

## At a Glance

An ATLAS project to advance transitions instruction for all ABE learners in Minnesota

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**Effective Communication (EC):** Effective communication is a two-way process between individuals of diverse backgrounds and experience in which information is conveyed and received in ways that are mutually understood as intended. This can include speaking, writing, and all forms of nonverbal communication. Examples of activities in this category could include adjusting communication to suit various audiences, questioning to clarify meaning and to enhance understanding, or articulating differences and appreciating how differences can affect communication. Teaching the skills in this category will help the learner give and receive information in a purposeful, appropriate, and collaborative manner.

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<b>Skill 1</b> : SWBAT	Engage positively and actively with individuals in both one-on-one and team settings to accomplish goals			
Sub Skills:				
	a.	Seek and offer clarification (clarifying questions, paraphrasing, restating)appropriately in spoken and written communications		
	b.	Repair communication breakdowns respectfully and effectively		
	c.	Acknowledge and affirm others (regardless of culture, religion, gender, age, sexual orientation) and their contributions		
	d.	Express expectations and acknowledge an understanding or acceptance of the expectations of others		
	e.	Participate, make contributions, and encourage the contributions of others in order to accomplish the shared goal of a team		
	f.	Employ effective strategies for resolving conflict		
<b>Skill 2</b> : SWBAT	Use language style, level of formality, and nonverbal cues, appropriate to context and task, in oral and written communication			
Sub Skills:				
	a.	Recognize meaning of gestures and body language (e.g., eye contact, personal space) in a particular context and use appropriately		
	b.	Choose appropriate register (level of formality) for audience, purpose, and communication type (person-to-person, text messaging, email, formal letter, phone calls)		
	C.	Use appropriate intonation (e.g., polite tone, appropriate rise and fall of vocal pitch)		
Skill 3:				
SWBAT	Utilize a variety of technologies for communication			
Sub Skills:				
	a.	Evaluate and use appropriate technology tools for clear and meaningful interactions to suit purpose and audience (e-mail, texting, Skype, social media, cell phone)		
	b.	Employ protocols (register, tone, etc.) appropriate to audience and purpose when using technology tools (email, text, social media)		
	C.	Discern and follow appropriate use of technology tools given the social norms of a particular setting (turning phone off, not texting in meetings, not playing computer games at work)		

and enhancing the learning and the use of new material. Examples in this category include organizing information, reading or listening for a specific purpose, keeping a learning log, note-taking, or making educated guesses. A successful learner knows when and how to apply a particular strategy. Teaching the skills in this category will help learners work with and understand new material more independently. Skill 1: Apply appropriate strategies for comprehending oral or written language in texts and SWBAT... listening activities (reading schedules, listening to supervisor's directions, listening to a lecture) **Sub Skills:** a. Make use of background knowledge to understand new information П b. Make predictions before and during reading and listening c. Use context clues to understand new information (formatting, pictures, surrounding text) d. Identify main ideas or themes when reading or listening e. Scan written text or listen to oral text for specific information and details f. Monitor comprehension (reread if necessary, connect to prior knowledge, stop and rephrase, visualize) Make inferences and logical guesses (read and listen between the lines) Skill 2: Apply appropriate strategies to organize, retain, and review materials in order to aid in SWBAT... understanding and recall **Sub Skills:** a. Employ a variety of strategies for categorizing information (sorting words logically, alphabetizing, pros and cons) b. Select and use graphic organizers appropriate for a task (T-chart for pros and cons, Venn diagram for compare/contrast) c. Choose and apply preferred note-taking strategies based on personal preference or task (lists, outlines, word maps, highlighting, 2-column notes) d. Choose and use strategies for reviewing, evaluating, and summarizing information (oral retell, flashcards, outline, highlight main points) Apply appropriate strategies to compensate for and fill in gaps in knowledge Skill 3: SWBAT... **Sub Skills:** a. Ask for repetition and clarification of unknown language and concepts П b. Compensate for unknown language using paraphrase or circumlocution (using other words to describe or work around an unknown word) c. Use context and what you know to figure out or guess meaning of language d. Identify appropriate resources and/or means to fill in gaps in knowledge (ask a teacher, consult a dictionary, online search)

Learning Strategies (LS): Learning strategies are planned methods, steps, actions or techniques for facilitating

Learning Strategies (LS) Continued				
Skill 4:				
SWBAT	Articulate awareness of what helps one learn language and content			
Sub Skills:				
	<ul> <li>Identify preferences for learning styles/modalities (learning through reading, writing, listening)</li> </ul>			
	<ul> <li>Determine what types of activities help one learn best (cooperative learning, using digital tools, hands-on learning</li> </ul>			
	c. Articulate one's strengths and areas for growth as a learner			

Critical thinking (CT): Critical thinking requires disciplined thinking that is open-minded, rational, and informed by evidence in order to arrive at decisions or conclusions that go beyond factual recall. In ABE classrooms, CT skills involve actively applying thinking strategies that range from analyzing relationships between components to drawing conclusions from a variety of data. CT skills are increasingly essential for ABE learners to succeed in the workplace, higher education, and in navigating the complexities of 21st Century life. Skill 1: SWBAT... Organize, analyze and illustrate relationships between components, items, and ideas **Sub Skills:** a. Sequence components, items, or ideas in a logical or structured manner (e.g., alphabetical, chronological) b. Categorize items or ideas and articulate rationale (positive vs. negative, fact vs. opinion) c. Synthesize information, ideas, and components in a meaningful and structured way П d. Support positions using prior knowledge and supporting evidence Skill 2: SWBAT... Solve problems **Sub Skills:** a. Identify barriers to accomplishing a task or solving a problem b. Clearly articulate the component parts of a problem c. Identify information needed to solve a problem d. Identify and evaluate potential solutions and possible consequences of those solutions e. Identify, prioritize, and apply steps to solve problems Skill 3: SWBAT... Use information to draw conclusions and make decisions **Sub Skills:** a. Articulate criteria for decision making as it pertains to a specified goal or purpose b. Identify information needed to accomplish a task or meet a purpose c. Evaluate the quality and validity of information (new reports, gossip, online resources) d. Identify and evaluate options and consequences Skill 4: SWBAT... Recognize bias, assumptions and multiple perspectives **Sub Skills:** Recognize a speaker or writer's intent or purpose b. Identify and compare perspectives/points of view of self and others c. Identify and evaluate bias and assumptions of self and others d. Recognize bias in a variety of media (texts, broadcasts, blogs) and evaluate how it affects message and delivery

the achievement of goals. Some examples include organizing study materials, setting goals, and monitoring					
progress. Teaching self-management will prepare learners to succeed in environments where there is little guidance, structure and monitoring.					
Skill 1:					
SWBAT	Set	realistic goals and work independently to achieve them			
Sub Skills:					
	a.	Identify steps to achieve a goal			
	b.	Identify potential obstacles			
	c.	Use strategies and resources to overcome obstacles			
	d.	Monitor progress in achieving one's goal and make adjustments as needed			
	e.	Persevere and stick with a task until completion			
	f.	Evaluate the quality of the outcome or product of a task			
Skill 2:					
SWBAT	Ma	anage information and materials for one's own learning and goals			
Sub Skills:					
	a.	Identify tools and organizational method (e.g., chronologically, categorically) for the organization of information and/or materials (academic binder with dividers, post-it notes)			
	b.	Select and use appropriate organizational tool for given task (personal planner, online calendar)			
	c.	Evaluate effectiveness of organization strategy			
Skill 3: SWBAT	Ma	nage time effectively to complete tasks			
Sub Skills:					
	a.	Identify time demands			
	b.	Utilize tools for time management (planner, calendar)			
	C.	Prioritize tasks using criteria (negotiable vs. non-negotiable, proximity of deadline, importance) to build efficiency and competence			
	d.	Estimate time needed to complete tasks			
	e.	Set deadlines			
	f.	Evaluate progress and adjust accordingly			

choose a potential pathway, goal setting, and learning about the culture of being a professional in the United States. Teaching the skills in this category will help learners to be more self-actualized and purposeful in the choices that they make about their future. Skill 1: Evaluate personal skills, strengths, values, and beliefs to inform decisions about one's SWBAT... future pathway **Sub Skills:** Recognize and use vocabulary related to skills, values and beliefs b. Identify personal interests Reflect on successes and challenges to identify skills and aptitudes d. Recognize how one's values and beliefs impact choices regarding a future pathway Skill 2: SWBAT... Explore available options in order to identify one's future pathway **Sub Skills:** Link personal skills and interests to various careers or community opportunities b. Explore the job market and current employment trends c. Conduct research on community resources, education, and training options Skill 3: SWBAT... Effectively complete the steps needed to enter into a selected pathway **Sub Skills:** a. Research and outline the process needed to enter into a volunteer opportunity, educational program, or career b. Gather and organize requisite information and documents needed for a particular step in the process (e.g. ., work history, awards and certificates, financial information) c. Implement appropriate strategies to complete each step (networking, job shadowing, П conducting informational interviews)

**Developing a Future Pathway (DFP):** Developing a future pathway builds the aptitude to more fully understand one's own skills, interests and talents and how these are transferable to a successful career or success in one's family or larger community. Activities include using a variety of data and research methods to identify and

and are those who are able to adapt to their environment and problem solve when issues arise. Examples of activities in this category could include looking at and evaluating processes, evaluating and fitting into a particular environment, and understanding and breaking down policies. Teaching the skills in this category will assist the learner in understanding new experiences and help them to become their own best advocate. Skill 1: Seek information or assistance appropriately from others in order to successfully navigate SWBAT... specific systems **Sub Skills:** a. Identify and utilize resources (print, electronic, and human) that aid in navigating specific systems (e.g., employee handbooks, HR department, student support services) b. Recognize, develop, and maintain relationships that may provide further or future assistance П c. Demonstrate appropriate self-advocacy when faced with barriers Skill 2: Identify and comply with rules, policies and performance expectations within institutions and SWBAT... organizational structures Sub Skills: a. Follow standard procedures and protocols regarding behavior and tasks (punctuality, calling in sick, proper cell phone or computer use) b. Use appropriate documentation processes for tasks (filing emails, cc-ing emails to others, taking messages) c. Differentiate formal and informal speech, dress and communication and apply appropriately to various situations d. Actively reflect on personal performance and seek feedback П П e. Acknowledge mistakes, recognize consequences for them, and offer options for redress Skill 3: Identify and follow norms of an organizational structure SWBAT... **Sub Skills:** a. Identify the hierarchy or chain of command of an institution b. Choose appropriate processes for communication within a hierarchy (e.g., scheduling a meeting, using communication forms, completing documentation) Recognize one's rights and processes for appeals within an organization П d. Identify opportunities for advancement within an organization

**Navigating Systems (NS):** Navigating Systems is the ability to successfully operate within the institutions and organizational structures (such as school, workplace, or community organizations) in one's life. Successful learners