

**XLAN 1910**

Language for Work

**Module 8: Employer Specific  
Training**

Integrated Language and Workforce Training

Integrated Language and Workforce Training

XLAN 1910: Language for Work

Module 1: Introduction to the Alberta Workforce

Instructor Guide

V1.17

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# 1. Bottle Depots in Edmonton

## *Bottle Depot*

You are assigned a Work Placement with a Bottle Depot in Edmonton. This Moodle Book will prepare you for your work placement. In this book, you will do the following:

- Explore a Bottle Depot website to learn about what the Bottle Depot business does.
- Learn vocabulary words that are common in the Bottle Depot setting.
- Learn about the different container types.
- Learn to talk about Canadian money.
- Figure out how much different groups of beverage containers are worth.
- Read about what different people do in the Bottle Depot, and answer questions.
- Read a story about a Bottle Depot employee's career path and answer questions.
- Identify safety hazards and important safety equipment.
- Listen and complete a work schedule and a time sheet.

## 2. Find out about YOUR bottle depot

### Research a website

There are a LOT of Bottle Depots in Edmonton. Following are 4 Bottle Depot websites. Which Bottle Depot have you been assigned to?

- Bottle King Depot
- Millwoods Bottle Depot
- Strathcona Bottle Depot
- Capilano Bottle Depot

Go to the website of the Bottle Depot you have been assigned to. Find answers to the following questions.

1. What is the address of the Bottle Depot?
2. What is their phone number?
3. What are the hours for the season that you will be working? (Summer and Winter hours may be different)
4. What kinds of things do people bring to the Bottle Depot?
5. What do people get from the Bottle Depot?
6. If you want a job at a Bottle Depot, what should you do?

Click **here** to find a handout with these questions. Write the answers to the questions on the handout. Keep the handout in your notebook.

## Module 8: The Bottle Depot

Find out about YOUR bottle depot:

Go to the website of the bottle depot you have been assigned<sup>1</sup>. Find answers to the following questions.

1. What is the address of the Bottle Depot you will work at?

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2. What is their phone number?

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3. What are the hours for the season that you will be working? (Summer and Winter hours may be different)

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4. What kinds of things do people bring to the Bottle Depot?

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5. What do people get from the Bottle Depot?

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6. How can you apply for a job at this Bottle Depot?

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<sup>1</sup> Bottle King Depot: <http://bottlekingdepot.ca/about.html>

### 3. Bottle Depot Vocabulary



When you start a new job, you need to learn new vocabulary. This is true even if English is your first language.

In this Moodle book, you will have a chance to learn the words that are common in the Bottle Depot setting.

Some of these words are common English words. Some of these words are not used much outside of the Bottle Depot. However, people who work at the Bottle Depot would know all of these words.

#### **Bottle Depot Vocabulary Quizlet**

Here is a Quizlet that will help you learn about the things you'll find in the Bottle depot.

First, review the flashcards at this Quizlet. You will see a picture and listen to a description. Flip the flashcard to see the name of the place or item.

- [Bottle Depot Vocabulary Flashcards](#)

Now practice that vocabulary using some of the following options:

- Do the Learn activities. These activities will help you master the vocabulary. It will give you more practice with the difficult items.
- Play the matching game.
- Try spelling the new vocabulary items. Listen and type what you hear.
- Test your knowledge of the vocabulary here. If you want to try more tests, click on "Options" and select "Create new test".

## 4. A Bird's Eye view

Following is a "bird's eye view" of the Bottle Depot. Take a look at this picture. Do you know the names of the items in the picture?



### Quizlet

Now try this Bird's Eye View Quizlet to practice labeling the items in the picture.

- Read the word.
- Then click on the correct location in the picture.
- Listen to the word by clicking on the audio button. 🔊

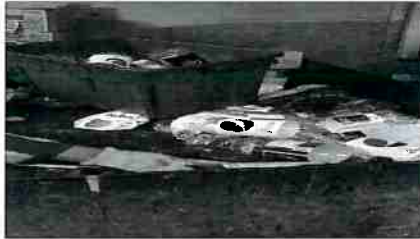
**NOTE: This Quizlet works better on a computer screen than a phone. The picture may be too small on a phone screen.**

- You can also play a matching game by clicking on the word and then clicking on the correct place in the picture.

1. Baler



2. Bin



3. Cashier window



4. Donaton bin



5. Drop off area



6. forklift



7. Mega bags



8. Pallet lift



9. Pallets



10. Pallets of bottles



11. **Quality control table**



12. **Record sheet**



13. **Sorting table**



## 5. Container types

People who work in the Bottle Depot spend a lot of time sorting different kinds of containers into groups.



They sort containers into two main groups: over a litre and under a litre. The "under a litre" containers are really "one litre and under." **Over a litre containers** are worth 25 cents and **under a liter containers** are only worth 10 cents.

