



ABE/ASE Instruction

How can adult literacy providers prepare their learners to contribute significantly to the workforce in the 21st century? One way is for teachers to integrate and contextualize workforce skills into their daily and weekly literacy instruction.

Below are six sets of instructional materials that demonstrate effective ways to integrate and contextualize workforce skills into Adult Basic Education and Adult Secondary Education. Each set of materials includes guidance to the teacher in using and adapting these activities with his/her learners.

Active Listening

In this lesson, ABE or ASE students practice using active listening skills and then rate their own listening abilities. In related expansion activities, students discuss which of the skills practiced in this activity transfer to the workplace, and students also identify and describe one career goal and three action steps they can take to reach that goal.

Be Proactive

In this lesson, ABE students develop their awareness about the value of being proactive, both in education and in the workplace. They examine seven habits of highly effective people. In an expansion activity, students write a response to a job application question, in which they illustrate how they have been proactive in overcoming an obstacle.

Supplemental Presentation

Career Investigation

In this lesson, ABE or ASE students practice using active listening skills and then rate their own listening abilities. In related expansion activities, students discuss which of the skills practiced in this activity transfer to the workplace, and students also identify and describe one career goal and three action steps they can take to reach that goal.

Preparing a Speech

In this lesson, ABE or ASE students prepare a 60– to 90–second speech in response to a question commonly asked in a job interview. Students study the qualities of a good speaker and evaluate their peers' speeches according to a matrix. This lesson can serve as an introduction to future speech assignments.

Taking an Inventory

Suitable for both ABE and ASE instruction, this lesson asks students to work in teams and collaborate on taking an inventory. Afterward, students identify and describe which skills they practiced transfer to the workplace.

[Using Venn Diagrams to Make Comparisons](#)

In this lesson, ABE or ASE students compare the occupational requirements of an instructional aide with those of a student, using an Evaluation Form for an Instructional Aide and a Venn Diagram that students complete.

[Supplemental Presentation](#)

[Answer Key](#)

Additional Resources

On the Teachers page of the Virtual Workroom for Workforce Readiness, instructors can access additional Web sites for their own professional development. They can also find resources for learners, including several related to career searches.

In [Related Research and Additional Resources](#), instructors can find out more about the underlying research basis for integrating and contextualizing workforce skills in the classroom, including the essential information on Four Workforce–Related Frameworks which every adult educator should know about.