

The EASY Series is closely correlated to CASAS and also BEST Plus: Literacy Skills. EASY courses 1 – 3 are designed for the (False) Beginner and start with the very basics. These courses can provide entry level support for students with low native language literacy and students not familiar with the alphabet.

Students scoring 200 or less on CASAS should start with EASY courses 1 - 3.

EASY courses 4 – 6 address life skills and provide a base curriculum for EL Civics.

These courses can then be followed with EASY at Work, courses 7 - 12, for job readiness and employability skills for ESL, and non-ESL, students.

Course	Title	Content	Grammar
The Beginner Series			
1	Unit 1: The Basics	Alphabet, numbers, colors, calendar.	To be, simple sentences,
	Unit 2: Interactions	Greeting and Introductions.	Wh?'s, to be, pronouns.
2	Unit 3: Feelings	How are you?	Adjectives, to be, wh?'s, pronouns and contractions.
	Unit 4: At School	People, places and things in a school.	Articles, plurals, present tense verbs, possessives, prepositions, this/that/these/those.
3	Unit 5: At Home.	A tour of the home: Family and around the house.	To be, present tense verbs, contractions, prepositions, this/that/these/those.
	Unit 6: Time.	Telling the time and daily activities.	Conjugating present tense verbs, to be pronouns, contractions.

Course	Title	Content	Grammar
EL Civics: Life and Survival Skills			
4	Unit 7: Your Community: DMV, money, form filling, directions.	Greetings, using money, going to the DMV. Following directions, form-filling, concepts of time and math vocabulary.	Present continuous, prepositions, future with "going to", do/don't/does/doesn't, can/can't, "have to".
	Unit 8: Health Care: The body, family health and medical visits.	Vocabulary for the body, interactions for medical visits, maintaining health.	Adjectives, do/does, comparatives / superlatives, present continuous, simple past, cause and effect.
5	Unit 9: Personal finance: Banking, budgets, shopping.	The banking system, types of accounts, budgets, transactions, sales tax, shopping for food and clothing.	Present continuous, past tense with irregular verbs, did/didn't, need/want, comparatives/superlatives, like/dislike.
	Unit 10: Around Town: Driving, housing, phoning, Govt. services, phone skills.	Housing and renting, rights, city services, using the phone and the phone book, DMV, a driving lesson, transportation, emergency services, who's who in city govt.	Future with will, be going to, past tense, did/didn't, why/because, present perfect.
6	Unit 11: Education: People, Services and Parent involvement.	Education system structure, services provided and parent involvement. School subject content area terminology.	Past tense, like/dislike, why/because, can/can't, asking questions, present perfect.
	Unit 12: Employment: Finding, Getting & keeping a job.	Determination of job types, how to find a job, self-description, interview procedure and work practices and employment.	Imperative, past tense, adjectives, present perfect, why/because.

EASY at Work is a story-based ESL video series. It is primarily for ESL students but also suitable for non-ESL audiences. The series addresses a wide array of job readiness and employability skills. The series covers: job search, interviewing skills, matching of student skills to job and employer requirements and expectations, corporate and workplace behavioral and organizational norms, phone usage, teamwork, career planning, safety, supervisor and peer communications, and more.

Correct grammar is featured throughout, not just phrases. Practice activities and role plays focus on language areas that are frequently misused. The emphasis is on the overall use of language – not the vocabulary of a specific job that can easily be inserted in role plays and exercises once the underlying language has been understood and mastered.

The series is based in a hotel. A hotel provides a location to cover many kinds of work and customer interaction, and is broadly applicable to many other work environments.

The series is suitable for high beginner and intermediate students, and is correlated to CASAS and the CASAS Workforce Skills Certification System.

