

**CORRELATION:**

# **ELLIS**

English Language Learning and Instruction System

*and*

# **SCANS**

Secretaries Commission on Achieving Necessary Skills

Three Foundations	Task Descriptions	ELLIS Correlation		
		Beginning	Intermediate	Advanced
<b>Basic Skills:</b>  Reads, writes, performs arithmetic and mathematical operations, listens and speaks.	<b>Reading:</b> locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.	Intro script pages Intro culture more pages Intro LRB reading practice 3, 6, 7	Middle Mastery script pages Middle Mastery culture more pages Middle Mastery LRB 5	Senior script pages Senior Mastery culture notes Senior Mastery LRB 5, 7, 8 Business Series script pages Business Series LRB 7, 8, 9
	<b>Writing:</b> communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.	Intro LRB 3, 5, 7, 8	Middle Mastery LRB 4, 5 Senior Mastery LRB 1, 2, 5, 8	Senior Mastery LRB 9, 11, 12 Business Series LRB 4, 5, 6, 9, 10, 12
	<b>Arithmetic/Mathematics:</b> performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.	Intro 2:1, 2, 6 Intro 2 more pages	Middle Mastery 1:1, 2 Middle Mastery 2:1-4	Business Series 3:4 Business Series 4:7
	<b>Listening:</b> receives, attends to, interprets, and responds to verbal messages and other cues.	Intro script pages slow audio Intro listening comprehension practice items Intro role play	Middle Mastery script pages slow audio Middle Mastery listening comprehension practice items Master Pronunciation speech acts	Senior Mastery listening comprehension practice items Senior Mastery role play Business Series listening comprehension practice items
	<b>Speaking:</b> organizes ideas and communicates orally.	Master Pronunciation tongue twisters Intro role play Intro LRB speaking practice 3, 5, 6, 7, 8	Master Pronunciation speech acts Middle Mastery role play	Master Pronunciation speech acts Senior Mastery role play Business Series role play
<b>Thinking Skills:</b>  Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.	<b>Creative Thinking:</b> generates new ideas.	Intro 8:1 & 4	Middle Mastery 5:2, 5 Senior Mastery 4:2, 5 Senior Mastery 12:2-5	Senior Mastery 10:1-4 Business Series 9:3, 4 Business Series 10:2, 3

	<b>Decision Making:</b> specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.	Intro 2:1-5 Intro 3:1-3	Middle Mastery 5:5 Middle Mastery 2:1-4 Senior Mastery 5:1-2 Senior Mastery 11:1-4	Business Series 2:1 Business Series 4:1-7 Business Series 9:1-5 Business Series 11:1-2 Business Series 12:2-3
	<b>Problem Solving:</b> recognizes problems and devises and implements plan of action.	Intro 5:1-3 Intro 6:1, 3 Intro 7:3-6 Middle Mastery 2:3, 4	Senior Mastery 3:1, 2 Senior Mastery 5:1-3 Senior Mastery 6:1 Senior Mastery 8:1-2, 4 Senior Mastery 9:1-4 Senior Mastery 10:1-3	Business Series 1:2 Business Series 10:1-4 Business Series 8:2, 3 Business Series 9:1-5 Business Series 12:2, 3
	<b>Seeing Things in the Mind's Eye:</b> organizes, and processes symbols, pictures, graphs, objects, and other information.	Intro more pages Intro LRB 1,2, 3, 4, 7, 8	Middle Mastery LRB 1, 2, 5	Senior Mastery 3, 5 Business Series LRB 1, 2, 4, 8, 11, 12
	<b>Knowing How to Learn:</b> uses efficient learning techniques to acquire and apply new knowledge and skills.	Intro 5:1-5 Intro 6:1, 3	Middle Mastery 5:2-4	Senior Mastery 6:1-4 Senior Mastery 10:1-3 Senior Mastery 12:1-5 Business Series 12:3
	<b>Reasoning:</b> discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.	Intro 3:2	Middle Mastery 1:1-2 Middle Mastery 2:1, 3, 4 Senior Mastery 10:1-3	Senior Mastery 7:1-4 Senior Mastery 8:1-4 Business Series 9:1, 3, 5 Business Series 12:2-3
<b>Personal Qualities:</b>  Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.	<b>Responsibility:</b> exerts a high level of effort and perseveres towards goal attainment.	Intro 5:1-5	Middle Mastery 5:1-2 Senior Mastery 6:1-4	Senior Mastery 11:1-4 Business Series 8:2-3 Business Series 12:2-3
	<b>Self-Esteem:</b> believes in own self-worth and maintains a positive view of self.	Intro 1:1-4 Intro 4:1	Middle Mastery 3:4 Middle Mastery 5:5	Senior Mastery 2:1-4 Business Series 5:2-3
	<b>Sociability:</b> demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.	Intro 1:1-4 Intro 4:1-3 Intro 8:1-4	Middle Mastery 3:1-4 Middle Mastery 4:1-3 Middle Mastery 5:5	Senior Mastery 1:1-3 Senior Mastery 2:1-4 Business Series 5:1-4
	<b>Self-Management:</b> assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.	Intro 5:1-5	Senior Mastery 6:1-4	Senior Mastery 11:1-4 Business Series 8:3
	<b>Integrity/Honesty:</b> chooses ethical courses of action.		Senior Mastery 6:4 Senior Mastery 11:1-4 ??	Business Series 4:7 Business Series 3:4 Business Series 8:2-3

