

# CHINO VALLEY ADULT SCHOOL

## E. L. Civics Student Workbook

### Beginning Low – Beginning High Levels 1-2



#### **CIVIC OBJECTIVE 13.6:**

Interact with educational institutions including schools for children and schools or agencies with programs for adult learners.

**Name:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_ **Level:** \_\_\_\_\_



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# Task 1

## Calling the School to Report an Absence

### STUDENT ACTIVITIES










Reporting



Absences










## TASK 1 Reporting an Absence: Vocabulary

Directions: Practice the vocabulary words.

		
<b>absence</b>	<b>sick</b>	<b>doctor's appointment</b>
		
<b>child</b>	<b>visit</b>	<b>babysitter</b>
		
<b>flat tire</b>	<b>car trouble</b>	<b>work</b>

## TASK 1 Reporting an Absence: Vocabulary

Directions: Work with a partner. Ask each other: “What is number 1?”, “What is number 2?”

1 	2 	3 
4 	5 	6 
7 	8 	9 

## TASK 1 Reporting an Absence: Vocabulary

Directions: Write the missing words under each picture.

 _____	 _____	 _____
 _____	 _____	 _____
 _____	 _____	 _____

## TASK 1 Reporting an Absence: Practice Sentences


Directions: Practice using the vocabulary words in sentences.

		
<b>I want to report an absence.</b>	<b>I'm sick. I have a cold.</b>	<b>I have a doctor's appointment.</b>
		
<b>My child is sick.</b>	<b>I'm going to visit my family.</b>	<b>I don't have a babysitter for my children.</b>
		
<b>I have a flat tire.</b>	<b>I'm having car trouble.</b>	<b>I have to work.</b>



## TASK 1 Reporting an Absence: Practice Sentences

Directions: Write a sentence with a vocabulary word for each picture.

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 <hr/> <hr/>	 <hr/> <hr/>	 <hr/> <hr/>

## TASK 1 ROLE PLAY: Reporting an Absence

**Directions:** Practice this role play with a partner.

**Student A:** Hello. Chino Valley Adult School. May I help you?

**Student B:** Hello. I want to report an absence.

**Student A:** What is the reason you can't come to school?

**Student B:** I have a flat tire.



**Practice again using 5 different reasons for your absence:**

**Student A:** Hello. Chino Valley Adult School. May I help you?

**Student B:** Hello. I want to report an absence.

**Student A:** What is the reason you can't come to school?

**Student B:** \_\_\_\_\_



## TASK 1: School Personnel and Locations

Directions: Study the vocabulary words for names and locations of people who work at school. Ask your partner where each person works.

1

### CONVERSATION ASKING & GIVING LOCATION OF SCHOOL PERSONNEL



Practice conversations with a classmate.

