

Child's School System – 13.5



Objectives: At the completion of this portfolio, you should be able to:

1. Interact orally with school personnel (such as a child's teacher, one's own teacher, or a school counselor) in a conference, at an open house, on the telephone, etc.
2. Label pictures, identify vocabulary, and/or describe some things that adult learners can do to help their children or themselves be successful learners
3. List the names of teachers, classroom numbers, and school name and phone number
4. Demonstrate the ability to call the school and report an absence
5. Fill out a school form such as a registration form or permission slip

Tasks: You will demonstrate these skills by:

1. Calling the school to explain an absence
2. Filling out a school form
3. Participating in a school conference

Materials needed:

1. Audio tape and recorder

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Task # 1 - Calling the School

Instructions: Role play making a call to the school to report an absence. Your tutor will role-play someone from the school. You should include the following information:

1. Appropriate phone greeting.
2. Your name and your relationship to the child.
3. Your child's name.
4. The teacher's name and grade.
5. Date of absence.
6. Reason for absence.
7. Appropriate phone closing.

Note: This section will be audio taped. You will be scored on how much information you included in your telephone call.



Calling the School Sample Conversation

School: "Good morning, Sonora Elementary School."

Parent: "Good morning, this is Sara Smith, Brian Smith's mother."

School: "Good morning. How may I help you?"

Parent: "Brian is in Ms Nguyen's 2nd grade class, room # 7. Brian will be out of school today. He has a sore throat. I will be taking him to the doctor's today."

School: "Thank you for calling to let us know. I hope he feels better soon!"

Parent: "Thank you. Good-bye."

School: "Good-bye."

Task # 2 - Filling Out a School Form



Instructions: Using a form from your child's school or the sample form below, fill out a permission slip for your child.

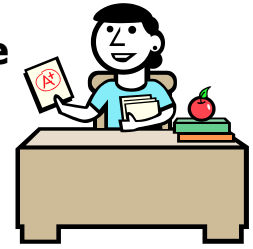
PERMISSION SLIP FOR FIELD TRIP	
_____	_____
(School Name)	(Today's Date)
_____ has a special field trip planned and would like your permission to take your child.	
(Name of Class)	
Date of Trip _____	Departure Time _____
Location of Trip _____	Return Time _____
Phone(_____) _____	Method of Travel _____
Driver(s) _____	
To give permission, please sign the lower half of the permission slip and return it to the class by _____. Keep the top half for your information. (Date)	

(cut along dotted line and return this half)	
PERMISSION SLIP FOR FIELD TRIP	
Child's Name _____	
(Last)	(First)
I give permission for my child to attend with _____ and	
(Name of Class)	
staff on a field trip to _____ on _____.	
(Location of Trip)	(Date)
I can be reached at (_____) _____ - _____ during the hours of the field trip.	
(Phone)	
_____	_____
signature of parent/guardian	date

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Task # 3 - Participating in a School Conference



Instructions:

Part 1: Role play having a conference with your child's teacher. Your tutor will role-play the teacher. You should include the following information:

1. Greet the teacher and introduce yourself
2. Parent's questions (sample: How is my child doing?):

1) _____

2) _____

3) _____

4) _____

3. Teacher's questions (sample: Where does your child study?)

1) _____

2) _____

3) _____

4) _____

4. Thank you and goodbye

Part 2: Your tutor will ask you comprehension questions about the conference. Answer orally.

Question 1: _____

Question 2: _____

Question 3: _____

Note: This section will be audio taped.