They also sort containers depending on what they are made of.

- Some containers are made of aluminum. Some are made of B-metal.
- Some containers are made of cardboard. Some have a mixture of cardboard and foil.

- Some containers are made of PET plastic (a hard kind of plastic). Others are made of a more flexible plastic that can handle heat. Some plastic is clear, and other plastic is coloured.

The same materials are sorted together so that they can be recycled into other objects.

The following Quizlet will help you learn the words that Bottle Depot workers use to talk about the different kinds of containers.

### **Bottle Depot Container Types Quizlet**

1. [Click here to practice the flashcards.](#)
2. [Click here to learn the items.](#) These learn activities help you practice until you have mastered the terms.
3. [Click here for a matching game.](#)
4. [Click here for a practice tests.](#) If you want new tests, click on the green "Options" button, and then "Create new test"

1. Aluminum can  
under a litre



5. HDPE over a litre



2. bi-metal can



6. PET clear over a litre



3. Gable top over a litre



7. PET clear under a litre



4. Gable top under a litre



8. PET coloured over a litre



9. **Plastic under a litre**



10. **Refillable beer bottles**



11. **Tetra under a litre**



## 6. Working with Change

When you work in the Bottle Depot, you have to be very good working with small amounts of money. We often call small amounts of money "change."

**Bottle Depot workers know the names of the different coins.**

- Go to this Quizlet to practice the saying the words for the Canadian coins.
- Here is a video of a funny teacher talking about Canadian money slang. Listen, and then take the quiz at that website.

**Bottle Depot workers can count money and make change.**

What is **change**? Imagine you are buying a jug of milk for \$5.37. You give the clerk a \$10.00 bill. What **change** should she give you?

**What change should she give you?**

**What would the change look like?**

**What other combination of coins could she give you?**

### Practice counting Canadian money

How good are your math skills? Are you good at adding up coins? Test your skills on the following worksheets.

1. Add up nickels and dimes and quarters here for amounts under one dollar. Then check your answers at the bottom of the worksheet.
2. Add up nickels and dimes and quarters here for amounts up to 5 dollars. Then check your answers at the bottom of the worksheet.
3. Add up nickels, dimes, quarters, toonies, and loonies (and pennies -- though we don't use them anymore!) here. Then check your answers at the bottom of the worksheet.
4. Add up common coins and 5-dollar bills here. Then check your answers at the bottom of the worksheet.
5. Add up common coins and 5- and 10-dollar bills here. Then check your answers at the bottom of the worksheet.

How did you do? If you think you need more practice, you can go here to create as many worksheets as you want!

## 7. Containers into \$\$\$

At the Bottle Depot, customers walk in with bags of beverage containers (pop cans, milk jugs, beer bottles, juice tetra packs, and more). They walk out with cash! You might be wondering about the following questions.

- What kinds of containers can you exchange for cash?
- How much money can you make?
- What does the Bottle Depot do with all the containers they collect?

Go to this link to find out the answers to the above questions. Click **here** to find a handout with the questions. Write the answers on the handout and put it in your notebook.

People who work in the bottle depot need to be able to figure out how much money containers are worth. Basically, there are two categories of containers when you are thinking about how much they cost:

### Containers worth 25 cents

### Containers worth 10 cents

People who work at the cashier window in the bottle depot need to be able to add up how much the containers are worth. Cashiers should count out loud so the customer can hear them. However, counting out loud in English is difficult if English is not your first language!

### Quizlets

In the following Quizlets, you will see pictures of groups of containers. You will hear someone talking about the picture, and asking "How much are they worth?"

Look at the picture and try to figure it out in your head.

Then flip the flashcard to see if you are right. When you flip the flashcard, you will hear someone counting out loud. Practice counting out loud in English at the same time as the speaker.

The "A" Quizlet is a little easier than the "B" Quizlet.

#### **Quizlet A: Converting beverage containers into cash**

- Try the flashcards here.
- Try a matching game here.
- Try a test here. For additional tests, click on the green "Option" button and select "Create new test."

#### **Quizlet B: Converting beverage containers into cash**

- Try the flashcards here.
- Try a matching game here.
- Try a test here. For additional tests, click on the green "Option" button and select "Create new test."

1. Dime



2. Loonie



3. Nickel



4. Quarter



5. Toonie



## Module 8: The Bottle Depot

### Containers into \$\$\$

Go to the link in Moodle<sup>1</sup>. Find answers to the following questions.

1. What kinds of containers can you exchange for cash?

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2. How much money can you make?

---

---

3. What does the Bottle Depot do with all the containers they collect?

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<sup>1</sup> <http://www.strathconabottledepot.com/pricing.html>

## 8. Reading 1: What happens in a Bottle Depot?

Beverage containers are first dropped off with a cashier. Then sorters put them into different groups. Then they are shipped out.

