Text: A New Start: A Functional Course in Basic Spoken English and Survival Literacy

## WEEK 1

I. Meeting People (Units 1-4)
A. Greeting

Hello. Good morning (afternoon). How are you? Beginning of first and subsequent elasses. Reciprocal nature of greeting.
B. Leavetaking

Goodbye.
See you on (DAY).
See you at (TIME).
Vocabs tomorrow, (some) days of the week End of first and subsequent classes. Reciprocal nature of leavetaking. Confirm arrangements for next class.
C. Introducing

1. Oneself

I'm....
2. Other people

This is....
Pleased to meet you.
First meeting and subsequent arrival of new students. Establish awareness of others.
D. Giving name and spelling it

My name is....
Can you spell it, please?
Vocabs initial spelling of names
Literacy: NAME, FIRST, MIDDLE, LAST
II. Numbers (Units 5-10)
A. Responding to personal information questions How many...?
What's your...?
Vocab: simple numbers ( $1-10$ ), simple objects, telephone number, Soc. Sec. number
Fill out forms.
Literacy: NUMBER, TELEPHONE NUMBER, SOCIAL SECURITY NUMBER, 1-10
B. Simple instructions

Pick....up.
Put...down.
Open....
Close....
Vocabulary of classroom instructions.
C. Offering something

Do you want...?
Here you are.
Vocab: food, beverages
Distinction between 'please' and 'thank you'
D. Counting

Vocab: 11-20, 30-100
Paying the fare - buses.
Paying in stores.
Literacy: 11-100, c, \$
E. Calendar

Vocab: calendar - days and months
Literacy: DAY, SUNDAY. MONDAY, TUESDAY; WEDNESDAY, THURSDAY, FRIDAY, SATURDAY JANUARY, FEBRUARY. MARCH, APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER. NOVEMBER, DECEMBER
F. Responding to personal information questions

What's your...?
Vocab: address, age
Fill out forms.
Literacys NUMBER, STREET, CITY, STATE, ZIP CODE, AGE

## WEEK 2

III. Requests and Instructions (Units 11-18)
A. Restroom signs

Public signs
Literacy: RESTROOMS, MEN, WOMEN, HOT, COLD
B. Simple instructions involving position

In/On
Vocabs furniture and rooms in a house, cooking utensils and ingredients
C. Requesting change

Do you have...?
Currency
Literacy: PENNY, NICKEL, DIME, QUARTER, HALF
DOLLAR, DOLLAR
D. Making simple requests

Can I have...?
Vocab: fruits, vegetables
Borrowing - what can and cannot be borrowed
Literacy: ONIONS, APPLES, ORANGES, BANANAS, MELONS CARROTS. MUSHROOMS. TOMATOES
E. Review of greeting, requesting, thanking, leavetaking How much is it?
Vocab: food Buying things in a fruit market.
F. Simple directions

Turn left/right.
Go straight.
Turn around.
Vocab: common personal objects, street signs
Introduction to physical activity as part of the learning process.
Literacy: WALK, DON'T WALK, STOP, BUS STOP, TAXI. LEFT. RIGHT. NO LEFT TURN. NO RIGHT TURN
G. Colors

Vocabs main colors of clothing
Buying articles - distinguishing by color and size. Coloring object and pictures, to increase manual dexterity, if necessary.
Literacy: COAT, DRESS, SWEATER. BLOUSE, SKIRT, SHOES, SHIRT. SLACKS. JACKET
H. Following directions

Vocab: 'take of $f$ ', 'put on'
Making a folder: encouraging students to keep their papers tidy, and see their progress as the course develops.

## WEEX 3

IV. Further Requests (Units 19-26)
A. Requesting emergency assistance Vocab: Help!, Emergencyl Emergencies at home. Report emergencies and get help. Literacys HELP, EMERGENCY, FIRE, POLICE, AMBULANCE
B. choosing between alternatives
red or green?
large or small?
Vocabs colors (review), sizes
Buying articles and food.
C. Makigg a precise request
the ....(s) on the left/right
the one(s) on the left/right
in the middle
Vocab: different parts of a shop
In a shop - enabling students to inspect before buying.
D. Requesting information about location

Where are...?
Vocab: 1st...10th
Store shopping.
Literacy: UP DRWN: PUSH, PULL ELEVATOR, STAIRS,
E. Distingui shing by position
on the left/right of....
between
Vocab: more common objects, eating utensils Setting a table.
F. Making a request

I'd like some....
Do you have any...?
Can I have some...?
Comparatives
Vocab: fresh, canned
Appropriate follow-up questions if articles not in stock.
G. Requesting information

Dialing 411.
Literacy: HOSPITAL, FOOD STORE, POST OFFICE
H. Responding to a request

Can I borrow a...?
I don't have a....
Borrowing things.

