OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
Preview industry- specific documents to determine prior knowledge	<ul> <li>Examine title and captions</li> <li>Examine vocabulary and graphics</li> </ul>	<ul> <li>Student uses OSHA Safety Training Handbook to examine section titles, subtitles and pictures.</li> <li>Use: Outcome 1 Activity 1</li> </ul>	Oral responses to Question List
2. Identify main idea and details of authentic industry-specific text materials	<ul> <li>Company policy statement</li> <li>Employee Handbook</li> <li>Employee memo</li> <li>Safety and instruction manuals</li> </ul>	<ul> <li>Student uses Workplace Skills: Reading for Information Levels 3 and 4.         <ul> <li>Use: Outcome 2 Activity 2</li> </ul> </li> <li>Students engage in jigsaw activity using Trelleborg Sealing Solutions Streamwood Employee Handbook.         <ul> <li>Use: Outcome 2 Activity 3</li> <li>Use: PDF file Trelleborg Handbook.</li> </ul> </li> <li>Student engages in MSDS lesson activities.         <ul> <li>Use: Outcome 2 Activity 4</li> <li>Use: PDF Files: ToolkitMSDS, MSDS data sheet.</li> </ul> </li> <li>Practice strategies for Better Reading and Summarizing www.tv411.org/reading/         <ul> <li>i-Pathways: Language Arts: Reading—Unit 1: Understanding Nonfiction—Lesson 3: Supporting Details</li> <li>i-Pathways: Language Arts: Reading—Unit 1: Understanding Nonfiction—Lesson 4: Applying Ideas</li> <li>CARS: Reading—Unit 3: Reading Comprehension Skills—Lesson 1: Main Idea &amp; Lesson 2: Details</li> </ul> </li></ul>	Skill practice exercise completions  Oral report on group topics  Teacher observation

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
3. Recognize details that are implied or suggested in reading	<ul> <li>Handwritten communication:         e.g., note</li> <li>Electronic communication:         e.g., memo, procedure, guideline, e-mail</li> <li>Graphic communication</li> </ul>	<ul> <li>Student engages in lesson activities on the reading Help Wanted on Factory Floor.         <ul> <li>Use: Outcome 3 Activity 5</li> </ul> </li> <li>Student engages in lesson activities on safety at work.         <ul> <li>Use: Outcome 3 Activity 6</li> </ul> </li> </ul>	Oral reports  Exercise completions
4. Use a variety of strategies to identify key industry-specific terms within a document	<ul> <li>Use context clues:         e.g.,Employee         Performance         Appraisal</li> <li>Use restatement of         term within a         sentence</li> </ul>	<ul> <li>Student uses various websites to acquire new vocabulary.         <ul> <li>Use: Outcome 4 Activity 7</li> <li>Use: file: Concept Map Organizer</li> </ul> </li> <li>Student engages in Employee Performance Appraisal lesson activities.         <ul> <li>Use: Outcome 4 Activity 8</li> <li>Use: PDF file: Positive Negative Chart</li> </ul> </li> </ul>	Quadrant word cards  Individual oral summary of performance standards

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
4.(continued) Use a variety of strategies to identify key industry-specific terms within a document	<ul> <li>Use familiar         words to         determine         meaning of         unfamiliar words:         e.g., Job         Description and         HR forms</li> <li>Use synonyms         and antonyms</li> </ul>	<ul> <li>Student engages in "going green" lesson activities.         <ul> <li>Use: Outcome 4 Activity 9 Parts I, II, III</li> </ul> </li> <li>Practice Using Context Clues www.tv411.org/reading/</li> </ul>	"Green" vocabulary activity completion
5. Define common industry-specific language	<ul> <li>Abbreviations, Initialisms: e.g., PPE, MSDS, EPA Acronyms: e.g., NAFTA, OSHA, CAD/CAM</li> <li>Jargon: e.g., eco- friendly, biodegradable, LEED-certified</li> </ul>	Student engages in abbreviations lesson activities.     ○ Use: Outcome 5 Activity 10	Abbreviations log completion

