

By the end of this level, learners will have worked on and attained competency in the following areas:

1. Communication
 - a. Read and write personal information.
 - i. First name
 - ii. Last name
 - iii. Middle initial
 - iv. Address
 - v. City
 - vi. State
 - vii. Zip code
 - viii. Phone number with area code
 - ix. Social security number
 - x. Birth date
 - b. Respond orally to questions regarding personal information.
 - i. What is your ---
 - ii. Spell first and last name
 - iii. Speak clearly
 - c. Sign their name.
 - d. Ask questions for clarification in group communication.
 - i. Speak clearly
 - ii. Could you repeat that, please
 - iii. I don't understand
 - e. Read and write letters in upper and lower case.
2. Consumer Economics
 - a. Recognize coins, currency, and monetary symbols.
 - i. Coins and currency
 1. penny
 2. nickel
 3. dime
 4. quarter
 5. dollar bill
 - ii. Signs and symbols
 1. dollar sign
 2. cent sign
 3. decimal point
 - b. Read clothing labels for size and care.
 - i. Clothing sizes
 1. S, M, L, XL
 2. numerical sizes

- ii. Care instructions
 - 1. wash in cold water
 - 2. line dry
 - 3. dry clean only
 - 4. hand wash
 - 5. machine wash
 - 6. with like colors
 - c. Locate size information using a chart of heights and weights.
 - i. Symbols for feet (') and inches (")
 - ii. Abbreviation for pounds (lbs)
 - iii. Concept of between
 - iv. Following across and intersecting with down
 - d. Recognize and interpret product safety labels.
 - i. Do not use near water
 - ii. Electrocution hazard
 - iii. Not for consumption
 - e. Recognize information on food safety.
 - i. Read expiration dates and understand the concept of expiration and food safety
 - ii. Read purchase by dates
 - iii. Differentiate between expiration dates and purchase by dates
 - iv. Refrigeration
 - f. Read food labels and tags.
 - i. Expiration dates
 - ii. Price tag
 - 1. on packages
 - 2. on shelves
 - 3. bar code
 - iii. Sales concepts
 - 1. price each
 - 2. buy one get one free
 - 3. half off
 - 4. per pound
- 3. Community Resources
 - a. Buy stamps and address a letter.
 - i. Address an envelope
 - 1. stamp placement
 - 2. return address
 - 3. zip codes
 - ii. Cost of stamps
 - 1. singly
 - 2. in sets of 20
 - iii. Address and mail a package

- b. Interpret clock time.
 - i. Quarter to
 - ii. Quarter after
 - iii. Half past
 - iv. Analog and digital
 - v. Write time
- c. Read the months of the year and the days of the week.
 - i. Months of the year
 - 1. in words
 - 2. in abbreviations
 - 3. in numbers
 - ii. Days of the week
 - 1. in words
 - 2. in abbreviations
 - iii. Write the date
 - 1. mm/dd/yy
 - 2. mm/dd/yyyy
 - 3. month day, year
 - iv. Locate a date on a calendar
- d. Recognize directional and informational signs.
 - i. enter, exit, push, pull
 - ii. men, women, restroom
 - iii. caution, no smoking, no swimming
 - iv. arrows (up, down, right turn, left turn, right, left)
 - v. hospital
 - vi. bus stop
 - vii. walk, don't walk
 - viii. pedestrian crossing
- e. Recognize transportation signs.
 - i. Speed limit
 - ii. Exit ramp
 - iii. No u turn
 - iv. Railroad crossing
 - v. Stop light, stop sign
 - vi. Merge, yield
 - vii. Solid yellow line, broken yellow line, solid white line, broken white line
 - viii. Bicycle lane, HOV lane
- f. Read some items on a restaurant menu.
 - i. Food sight words
 - 1. hamburger
 - 2. steak
 - 3. chicken
 - 4. salad
 - 5. drinks
 - ii. Prices

4. Health

- a. Read an appointment card.
- b. Follow simple medical directions.
 - i. Take before bedtime
 - ii. Take with food, take with meals
 - iii. Call if the problem continues/persists
- c. Read a simple medicine label.
 - i. Dosage
 1. Take 1
 2. Take with food
 3. Teaspoon, teaspoonful
 4. Take three times a day
 - ii. Cautions
 1. Do not give to children
 2. Poison, Mr. Yuk
 3. Do not exceed --- tables in 24 hours
- d. Recognize the differences of the form different medicines take.
 - i. Capsule
 - ii. Tablet
 - iii. Liquid
 - iv. Salve
 - v. Cream
 - vi. Injection
- e. Recognize the concepts of good nutrition.
 - i. Food groups, food pyramid
 - ii. Serving
 1. cup
 2. ounce
 3. bowl
 4. slice
 - iii. Healthy diet
 1. calorie control
 2. vitamins
 3. minerals
 4. balanced diet

5. Employment

- a. Complete a simplified job application.
 - i. Name
 - ii. Address
 - iii. Telephone number
 - iv. Social security number
 - v. Simplified list of experience
 - vi. Simplified list of education
 - vii. Specific words for learner-specific special skills
 - viii. Names of references
 - ix. Signature

