

## What is Tense Buster Authoring Kit?

The Authoring Kit is a program that allows users to create Tense Buster exercises in five levels: **Elementary**, **Lower Intermediate**, **Intermediate**, **Upper Intermediate**, and **Advanced**. Since Tense Buster exercises are not theme based, this program is particularly helpful when you need to create an exercise that builds on a unit you have prepared. The Authoring Kit gives you complete control over choosing the text, type of exercise, and instructions.

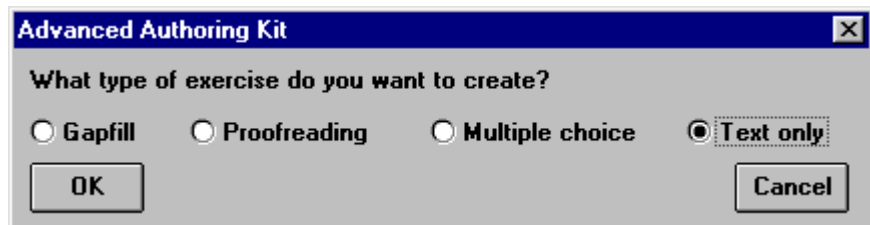
Since we recommend that LINC Five use Tense Buster Advanced, we have created an exercise using the Tense Buster Advanced Authoring Kit. It is a **text only** that can be used as a supplementary exercise for Employment-Job Search Resources in the LINC 5 Curriculum Guidelines.

If this is your first time creating a Tense Buster authoring exercise, we recommend that you read the Tense Buster Authoring Kit section in this guide.

### Exercise: Work Search

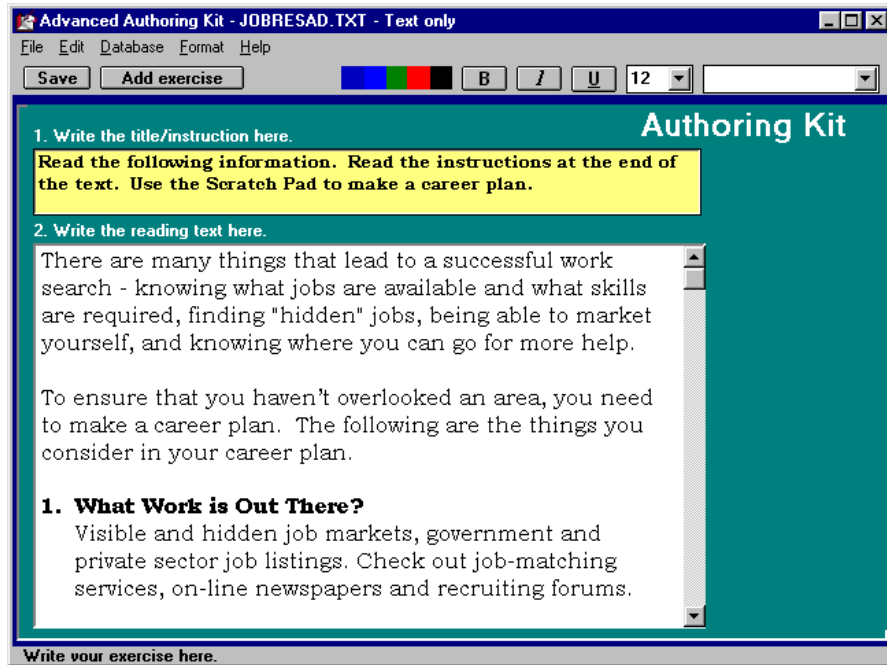
You need to have access to the Internet to be able to copy the text used in this activity. If you do not have access to the Internet, replace this text with a text of your choice.

