






**Essential Skills Tools and Resources**


SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
General	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<a href="#">Assessment Learning Training Supports</a>  To order copies of the tools and other Essential Skills publications, visit the <a href="#">Tools and Resources</a> section.	All 9 Essential Skills	 Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada  Essential Skills Human Resources and Skills Development Canada 112 Kent Street, Tower B, 21st floor Ottawa, Ontario K1A 0J9  <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml</a>
General	Assessments	<b>ASSESSMENT TOOLS</b> <a href="#">Assessment</a>  <b>For the Workplace</b> <ul style="list-style-type: none"> <li>• <a href="#">Organizational Needs Assessment</a></li> <li>• <a href="#">Workplace Survey</a></li> <li>• <a href="#">Workplace Check-up</a></li> <li>• <a href="#">Hiring Checklist</a></li> <li>• <a href="#">Essential Skills Interview Assistant</a></li> </ul> <b>For the Individual</b> <ul style="list-style-type: none"> <li>• <a href="#">Online Indicator</a></li> <li>• <a href="#">Paper Based Indicator</a></li> </ul> <b>Self-Assessments</b> <ul style="list-style-type: none"> <li>• <a href="#">Oral Communication</a></li> <li>• <a href="#">Computer Use</a></li> <li>• <a href="#">Writing</a></li> <li>• <a href="#">Reading</a></li> <li>• <a href="#">Document Use</a></li> <li>• <a href="#">Numeracy</a></li> <li>• <a href="#">Continuous Learning</a></li> <li>• <a href="#">Working with Others</a></li> </ul>	Oral Communication  Reading  Computer Use  Writing  Document Use  Numeracy  Continuous Learning  Working with others	 Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada  <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_assessment.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_assessment.shtml</a>




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General	Reference	<b>LEARNING TOOLS</b> <b>Direct Links:</b> <ul style="list-style-type: none"> <li><a href="#">Oral Communication</a></li> <li><a href="#">Document Use</a></li> <li><a href="#">Computer Use</a></li> <li><a href="#">Working with Others</a></li> <li><a href="#">Reading</a></li> <li><a href="#">Writing</a></li> <li><a href="#">Passport</a></li> <li><a href="#">Portfolio</a></li> <li><a href="#">A Guide for Employees and Learners</a></li> <li><a href="#">Vocabulary Building Workbook</a></li> <li><a href="#">Oral Communication Video - An Essential Skill in the Canadian Workplace</a></li> <li><a href="#">Communications Essentials - A Modular Workshop</a></li> </ul>	<b>Oral Communication</b>  <b>Document Use</b>  <b>Computer Use</b>  <b>Working with others</b>  <b>Reading</b>  <b>Writing</b>	 Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada  <b>Links:</b> <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_learning.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_learning.shtml</a>  <a href="http://www.essentialskillsthatwork.com/upload/33_pdfFile.pdf">http://www.essentialskillsthatwork.com/upload/33_pdfFile.pdf</a>
Facilitators	Reference  Curriculum  Lesson Plans  Facilitator Guides	<b>TRAINING SUPPORTS</b> <b>Direct Links:</b> <ul style="list-style-type: none"> <li><a href="#">Taking Action: An Introduction</a></li> <li><a href="#">Taking Action: A Guide</a></li> <li><a href="#">Training Activities</a></li> <li><a href="#">Mentoring and Essential Skills</a></li> <li><a href="#">Job Enhancement and Essential Skills</a></li> <li><a href="#">Developing Partnerships to support Literacy and Essential Skills</a></li> </ul>		 Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada  <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_training.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_training.shtml</a>
Apprentices	Reference  Lesson Plans  Facilitator Guides Assessments	<b>USING ESSENTIAL SKILLS AND APPRENTICESHIP TOOLS</b> <b>Links:</b> <ul style="list-style-type: none"> <li><a href="#">Inform tools</a></li> <li><a href="#">Assess tools</a></li> <li><a href="#">Support tools</a></li> </ul>	<b>Reading</b>  <b>Document Use</b>  <b>Numeracy</b>	 Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada  <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/apprenticeship/index.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/apprenticeship/index.shtml</a>