Workplace Competencies	Task Descriptions	ELLIS Correlation		
		Beginning	Intermediate	Advanced
<b>Resources:</b>  Identifies, organizes, plans, and allocates resources	<b>Time:</b> selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.	Intro 7:2	Middle Mastery 1:2-3 Middle Mastery 5:2 Senior Mastery 4:1	Senior Mastery 9:4 Business Series 7:2 Business Series 11:1
	<b>Money:</b> uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.	Intro 2: 1, 3, 5 Intro 6:1-3	Middle Mastery 2:1, 3 Senior Mastery 7:1-4 Senior Mastery 8:1-4	Business Series 1:5 Business Series 3:4 Business Series 8:2 Business Series 9:1, 3 Business Series 12:3
	<b>Material and Facilities:</b> acquires, stores, allocates, and uses materials or space efficiently.		Middle Mastery 2:1, 3 Senior Mastery 3: 1-2	Business Series 11:1-2 Business Series 12:2-3
	<b>Human Resources:</b> assesses skills and distributes work accordingly, evaluates performance and provides feedback.	Intro 5:1-5	Middle Mastery 5:2 Senior Mastery 2:2 Senior Mastery 9:1-5	Senior Mastery 11:1-4 Business Series 8:2-3 Business Series 9:1, 3, 5 Business Series 12:2-3
<b>Interpersonal:</b>  Works with others.	<b>Participates as Member of a Team:</b> contributes to group effort.	Middle Mastery 3:4	Middle Mastery 5:2 Senior Mastery 7:1, 2, 4 Senior Mastery 8:1-4	Senior Mastery 11:1-4 Senior Mastery 12:1-5 Business Series 12:2-3
	<b>Teaches Others New Skills:</b>	Intro 1:3 Intro 6:1-3	Middle Mastery 3:4 Middle Mastery 5:2, 4 Senior Mastery 10:1-3	Senior Mastery 6:1-4 Senior Mastery 7:1-4 Senior Mastery 8:1-4
	<b>Serves Clients/Customers:</b> works to satisfy customers' expectations.	Intro 2:3, 4, 6 Intro 6: 1-3	Middle Mastery 2:1, 2, 5 Senior Mastery 4:3, 5	Business Series 1:1-5 Business Series 2:1-2 Business Series 3:1-5 Business Series 4:1-7 Business Series 7:3-4 Business Series 8:2-3
	<b>Exercises Leadership:</b> communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.	Intro 5:3-4	Senior Mastery 2:2 Senior Mastery 9:1, 4 Senior Mastery 12:1-5	Senior Mastery 11:1-4 Business Series 1:2 Business Series 3:4 Business Series 4:7 Business Series 8:1-3 Business Series 9:1-5 Business Series 12:2-3

