

PERFORMANCE CRITERIA ANALYSIS ESL FOR MACHINING TECHNOLOGY		Participant Response			
		Rating Scale			
		1-4	1-4	1-4	1-4
		Importance	Proficiency Level	Frequency	Difficulty
SKILL/KNOWLEDGE					
A	Listens to and Interprets Spoken English				
A.1	Recognizes spoken words, phrases, and sentences that occur in the machine shop, including warnings, suggestions, instructions, comments and descriptions.				
A.2	Interprets material spoken at lectures and demonstrations.				
A.3	Follows directions given by teachers in class and by supervisors on the job.				
A.4	Analyzes questions about machine shop problems, practices, and procedures when asked by shop staff, classmates or co-workers.				
B	Communicates Orally in English				
B.1	Produces shop-related speech which is clear, understandable and appropriate to the work environment, including technical terms and nomenclature.				
B.2	Clarifies missing or incomplete information or asks questions about it.				
B.3	Explains a problem to someone else or asks questions about problems.				
B.4	Makes helpful suggestions about class or work.				
B.5	Initiates and sustains conversations with instructor, supervisor and co-workers.				
B.6	Reads important information out loud so it can be understood.				
B.7	Responds to questions about machine shop problems, practices, and procedures when asked by shop staff, classmates, or coworkers.				
C	Reads and Analyzes Written English				
C.1	Identifies technical terms, including the nomenclature of the machines, ordinary words with special technical meaning in a shop context, and ordinary words and structures that form the larger context.				
C.2	Scans the textbook for needed information.				
C.3	Skims the textbook in order to summarize the gist of what is being said.				
C.4	Appraises and answers questions on classroom examinations.				
C.5	Organizes text tools like the table of contents, index, and tables to locate information.				
C.6	Interprets charts, tables, engineering drawings, picture labels, and standard symbols.				
D	Writes and Produces Text in Standard English				
D.1	Writes complete sentences about shop-related matters with attention to punctuation, spelling, and grammar.				
D.2	Writes a report on a shop problem such as safety or production.				
D.3	Write a memo making a suggestion to a supervisor or to co-workers.				
D.4	Uses standard abbreviations.				
D.5	Makes sketches or uses pictorial means to convey ideas or problems.				

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SKILL/KNOWLEDGE					
E	Understands Safety Standards and Procedures in the Workplace.				
E.1	Identifies safety signs found in workplace.				
E.2	Identifies safe work procedures.				
E.3	Identifies safe work clothes.				
E.4	Recognizes the importance of reporting health and safety questions to the appropriate authority.				
E.5	Recognizes good health rules and habits.				
F	Understands relations to job training, performance, retention, promotion and changes.				
F.1	Identifies different feelings that affect success at work.				
F.2	Identifies opportunities for job advancement and retention.				
F.3	Demonstrates the ability to apply or transfer skill learned in one job to another.				
F.4	Interprets job-related vocabulary.				
F.5	Recognizes job-related signs, charts, diagrams, forms, and procedures.				
F.6	Identifies computer skills that affect job retention and advancement.				
F.7	Interprets and writes work-related correspondence (notes, memos, letters).				
F.8	Knows how to react to constructive criticism.				
F.9	Analyzes and solves workplace problems.				
G.	Uses Common Interaction Techniques in Employment Situations				
G.1	Demonstrates ability to work with others.				
G.2	Demonstrates communication skills in working with coworkers and clients.				
G.3	Demonstrates effective body language and its influence on the observer.				
G.4	Identifies and uses different approaches when working within a multicultural workforce group.				
H.	Recognizes and Uses Common Workplace Technology				
H.1	Identifies common tools, equipment, machines, and materials required for the job.				
H.2	Demonstrates simple keyboarding skills.				
H.3	Demonstrates ability to use a filing system.				
H.4	Identifies and uses common business machines (fax, copier, computer).				
H.5	Demonstrates basic computer skills and common software programs.				
H.6	Leave messages on answering machines.				
H.7	Demonstrates appropriate use of the telephone in a workplace setting.				
H.8	Demonstrates the importance of word processing and computer skills in the workplace.				

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SKILL/KNOWLEDGE					
I.	Understands and Uses Machine Terminology, Theory, and Basic Machine and Measuring Tools.				
I.1	Demonstrates proper use of the lathe, milling machine, drill press, power saw, and bench grinder applying good housekeeping, proper safety, and preventative maintenance.				
I.2	Performs bench work including part layout, drilling, reaming, tapping, press fitting, location of hole centers and surfaces.				
I.3	Sets up power saws for cutoff operation.				
I.4	Practices tooling maintenance, hazardous material handling, and preventative maintenance.				
J	Identifies, Selects, and Applies Various Types of Precision Instruments.				
J.1	Describes common methods of measurement conversion.				
J.2	Determines the degree of precision measurement required.				
J.3	Identifies various types of precision instruments and their applications.				
J.4	Lists maintenance procedures on various types of measuring instruments.				
J.5	Interprets and confirms blueprint requirements.				
J.6	Converts English numbers to metric numbers, and metric to English.				
J.7	Computes total tolerances between mating parts.				
J.8	Calibrates various types of precision measuring instruments to a standard.				
J.9	Selects and uses precision measurement tools.				
K	Reads and Interprets Working Drawings for Manufactured Products and Associated Tooling.				
K.1	Identifies alphabet of lines and symbols.				
K.2	Defines orthographic projections.				
K.3	Interprets shop note requirements.				
K.4	Makes a simple blueprint.				
K.5	Describes the shape of a part.				
K.6	Makes an isometric or oblique drawing of a part.				
K.7	Converts numbers from English to metric and/or metric to English.				
K.8	Solves basic math problems using fractions and decimal numbers.				
K.9	Solves right triangle and oblique triangle problems using trigonometry functions.				
K.10	States the meaning of the alphabet lines, pictorial and multi-view drawings, dimensions, notes, and symbols, sections and auxiliary views, and working drawings to include detail and assembly drawings.				
K.11	Reads and interprets drawings, creates freehand sketches, and uses pictorial and orthographic drawing techniques.				