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Apprentices		<p><b>Inform</b></p> <ul style="list-style-type: none"> <li>• <a href="#">What are Essential Skills for the Trades?</a></li> <li>• <a href="#">Essential Skills for Success as an Automotive Service Technician</a> <a href="#">Essential Skills for Success as a Carpenter</a> <a href="#">Essential Skills for Success as a Construction Electrician</a></li> <li>• <a href="#">Essential Skills for Success as a Cook</a> <a href="#">Essential Skills for Success as a Hairstylist</a></li> <li>• <a href="#">Essential Skills for Success as an Industrial Mechanic (Millwright)</a></li> <li>• <a href="#">Essential Skills for Success as a Machinist</a> <a href="#">Essential Skills for Success as a Plumber</a></li> <li>• <a href="#">Essential Skills for Success as a Sheet Metal Worker</a></li> <li>• <a href="#">Essential Skills for Success as a Welder</a></li> <li>• <a href="#">Using Essential Skills: On the Job with a Plumber</a></li> </ul> <p><b>Assess</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Essential Skills Self-Assessment for the Trades</a></li> </ul> <p><b>Support</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Using Essential Skills: Preparing for Your Interprovincial Red Seal Exam</a> <a href="#">Essential Skills for Your Apprenticeship Training</a></li> <li>• <a href="#">Before Training: Resources to Improve Your Essential Skills</a></li> </ul> <p><b>Other Resources</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Essential Skills and Apprenticeship Kit Folder</a></li> </ul>		 <p>Human Resources and Skills Development Canada Ressources humaines et Développement des compétences Canada</p> <p><b>Direct Link:</b> <a href="http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/apprenticeship/index.shtml">http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/apprenticeship/index.shtml</a></p>


SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
Engineering Accounting Health Care Automotive	Reference Curriculum Lesson Plans Facilitator Guides	<b>IMMIGRANT-OCCUPATIONAL TERMINOLOGY, PROFILES AND ACTION PLANS</b>  <b>Direct Link:</b> <a href="http://atwork.settlement.org/stic/home.asp">http://atwork.settlement.org/stic/home.asp</a>	Reading Document Use Writing Working with Others Oral Communication Continuous learning Numeracy Thinking Skills Computer Use	<b>STIC (Sector-Specific Terminology &amp; Counselling)</b>  OCASI 110 Eglinton Avenue West, Suite 200 Toronto, ON M4R 1A3 CANADA Phone: 416-322-4950 Fax: 416-322-8084 <a href="mailto:generalmail@ocasi.org">generalmail@ocasi.org</a>  Contacts: <b>Beverly Lawrence Davis</b> Professional Education and Training Coordinator Phone: 416-322-4950 x 238 <a href="mailto:blawrence@ocasi.org">blawrence@ocasi.org</a>  <b>Online Capacity Development Coordinator</b> <b>Marco Campana</b> – E-mail: <a href="mailto:atwork@ocasi.org">atwork@ocasi.org</a> Phone: 416-322-4950 x 247
Accounting	Reference Curriculum Lesson Plans Facilitator Guides	<b>FACILITATOR'S GUIDE AND PARTICIPANTS WORKBOOK</b> <b>Curriculum Updated: March 2004</b>  <b>Direct Link:</b> <ul style="list-style-type: none"> <li><a href="#">Full Facilitator's Guide - Overview &amp; Orientation</a> [Adobe Acrobat PDF, 540 KB, 62 pages]</li> <li><a href="#">Full Participants Workbook - Overview &amp; Orientation</a> [Adobe Acrobat PDF, 510 KB, 55 pages]</li> </ul> <b>FACILITATOR'S GUIDE Updated: March 2004</b> <b>Direct Link:</b> <ul style="list-style-type: none"> <li><a href="#">Full Facilitator's Guide - Occupational Terminology</a></li> </ul>	Reading Writing Document Use Numeracy Thinking Skills	<b>STIC (Sector-Specific Terminology &amp; Counselling)</b> 