A. Where's the \_\_\_\_\_?

B. He's/She's in the \_\_\_\_\_.



1. school nurse  
nurse's office



2. librarian  
library



3. guidance counselor  
guidance office



4. cafeteria worker  
cafeteria



5. security officer  
hall



6. school secretary  
school office



7. principal  
principal's office



8. music teacher  
auditorium

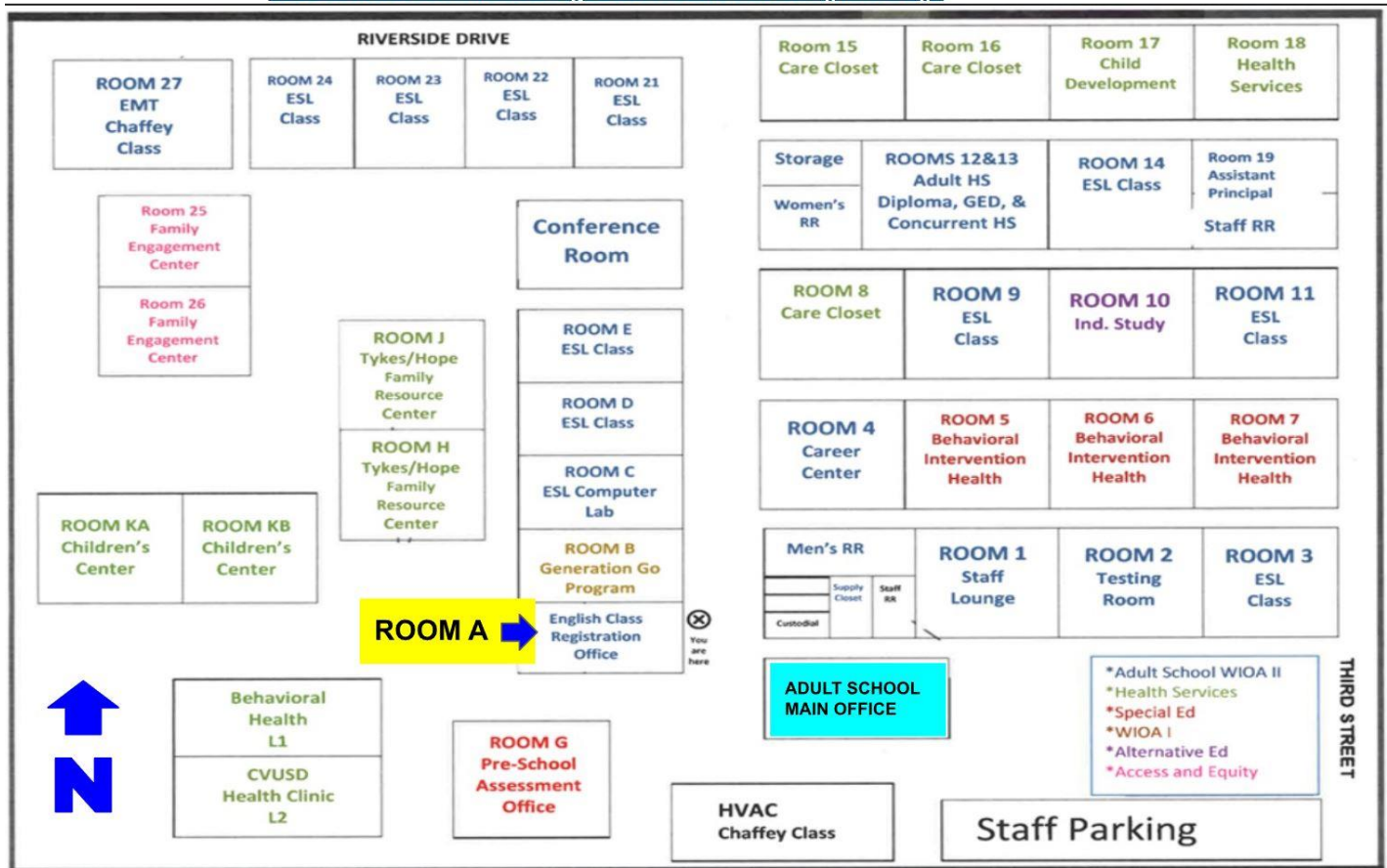


9. P.E. teacher  
gym

# TASK 1: Understanding School Information

Directions: Look at the map of our school.

## 2021-2022 Chino Valley Adult School Campus Map



1. Find your classroom. Draw a star on it on the map. ★
2. What is the name of your teacher? \_\_\_\_\_
3. What class are you in? Circle your class.  

ESL 1
ESL 2
ESL 3
ESL 4
4. Find the adult school main office. Circle it on the map.
5. Who works in the school office? \_\_\_\_\_



## TASK 1: Understanding School Information

Directions: Look at the chart and answer the questions about your class.

**Chino Valley Adult School**  
**Schedule of English as a Second Language (ESL) Classes 2023-24**  
12970 Third St., Chino, CA 91710  
(909) 628-1202 x8930

English classes are *free* and *in person* only. Please allow *at least 90 minutes* to register.  
Mon –Thurs. 8am – 7:30 pm, Fridays 7:30am – 4pm

**Semester 1**

July 6–December 14, 2023    Important testing dates\* July 19, August 23, October 4, November 15

**Semester 2**

January 3-May 22, 2024    Important testing dates: Feb. 7, Mar. 20, May 1

**\*IMPORTANT:** Please tell your teacher if you will not be in school on important testing dates!

**ENGLISH AS A SECOND LANGUAGE**

CLASS/LEVEL	TIME	DAY	ROOM	INSTRUCTOR
<b>Morning/AM</b>				
1-BEG Low	8:45-11:45	M-Th	9	Ms. Lisa Martinez
1-BEG Literacy	8:45-11:45	M-Th	21	Ms. Irene Cuevas-Garcia
2-BEG High	8:45-11:45	M-Th	D	Ms. Sarah Lee
2-BEG High	8:45-11:45	M-Th	23	Mr. Michael Porras
3-INT Low	8:45-11:45	M-Th	E	Ms. Peggy Thompson
3-INT Low	8:45-11:45	M-Th	11	Ms. Laura Miller
4-INT High	8:45-11:45	M-Th	14	Ms. Charlotte Bondoc
5-ADV	8:45-11:45	M-Th	22	Ms. Jennie Gorton
ESL Basic Computer*	8:45-11:45	F	C	Ms. Lisa Martinez
<b>Afternoon/PM</b>				
MULTI-Citizenship Prep	12:15-3:15	M-Th	D	Staff
MULTI-Conversation	12:15-2:15	M & W	E	Ms. Thompson
<b>Evening/PM</b>				
1-BEG-Low	5:30-8:30	M-Th	9	Ms. Joanne Park
1-BEG Literacy	5:30-8:30	M-Th	21	Mr. Steve Rosales
2-BEG-High	5:30-8:30	M-Th	D	Ms. Maria Elena Gomez Lecaro
3-INT-Low	5:30-8:30	M-Th	E	Mr. Peter Perez
4-INT-High/5-ADV	5:30-8:30	M-Th	11	Ms. Laura Miller
MULTI-Citizenship Prep	5:30-8:30	M-Th	23	Ms. Adriana Cardenas-Isley

\*Computer class is for levels 3 – 5 and is 10 weeks: 9/8 – 11/17 (No class 11/10)

*There is no fee for the classes. Classes are FREE.*

Pre-tests and post-tests are required to attend.

*Daily attendance is recommended for all classes, but not necessary. Tell your teacher if you need to stop attending.*

*Attendance of at least 80% is recommended.*

*It's possible to complete each class in one semester. Enroll anytime.*

What is the school's name? \_\_\_\_\_

What is the school's phone number? \_\_\_\_\_

What is your teacher's name? \_\_\_\_\_

What is your classroom number? \_\_\_\_\_

## TASK 1 ROLE PLAY: Calling the School to Report an Absence

**Directions:** Practice the role play with your partner. Take turns being as the school secretary and student.

**School Secretary:** Hello. Chino Valley Adult School. May I help you?

**Student:** Hello. I want to report an absence.

**School Secretary:** What is your name?

**Student:** Victor Lopez.

**School Secretary:** What is the reason you can't come to school?

**Student:** I have a cold.

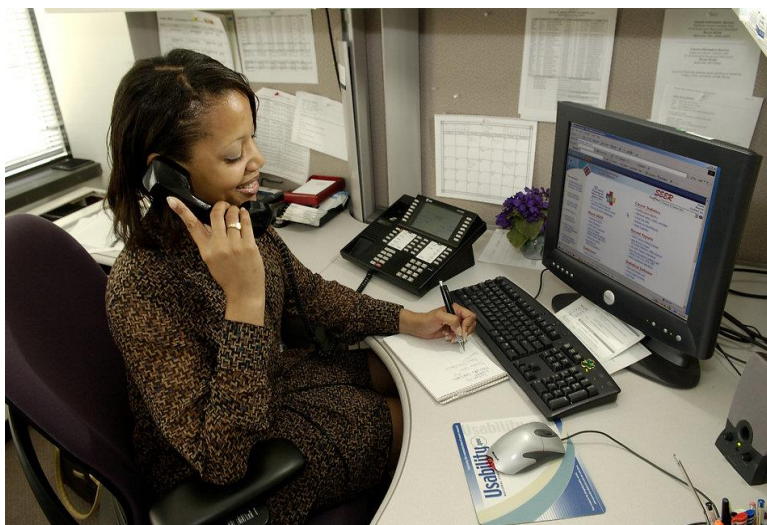
**School Secretary:** When will you return to school?

