Classroom Resources - Employment Related

Applying for Unemployment Insurance Using Human Resources, Anne Hinkle, Vancouver Community College, Vancouver, 1983.

Presents picture stories, simple dialogues and extension activities dealing with job loss. Includes large flashcards suitable for board use. The forms are out of date, but may be adapted or used for practice.

The Basic Oxford Picture Dictionary Literacy Program, Garnet Templin-Imel with Shirley Brod, Oxford University Press, New York, N.Y., 1996.

This package was developed for use with the Basic Oxford Picture Dictionary. It is suitable for literacy learners at Stages 1 to 4. Units 15 and 16 cover occupations, at work, work schedules and getting a job. The literacy program worksheets are reproducible for classroom use.

Let's Work Safely! English Language Skills for Safety in the Workplace, Linda Mrowicki, Linmore Publishing Inc., Palatine, Ill., 1984.

Let's Work Safely was written for limited English proficient learners at the high beginning or intermediate level, but can be adapted for ESL literacy learners. It covers safety clothing, safety procedures, working conditions and accidents. Although the text is too complex for post Stage 2 literacy learners, the pictures could be used for classroom discussions and language experience stories.

A New Start Canada – A Functional Course in Basic Spoken English and Survival Literacy, Mary Selman and Linda Mrowicki, Dominie Press Ltd, Ontario, 1984. Student Book, Teacher's Book and cassettes.

This package has clear picture stories on work routines. The teacher's book gives very clear instructions for using the stories in a variety of situations.

Job Wanted: (A Book About How To Find A Job), Mark Turcotte, Capital Region Centre for the Hearing Impaired, Ottawa, 1993.

This book was written for deaf literacy learners, but can be used with ESL literacy learners. It has simple worksheets on different job skills and deciding what type of work to do. The pictures are clear and can be used for a variety of activities.

We Make the Clothes, Naomi Wall, Toronto Board of Education, Learnxs Press, 1985.

This resource has clear photographs with simple language focusing on the specific work done in each department in a garment factory.

Survival English - English Through Conversations, Books 1 and 2, Lee Mosteller and Bobbi Paul (Book 1), Lee Mosteller and Michele Haight (Book 2), Prentice Hall Regents, New Jersey,1994.

These books are for ESL learners, but parts are suitable for ESL literacy learners. Unit 9 of both books covers occupations, job ads, job applications and interviews. The books are not Canadian; parts will need adapting.

Apple Pie, Sadae Iwatake, USA Delta Systems Inc., McHenry Ill., 1993. Teacher's Guide, Student Book, Visuals Packet, cassette.

This package was developed for beginner ESL learners, but can be adapted for ESL literacy learners. Unit 3 has occupation-based activities for reading, writing and listening. The worksheets are clearly illustrated and the visuals package has large flashcards for board use.

The LINC Literacy Addendum, Nancy Hutt, Lynn Young, Citizenship and Immigration Canada, 1998.

This book was written for Foundation LINC Literacy learners (ESL literacy learners at Literacy Stages 1 and 2). It provides reproducible worksheets with an abundance of pictures on all 12 LINC themes.

Beginning Numeracy Skills – Learning to Tell Time, Learning to Count Money, Learning to Add and Subtract**,** Toronto Catholic District School Board, Toronto, 1999.

These three books consist of reproducible worksheets and flashcard masters suitable for use with Literacy Stage 2 and 3 learners who want to learn basic time, money or adding and subtracting skills.

Paperwork Plus, Manufacturing Edition, Level 1, Judith Bond, Grace Nicholson, Brian Nicholson, Workplace Training and Services, Toronto District School Board, 1999.
Also available: **Paperwork Plus**, Manufacturing Edition, Level 2 and Level 3.

This book was designed to be used as a supplement to workplace materials. It has ten units. Each unit includes teacher's notes and reproducible worksheets related to the workplace.

Instructor Resources

Behind the Scenes, Demonstration Tasks for the Workplace, Marni Johnson, Judith Bond, Workplace Training and Services, Toronto District School Board, 1999.

This book gives simple demonstration tasks for workplace education in manufacturing, hospitality and health care. It covers benchmarks 1 to 8 in listening/speaking, reading and writing for each of the three sectors. Although the reading and writing benchmarks are for literate ESL learners, the listening/speaking tasks may be used with ESL literacy learners.

The Revised LINC Literacy Component, Citizenship and Immigration Canada, 1997.

This is the literacy component of the LINC curriculum guidelines. It was written for LINC literacy programs offered in Ontario. It describes the stages of literacy development, lists teaching strategies and literacy skills, and charts performance outcomes and literacy tasks for each of the 12 LINC themes.

Websites

The LINC Literacy Employment Resource introduces learners to information about the Canadian workplace. The following websites provide further information for instructors.

hrdc-drhc.gc.ca/hrib/hrp-prh/skills/index.shtml

HRDC Essential Skills Profiles: This site describes the essential literacy and numeracy skills needed for 150 different entry-level occupations.

jb-ge.hrdc-drhc.gc.ca

The National Job Bank: This site contains thousands of jobs across Canada.

www.carreerclick.com

This site contains employment want ads from Southam newspapers.

weblab@gov.on.ca

This site includes the text of the Employment Standards Act.

www.gov.on.ca/LAB/es/ese.htm

Ministry of Labour: This site includes frequently asked questions and answers about the Employment Standards Act. It also includes fact sheets on homeworkers, domestic workers, hours of work, minimum wage, pregnancy and parental leave, overtime pay, public holidays and more.

www.ohrc.on.ca/english/code/codeeng.htm

This site includes the text of the Ontario Human Rights Code.

www.ohrc.on.ca:80/text-only/english/publications/enscptoc.htm

This site includes a teacher's guide and student handouts on teaching human rights in Ontario (not suitable for ESL literacy learners). The student handouts and teachers guide (references section) include fact sheets and backgrounders about the Code that are a good source of information for teachers.

hrdc-drhc.gc.ca/dept/guide/menu/ei.shtml

This site includes information and frequently asked questions about Employment Insurance.

www.wsib.on.ca

Workplace Safety and Insurance Board: This site includes fact sheets on benefits, applying for benefits, injury prevention, safety rights, safety responsibilities and more.

www.hrdc-drhc.gc.ca/sin/nas2120e.shtml

Social Insurance Number Card: This site includes application forms and frequently asked questions and answers about how and where to get a SIN card.

www.gov.on.ca.CSS/page/services/ontworks/html

This site provides information on skills training for people receiving Ontario Works assistance.

www.cicic.ca/

Canadian Information Centre for International Credentials: This site lists services in Canada that perform credential assessment.

www.volunteer.ca/dev/vol_centres/index.html

This site lists volunteer centres in Canada.

www.mto.gov.on.ca/english/dandy/

Ministry of Transportation: This site includes information about driver licensing.

www.mto.gov.on.ca/english/pubs

Ministry of Transportation: This site lists publications free and for sale. Included is the free publication entitled Newcomers Guide to Graduated Licensing – Ready for Ontario's Roads. Publications can be ordered online.

http://alphaplus.ca

AlphaPlus Centre: The AlphaPlus Centre lends resources to people and organizations throughout Ontario involved in literacy, basic skills and second language training for adults. Although the Centre is located in Toronto, AlphaPlus will mail materials to users outside of Toronto. Their Web site lists all the resources in the Centre.