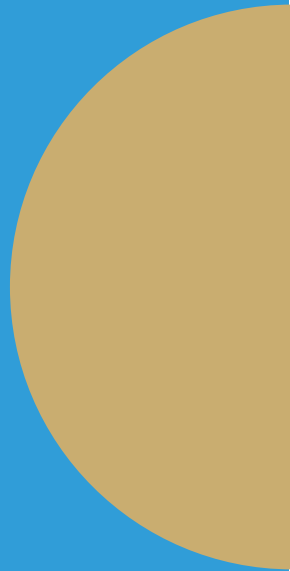


Clean Start

Basic Skills ESOL Workbook Entry One



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Introduction - Entry One

Cleaning Industry English Language Training Materials

These learning materials were developed during the 'Clean Start' project - a European Social Fund supported project - delivering English language training to the cleaning industry. Trainers and ESOL specialists involved with the project refined the teaching techniques through their experiences with the programme and this experience has been distilled into this series of easy-to-use workbooks. The workbooks have proven success in delivering the ESOL curriculum while also providing employees with a good grounding for their NVQ in Cleaning.

This Entry 1 workbook is one of a set of four covering the ESOL curriculum. Examples of Entry 2, 3 and Level 1 can also be seen on our website www.merton.ac.uk/content.asp?co=70

These workbooks are designed as work materials for tutors with students in a classroom setting. The materials can also be used to assess the students' learning and demonstrate achievement of specific ESOL/Basic Skills criteria to support a student's portfolio.

Each workbook covers all of the ESOL criteria at that level, and each worksheet is mapped to the ESOL curriculum. This is indicated in the box at the end of each task sheet where both tutor and student can sign and date when the criteria have been achieved. There is also a space for comments where the tutor can record feedback to the student.

Students taking the Entry 1 City & Guilds 3792 Certificate in Adult Literacy can use the materials to portfolio build, along with the City & Guilds Task.

Initial Assessment

Speaking and Listening

Listen to your tutor read the following words and circle the appropriate word or picture:

Monday

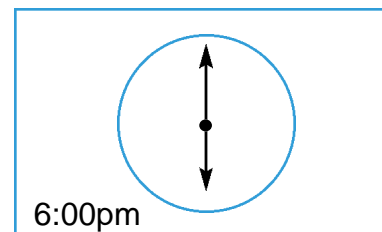
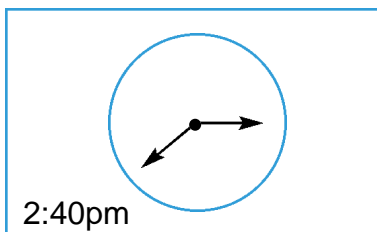
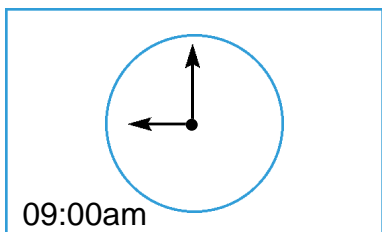
Wednesday

Friday

16

6

66



Answer the following questions that your tutor asks:

- What is your name?
- Where do you live?
- How old are you?
- Where do you work?

Initial Assessment

Read the note below that your supervisor has written:

Maria, please clean room 14. Please empty the bins and wipe the tables. Then put the cups and saucers in the kitchen. Thank you.

Find the words below in the note above and underline them:

wipe

kitchen

put

cups

clean

tables

Choose the correct answer to the statements below:

Maria will clean room 8

true/false

Maria needs to empty the bins

true/false

Maria should put the cups and saucers in the bathroom

true/false

Match the symbols with the correct words using arrows.

Toilets



Way Out



Harmful



Initial Assessment

Fill in the form below with your details using capital letters:

Surname:

First name:

Address:

.....

Postcode:

Telephone number:

Date of Birth (DOB):

Write about yourself in the space below. You could write about your family, your interests, your country or your job.

.....

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

.....

.....

.....

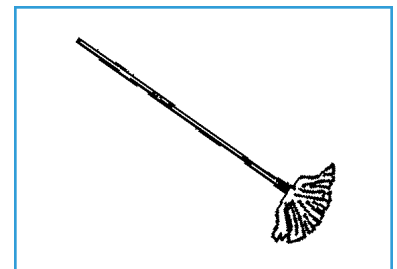
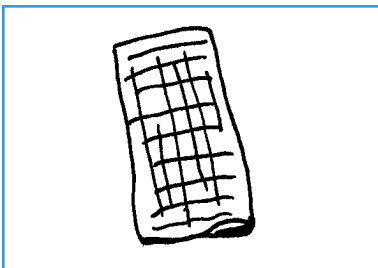
Task 1

Write the words under the correct picture below:

rubber gloves
cloth
bucket

duster
dustpan and brush
rubbish bin

scrubbing brush
bin liners
mop



Read out the words aloud to your tutor.