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Engineering	Reference  Curriculum  Lesson Plans  Facilitator Guides	<p><b>FACILITATOR'S GUIDE AND PARTICIPANTS WORKBOOK</b></p> <p><b>Curriculum Updated: February 2004</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Full Facilitator's Guide - Overview &amp; Orientation</a> [Adobe Acrobat PDF, 670 KB, 87 pages]</li> <li>• <a href="#">Full Participants Workbook - Overview &amp; Orientation</a> [Adobe Acrobat PDF, 530 KB, 60 pages]</li> </ul> <p><b>FACILITATOR'S GUIDE</b> <b>Curriculum Updated: February 2004</b></p> <p><b>Direct Link:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Full Facilitator's Guide - Occupational Terminology</a></li> </ul>	<p>Reading Writing Document Use Thinking Skills</p>	<p><b>STIC (Sector-Specific Terminology &amp; Counselling)</b></p> 
Automotive	Reference  Curriculum  Lesson Plans  Facilitator Guides	<p><b>FACILITATOR'S GUIDE AND PARTICIPANTS WORKBOOK</b></p> <p><b>Curriculum Updated: 1998</b></p> <p><b>Direct Link:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Full Facilitator's Guide - Overview &amp; Orientation</a> [Adobe Acrobat PDF, 600 KB, 80 pages]</li> </ul> <p><b>FACILITATOR'S GUIDE</b> <b>Curriculum Updated: 1998</b></p> <p><b>Direct Link:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Full Facilitator's Guide - Occupational Terminology</a> [Adobe Acrobat PDF, 1 MB, 195 pages]</li> </ul>	<p>Reading Writing Document Use Thinking Skills Working with others Oral Communication Numeracy</p>	<p><b>STIC(Sector-Specific Terminology &amp; Counselling)</b></p> 



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Construction Customer Service Entrepreneur Ironworker Supervisor in Tourism Supervisor	Reference Curriculum Lesson Plans Facilitator Guides	<p><b>AWARENESS TOOLS, INSTRUCTIONAL AND LEARNER MATERIALS.</b></p> <p><b>Instructional Materials</b>  <a href="http://www.wem.mb.ca/instructional_materials.aspx">http://www.wem.mb.ca/instructional_materials.aspx</a></p> <p><b>Awareness Tools</b>  <a href="http://www.wem.mb.ca/awareness_tools.aspx">http://www.wem.mb.ca/awareness_tools.aspx</a></p> <p><b>Learner Material</b>  <a href="http://www.wem.mb.ca/learner_materials.aspx">http://www.wem.mb.ca/learner_materials.aspx</a></p>	<p>Reading Document Use Writing Working with Others Oral Communication Continuous learning Numeracy Thinking Skills Computer Use</p>	 <p><b>Workplace Education Manitoba</b>  <a href="http://www.wem.mb.ca">http://www.wem.mb.ca</a>          Workplace Education Manitoba          1000 Waverley Street          Winnipeg, Manitoba R3T 0P3          Phone: (204) 272-5030          Fax: (204) 272-5031          E-mail: <a href="mailto:info@wem.mb.ca">info@wem.mb.ca</a></p> <p><b>Regional Training Co-ordinators</b></p> <p><b>Western Manitoba Regional Coordinator</b>          E-mail: <a href="mailto:wmrc@wem.mb.ca">wmrc@wem.mb.ca</a>          (Toll free) 1-866-704-6118</p> <p><b>South Eastern Manitoba Regional Coordinator</b>          E-mail: <a href="mailto:semrc@wem.mb.ca">semrc@wem.mb.ca</a>          (Toll free) 1-866-704-6118</p> <p><b>Interlake Regional Coordinator</b>          E-mail: <a href="mailto:irc@wem.mb.ca">irc@wem.mb.ca</a>          (Toll free) 1-866-704-6118</p> <p><b>Pembina Valley Regional Coordinator</b>          E-mail: <a href="mailto:pvrc@wem.mb.ca">pvrc@wem.mb.ca</a>          (Toll free) 1-866-704-6118</p> <p><b>Parkland Region Regional Coordinator</b>          E-mail: <a href="mailto:prrc@wem.mb.ca">prrc@wem.mb.ca</a></p>




