<table>
<thead>
<tr>
<th>Theme: Employment</th>
<th>Topic: Preparing to find a job</th>
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<td>Stage: 1</td>
<td>CLB Outcome Level(s): 1 - 2</td>
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**Task:** Learners describe their own work experience.

**Estimated time for the task:** 4 hours plus visit to local HRDC office

**CLB Outcomes**  
*By the end of this topic, learners will be able to ...*

**Speaking**  
- provide basic personal information related to the context (1)  
- provide expanded basic personal information related to the context (2)  
- express ability/inability (1)

**Listening**  
- recognize appeals for repetition and clarification (1)  
- recognize problems in communication (2)  
- follow simple instructions and positive and negative commands and requests (1)(2)  
- identify specific details (1)

**Reading**  
- follow short one-sentence written instructions (2)  
- use simplified, short, common forms (1)  
- understand a very short basic common form (2)  
- get information from very basic short texts: identify specific details (1) (2)

**Writing**  
- copy numbers, letters, words (1) and information (2)  
- fill out simple form (1)(2)  
- describe a personal situation by completing a short guided text about self (2)

**Suggested Resources**  
- Canadian Concepts 1  
- employment section of local newspaper  
- photos of various “help wanted” signs in the community

**Suggested Community Contacts**  
- visit a local HRDC office
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)

**Writer:** Kathy Burnett