Click on each of the red Toggle Tabs in the reading below to find out more about what happens in each stage. As you read and listen, find out what **cashiers**, **sorters**, and **supervisors** do.

*\*Note: People mentioned in the reading are fictional.*

Before you do the reading, review the flashcards on this Quizlet. It has lots of the words that are in the reading. You will hear the words used in sentences from the reading.

Dropped off

Sorted

Quality control

Shipping

Customers come to the Bottle Depot with bags of beverage containers. They take the beverage containers to the cashier's window. The **cashier** counts those containers.

Jun is a cashier. She counts out loud so that the customer can hear the counting. She stops sometimes to enter the amount on the computer. Then she keeps counting and sorting. She tosses the aluminum cans into a bin. She sorts glass beer bottles into boxes. She puts all of the other items onto the sorting table. She pays the customer for the items.

Jun is careful to watch for people who are bringing containers from other provinces. Alberta pays more for containers than other provinces do. Sometimes people try to return bottles they bought in other provinces to a bottle depot in Alberta. Those bottles might look different or have different labels. If Jun is suspicious, she asks them to leave the bottles at the depot for a day while she gets them inspected. Most people from other provinces don't want to leave their bottles to be inspected!

Sometimes customers don't want the money for their containers. They donate their containers. They put them in the donation bin. The deposits from those containers go to the Children's Hospital Foundations in Alberta.

1. **cashier**



a person who receives payments for goods and services

2. **customer**



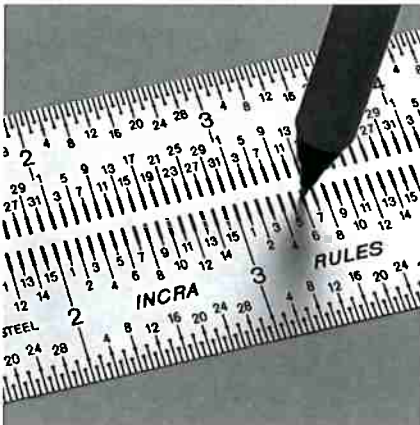
Someone who buys something from a business

3. **donation**



something that is given freely, usually to help others

4. **exact**



precise

5. **full**



the opposite of empty

6. **inspector**



a person who makes sure everything is done correctly

7. **melt**



to heat something up so it becomes a liquid

8. **miscount**



a mistake in counting

9. **out loud**



to say something in a voice that can be heard

10. **pick up**



to get someone or something from a place

11. **sorter**



Someone who sorts things

12. **suspicious**



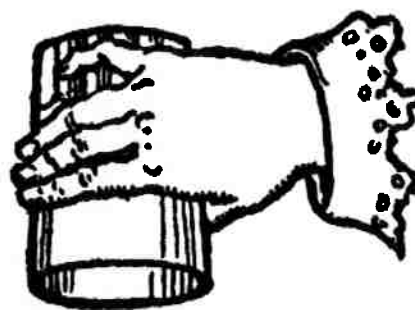
to not trust

13. **to arrange**

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00	STT 3630		STT 3630		STT 3630
10:30		101		101	
11:00	PE 1014	SOC 1000	PE 1014	SOC 1000	PE 1014
11:30		110		110	
12:00					
12:30		PSY 3304		PSY 3304	
1:00		102		102	
1:30					
2:00		SPE 3360			
2:30		102			
3:00					
3:30					
4:00					
4:30					

to make plans, to organize

14. **to empty**



to remove everything (to have nothing inside)

15. **to grab**



to take hold of something with your hand

16. **to inspect**



to look something over carefully

17. **to label**



to add a title or description to something

18. **to recycle**



to make a new product from something that was part of something else

19. **to sort**



to put things into different categories

20. **to toss**



to throw

21. **to transport**



to move something from one place to another

## 9. Reading 1: Quiz

On the last page, you listened and read about what happens in a Bottle Depot. Now take a quiz to see how much you learned.

### Quiz

Take the quiz at this link. Or you can go to the quiz from the main page.

# 10. Reading 2: From sorter to supervisor

Listen to and read the following story about Kenny\*.

## Kenny's story

When Kenny started at Bottle King, he first worked in **Sorting**. This helped him become very familiar with the product that they deal with. He learned to recognize all of the different kinds of containers. After a while, Kenny knew what all of the containers looked like. He could sort very fast.

Then his supervisor asked if he wanted to try working in **Cash**. Kenny said "Yes!" He worked for awhile as a cashier. He learned to be friendly to customers. He learned to count out loud instead of just in his head. This was hard because English is not his first language. He learned how to use the computer and the cash register. He also learned when to be suspicious that people were bringing bottles from outside of Alberta!