Achieved

Rw/E1.1

Rw/E1.2

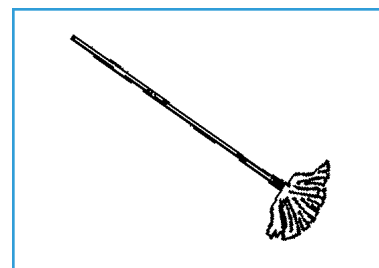
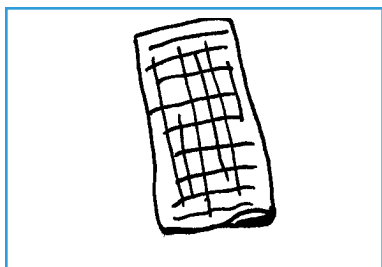
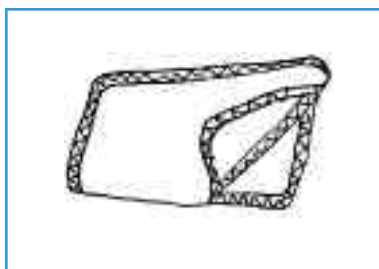
Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Task 2

Write the correct words below the picture:



Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Task 3

Say the alphabet to your tutor:

A	B	C	D	E	F	G	H	I
a	b	c	d	e	f	g	h	i
J	K	L	M	N	O	P	Q	R
j	k	l	m	n	o	p	q	r
S	T	U	V	W	X	Y	Z	
s	t	u	v	w	x	y	z	

Now write the alphabet in capital letters:

.....

.....

.....

Now write the alphabet in small letters:

.....

.....

.....

We use capital letters at the beginning of sentences. We also use them for:

- Countries **P**ortugal, **N**igeria, **E**cuator, **B**razil
- Days of Week **M**onday, **T**uesday, **W**ednesday, **T**hursday, **F**riday,
Saturday, **S**unday
- Dates 22nd **N**ovember 1994
- Names of people **O**mido **P**uaty
- Signs **R**eception, **T**oilets

Achieved Rw/E1.3

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Task 4

Rewrite the words below as signs using capital letters:

harmful	reception	toilets
fire exit	health and safety	toxic

Rewrite the following words using capital/small letters in the correct place:

TOiLEt rOIL

fiRE eXIT

MoP AND buCkeT

sTore cUPBoarD

Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Task 5

Read the form below to your tutor:

Please fill in the following details in capital letters:

FORM

Surname: .. SANCHEZ

First name: .. MARIA

Address: .. 6 EARL STREET, SOUTHWARK

Postcode: .. SE1 0GN

Telephone number: .. 07794 138492

Date of Birth (DOB): .. 11.4.79

Nationality: .. SPANISH

Male/Female: .. FEMALE

Put a circle around the **surname** e.g

FORM

Surname: Sanchez

First name: Maria

Put a circle around the **name**

Put a circle around the **nationality**

Put a circle around the **telephone number**

Achieved

Wt/E1.1

Ww/E1.1

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

Tutor Comments:.....

Task 6

Complete your details in the form below using capital letters:

Please fill in the following details in capital letters:

FORM

Surname:

First name:

Address:

Postcode:

Telephone number:.....

Date of Birth (DOB):.....

Nationality:

Male/Female:

Complete your details in the forms below using capital/small letters:

Please fill in the following details in capital/small letters:

FORM

Surname:

First name:

Address:

Postcode:

Achieved

Wt/E1.1

Ww/E1.1

Ww/E1.2

Tutor Signature:..... Date:.....

Student Signature:..... Date:.....

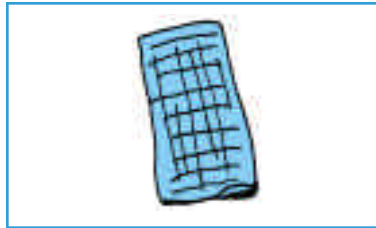
Tutor Comments:.....

Task 7

Read the information below:

We use different coloured cloths to clean different areas. This stops germs spreading from a dirty area to a clean area. Write the colour of the cloth below each picture.

