

## SPECIAL ADULT EDUCATION PROGRAM

### ENGLISH LANGUAGE – A1.1

<b>GENERAL INFORMATION ABOUT THE ADULT EDUCATION INSTITUTION/INSTITUTION</b>		
1.	<b>Date of application</b>	
2.	<b>Name of the establishment/institution for adult education</b>	Private educational institution - Open civil university for lifelong learning "Vancho Prqe" Shtip
*3.	<b>License number of the facility / adult education institution</b>	
4.	<b>Name and surname of the Director</b>	Trajcho Petrov
5.	<b>Contact information</b>	<b>Address:</b> st. Vancho Prkje nb.125, lokal 22 Shtip
		<b>Phone number</b> 070 537 725
		<b>E-mail address:</b> <a href="mailto:naruni.stip@yahoo.com">naruni.stip@yahoo.com</a>
6.	<b>Information about the program coordinator</b>	<b>Name and surname:</b> Svetlana Petrova
		Job position: Responsible person in the department of foreign languages in Private educational institution - Open Civil University for Lifelong Learning Vanco Prçe - Shtip
		Qualification: Graduate professor of English language and literature
		Phone number: 078 388 461
		Email address: petrovasvetlanaedu@gmail.com
7.	<b>Name of the program</b>	English Language

8.	<b>Description of the program</b>	<p>The main goal of the program is for the participant (prisoner) to acquire basic knowledge of the English language, whereby he will be able to understand and actively use spoken and written English at level A1.1 according to the Common European Framework of Languages. With the help of the acquired knowledge of the English language, the participants in the program can more easily reintegrate and rehabilitate, which will make them more competitive in the labor market, which will also reduce the number of returnees after serving the sentence.</p> <p>The way of realizing the program is through practical and theoretical training to enable the participants to acquire basic knowledge of the English language so that they can understand simple speech and text, be able to ask simple questions and answer them, be able to describe objects, people, talk about everyday experiences, as well as be able to write short sentences and short simple text.</p> <p>The duration of the program is 72 hours which are a combination of theoretical and practical part.</p> <p>The evaluation of the participants' achievements is carried out after the completion of each thematic unit through an oral and written test, after the full realization of all thematic units through a check of the overall knowledge.</p>
9.	<b>Program Participant Profile</b>	Participants in the program are inmates from penal institutions.
10.	<b>Planned number of participants in the program</b>	The number of participants in one group is from 8 to 20 participants.
11.	<b>Objectives of the program</b>	<p>The participant:</p> <ul style="list-style-type: none"> <li>• Can understand when the interlocutor speaks slowly, with a clear pronunciation;</li> <li>• Can understand simple instructions on how to get from point A to point B, on foot or by public transport;</li> <li>• Can understand numbers, prices and time expressions;</li> <li>• Can understand basic information about people in newspapers (their place of residence, age, etc.);</li> <li>• Can understand the text of a form (hotel application);</li> <li>• Can understand words and phrases of the signs that he encounters in his daily life (e.g. no smoking, parking, no parking, etc.)</li> <li>• Can understand the most important commands on a computer such as Copy, save, print, etc.</li> <li>• Can understand short, simple messages on cards or written by a friend such as See you in the evening;</li> <li>• Can represent someone;</li> <li>• Can use basic expressions when meeting and leaving;</li> <li>• Can ask simple questions and answer them;</li> <li>• Can make simple purchases while using pointing and other gestures;</li> <li>• Can be served with numbers, quantities, prices and time expressions;</li> <li>• Can ask for and give various everyday objects;</li> <li>• Can provide personal data (address, phone number, nationality, age, family, hobbies, etc.);</li> <li>• Can describe his place of residence;</li> <li>• He can say when he does not understand something;</li> <li>• Can ask the interlocutor to repeat what he said;</li> <li>• Can fill out a form with personal data;</li> <li>• Can write a greeting or card eg. For a birthday;</li> <li>• Can write a short message to a friend;</li> <li>• Can write sentences and simple phrases for himself eg. What's his name?</li> </ul>

12.	<b>Results of the program</b>	After completing the program, the participant will be able to: <ul style="list-style-type: none"> <li>• Understand simple instructions and be able to give instructions independently using short sentences;</li> <li>• Understand numbers, be able to ask for a price and tell the time;</li> <li>• Read short articles and texts in newspapers or magazines;</li> <li>• Read and write short messages for friends and family;</li> <li>• Introduce yourself and get to know someone;</li> <li>• Discusses everyday topics;</li> <li>• Make daily purchases in the store;</li> <li>• Describe the place of residence;</li> <li>• Writes a simple greeting or card;</li> <li>• Fills out a form with personal data.</li> </ul>		
13.	<b>Criteria for entering the program</b>	Prisoners in a penitentiary.		
14.	<b>Duration of the program</b>		<b>Total number of classes</b>	<b>Percentage</b>
		Theory	8	11%
		Practice	60	83%
		Assessment	4	6%
		<u>* Other information</u> <u>Number of lessons per week:</u> <u>Duration of the program in months/years:</u> <u>Additional comments:</u>		
15.	<b>Forms of teaching implementation</b>	<b>Forms of teaching implementation</b>		<b>Note</b>
		Classroom/office teaching		√
		Practical teaching		√
		Electronic learning		
		Distance learning		
16.	<b>Methods</b>	<b>Method</b>		<b>Note</b>
		Lecture		√
		Group discussions		√
		Observation		
		Research/discovery		
		Learning through simulations		√

