The *CareerView* core text and the *CareerView Career & Academic Readiness Skills Book* work together to provide a comprehensive course that helps prepare high-intermediate and advanced English language learners for a successful transition to continuing education, job training, and employment. The integrated curriculum promotes the employability and academic readiness goals of the English Language Proficiency Standards (ELPS), the College and Career Readiness Skills (CCRS), and the Workforce Innovation & Opportunity Act (WIOA). The skills book is essentially an adult education course integrating career exploration, academic readiness, civics, and digital technology skills. The core text provides language learning support through vocabulary and conversation practice in the context of the employment sectors featured in the course. For maximum effectiveness, the core text and skills book should be used together.

*CareerView* can serve as the capstone level of a traditional English series, as a stand-alone or supplemental high-intermediate or transition/bridge/advanced English course, and as an introductory career exploration resource for students entering integrated education and training (IET) programs, occupational training, and high school career and technical education courses.

Here are some suggestions for organizing the course.

**COURSE PHASE 1:**

*CareerView Career & Academic Readiness Skills Book: Part A*

Begin the course with the Self-Exploration activities in Part A of the skills book. These activities help learners identify their vocational personality types — their interests, personal characteristics, work styles and values — and how these dimensions relate to different employment sectors and jobs. Students learn about the O*NET Career Exploration Tools at the mynextmove.org website, they use the O*NET Interest Profiler to express their vocational interests, and they learn about the job zones that describe the level of education, work experience, and job-specific training required for employment in particular occupations. Through these introductory lessons, students will be able to talk about their interests and career exploration with an employment counselor, career navigator, or other guidance or instructional support person *during* the course rather than waiting until the end.

**COURSE PHASE 2:**

*CareerView Core Text
CareerView Career & Academic Readiness Skills Book: Part B*

The core text offers 20 units that focus on vocabulary and communication contexts in different employment sectors. Use the units in any sequence. Completion of all units isn’t necessary (or realistic). Your program may wish to emphasize units that align with local and regional employment opportunities or career training options within the institution or other nearby programs. Or, you could allow students to vote on the units they would like to study by using the reproducible Student Interest Ballot provided in the ToolSite resources. Another mode of selecting units is to focus on employment sectors that are of general interest, such as food, health, finance, retail, and community services.
Unit content in the core text includes key occupational vocabulary (names of occupations; worksite locations; job responsibilities; and equipment, tools, and objects) and key forms of workplace communication (discourse with supervisors, co-workers, and customers; giving and receiving on-the-job instructions; and discussing job performance). Each unit ends with Skills Check activities that offer additional practice with the occupational vocabulary and communication contexts.

Part B of the skills book provides 20 units of supplemental activities, readings, academic lessons, and listening activities that support the units in the core text. Skills book lessons include: Career Vocabulary cloze activities that review key terms; Career Research lessons that students use to explore occupations using the O*NET Career Exploration Tools; On-the-Job Instructions activities that offer practice reading workplace notices, safety procedures, or instructions for operating equipment; Civics Connection Profile readings that focus on the relationship of employment sectors and aspects of community life; Academic Lessons on STEAM topics (Science and Sustainability; Technology; Engineering; Arts and Architecture; and Math) that are related to the employment sectors; and Listening activities that reinforce the core text workplace communication practice and prepare students for the types of listening items that appear in standardized tests.

The introduction to the skills book provides suggestions for coordinating the core text and skills book lessons in each unit. Core text pages 312–313 describe the Tech Tasks that students should do in each unit to develop their digital technology skills. Also, be sure to take advantage of the variety of reproducible resources for instructional support that are available at the CareerView ToolSite.

COURSE PHASE 3:

CareerView Career & Academic Readiness Skills Book: Part C

Part C of the skills book helps to launch students on their career journey. Although these activities appear at the end of the skills book and can serve as a final phase of the course, you may find it more useful to spread out these activities so they occur in tandem with the career exploration units in Phase 2.

In the Part C lessons, students learn about career ladders and lattices, the different forms of education and training available, the ways to approach a job search, how to use social media, and suggestions for creating resumes. Students create a career lattice, a personal career pathway, an education plan, an elevator speech that briefly describes their skills and goals, a resume, and a LinkedIn profile. In a final set of lessons, students learn tips for successful job interviews, they create and rehearse answers to the most common interview questions, and they practice mock interviews in class.