- b. Answer basic job interview questions.
 - i. What kinds of experience do you have
 - ii. Why do you want to work here
 - iii. What special skills to you have
 - iv. What kinds of jobs have you done before
 - v. Could you work nights/days/weekends/first shift/ second shift/third shift
 - vi. When can you start
- c. Complete, with assistance, federal employment forms.
 - i. W-4 complete with assistance
 - ii. I-9 complete with assistance
 - 1. produce required documents
- d. Ask for assistance and clarification.
- e. Read a work schedule.
- f. Locate information on a pay stub.
 - i. Locate gross, locate net
 - ii. Locate deductions
 - 1. insurance, health insurance
 - 2. union dues
 - 3. savings
 - 4. disability
 - 5. retirement
 - 6. FICA
 - 7. federal tax, state tax
- g. Understand common workplace safety signs.
 - i. Slippery
 - ii. Fire
 - iii. Dangerous
 - iv. Do not enter
 - v. No smoking
- 6. Government and Law
 - a. Recognize basic government facts.
 - i. Name of the US president and Minnesota governor
 - ii. US flag
 - 1. design
 - 2. colors
 - b. Recognize basic laws.
 - i. Speed limits
 - ii. Licenses
 - 1. driving
 - 2. hunting
 - 3. fishing
 - iii. Driving on the right side of the road

7. Computation

- a. Read, write, and say numbers.
 - i. Cardinal 0-100 in numbers
 - ii. Cardinal 0-20 in words
 - iii. Ordinal 1st – 10th in numbers
- b. Count by 1's, 2's, 5's, and 10's.
- c. Know the math concepts of pattern, less, and more.
 - i. More, less
 - ii. Next item in a simple pattern, last item
- d. Add and subtract 1-and 2-digit whole numbers without regrouping.
 - i. Add a column of 3 1-digit numbers
- e. Know basic measurement concepts.
 - i. Measure using inches, feet, pounds, degrees, and cups
 - ii. Length, weight, width, height
 - iii. Area, volume, perimeter

8. Learning to Learn

- a. Read and write the alphabet.
- b. Recognize how printed word flows on a page.
 - i. Left to right
 - ii. Top to bottom
 - iii. Spaces between words, letters are grouped to make words, words are grouped to make sentences
- c. Know basic phonics rules of consonants, vowels, blends, and digraphs.
 - i. Consonants
 1. Single consonant sounds
 2. Consonant blends
 - a. ending
 - i. ng, nk, ck
 - b. beginning
 - i. l and r
 3. Digraphs
 - a. ch, th, wh, sh, ph
 4. Consonant endings
 5. Consonant ending patterns
 - a. dge
 6. Advanced consonant sounds
 - a. y, w, j, z, v, qu
 - ii. Vowels
 1. Single vowel sounds
 2. Short vowel sounds
 3. ee, ea, ai, oa, oo, ay, oy, igh, aw
 4. r controlled
 5. y as a vowel
 - iii. Endings
 1. s, es, est, ing, er, ed, ly

- iv. Syllable patterns
 - 1. CVC
 - 2. blend-vowel-blend
 - 3. VC/CV
 - 4. two syllable words
 - 5. silent-e words of one syllable
- v. Rhyming patterns
- d. Listen to a story and answer comprehension questions.
 - i. Simple facts and details
 - ii. Main idea
 - iii. Who, what, where, when, why, how
 - iv. Sequence
- e. Narrate a picture story in sequence.
- f. Dictate and read own stories.
- g. Recognize sight words.
 - i. Contractions
 - ii. Sight words
 - iii. Group words of similar definitions
- h. Differentiate and classify words, shapes, and colors.
 - i. Classify
 - ii. Arrange in sequential patterns
- 9. Grammar and Writing
 - a. Recognize and use singular and plural nouns; articles; adjectives; subject, object, possessive, and demonstrative pronouns; present, present-continuous verbs; and prepositions.
 - i. Nouns
 - 1. singular
 - 2. plural
 - ii. Articles
 - iii. Pronouns
 - 1. subject
 - 2. object
 - 3. possessive
 - 4. demonstrative
 - iv. Adjectives
 - v. Prepositions of location
 - vi. Verbs
 - 1. To be
 - 2. Present tense
 - a. Affirmative
 - b. Negative
 - c. Questions
 - 3. Present continuous
 - 4. Past tense
 - a. Regular
 - b. Irregular

- b. Follow the simple capitalization and end punctuation rules.
 - i. Capitalize beginning of a sentence
 - ii. Capitalize I
 - iii. Capitalize names
 - iv. End punctuation
- c. Write sentences in a simple pattern with subject-verb agreements.
 - i. Subject-verb agreement
 - ii. Subject/verb/object
- d. Write personal stories, sentences, and questions.
 - i. Sentences
 - ii. Questions
 - iii. Personal stories
 - iv. Paragraph organization
 - 1. main idea
 - 2. details
 - 3. topic sentence