

Health & Safety

Topic Development Ideas

Classes might want to learn more about...















- health and safety regulations at work
- physical dangers at work and related safety precautions
- reporting unsafe conditions and accidents at work
- right to refuse work in an unsafe environment
- rights and responsibilities regarding health and safety in the workplace
- role of unions and reporting unsafe working conditions
- sources of assistance about safety issues
- Workplace Safety and Insurance Board

Strategies for Learners

Learners find it useful to...

- ask follow-up questions to check understanding of health and safety procedures or warnings at work
- ask someone to translate written information about health and safety
- find out what to do in case of an accident at work
- guess the meaning of symbols and unfamiliar words from context
- learn about WHMIS symbols (Workplace Hazardous Materials Information System)
- role-play reporting an accident to an employer

Resources for Developing and Teaching Topic

-  *A Canadian Conversation Book, Book One*: Unit 7, “Jobs”
-  *A Conversation Book 1, Revised Third Edition*: Unit 8, “Work”
-  *Day by Day*: Unit 5, “Job Performance”
-  *LINC Classroom Activities, LINC 2*: “Employment”
-  *Ontario Reader 1997*: “Lucky man!”
-  *The Oxford Picture Dictionary, Canadian Edition*: Unit 6, “Health and Safety;” Unit 11, “Work”
-  Ontario Ministry of Labour fact sheets and brochures
-  community legal clinics
-  Health Canada-Occupational Health & Safety: <http://www.hc-sc.gc.ca/ohsa/nehsi.htm>
-  Ontario Ministry of Labour: <http://www.gov.on.ca/LAB/main.htm> (Occupational Health & Safety)
-  Settlement.org: <http://www.settlement.org> (Employment, Employment Standards)
-  Workplace Health: <http://www.gov.on.ca/MOH/english/tools/hlinks/workplace.html>
-  Workplace Safety and Insurance Board: <http://www.wsib.ca>
-  occupational health and safety Ontario, workplace health

Health & Safety

Topic Outcomes (CLB 2)

Possible outcomes for this topic:

- 🗣️ make and respond to simple requests
- 🗣️ give and respond to warnings
- 🗣️ give a basic description of an accident or problem
- 👂 identify a range of expressions used to make and respond to requests, express warnings
- 👂 identify details in a listening text: numbers, letters, time references, places, keywords, expressions
- 📖 find information in signs, labels, or a diagram
- 📖 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 safety equipment (*fire extinguisher, goggles, gloves, mask, apron*)
- adjectives (*unsafe, dangerous, slippery, wet, toxic, poisonous*)
- imperatives including negative (*Don't touch, Call 911, Put it back on the shelf*)
- modals for requests
- partitives
- prepositions of location
- verbs (*choke, fall, burn, slip, cut, breathe*)
- verb tenses: present continuous, simple past
- pronunciation: word stress in two-syllable words (*goggles, apron, toxic*)

Sample Tasks

1. Look at pictures of unsafe conditions in the workplace and practice giving warnings.
2. Listen to someone describe a safety problem in the workplace and answer true/false questions.
3. Look at product container labels and answer true/false questions.
4. Look at a picture of unsafe conditions in a workplace scene and describe the problems by filling in blanks.

Additional Tasks

- 📖 **Experienced:** Open a list of vocabulary relating to health and safety as well as definitions for each word. Drag and drop the definitions beside the correct words. Word-process sentences using the vocabulary. Preview and print for evaluation.

Skills: Open, Save, Drag and Drop, Preview, Print

Job Search

Topic Development Ideas

Classes might want to learn more about...

- application forms (paper and on-line)
- bilingualism as a requirement for jobs in national companies or the federal government
- common steps in job-search process
- community resources for job search
- differences between job search in Canada and other countries
- discrimination in finding employment (systemic, non-systemic)
- employer expectations in Canada
- employment interviews in Canada, including different interview formats, types of questions, illegal questions
- hidden job market
- importance of networking
- job postings on the Internet
- volunteer work to obtain Canadian experience
- ways to overcome frustration and discouragement

Strategies for Learners

Learners find it useful to...

- establish networks within their own cultural community
- get help from others (e.g., employment counsellors, teachers)
- learn strategies for politely refusing to answer illegal or embarrassing questions
- look up businesses in the Yellow Pages, on-line, and in directories
- organize and keep daily records of places they have been to
- research information about a company before going for an interview
- set realistic goals and objectives
- use notes and personal data cards to prepare for interviews

Resources for Developing and Teaching Topic

- 📖 *A Canadian Conversation Book, Book One: Unit 7, “Jobs”*
- 📖 *A Grab Bag of Work*
- 📖 *Canadian Concepts 2, Second Edition: Unit 10, “At Work”*
- 📖 *Day by Day: Unit 1, “Getting a Job”*
- 📖 *Going Places 2: Units 13 and 14*
- 📖 *LINC Classroom Activities, LINC 2: “Employment”*
- 🏢 community-based employment services
- 🌐 ELLIS – Intro – Looking for a Job
- 🌐 Tense Buster – Elementary – A, an, the – Words! More jobs; Words! Word Groups
- 🌐 Human Resources Development Canada: <http://www.hrdc-drhc.gc.ca>
- 🌐 Monster.ca: <http://www.monster.ca>
- 🌐 Nextsteps: <http://www.nextsteps.org> (job search and interviews, interview skills)
- 🌐 Ontario Ministry of Education: <http://www.edu.gov.on.ca/eng/career/resume.html>
- 🌐 Possibilities Project: <http://www.poss.ca>
- 🌐 Settlement.org: <http://www.settlement.org> (Employment, Looking for a Job)
- 🌐 211 Toronto.ca: <http://www.211toronto.ca> (Employment, education, training)
- 🔍 **job search Canada, job interview**

