



Language Skill

Skill for Success: Reading

Task: Read a short email or text message invitation to lunch from a co-worker to find when and where the function is.

Language for Success (LFS)	
Level	Pre-SFS / CLB 2
CLB relates to SFS (from LFS Framework)	Read the alphabet, common words and very simple sentences on familiar topics with the help of pictures.
CLB Skills and Competencies	Reading: <ul style="list-style-type: none"> Interacting with others
Estimated Time	Approximately 1.5 hours

Knowledge and Context	
Grammar and Language Focus	Understanding email or text message invitations and extracting relevant information.
Workplace Culture	In the Canadian workplace, punctuality is highly valued. Canadians expect their co-workers to arrive early or on time for lunch functions. Maintaining a respectful demeanor and a positive attitude is highly regarded and contributes to a friendly workplace atmosphere.
Equity, Diversity, and Inclusion	Ensure that all learning materials and images incorporate a wide range of people, including individuals who are Deaf, 2SLGBTQ+, Indigenous, Francophone, from different cultures, as well as those with disabilities or who are neurodivergent.

Learning Activities and Tasks	
Warm Up	Deaf learners have to practice reading and understanding simple email or text message invitations. To begin, provide them with sample invitations and ask comprehension questions to assess their understanding. Here are a few examples:





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	<ol style="list-style-type: none"> 1. What are some key pieces of information to look for when reading an email or text message invitation? 2. Why is it important to understand and extract relevant information from invitations? 3. Encourage learners to discuss their answers and share their perspectives. This warm-up activity helps them develop their comprehension skills and highlight the importance of effectively understanding and interpreting invitations.
Skill-building Activities	<p>Select one or more of the following activities that best suit your learners' needs:</p> <ol style="list-style-type: none"> 1. Provide learners with a variety of email or text message invitations and ask them to identify the key information such as date, time, location, and any additional instructions. 2. Create a role-play activity where learners take turns writing and sending email or text message invitations to their classmates, who then have to read and respond to the invitations, simulating a real-life scenario. 3. Elicit discussions about invitation etiquette, punctuality, written communication, and attitude. Encourage learners to share their experiences and observations, and provide guidance on professional norms in Canadian workplaces. This activity will help learners become more aware of the cultural context and expectations in professional settings.
Skill-using Tasks	<p>Select one or more of the following activities that best suit your learners' needs:</p> <ol style="list-style-type: none"> 1. Present learners with a real scenario where they are responsible for organizing a lunch function. Ask them to read an email or text message invitation sent by someone else. Instruct them to extract key information such as date, time, location, and any additional instructions from the invitation. 2. Foster collaboration by having learners work in pairs. Provide each pair with a set of email or text message invitations for lunch functions. Their task is to read and comprehend the invitations, discussing and clarifying any unclear details. Finally, they must respond to each other's invitations, demonstrating their understanding and interpretation of the information provided. This activity will enhance their reading comprehension skills and their ability to respond appropriately to invitations.





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Assessment Tasks	<p>Select one or more of the following assessments that best suit your learners' needs:</p> <ol style="list-style-type: none"> 1. Provide learners with a sample email or text message invitation. Ask them to read the invitation and then answer questions or complete a task based on the information provided. This assessment task will allow you to assess their reading comprehension skills and their ability to extract and understand key details from a simple invitation. 2. Have learners read a variety of email or text message invitations for lunch functions. Evaluate their ability to identify and include all the necessary information in the invitations they read. This assessment task will provide insight into their understanding of invitation etiquette and their ability to recognize important details in a professional setting.
Reflection	Ask learners to reflect on the importance of clear and concise communication in the workplace, specifically when it comes to invitations.

Resources	
Outings and Guest Speakers	N/A
Extension Activities	When it comes to understanding invitation messages, there are several strategies that can be used. One effective strategy is to carefully read and analyze the content of the message. Pay attention to any specific details or instructions provided. Take note of any keywords or phrases that indicate the purpose, date, time, and location of the event. Additionally, it can be helpful to consider the context of the invitation and any previous conversations or correspondence related to the event.
Realia	Another strategy that can be used to understand invitation messages is to seek clarification when needed. If there are any uncertainties or ambiguities in the message, don't hesitate to reach out to the sender for further information or clarification. This can help avoid misunderstandings and ensure that you have a clear understanding of the invitation.





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Websites, Videos, and Other Resources

There are various resources available online that provide tips and guidance on understanding and responding to Deaf invitations in a professional setting. Websites such as blogs, event planning websites, and communication skills (reading) videos can offer valuable insights and advice.

- [Grammarly: Email Etiquette](#)
- [Grammarly: Invitation Message](#)
- [New Canadians: Adapting to the Canadian Workplace Culture](#)
- [Arrive: Adapting to Canadian Work Culture as a Newcome](#)
- [Skills for Success: Reading](#)

Additionally, reaching out to colleagues or mentors who have experience in navigating professional invitations can provide valuable guidance and support.

By utilizing these strategies and resources, Deaf individuals can enhance their ability to understand and respond to invitation messages effectively. Clear and concise communication is vital in the workplace, and mastering these skills can help you build and maintain strong professional relationships.

SAMPLE EMAIL OR TEXT MESSAGE

Subject: Lunch Invitation

Hello Sarah,

Can we meet for lunch on April 25th at 12:30pm at Blowers & Grafton restaurant?

Address: 10550 82 Ave NW, Edmonton, AB T6E 2A4

I would like to learn more about Deaf culture and communication. It would also be a great opportunity for us to get to know each other better and enjoy a delicious meal.

Please let me know by April 23rd if you can make it.

Thank you,

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