

Skills Table

CLB Reading – ES Reading Text and Document Use

CLB Reading Benchmark 1	CLB Reading Benchmark 2	CLB Reading Benchmark 3	ES Reading Text and Document Use Level 1
Abilities and conditions			Abilities and conditions
<ul style="list-style-type: none"> Recognize familiar words and simple phrases in short texts and brief uncomplicated documents with familiar, everyday vocabulary in a personally relevant context that strongly supports meaning 	<ul style="list-style-type: none"> Identify main ideas and find specific detailed information in very basic short texts and documents with familiar words and learned phrases in predictable contexts related to immediate needs 	<ul style="list-style-type: none"> Comprehend a simple passage of 1 or 2 paragraphs with concrete, literal language and familiar, everyday words Find specific information in simple documents with clear layout in a predictable context of daily life and experience 	<ul style="list-style-type: none"> Recognize familiar words and simple phrases in predictable contexts related to immediate needs Use simplified, short common forms, maps, diagrams, signs, and symbols
Skill-building Tasks			Typical Tasks
<ul style="list-style-type: none"> Match a goodwill message with the occasion and the address 	<ul style="list-style-type: none"> Read a post card from a neighbour, relative or co-worker with a simple routine message Read an invitation to a company function Get the gist of the message in a farewell card, get-well card, invitation or special-occasion card Read a customer comment and determine whether it is negative or positive Read a reminder note from a friend or colleague 	<ul style="list-style-type: none"> Read a very short simple 1-paragraph note requesting that a task be done and identify the nature of the task Read a message or ‘while you were out’ note 	<ul style="list-style-type: none"> Read memos, bulletins, e-mail about special events Read a reminder note from a co-worker Read comment cards with customer suggestions Read notes from parents about a child’s medication or who will pick the child up Read faxes from clients to make reservations, ensuring that all required information is provided
<ul style="list-style-type: none"> Match a short list of supplies with pictures Scan a list to find a specified name 	<ul style="list-style-type: none"> Match a shopping list or inventory list with pictures Locate specific information in an advertisement Match items on a supply list with pictures or real items 	<ul style="list-style-type: none"> List key information points in an advertisement Identify purpose and topic of brochures and flyers and sort them into categories Find specific needed information in a table, schedule, or directory 	<ul style="list-style-type: none"> Find or identify items in supply catalogues Read purchasing flyers Read registration lists and client mailing lists Read product lists, stock numbers, quantities, prices

Skills Table

CLB Reading – ES Reading Text and Document Use *continued*

CLB Reading Benchmark 1	CLB Reading Benchmark 2	CLB Reading Benchmark 3	ES Reading Text and Document Use Level 1
Skill-building Tasks			Typical Tasks
<ul style="list-style-type: none"> Match a very short set of instructions with the pictures that it describes Match common signs with words 	<ul style="list-style-type: none"> Read and explain/demonstrate standard operating instructions on a washing machine Read and follow 1-4 step instructions written on the board by the teacher or found in a textbook 	<ul style="list-style-type: none"> Read simple, common, everyday written instructions with pictures, illustrations, or diagrams Match 1 to 5 step point-form written instructions on how to use a familiar piece of equipment with pictures depicting the process and put them in the right sequence Follow 1 to 5 step point-form written directions to locate items on a map or diagram 	<ul style="list-style-type: none"> Read container labels for instructions, precautions, and handling requirements Read brief notices about changes in regulations or restrictions Read about new procedures Read workplace signs and symbols, such as WHIMIS
<ul style="list-style-type: none"> Read a very short simple report of a daily routine and select illustrations that show the main tasks or events Match phrases or captions (up to 3 sentences) with photographs of a friend's or colleague's vacation 	<ul style="list-style-type: none"> Match the correct picture with a short verbal description of an event or incident 	<ul style="list-style-type: none"> Label a diagram using information from a simple, explicit 1-2 paragraph descriptive text Read a simple narrative of a routine event Read descriptive prose about people, places and things 	<ul style="list-style-type: none"> Read status reports from supervisors or co-workers from an earlier shift Read to stay current on workplace (a clinic's or hospital's) procedures, policies, scheduling, fees, accounting practices
<ul style="list-style-type: none"> Read a cash-register sales receipt to identify amount, date, and place Show on an application form which information is required in which section Identify where to write personal information on a form Locate items on simplified diagrams Identify familiar places on a simple map Point to the correct date on a calendar 	<ul style="list-style-type: none"> Locate community facilities on a neighbourhood map Identify where to write personal information on a form Identify familiar layout of a place in a simple diagram Locate specific details in a common formatted text such as a utility bill 	<ul style="list-style-type: none"> Identify layout and specific information on a common form Locate a department in your building on a simple layout diagram Locate specific detailed information on an invoice 	<ul style="list-style-type: none"> Read daily logs, time sheets, overtime forms Read price tags, bills, cash register displays, account statements to determine amount due Read an assembly or vehicle-readiness checklist