



# ESL

**ENGLISH AS A  
SECOND LANGUAGE**

**BEGINNING  
STUDENT GUIDE**

Last \_\_\_\_\_

First \_\_\_\_\_

Student CSID \_\_\_\_\_

Teacher \_\_\_\_\_

Teacher \_\_\_\_\_

Room \_\_\_\_\_

Room \_\_\_\_\_

Class level \_\_\_\_\_

Class level \_\_\_\_\_

Time \_\_\_\_\_

Time \_\_\_\_\_

*This ESL Student Guide was developed by  
the ESL Learner Persistence Committee.*

**Welcome to our program**



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## ESL ONLINE RESOURCES

[www.starfall.com](http://www.starfall.com)

[www.usalearns.org](http://www.usalearns.org)

[www.eslwithjim.wordpress.com](http://www.eslwithjim.wordpress.com)

[www.learningchocolate.com](http://www.learningchocolate.com)

[www.spellingcity.com](http://www.spellingcity.com)

[www.webforbeg.weebly.com](http://www.webforbeg.weebly.com)

[www.seniornet.org/howto/mouseexercises](http://www.seniornet.org/howto/mouseexercises)

# GENERAL PROGRAM INFORMATION

1. The name of our school is \_\_\_\_\_  
We are part of San Diego Continuing Education.

2. Most classes are 18 weeks long (1 semester).

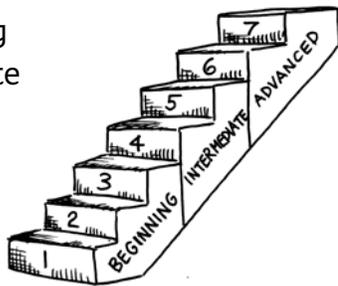
3. Please bring school supplies: pencil, paper, notebook.



4. You need to buy a book.



5. There are 7 levels of ESL.  
1,2,3= Beginning  
4,5= Intermediate  
6,7= Advanced



6. At the end of each semester, you may receive a Certificate of Participation and/or Completion:



- » **Certificate of Participation—**  
**you attend \_\_\_\_\_ hours.**
- » **Certificate of Completion—**  
**you complete the requirements for the level (1, 2, or 3)**

7. If you are absent a few days, tell your teacher.

8. If you are absent for a long time, go to the Registration office or talk to your teacher.



# GENERAL PROGRAM INFORMATION

(continued)

9. You can change a class if you want. Talk to a teacher or placement aide.



10. You can stay in the same ESL class until you are ready to move.



11. Do not bring children to class.

12. If you need a parking permit, ask your teacher. You may need to pay a fee. The parking permit is good for one semester.

13. If you get a parking ticket, you can pay by mail or online at [www.paysdccd.com](http://www.paysdccd.com)

14. Our school wants to stop hate on campus. You can go online to complete a report if someone discriminates against you:

[www.sdce.edu/organization/birt/report-form](http://www.sdce.edu/organization/birt/report-form)

**HATE  
IS NOT  
US**

15. When there is an emergency, the school may be closed. You can go to the website: [www.sdce.edu](http://www.sdce.edu) for information.

16. Do not smoke at school.



17. Please respect everyone.

Por favor, respetar a todos. (Spanish)

Fadlan ixtiraamaan qof kasta. (Somali)

請尊重每一個人 (Chinese)

الجميع احترام الرجاء (Arabic)

بگذارند احترام همه لطفا (Persian)

Hãy tôn trọng mọi người. (Vietnamese)

# OTHER FREE CLASSES

There are other free classes you can take at some campuses:



**Conversation**



**ESL Computer lab**



**Grammar**



**Pronunciation**



**Reading/Writing**



**Basic Skills (math, reading)**



**Citizenship**



**English for Careers (VESL)**



**High School Diploma/  
Equivalency**



**ESL Transition to College**

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Certificate Programs:



**Accounting/Business  
Information Worker**



**Automotive Technician**



**Autobody and  
Paint Technician**



**Business**



**Child Development**



**Computers, Information  
Technology and Digital Media**



**Culinary and  
Bakeshop Academy**



**Electronic Technician**



**Fashion and Textiles**



**HVAC (Heating, Venting and  
Air Conditioning)**



**Healthcare Careers**



**Plumbing**

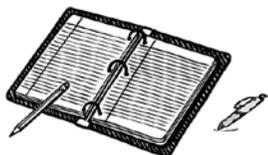


**Upholstery**



**Welding/Metal Fabrication**

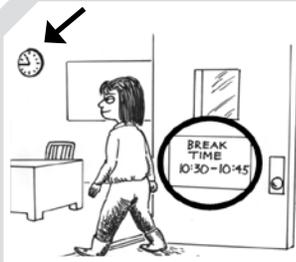
# CLASSROOM REMINDERS



**1. Bring textbook, paper, pencils, pens, and a binder to school.**



**2. When you enter, find a seat. Do not save chairs for other students.**



**3. Return to class on time after the break.**



**4. Do not use a cell phone in the classroom. Turn the ringer off or put the phone on vibrate.**



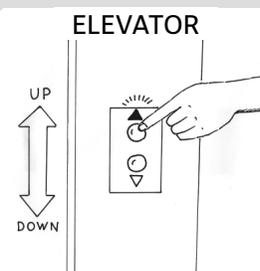
**5. Do not use a cell phone near the classroom.**



**6. When you take a test, do not look at your classmate's paper.**



**7. Let students exit before you enter an elevator.**



**8. Push the top button to go up. Push the bottom button to go down.**



**9. Stay on the right-hand side of stairs.**



**10. Do not run or push other students in an evacuation.**



**11. Do not use the elevator during an evacuation.**



**12. Wear clothes that are OK for school. See cover.**

# ALPHABET

**A** \_\_\_ a \_\_\_ **B** \_\_\_ b \_\_\_ **C** \_\_\_ c \_\_\_ **D** \_\_\_ d \_\_\_

**E** \_\_\_ e \_\_\_ **F** \_\_\_ f \_\_\_ **G** \_\_\_ g \_\_\_ **H** \_\_\_ h \_\_\_

**I** \_\_\_ i \_\_\_ **J** \_\_\_ j \_\_\_ **K** \_\_\_ k \_\_\_ **L** \_\_\_ l \_\_\_

**M** \_\_\_ m \_\_\_ **N** \_\_\_ n \_\_\_ **O** \_\_\_ o \_\_\_ **P** \_\_\_ p \_\_\_

**Q** \_\_\_ q \_\_\_ **R** \_\_\_ r \_\_\_ **S** \_\_\_ s \_\_\_ **T** \_\_\_ t \_\_\_

**U** \_\_\_ u \_\_\_ **V** \_\_\_ v \_\_\_ **W** \_\_\_ w \_\_\_ **X** \_\_\_ x \_\_\_

**Y** \_\_\_ y \_\_\_ **Z** \_\_\_ z \_\_\_

More practice: [www.starfall.com](http://www.starfall.com)

## DAYS

**Sunday** (Sun.)

**Monday** (Mon.)

**Tuesday** (Tues.)

**Wednesday** (Wed.)

**Thursday** (Thurs.)

**Friday** (Fri.)

**Saturday** (Sat.)

## MONTHS

**January** (Jan.)

**February** (Feb.)

**March** (Mar.)

**April** (Apr.)

**May** (May)

**June** (Jun.)

**July** (Jul.)

**August** (Aug.)

**September** (Sept.)

**October** (Oct.)

**November** (Nov.)

**December** (Dec.)

Today is **September 26, 20** \_\_\_ .  
Month Day, Year

# CARDINAL NUMBERS

---

1	one	_____
2	two	_____
3	three	_____
4	four	_____
5	five	_____
6	six	_____
7	seven	_____
8	eight	_____
9	nine	_____
10	ten	_____
11	eleven	_____
12	twelve	_____
13	thirteen	_____
14	fourteen	_____
15	fifteen	_____
16	sixteen	_____
17	seventeen	_____
18	eighteen	_____
19	nineteen	_____
20	twenty	_____
30	thirty	_____
40	forty	_____
50	fifty	_____
60	sixty	_____
70	seventy	_____
80	eighty	_____
90	ninety	_____
100	one hundred	_____

*Examples:*



**3 books**



**5 pencils**

*Examples:*

It is **ten** o'clock.

I have **two** children.

My son is **sixteen** years old.

# ORDINAL NUMBERS

1st	first	_____
2nd	second	_____
3rd	third	_____
4th	fourth	_____
5th	fifth	_____
6th	sixth	_____
7th	seventh	_____
8th	eighth	_____
9th	ninth	_____
10th	tenth	_____
11th	eleventh	_____
12th	twelfth	_____
13th	thirteenth	_____
14th	fourteenth	_____
15th	fifteenth	_____
16th	sixteenth	_____
17th	seventeenth	_____
18th	eighteenth	_____
19th	nineteenth	_____
20th	twentieth	_____
30th	thirtieth	_____
40th	fortieth	_____
50th	fiftieth	_____
60th	sixtieth	_____
70th	seventieth	_____
80th	eightieth	_____
90th	ninetieth	_____
100th	one hundredth	_____

*Example:*



*Examples:*

Today is October **3<sup>rd</sup>**.

The bank is on **15<sup>th</sup>** Street.

His **fiftieth** birthday is on March **9<sup>th</sup>**.

# EVERYDAY ENGLISH



1. **Hello/Hi.**



2. **Goodbye.**



3. **A. How are you?  
B. I'm fine.**



4. **Good morning.**



5. **Good afternoon.**



6. **Good evening.**



7. **Please.**



8. **A. Thank you.  
B. You're welcome.**



9. **Where are you from?**



10. **Nice to meet you.**



11. **Nice to see you.**



12. **I don't know.**



13. **A. Excuse me.  
B. That's OK.**



14. **A. I'm sorry.  
B. That's OK. No problem.**

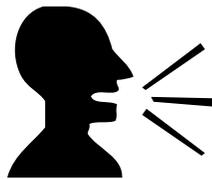


15. **I don't understand.**

# CLASSROOM ENGLISH



1. Listen.



2. Talk.



3. Read.



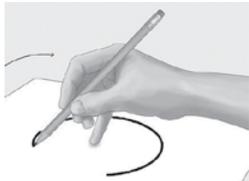
4. Write.



5. Sit down.



6. Stand up.



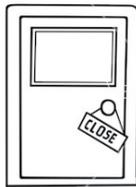
7. Circle



8. Point



9. Open the door.



10. Close the door.



11. Raise your hand.



12. Take a break.



13. Find a partner.



14. Look at your paper.



15. Please repeat.



16. Please spell school.



17. I need a paper.



18. Can you help me?

# MY SHORT-TERM GOALS

Complete at the **beginning** of the semester.

Put a check **✓** next to your goals for the semester.

## Work

- \_\_\_\_\_ get a job
- \_\_\_\_\_ stay at my current job
- \_\_\_\_\_ enter job training
- \_\_\_\_\_ get a promotion on my job
- \_\_\_\_\_ improve work skills
- \_\_\_\_\_ enter the military
- \_\_\_\_\_ other work goals:

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## Community

- \_\_\_\_\_ enter a Citizenship class
- \_\_\_\_\_ get my U.S. Citizenship
- \_\_\_\_\_ register to vote
- \_\_\_\_\_ vote in an election
- \_\_\_\_\_ participate in community activities
- \_\_\_\_\_ other community goals:

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## Personal/Family

- \_\_\_\_\_ visit my children's school
- \_\_\_\_\_ volunteer in my child's classroom or school
- \_\_\_\_\_ read to my children
- \_\_\_\_\_ help my children with homework
- \_\_\_\_\_ take my children to the library
- \_\_\_\_\_ go to school meetings
- \_\_\_\_\_ other personal goals:

---

---

## Education

- \_\_\_\_\_ learn computer skills
- \_\_\_\_\_ enroll in the next ESL level
- \_\_\_\_\_ enroll in Basic Skills
- \_\_\_\_\_ enroll in GED or High School Diploma class
- \_\_\_\_\_ enroll in college
- \_\_\_\_\_ enroll in certificate program
- \_\_\_\_\_ other educational goals:

---

---

# MY SHORT-TERM GOALS

Complete at the **end** of the semester.

Put a check **✓** next to the goals you finished this semester.

