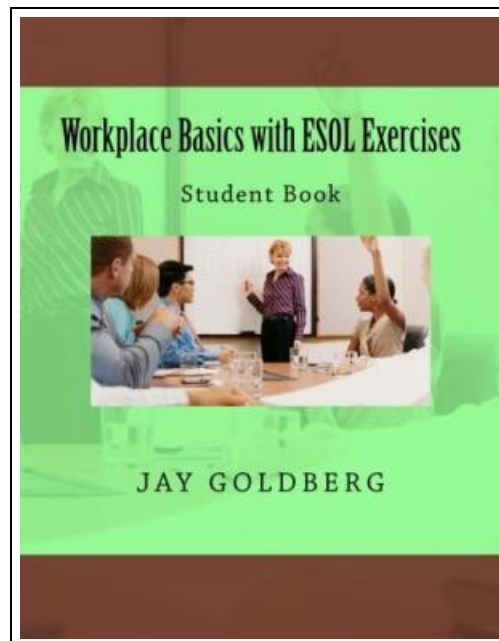


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Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Student. Language: English . Brand New Book ***** Print on Demand *****. Workplace Basics with ESOL Exercises: Instructor Book is the first book in DTR Inc. 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...



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