

**XLAN 1910**

Language for Work

**Module 9: Career Planning/Employment  
Vocabulary Review**

Student Workbook

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies  
Integrated Language and Workforce Training  
Module 9: Career Planning/Employment Vocabulary Review  
Student Workbook

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# Module 9: Student Workbook

## Task 1: Work Attachment Reflection

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

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

### CLB 3: Workplace Attachment Reflection

**Instructions:** Look at your **Module 6: Work Attachment Student Booklet**.

Think about your work placement experience.

Answer the following questions.

1. Total hours worked: \_\_\_\_\_

2. My work experience was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your work attachment experience or write your own words.

|           |             |
|-----------|-------------|
| easy      | short       |
| difficult | interesting |
| long      | boring      |

3. **New Vocabulary:** Write the four most important words you learned from your work experience. Use each new word in a **full** sentence.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

d. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

4. Fill in the following table about your work attachment experience:

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

**Instructions:** Answer the following questions.

1. Do you like this job? (Circle your answer) **Yes or No**

What do you like about this job? \_\_\_\_\_

\_\_\_\_\_

What do you not like about this job? \_\_\_\_\_

\_\_\_\_\_

2. Do you want to continue to work at this job? (Circle your answer) **Yes or No**

3. Do you want to search for a new job? (Circle your answer) **Yes or No**

### Table 1

**Instructions:** Think about your work skills.

Put a **checkmark** (✓) under how you feel about each sentence.

|                                    | No | Sometimes,<br>but I need<br>more practice | Yes | N/A |
|------------------------------------|----|---|-----|-----|
| I can use math at work.            |    |   |     |     |
| I can use the computer at work.    |    |   |     |     |
| I can fill out forms at work.      |    |   |     |     |
| I work safely.                     |    |   |     |     |
| I can follow instructions at work. |    |   |     |     |
| I can work in groups.              |    |   |     |     |
| I can work alone, without help.    |    |   |     |     |
| I can ask questions at work.       |    |   |     |     |
| I understand my co-workers.        |    |   |     |     |
| I am polite to my co-workers.      |    |   |     |     |

### Table 2

**Instructions:** Complete Table 2 with information from Table 1.

Copy your **No** sentences under question 1.

Copy the **Sometimes** sentences under question 2.

| 1. What skills do I need to learn?    | 2. What skills do I need to practise?                                  |
|---------------------------------------|--|
| <i>Copy the "No" sentences below.</i> | <i>Copy the "Sometimes, but I need more practice" sentences below.</i> |
|                                       |  |
|                                       |  |
|                                       |  |

## CLB 4: Workplace Attachment Reflection

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

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

**Instructions:** Look at your **Module 6: Work Attachment Student Booklet**. Think about your work placement experience. Answer the following questions.

1. Total hours worked: \_\_\_\_\_

2. My work experience was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your work attachment experience or write your own words.

|           |             |
|-----------|-------------|
| easy      | short       |
| difficult | interesting |
| long      | boring      |

3. **New Vocabulary:** Write the four most important words you learned from your work experience. Use each new word in a **full** sentence.

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

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

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

d. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_

4. Fill in the following table about your work attachment experience:

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

**Instructions:** Answer the following questions.

1. Do you like this job? (Circle your answer) **Yes or No**

What do you like about this job? \_\_\_\_\_

\_\_\_\_\_

What do you not like about this job? \_\_\_\_\_

\_\_\_\_\_

2. Do you want to continue to work at this job? (Circle your answer) **Yes or No**

3. Do you want to search for a new job? (Circle your answer) **Yes or No**

## Table 1

**Instructions:** Think about your work skills.

Put a **checkmark** (✓) under how you feel about each sentence.

