

QLWG – Skills for Life Series – On the Job

Link	http://www.learnquebec.ca/documents/20181/135109/unit20.pdf/b6a72b51-a851-45d1-96ee-2770f51a1a10
Description	<p>Part of the QLWG Skills for Life Series, this PDF workbook gives learners strategies for the workplace.</p> <p>Topics include: job safety, reading instructions, writing messages and requests, impressing the boss, handling workplace problems, your rights as a worker.</p>
Media used	PDF document
Readability	Generally good. Some formatting issues result in a few sections where the letters in the text are separated.
Activities included	Writing exercises, vocabulary boxes, learning checklists, check-in to reflect on learning
Multisensory	Visual (illustrations, photos, tables)
Language level	Early-intermediate (with support) and higher
Prerequisites	PDF viewer
Recommended Learning Mode	email/snail mail + phone with a printed version of workbook; less ideal would be videoconferencing with shared screen and learner does writing exercises on a notepad or word document
Device compatibility	Laptop, tablet, smartphone, computer
Log-in/subscription	Not required
Cost	Free
Diverse Content	Yes
Canadian Content	Yes
Tutor Comment	Along with practical reading and writing practice, learners are asked to reflect and problem-solve.