

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