|                                    | No | Sometimes,<br>but I need<br>more practice | Yes | N/A |
|------------------------------------|----|---|-----|-----|
| I can use math at work.            |    |   |     |     |
| I can use the computer at work.    |    |   |     |     |
| I can fill out forms at work.      |    |   |     |     |
| I work safely.                     |    |   |     |     |
| I can follow instructions at work. |    |   |     |     |
| I can work in groups.              |    |   |     |     |
| I can work alone, without help.    |    |   |     |     |
| I can ask questions at work.       |    |   |     |     |
| I understand my co-workers.        |    |   |     |     |
| I am polite to my co-workers.      |    |   |     |     |
| I arrive at work on time.          |    |   |     |     |
| I go to work prepared.             |    |   |     |     |



## Table 2

**Instructions:** Complete Table 2 with information from Table 1.  
 Copy your **No** sentences under question 1.  
 Copy the **Sometimes** sentences under question 2.  
 Write other work skills you think you need to learn and/or skills that you need to practise.

| 1. What skills do I need to learn?    | 2. What skills do I need to practise?                                  |
|---------------------------------------|--|
| <i>Copy the "No" sentences below.</i> | <i>Copy the "Sometimes, but I need more practice" sentences below.</i> |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |

**Instructions:** Find a partner. Ask your partner the following questions. Your partner will then ask you the same questions.

1. Tell me about your workplace attachment experience.
2. What did you like about your work attachment?
3. What did you not like about your work attachment?
4. What skills did you need to do the job?
5. Did you have the skills to do the job or did you need to learn them?

## CLB 5: Workplace Attachment Reflection

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

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

**Instructions:** Look at your **Module 6: Work Attachment Student Booklet**. Think about your work placement experience. Answer the following questions.

1. Total hours worked: \_\_\_\_\_

2. My work experience was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your work attachment experience or write your own words.

|           |             |
|-----------|-------------|
| easy      | short       |
| difficult | interesting |
| long      | boring      |

3. **New Vocabulary:** Write the four most important words you learned from your work experience. Use each new word in a **full** sentence.

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

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

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

d. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_

4. Fill in the following table about your work attachment experience:

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

**Instructions:** Answer the following questions.

1. Do you like this job? (Circle your answer) **Yes or No**

What do you like about this job? \_\_\_\_\_

\_\_\_\_\_

What do you not like about this job? \_\_\_\_\_

\_\_\_\_\_

2. Do you want to continue to work at this job? (Circle your answer) **Yes or No**

3. Do you want to search for a new job? (Circle your answer) **Yes or No**

## Table 1

**Instructions:** Think about your work skills.

Put a **checkmark** (✓) under how you feel about each sentence.

|                                    | No | Sometimes,<br>but I need<br>more practice | Yes | N/A |
|------------------------------------|----|---|-----|-----|
| I can use math at work.            |    |   |     |     |
| I can use the computer at work.    |    |   |     |     |
| I can fill out forms at work.      |    |   |     |     |
| I work safely.                     |    |   |     |     |
| I can follow instructions at work. |    |   |     |     |
| I can work in groups.              |    |   |     |     |
| I can work alone, without help.    |    |   |     |     |
| I can ask questions at work.       |    |   |     |     |
| I understand my co-workers.        |    |   |     |     |
| I am polite to my co-workers.      |    |   |     |     |
| I arrive at work on time.          |    |   |     |     |
| I go to work prepared.             |    |   |     |     |

## Table 2

**Instructions:** Complete Table 2 with information from Table 1.  
 Copy your **No** sentences under question 1.  
 Copy the **Sometimes** sentences under question 2.  
 Write other work skills you think you need to learn and/or skills that you need to practise.

| 1. What skills do I need to learn?    | 2. What skills do I need to practise?                                  |
|---------------------------------------|--|
| <i>Copy the "No" sentences below.</i> | <i>Copy the "Sometimes, but I need more practice" sentences below.</i> |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |
|                                       |  |

**Instructions:** Find a partner. Ask your partner the following questions. Your partner will then ask you the same questions.

1. Tell me about your workplace attachment experience.
2. What did you like about your work attachment?
3. What did you not like about your work attachment?
4. What skills did you need to do the job?
5. Did you have the skills to do the job or did you need to learn them?