We use a blue cloth to clean low risk areas. For example, tables and desk surfaces.



We use a green cloth to clean food and drink areas. For example, kitchens and food surfaces.



We use a yellow cloth to clean washrooms. For example, washbasins.



We use a red cloth to clean sanitary appliances. For example, toilets.



Achieved

Rw/E1.1

Rw/E1.2

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

Task 8

Read the sentences below. Are they true or false?

Put a tick in the box for the correct answer:

We use a red cloth to clean the kitchen.

True False

We use a blue cloth to clean the toilet.

True False

We use a yellow cloth to clean the washbasin.

True False

We use a green cloth to clean the kitchen.

True False

Achieved

Rt/E1.1

Rt/E1.2

Tutor Signature: Date:

Student Signature: Date:

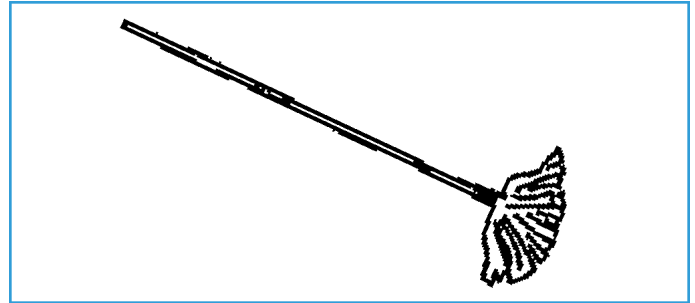
Tutor Comments:

Task 9

Put the sentences below in the correct order.
Make sure each sentence starts with a capital letter and ends with a full stop.



use i a red cloth toilet clean the to



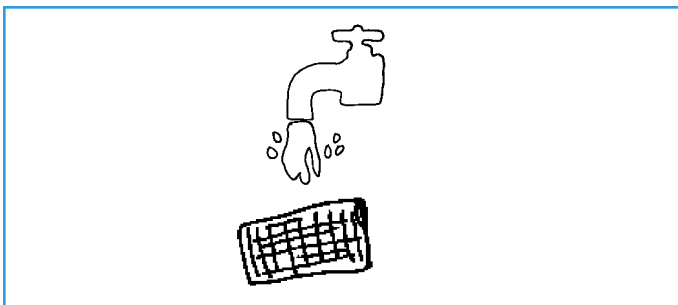
use i mop a clean to the floor



clean room please 6



bin the empty please



use cloth a please damp



to use a i cloth green kitchen clean the

Achieved

Wt/E1.1

Ws/E1.1

Ws/E1.2

Ws/E1.3

Tutor Signature: Date:

Student Signature: Date:


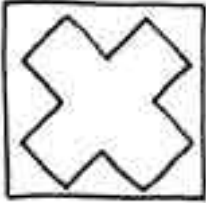
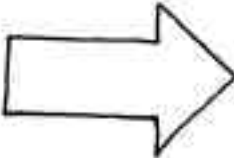



Tutor Comments:

Task 10

Match the signs and symbols with their meanings:

Flammable	CAUTION - Wet Floor	Toxic
Harmful	Toilets	Way Out
		Disabled

Match the words above to the symbols below:

Now read the above words out loud to your tutor.

Achieved	Rw/E1.1 <input type="checkbox"/>	Rw/E1.2 <input type="checkbox"/>
Tutor Signature: Date:		
Student Signature: Date:		
Tutor Comments:		

Tutor Sheet ONLY-Task 11

Note to Tutor: This sheet is for Task 11, Page 16.

Read the passage below to your student(s) twice. Then read the questions aloud with a pause of ten seconds between each:

Hello Maria. Please can you clean room 7 today?
Please empty the bins. There are two bins in the room.
Use a damp cloth to wipe the tables. Put all the
glasses in the kitchen. Thank you.

- 1 Who is speaking, the supervisor or the cleaner?
- 2 How many people are speaking, one or two?
- 3 Is the room clean or dirty?
- 4 What is the number of the room?
- 5 How many bins are there in the room?
- 6 Should Maria use a dry cloth to wipe the tables?
- 7 Where should Maria put the glasses?
- 8 When should Maria clean the room?

Student Sheet ONLY-Task 11

Listen to your tutor read the script for this task. Your tutor will then read out some questions, please listen and write down your answer:

Answer the following questions by circling the correct answer.

- 1 Who is speaking, the supervisor or the cleaner?
- 2 How many people are speaking, one or two?
- 3 Is the room clean or dirty?

Put a tick in the box for the correct answer:

- 4 What is the number of the room?. 4 7
- 5 How many bins are there in the room? 2 3
- 6 Should Maria use a dry cloth to wipe tables? Yes No
- 7 Where should Maria put the glasses? Kitchen Room
- 8 When should Maria clean the room? Tomorrow Today

Achieved	Lr/E1.1 <input type="checkbox"/>	Lr/E1.2 <input type="checkbox"/>	
Tutor Signature:		Date:	
Student Signature:		Date:	
Tutor Comments:			

Tutor Sheet ONLY-Task 12

Note to Tutor:

Tutor, this sheet is to assess the student's ability to 'listen and respond' and 'speak to communicate' elements of the ESOL syllabus. On successful achievement of tasks this sheet can be included in the student's portfolio.

Ask your student the following questions, and fill in the student's name in the space provided:

..... pass me the bin please.

..... please could you open the window?

..... switch the light off please.

..... please pass me your folder.

Tutor's Comments:

What is your name?

What is your surname?

How do you spell your name?

What time does your shift start?

Where are you from?

Where do you live?

Achieved Lr/E1.3 Lr/E1.4 Sc/E1.3 Sc/E1.4

Tutor Signature: Date:

Student Signature: Date:

Tutor Comments:

.....

Task 13

Role play - Discussion

With a partner ask each other the questions below. Your tutor will listen to you:

- 1 Who is your supervisor?
- 2 What time does your shift start?
- 3 Where is Reception?
- 4 How long have you worked here?
- 5 What time is it?
- 6 What do you enjoy doing in your spare time?

Tutor's notes on student achievements of this task

Achieved	Sc/E1.1 <input type="checkbox"/>	Sc/E1.2 <input type="checkbox"/>	Sd/E1.1 <input type="checkbox"/>	Lr/E1.5 <input type="checkbox"/>
Tutor Signature:..... Date:.....				
Student Signature:..... Date:.....				
Tutor Comments:.....				

ESOL Criteria list for Entry One

Speaking and Listening

Listen and respond to spoken language, including simple narratives, statements, questions and single step instructions.

Speak to communicate basic information, feelings and opinions on familiar topics.

Engage in discussion with another person in a familiar situation about familiar topics.

- Lr/E1.1 Listen for the gist of short explanations.
 - Lr/E1.2 Listen for detail using key words to extract some specific information.
 - Lr/E1.3 Follow single step instructions in a familiar context, asking for instructions to be repeated if necessary.
 - Lr/E1.4 Listen and respond to requests for personal information.
 - Sc/E1.1 Speak clearly to be heard and understood in simple exchanges.
 - Sc/E1.2 Make requests using appropriate terms.
 - Sc/E1.3 Ask questions to obtain specific information.
 - Sc/E1.4 Make statements of fact clearly.
 - Sd/E1.1 & Lr/E1.5 Speak and listen in simple exchanges and in everyday contexts.
-

Reading

Read and understand short texts with repeated language patterns on familiar topics.

Read and obtain information from common signs and symbols.

- Rt/E1.1 Follow a short narrative on a familiar topic or experience.
 - Rt/E1.2 Recognise the different purposes of texts at this level.
 - Rw/E1.1 Possess a limited, meaningful sight vocabulary of words, signs and symbols.
 - Rw/E1.2 Decode simple, regular words.
 - Rw/E1.3 Recognise the letters of the alphabet in both upper and lower case.
-

Writing

Write to communicate information to an intended audience.

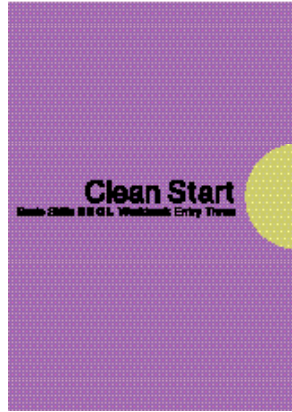
- Wt/E1.1 Use written words and phrases to record or present information.
 - Ws/E1.1 Construct a simple sentence.
 - Ws/E1.2 Punctuate a simple sentence with a capital letter and a full stop.
 - Ws/E1.3 Use a capital letter for personal pronoun 'I'
 - Ww/E1.1 Spell correctly some personal key words and familiar words.
 - Ww/E1.2 Write the letters of the alphabet using upper and lower case.
-

End of Entry One

Other levels available:



Entry Two



Entry Three



Level One

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or see our website www.merton.ac.uk/content.asp?co=70