Topic Outcomes (CLB 2)

Possible outcomes for this topic:

- 🗣️ greet familiar and unfamiliar people; use and respond to courtesy formulas
- 🗣️ respond appropriately to introductions
- 🗣️ make and respond to simple requests
- 🗣️ give expanded personal information
- 🗣️ give a basic description (e.g., previous work experience)
- 👂 identify details in a listening text: numbers, letters, time references, places, keywords, short expressions
- 📖 get information from a very basic text of up to seven sentences
- ✍️ fill out a simplified eight- to 12-item employment application form
- ✍️ 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 (*trade, profession, occupation, skills, personal qualities, interview*)
- expressions for making and responding to greetings
- modals for requests
- questions: wh-, yes/no
- verb tenses: simple past, simple present
- verbs to describe skills (*type, manage, draw, teach, prepare, repair*)
- pronunciation: past tense -ed endings /d/ (*arrived*), /t/ (*worked*), /əd/ (*started*)

Sample Tasks

1. Information gap: Work with a partner and practice dialogues making simple requests. Partner chooses the correct response from a list of possibilities (e.g., *May I speak to the manager? He's not in right now*).
2. Listen to an employment interview and identify information on a worksheet.
3. Read descriptions of occupations and match descriptions to vocabulary.
4. Give a basic description of personal situation by answering questions.

📄 **Novice:** Word-process the answers for Language Task 4. Preview and print for instructor evaluation.

Skills: Keyboarding, Preview, Print

Working in Canada

Topic Development Ideas

Classes might want to learn more about...

- appropriate and inappropriate behaviour in the workplace
- cultural comfort levels with space and touching
- cultural differences in professional relationships
- cultural miscommunication in the workplace
- differentiating between personal and professional matters
- employer/employee relationships in Canada
- employment rights and standards
- giving notice of resignation
- levels of formality including register usage
- common methods of receiving pay
- sexual harassment and discrimination
- trade unions
- use of French and English in national companies

Strategies for Learners

Learners find it useful to...

- ask for advice or assistance from a family member or friend with experience in the Canadian workplace
- ask for explanation, clarification
- observe body language and tone of voice
- practice job-specific vocabulary and expressions in the classroom to improve confidence in the workplace

Resources for Developing and Teaching Topic

- 📖 *Day by Day*: Units 2 – 6
- 📖 *Going Places 2*: Unit 12, “What Does Judy Do?”
- 📖 *LINC Classroom Activities*, LINC 2: Employment “Jobs, Jobs, Jobs”
- 📖 *Ontario Reader 1997*: “Newcomer gets job of his dreams”
- 📖 *Ontario Reader 2001*: “How much do Canadians make?”
- 📖 *The ESL Tool Box*: Unit 4, “Culture Checks”; Unit 6, “Out and About”
- 🗣️ *CLB Listening/Speaking Resource*: Stage I, Workplace dialogues
- 🎯 Tense Buster – Elementary – I, me, my Test!
- 🌐 CLEO (Community Legal Education Ontario): <http://www.cleo.on.ca>
- 🌐 Employment, Education, and Training Portal on 211Toronto.ca: <http://www.211toronto.ca> (Employment, education and training)
- 🌐 Employment Standards: <http://www.gov.on.ca/LAB/es/ese.htm#fact> (Employment Standards Fact Sheets)
- 🌐 Possibilities Project: <http://www.poss.ca>
- 🌐 Settlement.org: <http://www.settlement.org> (Employment)
- 🌐 Workplace Safety and Insurance Board: <http://www.wsib.on.ca>
- 🔑 **workplace employment Ontario**

Topic Outcomes (CLB 2)

Possible outcomes for this topic:

- 🗣️ indicate communication problems in a number of ways
- 🗣️ make and respond to simple workplace requests
- 🗣️ give a basic description
- 🗣️ talk about things one enjoys
- 👂 follow a range of common one-sentence basic workplace instructions
- 👂 identify a range of expressions used to make and respond to requests
- 📖 find information in a short basic form, signs, labels, a schedule, or a diagram
- 📖 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 (*coffee break, lunch break, overtime, union, fired, laid off, boss, co-worker*)
- expressions for indicating communication problems (*I don't understand, Please repeat*)
- imperatives
- sequence markers
- modals: requests, permission
- propositions: time, location
- verb tenses: simple present, simple past
- pronunciation: voiced and voiceless /th/ sounds: /ð/ (*there, then*) and /θ/ (*think, thanks*)

Sample Tasks

1. Information gap: Ask and answer questions to place furniture and equipment on an office floor plan.
2. Listen to requests to an employer (e.g., for time off, to leave early). Circle the expressions you hear on a worksheet.
 - 📖 **Novice:** Open an instructor-made file with scrambled dialogues for making requests. Use Drag and Drop to put sentences in logical order. Preview and print.
 - Skills:** Open, Print Preview, Print, Save, Drag and Drop
3. Read a short text about working in Canada and answer true/false questions.
 - 📖 **Novice:** Open an instructor-made document with sentences about working in Canada. Locate and underline any mistakes. Rewrite a corrected version below each sentence.
 - Skills:** Open, Keyboarding, Underline, Print Preview, Print
4. Write about your daily routine in a current or previous job by answering questions.