ACT WorkKeys Workplace Documents—Leveled

Course Overview

ACT WorkKeys Workplace Documents is a single-semester course that focuses on the skills you'll use to read and write documents while at work. These documents, which range from basic to complex, include emails, letters, directions, signs, bulletins, policies, websites, contracts, and regulations. This course is divided into five units that teach skills that increase in both difficulty and complexity to mirror the Workplace Documents assessment.

In units 1 and 2, you will identify the main idea and specific details of straightforward, basic documents. You will need to comprehend instructions and procedures so you can apply the information to situations similar to those found in the documents. In unit 3, you'll focus on developing the skills needed to use context clues to understand unfamiliar words, including jargon and technical terms. The documents in this unit will be longer and will include extraneous information. In unit 4, you'll infer implied details from more complex documents and identify the rationale behind a document. Finally, in unit 5, you'll use the skills you've learned throughout the course to read very complex documents that include complicated information and difficult vocabulary.

Each lesson carefully explains concepts in an easy-to-understand manner. Activities and tests will help you practice what you've learned.

Course Goals

By the end of this course, you will be able to do the following:
- Identify the main idea and find specific details in a workplace document.
- Apply instructions and information to various workplace situations.
- Choose when to perform a step in a series of steps.
- Use context clues to determine the meaning of unfamiliar workplace terminology.
- Identify the meanings of acronyms, jargon, and technical terms related to specific jobs or careers clusters.
- Identify the rationale behind an entire document or a section of a document.
- Make inferences from implied details in various workplace documents.
- Apply information or principles inferred from a workplace document to a situation.

General Skills

To participate in this course, you should be able to do the following:

- Complete basic operations with word processing software, such as Microsoft Word or Google Docs.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Student Orientation, found at the beginning of this course.

Credit Value

ACT WorkKeys Workplace Documents is a 0.5-credit course.

Course Materials

- notebook
- computer with internet connection and speakers or headphones
- Microsoft Word or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you keep on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Level 3

Summary
In this unit, you will locate details and determine the main idea in basic workplace documents. You'll also apply instructions to a situation and choose when to perform a step in a series of short steps.

Day	Activity/*Objective*	Type
1 day: 1	**Syllabus and Student Orientation** *Review the Student Orientation and Course Syllabus at the beginning of this course.*	Course Orientation
3 days: 2–4	**Identifying Main Ideas** *Find the main idea in a basic workplace document.*	Lesson
3 days: 5–8	**Finding What You Need** *Find details in a document without reading every word.*	Lesson

Day	Activity/*Objective*	Type
3 days: 9–12	**Applying Instructions** *Apply instructions to a situation and choose when to perform a step in a series of short steps.*	Lesson
1 day: 13	**Posttest—Unit 1**	Assessment

Unit 2: Level 4

Summary

In this unit, you will continue to locate details and determine the main idea in different types of workplace documents. Then you'll apply information and instructions to a workplace situation and choose when to perform a step in a series of steps. Finally, you'll use context clues to determine the meaning of unfamiliar workplace terminology.

Day	Activity/*Objective*	Type
4 days: 14–18	**Identifying Main Ideas and Specific Details** *Find the main idea and specific details in a workplace document.*	Lesson
4 days: 19–23	**Applying Information and Instructions** *Apply information and instructions to a situation and choose when to perform a step in a series of steps.*	Lesson
3 days: 24–27	**Using Context Clues to Find Word Meanings** *Find the meaning of a word by using context clues.*	Lesson
3 days: 28–31	**Being a Word Detective** *Define words using clues in a passage.*	Lesson
1 day: 32	**Posttest—Unit 2**	Assessment

Unit 3: Level 5

Summary

At the start of this unit, you will use questions and answers to understand expository, informational text. You'll also identify the meanings of acronyms, jargon, and technical terms used in particular jobs and career clusters. Then you'll continue to practice applying instructions and information to different workplace situations.

Day	Activity/*Objective*	Type
3 days: 33–36	**Using a Question/Answer Strategy with Expository Text** *Use questions and answers to understand expository text.*	Lesson
3 days: 37–40	**Using a Question/Answer Strategy with More Expository Text** *Use questions and answers to understand expository text.*	Lesson
3 days: 41–44	**Determining Meanings and Definitions** *Identify meanings of words, phrases, acronyms, jargon, and technical terms that have an exclusive meaning in a particular job or career cluster.*	Lesson
4 days: 45–49	**Applying More Information and Instructions** *Apply instructions and information to a situation.*	Lesson
1 day: 50	**Posttest—Unit 3**	Assessment

Unit 4: Level 6

Summary

In this unit, you will identify the rationale behind an entire workplace document or a section of a document. You'll make inferences based on implied information in workplace documents and then apply information or principles inferred from workplace documents to a situation. At the end of the unit, you'll use context clues to infer the meaning of acronyms, jargon, and technical terms.

Day	Activity/*Objective*	Type
4 days: 51–55	**Identifying the Rationale of Documents** *Identify the rationale behind an entire document or a section of a document.*	Lesson
4 days: 56–60	**Inferring Implied Details** *Make inferences about the implied details in workplace documents.*	Lesson
4 days: 61–65	**Applying Information and Principles to a Situation** *Apply information or principles inferred from a passage to a situation.*	Lesson
3 days: 66–69	**Infer Meanings from Context** *Use context to infer meanings of acronyms, jargon, and technical terms that have an exclusive meaning in a particular job or career cluster.*	Lesson

Day	Activity/*Objective*	Type
1 day: 70	**Posttest—Unit 4**	Assessment

Unit 5: Level 7

Summary

In this unit, you'll build on and practice what you learned in earlier units as you identify the rationale behind different types of workplace documents and make inferences based on implied information in these documents. You'll apply information or principles inferred from workplace documents to situations, and use context to infer the meaning of acronyms, jargon, and technical terms related to specific jobs or career clusters.

Day	Activity/*Objective*	Type
4 days: 71–75	**Identifying the Rationale of More Documents** *Identify the rationale behind an entire document or a section of a document.*	Lesson
3 days: 76–79	**Infer More Implied Details** *Make inferences about the implied details in workplace documents.*	Lesson
3 days: 80–83	**Applying More Information and Principles to a Situation** *Apply information or principles inferred from a passage to a situation.*	Lesson
3 days: 84–87	**Infer More Meanings from Context** *Use context to infer meanings of acronyms, jargon, and technical terms that have an exclusive meaning in a particular job or career cluster.*	Lesson
1 day: 88	**Posttest—Unit 5**	Assessment
1 day: 89	**Semester Review**	
1 day: 90	**End-of-Semester Exam**	Assessment