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

| OU | JTCOMES | CONTENT | ACTIVITIES/RESOURCES | ASSESSMENT |
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| that | ognize details are implied or gested in ding | Handwritten communication: e.g., note Electronic communication: e.g., memo, procedure, guideline, e-mail Graphic communication | Student engages in lesson activities on the reading <i>Help Wanted on Factory Floor.</i> Use: Outcome 3 Activity 5 Student engages in lesson activities on safety at work. Use: Outcome 3 Activity 6 | Oral reports Exercise completions |
| strate ident indus term | a variety of tegies to htify key istry-specific is within a ument | Use context clues: e.g.,Employee Performance Appraisal Use restatement of term within a sentence | Student uses various websites to acquire new vocabulary. Use: Outcome 4 Activity 7 Use: file: Concept Map Organizer Student engages in Employee Performance Appraisal lesson activities. Use: Outcome 4 Activity 8 Use: PDF file: Positive Negative Chart | Quadrant word cards Individual oral summary of performance standards |

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

| OUTCOMES | CONTENT | ACTIVITIES/RESOURCES | ASSESSMENT |
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| 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 | Recognize a bulleted or numbered list: e.g., safety checklist; fire extinguisher operation Recognize sequence words: e.g., equipment operation manual Identify cause and effect relationships: e.g., safe forklift operation | Student follows directions in reading quiz activity. Use: Outcome 6 Activity 11 i-Pathways: Language Arts: Reading—Unit 2: Understanding Fiction—Lesson 4: Cause and Effect CARS: Reading—Unit 4: Patterns of Organization—Lesson 3: Compare and Contrast | Application of directions |

| OUTCOMES | CONTENT | ACTIVITIES/RESOURCES | ASSESSMENT |
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| 7. Use various reading strategies to locate information and answer questions | Predict Skim and scan Classify Use Table of Contents in Employee Handbook Use Index and Glossary Use product labels Examine title and captions in OSHA Safety Training Handbook and MSDS | Student uses <i>Trelleborg Sealing Solutions Streamwood</i> <i>Employee Handbook</i> Table of Contents to locate information asked by a partner. Use: Outcome 7 Activity 12 Practice <i>Scanning for Specifics</i> www.tv411.org/reading/ CARS: <i>Reading</i>—Unit 1: The Reading Process—Lesson 1: What is Reading & Lesson 2: Pre-Reading & Lesson 3: During Reading & Lesson 4: After Reading | Oral responses to questions |
| 8. Locate information through graphic sources; Locate information using an internet search and give an oral report on findings | Circle graph Line graph Bar graph Chart and table Diagram | Student locates information on graphs using <i>Workplace Skills:</i> <i>Locating Information Levels 3 and 4.</i> Use: Outcome 8 Activity 13 Practice <i>Reading Charts and Graphs</i> www.tv411.org/reading/ Student engages in Manufacturing Career Pathways lesson activities. Use: Outcome 8 Activity 14 i-Pathways: <i>Mathematics</i>—Unit 2: Measurement and Data Analysis—Lesson 4: Tables and Charts i-Pathways: <i>Mathematics</i>—Unit 2: Measurement and Data Analysis—Lesson 5: Graphs CARS: <i>Math</i>—Appendix A: Reading Graphs and Charts | Skill practice exercise completions Oral report |

| OUTCOMES | CONTENT | ACTIVITIES/RESOURCES | ASSESSMENT |
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| Complete missing information on industry-specific forms | Work order forms Invoices Shipping forms Tracking forms Timesheets Inventory lists Purchase orders | Student locates information on Invoice from page 43 of Workplace Skills: Reading for Information. Use: Outcome 9 Activity 15 Student locates information on various work forms. Use: Outcome 9 Activity 16 | Skill practice exercise completion Activity completion |
| 10. Identify trends through graphic sources and current industry practices | Economic forecasting and outsourcing Cross-training Going green and sustainable energy technology Lean manufacturing Machine technology: e.g., CNC, CAD/CAM | Student interprets trends in graphic sources using <i>Workplace Skills</i>: <i>Locating Information Levels 4, 5, and 6.</i> Use: Outcome 10 Activity 17 Student engages in Lean Manufacturing lesson activities. Use: Outcome 10 Activity 18 Student views the Virtual Machine Shop: CAD/CAM Systems tutorial. Use: Outcome 10 Activity 19 | Skill practice exercise completions Cause and Effect Chart graphic organizer and quadrant word card completions CAD/CAM comprehension activity |

| OUTCOMES | CONTENT | ACTIVITIES/RESOURCES | ASSESSMENT |
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| 11.Use critical thinking skills to problem- solve | Analyze a problem Examine its causes Identify possible solutions and consequences Decide on an action or draw a conclusion | 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 |