1. Make sure you have logged in as instructor.
2. Open **Start | Programs | Clarity | Advanced Authoring**.
3. Click **New**.
4. Select Type of exercise:  
**Text only**, click **OK**.
5. Click in the white area.  
Type in your text<sup>1</sup>.
6. Write the instructions for your exercise in the yellow area. For example, write: Read the following information. Read the instructions at the end of the text. Use the Scratch Pad to make a career plan. (See picture.)
7. Enter the instructions at the bottom of the text (see picture).
8. Enhance the exercise by bolding the instructions, increasing the title's font and centring it, and changing the colour of the headings.
9. You do not have access to any feedback, hint, or marking options in Text only exercises

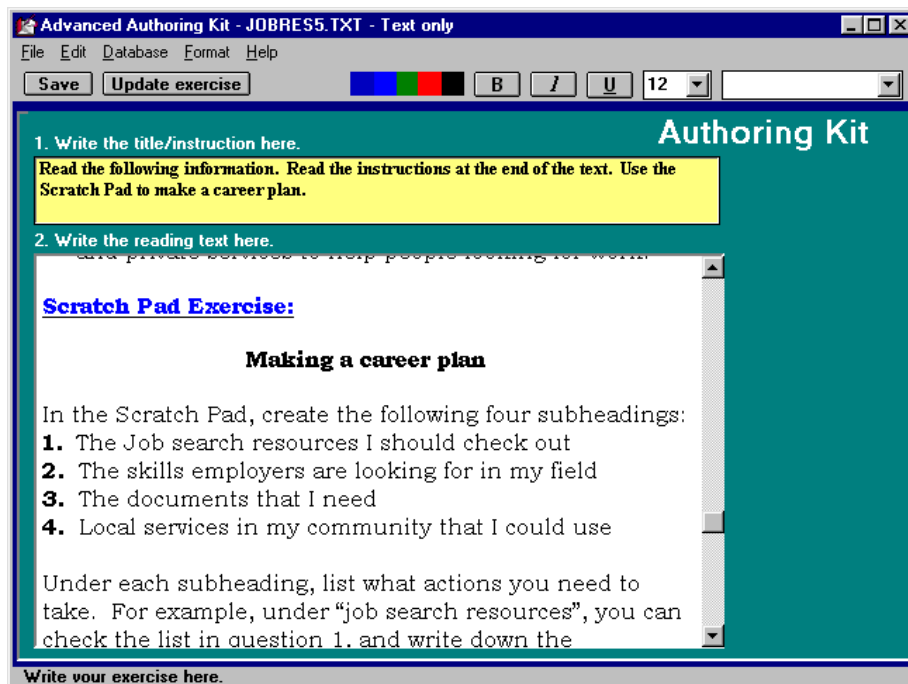


<sup>1</sup> See "How to look for work?" at the end of this section.

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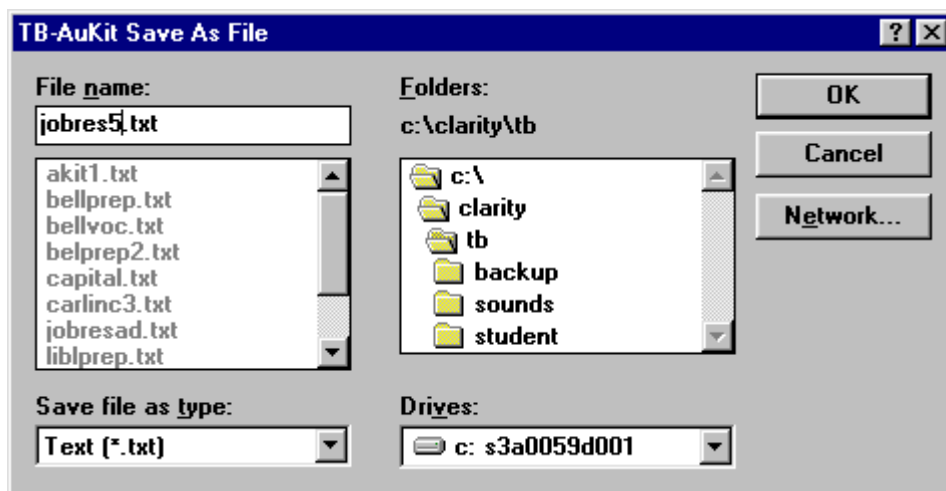
*Reading text for Tense Buster Advanced*