## WEEK 4

V. Quantities (Units 27-30)
A. Not understanding

Excuse me.
I don't understand.
B. Quantities

How much?
How many?
Vocab: common quantities (pint, dozen, etc.) containers
Literacy: PINT, QUART, GALLON, DOZEN, POUND, OUNCE, CHEESE, HAM, HAMBURGER. SHRIMP. RICE, CHICKEN. PEACHES
C. Basic numeracy

Vocab: shopping lists, price tags Adding up bill and checking change. Literacy: TOTAL, CHANGE
D. Checking the quantity It's a little over/under. In a store.

Review Units 1-30

WEEK 5
VI. Mistakes and Apologies (Units 31-35)
A. Making an apology

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            I'm (very) sorry.
            Bumping into someone.
            Wrong number.
            No change.
            Awareness of when an apology is necessary.
            B. Correcting a mistake politely
            Excuse me....
            Excuse me, I think this is wrong.
            Mi spronunciation of names.
            Wrong change.
            Distinguishing between:
                        Excuse me (attention-getting), and
                    I'm sorry (apology)
    C. Not getting into line
            Excuse me, is this the end of the line?
            Coping with a stress situation.
            D. Confusion of belongings
            Excuse me, this is my/your....
            Vocab: articles of clothing
            Use of 'softening' forms I think....
    E. What to do when not understood
VII. Position (Units 36-40)
    A. Classroom reorganization
        next to
        under
        opposite
        Vocab: cclassroom furniture, personal belongings
        Classroom as working space, not teacher's domain.
    B. Using a slide projector
            Sequencing instructions
            Vocabs language of controls.(plug, socket, button, etc.)
    C. Slides of the town
            Review of prepositions of place
            What is that?
            Where is it?
            familiar places
            Literacy: BANK, SCHOOL, POLICE STATION, TRAIN STATION,
                                    FIRE STATION, BUS STATION, OPEN, CLOSED.
                                    CASHIER, CHECKOUT
    D. Finding lost objects
    I can't find....
    Is it...?
    Are they...?
    No, it isn't.
    No, they aren't.
    Vocab: small, everday objects (key, purse, wallet, etc.)
E. Hide and seek
    Review of: Giving accurate directions
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Review of:
prepositions of place
question forms and short answers
Vocab: common objects

WEEK 6
VIII. Tea Making (Units 41-44)
A. Getting and carrying things

Bring....
Bring me....
Take....to (PERSON).
Vocabs equipment
B. Making tea

Vocabs Put
Boil....
Chinese style - transfers initiative to student.
C. Making tea (American style)

Before
After
Vocab: Fill....
Put....
Boil....
Classroom as a social place.
D. Labeling property
my/your
his/her
(PERSON)'s
Vocab: personal property
IX. Information About People (Units 45-49)
A. Using a cassette recorder

Negative instructions: Don't touch....
Vocab: precise controls
first from the left
second from the right, etc.
Enabling students to work with recorders on their own.
B. Describing the characters in a story

Simple present, third person
Vocab: lives, works, has
Literacy: Sign (your name)
C. Question words

Who?
Where?
What?
Building up a simple social picture of the characters.
D. Giving information about oneself

Simple present, first/second person
Vocab: come from....

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                    live with....
                    go to....
                occupations
    Taking interest in others in the group.
    E. Differentiating between numbers in -teen and -ty
    Calling for a taxi.
    Putting numbers in order.
                    WEEK }
X. Simple Daily Routines (Units 50-55)
    A. Expressing time
    My watch is fast/slow.
    Vocab: early/late
        fast/slow (watch)
                        times
        Arriving at work.
    B. Recognizing conventional signs and symbols (introduction)
        Vocab: line, circlep square, triangle
        Drawing things.
    C. Describing the work routine of the characters
    Review of simple present, third person
    Question word: When?
    Vocab: leaves, arrives, gets home
        times (review)
    D. Describing one's own daily routine
        Review of simple present, first/second person
        Vocab: other everday activities
    E. Asking questions
    Auxiliary does in question forms
    Review of:
            When?
            Where?
            What (does he do)?
            What (does he wear)?
        Vocab: Review of Units 40, 41, and 46
    F. Dates
    What day is it today?
    What day was it yesterday?
    Vocab: days of the week
                                    months of the year
                                    today
                                    tomorrow
                                    yesterday
    Literacys Date, Day, Month (mo.), Year (yr.)
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WEER 8
XI. Names (Units 56-57)
A. Establishing what people should be called
(Please) call me....
Naming systems (di scussion)
B F Filling in a simple form
Vocab: Personal information (name, address, occupation, marital status, etc.)
Coping with different styles of form and methods of obtaining the same information.
Literacy: Marital Status, simgle, married, widowed, divorced, separated, birth date, date, occupation, Sex (M or F), signature

