

# ENGLISH AT LARGE LEARNER GOALS

*Updated 12-20-2010*

Educational	
Office Code	Educational Goals & Objectives
E	<b>Complete some adult high school credits towards an adult diploma program (ADP) or an external diploma program (EDP)</b>
B	<b>Obtain an ADP or EDP</b>
D	<b>Complete some credits towards earning a Graduate Equivalency Degree (GED)</b>
C	<b>Obtain GED</b>
F	<b>Enter occupational training program (nurse assistant, manicurist, childcare, HVAC, etc.)</b> <ul style="list-style-type: none"> <li>○ aware of the requirements for acceptance into higher education or training programs</li> <li>○ able to complete application forms for educational or training programs</li> <li>○ know about the job training and educational programs that are offered in my community and surrounding cities</li> </ul>
FC	<b>Enter transitional education</b>
FD	<b>Complete transitional education</b>
FE	<b>Complete an occupational training program</b>
G	<b>Enter post-secondary education leading to an associate's degree or higher</b> <ul style="list-style-type: none"> <li>○ obtain information on college entrance</li> <li>○ pass the TOEFL exam</li> </ul>

Employment	
Office Code	Employment Goals & Objectives
AF	<b>Increase computer literacy skills</b> <ul style="list-style-type: none"> <li>○ take a computer class</li> <li>○ able to use standard computer programs (Microsoft Office, Internet Web Browser, e-mail program, etc.)</li> <li>○ learn to type</li> </ul>
PD	<b>Attain Green Card or work permit</b>
FA	<b>Get industry-related certificate or license</b>
HD	<b>Register at and/or visit a career center</b> <ul style="list-style-type: none"> <li>○ know how and where to find out about jobs and occupations of interest</li> <li>○ know what educational or vocational training is needed for a job or career</li> <li>○ determine the kind of job wanted</li> <li>○ determine the kind of job the learner is currently qualified for</li> <li>○ able to use the internet and classified ads to find jobs</li> <li>○ know how to utilize the department of employment and training</li> </ul>
HE	<b>Create a resume</b> <ul style="list-style-type: none"> <li>○ aware of the general qualities a potential employer is looking for in an employee</li> <li>○ know what skills and qualities the learner is able to offer an employer</li> </ul>

	<ul style="list-style-type: none"> <li>○ understand that the first jobs might have to be different from area of interest and career choices</li> <li>○ have written in a central location the names and addresses of references, education, and job history information, including important dates and the name of the person to call in case of an emergency on my job fact sheet</li> </ul>
HB	<p><b>Apply for a job</b></p> <ul style="list-style-type: none"> <li>○ know how to fill out a job application form</li> <li>○ know how to write a cover letter</li> <li>○ know how to follow up with a phone call, if appropriate</li> <li>○ understand that it may be necessary to apply several times before obtaining employment</li> </ul>
HC	<p><b>Go on a job interview</b></p> <ul style="list-style-type: none"> <li>○ know how to dress appropriately for a job interview</li> <li>○ know the importance of being on time for an interview</li> <li>○ have practiced and know how to answer questions that might be asked at a job interview</li> <li>○ know what to consider when planning to accept a job (duties, work hours, pay, location, etc.)</li> <li>○ know how to write a letter to a potential employer to thank him/her for an interview</li> </ul>
H	<b>Enter employment</b>
VB	<b>Learn about employee benefits packages</b>
HA	<p><b>Retain current/new employment</b></p> <ul style="list-style-type: none"> <li>○ know how to get along with co-workers and how to act appropriately on the job</li> <li>○ know what to do in the event of sickness or inability to get to work on time</li> <li>○ able to ask the supervisor for help with job related questions</li> <li>○ know the amount to be paid per hour or per week and understand the meaning of the words “gross” and “net” as well as understand all the deductions, i.e. federal tax, state tax, FICA, etc.</li> <li>○ know about available employee benefits (health insurance, sick leave, vacation leave, overtime pay, holidays, etc.)</li> <li>○ know about Workman’s Compensation</li> <li>○ know what job discrimination is and know where to get legal help if discrimination becomes a problem</li> </ul>
IA	<p><b>Increase earnings</b></p> <ul style="list-style-type: none"> <li>○ know how to advance in a job</li> <li>○ know how to prepare for a promotion</li> <li>○ know how to ask for a raise if warranted</li> </ul>
J	<p><b>Retain current job by meeting new requirements</b></p> <ul style="list-style-type: none"> <li>○ able to be cooperative and flexible when asked to learn new tasks as part of the job</li> </ul>
JA	<p><b>Obtain more satisfying/appropriate employment</b></p> <ul style="list-style-type: none"> <li>○ know how to terminate my job appropriately</li> </ul>
JB	<b>Meet a work-based student goal (provide details)</b>
JC	<b>Start a business</b>
K	<b>Be removed from public assistance</b>

