

## Colorado English as a Second Language Competencies

### SPL-4 (relevant CASAS competencies listed)

#### Life Skills

##### **Community Services (CS)**

- 3CS 1 Locate telephone numbers and identify services in yellow pages of a phone directory. (2.1.1, 2.1.2)
- 3CS 2 Inquire about business over the phone. (2.1.8)
- 3CS 3 Interpret simplified telephone computer menu of services. (2.1.7)

##### **Consumer Economics (CE)**

- 3CE 4 Fill out a deposit/withdrawal slip..
- 3CE 5 Read unit pricing labels to compare products for value. (1.2.2)
- 3CE 6 State reasons for returning an item to a store. (1.3.3)
- 3CE 7 Explain a common problem with food service in a restaurant. (2.6.4)

##### **Employment (E)**

- 3E 8 Fill out a level-appropriate job application. (0.2.2)
- 3E 9 Ask and answer questions in a job interview. (0.1.6, 0.2.1)
- 3E 10 Respond to supervisor's comments about quality of work including mistakes, speed, incomplete work, etc. (4.6.1)
- 3E 11 Report specific problems encountered in completing work tasks. (4.3.4)
- 3E 12 Read warnings, storage directions and emergency instructions. (4.3.1, 4.3.2)
- 3E 13 Write a note to explain absence from work. (0.2.3)
- 3E 14 Read a paycheck stub. (4.2.1)

##### **Health (H)**

- 3H 15 Respond to simple questions about physical health. (3.1.1)
- 3H 16 Follow oral instructions during a medical exam or about treatment.
- 3H 17 Fill out a simple health history form. (3.2.1)
- 3H 18 Fill out a simplified health insurance form. (3.2.1)

##### **Housing (HO)**

- 3HO 19 Question errors on utility bills. (1.4.4)
- 3HO 20 Ask about and follow instructions for using and maintaining household equipment. (1.4.7, 1.7.4)
- 3HO 21 State housing needs and ask specific questions about cost, size, conditions for rental, etc. (1.4.2)
- 3HO 22 Report a housing problem and write a note requesting repairs. (1.7.5)

##### **Housing (HO)** continued

- 3HO 23 Arrange for installation of household utilities. (1.4.4)
- 3HO 24 Read housing ads and identify cost, size, rental conditions, etc. (1.4.1, 1.4.2)

##### **Transportation and Directions (TD)**

- 3TD 25
- 3TD 26 Read common signs in airports or bus stations for traffic or pedestrians. (2.2.2)
- 3TD 27 Ask and answer questions about fares and buy travel tickets. (2.2.4)

##### **Basic Language Skills**

###### **Listening**

- 3L 1 Follow simple directions to a place.
- 3L Follow directions in completing tasks.
- 3L 3 Follow multiple commands.

###### **Speaking**

- 3S 4 Ask and answer questions on basic personal information.
- 3S 5 Ask and answer questions about events in the present, past and future.
- 3S 6 Engage in problem solving activities. (7.3.1, 7.3.2, 7.3.4)
- 3S 7 Request information/clarification in person/by phone. (0.1.6)

###### **Reading**

- 3R 8 Scan life skill reading materials for specific information. (ads, schedules, rental agreements, etc.) (2.5.1)
- 3R 9 Demonstrate comprehension of a reading passage with familiar content. (main idea, sequence, details, etc.)
- 3R 10 Use context to determine meaning.

###### **Writing**

- 3W 11 Write simple notes, messages, letters. (0.2.3)
- 3W 12 Write related sentences on a topic to form a paragraph.
- 3W 13 Edit and self correct writing for basic punctuation.
- 3W 14 Fill out simple forms.

###### **Workplace Skills**

- 3WP 15 Engage in basic social communication. (introduce self, express appreciation, apologize, explain, complain, etc.) (0.1.3, 0.1.4)
- 3WP 16 Use time efficiently. (7.1.2)
- 3WP 17 Participate as a member of a team. (4.8.1)
- 3WP 18 Monitor own progress. (7.1.3)
- 3WP 19 Teach others.