Review Units 31-57

## WEEK 9

XII. Food (Units 58-62)
A. Expressing liking and disliking

No, thanks.
Would you like...?
I don't like....
What about...?
Vocabs different foods in cafeterias
Cafeterias.
B. Choosing food and drink

Vocab: food, drinks
In a restaurant, snack bar, cafeteria.
C. Using a vending machine

Review of: Preference
black or light?
with or without?
Vocab: slot, button
biteracys coffee, tea, sugar, light, extra, coin return, black, chocolate
D. Following a recipe

Vocab: instructions for simple cooking (put...., boil...) ingredients
Preparing food in the kitchen.
E. Ordering food

Review of: Request
Expressing disliking
Expressing preference
Checking the bill
Checking change
Correcting a mistake

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        What kind of...?
    Vocabs snacks, meals
    In a cafeteria, fast food restaurant.
    Literacy: milk, Coke, ice cream, hamburger, french
        fries, fish
XIII. Travel (Units 63-65)
    A. Describing travel routine
    Review of simple present, third person
    Question words How?
    Vocab: gets on/off
                                    by bus/car/train
                                    on foot
                                    recognition of place names
            Problem solving.
            Literacy: Main, Wood, Elm, King, Pine, Hill
    B. Exact times
            Review of question word: What time?
            Vocab: Review of Unit 63
            Problem solving.
    C. Describing work routines
            Simple present, third person
            Vocab: eat, work, sew, study, clean, wash, shave, talk
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                    WEEK 10
    XIV. Appointments (Units 66-69)
A. Making appointments
I want to make....
Vocabs Review of dates and times, appointments
Dentist and doctor appointments.
Job interview.
B. Indicating preference
Vocab: Review of dates and times
Dentist appointments.
C. Insisting
Doctor's appointment.
D. Late
I have an appointment with....
I'm sorry I'm late.
I missed the bus.
You'll have to...
Vocab: appointment, dentist
Late for an appointment/work.
Practical consequences of lateness.
XV. Obtaining Things (Units 70-75)
A. Making an envelope
Find....
Fold....
Corner....
Keeping a personal collection of sight word cards in order.
B. Out and about in the town

Where is it?
It's on....St.
near....
opposite....
in front of....
behind....
Vocab: sight words, shop signs, street names
C. Sign recognition
D. Locating objects

Where can I get...?
At the ....'s.
Vocab: tools, appliances, equipment, etc.
Encouraging initiative in solving problems. (Quiz)
E. Describing objects

What color is it?
What size is it?
What shape is it?
What's it made of?
What's it for?
Used for...?
Vocab: objects (as in Unit 67) size, shape made of, used for
Game: 20 questions
F. Getting a prescription filled When will it be ready?
in....hour
in....minutes
Vocab: prescription
At the pharmacy.

WEEK 11
XVI. Directories (Units 76-80)
A. Reading medicine labels

Take.
every....
Vocab: tsp., tbs., pill, capsule
Taking medicine.
Literacys teaspoon (tsp.), tablespoon (tbl.),
pil1, capsule, Take...every, hours, spoon
B. Understanding and giving directions
turn left/right at the....
first door on the left/right second door on the left/right Vocabs rooms, parts of a building
In the building where the class takes place. Tour of the building.
C. Understanding a plan of the building

