

Employment Law

Topic Development Ideas

Classes might want to learn more about...

- employment equity
- employment standards, including safe working conditions and practices, layoffs, and vacation pay
- legal deductions from earnings (e.g., tax, employment insurance, union dues)
- legal issues of harassment, including what constitutes harassment
- Ontario Human Rights Code
- rules, regulations, and restrictions regarding filing claims with Employment Insurance and the Workplace Safety and Insurance Board
- WHMIS (Workplace Hazardous Materials Information System) and its legal requirements

Strategies for Learners

Learners find it useful to...

- ask for help from agencies providing immigrant services
- ask legal agency for assistance in reporting safety violations to authorities
- copy words from workplace signs and written information and use bilingual dictionary or translation to clarify
- get assistance from a fellow worker who speaks the same language
- match words from simplified WHMIS materials to signs and words on containers in workplace
- seek government services including legal aid in case of job loss due to discrimination or refusal to work in unsafe conditions
- use repetition and clarification to ensure message is received

Resources for Developing and Teaching Topic

- 📖 *A Canadian Conversation Book, Book Two*: Unit 7, “Jobs”
- 📖 *Day by Day*: Unit 5, “Employee Rights”
- 📖 *More Picture Stories*: Unit 3, “D3 to E4”; Unit 10, “OK, No Job”
- 📖 *Ontario Reader 1997*: “Minimum wage still \$6.85”
- 📖 *Picture Stories*: Unit 5, “Four-Day Job”
- 📖 *The ESL Tool Box*: Unit 5, “Read On”
- 📖 *The Oxford Picture Dictionary, Canadian Edition*: Unit 11, “Work”
- 📖 *It’s Your Right*
- 🗣️ guest speaker from community legal clinic
- 🌐 Community Legal Education Ontario: <http://www.cleo.on.ca>
- 🌐 Ontario Human Rights Commission: <http://www.ohrc.on.ca>
- 🌐 Ontario Ministry of Labour: <http://www.gov.on.ca/LAB/es/ese.htm>
- 🌐 Settlement.org: <http://www.settlement.org> (Employment, Employment Standards)
- 🌐 Workplace Safety and Insurance Board: <http://www.wsib.on.ca>
- 🔑 **employment laws Ontario**

Topic Outcomes (CLB 2)	Language Focus
<p>Possible outcomes for this topic:</p> <ul style="list-style-type: none"> 🗣️ indicate communication problems with employer in a number of ways 🗣️ make and respond to simple requests 🗣️ give and respond to warnings in the workplace 🗣️ give a basic description of a workplace violation 👂 identify a range of expressions used to ask for repetition and clarification 👂 identify a range of expressions used to request assistance, express and respond to requests, express warnings 👂 identify details in a listening text about a workplace problem: time references, places, keywords, short expressions 📖 get information from a very basic text of up to seven sentences ✍️ give a basic description of a workplace violation by filling in short five- to six-sentence guided texts or by answering five to six simple questions 	<p>Items to help learners achieve the outcomes:</p> <ul style="list-style-type: none"> ● vocabulary (<i>overtime, discrimination, coffee break, vacation pay, union</i>) ● vocabulary related to safety (<i>dangerous, fall, ladder, wear gloves, goggles, chemicals</i>) ● expressions for indicating communication problems (<i>I don't understand, Please repeat that</i>) ● modals for requests (<i>can, could</i>) ● questions: yes/no, wh- ● verb tenses: simple present, simple past ● pronunciation: /w/ and /v/ contrast (<i>ways/vase; west/vest; went/vent</i>)

Sample Tasks

1. Role-play reporting an error on a paycheque to the employer.
2. Listen to a simple description of a problem in the workplace. Answer multiple-choice questions.
 - 📖 **Experienced:** Use Windows Media Player to listen to the description in Language Task 2 by opening an instructor-made sound file (recorded with Windows Sound Recorder). Repeat as many times as necessary. Discuss the problem in pairs and suggest a solution.
 - Skills:** (Windows Media Player) Open, Controls, Peripherals (Speakers, Headset)
3. Read about a problem in the workplace and decide if laws have been violated by referring to a short list of common workplace violations.
4. Look at a picture of a problem in a workplace. Fill in blanks in sentences describing the picture.
 - 📖 **Novice:** Word-process Language Task 4. Insert the date, preview, and print.
 - 📖 **Experienced:** Create a page border for the Novice activity. Follow instructions to change style, width, and shading.
 - Skills:** Insert Date and Time, Insert/Edit Borders and Shading, Print Preview, Print

Landlords & Tenants

Topic Development Ideas

Classes might want to learn more about...

