

**Literacy Volunteers of Maine
ESoL/ EL Civics/ABE Curriculum Development Project**

Lesson Title: Using Question Words

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Literacy Program: Literacy Volunteers-Androscoggin

Program Address: 15 Sacred Heart Place, Auburn, ME 04210

Job Type: Entry level housekeeping, retail, light industry/manufacturing

Overview: This lesson plan is for a segment of a session spent with a workplace literacy student. See full curriculum at:

<http://adulthoodresource.coabe.org/resources/workplace-literacy-curriculum/>

Learning Goal(s): Understanding and using questions words correctly. This lesson introduces/reviews American English question words commonly used in the workplace.

Curriculum Area(s): Language, English, Workplace Literacy

Time required: 20 minutes, or as fits the student's needs

Materials needed: Workplace images and other images.

How will I present the information? Images, Discussion

As a result of this lesson/unit students will...

Understand: The question words and proper response(s) to each different one.

Know: A question word begins a dialog. A response is required.

Do (Skills): Be able to response with an answer using appropriate language.

Pre-Assessment: Ask the student to do the task and observe his/her ability.

Steps in the Lesson: If a group, students are encouraged to work together in English.

Using images such as those on the page following Calendars, magazines and newspapers are good resources. Check your local library for other illustrations.

WHO is only used when referring to people. Example: Who is your boss?

WHERE is used when referring to a place or location. Example: Where is

the exit?

WHEN is used to refer to a time or an occasion. Example: When are you going to lunch?

WHY is used to obtain an explanation or a reason. Example: Why is the mop in the hallway? Normally, the response begins with “Because...”

WHAT is used to refer to specific information. Example: What time do you come in to work tomorrow?

WHICH is used when a choice needs to be made. Example: Which hot drink did the customer order – coffee or tea?

HOW is used to describe the manner in which something is done. Example: How do the paper towels go into the dispenser?

With **HOW** there are a number of other expressions that are used in questions:

How much – refers to a quantity or a price (uncountable nouns).

Example: How much packing tape is left on the roll? Responses might include: a little, a lot, not much.

How many – refers to a quantity (countable nouns). Example: How many rolls of toilet paper are in the supply closet?

How often – refers to frequency. Example: How often are you sick?

How far – refers to distance. Example: How far is the bus stop from your home?

Wrap up: Express the positives that the student(s) have achieved.

Post-Assessment: Review what the student has learned and what will be the next step where to continue question words.

Additional Resources: *Workplace Literacy Curriculum*;
<http://www.enchantedlearning.com/time/>

Question Word Images



