

T E X A S   A D U L T   E D U C A T I O N   S T A N D A R D S  
L E S S O N   P L A N

**Before you begin**

**Title:** Completing Simple Personal Information Forms (library card forms)

**Setting:** ESL

**NRS Level(s):** Level 1: Beginning Literacy

**Open entry/exit:** Yes

**Context:** Community

**Standard(s):** ESL Convey Ideas in Writing

**Benchmark(s):** 1.1, 2.1, 5.1

**Objective:** To practice writing skills that relate to a community activity.

**Materials:** Form used to request and obtain a library card

**Estimated time needed to prepare for this lesson plan:** 30 minutes

**Estimated time needed to complete this lesson plan:** 5 hours

**The Lesson Plan**

**Introduce the lesson:**

Plan a day to take students to the local library. Prior to the field trip, a class session should be used to show students a library card and identify the information contained in the card. Explain to students that to obtain a library card, they are required to complete a library request form. Explain to students the personal information that is required to complete a library card request form. Point out that proper id is required.

**Teach the lesson:**

Provide copies of the actual library card request form for students. Go over each section that has to be completed, allowing students an opportunity to ask questions.

**Practice the lesson:**

Students individually complete the forms they will need to turn in to the library. This should be done prior to the trip to the library.

**Assess the lesson:**

The teacher should review each student's request form offer suggestions for revisions as needed.

**Apply the lesson to the real world:**

Schedule a day and time for the class to go to the local library. Remind the students they will need to take a form of identification. After students have received their library cards, plan another field trip so they will learn how to use their library cards. This lesson can also be applied to filling out forms at the doctors' office and other situations where personal information is requested.

**Submitted by:** Jo Ann Scott