- collecting the interest on the last month's rent deposit
- evictions
- filing a claim about discrimination with the Ontario Human Rights Commission
- getting maintenance or repairs done
- illegal fees (e.g., key money)
- landlord and tenant rights and responsibilities
- laws concerning rent increases
- legal significance of a lease
- pets in apartments
- subletting
- tenants' associations
- terminating a lease

Strategies for Learners

Learners find it useful to...

- ask for translation or explanation of lease before signing
- document problems with landlord
- seek legal advice for serious housing problems

Resources for Developing and Teaching Topic

- 📖 *A Canadian Conversation Book, Book Two*: Unit 3, "Housing"
- 📖 *Canadian Concepts 2, Second Edition*: Unit 8, "At Home"
- 📖 *English for Living and Working in Canada*: Unit 5, "Housing"
- 📖 *Interchange 2*: Unit 2, "That's Outrageous"
- 📖 *Side by Side 1, Second Edition*: Unit 7, "Is There a Stove in the Kitchen?" "How Many Bedrooms Are There in the Apartment?"
- 📖 *The Oxford Picture Dictionary, Canadian Edition*: Unit 3, "Housing"
- 📖 *It's Your Right: "Tenant's Rights"*
- 📖 *The Tenant's Survival Manual*
- 🏠 community legal clinics and tenant federations
- 🏠 CERA (Centre for Equality Rights in Accommodation): <http://www.equalityrights.org/cera>
- 🏠 CLEO (Community Legal Education Ontario): <http://www.cleo.on.ca>
- 🏠 Ontario Human Rights Commission: <http://www.ohrc.on.ca>
- 🏠 Ontario Rental Housing Tribunal: <http://www.orht.gov.on.ca>
- 🏠 Settlement.org: <http://www.settlement.org> (Housing, Landlord and Tenant Rights)
- 🔑 **landlord tenant Ontario**

Landlords & Tenants

Topic Outcomes (CLB 2)

Possible outcomes for this topic:

- 🗣️ indicate communication problems with a landlord in a number of ways
- 🗣️ make and respond to simple requests
- 🗣️ give basic personal information
- 🗣️ give a basic description of a housing problem
- 🔍 identify a range of expressions used to ask for repetition and clarification
- 🔍 identify a range of expressions used to request assistance, express and respond to requests
- 🔍 identify details in a short conversation between a landlord and a tenant: numbers, letters, time references, places, keywords, short expressions
- 📖 get information from a very basic text of up to seven sentences
- ✍️ give a basic description by filling in blanks in a short five- to six-sentence guided text or by answering five to six simple questions

Language Focus

Items to help learners achieve the outcomes:

- vocabulary for house or apartment (*landlord, utilities, appliances, deposit, furnished, parking, lease*)
- expressions for indicating communication problems (*I didn't understand, Can you repeat that, please*)
- adjectives (*large, crowded, clean, dirty*)
- modals for requests (*can, could*)
- prepositions of location
- verb tenses: simple present, future using *going to*
- pronunciation: vowel contrasts (*/ɪ/ iː*; */æ/, aɪ, /ɛ/ neɪt*)

Sample Tasks

1. Describe housing problems illustrated in pictures and practice making requests to have them fixed.
2. Listen to a dialogue between a landlord and tenant and answer questions.
3. Read a list of housing issues. Indicate whether they are the landlord's or the tenant's responsibility.
4. Complete a simple dialogue about a housing problem between a landlord and a tenant by filling in the blanks in a short guided text.

📖 **Novice:** Word-process Language Task 4. Use the increase and decrease indent buttons to separate the speakers. Print preview and print.

