maternity coverage. If you are already covered under your spouses' plan, there are supplementary benefits that you are eligible for. This information is available in the yellow Health and Welfare booklet.

Once a year you may go to the Union Health Clinic in Fall River for a free physical and eye examination. Transportation is provided.

The Union does not pay for any dental work, but we do have a program through the Lowell Dental Clinic Whereas Union members pay a reduced rate.

OTHER BENEFITS:

Paid holidays (11) are as follows:

NEW YEARS DAY, WASHINGTON'S BIRTHDAY, GOOD FRIDAY, PATRIOTS DAY, MEMORIAL DAY, LAST DAY BEFORE VACATION, LABOR DAY, THANKSGIVING DAY and the DAY AFTER, CHRISTMAS DAY and the DAY BEFORE or AFTER.

Bereavement pay. After one year of employment you may have up to three days without loss of pay for Spouse, Child, Parent, Brother or Sister and two days for Grandparents, Father-in-Law or Mother-in-Law.

Jury duty is also paid for.

OVERTIME:

Time and one-half overtime is paid for over thirty-five hours in a week. Overtime is paid for over seven hours in one day. Saturday work is also at time and one-half. Any paid vacation day that is worked is also paid at time and one-half in addition to the holiday pay. Sunday work is paid at double time.

UNION OFFICE:

The local ILGWU office is located at 33 Harrison Avenue, Boston, Mass. 02111. The telephone number is 426-9350. You are welcomed to call any time for any information you may need. Some of the people that are available to you for help are ;

JOAN ANDREA--BLUE CROSS
ROSALIE COLORUSSO--MEDICAL FORMS
LISA G--INSURANCE and DRUG PRESCRIPTION CARDS
PRISCILLA--RETIREMENT

YOUR UNION BUSINESS AGENT: -----PEG BEVINS

To assist and guide the shop's own officers, there is assigned to your shop a Business Agent who is a representative from the local ILGWU district.

It is the Business Agent's responsibility to personally visit each Union shop frequently, where he or she can consult with the Chairperson and individual members in order to keep abreast of any problems in the shop.

KNOW YOUR BENEFITS:

In addition to your contract's established wage standards and conditions of work, there is an extensive Benefit and Health Care Program that you will become eligible for as a working member.

The contract between your employer and your Union makes possible a schedule for paid holidays and paid vacations which are among the best in the industry.

Another part of your collective agreement provides for extensive medical and disability coverage, a prescription drug program, eyeglass benefits and preventive medical care. In addition, the ILGWU National Retirement Fund maintains a pension plan that is jointly administered by Union-Employer Trustees and fully covered under the U.S. Government vesting rules.

PIECE-WORKERS.... HOW RATES ARE SET & HOW TO FIGURE YOUR EARNINGS:

Our contract calls for an "ADD-ON" PERCENTAGE on top of the basic piece-rate earnings. This percentage figure varies according to the department and will increase along with contractual increases in craft minimums.

ILGWU contracts also provide a device for establishing minimum piece-rate protection: Under this "RATES SHALL BE SET TO YIELD" clause, the employer is obligated to set rates so that the average piece-worker has an opportunity to earn over and above his or hers craft minimum.

At the end of the work day, a worker would figure her or his earnings thus:

**NUMBER OF DOZENS x PIECE-RATE = PIESE-RATE EARNINGS x ADD-ON PERCENTAGE
= TOTAL EARNINGS**

REMEMBER: Records are important---make sure you keep a record of work you have done and be certain to keep a note of any time lost due to machine breakdowns, waiting for work or other loss of time.

If you have any problems figuring your earnings--SEE YOUR CHAIRPERSON.

MONTH 3, Week 4: GENERAL REVIEW

Performance Evaluation - Accident At Work - Plant Close-Down -
Lay-off - Termination

I. PERFORMANCE EVALUATION

Lowell Lingerie has an informal performance evaluation system. The evaluation is conducted by the immediate supervisor. If you are a stitcher, your immediate supervisor is the floor lady.

A. Good Worker

If you are a good stitcher, your immediate supervisor will tell you so. She will tell you how good your works are and how pleased Lowell Lingerie is to have you as an employee.

If you can sew fast and well you can be a piece-worker. If you are a piece-worker, you can figure your earnings by using this formula:

NUMBER OF DOZENS x PIECE RATE = PIECE RATE EARNINGS

PIECE RATE EARNINGS x ADD-ON PERCENTAGE = TOTAL EARNINGS

Make sure to keep a record of work you have done. Make sure to keep a record of any time lost due to machine breakdowns, waiting for work, or other loss of time. If you do not know how to figure out your earnings, see your Union Chairperson.