## Work

- \_\_\_\_\_ got a job
- \_\_\_\_\_ stayed at my current job
- \_\_\_\_\_ entered job training
- \_\_\_\_\_ got a promotion on my job
- \_\_\_\_\_ improved work skills
- \_\_\_\_\_ entered the military
- \_\_\_\_\_ other work goals:

---

---

## Community

- \_\_\_\_\_ entered a Citizenship class
- \_\_\_\_\_ got my U.S. Citizenship
- \_\_\_\_\_ registered to vote
- \_\_\_\_\_ voted in an election
- \_\_\_\_\_ participated in community activities
- \_\_\_\_\_ other community goals:

---

---

## Personal/Family

- \_\_\_\_\_ visited my children's school
- \_\_\_\_\_ volunteered in my child's classroom or school
- \_\_\_\_\_ read to my children
- \_\_\_\_\_ helped my children with homework
- \_\_\_\_\_ took my children to the library
- \_\_\_\_\_ went to school meetings
- \_\_\_\_\_ other personal goals:

---

---

## Education

- \_\_\_\_\_ learned computer skills
- \_\_\_\_\_ enrolled in the next ESL level
- \_\_\_\_\_ enrolled in Basic Skills
- \_\_\_\_\_ enrolled in GED or High School Diploma class
- \_\_\_\_\_ enrolled in college
- \_\_\_\_\_ enrolled in certificate program
- \_\_\_\_\_ other educational goals:

---

---

# MY GOALS FOR LEARNING ENGLISH

*Examples:*

*This semester I will come to school **three days every week.***

*This semester I will come to school **five days every week.***

I will speak English **at work.**



I will speak English **at the store.**

I will speak English **at my children's school.**

I will speak English **on the telephone.**



I will read for **10 minutes** in English everyday.

I will read for **20 minutes** in English everyday.



I will learn **five new words** every week.

I will learn **eight new words** every week.



## Write your goals.

This semester I will come to school \_\_\_\_\_

I will speak English \_\_\_\_\_

I will read \_\_\_\_\_

I will learn \_\_\_\_\_

# REGULAR VERBS: PRESENT

*Example:*

I **call** my friend everyday.

My mother **calls** me on the weekend.

**Present**

**Practice**

1. **call, calls**

---

---

2. **like, likes**

---

---

3. **listen, listens**

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---

4. **live, lives**

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---

5. **look, looks**

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---

6. **need, needs**

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---

7. **play, plays**

---

---

8. **study, studies**

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---

9. **talk, talks**

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---

10. **walk, walks**

---

---

11. **watch, watches**

---

---

12. **work, works**

---

---

# REGULAR VERBS: PRESENT AND CONTINUOUS

*Example:*

I always ***listen*** to my teacher.

I am ***listening*** to music right now.

Present	Continuous	Practice
1. listen	listening	_____
2. talk	talking	_____
3. read	reading	_____
4. write	writing	_____
5. go	going	_____
6. do	doing	_____
7. study	studying	_____
8. work	working	_____
9. look	looking	_____
10. watch	watching	_____
11. eat	eating	_____
12. walk	walking	_____
13. play	playing	_____
14. shop	shopping	_____
15. wear	wearing	_____

# REGULAR VERBS: PRESENT AND PAST

*Example:*

I **call** my family on Saturdays.

I **called** my family last week.

Present	Past	Practice
1. call	called	_____
2. like	liked	_____
3. listen	listened	_____
4. live	lived	_____
5. look	looked	_____
6. need	needed	_____
7. play	played	_____
8. study	studied	_____
9. talk	talked	_____
10. walk	walked	_____
11. watch	watched	_____
12. work	worked	_____

# IRREGULAR VERBS: PRESENT AND PAST

*Example:*

I **am** in school today.

She **is** in school today.

We **are** in school today.

I **was** in school yesterday.

We **were** in school yesterday.

Present	Past	Practice
1. am, is, are	was, were	_____
2. come, comes	came	_____
3. do, does	did	_____
4. eat, eats	ate	_____
5. get, gets	got	_____
6. give, gives	gave	_____
7. go, goes	went	_____
8. have, has	had	_____
9. make, makes	made	_____
10. put, puts	put	_____
11. take, takes	took	_____
12. write, writes	wrote	_____

# CASAS TEST PRACTICE

Example test questions:

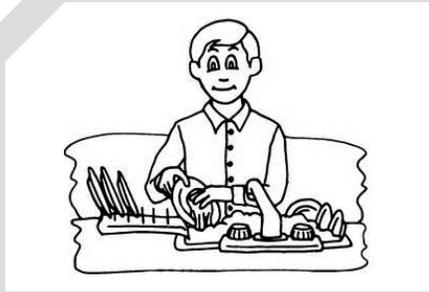
1.