Skills: Keyboarding, Increase/Decrease Indent, Print Preview, Print

Police

Topic Development Ideas

Classes might want to learn more about...

- cultural differences in policing
- giving a statement to the police
- informing police of lost or stolen identification documents, including driver's licence
- Language Line Services and 911 services
- levels of police: RCMP, OPP, local police forces
- police spot checks
- proper use of 911 and other emergency numbers
- reporting accidents
- rights and responsibilities in case of arrest

Strategies for Learners

Learners find it useful to...

- ask neighbours for help in emergency situations
- educate children about calling 911
- get to know neighbours
- keep emergency numbers next to the phone
- keep photocopies of personal papers and identification in case of loss
- request translation when dealing with the police
- take photo to police to help with identification of missing person or article
- use pantomime and gestures to explain problems

Resources for Developing and Teaching Topic

- 📖 *A Conversation Book 1, Revised Third Edition: Unit 7, "Community"*
- 📖 *LINC Classroom Activities, LINC 2: "Housing"*
- 📖 *Ontario Reader 1997: "Police in Ontario," "Newcomer gets job of his dreams," "New police officers have diverse backgrounds"*
- 📖 *The Oxford Picture Dictionary, Canadian Edition: Unit 7, "Community"*
- 📄 brochures on crime prevention and safety
- 📍 *CLB Listening/Speaking Resource: Stage I, Health dialogue 21*
- 🗣️ guest speaker from local police station
- 🎮 Tense Buster – Lower Intermediate – Prepositions
- 🌐 911: <http://www.greycounty.on.ca/Departments/Highways/911.htm> (What happens when you dial 911?)
- 🌐 Niagara Regional Police Service: <http://www.nrps.com/nrpsweb> (Education)
- 🌐 Ontario Provincial Police: <http://www.gov.on.ca/opp>
- 🌐 RCMP: <http://www.rcmp.gc.ca>
- 🌐 Settlement.org: <http://www.settlement.org> (Legal Information and Human Rights, Police)
- 🔑 police Ontario

Topic Outcomes (CLB 2)	Language Focus
<p>Possible outcomes for this topic:</p> <ul style="list-style-type: none"> 🗣️ make and respond to simple requests 🗣️ give expanded basic personal information 🗣️ give a basic description of a problem 👂 identify a range of expressions used to request assistance, express and respond to requests, express warnings 👂 identify details in a listening text about a crime: numbers, time references, places, keywords, short expressions 📖 get information from short police pamphlets 📖 get information from a very basic text of up to seven sentences ✍️ give a basic description of a problem or event by filling in a short five- to six-sentence text or by answering five to six questions 	<p>Items to help learners achieve the outcomes:</p> <ul style="list-style-type: none"> ● vocabulary (<i>beat up, crime, accident, rob, thief, criminal, fighting, stolen</i>) ● vocabulary to describe people, objects, or the scene of a crime (<i>tall, heavy, smashed, broken, cut, damaged</i>) ● expressions to advise of danger (<i>Be careful, Don't move, Get out quickly</i>) ● modals for requests (<i>can, could</i>) ● prepositions: location, movement ● <i>there is/ there are</i> ● verbs: <i>be, has, need</i> ● simple past tense ● pronunciation: -ed endings /t/ (<i>looked</i>), /d/ (<i>robbed</i>), /əd/ (<i>shouted</i>)

Sample Tasks

1. Work with a partner. Look at pictures of emergencies. Take turns stating the problem, giving personal information, and asking for assistance.
2. Listen to a dialogue of someone reporting a crime. Complete sentences by filling in blanks.
 - 📁 **Experienced:** Use the Windows Sound Recorder. Work with a partner to practice and record a crime report dialogue, as in Language Task 2. Play back the dialogue for the class.
Skills: (Windows Sound Recorder) Controls, Save, Peripherals (Microphone, Speakers, Headset)
3. Read a story about police services. Find errors in sentences about the story and correct.
4. Look at a picture of an accident or crime scene. Describe the scene by filling in blanks in sentences.
 - 📁 **Novice:** Word-process Language Task 4. Underline the words in blanks. Print for peer evaluation.
Skills: Keyboarding, Underline, Print