Course	Title	Content	Grammar
EASY at Work: Job Readiness & Employability			
7	Unit 1: Teresa's New Job	Dress codes, preparing to go to work, job history, value of mentors, value of being bilingual, company organization chart and departmental services. Employee forms and benefits.	Do / does, Want / need, Future / going to, Wh? questions, comparative / superlative.
	Unit 2: A Tour of the Hotel	Business introductions, employee forms & benefits, directions, safety. Answering the phone.	Do / does, conditionals, can / can't, comparative / superlative.
	Unit 3: The Lobby (Continued on next page.)	Examples of customer service. Transport, parking, disabled access and facilities. Saying thank you.	Imperatives – negative / positive, too / very, ask / tell, prepositions, regular & irregular past.

8	<p>Unit 4: The Hotel Kitchen</p> <p>Unit 5: The “Front of the House”</p>	<p>Clothing sizes, shifts and work schedules, hygiene, food handling, accident prevention, problem resolution with supervisor, getting things when asked.</p> <p>Setting and bussing tables, taking and leaving phone messages, responding to customer needs. Teamwork. Setting a buffet breakfast.</p>	<p>Make / made, Wh? questions, prepositions. future / going to, say / tell, regular past.</p> <p>Possessive pronouns, prepositions, before / after, past of “to be”, sequence words.</p>
9	<p>Unit 6: Job Skills and Qualifications</p> <p>Unit 7: Job Interviews.</p>	<p>Facilities and services within a company. Tasks and skills expected in different service jobs. Directions. Job Ads: abbreviations.</p> <p>Good vs. bad interviews. Know the company. Interviewer expectations. Self-description: strengths and weaknesses. First impressions. Asking questions. Difficult questions, references.</p>	<p>Prepositions, modals, tag questions, borrow / lend.</p> <p>Adverbs of frequency, habitual present, comparative / superlative, regular / irregular past, negative tag questions, past vs. present perfect.</p>
10	<p>Unit 8: Breakfast, Lunch and the Beauty Salon</p> <p>Unit 9: Dinner Service</p> <p>Unit 10: Housekeeping</p>	<p>Team work in a service environment. Providing service to customers. Modeling good service for trainees. Apologizing. Food menu items.</p> <p>Food handling and safety, U.S. weights, measures and temperatures. Correcting orders, dinner service and serving alcohol.</p> <p>Timecards. Safety meetings and work partners. Housekeeping. Guest queries, handling difficult or inappropriate behavior from guests. Giving directions.</p>	<p>Have / had, cause / effect, some / any, eat / ate / will eat, present, past and future, much / how much, have / had, sequence: first, next, then.</p> <p>Wh? Questions.</p> <p>Who / who’s / whose, something / anything / nothing, 2-word verbs, clarification questions.</p>

11	<p>Unit 11: Retail Sales</p> <p>Unit 12: Taking Care of Business</p>	<p>Making mistakes, ownership and reporting. Handling money in a retail environment including the cash till. Cleaning and preparation of retail work areas. Credit, debit and cash transactions.</p> <p>Inventory, restocking, stock rotation and shortages. Safety. Respect for co-workers. Accepting criticism. Difficult guests and defusing misunderstandings.</p>	<p>Prepositions, embedded Wh... clauses, irregular past tense.</p> <p>Count / non-count nouns, how much / how many, it is difficult to ..., reflexives, either / neither, polite requests, have / had, got / had.</p>
12	<p>Unit 13: The Custodian Job</p> <p>Unit 14: Workplace Responsibility.</p> <p>Unit 15: Opportunity Knocking.</p>	<p>Responsibilities: matching skills to job requirements. Navigating telephone systems, voicemail and leaving messages. Good phone etiquette. Job experience and creating resumes.</p> <p>Schedules and shifts. Reliability, calling in sick. Custodial activities. Employment application forms. Self description at an interview. Working as a team, giving orders.</p> <p>Safety: do's and don'ts, giving warnings. interacting with customers after incidents, calling for help, injuries, First Aid kits, 911. Teamwork, awards, goals, mentoring.</p>	<p>Wh- questions, contractions, comparative / superlative, irregular past, adverbs, Do you know...? / Could you tell ?</p> <p>This / these, it / they, that / those, modals, future / going to, 2-word verbs.</p> <p>Who / who's / whose, Wh? questions, say / tell.</p>