



Workplace Basics with ESOL Exercises: Student Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series

Jay Goldberg

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Workplace Basics with ESOL Exercises: Student Book is the first book in DTR Inc.'s series for classroom work readiness and customer service training for ESOL programs.

The work readiness topics, worksheets) and exercises in this edition of the book are exactly the same as in the non-ESOL version of the book. Employers do not have different workplace expectations or requirements for employees enrolled in (or who graduated from) ESOL programs. In addition, ESOL students want and deserve the same opportunities as anyone else to excel and grow at work. To ensure this, the work readiness portion in any ESOL program needs to be exactly the same as a work readiness program for non-ESOL participants.

Only work readiness topics are covered in the text of the book. It is assumed that ESOL/ESL programs already have materials to teach topics such as reading, writing, grammar, etc.

Therefore, the ESOL exercises in this book are used to apply those previously taught and learned skills to workplace materials and situations; and to further help the participants understand the work readiness topics taught in Workplace Basics.

Since the work readiness materials are the same as the ones for non-ESOL participants; these materials are targeting high-middle tier to upper tier ESOL students.

This book, the first of four planned work readiness-ESOL books (Workplace Basics, Workplace Skills, People Skills, Customer Service all with ESOL Exercises) covers topics that all workers need to know, that many employers assume they do know, but that many workers, in reality, do not know. This often leads to supervisors and managers becoming very frustrated with workers who, otherwise, would be top performers.

The book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. The goal is to clearly demonstrate that employees' life goals are closely aligned to the success of the company for which they work.

After this introduction, the book covers behaviors that employees need to follow help ensure a successful workplace, which in turn, helps keep the company profitable and everyone employed. Topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more.

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Shameka Smith:

People live in this new moment of lifestyle always try to and must have the spare time or they will get lot of stress from both day to day life and work. So , if we ask do people have extra time, we will say absolutely indeed. People is human not really a robot. Then we ask again, what kind of activity are you experiencing when the spare time coming to you actually of course your answer can unlimited right. Then ever try this one, reading guides. It can be your alternative in spending your spare time, the actual book you have read is usually Workplace Basics with ESOL Exercises: Student Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series.

Crystal Babin:

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