



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

Jay Goldberg

Download now

[Click here](#) if your download doesn't start automatically

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

Jay Goldberg

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

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. **There is a student book (ISBN 9781523206582) associated with this Instructor book.** The Student Book does not have the exercise answers and other information that is for instructors only.

The work readiness topics, worksheets (no answers in book) and exercises (answers in back of the book) 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.

At the end of this book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your

own certification tests.

 [Download Workplace Basics with ESOL Exercises: Instructor B ...pdf](#)

 [Read Online Workplace Basics with ESOL Exercises: Instructor ...pdf](#)

Download and Read Free Online Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series Jay Goldberg

From reader reviews:

Matthew Ramey:

Do you have favorite book? In case you have, what is your favorite's book? Reserve is very important thing for us to be aware of everything in the world. Each book has different aim or maybe goal; it means that book has different type. Some people experience enjoy to spend their the perfect time to read a book. They may be reading whatever they consider because their hobby will be reading a book. Think about the person who don't like reading through a book? Sometime, person feel need book whenever they found difficult problem or maybe exercise. Well, probably you should have this Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series.

Jessie Taylor:

What do you consider book? It is just for students as they are still students or that for all people in the world, exactly what the best subject for that? Just simply you can be answered for that question above. Every person has various personality and hobby for each and every other. Don't to be forced someone or something that they don't want do that. You must know how great in addition to important the book Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series. All type of book would you see on many sources. You can look for the internet solutions or other social media.

Carmen Annunziata:

You could spend your free time you just read this book this guide. This Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series is simple bringing you can read it in the area, in the beach, train and soon. If you did not possess much space to bring typically the printed book, you can buy typically the e-book. It is make you better to read it. You can save the actual book in your smart phone. Thus there are a lot of benefits that you will get when you buy this book.

Suk Barry:

Many people spending their time period by playing outside along with friends, fun activity along with family or just watching TV the entire day. You can have new activity to spend your whole day by looking at a book. Ugh, ya think reading a book can actually hard because you have to bring the book everywhere? It fine you can have the e-book, getting everywhere you want in your Touch screen phone. Like Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series which is obtaining the e-book version. So , why not try out this book? Let's find.

**Download and Read Online Workplace Basics with ESOL
Exercises: Instructor Book: Book 1 from DTR Inc.'s Work
Readiness & ESOL Training Series Jay Goldberg #H05DL13IB67**

Read Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg for online ebook

Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg books to read online.

Online Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg ebook PDF download

Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg Doc

Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg Mobipocket

Workplace Basics with ESOL Exercises: Instructor Book: Book 1 from DTR Inc.'s Work Readiness & ESOL Training Series by Jay Goldberg EPub