**Student:** In 5 days.

**School Secretary:** Thank you for calling.

**Student:** You're welcome. Goodbye.





## **TASK 1 ROLE PLAY: Calling the School to Report an Absence**

**Directions:** Practice the role play again. This time, say your own name, reason for your absence, and return date.

**School Secretary:** Hello. Chino Valley Adult School. May I help you?

**Student:** Hello. I want to report an absence.

**School Secretary:** What is your name?

**Student:** \_\_\_\_\_.

**School Secretary:** What is the reason you can't come to school?

**Student:** \_\_\_\_\_.

**School Secretary:** When will you return to school?

**Student:** \_\_\_\_\_.

**School Secretary:** Thank you for calling.

**Student:** You're welcome. Goodbye.

## **TASK 1 ROLE PLAY: Calling the School to Report an Absence**

**Directions:** Put the conversation in the correct order. Write numbers 1-10 on the lines.

_____	<b>You're welcome. Goodbye</b>
_____	<b>Hello. Chino Valley Adult School. May I help you?</b>
_____	<b>When will you return to school?</b>
_____	<b>I have a cold.</b>
_____	<b>What is your name?</b>
_____	<b>What is the reason you can't come to school?</b>
_____	<b>Hello. I want to report an absence.</b>
_____	<b>Thank you for calling. Goodbye.</b>
_____	<b>Victor Lopez.</b>
_____	<b>In 2 days.</b>



## TASK 1: Reporting Absences

What are good reasons for being absent? What are bad reasons for being absent? Discuss with a partner.

Write at least 3 good reasons and 3 bad reasons for being absent in the boxes.

Good Reasons	Bad Reasons

Write two good reasons you might have to be absent from school or work.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

## TASK 1: Leaving a Message

**A** Julia is returning to her country for two weeks. Read her phone message to her teacher.

Hello teacher, this is Julia Adams. I'm calling you because I am going to be absent for two weeks. I am going to Peru to see my family. My grandmother is very sick. I will be absent from April 1 until April 15. I will return to class on Monday, April 18. Have a nice day. Goodbye.

**B** Read the message again. What information is Julia communicating?

Hello teacher. →→→→→→→ **Greeting**

This is Julia Adams. →→→→→→→ **Name**

I am going to Peru. →→→→→→→ **Reason for Absence**

I will return to class on April 18. →→ **Time of Return**

Have a nice day. Goodbye. →→→→→ **Closing**

**C** Practice your own absence message. Use the form below. Write sentences.

**Greeting:** Hello \_\_\_\_\_. (Write your teacher's name)

**Name:** This is \_\_\_\_\_. (Write your name)

**Reason for Absence:** I \_\_\_\_\_.  
(Write a reason you are not going to school)

**Time of Return:** I will return to class on \_\_\_\_\_.  
(Write a date you will return to class)

**Closing:** \_\_\_\_\_.  
(Write a way to say goodbye)

**D** Say your message to a partner. Take turns.

## TASK 1: Emailing Your Teacher

A. Michael has a doctor's appointment, and he will be absent from school tomorrow. Read the email he wrote to his teacher to explain his absence.



EMAIL
<b>From:</b> Michael_Lee@gmail.com
<b>To:</b> Jane_Smith@chino.k12.ca.us
<b>Subject:</b> Absent from school
<p>Hello, Mrs. Smith. This is Michael Lee. I'm a student in your ESL 2 class. I'm emailing you because I am going to be absent from school tomorrow, August 24. I have a doctor's appointment. I will return to class on August 25. Have a nice afternoon.</p> <p>Thank you, Michael Lee</p>

B Read the message again. What did Michael write for each part of the email?

Greeting: \_\_\_\_\_

Name: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Time of Return: \_\_\_\_\_

Closing: \_\_\_\_\_

**C** Think of a reason why you will be absent from school.

Reason for Absence: \_\_\_\_\_

What day will you be absent? \_\_\_\_\_

When will you return to school? \_\_\_\_\_

**D** Write an email to your teacher explaining your absence.

EMAIL	
From:	
To:	
Subject:	

## TASK 1 PRACTICE: Reporting an Absence

**Directions:** Practice the role play with a partner.

**School Secretary:** Chino Valley Adult School. May I help you?

**Student:** Hello. I want to report an absence.

**School Secretary:** What is your name?

**Student:** Victor Lopez.

**School Secretary:** Why can't you come to school?

**Student:** My daughter is sick.

**School Secretary:** When will you return?

**Student:** In 5 days.

**School Secretary:** Who is your teacher?

**Student:** Mrs. Chen.

**School Secretary:** What is your class?

**Student:** ESL Level 2.

**School Secretary:** Thank you for calling.

**Student:** You're welcome. Goodbye.



**Practice the role play again. This time say your name, your teacher's name, and your class.**

What is your name? \_\_\_\_\_

Who is your teacher? \_\_\_\_\_

What is your class? \_\_\_\_\_

## TASK 1 PRACTICE: Reporting an Absence

Directions: Practice the role play. Answer all the questions on your own.

**School Secretary:** Hello. Chino Valley Adult School. May I help you?

**Student:** \_\_\_\_\_.

**School Secretary:** What is your name?

**Student:** \_\_\_\_\_.

**School Secretary:** What is the reason you can't come to school?

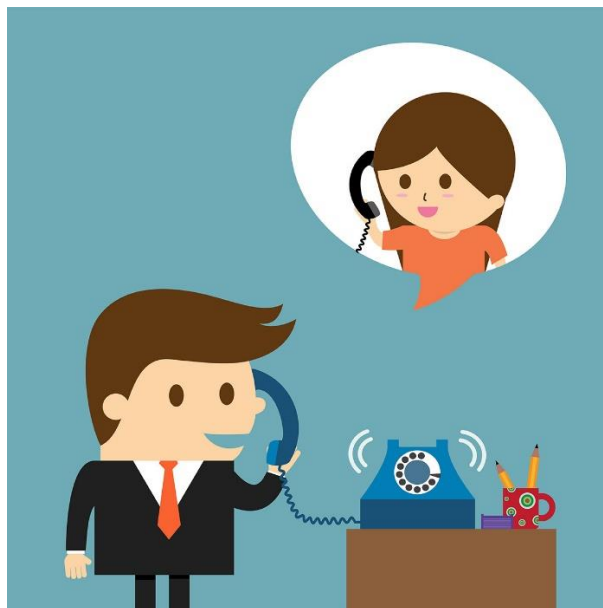
**Student:** \_\_\_\_\_.

**School Secretary:** When will you return to school?

**Student:** \_\_\_\_\_.

**School Secretary:** Thank you for calling.

**Student:** \_\_\_\_\_.



## **Task 2**

### **List Activities of Successful Learners**

#### **STUDENT ACTIVITIES**



## TASK 2: What Is a Goal?

What is a goal? Look at the examples:



A goal is something you want. It is something you want to achieve. What goals do you have? Circle each goal statement that you agree with.

*I want to go to High Beginning ESL (Level 2) or Low Intermediate ESL (Level 3).*

*I want to complete the ESL program.*

*I want a high school diploma.*







*I want to find a job.*

*I want a better job.*

*I want to become a U. S. citizen.*



**A Look and read. What do you want to do with English?  
Check (✓) your goals.**

 <p><input type="checkbox"/> I want to get a job.</p>	 <p><input type="checkbox"/> I want to talk to the doctor.</p>	 <p><input type="checkbox"/> I want to communicate.</p>
 <p><input type="checkbox"/> I want to help my family.</p>	 <p><input type="checkbox"/> I want to get a driver's license.</p>	 <p><input type="checkbox"/> I want to go to college.</p>

What about you?

**B Discuss your goals with a partner.**

*A: I want to help my family.*

*B: I want a driver's license.*

**C Discuss the questions with a partner.**

Why do you want to learn English?  
What are your goals for the future?

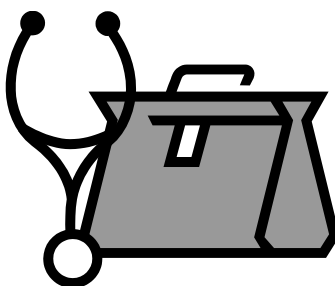
**D Read.<sup>1</sup>**

My name is Jana. I am from Denmark. I am 24 years old. I am single. I like to read books and listen to music. I have two sisters. They live in Denmark. I have no children. I am single. I was a server. Now I am a student at Chino Valley Adult School. I want to learn good English because I want to be a doctor in the United States.



**E Answer the questions.**

1. Where is Jana from? \_\_\_\_\_
2. How old is she? \_\_\_\_\_
3. Is she married? \_\_\_\_\_
4. What does she like to do? \_\_\_\_\_
5. Does she have children? \_\_\_\_\_
6. Does she have family? \_\_\_\_\_
7. What does she do? \_\_\_\_\_
8. What is her goal? \_\_\_\_\_



<sup>1</sup> Story adopted from [eslprogram.ousd.k12.ca.us/files/Assessments/Moving\\_Beyond.ppt](http://eslprogram.ousd.k12.ca.us/files/Assessments/Moving_Beyond.ppt), last accessed August 25, 2010.

**F Practice the conversation between Marcos and Maria.**

**Marcos:** Hi Maria.

Maria: Hi Marcos.

**Marcos:** I need to study English.

Maria: Me too. I like to study English.

**Marcos:** I want a better job. English will help me.

Maria: I want to go to college. I need more English.