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Construction	Reference	ES Snapshot of a Construction Electrician – <b>Direct Link:</b> <a href="#">Download this document</a>	All 9 Essential Skills	
Customer Service	Assessments	ES Snapshot of a Customer Service Rep– <b>Direct Link:</b> <a href="#">Download this document</a>		
Entrepreneur		ES Snapshot of an Entrepreneur – <b>Direct Link:</b> <a href="#">Download this document</a>		
Ironworker		ES Snapshot of an Ironworker – <b>Direct Link:</b> <a href="#">Download this document</a>		
Supervisor in Tourism		ES Snapshot of a Supervisor in Tourism – <b>Direct Link:</b> <a href="#">Download this document</a>		
Supervisor		ES Snapshot of a Supervisor – <b>Direct Link:</b> <a href="#">Download this document</a>		
Health Care	Reference	ES Snapshot of a Supervisor – <b>Direct Link:</b> <a href="#">Download this document</a>		
Health Care	Reference	<b>LEARNING AND INSTRUCTIONAL TOOLS</b> <b>Links:</b>	Reading Document Use Writing Numeracy Oral Communication Thinking Skills Working with Others Continuous learning	
	Curriculum	- <a href="#">Introduction to Health Care Aide</a>		
	Lesson Plans	- <a href="#">Reading Text</a> - <a href="#">Document Use</a> - <a href="#">Writing</a> - <a href="#">Numeracy</a>		
	Facilitator Guides	- <a href="#">Oral communication</a> - <a href="#">Thinking skills</a> - <a href="#">Working with Others</a>		
	Assessments	- <a href="#">Continuous learning</a>		
Entrepreneurs	Reference	<b>LEARNING AND INSTRUCTIONAL TOOLS</b> <b>Links:</b>	Document Use Writing Oral Communication Thinking Skills	
	Curriculum	- <a href="#">Instructor's Overview</a>		
	Lesson Plans	- <a href="#">Document Use</a> - <a href="#">Writing</a> - <a href="#">Oral Communication</a>		
	Assessments	- <a href="#">Thinking Skills</a>		


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Deaf Workers	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<b>LEARNING AND INSTRUCTIONAL TOOLS</b>  <a href="#">Download document.</a>	Computer Use Reading Text Document Use Numeracy	
Aerospace Industry	Reference	<b>CASE STUDY (Winnipeg Aerospace Company)</b>  <a href="#">Download this document</a> (65 KB - PDF file)	All 9 Essential Skills	
General	Reference  Curriculum  Lesson Plans	<b>TABLE AND FIGURES</b>  <a href="http://www.nald.ca/library/learning/cclb/work_instructors/work_instructors.pdf">http://www.nald.ca/library/learning/cclb/work_instructors/work_instructors.pdf</a> <b>Table 1</b> How ES applies in both workplace and community contexts (page 3) <b>Table 2</b> How CLB skills relate to four of Canada's ES (page 7) <b>Table 3</b> How ES relate to CLB levels in the <i>Comparative Framework</i> (page 7) <b>Table 4</b> Comparing CLB and ES for ESL Instructors . (page 8) <b>Table 5</b> Differences between language use in the classroom and the workplace (page 11) <b>Table 6</b> Resources that provide authentic workplace materials and samples (page 21) <b>Table 7</b> Examples of how CLB skills, levels, and language competencies relate to workplace tasks (page 29)	All 9 Essential Skills	 Centre for Canadian Language Benchmarks   Centre des niveaux de compétence linguistique canadiens  Centre for Canadian Language Benchmarks 803 – 200 Elgin Street Ottawa, Ontario K2P 1L5 Phone: (613) 230-7729 Fax: (613) 230-9305 E-mail : <a href="mailto:info@language.ca">info@language.ca</a> Web site: <a href="http://www.language.ca">http://www.language.ca</a>