<b>Housing</b>	
<b>Office Code</b>	<b>Housing Goals &amp; Objectives</b>
SI	<p><b>Obtain stable housing</b></p> <ul style="list-style-type: none"> <li>○ know the type of living arrangement (living with a roommate, alone, with family, etc.) desired</li> <li>○ know how to find different types of rental housing (furnished rooms, roommates wanted, etc.) using the internet or classified ad section of the newspaper</li> <li>○ able to write and place an ad for roommates</li> <li>○ know which questions to ask and what to look for when evaluating an apartment (security deposit, terms of lease, condition of apartment, size of rooms, etc.)</li> <li>○ know how to fill out a rental application which includes referrals/references</li> <li>○ know the importance of reading the lease or rental application carefully and can answer all the questions</li> </ul>
SK	<b>Buy a domicile</b>

<b>Civic Participation</b>	
<b>Office Code</b>	<b>Civic Participation Goals &amp; Objectives</b>
PC	<b>Attain legal residency</b>
PF	<b>Apply for US Citizenship</b>
PH	<b>Receive appointment for citizenship interview</b>
PA	<b>Pass citizenship exam</b>
PI	<b>Receive certificate of citizenship at oath ceremony</b>
Q	<b>Register to vote</b>
QC	<p><b>Vote in federal, state, or local election</b></p> <ul style="list-style-type: none"> <li>○ research the issues and candidates</li> </ul>
QG	<b>Enter military</b>

<b>Community</b>	
<b>Office Code</b>	<b>Community Goals &amp; Objectives</b>
AA	<p><b>Get and use a library card <u>for the first time</u></b></p> <ul style="list-style-type: none"> <li>○ know what services the library offers</li> <li>○ use the library catalogue</li> <li>○ borrow books</li> <li>○ use a library computer</li> <li>○ perform research</li> </ul>
AB	<p><b>Learn about US culture</b></p> <ul style="list-style-type: none"> <li>○ learn about American holidays and celebrations</li> <li>○ visit a museum</li> <li>○ go to an American movie</li> <li>○ watch an American TV program</li> <li>○ listen to an American radio station</li> <li>○ eat at an American restaurant</li> </ul>

	<ul style="list-style-type: none"> <li>○ understand American idioms and proverbs</li> <li>○ aware of cultural background</li> <li>○ understand jokes and puns</li> </ul>
QD	<p><b>Participate in community activities</b></p> <ul style="list-style-type: none"> <li>○ participate in an English At Large Conversation Group</li> <li>○ attend a town event (Town Day, parade, school committee meeting, etc.)</li> <li>○ attend a farmer’s market</li> <li>○ participate in a sport, class or organization during my free time</li> </ul>
QE	<p><b>Learn about or use community organizations or resources</b></p> <ul style="list-style-type: none"> <li>○ know where to go shopping for food, clothing, household items, etc.</li> <li>○ know where the nearest hospital or health clinic is located</li> <li>○ know/have important hotline numbers for health and safety</li> <li>○ know the recreation services offered free of charge or at minimal cost by my town (parks, pools, tennis courts, etc.)</li> <li>○ visit a senior center</li> <li>○ visit a community center</li> <li>○ know how to apply for public assistance</li> <li>○ know where and how to get help if unable to handle or end an argument with a friend, teacher, employer, family member, etc.</li> </ul>
QF	<p><b>Volunteer in a program</b></p> <ul style="list-style-type: none"> <li>○ know some benefits of volunteering</li> <li>○ know where to find volunteering opportunities</li> <li>○ perform volunteer work</li> </ul>
QH	<b>Take on a mentoring/leadership role in the community</b>
T	<b>Reconnect/reintegrate into the community after institutionalization</b>

<b>Financial</b>	
<b>Office Code</b>	<b>Financial Goals &amp; Objectives</b>
VA	<p><b>Develop a personal and/or family budget</b></p> <ul style="list-style-type: none"> <li>○ set up and follow a monthly budget covering regular living expenses</li> </ul>
VC	<p><b>Learn about credit and debit card use</b></p> <ul style="list-style-type: none"> <li>○ know the basic concepts of credit, loans, and interest</li> <li>○ understand the importance of a good credit rating and how to avoid late payment penalties</li> </ul>
VD	<p><b>Learn about financial planning</b></p> <ul style="list-style-type: none"> <li>○ know where and how to apply for financial assistance</li> <li>○ know about scholarships and loans available for further education and training</li> </ul>
SM	<p><b>Enhance financial management skills (interact with insurance companies, banks, etc)</b></p> <ul style="list-style-type: none"> <li>○ understand the value of money</li> <li>○ purchase small items using the correct change</li> <li>○ determine if the correct change is given from a purchase</li> <li>○ know the value of using coupons and looking for sale prices when shopping</li> <li>○ know the importance of comparing prices by using unit pricing when shopping</li> <li>○ understand bills and pay them on time</li> <li>○ file federal and state tax forms and know how to get assistance to complete them</li> </ul>

	<ul style="list-style-type: none"> <li>○ recognize deceptive or misleading advertising</li> <li>○ get a credit card</li> <li>○ write a check</li> </ul>
SL	<p><b>Open a checking or savings account</b></p> <ul style="list-style-type: none"> <li>○ know how to make deposits and withdrawals</li> <li>○ know how to read bank statements</li> <li>○ know how to accurately record each transaction</li> </ul>

<b>Health</b>	
<b>Office Code</b>	<b>Health Goals &amp; Objectives</b>
SA	<p><b>Improve personal health</b></p> <ul style="list-style-type: none"> <li>○ describe the symptoms of health problems to a doctor</li> <li>○ engage in preventative health by including regular physical exercise as part of free time activities</li> <li>○ know who to call (9-1-1) and where to go for emergency medical care</li> <li>○ know when a medical problem requires emergency room treatment instead of a scheduled appointment with the doctor</li> <li>○ understand the importance of regular medical and dental care and choose a doctor and dentist for ongoing care</li> <li>○ know what medical insurance is, why it's necessary, and where to get it</li> <li>○ know how to fill out medical forms</li> <li>○ know which non-prescription medications to take for colds, fever, headache, diarrhea, etc.</li> <li>○ know how to get a medication prescription filled and follow the instructions on the label properly</li> <li>○ create a first aid kit for the home and know how to use it properly</li> <li>○ complete a first aid course</li> <li>○ complete CPR training</li> </ul>
SB	<p><b>Improve health of children</b></p> <ul style="list-style-type: none"> <li>○ talk to child's doctor</li> <li>○ know the importance of exercise</li> </ul>
SC	<b>Learn about effects of second-hand smoke</b>
SD	<b>Quit smoking</b>
SE	<b>Learn about domestic violence</b>
SF	<p><b>Learn ways to reduce stress</b></p> <ul style="list-style-type: none"> <li>○ visit local parks to relax and reduce stress levels</li> </ul>
SG	<b>Learn about HIV/AIDS</b>
SH	<p><b>Learn about drug/alcohol dependence</b></p> <ul style="list-style-type: none"> <li>○ know about drug/alcohol related community resources and where to go for help</li> </ul>
SO	<p><b>Learn about nutrition</b></p> <ul style="list-style-type: none"> <li>○ understand food labels</li> <li>○ prepare healthy meals for self and others</li> </ul>

<b>Transportation</b>	
<b>Office Code</b>	<b>Transportation Goals &amp; Objectives</b>
2	<b>Get a learner's permit to drive</b>
1	<b>Get a driver's license</b> <ul style="list-style-type: none"> <li>○ able to give and follow direction to specific locations</li> <li>○ able to read a road map and plan a trip from one city to another</li> <li>○ able to use the internet to search for locations and get directions</li> <li>○ know how to register and insure a car</li> <li>○ know how to use a GPS</li> </ul>
QE	<b>Learn about or use community resources</b> <ul style="list-style-type: none"> <li>○ know the kind of public transportation available and current fare information</li> <li>○ able to use public transportation to get from house to work, library, stores, etc.</li> <li>○ know how to read a bus, train or subway schedule</li> <li>○ know how to use a taxi service, give the dispatcher the necessary information and know approximately how much the trip will cost</li> <li>○ read maps</li> <li>○ read street signs</li> <li>○ read signs above shops</li> </ul>

<b>Parenting / Household Management</b>	
<b>Office Code</b>	<b>Parenting / Household Management Goals &amp; Objectives</b>
N	<b>Improve family communication</b> <ul style="list-style-type: none"> <li>○ communicate in English with child</li> </ul>
O	<b>Help child with homework (must document - 30 minutes/week or twice/week for 4 consecutive months)</b> Or <b>Read, write, do mathematical problem-solving with child (must document – 30 minutes/week or twice/week for 4 consecutive months)</b> <ul style="list-style-type: none"> <li>○ read nightly to child</li> </ul>
OA	<b>Have greater involvement in children's schooling</b> <ul style="list-style-type: none"> <li>○ speak to a teacher at a parent-teacher conference</li> <li>○ write a note to a teacher</li> </ul>
OB	<b>Increase participation in school activities</b> <ul style="list-style-type: none"> <li>○ volunteer at child's school</li> <li>○ help out at a school event</li> <li>○ chaperone a school field trip</li> </ul>
OC	<b>Join an organization at your child's school</b> <ul style="list-style-type: none"> <li>○ join a Parent-Teacher Association (PTA)</li> </ul>
SN	<b>Enhance household management skills</b> <ul style="list-style-type: none"> <li>○ interact with the utility company, plumbers, electricians, etc.</li> <li>○ arrange for utilities to be connected and know the approximate costs for start-up</li> </ul>