**Marcos:** We both need English!

Maria: Yes! Let's study together!

**Marcos:** Great!



**G Complete the sentence. Why do you want to learn English?**

I want to \_\_\_\_\_.

**H With a partner, practice the conversation in F. Use your answer from G.**



## TASK 2: Making Goals

### A Read the story.

Javier is 27 years old. He is from Mexico. He lives in Chino. He shares an apartment with his brother Eduardo, who is also from Mexico. Javier works in a factory. Eduardo is unemployed. Times are tough. Javier has a dream. He wants to start his own business. He wants to own a car repair shop. He is good at fixing cars, but he doesn't speak English. He goes to Chino Valley Adult School and takes Beginning Low ESL. He knows that English will help him in his life.



### B Answer the questions. Circle a or b.

1. Javier has:

a) a goal

b) no goals

2. Javier is

a) employed

b) unemployed

3. Javier takes

a) Intermediate—Low ESL

b) Beginning—Low ESL



### C Fill in the blank. Use words from A.

1. Javier is \_\_\_\_\_ years old.

2. Javier wants to own a \_\_\_\_\_.

3. Javier is good at \_\_\_\_\_ cars.

- D** Look at Javier's timeline. What is he doing now? What does he want in the future?

2019	2020	Summer 2023	Winter 2023
I fixed cars in Mexico.	I moved to the United States with my brother.	I am a student in Low Beginning ESL at Chino Valley Adult School.	I want to take High Beginning ESL at Chino Valley Adult School.
			

- E** Answer these questions about Javier's timeline:

1. What did Javier do when he lived in Mexico?

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2. When did Javier move to the United States?

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3. Who did Javier move to the United States with?

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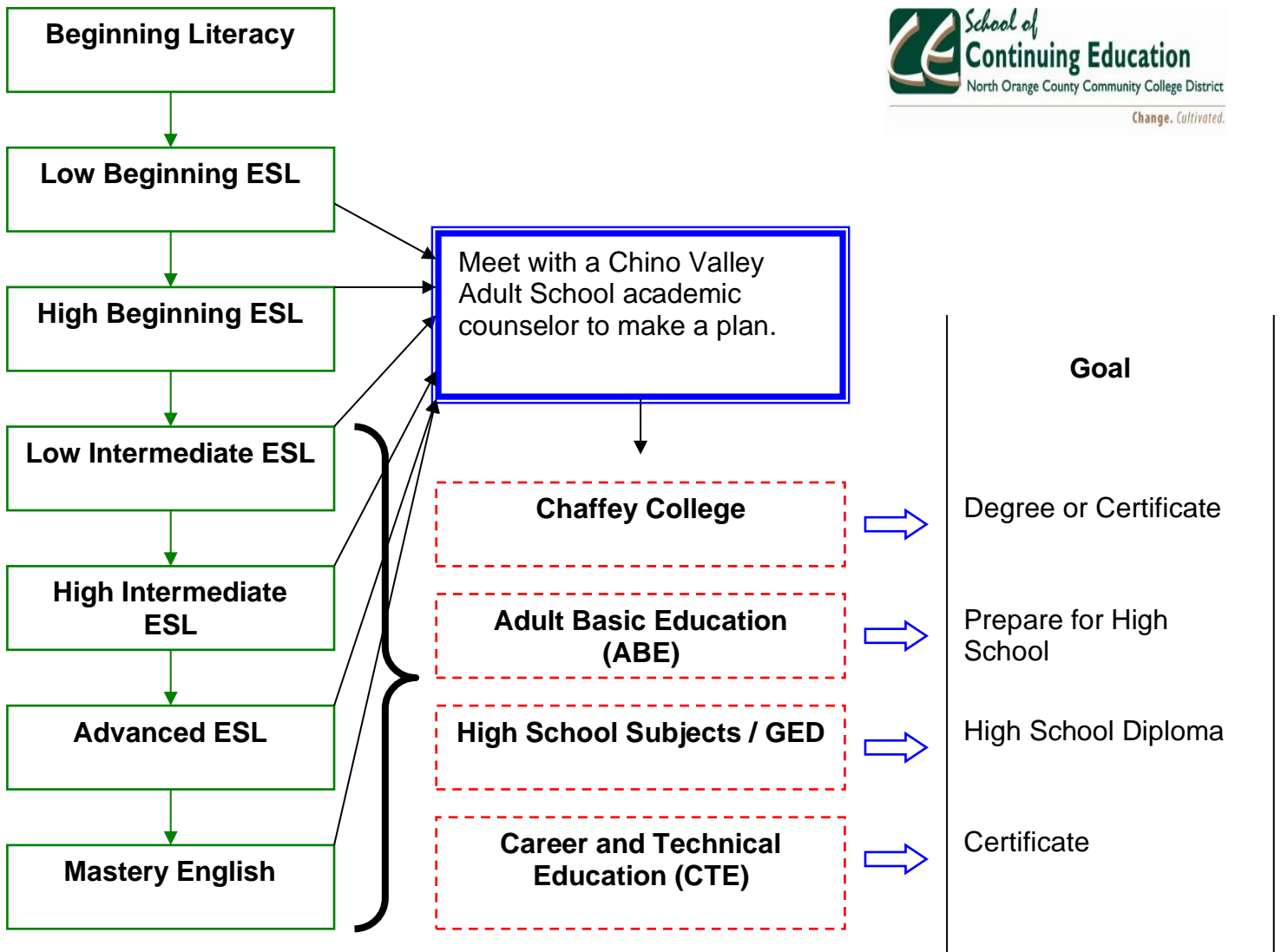
4. What ESL class does Javier want to take next year?