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Trades  Apprentice in Trades  Automotive Technician  Carpenter  Cook  Construction Technician  Hair stylist  Industrial Mechanic  Machinist  Plumber  Sheet Metal Worker  Welder	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<b>LEARNING AND INSTRUCTIONAL TOOLS</b> <b>Links:</b> <a href="http://www.red-seal.ca/c.4nt.2nt@-eng.jsp?cid=31">http://www.red-seal.ca/c.4nt.2nt@-eng.jsp?cid=31</a> <ul style="list-style-type: none"> <li>• <a href="#">What are Essential Skills for the Trades?</a></li> <li>• <a href="#">Essential Skills for Success as an Automotive Service Technician</a></li> <li>• <a href="#">Essential Skills for Success as a Carpenter</a></li> <li>• <a href="#">Essential Skills for Success as a Construction Electrician</a></li> <li>• <a href="#">Essential Skills for Success as a Cook</a></li> <li>• <a href="#">Essential Skills for Success as a Hairstylist</a></li> <li>• <a href="#">Essential Skills for Success as an Industrial Mechanic (Millwright)</a></li> <li>• <a href="#">Essential Skills for Success as a Machinist</a></li> <li>• <a href="#">Essential Skills for Success as a Plumber</a></li> <li>• <a href="#">Essential Skills for Success as a Sheet Metal Worker</a></li> <li>• <a href="#">Essential Skills for Success as a Welder</a></li> <li>• <a href="#">Using Essential Skills: On the Job with a Plumber</a></li> </ul> <b>Assess</b> <ul style="list-style-type: none"> <li>• <a href="#">Essential Skills Self-Assessment for the Trades</a></li> </ul> <b>Support</b> <ul style="list-style-type: none"> <li>• <a href="#">Using Essential Skills: Preparing for Your Interprovincial Red Seal Exam</a></li> <li>• <a href="#">Essential Skills for Your Apprenticeship Training</a></li> <li>• <a href="#">Before Training: Resources to Improve Your Essential Skills</a></li> </ul> <b>Other Resources</b> <ul style="list-style-type: none"> <li>• <a href="#">Essential Skills and Apprenticeship Kit Folder</a></li> </ul>	<b>All 9 Essential Skills</b>	 <p>Red Seal The Interprovincial Standards Red Seal Program</p> <p><b>Enquiries Centre</b> Publications Services Human Resources and Skills Development Canada 140 Promenade du Portage Phase IV, 12th Floor Gatineau, QC K1A 0J9 Fax: (819) 953-7260 E-mail: <a href="mailto:publications@hrsdc-rhdsc.gc.ca">publications@hrsdc-rhdsc.gc.ca</a></p>



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<b>Construction</b>  <b>General Trades</b>  <b>Carpenter</b>  <b>Apprentices in trades and construction</b>  <b>Heavy Equipment Operators</b>  <b>Ironworkers</b>  <b>Bricklayers</b>  <b>Floor layers</b>	<b>Reference</b>  <b>Curriculum</b>  <b>Lesson Plans</b>  <b>Assessments</b>	<b>LEARNING AND INSTRUCTIONAL TOOLS</b>  <b>Links:</b> <a href="http://www.skillplan.ca/">http://www.skillplan.ca/</a>  <a href="#">List of Publications</a> Work related learning materials include: <ul style="list-style-type: none"> <li>• Document Use at Work</li> <li>• Numeracy at work</li> <li>• Numeracy rules</li> <li>• Thinking strategies for Numeracy</li> <li>• Formulas at work-trades workers on the job</li> <li>• Essential Skills for Apprentices</li> <li>• Measurement and Calculation for Trades</li> <li>• Preparing for Heavy Equipment Occupations</li> <li>• Preparing for technical training-Bricklayers</li> <li>• Preparing for technical training-Ironworkers</li> <li>• Preparing for technical training-Floor layers</li> <li>• Science for the trades</li> <li>• Reading at work</li> <li>• Writing at work</li> <li>• Skills measure up</li> </ul>	<b>Reading</b> <b>Numeracy</b> <b>Document Use</b> <b>Writing</b>	 <p><b>BC Construction Industry Skills Improvement Council</b>            Suite 405 - 3701 Hastings Street            Burnaby, BC V5C 2H6            Phone: (604) 436-1126            Fax: (604) 436-1149            E-mail: <a href="mailto:info@skillplan.ca">info@skillplan.ca</a></p> <ul style="list-style-type: none"> <li>• <i>Lynda Fownes</i>, Chief Executive Officer</li> <li>• <i>Kyle Downie</i>, Vice President of Operations</li> </ul>




