

# Lesson 15

## Job Keeping Skills



### CASAS Competencies

Category	#	Competency Description
Employment	4.4.1	Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement
Employment	4.4.4	Interpret job responsibilities and performance reviews
Employment	4.4.6	Interpret work specifications and quality standards
Employment	4.8.1	Work cooperatively as member of a team
Employment	4.8.2	Identify ways to learn from others and to help others learn job-related concepts and skills
Employment	4.9.2	Identify an organization's goals and priorities, and factors that affect its operation

### Activity Summary

Sed de Saber	OPD 2 <sup>nd</sup> Ed.	Basic Grammar In Use 2 <sup>nd</sup> Ed.	USALearns.org
Book 2 P. 10-11, 12-13, 14-15, 16-17 Book 3 P. 12-13 Book 4 P. 12-13 Book 5 P. 8-9	The Workplace P.164-165  Workbooks High Beginning – pg 164-165 Low Intermediate– pg 164-165  Compact Disc # 3 Track 28	Unit 34 I have to  Unit 58 Do and Make	2 <sup>nd</sup> English Course Workers & Workplace -Job & Career Adv -Supervisors...