## Task 2: Review Employer Evaluation

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

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

### CLB 4: Student Evaluation Questions

1. What is your employer's name? \_\_\_\_\_

2. What was your job title? \_\_\_\_\_

3. Name two things you did at your job.

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

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

4. Did your employer think you did these tasks well? (Circle your answer) **Yes** or **No**

5. Name two skills you did well.

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

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

6. Name two skills you need to practise.

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

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

7. How will you improve these skills?

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

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

## CLB 5: Student Evaluation Questions

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

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

1. What is your employer's name? \_\_\_\_\_

2. What was your job title? \_\_\_\_\_

3. Name two things you did at your job.

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

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

4. Did your employer think you did these tasks well? (Circle your answer) **Yes or No**

5. Name two skills you did well.

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

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

6. Name two skills you need to practise.

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

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

7. How will you improve these skills?

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

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

8. What does your employer recommend you do to improve your skills?

\_\_\_\_\_

\_\_\_\_\_

## Task 4: Writing about Work Experience

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

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

### CLB 3: My Work Attachment Experience

**Instructions:** Write five sentences about what you did at your work attachment.

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

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_







## Task 7: Listening to the Order of Events and Future Plans

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

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

### CLB 3: Listening to Future Plans

**Instructions:** Put the following events in order.

\_\_\_\_\_ Work at PetSmart and learn.

\_\_\_\_\_ Find a job posting.

\_\_\_\_\_ Apply for a job at PetSmart.

\_\_\_\_\_ Finish the Language for Work course.

\_\_\_\_\_ Apply for a management job.

**Total:** \_\_\_\_/5 marks

## CLB 4: Listening to Order of Events

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

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

**Instructions:** Put the following events in order.

\_\_\_\_\_ Work at PetSmart and learn.

\_\_\_\_\_ Finish work attachment.

\_\_\_\_\_ Find a job posting.

\_\_\_\_\_ Apply for a job at PetSmart.

\_\_\_\_\_ Finish the Language for Work course.

\_\_\_\_\_ Apply for a management job.

**Total:** \_\_\_/6 marks

## CLB 5: Listening to Order of Events

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

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

**Instructions:** Put the following events in order.

\_\_\_\_\_ Came to Canada.

\_\_\_\_\_ Work at PetSmart and learn.

\_\_\_\_\_ Find a job posting.

\_\_\_\_\_ Apply for a job at PetSmart.

\_\_\_\_\_ Finish the Language for Work course.

\_\_\_\_\_ Apply for a management job.

\_\_\_\_\_ Finish work attachment.

**Total:** \_\_\_/7 marks

## Task 9

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

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

### CLB 3: Likes and Dislikes

**Instructions:** Complete the following table about what you liked and didn't like in your work placement.

| Likes             | Dislikes                |
|-------------------|-------------------------|
| <i>I liked...</i> | <i>I didn't like...</i> |
|                   |                         |
|                   |                         |
|                   |                         |

1. What did you like about your first day in Canada?

I liked \_\_\_\_\_.

2. What didn't you like about your first day in Canada?

I didn't like \_\_\_\_\_.

3. What did you like about class yesterday? \_\_\_\_\_

\_\_\_\_\_

4. What didn't you like about class yesterday? \_\_\_\_\_

\_\_\_\_\_

5. What did you like about your job attachment? \_\_\_\_\_

\_\_\_\_\_

6. What didn't you like about your job attachment? \_\_\_\_\_

\_\_\_\_\_

# Task 10: CLB 4 and 5 – Research Future Career Plan

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

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

## My Job Choice

1. What is the name of the job you chose? \_\_\_\_\_

2. How many hours a week is this job? \_\_\_\_\_

3. How much is the pay? \_\_\_\_\_

4. What English level do you need for this job? \_\_\_\_\_

5. What skills do you need for this job? \_\_\_\_\_

6. Do you have all the required skills? **Yes or No**

If no, what skills do you need to learn?

\_\_\_\_\_

7. How much experience do you need? \_\_\_\_\_

8. Do you have enough experience for this job? **Yes or No**

If no, how can you get more experience?