**What is this?**

- A. Calendar
- B. Money
- C. Map
- D. Clock

2.



**What is he doing?**

- A. He's washing the dishes.
- B. He's watching the children.
- C. He's watering the plants.
- D. He's cleaning the table

Practice Questions

- |   | A                     | B                     | C                                | D                     |
|---|-----------------------|-----------------------|----------------------------------|-----------------------|
| 1 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 2 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 3 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> |
| 4 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> |

3.

**Shuttle Bus Arrivals**

Route A1	10:00
Route A2	10:30
Route B1	12:00
Route B2	12:30

**What time does the Route B1 bus arrive?**

- |          |          |
|----------|----------|
| A. 10:00 | C. 12:00 |
| B. 10:30 | D. 12:30 |

4.

John works in Lakeview. He rides the bus to work every day. It usually takes him about 20 minutes to get to work.

**How does John get to work?**

- A. He drives.
- B. He works in Lakeview.
- C. It takes 20 minutes.
- D. He rides the bus.

## CASAS SCORES AND READING LEVELS

0 - 180	=	<b>Reading 1</b>	211 - 220	=	<b>Reading 5</b>
181 - 190	=	<b>Reading 2</b>	221 - 235	=	<b>Reading 6</b>
191 - 200	=	<b>Reading 3</b>	236 - 245	=	<b>Reading 7</b>
201 - 210	=	<b>Reading 4</b>			

# San Diego Continuing Education campus locations

- Continuing Education Campuses
- College Campuses



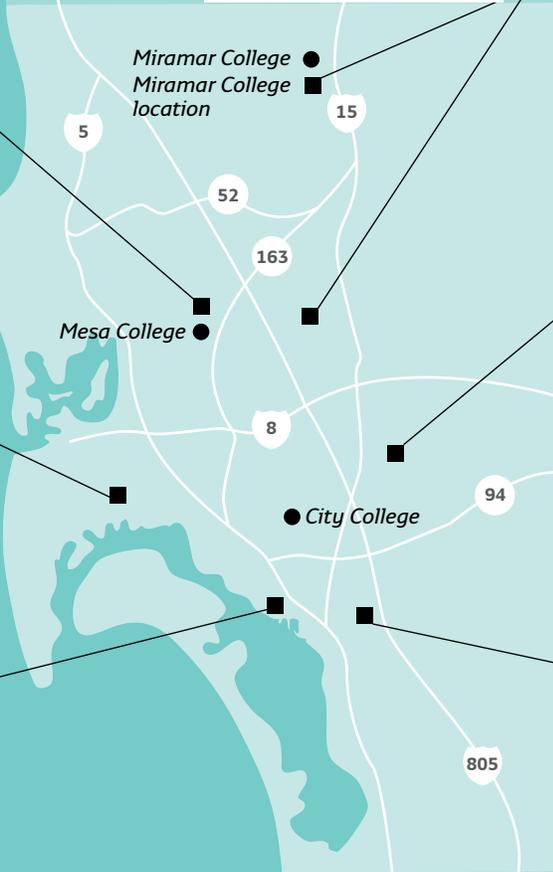
**North City  
Miramar College location**  
10440 Black Mtn. Road  
San Diego CA 92127  
619-388-7825



**North City**  
8355 Aero Drive  
San Diego CA 92123  
619-388-1800



Continuing Education at:  
**Mesa College**  
7350 Armstrong Place  
San Diego CA 92111  
619-388-1950



**Mid-City**  
3792 Fairmount Avenue  
San Diego CA 92105  
619-388-4500



**West City**  
3249 Fordham Street  
San Diego CA 92110  
619-388-1873



**Educational  
Cultural Complex**  
4343 Ocean View Boulevard  
San Diego CA 92113  
619-388-4956



**César E. Chávez**  
1901 Main Street  
San Diego CA 92113  
619-388-1910

[www.sdce.edu/programs/esl](http://www.sdce.edu/programs/esl)  
ESL program information: [eslinfo@sdccd.edu](mailto:eslinfo@sdccd.edu)



**San Diego Community College District  
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