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<ul style="list-style-type: none"> <li>Automotive</li> <li>Service Technician</li> <li>Cabinet Maker</li> <li>Carpenter</li> <li>Construction Electrician</li> <li>Cook</li> <li>Industrial Electrician</li> <li>Machinist</li> <li>Metal Fabricator</li> <li>Plumber</li> <li>Oil Burner Mechanic</li> <li>Refrigeration-Air Conditioning Mechanic</li> <li>Steamfitter/Pipe-fitter</li> <li>Welder</li> </ul>	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<b>LEARNING AND INSTRUCTIONAL TOOLS</b>  <b>Links:</b> <a href="http://www.tradeessentials.ca">http://www.tradeessentials.ca</a> <a href="http://www.tradeessentials.ca/index.php?page=trade_educational-and-delivery-tools">http://www.tradeessentials.ca/index.php?page=trade_educational-and-delivery-tools</a>  These tools include: <ul style="list-style-type: none"> <li>Technical Skills Inventories (TSI)</li> <li>Trade Specific Essential Skills Inventories (ESI)</li> </ul>	Reading Text Document Use Numeracy Oral Communication Computer Use	 <p><b>Office Address:</b>            40 Enman Crescent            Charlottetown, PE, Canada C1E 1E6</p> <p>Phone: 902-620-3623            Fax: 902-620-3624            E-mail: <a href="mailto:info@TradeEssentials.ca">info@TradeEssentials.ca</a></p>
Trades including: <ul style="list-style-type: none"> <li>Automotive Technician</li> <li>Carpenter</li> <li>Cook</li> <li>Construction Technician</li> <li>Hair stylist</li> <li>Industrial Mechanic</li> <li>Machinist</li> <li>Plumber</li> <li>Welder</li> </ul>	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b>  <b>On line Assessment Direct Link:</b> <a href="http://ita.practicalsolutions.crocuspains.com/">http://ita.practicalsolutions.crocuspains.com/</a>  <b>Links:</b> <a href="#">Essential Skills Outline</a> <a href="#">Essential Skills Passport</a> <a href="#">Learning Plan</a>	Reading Document Use Numeracy	 <p><b>Office Address:</b>            Suite 110, 2985 Virtual Way            Vancouver, B.C. V5M 4X7            Main Intersection: East Broadway and Renfrew Street</p> <p>Phone: 778-328-8700            Fax: 778-328-8701 Toll Free (within BC): 1-866-660-6011            E-mail: <a href="mailto:customerservice@itabc.ca">customerservice@itabc.ca</a></p>