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
6. Examine the order of steps in a work process or procedure; Apply work instructions to follow the steps of a work task and to choose correct action when conditions change	<ul> <li>Recognize a bulleted or numbered list:         e.g., safety         checklist; fire         extinguisher         operation</li> <li>Recognize         sequence words:         e.g., equipment         operation manual</li> <li>Identify cause         and effect         relationships:         e.g., safe forklift         operation</li> </ul>	<ul> <li>Student follows directions in reading quiz activity.         <ul> <li>Use: Outcome 6 Activity 11</li> </ul> </li> <li>i-Pathways: Language Arts: Reading—Unit 2: Understanding Fiction—Lesson 4: Cause and Effect</li> <li>CARS: Reading—Unit 4: Patterns of Organization—Lesson 3: Compare and Contrast</li> </ul>	Application of directions

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
7. Use various reading strategies to locate information and answer questions	<ul> <li>Predict</li> <li>Skim and scan</li> <li>Classify</li> <li>Use Table of Contents in Employee Handbook</li> <li>Use Index and Glossary</li> <li>Use product labels</li> <li>Examine title and captions in OSHA Safety Training Handbook and MSDS</li> </ul>	<ul> <li>Student uses Trelleborg Sealing Solutions Streamwood Employee Handbook Table of Contents to locate information asked by a partner.         <ul> <li>Use: Outcome 7 Activity 12</li> </ul> </li> <li>Practice Scanning for Specifics www.tv411.org/reading/</li> <li>CARS: Reading—Unit 1: The Reading Process—Lesson 1: What is Reading &amp; Lesson 2: Pre-Reading &amp; Lesson 3: During Reading &amp; Lesson 4: After Reading</li> </ul>	Oral responses to questions
8. Locate information through graphic sources; Locate information using an internet search and give an oral report on findings	<ul> <li>Circle graph</li> <li>Line graph</li> <li>Bar graph</li> <li>Chart and table</li> <li>Diagram</li> </ul>	<ul> <li>Student locates information on graphs using Workplace Skills:         Locating Information Levels 3 and 4.</li></ul>	Skill practice exercise completions  Oral report

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OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
information on industry-specific forms  • Inv	<ul><li>Invoices</li><li>Shipping forms</li><li>Tracking forms</li></ul>	<ul> <li>Student locates information on Invoice from page 43 of Workplace Skills: Reading for Information.         <ul> <li>Use: Outcome 9 Activity 15</li> </ul> </li> <li>Student locates information on various work forms.</li> </ul>	Skill practice exercise completion
	<ul><li>Inventory lists</li><li>Purchase orders</li></ul>	○ Use: Outcome 9 Activity 16	Activity completion
10. Identify trends through graphic sources and current industry practices	<ul> <li>Economic forecasting and outsourcing</li> <li>Cross-training</li> </ul>	<ul> <li>Student interprets trends in graphic sources using Workplace Skills:         Locating Information Levels 4, 5, and 6.</li></ul>	Skill practice exercise completions  Cause and
	<ul> <li>Going green and sustainable</li> </ul>		Effect Chart graphic
	energy technology • Lean	<ul> <li>Student engages in Lean Manufacturing lesson activities.</li> <li>Use: Outcome 10 Activity 18</li> </ul>	organizer and quadrant word card
	manufacturing  • Machine	Student views the Virtual Machine Shop: CAD/CAM Systems tutorial.	completions
	technology: e.g., CNC, CAD/CAM	○ Use: Outcome 10 Activity 19	CAD/CAM comprehension activity completion

OUTCOMES	CONTENT	ACTIVITIES/RESOURCES	ASSESSMENT
11.Use critical thinking skills to problemsolve	<ul> <li>Analyze a problem</li> <li>Examine its causes</li> <li>Identify possible solutions and consequences</li> <li>Decide on an action or draw a conclusion</li> </ul>	Student develops critical thinking skills by using Plan for Successful Solving questions in Workplace Skills: Reading for Information and Workplace Skills: Locating Information.  Use: Outcome 11 Activity 20  Students discuss problems and solutions in several reading scenarios.  Use: Outcome 11 Activity 21	Application of Plan for Successful Solving  Teacher observation and chart completion