

## ABC Life Literacy Canada – UP Skills for Work – Manuals

Link	<a href="https://upskillsforwork.ca/resources-2/">https://upskillsforwork.ca/resources-2/</a>
Description	<p>UP Skills for Work manuals focus on nine key employability skills: Motivation, Attitude, Accountability, Presentation, Teamwork, Time Management, Adaptability, Stress Management and Confidence.</p> <p>If you scroll down the resource page, you will find tip sheets and individual activity pages on each of the topics from workbooks. These can be done with tutor or as independent study.</p>
Media used	Online PDF (and printable from a computer/laptop/device)
Readability	Very good. Clear and easy to read.
Activities included	Short texts with illustrations, quizzes and checklists to do on a printed copy. When reading it online, your learner would need a separate notebook to write notes or type into a word document.
Multisensory	Visuals – illustrations that match content, diagrams, check boxes, lined boxes for written work
Language level	Early-intermediate and above. Units require learner to read short passages and answer questions.
Prerequisites	Open PDF viewer
Recommended Learning Mode	Videoconferencing with shared screen to read together online or email/snail mail + phone if using printed version.
Device compatibility	Laptop, tablet, smartphone, computer
Log-in/subscription	Not required
Cost	Free
Diverse Content	Yes
Canadian Content	Yes
Tutor Comment	The format is highly interactive and engages the learner to reflect and to use thinking skills and oral communication (with tutor).