

# CENSUS 2020 Enumerator Skills CURRICULUM GUIDE

## Introduction

This 30-hour course is designed to help students prepare to apply for, and succeed in, positions as CENSUS enumerators. The course focuses on critical workplace soft skills, including using effective communication strategies and following written procedures. The BurlingtonEnglish guide uses a blended learning model to incorporate teacher-led, projectable In-Class Lessons and corresponding Student Lessons that students complete independently online. **The guide is designed for maximum flexibility, and teachers can choose the order in which they teach the modules and lessons listed.** Optional additional online student coursework, printable worksheets, and mobile vocabulary practice further reinforce and expand skills, such as completing expense reports, responding to feedback on the job, and understanding company guidelines.

For programs and teachers new to Burlington, please reach out to your local BurlingtonEnglish representative who can provide you with the following resources for more in-depth support:

- BurlingtonEnglish Catalog
- Teaching with *Career Exploration & Soft Skills* (in the Course & Lesson Planner component)
- Prepare for CASAS In-Class Lessons (in Teacher's Zone Teacher Materials)
- Prepare for CASAS Student's Zone (in Teacher's Zone Teacher Materials)

For more information, contact: **Miranda LaBatt** • [Miranda.L@BurlingtonEnglish.com](mailto:Miranda.L@BurlingtonEnglish.com)



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## Curriculum Guide: 30-hour Course

Burlington Course	In-Class Lessons (Teacher-Projected Lessons)	Student Lessons (Independent Online)	Optional Vocabulary Practice Materials	Approximate Hours
<b>*Career Exploration &amp; Soft Skills Intermediate</b>  <b>Module 3: Getting a Job</b> * Career Exploration & Soft Skills Advanced may be used in place of Intermediate; however, the focus is on resume building vs. job application form	<b>1 hour per lesson</b>  <b>Lesson 1:</b> Searching for a Job <b>Lesson 2:</b> Applying for a Job <b>Lesson 3:</b> Preparing for a Job Interview	<b>1 hour per lesson</b>  <b>Lesson 1:</b> Searching for a Job <b>Lesson 2:</b> Applying for a Job <b>Lesson 3:</b> Preparing for a Job Interview	<b>flexible timing</b>  • Vocabulary Worksheet • Vocabulary Practice on mobile device	<b>6 hours</b>  One ICL lesson + One student lesson = 2 hours
<b>Career Exploration &amp; Soft Skills Advanced</b>  <b>Module 4: Effective Relationships at Work</b>	<b>1 hour per lesson</b>  <b>Lesson 1:</b> Communicating with Customers <b>Lesson 2:</b> Respecting Differences and Understanding Teamwork <b>Lesson 3:</b> Resolving Conflicts and Showing Leadership <b>Lesson 4:</b> Showing Integrity and Taking Initiative <b>Lesson 5:</b> Receiving and Responding to Feedback	<b>1 hour per lesson</b>  <b>Lesson 1:</b> Communicating with Customers <b>Lesson 2:</b> Respecting Differences and Understanding Teamwork <b>Lesson 3:</b> Resolving Conflicts and Showing Leadership <b>Lesson 4:</b> Showing Integrity and Taking Initiative <b>Lesson 5:</b> Receiving and Responding to Feedback	<b>flexible timing</b>  • Vocabulary Worksheet • Vocabulary Practice on mobile device	<b>10 hours</b>  One ICL lesson + One student lesson = 2 hours

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Burlington Course	In-Class Lessons (Teacher-Projected Lessons)	Student Activities (Independent Online)	Optional Vocabulary Practice Materials	Approximate Hours
Prepare for CASAS Level C	1 hour per lesson	10-20 minutes		12 hours
Lessons 12-15, 19, 21-23, 26-29	<p><a href="#">Lesson 12</a>: Company Policy Statement</p> <p><a href="#">Lesson 13</a>: Company Safety Procedures</p> <p><a href="#">Lesson 14</a>: Consumer Information Sheet</p> <p><a href="#">Lesson 15</a>: Equipment Instructions</p> <p><a href="#">Lesson 19</a>: Memo to Staff</p> <p><a href="#">Lesson 21</a>: Office Equipment User Manual</p> <p><a href="#">Lesson 22</a>: Office Memo</p> <p><a href="#">Lesson 23</a>: Performance Evaluation</p> <p><a href="#">Lesson 26</a>: Safety Instructions</p> <p><a href="#">Lesson 27</a>: Worker Safety Rules</p> <p><a href="#">Lesson 28</a>: Workplace Announcement</p> <p><a href="#">Lesson 29</a>: Workplace Procedures</p>	<p><a href="#">Lesson 12</a>: Company Policy Statement</p> <p><a href="#">Lesson 13</a>: Company Safety Procedures</p> <p><a href="#">Lesson 14</a>: Consumer Information Sheet</p> <p><a href="#">Lesson 15</a>: Equipment Instructions</p> <p><a href="#">Lesson 19</a>: Memo to Staff</p> <p><a href="#">Lesson 21</a>: Office Equipment User Manual</p> <p><a href="#">Lesson 22</a>: Office Memo</p> <p><a href="#">Lesson 23</a>: Performance Evaluation</p> <p><a href="#">Lesson 26</a>: Safety Instructions</p> <p><a href="#">Lesson 27</a>: Worker Safety Rules</p> <p><a href="#">Lesson 28</a>: Workplace Announcement</p> <p><a href="#">Lesson 29</a>: Workplace Procedures</p>		One ICL lesson = 1 hour

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Optional Online Student Coursework (flexible timing)	Optional Online Student Coursework (flexible timing)	Optional Online Student Coursework (flexible timing)	Optional Online Student Coursework (flexible timing)
<p><b>Retail Salespeople</b></p> <p><b>Module 1: Going for an Interview</b></p> <p><b>Module 2: Getting the Job</b></p> <p><b>Module 4: On the Job</b></p> <p><b>Module 5: Handling Complaints</b></p> <p><b>Module 6: Performance Evaluation</b></p>	<p><b>Business English</b></p> <p><b>Module 1: Getting the Job</b></p> <p>Situation 1: Scheduling a Job Interview</p> <p><b>Module 9: Back at the Office</b></p> <p>Situation 1: An Expense Report</p> <p>Situation 9: Performance Evaluations</p> <p>Situation 10: Celebrating a Job Well Done</p>	<p><b>Relocation English</b></p> <p><b>Module 2: Getting Settled in a New Job</b></p> <p>Situation 4: The Company Intranet</p> <p>Situation 5: Company Guidelines</p>	<p><b>English in America Advanced</b></p> <p><b>Module 10: Resources</b></p> <p><b>Module 11: Soft Skills</b></p>