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    D. Asking for and giving directions
        I can't find....
        Where is it, please?
        Vocab: upstairs/downstairs
        Ensure confirmation of directions given.
    E. Understanding plans of other buildings
        Vocabs rooms
    Problem solving.
    Literacys toys, check-out, books, clothes,
                                records, pharmacy
XVII. Maps (Units 81-82)
    A. Asking for and giving directions in the street
        on the corner of....
        between....
        Where can I buy...?
        Where is the nearest....?
        Vocab: nearest
        Reading a street map.
        Pictorial transition to the concept of maps.
    B. Asking for and following directions
        Excuse me, where is...?
        Vocab: Go....blocks.....
                Turn left at....
            Ensure confirmation of directions given.
                    WEEK }1
    XVIII. Getting Things Done (Unit 83)
    A. Using a laundromat and public phone
        Vocab: further instruction words
                        controls
                                hot/warm/cold
        Introduction to the use of public facilities.
    Review of Units 58-83
WEEK 13
XIX. Daily Routines (Units 84-85)
A. Describing a typical day in the life of the characters
Review of
Simple present, third person
Question forms
Negative form with doesn't
Vocab: everyday actions
in. the morning/afternoon/evening
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    B. Describing the students' typical day
    Review of simple present, first/second person
    Negative form with don't
    Vocab: Review of Unit }8
    Daily activities.
    Noting daily use of English.
XX. House Problems (Units 86-88)
    A. Complaining
    The ceiling is leaking.
    The window is broken
    Vocab: common houshold words
    Complaining about common household problems.
    B. Requesting
        Can you fix it?
    Vocab: household words
    Calling the landlord.
    Reinforce ability to request assistance.
C. Insisting
    Enable students to insist politely.
WEEK 14
XXI. More Complicated Purchases (Units 89-96)
A. Buying clothing
Review of: Greeting, Request, Precise Request, Size, Quality, Price
I'm looking for....
Can I try it on, please?
....made of cotton?
How much is it?
Vocab: clothes, materials, shades
B. Rejecting something politely
I'm afraid....
It's a little too....
It's too....
It doesn't fit.
Vocab: too
size, fitting
Buying clothing, exchanging.
Standing one's ground in the face of sales pressure.
C. Returning merchandise
Vocab: cash, credit At a store.
D. Buying a pair of shoes I'm afraid they don't fit. They're too....
Have you got these in size 8 ? Vocab: too big/small/narrow/broad materials
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    E. In the Post Office
    I'd like to send this package to....
    How long...take?
    How much....cost?
    Vocab: airmail
                                surface mail
                first class
                    parcel post
    Different ways of sending letters and parcels.
    F. Writing a check
        Vocab: numbers in word form
        Literacy: written numbers - one, two, three.....
                                    thousand
    G. Paying bills by check
        Vocab: total, date due
        Literacy: Due
    H. Coping with people at the door
        Sorry, I'm not interested.
        Reacting appropriately to unfamiliar requests.
        Knowing when to refuse access and how to do it.
XXII. Making Things (Units 97-98)
    A. Making a book cover
        Vocab: fold, cut, measure
        Introduction to making an object using precise
        measurements.
    B. Making a kite
        Vocab: simple do-it-yourself instructions and
                                materials
        Introduction to making toys for children and
        construction objects from a design.
            WEEK 15
    XXIII. Making Contact (Units 99-104)
    A. Drawing a family tree
        Review of simple present, third person
        Review of vocabulary of daily routine
        Vocab: family relationships
        Freer discussion of life pattern and household.
        Literacy: mother, father, husband, wife, son,
                        daughter, grandmother, grandfather,
                            granddaughter
    B. Making contact with a neighbor
        Voaabs neighbor
        Establishing the students" specific contacts with
        Eng1ish-speaking peop1e.
    C. Making an invitation
        Would you like to come over?
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Enable students to report an accident.
D. Safety signs

Vocabs caution, warning words
Literacys Caution, No Smoking, Poison, Combustible, Keep Out, Danger

## WEEK 16

XXV. Maintaining Contact (Units 109-112)
A. Expressing interest/ Following-up with interest questions Did you have a good weekend?
Did you go...?
What did you do?
What about you?
Vocab: baseball game, television, movies
ways of saying 'good'/'bad'
In the workplace.
Initiating social conversation.
B. Inqui ring sympathetically/ Expressing sympathy

Following-up with interest questions
Offering help
What's the matter?
I am sorry.
That's bad luck.
Is he/she all right?
Can I help?
Can I do anything?
Vocabulary of bad news and misfortunes:
headache, accident, arm/watch/broken/lost/stolen
broken into
Coping with a person who is depressed or in a bad mood. Making the sympathy appear genuine.
C. Expressing enthusi asm/ Following-up with interest question. That's nice/great.
Congratulations!
I'm very pleased.
What kind is it?
What's his/her name?
Who did he/she marry?
Vocabulary of good or exciting news
born/married
kind/make/type
guaranteed
Discussion of special events in students' own culture.
D. Expressing interest in belongings

That's nice....
Where....get it?
Was it expensive?


What's it made of?
Vocab: nice, pretty, fine, beautiful Appreciation of beautiful things.

Review of Units 84-112

WEEK 17
Review and Assessment

