

**XLAN 1910**

Language for Work

**Module 6: Workplace Attachment**

Student Workbook

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

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# Module 6: Student Workbook

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Work Placement Needs Assessment

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

1. Write three things you **know** about your work placement **employer**.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Write three things you **want to know** about your work placement **employer**.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

# Workplace Attachment Calendar

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Write the times you worked and the number of hours per shift in the calendar below.

Month: _____						
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—

Total number of hours I worked this month: \_\_\_\_\_

# Weekly Time Sheet

Customer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Shift: Day  Night  Arvo

### Work Times

	Date	Job Description	Start	Break	Finish	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			<b>TOTAL HOURS WORKED:</b>			

Adapted from <https://images.template.net/wp-content/uploads/2016/04/27092205/Weekly-Timesheet-Template-Free-Download.jpg>

## CLB 3: Shift Reflection

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_

2. Total hours worked: \_\_\_\_\_

3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).

a. \_\_\_\_\_ - \_\_\_\_\_

b. \_\_\_\_\_ - \_\_\_\_\_

c. \_\_\_\_\_ - \_\_\_\_\_

5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.



**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
  - a. Listening
  - b. Speaking
  - c. Reading
  - d. Writing

2. Did you read in English today? **Yes or No**

If yes, what did you read? \_\_\_\_\_

3. Did you use the computer? **Yes or No**

4. Did you use numbers or math? **Yes or No**

5. Did you work in a group? **Yes or No**

6. Did you fill out a form? **Yes or No**

If yes, what form did you fill out? \_\_\_\_\_

## CLB 4: Shift Reflection

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_
2. Total hours worked: \_\_\_\_\_
3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).
  - a. \_\_\_\_\_ - \_\_\_\_\_
  - b. \_\_\_\_\_ - \_\_\_\_\_
  - c. \_\_\_\_\_ - \_\_\_\_\_
5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.

**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
 

a. Listening	c. Reading
b. Speaking	d. Writing

2. Did you read in English today? **Yes or No**

If yes, what did you read? \_\_\_\_\_

3. Did you use the computer? **Yes or No**

4. Did you use numbers or math? **Yes or No**

5. Did you work in a group? **Yes or No**

6. Did you fill out a form? **Yes or No**

If yes, what form did you fill out? \_\_\_\_\_

**Instructions:** Read the sentences. Circle **Yes** if you agree or **No** if you disagree with the sentence.

1. I understood my employer today. **Yes or No**
2. I was prepared for my shift today. **Yes or No**
3. I learned from my co-workers today. **Yes or No**
4. I'm excited about my next shift. **Yes or No**

**Instructions:** Write one new thing you learned today.

**Example:** I learned how to work the dishwasher today.

- \_\_\_\_\_

## CLB 5: Shift Reflection

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_
2. Total hours worked: \_\_\_\_\_
3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).
  - a. \_\_\_\_\_ - \_\_\_\_\_
  - b. \_\_\_\_\_ - \_\_\_\_\_
  - c. \_\_\_\_\_ - \_\_\_\_\_
5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.

**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
 

a. Listening	c. Reading
b. Speaking	d. Writing

2. Did you read in English today? **Yes or No**

If yes, what did you read? \_\_\_\_\_

3. Did you use the computer? **Yes or No**

4. Did you use numbers or math? **Yes or No**

5. Did you work in a group? **Yes or No**

6. Did you fill out a form? **Yes or No**

If yes, what form did you fill out? \_\_\_\_\_

**Instructions:** Read the sentences. Circle **Yes** if you agree or **No** if you disagree with the sentence.

1. I understood my employer today. **Yes or No**
2. I was prepared for my shift today. **Yes or No**
3. I learned from my co-workers today. **Yes or No**
4. I'm excited about my next shift. **Yes or No**

**Instructions:** Write one new thing you learned today.

**Example:** I learned how to work the dishwasher today.

- \_\_\_\_\_

**Instructions:** What skill(s) do you need to practise before your next shift?

**Example:** I need to practise counting money and making change.

- \_\_\_\_\_
- \_\_\_\_\_

**Instructions:** What do you need to bring to your next shift?

**Example:** I need to bring my driver's licence to my next shift.

- \_\_\_\_\_

# Final Reflection

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:** Write three things you **learned** about your employer.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_