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General	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<p><b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b> - Direct Link:  <a href="http://www.skillplan.ca/measureup/">http://www.skillplan.ca/measureup/</a>  <a href="http://measureup.towes.com/english/practice_ac ts.asp?skilltype=5&amp;seed=1">http://measureup.towes.com/english/practice_ac ts.asp?skilltype=5&amp;seed=1</a></p> <p><b>Examples of Document Use materials:</b>            Learning Activity: Purchase Order Receipts  <a href="http://measureup.towes.com/pdfs/NOC-BND-1472-AS1-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-BND-1472-AS1-T1-3.pdf</a>            Learning Activity: Drawing Problem  <a href="http://measureup.towes.com/pdfs/NOC-BND-9498-AS1-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-BND-9498-AS1-T1-3.pdf</a>            Learning Activity: Filter Flow Diagram  <a href="http://measureup.towes.com/pdfs/NOC-BND-9613-AS3-T1-4.pdf">http://measureup.towes.com/pdfs/NOC-BND-9613-AS3-T1-4.pdf</a>            Learning Activity: Stock Status Problem  <a href="http://measureup.towes.com/pdfs/NOC-1471-AS2-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-1471-AS2-T1-3.pdf</a>            Learning Activity: Technical Drawings Problem  <a href="http://measureup.towes.com/pdfs/NOC-BND-9511-AS2-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-BND-9511-AS2-T1-3.pdf</a>            Learning Activity: Trip Inspection Report  <a href="http://measureup.towes.com/pdfs/NOC-BND-7411-AS3-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-BND-7411-AS3-T1-3.pdf</a>            Learning Activity: Laboratory Testing  <a href="http://measureup.towes.com/pdfs/NOC-BND-9465-AS2-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-BND-9465-AS2-T1-3.pdf</a>            Learning Activity: Product Index Problem  <a href="http://measureup.towes.com/pdfs/NOC-1474-AS2-T1-4.pdf">http://measureup.towes.com/pdfs/NOC-1474-AS2-T1-4.pdf</a>            Learning Activity: Catalogue Index Problem  <a href="http://measureup.towes.com/pdfs/NOC-1474-AS3-T1-3.pdf">http://measureup.towes.com/pdfs/NOC-1474-AS3-T1-3.pdf</a></p>	Document Use Numeracy Reading text	 <p><b>CANADA'S ESSENTIAL CREDENTIAL</b>  <a href="http://measureup.towes.com/english/index.asp">http://measureup.towes.com/english/index.asp</a>            332 - 6th Avenue SE Calgary, Alberta T2G 4S6 (403) 410-3200  <a href="http://www.towes.com">www.towes.com</a> <a href="mailto:towes@bowvalleycollege.ca">towes@bowvalleycollege.ca</a>            The measure up website was developed by Skill Plan in association with TOWES</p>   <p>BC Construction Industry Skills Improvement Council            Suite 405 - 3701 Hastings Street            Burnaby, BC V5C 2H6            Phone: (604) 436-1126            Fax: (604) 436-1149            E-mail: <a href="mailto:info@skillplan.ca">info@skillplan.ca</a></p> <p><i>Lynda Fownes, Chief Executive Officer</i>  <i>Kyle Downie, Vice President of Operations</i></p>




SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
<p>General Occupations with lesson plans for</p> <p>Machine Operator</p> <p>Aesthetician</p> <p>Aircraft Assembler</p> <p>Nurse Aide</p> <p>Elementary Teacher Assistant</p> <p>Visiting Homemaker</p>	<p>Reference</p> <p>Lesson Plans</p> <p>Facilitator Guides</p>	<p><b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b></p> <p><a href="http://www.itsessential.ca/itsessential/display_page.asp">http://www.itsessential.ca/itsessential/display_page.asp</a></p> <p><b>Lesson Plans:</b></p> <p><a href="http://www.itsessential.ca/itsessential/display_page.asp?page_id=217">http://www.itsessential.ca/itsessential/display_page.asp?page_id=217</a></p> <p><b>Machine Operator (NOC 9514)</b> - Identify &amp; explain hazard symbols <a href="#">Lesson 1 NOC 9514</a></p> <p><b>Generic</b> - Prepare a resume for Canadian employment <a href="#">Lesson 2 - Generic</a></p> <p><b>Aesthetician (NOC 6482)</b> - Read &amp; follow instructions for use of facial products <a href="#">Lesson 3 - NOC 6482</a></p> <p><b>Aircraft Assembler (NOC 8481)</b> - Read &amp; follow directions on using a sealant <a href="#">Lesson 4 - NOC 8481</a></p> <p><b>Nurse Aide (NOC 3413)</b> - Read resident information leaflet &amp; answer questions <a href="#">Lesson 5 - NOC 3413</a></p> <p><b>Generic</b> - Write a resume using the chronological format <a href="#">Lesson 6 - Generic</a></p> <p><b>Elementary Teacher Assistant (NOC 6472)</b> - Plan a class field trip <a href="#">Lesson 7 - NOC 6472</a></p> <p><b>Visiting Homemaker (NOC 6471)</b> - Complete a client progress report following guidelines <a href="#">Lesson 8 - NOC 6471</a></p> <p><b>Generic</b> - Write a cover letter in response to an advertisement or posting <a href="#">Lesson 9 - Generic</a></p> <p><b>Nurse Aide (NOC 3413)</b> - Give an oral report referencing written notes</p>	<p>Reading Text</p> <p>Document Use</p> <p>Writing</p> <p>Numeracy</p>	 <p>Canadian Language Benchmarks / Essential Skills in the Workplace 200 Elgin Street, Suite 803 Ottawa, Ontario K2P 1L5 Phone: (613) 230-7729 Fax: (613) 230-9305 E-mail: <a href="mailto:info@language.ca">info@language.ca</a></p> <p><b>Pauline McNaughton</b>, Executive Director (613) 230-7729 ext. 177</p> <p><b>Marianne Kayed</b>, Project Manager (613) 230-7729 ext. 176</p>