\_\_\_\_\_

9. Why did you choose this job?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. What steps will you take to get this job in the future?

a. First, \_\_\_\_\_

b. Then, \_\_\_\_\_

c. Next, \_\_\_\_\_

d. After, \_\_\_\_\_

e. Finally, \_\_\_\_\_

# Task 11

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

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

## CLB 5: How to give a good presentation

### Parts of an Organized Presentation

1. Greet audience (Good morning/afternoon...)
2. Introduce yourself and your topic (My name is \_\_\_\_\_. I'm going to talk about...)
3. Outline the order of the presentation (My presentation has three parts: ...)
4. First section (First, I'm going to tell you about my job choice. ...)
5. Second section (Next, I will talk about how I'm going to get this job in the future.)
6. Third section (optional)
7. Closing remarks (This brings me to the end of my presentation. Thank you for listening.)
8. Questions??? (Do you have any questions?)

### Presentation Checklist

**Instructions:** Listen to your classmate's presentation. Fill out the following checklist. When you are finished, hand it to the presenter.

**Presenter's Name:** \_\_\_\_\_

|                                | Yes | No | Sometimes |
|--------------------------------|-----|----|-----------|
| Greeting?                      |     |    |           |
| Introduced self? Topic?        |     |    |           |
| Outlined presentation?         |     |    |           |
| Gave good detail about object? |     |    |           |
| Closing? Thank you?            |     |    |           |
| Questions?                     |     |    |           |
| Eye contact?                   |     |    |           |
| Stood still?                   |     |    |           |
| Clear voice?                   |     |    |           |



## CLB 5: Career Plan Presentation Criteria

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

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

**Instructions:** You will prepare a **five-minute presentation** about your future job plan. Use the information you found online to help you organize your presentation. You will need to answer all of the following questions in your presentation:

1. **Tell us about the job.**
  - a. What is the name of the job?
  - b. Who is the employer?
  - c. What are the duties of the job?
  - d. How many hours per week is the job?
  - e. Where do you work?
  - f. How much does it pay?
2. **Tell us about the skills, education, and experience you need.**
  - a. What skills do you need for this job?
  - b. How much experience is required?
  - c. What level of education do you need? What English level do you need?
3. **Why did you choose this job?** Explain your answer.
4. **What do you need to do in the future to get this job?** Tell us all the steps you will take.

Make sure your presentation is organized and that you use correct body language while presenting. Good luck! 😊

# Assessment Tasks

## Assessment Task 1: Writing

### CLB 3: Sharing Information

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

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

### My Work Attachment Experience

**Instructions:** Your career advisor wants to know what you liked and didn't like about your work attachment experience. Write five sentences to describe your experience.

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

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_

## CLB 3: Writing – My Work Attachment Experience (Sharing Information)

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

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

**Task:** Your career advisor wants to know what you liked and didn't like about your work attachment. Write five sentences describing your experience.

**Rating scale:** **1**=unable to achieve

**2**=needs help (below CLB 3)

**3**=satisfactory (at CLB 3 level)

**4**=very good

| Holistic   |   |   |   |   |
|--|---|---|---|---|
| Writer described work attachment experience.<br>1. Message can be understood by the reader<br>2. Sentences is complete | 1 | 2 | 3 | 4 |
| Analytic   |   |   |   |   |
| Did you use correct punctuation?   | 1 | 2 | 3 | 4 |
| Did you use correct capitals?  | 1 | 2 | 3 | 4 |
| Did you use correct spelling?  | 1 | 2 | 3 | 4 |
| Did you use correct sentence order?<br>(S+V+O, and tenses appropriate for task)  | 1 | 2 | 3 | 4 |
| Did you describe your likes and dislikes?  | 1 | 2 | 3 | 4 |
| Did you use correct words for the task? (will be limited)  | 1 | 2 | 3 | 4 |
| Comments:<br><br><br>  |   |   |   |   |

**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 3 level.     **Yes**     **No**



## CLB 4: Writing – My Career Plan (Sharing Information)

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

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

**Task:** Your career advisor wants to know about the job you want to do in the future. Write a paragraph describing your career goal.

