



Basic Life Skills Lessons

Basic Calendar Skills



Basic Calendar Skills

New Vocabulary

Monday – Lunes
Tuesday – Martes
Wednesday – Miércoles
Thursday – Jueves
Friday – Viernes
Saturday – Sábado
Sunday – Domingo
Week – Semana
Weekend – Fin de semana

Additional Vocabulary

January – Enero
February – Febrero
March – Marzo
April – Abril
May – Mayo
June – Junio
July – Julio
August – Agosto
September – Septiembre
October- Octubre
November – Noviembre
December – Diciembre
Day – Día
Month – Mes
Year – Año

Learning Objectives:

- 1) Knowing how to use a calendar
- 2) Schedule daily / weekly appointments and/or classes
- 3) Track hours worked

Materials Needed:

- 1) One full-year calendar or a calendar app downloaded to student's smart phone
- 2) Calculator if student wants to track hours worked
- 3) Student's cellular phone or laptop with recording capabilities
- 4) White board and dry erase markers

Language Note: The following lessons are intended to be taught entirely in Spanish for beginning English Language Learners. If your students are more advanced, these same lessons can be taught using as much English as is appropriate.

Lesson Note: Teacher can voice record all of the vocabulary associated with this lesson. Have student listen to the recording every day for one week. When student has memorized the vocabulary have him/her send a voice recording to teacher either using WhatsApp or My Memos. Student could also leave voicemail message for teacher.

Time

Procedure

5 Minutes

I. Give Pre-Assessment

10 Minutes

II. Introductory discussion:

Do you use a calendar? What could you use a calendar for? Do you track the hours that you work?

10 Minutes

III. Brainstorm ways in which a calendar could be helpful in your students' lives. Let your students generate ideas and be sure to discuss objectives.

10-15 Minutes

V. Teach days of the week:

- 1) Ask students to write the days of the week in English and Spanish on a white board.
- 2) Using the white board text as a visual aid, have the students repeat the English days of the week in order after you say the Spanish word followed by the English word. Be creative and have fun!
- 3) Once students are comfortable with the days of the week, you can add "week/semana" and "weekend/fin de semana."
- 4) Practice months of the year. Use index cards, white board, or recording system.

20 Minutes

VI. Calendar Skills:

- 1) Hand out calendar or download calendar app and ask students if they can find the current month.
- 2) Ask students to read out loud the days of the week at the top of the calendar.
- 3) What day does the week start with? (Explain that the week starts with Sunday in the U.S.) Is it the same in your country?
- 4) Work with students to write their typical work schedule on the calendar. Have them add in any classes, special appointments or family members birthdays.
- 5) Add work hours to calendar and compare paycheck stub to hours worked

5 Minutes

VII. Give Post-Assessment

10 Minutes

VIII. Conduct Skills Assessment Below

Have student schedule their time on their calendar of choice. An example of this could be: 1) you work Monday to Thursday from 4am to 4pm. 2) you work Saturdays and Sundays from 4pm to midnight. 3) Fridays are your day off and your English class is from 1pm to 2:30 pm.

Enhancement Activities:

By adding the option of using calendar apps and scheduling work and classes which can be repeated weekly, monthly or yearly (good for remembering special yearly birthdays) with built in reminders and alerts this lesson becomes interesting and fun. Also when the student is willing to play with voice recording apps learning can continue even without teacher being present.

Skills Assessment Rubric

1	2	3	4
Student is unable to do task.	Student has created his/her schedule on calendar but has missed some details.	Student is able to successfully create his / her own schedule using a calendar or an app.	Student is able to successfully create his/her current schedule.



Basic Calendar Skills

Pre-Assessment

Date: _____

Name: _____

Circle the correct answer.

1. How many days are there in a week?

- a. 12
- b. 5
- c. 7
- d. 10

2. Calendars can be used to track hours worked.

True

False

3. How many months are in a year?

- a. 10
- b. 7
- c. 2
- d. 12

4. Calendars are used to schedule appointments and classes.

True

False

5. What are the days are in a weekend?

- a. Friday, Saturday
- b. Thursday, Friday
- c. Saturday, Sunday
- d. Monday, Tuesday
- e. none of the above

Total Correct: _____



Conocimiento Básico del Calendario
Pre-Evaluación

Fecha: _____

Nombre: _____

Circula la respuesta correcta.

1. ¿Cuántos días tiene una semana?

- a. 12
- b. 5
- c. 7
- d. 10

2. ¿ Se pueden usar los calendarios para anotar las horas laboradas?

Verdadero

Falso

3. ¿Cuántos meses tiene un año?

- a. 10
- b. 7
- c. 2
- d. 12

4. Se usan los calendarios para programar citas y clases.

Verdadero

Falso

5. ¿Qué días están en el fin de semana?

- a. viernes, sábado
- b. jueves, viernes
- c. sábado, domingo
- d. lunes, martes
- e. ninguno de los anteriores

Total de Aciertos: _____



Basic Calendar Skills

Post-Assessment

Date: _____

Name: _____

Circle the correct answer.

1. How many days are there in a week?

- a. 12
- b. 5
- c. 7
- d. 10

2. Calendars can be used to track hours worked.

True

False

3. How many months are in a year?

- a. 10
- b. 7
- c. 2
- d. 12

4. Calendars can be used to schedule appointments and classes.

True

False

5. What are the days are in a weekend?

- a. Friday, Saturday
- b. Thursday, Friday
- c. Saturday, Sunday
- d. Monday, Tuesday
- e. none of the above

Write the seven days of the week in the correct order. (not scored)

Total Correct: _____



Conocimiento Básico del Calendario
Post-Evaluación

Fecha: _____

Nombre: _____

Circula la respuesta correcta.

1. ¿Cuántos días tiene una semana?

- a. 12
- b. 5
- c. 7
- d. 10

2. ¿Se pueden usar los calendarios para anotar las horas laboradas?

Verdadero Falso

3. ¿Cuántos meses tiene un año?

- a. 10
- b. 7
- c. 2
- d. 12

4. Se usan los calendarios para programar citas y clases.

Verdadero Falso

5. ¿Qué días están en un fin de semana?

- a. viernes, sábado
- b. jueves, viernes
- c. sábado, domingo
- d. lunes, martes
- e. ninguno de los anteriores

Escribe el nombre de los siete días de la semana en el orden correcto. (no calificar) _____

Total de Aciertos: _____