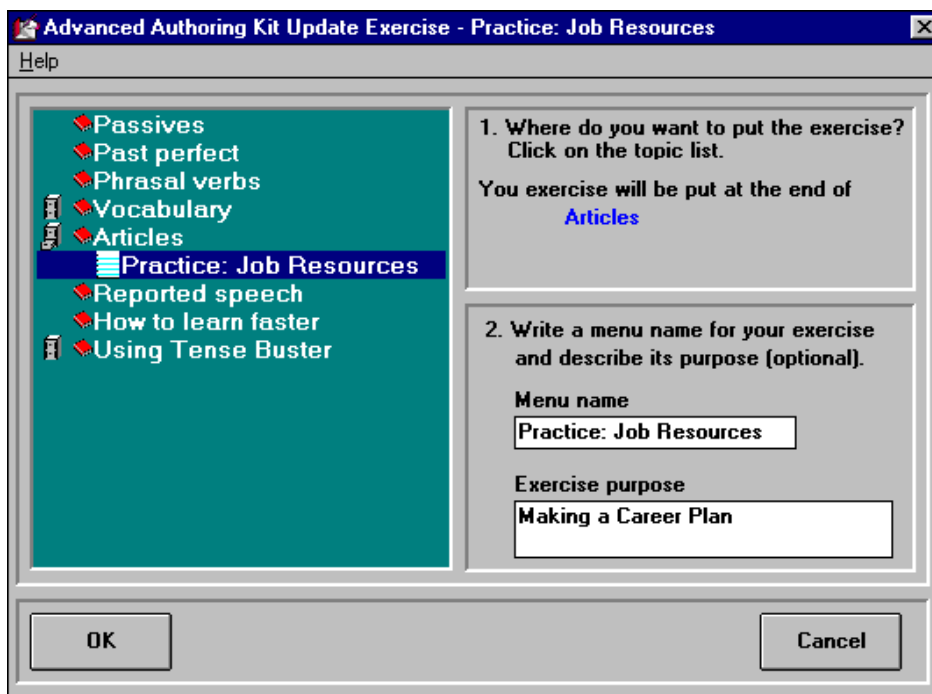
*Creating instructions at the bottom of the reading text*

10. Click **Save** to save your exercise. By default, you will see that the folder **Clarity\tb** is open. Type in a file name that does not exceed eight characters and Click **OK** so that your exercise is saved in the tb folder. To save in drive A:, click **File | Save As**. In the Drives box, select A:. In the **File name** box, type in a file name that does not exceed eight characters and click **OK** (see picture)

- Click **Add Exercise** to add your exercise to the Tense Buster Advanced program. Since this text contains a lot of articles, it could be used as an article exercise. Click on **Articles** to add the exercise under that unit.



- In the **Menu name** box, key in a name for your exercise, for example “Practice: Job Resources.” In the **Exercise purpose** box, key in a short description for your exercise, for example “Making a Career Plan.”



- Click **OK** and close the authoring program. A box will appear indicating that your exercise has been successfully added.
- Click **Start | Programs | Clarity | Tense Buster Advanced** to test your exercise



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## How to look for work<sup>2</sup>

There are many things that lead to a successful work search: knowing what jobs are available and what skills are required, finding "hidden" jobs, being able to market yourself, and knowing where you can go for more help. To ensure that you haven't overlooked an area, you need to make a career plan. Read the following information and use the Scratch Pad to make a career plan.

### 1. What Work is Out There?

Visible and hidden job markets, government, and private sector job listings. Check out job-matching services, on-line newspapers, and recruiting forums.

### 2. What Skills Are Employers Looking For?

Today's workplace looks different than it did in the past -- employers are talking more and more about the skills their workers need, not just job titles. Check the Classifieds in the newspapers, job postings, and on-line job ads to see what skills today's employers are looking for.

### 3. Marketing Yourself

Think of your work search as a campaign -- you're promoting your skills, training, and experience to potential employers. Your campaign strategy includes your resumé and covering letter; but also includes having effective interview skills.

### 4. Local Services

While you are conducting your work search, you may find you have other needs for specialized information or services. Every community has a variety of public and private services to help people looking for work.

## Scratch Pad Exercise:

### MAKING A CAREER PLAN

In the Scratch Pad, create the following four subheadings:

1. The job search resources I should check out
2. The skills employers are looking for in my field
3. The tools I need: resumé, cover letter, interview skills
4. Local services in my community that I could use

Under each subheading, list what actions you need to take. For example, under "job search resources," you can refer to the items in question 1, and write down the resources that you plan to check out.

After you finish typing, save and print your file. Every time there is a change in your plan, update your file and reprint for your records.

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<sup>2</sup> Adapted from: <http://worksearch.gc.ca/cgi-bin/framer.pl?browser=frames&clang=E&cuid=2520>