

Basic Life Skills Lessons

Basic Calendar Skills



Basic Calendar Skills

New Vocabulary

Monday - Lunes

Tuesday – Martes

Wednesday – Miércoles

Thursday – Jueves

Friday – Viernes

Saturday – Sábado

Sunday – Domingo

Week – Semana

Weekend – Fin de semana

Learning Objectives:

- 1) Knowing how to use a calendar
- 2) Schedule daily / weekly appointments and/or classes
- 3) Track hours worked

Additional Vocabulary

January – Enero

February – Febrero

March – Marzo

April – Abril

May – Mayo

June – Junio

July – Julio

August – Agosto

September – Septiembre

October- Octubre

November – Noviembre

December – Diciembre

Day – Día

Month - Mes

Year – Año

Materials Needed:

- 1) One full-year calendar or a calendar app downloaded to student's smart phone
- 2) Calculator if student wants to track hours worked
- 3) Student's cellular phone or laptop with recording capabilities
- 4) White board and dry erase markers

Language Note: The following lessons are intended to be taught entirely in Spanish for beginning English Language Learners. If your students are more advanced, these same lessons can be taught using as much English as is appropriate.

Lesson Note: Teacher can voice record all of the vocabulary associated with this lesson. Have student listen to the recording every day for one week. When student has memorized the vocabulary have him/her send a voice recording to teacher either using WhatsApp or My Memos. Student could also leave voicemail message for teacher.

<u>1 ime</u>	Procedure
5 Minutes	I. Give Pre-Assessment
10 Minutes	II. Introductory discussion: Do you use a calendar? What could you use a calendar for? Do you track the
	hours that you work?

10 Minutes

III. Brainstorm ways in which a calendar could be helpful in your students' lives. Let your students generate ideas and be sure to discuss objectives.

10-15 Minutes V. Teach days of the week:

- 1) Ask students to write the days of the week in English and Spanish on a white board.
- 2) Using the white board text as a visual aid, have the students repeat the English days of the week in order after you say the Spanish word followed by the English word. Be creative and have fun!
- 3) Once students are comfortable with the days of the week, you can add "week/semana" and "weekend/fin de semana."
- 4) Practice months of the year. Use index cards, white board, or recording system.

20 Minutes VI. Calendar Skills:

- 1) Hand out calendar or download calendar app and ask students if they can find the current month.
- 2) Ask students to read out loud the days of the week at the top of the calendar.
- 3) What day does the week start with? (Explain that the week starts with Sunday in the U.S.) Is it the same in your country?
- 4) Work with students to write their typical work schedule on the calendar. Have them add in any classes, special appointments or family members birthdays.
- 5) Add work hours to calendar and compare paycheck stub to hours worked

5 Minutes VII. Give Post-Assessment

10 Minutes VIII. Conduct Skills Assessment Below

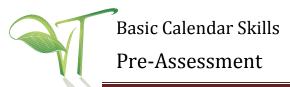
Have student schedule their time on their calendar of choice. An example of this could be: 1) you work Monday to Thursday from 4am to 4pm. 2) you work Saturdays and Sundays from 4pm to midnight. 3) Fridays are your day off and your English class is from 1pm to 2:30 pm.

Enhancement Activities:

By adding the option of using calendar apps and scheduling work and classes which can be repeated weekly, monthly or yearly (good for remembering special yearly birthdays) with built in reminders and alerts this lesson becomes interesting and fun. Also when the student is willing to play with voice recording apps learning can continue even without teacher being present.

Skills Assessment Rubric

1	2	3	4
Student is unable to do task.	Student has created his/her schedule on calendar but has missed some details.	Student is able to successfully create his / her own schedule using a calendar or an app.	Student is able to successfully create his/her current schedule.



Date:	
Name:	

	1	
	Circle the corr	rect answer.
1. How many days are there in a week?	a. 12 b. 5 c. 7 d. 10	
2. Calendars can be used to track hours worked.	True	False
3. How many months are in a year?	a. 10 b. 7 c. 2 d. 12	
4. Calendars are used to schedule appointments and classes.	True	False
5. What are the days are in a weekend?	a. Friday, Saturda b. Thursday, Frida c. Saturday, Sund d. Monday, Tuesd e. none of the abo	ay lay lay
	Total Correct	et:



Conocimiento Básico del Calendario

recha.	 	
Nombre:		

Pre-Evaluación

Nombre:			

1. ¿Cuántos días tiene una semana?

- Circula la respuesta correcta.

- 2. ¿ Se pueden usar los calendarios para anotar las horas laboradas?
- 3. ¿Cuántos meses tiene un año?
- a. 10

- 4. Se usan los calendarios para programar citas y clases.

Verdadero

Verdadero

Falso

Falso

- 5. ¿Qué días están en el fin de semana?
- a. viernes, sábado
- b. jueves, viernes
- c. sábado, domingo
- d. lunes, martes
- e. ninguno de los anteriores

Total de Aciertos:



Date:	
Name:	

	Circle the correct	Circle the correct answer.	
1. How many days are there in a week?	a. 12 b. 5 c. 7 d. 10		
2. Calendars can be used to track hours worked.	True	False	
3. How many months are in a year?	a. 10 b. 7 c. 2 d. 12		
4. Calendars can be used to schedule appointments and classes.	True	False	
5. What are the days are in a weekend?	a. Friday, Saturdayb. Thursday, Fridayc. Saturday, Sundayd. Monday, Tuesdaye. none of the above		
Write the seven days of the wee	k in the correct order.	(not scored)	
	Total Correct:		



Conocimiento Básico del Calendario Post-Evaluación

Fecha:	
Nombre:	

	Circula la respue	sta correcta.
1. ¿Cuántos días tiene una semana?	a. 12 b. 5 c. 7 d. 10	
2. ¿Se pueden usar los calendarios para anotar las horas laboradas?	Verdadero	Falso
3. ¿Cuántos meses tiene un año?	a. 10 b. 7 c. 2 d. 12	
4. Se usan los calendarios para programar citas y clases.	Verdadero	Falso
5. ¿Qué días están en un fin de semana?	a. viernes, sábadob. jueves, viernesc. sábado, domingod. lunes, martese. ninguno de los ant	eriores
Escribe el nombre de los siete días calificar)		correcto. (no
	Total de Acierto	os: