

XLAN 1910

Language for Work

Module 1: Introduction to the Alberta Workforce

Student Workbook

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

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Module 1: Student Workbook

Essential Skills Checklist

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 Reading			
I can find information in a written text.			
I can judge the information I have read.			
I can follow written instructions.			
 Document Use			
I can read documents such as signs, labels, lists, and forms.			
I can complete forms.			
 Writing			
I can write a short paragraph.			
I can write an email.			
 Oral Communication			
I can participate in a job interview.			
I can ask questions about a job opportunity.			
I can be polite at work.			
 Thinking			
I can make decisions about my career.			
I can set career goals for myself.			

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 Computer Use			
I can use a keyboard and mouse efficiently.			
I can email documents as attachments.			
I can use the internet to help me find information on jobs and tips on employment.			
 Continuous Learning			
I can identify my skills and abilities.			
I can take feedback from others.			
 Numeracy			
I can identify wage/salary of a job from a job profile.			
I can read a work schedule.			
I can fill out a time sheet.			

Needs Assessment

Instructions: Before you begin this module, answer the following questions:

1. Write three things you **know** about jobs in Alberta.

- _____
- _____
- _____

2. Write three things you **want to know** about jobs in Alberta.

- _____
- _____
- _____

Adapted from KWL Chart (TRAN 1003, Employment Prep – Module 1)

Task 1

Activity 1: What is Work?



Work is an *effort* to do or get something. Work can be done by the brain – for example, writing a story. Or it can be done by the body – for example, building a garden. Having work is the same as having a job.

Some jobs pay money. Some jobs do not. The jobs that you do at home do not pay money. Also, you do not get paid when you volunteer. When you get money for a job then you are **employed**.

Job + Money = Employment



When you search for a job that pays money, you are looking for employment. In this course, when the words *job* or *work* are used, they mean *employment*.

Who can work?

Employable people can work. Look at the word **employable**. It has two parts: **employ** and **able**.

Someone who is employable is **able** to do work and get paid for it. Employable people can be employed. Essential skills make a person employable.

Why do people work?

With your classmate, use the space below to write three reasons why people work.




Why People Work	
1.	_____
2.	_____
3.	_____

Activity 2: Why Do People Work?

Working for Money

Most people work to make money. They want the money because of what money can buy.

Money buys:

<p>Food</p> 	<p>Clothing</p> 	<p>A place to live</p> 
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Everyone needs food, clothing, and a place to live. If you have a job, you will be able to buy these things for yourself and your family. You might even have some money left over for extras. Extras include entertainment and hobbies.

Working to Keep Busy

Most people like to have something to do each day. When you have too much free time you will get bored. Working keeps people from getting bored.

Working to Feel Good

Working can make you feel good. It can make you feel **proud** and **important**. You feel proud of yourself because you know you can get and keep a job.



You feel important when you have a job because all jobs are important. You would not get a job if someone did not need you to do the job.

Working to Feel Safe

Knowing that you have job to go to every day means that you may have less money stress. The less stress you have, the safer you feel.

Working to Be More Independent

You feel more independent when you have a job. Independent means you don't need another person to help you. With a full-time job you will be able to look after your own needs, so you are independent.



Working to Be Useful

You will be useful when you have a job because you are getting work done that has to be done. You are not wasting your time.

Working to Feel Enjoyment

Many people enjoy their jobs. You will meet new and interesting people at work. You will probably make new friends.

What kind of work can you do? To answer this question you need to know more about yourself. You need to know what your interests are, and what skills and abilities you have. A skill is the ability to do something because of training, experience or practice. Cooking is an example of a skill. In addition to knowing more about yourself, you need to explore or look into the jobs available in Alberta.

Task 1

Reading Comprehension

Name: _____

Date: _____

Instructions: Circle the correct answer for each of the following statements:

1. Work is
 - a. sleeping in front of the TV
 - b. sitting at the dinner table
 - c. cooking dinner
2. You get money for work if
 - a. someone hires you
 - b. you take out your own garbage
 - c. you wash your own dishes
3. Some people work for
 - a. no reason
 - b. enjoyment
 - c. sickness
4. A shelf-stocker in Walmart
 - a. is not getting paid for his/her job
 - b. has an employer
 - c. is an employer
5. You cannot be employed if
 - a. you are in a wheelchair
 - b. you are blind
 - c. you are too sick to work
6. People usually work because
 - a. they love being around other people
 - b. they want money
 - c. they do not know what else to do

Easier reading option



Jobs

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People need money to live. They need money for food. They need money for clothes. They need money for their homes. People work to get the money they need.

Some people grow the food we eat. A farmer is a person who grows crops. Farmers work on farms.

Some people help us learn. A teacher is a person who teaches children. Teachers work in schools.

Some people help us stay healthy. A doctor is a person who helps sick people. Doctors work in hospitals.

Some people protect us. A firefighter is a person who puts out fires. Firefighters go wherever fires are.

How about you? What job do you want to do?

Task 3

Name: _____

Date: _____

Instructions: Read Maxine, Leo, and Kim’s stories. Then fill out the table below.

Newcomer	Maxine	Leo	Kim
Past Job			
Skill			
Interest			
Experience			

Task 8

Name: _____

Date: _____

Wh- Questions Activity

Instructions: Read each sentence. Decide which Wh- question word to use to get the underlined answer.

Example: Leah is eating pizza.

What is Leah eating?

1. Mohamed works in a cellphone store. _____?
2. Yasmina is 22 years old. _____?
3. Mehdi drove 110 kilometres per hour. _____?
4. Sara talks to Sam. _____?
5. Maria must do her homework now. _____?
6. Olga's daughter makes \$20 an hour. _____?
7. They will leave for Thailand next Sunday. _____?
8. Sami has 10 children. _____?
9. Olivia was born in 1980. _____?
10. Mario likes to cook. _____?

Task 10

Name: _____

Date: _____

Reading a Job Profile

Instructions: Read the job profile at <https://alis.alberta.ca/media/2913/daycare.pdf>
Answer the following questions.

1. What is another name for a daycare worker? _____

2. What are four duties of a daycare worker?

- _____
- _____
- _____
- _____

3. Who does a daycare worker work with? _____

4. When does a daycare worker work? _____

5. What education is required? _____

6. How much does this job pay? _____

7. What can you do in the future with this job? _____

8. What English level do you need? _____

Assessment Tasks

Assessment Task 1: Reading

Easy Reading Profile: *Cook* (link below).

<https://alis.alberta.ca/pdf/easyreading/cook.pdf>

CLB 3: Comprehending Information

Name: _____

Date: _____

Understand a Job Profile

Instructions: You want to learn more about jobs in Alberta. Read the job profile. Then, answer questions 1 to 6.

1. What is the name of the job in this profile? _____

2. Where does Sam work? _____

3. Name three things Sam does at work.

- _____
- _____
- _____

4. Who does Sam cook for? _____

5. When does Sam work? _____

6. Name two skills you need to do this job.

- _____
- _____

Total: ____/9 marks

CLB 3: Reading (Comprehending Information)

Task: You want to know more about occupations in Alberta. Read the job profile and answer the questions that follow.

Rating scale: 1=unable to achieve

2=needs help (below CLB 3)

3=satisfactory (at CLB 3 level)

4=very good

Analytic				
Find important information in a job profile (___/9)	1	2	3	4
Comments:				

Task is satisfactory if score is 7/9 or more in analytic.

Your score: _____

This task was completed at CLB 3 level. **Yes** **No**

CLB 4: Comprehending Information

Name: _____

Date: _____

Understand a Job Profile

Instructions: You want to learn more about jobs in Alberta. Read the job profile. Then, answer questions 1 to 9.

1. What is the name of the job in this profile? _____

2. Where does Sam work? _____

3. Name three things Sam does at work. _____/3

- _____
- _____
- _____

4. Who does Sam cook for? _____

5. When does Sam work? _____

6. Name two skills you need to do this job. _____/2

- _____
- _____

7. What education is needed for this job? _____/2

8. How much money does this job pay? _____

9. What interests are needed for this job? _____/2

Total: ____/14 marks

CLB 4: Reading (Comprehending Information)

Task: You want to know more about occupations in Alberta. Read the job profile and answer the questions that follow.

Rating scale: **1**=unable to achieve **3**=satisfactory (at CLB 4 level)
2=needs help (below CLB 4) **4**=very good

Analytic				
Find important information in a job profile (___/14)	1	2	3	4
Comments:				

Task is satisfactory if score is 10/14 or more in analytic.

Your score: _____

This task was completed at CLB 4 level. **Yes** **No**

CLB 5: Comprehending Information

Name: _____

Date: _____

Understand a Job Profile

Instructions: You want to learn more about jobs in Alberta. Read the job profile. Then, answer questions 1 to 12.

1. What is the name of the job in this profile? _____

2. Where does Sam work? _____

3. Name three things Sam does at work. _____/3

- _____
- _____
- _____

4. Who does Sam cook for? _____

5. When does Sam work? _____

6. Name two skills you need to do this job. _____/2

- _____
- _____

7. What education is needed for this job? _____/2

8. How much money does this job pay? _____

9. What interests are needed for this job? _____/2

10. Where can you find more information about this job?

11. What does a chef do? _____

12. Name two other jobs that are similar to a cook. _____/2

- _____

- _____

Total: ____/18 marks

Assessment Task 2: Writing

CLB 3: Sharing Information

Name: _____

Date: _____

My Job Choice

Instructions: Your career advisor wants to know about the job you want to do. Write five sentences about your job choice.

1. _____

2. _____

3. _____

4. _____

5. _____

CLB 4: Writing (Sharing Information)

Task: Your career advisor wants to know about the job you want to do in the future. Write five sentences about your job choice.

Rating scale: **1**=unable to achieve **3**=satisfactory (at CLB 4 level)
2=needs help (below CLB 4) **4**=very good

Holistic				
Writer described job choice in a short paragraph: 1. Message can be understood by the reader 2. Sentences are complete	1	2	3	4
Analytic				
Did you use correct paragraph structure?	1	2	3	4
Was the description clear and detailed?	1	2	3	4
Did you use correct punctuation? Capitals?	1	2	3	4
Did you use correct sentence order? (S+V+O, and tenses appropriate for task)	1	2	3	4
Did you spell words correctly?	1	2	3	4
Did you use correct words for the task? (will be limited)	1	2	3	4
Comments:				

Task is satisfactory if score is 3 or 4 in holistic and at least 18/24 in analytic.

Your score: _____

This task was completed at CLB 4 level. **Yes** **No**

Final Reflection

Name: _____

Date: _____

Instructions: Write three things you **learned** about jobs in Alberta.

1. _____

2. _____

3. _____

Next, turn to the **Essential Skills Checklist** that you completed at the beginning of the module. Read the checklist. What did you learn? Put a checkmark (✓) beside the skill(s) that you can do now. Use a different colour pen.