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

| Holistic   |   |   |   |   |
|--|---|---|---|---|
| Writer described career goal in a short paragraph.<br>1. Message can be understood by the reader<br>2. Description is 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?<br>(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:<br><br><br>  |   |   |   |   |

**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**



## CLB 5: Writing – My Career Plan (Sharing Information)

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

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

**Task:** Your career advisor wants to know about your future career plan. Write a paragraph describing your career goal and the steps you must take to achieve your career goal.

**Rating scale:** **1**=unable to achieve                      **3**=satisfactory (at CLB 5 level)  
                                  **2**=needs help (below CLB 5)                      **4**=very good

| <b>Holistic</b>  |   |   |   |   |
|--|---|---|---|---|
| Writer described career goal in a short paragraph.<br>3. Message can be understood by the reader<br>4. Description is complete | 1 | 2 | 3 | 4 |
| <b>Analytic</b>  |   |   |   |   |
| 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?<br>(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 5 level.     **Yes**     **No**

## Assessment Task 2: Speaking

### CLB 3: Sharing Information

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

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

#### My Career Plan

**Instructions:** Your career advisor wants to know about your work attachment experience. Describe what you liked and did not like about your work attachment. Tell your advisor about your future job plan.



## CLB 3: Speaking – My Work Attachment Experience (Sharing Information)

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

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

**Task:** Tell your teacher about your work attachment. Talk about what you liked and didn't like. Share your future job plan.

**Rating scale:** **1**=unable to achieve

**2**=needs help (below CLB 3)

**3**=satisfactory (at CLB 3 level)

**4**=very good

| Holistic   |   |   |   |   |
|--|---|---|---|---|
| Speaker participates in a conversation about their work attachment experience and future job goal.<br>1. Message can be understood by the listener<br>2. Description is complete | 1 | 2 | 3 | 4 |
| Analytic   |   |   |   |   |
| Did you describe your experience in 4–5 sentences?   | 1 | 2 | 3 | 4 |
| Was your delivery understandable (with some pauses/hesitations)?   | 1 | 2 | 3 | 4 |
| Could we hear you?   | 1 | 2 | 3 | 4 |
| Did you use English correctly?<br>(S+V+O, and tenses appropriate for task)   | 1 | 2 | 3 | 4 |
| Did you use correct words for the task? (will be limited)  | 1 | 2 | 3 | 4 |
| Comments:<br><br><br>  |   |   |   |   |

**Task is satisfactory if score is 3 or 4 in holistic and at least 15/20 in analytic.**

Your score: \_\_\_\_\_

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

## CLB 4: Sharing Information

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

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

### My Career Plan

**Instructions:** Your advisor wants to know about the job you want to do in the future. Participate in an interview with your advisor. Describe your career plan.

## CLB 4: Speaking – My Career Plan (Sharing Information)

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

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

**Task:** Talk about your future career plan with your teacher or a small group of your classmates.

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

| Holistic   |   |   |   |   |
|--|---|---|---|---|
| Speaker participates in a conversation about their future career goal.<br>1. Message can be understood by the listener<br>2. Description is complete | 1 | 2 | 3 | 4 |
| Analytic   |   |   |   |   |
| Did you describe your job in 5–7 sentences?  | 1 | 2 | 3 | 4 |
| Were your sentences connected?   | 1 | 2 | 3 | 4 |
| Was your delivery understandable (with some pauses/hesitations)?   | 1 | 2 | 3 | 4 |
| Did you use English correctly?<br>(S+V+O, and tenses appropriate for task)   | 1 | 2 | 3 | 4 |
| Did you use correct words for the task? (will be limited)  | 1 | 2 | 3 | 4 |
| Did you use correct grammar for the task?<br>(Future tense: will be/going to)  | 1 | 2 | 3 | 4 |
| Did you use correct signal phrases? (first, then...etc.)   | 1 | 2 | 3 | 4 |
| Comments:<br><br><div style="border: 1px solid black; height: 40px; width: 100%;"></div>   |   |   |   |   |

**Task is satisfactory if score is 3 or 4 in holistic and at least 21/28 in analytic.**

Your score: \_\_\_\_\_

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

## CLB 5: Sharing Information

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

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

### My Career Plan

**Instructions:** Your class wants to know about the job you want to do in the future. Make a presentation about your career plan and present it to the class. Describe your career plan in as much detail as possible. Use the following questions to help you organize your presentation. Presentations are five minutes long.