Later, Kenny asked if he could work in **Shipping**. He learned how to use the baler. He learned how to drive the forklift and load pallets. He learned to make sure everything was labeled correctly. And he learned how to keep very careful records.

Over the last year, Kenny has worked in every area. Now he is a **Supervisor**. His job is to make sure everything runs smoothly. He helps out in all of the different areas as needed. He also helps with scheduling shifts.

No matter where he works, Kenny takes turns with his coworkers to make sure that that whole place stays clean and safe. Kenny has learned a lot over the past year!

*\*Note: Kenny is a fictional employee.*

## Reading Quiz 2

Now take Reading Quiz 2. You can access it from this link for from the main course page.

# 11. Safety at the Bottle Depot

Look at the pictures below.

- Can you identify any possible safety hazards?
- What kinds of safety equipment do you think workers must wear?
- Besides wearing safety equipment, what else can workers do to stay safe?

Write answers to the questions in your notebook or on **this worksheet**.

## A bird's eye view



## The baler

This machine is used to crush boxes.



## **Pallets of beer bottles**

The pallets are ready to be lifted by a fork lift.



## Module 8: The Bottle Depot

### Safety at the Bottle Depot

Look at the pictures in the “Safety at the Bottle Depot” page of your Moodle book. Then answer the following questions.

1. What are some of the safety hazards at the Bottle Depot? What do you need to be careful about?

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---

---

2. What safety equipment do you think workers must wear in the Bottle Depot?

---

---

3. What can workers do to stay safe?

---

---

---

---



## **Check your answers here.**

Click on the following tabs to see some answers to the questions above. Add more ideas to your notebook or worksheet.

**What are some hazards to watch for?**

**What safety equipment do bottle depot workers wear?**

## What else can workers do to stay safe?

## 12. Completing a Work Schedule form

On this page, you will listen to a manager talking during a supervisor staff meeting. She is talking about their work schedule for the upcoming week.

Listen to the first part of what she says, and look at the schedule below.

Supervisors Work Schedule							
Week: <u>June 4 to June 10, 20XX</u>							
<b>Shifts:</b> <b>Opening:</b> 8 am – 12 noon <b>Day:</b> 12 noon – 4 pm <b>Closing:</b> 4 pm – 8 pm							
Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aaron	Open Day	Open Day	Open Day			Day Close	Day Close
Maria							
Marco							
Jun							

### Completing a work schedule

Now you will listen to the rest of the meeting and fill in the rest of the work schedule.

1. Download the Work Schedule form to fill out [here](#).
2. Now, listen to supervisor finish her work schedule announcement and complete the form.

3. Click [here](#) to see the completed Work Schedule. Did you fill it out correctly?

# 13. Completing a time sheet

On this page, you will first listen to a supervisor talking to a new employee. He is helping her fill out her first time sheet.

Listen to the first part of what she says, and look at the time sheet below.

**Bottle Depot**

**Time Sheet**

**Pay Period: April 9-15, 20XX**

**Employee Name:** Sally Joseph

**Employee Number:** 73352

**Supervisor:** Marco Chavez

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
April 9, 2018	9:00 am	1:30 pm	4.5		4.5
April 10, 2018	9:00 am	4:00 pm	7		7
April 10, 2018	6:00 pm	8:00 pm	1	1	2

## Completing a work schedule

Now you will listen to the new employee "think aloud" as she fills in the rest of her time sheet.

1. Click [here](#) to download the Time Sheet to fill out.
2. Now, fill in the time sheet for Sally as you listen to her thinking out loud:

3. Click [here](#) to see the completed time sheet. Did you fill it out correctly?

## Supervisors Work Schedule

Week: June 4 to June 10

**Shifts:**

**Opening:** 8 am – 12 noon

**Day:** 12 noon – 4 pm

**Closing:** 4 pm – 8 pm

Employee	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aaron	Open Day	Open Day	Open Day			Day Close	Day Close
Maria	Close	Close	Close			Open Day	
Marco				Open Day	Open Day		Open Day
Jun				Close	Day Close		

# Bottle Depot

# Time Sheet

Pay Period: Tuesday, December 12, 2017 15, 20XX

Employee Name: Sally Chacko

Employee Number: 73352

Supervisor: Marco Chavez

Date	Start Time	End Time	Regular Hours	Overtime Hours	Total Hours
April 9	9:00 am	1:30 pm	4.5		4.5
April 10	9:00 am	4:00 pm	7		7
April 10	6:00 pm	8:00 pm	1	1	2
April 11	10:00 am	3:00 pm	5		5
April 12	9:00 am	6:00 pm	8	1	9
April 13	8:00 am	12:00 noon	4		4
April 13	2:00 pm	5:00 pm	3		3
TOTALS:			32.5	2	34.5

I certify that these hours are a true and accurate record of all time worked during the pay period.

Employee Signature:

Date:

Supervisor Signature:

Date: