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ABSTRACT

This curriculum guide provides materials for a site-specific workplace course in products, machines, and quality for students of English as a second language. Lists of course objectives are provided for preliteracy and Levels 1, 2, and 3. The language skills to be covered, suggested activities, materials needed, and print resources are listed. The products, machines, and quality course vocabulary list is categorized as follows: common defects list for assembly, machines, important words/phrases, work form (rejection ticket), molding department, hose reel department, quality control department, small assembly department, material handlers, and extrusion department. (YLB)

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Suncast Corporation
English as a Second Language
“Products & Quality” Curriculum Guide

Worker Education Program
Chicago Teachers' Center of Northeastern Illinois University
and
The Union of Needletrades, Industrial and Textile Employees

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PRODUCTS, MACHINES & QUALITY

Course Objectives

Pre-literacy

1. State and write personal information (name, address, phone number, social security number...)
2. State and write name of company, department and job performed at Suncast.
3. Name and identify 2 products manufactured at Suncast.
4. Name and Identify 2 product components assembled at Suncast.
5. Name and identify 2 machines used to manufacture products at Suncast.
6. Name and identify 2 machine parts at Suncast.
7. Name and identify 2 tools used at Suncast.
8. Name and identify 2 possible defects.

Level I

1. Name and identify 4 products manufactured at Suncast.
2. Name and Identify 4 product components assembled at Suncast.
3. Name and identify 4 machines used to manufacture products at Suncast.
4. Name and identify 4 machine parts at Suncast.
5. Name and identify 4 tools used at Suncast.
6. Name and identify 4 possible defects.
7. State at least 4 problems that can occur with products and parts, (i.e. I have a problem with...).

Course Objectives

Level II

1. Name and identify 8 products manufactured at Suncast.
2. Name and Identify 8 product components assembled at Suncast.
3. Name and identify 8 machines used to manufacture products at Suncast.
4. Name and identify 8 machine parts at Suncast.
5. Name and identify 8 tools used at Suncast.
6. Name and identify 8 possible defects.
7. Ask and answer 3 questions about quality from supervisor or manager.

Level III

1. Name and Identify 12 Suncast products, product components, machines, machine parts and tools.
2. Name and identify 12 possible defects with Suncast products and fill out a rejection slip.
3. Ask & answer questions about quality.
4. Define six quality issues.
5. Receive and respond to feedback given on quality issues.

Language Skills

- Personal pronouns (I, you, he, she, it, we, they)
- Simple present and present continuous tense
 - to be
 - to have
 - to work
 - to stick
 - to inspect
 - to slide
 - to check
 - to operate
- Negative with - to be (is not/isn't)
- Question words (who, what, where, when, how, how many, how much, how long, why)
- Prepositions (in, on, under, next to)
- This/that is ... because ...
- Suncast specific vocabulary - See pages 5-8

Activities

- Flash cards
- Matching words and picture
- Vocabulary practice/review games (Bingo, Concentration, Go Fish) for Suncast products & product components...
- Cloze exercises
- Language Experience Approach
- Role play asking & answering questions - Responding to feedback
- Guest speakers - supervisors discuss products/machines & quality control issues

Materials

- Flash cards
- Examples of both defective & good parts
- Suncast products and product components
- Tools used at Suncast
- Suncast Rejection slip
- Owner's Manuals for products (hosereels, edging, lockers)
- Suncast product catalogues
- Bill of Material
- UPC & product I.D. labels

Resources

<u>Working in English Book I:</u>	Chapters 1, 3, 6, 7, 9
<u>Working in English Book II:</u>	Chapters 1, 6, 7, p. 35
<u>Reading Skills That Work:</u>	Lesson 1, 3
<u>Speaking up at Work:</u>	Unit 1, 3, pp. 97-103
<u>Day by Day:</u>	pp. 24-35, 54-62, 74, 76

Products, Machines & Quality Vocabulary

Common Defects List for Assembly * Most Important

* missing	short shots	wrong
sink	under/oversize	shiny
dull	cracked	crooked
dirty	don't fit	* flash
sharp flash	rusty	kink
brittle parts	failed	open bag
* mixed	out of round	aligned
distortion	too close to edge	color streaks
holes filled	* knock out pin	* splay
screws aren't all the way in	hole isn't drilled	unglued
O.D. (outside dimension)	I.D. or inside dimension	torn
leaks	flow lines	scratches
printing isn't legible	spots	broken
burst		

Machines

molding machine	fork lift
extruder	assembly line

Important Words/Phrases

I forgot my Kronos card.	What is the rate per hour on this job?
I forgot to punch in/out.	I need a bill of material for this job.
I am going to break.	How many operators does it take for this job?
The parts are coming out bad.	System
Production line	Inventory

Work Form • Rejection Ticket

part name	part number (#)
date	shift
use as is	QA Department
vendor	machine
line	other
containers	total pieces
sample	defect
reason for rejection	specification
dimension	function
appearance	regrind
throw out	rework

Molding Department

inspect	sort
trim	assemble
pack	correct
take	insert
pick-up	crimp
lock	coil
runner	gate
cosmetic defect	color marks
sink	warping
flowline	gaylord
screwdriver (airdriver)	pick-up wand
cells	hose reel frame
stack pattern	fasteners
lockers	

Hose Reel Department

flanges	front braces
hose reel	manual
o-ring	insert
reel cross	automatic tape machine
frame	scale
handle	label
front brace	box
back brace	skid
crank	hose
connectors	screws
pins	adapter
parts bag	outside reel
inside reel	air gauge
side frame	wheel
axel	irregularities

Quality Control Department

part bag	hole
hose reels	tubes
driver	kitveyor
kinked hoses	lot
rust	tube
connector	sink
spin-out tube	metal wand flairing
bows	cinch nut
palm button	material handler
print out	valve body
fixture	unit
crimper	boot pedal
final bin	date code

Small Assembly Department

spin weld

slide

package

form

cavity

sidewinder bag

accessory adapter

rails

air press

seal machine

female faucet adapter

side winder

Material Handlers

position

count

remove

set aside

perform

assist

set up

load

staging area

line stoppage

rubbish

housekeeping duties

The balance left to make is...

Make sure that the press/part number on the label is correct.

Do not write down the time for a part when the mat-con computer is down.

tighten

salvage

pick up

robot

booster seal pack

blister card

spin tight wrench

sleeve

sonic welder

blister

male connector

weigh

collect

transfer

deliver

follow

report

move

operate

assembly line

paring knife

skids

Please be careful...

Extrusion Department

check	collapse
bleed	stretch wrap
regrind	mix
recycle	sample
throw	holes
edging	collapse
water marks	lines
contamination	caliper
cutter	extruder
head of extruder	die
heater band	vacuum tank
air blow off	puller
conveyor	connector bin
machine feeder	spools
blender	shuttler
materal handler	skid
buckets	moisture



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