1. **Tell us about the job.**

- a. What is the name of the job?
- b. Who is the employer?
- c. What are the duties of the job?
- d. How many hours per week is the job?
- e. Where do you work?
- f. How much does it pay?

2. **Tell us about the skills, education, and experience you need.**

- a. What skills do you need for this job?
- b. How much experience is required?
- c. What level of education do you need? What English level do you need?

3. **Why did you choose this job?** Explain your answer.

4. **What do you need to do in the future to get this job?** Tell us all the steps you will take.

## CLB 5: Speaking – My Career Plan (Sharing Information)

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

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

**Task:** Present your career plan to the class. Describe your career choice and talk about the steps you must take to achieve this career goal.

**Rating scale:** **1**=unable to achieve                      **3**=satisfactory (at CLB 5 level)  
**2**=needs help (below CLB 5)                      **4**=very good






| <b>Holistic</b>  |   |   |   |   |
|--|---|---|---|---|
| Speaker gives a presentation about their future career goal.<br>1. Message can be understood by the listener<br>2. Description is complete | 1 | 2 | 3 | 4 |
| <b>Analytic</b>  |   |   |   |   |
| Did you give all the required information about your job?  | 1 | 2 | 3 | 4 |
| Was your presentation organized? (intro, body, conclusion)   | 1 | 2 | 3 | 4 |
| Was your delivery understandable (with few pauses/hesitations)?  | 1 | 2 | 3 | 4 |
| Did you use English correctly?<br>(S+V+O, and tenses appropriate for task)   | 1 | 2 | 3 | 4 |
| Did you use correct grammar for the task?<br>(future tense: will be/going to)  | 1 | 2 | 3 | 4 |
| Did you use correct employment words for the task?   | 1 | 2 | 3 | 4 |
| Did you use signal phrases correctly? (first, then, next, etc.)  |   |   |   |   |
| Did you use correct presentation body language?  | 1 | 2 | 3 | 4 |
| Comments:  |   |   |   |   |




**Task is satisfactory if score is 3 or 4 in holistic and at least 23/32 in analytic.**

Your score: \_\_\_\_\_

This task was completed at CLB 5 level.     **Yes**     **No**

# 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. |
|---|------------------|--------------------------|-------------------------------|
|  <b>Reading</b>              |                  |                          |                               |
| I can find information in a written text.   |                  |                          |                               |
| I can judge the information I have read.  |                  |                          |                               |
| I can follow written instructions.  |                  |                          |                               |
|  <b>Document Use</b>         |                  |                          |                               |
| I can read documents such as signs, labels, lists, and forms.   |                  |                          |                               |
| I can complete forms.   |                  |                          |                               |
|  <b>Writing</b>            |                  |                          |                               |
| I can write a short paragraph.  |                  |                          |                               |
| I can write an email.   |                  |                          |                               |
|  <b>Oral Communication</b> |                  |                          |                               |
| I can participate in a job interview.   |                  |                          |                               |
| I can ask questions about a job opportunity.  |                  |                          |                               |
| I can be polite at work.  |                  |                          |                               |
|  <b>Thinking</b>           |                  |                          |                               |
| 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. |
|--|------------------|--------------------------|-------------------------------|
|  <b>Computer Use</b>        |                  |                          |                               |
| 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.                           |                  |                          |                               |
|  <b>Continuous Learning</b> |                  |                          |                               |
| I can identify my skills and abilities.  |                  |                          |                               |
| I can take feedback from others.   |                  |                          |                               |
|  <b>Numeracy</b>           |                  |                          |                               |
| 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.   |                  |                          |                               |