---

5. What school does Javier attend?

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F What about you? Look at the goals in the chart below:



What are your goals for the future? Discuss your goals with a partner.



**G Put the items in chronological (time) order from first to last:**

<b>High Beginning ESL</b>	<b>High Intermediate ESL</b>	
<b>Low Intermediate ESL</b>	<b>Advanced ESL</b>	<b>High School Diploma</b>
<b>College</b>	<b>Low Beginning ESL</b>	<b>College Degree</b>

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**H Now make your own timeline. Fill in the blanks:**

2019 (the past)	2020 (the past)	2023 (the present)	2024 (the future)
I was _____	I was _____	I am _____	I want to _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I Share your timeline with a partner. Then share it with the class.**

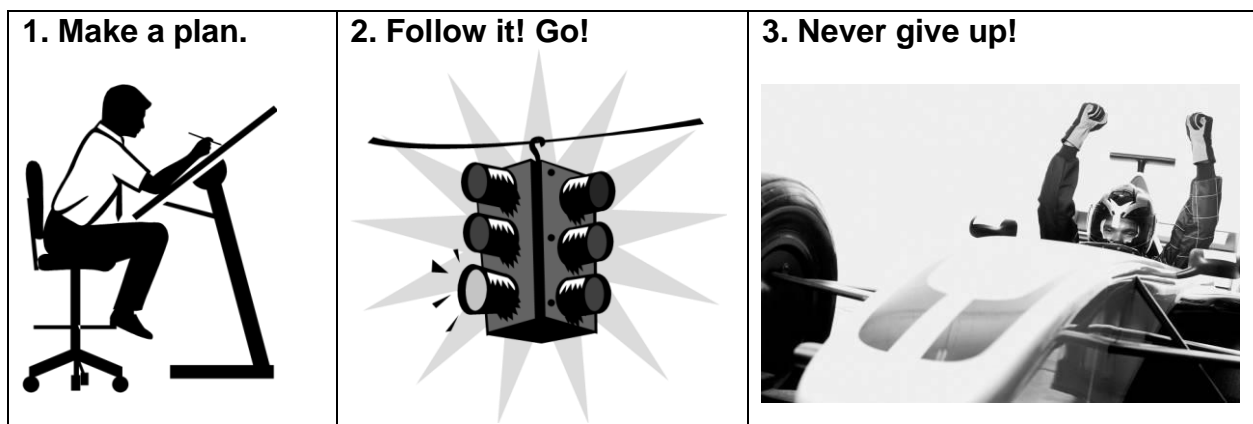
## TASK 2: Achieving Goals

### A Read the tips below.

#### How To Achieve Your Goal

1. Make a plan
2. Follow it
3. Never quit

A plan is a way to get something. For example, if you want to have \$5000, your plan might be to save \$100 a week for 50 weeks. That's the plan. Then of course it's necessary to actually follow the plan, which means to save money every week. Finally, you can never quit. If you quit, then you will not achieve your goal. For example, if you stop saving, you won't have \$5000 after 50 weeks!



### B Discuss these questions with a partner.

1. What are the three steps to achieve a goal?
2. Why is it important to have a plan?
3. Why is it important to follow the plan?



