

English for Adult learners – Level 3

Level 3 Module 1 – Advertisements & Job Application

	<u>Scheme of Work</u>	<u>Assessment</u>	
Lesson 1	<u>Job Requirement Matching Ex</u>	<u>Form filling ex</u>	<u>Advertisements</u>
	<u>Advertisements Worksheet 1</u>		
Lesson 2	<u>Job Application Sample</u>	<u>Formal Job Application Sample</u>	<u>Writing a Cover Letter</u>
	<u>175 Power Verbs and Phrases</u>		
Lesson 3	<u>Checklist for writing Cover letters</u>	<u>Reflections</u>	
Lesson 4	<u>Modals</u>	<u>Modals Worksheet</u>	<u>Modals in Song</u>
	<u>Checklist of Modal verbs</u>	<u>SVO Grammar Ex</u>	<u>SVA</u>
	<u>SVA Gr Ex1</u>	<u>SVA Gr Ex 2</u>	<u>20 Rules of SVA</u>
Lesson 5	<u>Active and Passive Voice for Cover Letters</u>	<u>Active and Passive Voice worksheet 1</u>	<u>Active and Passive Voice Worksheet 2</u>
	<u>Active and Passive Voice Worksheet Answers</u>		
Lesson 6	<u>Resume Writing</u>	<u>Resume Writing Examples</u>	<u>Resume Writing Template</u>
	<u>Resume Cover Letter</u>	<u>Checklist for Resumes</u>	
Lesson 7	<u>Interview Skills</u>	<u>Questions Interviewers ask</u>	<u>What to do when the unexpected happens</u>
	<u>Proper Attire</u>		

Level 3 Module 2 – Reading for Information & Pleasure

	<u>Scheme of Work</u>	<u>Lessons</u>	<u>Assessment</u>
	<u>Assessment - Poem</u>		

Level 3 Module 3 – Functional Writing

	<u>Scheme of Work</u>	<u>Personal Letter Sample</u>	<u>Personal Letter Vocabulary</u>
	<u>Report Writing ppt</u>	<u>Report Writing tips</u>	<u>Report Writing worksheets</u>
	<u>Writing a Simple CV ppt</u>	<u>Writing a Simple CV - Worksheet</u>	<u>Adverbs and Adverbial Phrases</u>
	<u>Reported Speech</u>	<u>Answer Key</u>	

Level 3 Module 4 – Comprehension

	<u>Scheme of Work</u>	<u>Vocabulary Definitions</u>	<u>Lessons</u>
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