

Excellent Resource For
Use in the Training of:
English Speakers,
ELL, and ESL Students
For Classroom Use by
Experienced Instructors
Or Those Performing
One-On-One Tutoring

WORK SKILLS

A Vocabulary Study for English Speakers,
English Language Learners, and ESL Students

Dianne K. Smit

For Those Learning:
American Work Culture
To Enter the Workforce
Re-enter the Workplace

Interactive Workbook
Style Manual With a
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Unlimited One-Site Use

THE JOB SEARCH



Work Skills-The Job Search
Contains Units Covering

Job Readiness
Job Search
Job Applications

THE INTERVIEW



Work Skills-The Interview
Contains Units Covering

The Interview
Interview Attire
Interview Hygiene
Interview Thank You and Questions

SUCCESS AT WORK



Work Skills-Success at Work
Contains Units Covering

Success at Work
Job Benefits

Each Unit Includes:

Student Learning Activities

Vocabulary Word Lists
Definitions Sheets
Word Fill-In Applications
Sentence Completion
Listening Review Activities

Reference Materials

Information Sheets
Topical Outlines
Student Handouts
Diagrams and Pictures
Samples and Scripts

Reinforcement and Retention Activities

Word Searches
Crossword Puzzles
Definition Matching
Word Scrambles

With Instructor Resources including Teaching Tips for each Activity,
Tips for use with ELL/ESL Students of All Employment Ages, and a Complete Answer Guide.

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