	<b>Negotiates:</b> works toward agreements involving exchange of resources, resolves divergent interests.	Intro 5:2-5	Senior Mastery 9:1-5	Senior Mastery 11:1-4 Business Series 1:2 Business Series 8:1-3 Business Series 9:1, 3-5
	<b>Works with Diversity:</b> works well with men and women from diverse backgrounds.	Intro 1:3 Intro 5:3-5	Senior Mastery 10:1-3	Business Series 12:1-3
<b>Information:</b>  Acquires and uses information.	<b>Acquires and Evaluates Information</b>	Intro 2:3, 4 Intro 3:2, 4 Intro 7:1-6	Middle Mastery 2:1-4 Middle Mastery 5:1-4 Senior Mastery 5:1-2 Senior Mastery 10:1-3	Senior Mastery 9:1-5 Senior Mastery 11:1-4 Senior Mastery 12:1-5 Business Series 1:5 Business Series 3:2, 4 Business Series 8:1-3 Business Series 11:1-2 Business Series 12:2-3
	<b>Organizes and Maintains Information</b>	Intro 3:1-4 Intro 4:1 Intro 6:2	Middle Mastery 5:1, 2 Senior Mastery 7:1-4 Senior Mastery 8:1-4	Senior Mastery 12:1-5 Business Series 1:1, 3 Business Series 8:1 Business Series 12:1-2
	<b>Interprets and Communicates Information</b>	Intro 7:1-6 Middle Mastery 1:1-2	Middle Mastery 2:1, 3-5 Middle Mastery 5:3-4 Senior Mastery 2:1-3 Senior Mastery 3:1-2	Senior Mastery 5:1-2 Senior Mastery 6:1-4 Senior Mastery 9:1-5 Senior Mastery 12:2-5 Business Series 7:1 Business Series 8:1 Business Series 12:2-3
	<b>Uses Computer to Process Information</b>			
<b>Systems:</b>  Understands complex inter-relationships	<b>Understands Systems:</b> knows how social, organizational, and technological systems work and operates effectively with them.	Intro 1:1-4 Intro 5:1-5 Intro 6:1-3 Intro 7:3-5	Middle Mastery 3:1-4 Middle Mastery 4:1-3 Senior Mastery 3:1-3	Senior Mastery 1:1-3 Senior Mastery 10:1-3 Senior Mastery 11:1-4 Business Series 5:1-4 Business Series 12:1
	<b>Monitors and Corrects Performance:</b> distinguishes trends, predicts impacts on systems operations, diagnoses deviations in systems' performance and corrects malfunctions.		Senior Mastery 10:1-3 Senior Mastery 11:1-4	Business Series 1:2 Business Series 8:2-3 Business Series 9:3 Business Series 12:2-3
	<b>Improves or Designs Systems:</b> suggests modifications to existing systems and develops new or alternative systems to improve performance.		Senior Mastery 7:1-4 Senior Mastery 8:1-4	Business Series 10:1-4 Business Series 9:3 Business Series 12:2-3

<b>Technology:</b>  Works with a variety of technologies.	<b>Selects Technology:</b> chooses procedures, tools, or equipment including computers and related technologies.	Intro 7:5	Senior Mastery 10:1-3 Senior Mastery 11:2-4	Business Series 2:1 Business Series 8:3 Business Series 9:1 Business Series 11:1-2 Business Series 12:2
	<b>Applies Technology to Task:</b> understands overall intent and proper procedures for setup and operation of equipment.		Senior Mastery 10:1-3	Business Series 11:1-2
	<b>Maintains and Troubleshoots Equipment:</b> prevents, identifies, or solves problems with equipment, including computers and other technologies.		Senior Mastery 10:1-3	Business Series 8:1 Business Series 11:1-2