

**MEMORANDUM**

**TO:** Corporation Superintendents and Administrators  
**FROM:** Nicole Leach, English Learner & Dual Language Immersion Specialist  
**DATE:** February 9, 2018  
**SUBJECT:** Workplace Spanish Standards Public Review

**Workplace Spanish** fuses students' desired future career path with the use of the Spanish language. This course will incorporate and emphasize the three principal modes of communication, as defined by the American Council on the Teaching of Foreign Language. Students acquire relevant and practical skills in Spanish for future work-based environments in order to prepare them for interactions with fluent speakers of Spanish outside of the classroom. Students will focus on culturally-appropriate interactions, both verbal and nonverbal, along with specific vocabulary that relates directly to students' chosen career path.

- Recommended Grade Level: 9, 10, 11, and 12
- Minimum Prerequisites: Spanish I
- Credits: 2 semester course, 1 credit per semester
- Counts as a Directed Elective or Elective for all diplomas
- This course counts as a general World Language credit as a Directed Elective or Elective, but will not count toward the Academic Honors Diploma as it is not part of a sequenced program.
- This course may be implemented in a variety of manners, depending on school needs. For example, students can take it after level one if not following an Academic Honors Diploma track, can take it in conjunction with another World Language course, or can take it for a fourth year after the three year requirement has been met for Academic Honors Diploma if not wishing to take AP Spanish. Potential, local internships are highly recommended as part of this course.

**Standard 1- Interpersonal Communication:** Students can participate in spontaneous or written conversations on workplace related topics.

- WPS 1.1: Request and provide information in conversations on familiar topics by creating sentences and asking appropriate follow-up questions. *Examples: Arrange a meeting, collaborate online, exchange texts/emails, interview practice, etc.*
- WPS 1.2: Express, ask about, and react with some details to preferences, feelings, or opinions on workplace tasks, by creating sentences and asking appropriate follow up questions. *Examples: Share reactions via text/email, identify points of agreement, share how-to ideas, etc.*
- WPS 1.3: Exchange ideas and knowledge in order to solve workplace problems. *Examples: Asks, advice on job-related topics, customer service, etc.*

**Standard 2- Interpretive Communication:** Students can understand the main idea and some pieces of information on work-related topics from texts that are spoken or written.

- WPS 2.1: Identify workplace topics and related information from informational texts. *Examples: Job postings, text messages, social media posts, schedule of events, voicemail, training videos, etc.*

- WPS 2.2: Identify the main idea in short conversations. *Examples: Places, times, and purpose for meetings/events, blog responses to questions/comments, text conversation, video conference, etc.*

**Standard 3- Presentational Communication:** Students can communicate information, make presentations, and express thoughts about work related topics through spoken and written language.

- WPS 3.1: Present career related information about activities, events, and qualifications. *Examples: Steps of process, work routine, simple project, professional goals, how-to instruction, cover letters, etc.*
- WPS 3.2: Express preferences on job-related topics and explain why they feel that way. *Examples: Career pathway research, advertisements for products or services, persuasive memos, letters of recommendation, etc.*

**Standard 4- Culture-** Students can examine, experience, and reflect on the practices and perspectives of the Hispanic and Spanish culture and how it will be evident in chosen career fields.

- WPS 4.1: Identify and recognize differences in behaviors and social practices. *Examples: Gender and family roles, stereotypes, schedules, punctuality, etc.*
- WPS 4.2: Use appropriate reactions and responses to show cultural competence. *Examples: Nonverbal, proximity, appropriate greetings, gestures, formality in the workplace, etc.*
- WPS 4.3: Describe influences on practices and products. *Examples: Technology, current events, workplace rules, etiquette, dress, etc.*

**Standard 5- Connections-** Students can make connections between chosen careers and other content areas in order to use Spanish to function in career-related situations.

- WPS 5.1: Use knowledge of other disciplines in order to communicate in Spanish to solve workplace problems. *Examples: Stress management, budgets, taxes, health-related vocabulary, etc.*
- WPS 5.2: Implement workplace concepts and skills through relevant activities. *Examples: Currency conversions, measurement conversion, resume development, etc.*

**Standard 6- Comparisons-** Students can understand the nature of the Spanish language and culture through comparisons of their own culture.

- WPS 6.1: Language: Compare and contrast common idiomatic, colloquial expressions, and workplace jargon, service/ medical/ job-specific vocabulary etc.
- WPS 6.2: Culture: Use learned behaviors in job-related interactions when visiting someone's business, interacting with the public, and amongst co-workers, and notice when they make a cultural mistake.

**Standard 7- Communities-** Students can communicate and connect with cultural competence in order to engage in multilingual workplaces at home and around the world.

- WPS 7.1: Compare how buying and selling products and services reflects local and community customs.
- WPS 7.2: Apply experiences from the Workplace Spanish classroom within local businesses or the community.
- WPS 7.3: Become an active global citizen by experiencing language and culture in the workplace through possible internships.