Your wage standards and condition of work are set in the Union contract. A Union contract is negotiated every three years. The Union Chairperson will tell employees when they receive a new wage rate.

B. Poor Worker


If you do not work very well, your immediate supervisor will tell you so. Do not feel bad if she tells you your work is not good enough. Ask her to show you how you can work better. Follow her suggestions. If you do not understand her instructions, ask her to show you again.

C. Worker with a problem

1. If you do poor work all the time
2. If you do not follow safety instructions,
3. If you have poor conduct like fighting with your co-worker, taking things from the company or from your co-worker, etc.,
4. If you come to work late many times,
5. If you stay home and do not come to work many times,
6. If you have poor attitude,
7. If you did not listen to and follow your supervisor's instructions many times,
8. If you are careless in your work,

MONTH 3, Week 4 continued

You will receive an Employee Warning Notice which looks like this:

EMPLOYEE WARNING NOTICE			
		<input type="checkbox"/> 1st NOTICE	<input type="checkbox"/> 2nd NOTICE
NAME		CLOCK NO.	DEPARTMENT
		DATE	
NATURE OF VIOLATION		ADDITIONAL EXPLANATION	
<input type="checkbox"/> Substandard Work <input type="checkbox"/> Safety <input type="checkbox"/> Conduct <input type="checkbox"/> Tardiness <input type="checkbox"/> Absence <input type="checkbox"/> Attitude <input type="checkbox"/> Disobedience <input type="checkbox"/> Carelessness <input type="checkbox"/> Other - See Explanation Area		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
I have read this notice and understand it. 		EMPLOYEE'S SIGNATURE	DATE
WARNED BY		APPROVED BY	

ORIGINAL

Your immediate supervisor will talk to you and explain to you why she gave you an Employee Warning Notice. She will ask you to sign the warning notice and she will give this notice to the Production Manager.

If you receive the first warning notice, try not to do it again. Because if you receive a second warning notice, the Production Manager will talk to the Union Chairperson. After that you may be discharged. You cannot come to work at Lowell Lingerie any more.

II. ACCIDENT AT WORK PROCEDURE

Your floor lady is a trained employee in first-aid. She knows what to do when there is an accident at work.

MONTH 3, Week 4 continued

If you cut your finger, you fall down, you hurt yourself etc..., you should call the floor lady immediately. No matter how light the accident may seem to you, you should report to the floor lady. She will take you to the First Aid Room. If you hurt more she will take you to the hospital.

If your needle is broken, try to find the broken part of the needle, it might be in your body. You might have to go to the hospital for an X-ray.

III. PLANT CLOSE-DOWN

Lowell Lingerie closes down its plant twice a year. One time is before Christmas and the other time is at the beginning of July. When the plant is closed down, most employees do not work. If they are eligible for vacation pay, they may request and receive their vacation pay at this time.

IV. LAY-OFF

When there is not enough work to do, usually it happens in January or February, some employees will be laid-off. Lowell Lingerie will ask some employees not to come to work for one, two or three weeks.

First the company will ask for volunteers. Some employees may want to be laid-off so that they can go visiting friends or relatives. Sometime they just want to get some of their personal works done at home like paint their house, fix their car, etc...

If there is not enough employees volunteer for the lay-off, the company will decide who is going to be laid off. This decision is based on seniority and make-up pay.

Do not get up-set if you are being laid-off. This lay-off is just a routine. For the past five years nobody was laid-off for more than three weeks and all laid-off employees are called back to work.

While you are being laid-off, you may be eligible for unemployment benefits. You should go to the Division of Employment Security and file a claim for unemployment benefits. The Division of Employment Security is located at 291 Summer Street in Lowell, Massachusetts.

A clerk at the Division of Employment Security will help you to fill out the claim form. He/she will tell you if you are eligible for benefits. If you are eligible, the clerk will tell you how much money you will get per week. He/she will also tell you the time and the day of the week you should come in to the Division of Employment Security to collect your check.

MONTH 3, Week 4 continued

V. TERMINATION

If for some personal reason, you do not like to work for Lowell Lingerie any more, you are asked to give a 2 week notice. This notice can be verbal, just tell your immediate supervisor that you will stop working for Lowell Lingerie in two weeks. You do not have to give a reason why you do not want to work for Lowell Lingerie. You can also give a written notice. Write a short note to tell the company that you will stop working in two weeks and give this note to your immediate supervisor.

Lowell Lingerie needs a two week notice from you so that it can hire somebody else to replace you. It is not a good practice to leave a company without a notice.

You may want to talk it over with your immediate supervisor about taking a leave of absence before you decide to leave the company. If you take a leave of absence now, you may be able to come back and work for the company later on without losing your seniority and your benefits.