



<b>Theme:</b> Employment	<b>Topic:</b> Preparing to find a job
<b>Stage:</b> 1	<b>CLB Outcome Level(s):</b> 1 - 2
<b>Task:</b> Learners describe their own work experience.	
<b>Estimated time for the task:</b> 4 hours plus visit to local HRDC office	
<p><b>CLB Outcomes</b>  <i>By the end of this topic, learners will be able to ...</i></p> <p><b>Speaking</b></p> <ul style="list-style-type: none"> <li>• provide basic personal information related to the context (1)</li> <li>• provide expanded basic personal information related to the context (2)</li> <li>• express ability/inability (1)</li> </ul> <p><b>Listening</b></p> <ul style="list-style-type: none"> <li>• recognize appeals for repetition and clarification (1)</li> <li>• recognize problems in communication (2)</li> <li>• follow simple instructions and positive and negative commands and requests (1)(2)</li> <li>• identify specific details (1)</li> </ul> <p><b>Reading</b></p> <ul style="list-style-type: none"> <li>• follow short one-sentence written instructions (2)</li> <li>• use simplified, short, common forms (1)</li> <li>• understand a very short basic common form (2)</li> <li>• get information from very basic short texts: identify specific details (1) (2)</li> </ul> <p><b>Writing</b></p> <ul style="list-style-type: none"> <li>• copy numbers, letters, words (1) and information (2)</li> <li>• fill out simple form (1)(2)</li> <li>• describe a personal situation by completing a short guided text about self (2)</li> </ul>	
<p><b>Suggested Resources</b></p> <ul style="list-style-type: none"> <li>• Canadian Concepts 1</li> <li>• employment section of local newspaper</li> <li>• photos of various “help wanted” signs in the community</li> </ul>	<p><b>Suggested Community Contacts</b></p> <ul style="list-style-type: none"> <li>• visit a local HRDC office</li> </ul>



**Language Focus** *Grammar, vocabulary, pronunciation*

- grammar: Pronouns (I, you, we, they, he, she); simple present information questions; simple past tense with verb “to be”
- pronunciation: Third person singular (s)
- vocabulary: Occupations and occupational workplace vocabulary

**Developing the skills**

*To achieve the outcomes learners could ...*

1. Warm-up - Learners (45 minutes):
  - brainstorm occupations and occupational workplace vocabulary
  - practise: He is a \_\_\_\_\_. She was a \_\_\_\_\_. (CLB 1)
2. Reading Task - Learners (15 minutes):
  - match pictures with common occupation words (CLB 1 and 2)
3. Speaking and Writing Task - Teacher (1 hour 15 minutes):
  - asks questions “Where does a \_\_\_\_ work?” Learners respond orally, “A \_\_\_\_\_ works in a \_\_\_\_\_.”
  - provides the same questions in written format and learners write answers
  - encourages learners to talk about personal occupational history (CLB 2)
  - develops questionnaire – learners ask others about occupations
4. Reading and Writing Task – Learners (30 minutes):
  - read instructions and complete simplified job application form (CLB 2)
5. Speaking, Reading and Writing Task – Teacher (30 minutes):
  - provides simplified job advertisements
  - learners work in pairs asking each other questions regarding their job advertisement
  - ask for clarification when necessary (CLB 2)
6. Final Task (Writing) – Learners (45 minutes):
  - complete a simple guided text about their own work experience (CLB 2)