

Design Tasks & Resources for ELA Unit Planning

DIRECTIONS: Complete the numbered tasks in **order**, **chunk and space out** the tasks, work with a **partner/team**, and **revisit/revise previous sections** as you move through the process.

IMPORTANT: Be sure to use the most updated SABES [template for the ELA Unit Plan](#). The template has been designed to address all the ACLS-identified instructional priorities for ABE programs. The template and all other materials listed below can be accessed via the SABES [ELA Curriculum Hub](#). Associated [videos](#) are also available.

Tasks	Tips & Resources
<input type="checkbox"/> TASK 1: Complete/Revisit PART 1 of the SABES ELA Unit Plan Template .	<ul style="list-style-type: none"> ★ If you have created a section for this unit on your program's Scope & Sequence, transfer that information into the unit plan. ★ If you are working with a unit plan formatted in a different way, transfer that information into the SABES ELA Unit Plan template, making needed revisions as you go. ★ For each row of the UP template, read and carefully consider the guidance provided in the left column. Make revisions as needed. ★ See Examples of Unit Outcomes and Culminating Assessments and use the sentence stems and examples to craft your own.
<input type="checkbox"/> TASK 2: Align/Revisit ELA learning standards, unit objectives , and assessments .	<ul style="list-style-type: none"> ★ Use Aligning ELA Standards, Unit Objectives, and Assessments (a.k.a., SOA Chart) and then copy and paste the last 2 columns into the unit plan template. ★ See Developing Unit Objectives. ★ Connect all unit-level assessments to the culminating assessment.
<input type="checkbox"/> TASK 3: Revisit the Key Student Materials section in PART 1 of the template, providing a more accurate and/or comprehensive list.	<ul style="list-style-type: none"> ★ See Text Complexity and Text Selection. ★ See Resources for Social Studies and Science topics.
<input type="checkbox"/> TASK 4: Recommend/Revisit vocabulary terms. Include both Tier 2 and Tier 3 words. Ensure there's time in the unit to provide scaffolded instruction.	<ul style="list-style-type: none"> ★ See Building Vocabulary Units Step-by-Step. ★ Use or adapt Field-Developed Vocabulary Lessons. ★ See other vocabulary resources curated by SABES.
<input type="checkbox"/> TASK 5: Suggest/revisit the sequence of lessons . Streamline. Adjust estimated time for unit provided in PART 1 if needed.	<ul style="list-style-type: none"> ★ See Suggested Sequence of Lesson sections of unit plan examples on the SABES ELA website (Existing ELA Curricula for Adult Learners) ★ See example Topic Tracker.
<input type="checkbox"/> TASK 6: Ensure the unit is evidence-based and culturally responsive , provides guidance for differentiation and formative assessments , and cultivates digital literacy .	<ul style="list-style-type: none"> ★ Explore Priority Lenses for ELA Curriculum & Instruction on the SABES ELA website.
<input type="checkbox"/> TASK 7: Check to see that all expected unit plan components are fully addressed.	<ul style="list-style-type: none"> ★ Use Review Guide: ELA Unit Plan