		Problem-based learning			√	
		Practical teaching in a workshop/office				
		On-the-job training			√	
		Individual teaching			√	
		Self-directed learning				
		Visits/study tours				
		Other:				
17.	Structure of the program (indicate the subjects / thematic units of the program)	<b>Title of the subject/thematic unit</b>	<b>Description</b>	<b>Status</b>	<b>Duration (Hours)</b>	<b>Assessment methods</b>
		<b>1. Greeting</b> <b>The verb am and has</b>  <b>1.1 Greeting</b>  <b>1.2 Verb am</b>	<ul style="list-style-type: none"> <li>- Uses different ways of greeting (Hello. Good morning...);</li> <li>- - Names various nationalities and countries;</li> <li>- - Knows personal pronouns;</li> <li>- - Uses the appropriate forms of the verb sum with the appropriate personal pronoun;</li> <li>- - Correctly says short sentences with the verb am (in affirmative negative and interrogative form) and countries and nationalities (eg I'm Italian. / I'm from Italy.)</li> </ul>	Mandatory	25	Oral and written tests



		<b>3. Present Simple Tense (all forms)</b>	<ul style="list-style-type: none"> <li>- in the Present Simple tense, it distinguishes the third person singular from the other persons;</li> <li>- Writes a short text about himself;</li> <li>- Fills out a form with personal data;</li> <li>- Writes a postcard to a friend;</li> <li>- Distinguishes and correctly uses negative, question forms and short answers;</li> <li>- Conduct short dialogues asking and answering questions in the Present Simple.</li> </ul>	Mandatory	22	Oral and written tests
--	--	--	--	-----------	----	------------------------

18.	Checking the results achieved	Assessment Period	Assessment Methods	Assessment Criteria	Duration of assessment	
		<b>1. Greeting</b> <b>The verb am and has</b> <b>After the completion of</b> <b>the planned number of</b> <b>lessons for this unit, a</b> <b>knowledge test will be</b> <b>organized.</b>	Oral and written assessment	1. Lower threshold 55% of the material to be mastered	60 min.	

		<p><b>2. Present Simple Tense (confirmation form)</b> After the completion of the planned number of lessons for this unit, a knowledge test will be organized.</p>	Oral and written assessment	2. Lower threshold 55% of the material to be mastered	60 min.
		<p><b>3. Present Simple Tense (confirmation form)</b></p>	Oral and written assessment	3. Lower threshold 55% of the material to be mastered	60 min.
		<p>After the completion of the planned number of lessons for this unit, a knowledge test will be organized.</p>	Oral and written assessment (Final assessment)	Lower threshold 55% of the material to be mastered	60 min.
					<b>Total: 240 min.</b>
<b>*19.</b>	<b>Standards of occupations</b>				
<b>20.</b>	<b>Self-evaluation/ internal evaluation</b>	<p><b>Tools/methods (questionnaires, discussions, evaluation reports)</b> At the end of the theoretical and practical part, the participants will fill out an evaluation list (questionnaire). At the end, the data will be processed and an analysis of the participants' satisfaction with the training will be made. <b>Duration: 2 hours</b> <b>Planned measures based on the received evaluation results:</b> <b>Improvement of the program or its implementation;</b> <b>Improving the conditions for its realization or changing the hired staff.</b></p>			
<b>21.</b>	<b>Teaching staff</b>	<ul style="list-style-type: none"> <li>- - Professor with completed studies in English language and literature</li> </ul>			
<b>*22</b>	<b>Participant</b>	<ul style="list-style-type: none"> <li>- - Regular consultations with hired lecturers</li> </ul>			



	<b>support</b>	- Scripts/Books
<b>23.</b>	<b>Equipment and teaching aids</b>	- A board - Scripts - Radio - CD
<b>*24</b>	<b>Protection and security measures</b>	/
<b>*25</b>	<b>Funding of the program</b>	/
<b>*26</b>	<b>Other establishments/institutions</b>	/
<b>27.</b>	<b>Place of enforcement</b>	- - In classrooms or lecture halls.
<b>28.</b>	<b>Statement</b>	I, the undersigned: - I confirm the accuracy of the information contained in the form - I confirm that the form has been completed in accordance with the Manual for Verification of Special Programs for Adult Education - I confirm that all the necessary conditions for the implementation of the program have been met - I agree to monitor the implementation of the program by the competent institutions
<b>29.</b>	<b>Name and surname of the director/chairman</b>  <b>Signature and seal of the establishment/institution</b>	