### **C     Read.**

Julia is a successful student. She wants to learn English. She wants to become a nurse. She needs more education. Right now Julia is in Low Beginning ESL. She needs to complete High Beginning, Low Intermediate, and High Intermediate in the next two years. Then, she wants to get her GED and take classes at Chaffey College. Finally, she wants to transfer to Cal State Fullerton to earn a bachelor's degree.



### **D     Read Julia's tips about how to be successful in school.**

- Always come to class.
- Talk to the teacher about your goals.
- Work with classmates.
- Study English outside of class.
- Think in English.
- Tell your teacher if you must be absent.
- Stay organized.
- Ask questions in class.



# E

1. Always come to \_\_\_\_\_.
2. Talk to the \_\_\_\_\_ about your goals.
3. Work with \_\_\_\_\_.
4. Study English \_\_\_\_\_ of class.
5. Think in \_\_\_\_\_.
6. Tell your \_\_\_\_\_ if you must be absent.



## F

1. What job does Julia want to have in the future?
  - a) doctor
  - b) nurse
2. What ESL class is Julia in now?
  - a) Low Intermediate
  - b) Low Beginning
3. What college does Julia want to take classes at first?
  - a) Chaffey College
  - b) Cal Poly Pomona
4. Where does Julia want to get her bachelor's degree?
  - a) Cal State Fullerton
  - b) UC Riverside

## TASK 2: Successful Learning

**A** Look at the pictures. Read the statements. Do you do these things?

<p><b>Come to class every day.</b></p> 	<p><b>Set goals</b></p> 	<p><b>Ask questions.</b></p> 
<p><b>Practice English.</b></p> 	<p><b>Work with classmates.</b></p> 	<p><b>Be organized.</b></p> 

**B** Practice the conversation with a partner. Use different behaviors.

*A: How do you learn English?*

*B: I work with classmates. I also am organized.*

## TASK 2: Vocabulary Practice

C Draw a line from each picture to the correct statement.



Be organized



Set goals



Come to class every day



Ask questions



Practice English



Work with classmates

## TASK 2: Vocabulary Practice

D Label each picture. Write the behavior. Use words from the box.

Come to class every day  
Practice English

Set goals  
Work with classmates

Ask questions  
Be organized



E Ask a partner to list all six behaviors of a successful student.

A: How do you study English?

B: It's important to be organized, work with classmates,

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---

---

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## TASK 2: Activities of Successful Learners

**Directions:** Draw lines from the sentences to matching behaviors of successful learners.

1. "I study every day after school." a. limit screen time
2. "Turn off the television!" b. do homework every day
3. "8:00 p.m. It's bedtime!" c. read together at home
4. "I listen when my teacher is talking." d. have dinner as a family
5. "We eat together at the end of the day." e. go to school every day
6. "My father and I like books and stories." f. visit educational places
7. "We go to museums once a month." g. pay attention in class

8.

Attendance				
M	T	W	Th	F
✓	✓	✓	✓	✓

- h. go to bed early

(From: [https://lausdadulted.org/apps/pages/index.jsp?uREC\\_ID=1686318&type=d&pREC\\_ID=1842682](https://lausdadulted.org/apps/pages/index.jsp?uREC_ID=1686318&type=d&pREC_ID=1842682) )

## TASK 2: Activities of Successful Learners

**Directions:** Read the sentences and write the activity that best matches them.

<ul style="list-style-type: none"><li>• go to school every day</li><li>• go to bed early</li><li>• do homework every day</li><li>• have dinner as a family</li></ul>	<ul style="list-style-type: none"><li>• read at home</li><li>• limit screen time – TV, social media computer games, texting, etc.</li><li>• visit educational places</li><li>• pay attention in class</li></ul>
--	---

1. Jennifer listens when her teacher talks. pay attention in class
2. Manuel and his family go to museums. \_\_\_\_\_
3. "My mom and I like this book." \_\_\_\_\_
4. Ed has perfect attendance! \_\_\_\_\_
5. Ana watches only one hour of TV each day. \_\_\_\_\_
6. "My kids study after school." \_\_\_\_\_
7. Jonathon sleeps 9 hours every night. \_\_\_\_\_
8. "We have dinner together at 6:30pm every evening." \_\_\_\_\_

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## TASK 2 PRACTICE: Activities of Successful Learners

Directions: Write five behaviors of successful learners.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_