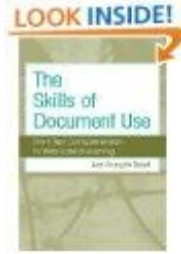
<p><b>Small Business Owner – Operators</b></p> <p><b>Shippers and Receivers</b></p> <p><b>Taxicab Driver</b></p> <p><b>Labourers in Processing, Manufacturing &amp; Utilities</b></p> <p><b>Customer Service Representative - Financial Services Retail Sales Associate</b></p> <p><b>Local Tour Guide</b></p>		<p><a href="#">Lesson 10 - NOC 3413</a>  <b>Small Business Owner - Operators (NOC 0123, 0621, 0632, 0712)</b> - Complete a GST return form</p> <p><a href="#">Lesson 11 - NOC 0123, 0621 etc.</a>  <b>Shippers and Receivers (NOC 1471)</b> - Find solutions for various shipping problems</p> <p><a href="#">Lesson 12 - NOC 1471</a>  <b>Taxicab Driver (NOC 7413)</b> - Reading a road map to find locations</p> <p><a href="#">Lesson 13 - NOC 7413</a>  <b>Labourers in Processing, Manufacturing &amp; Utilities (NOC 961)</b> - Reading a bulletin on back safety</p> <p><a href="#">Lesson 14 - NOC 961</a>  <b>Customer Service Representatives - Financial Services (NOC 1433)</b> - Provide information and instructions to clients for daily bank transactions</p> <p><a href="#">Lesson 15 - NOC 1433</a>  <b>Customer Service Representatives - Financial Services (NOC 1433)</b> - Give advice and respond about Bank Accounts and Service Fees</p> <p><a href="#">Lesson 16 - NOC 1433</a>  <b>Customer Service Representatives - Financial Services (NOC 1433)</b> - Fill in deposit slips, explain rate changes and calculate foreign exchange rates</p> <p><a href="#">Lesson 17 - NOC 1433</a>  <b>Customer Service Representatives - Financial Services (NOC 1433)</b> - Determine eligibility for a bank loan     <a href="#">Lesson 18 - NOC 1433</a></p> <p><b>Retail Sales Associate (NOC 6421)</b> - Identify three customer types</p> <p><a href="#">Lesson 19 - NOC 6421</a>  <b>Retail Sales Associate (NOC 6421)</b> - Interact with the three customer types in a Retail setting</p> <p><a href="#">Lesson 20 - NOC 6452</a>  <b>Local Tour Guide (NOC 6441)</b> - Give effective Site tours</p> <p><a href="#">Lesson 21 - NOC 6441</a></p>		 <p>Canadian Language Benchmarks / Essential Skills in the Workplace (cont'd)</p>
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		<p><b>Local Tour Guide (NOC 6441)</b> - Deliver a narrative about a local tourist site  <a href="#">Lesson 22 - NOC 6441</a>  <b>Local Tour Guide (NOC 6441)</b> - To develop a commentary to conduct a site tour  <a href="#">Lesson 23 - NOC 6441</a></p> <p><b>CLB/Essential Skills Resource List:</b>  <a href="#">Print Resources</a> for ESL Teachers</p> <p><a href="#">Online Resources</a> for ESL Teachers</p> <p><a href="#">Career Planning Online Resources</a> for ESL Teachers</p> <p><a href="#">Occupation-specific Teaching Resources Presentations</a> on CLB and ES</p>		 <p>Canadian Language Benchmarks / Essential Skills in the Workplace (cont'd)</p>
<p><b>General</b></p>	<p><b>Reference</b></p> <p><b>Curriculum</b></p> <p><b>Lesson Plans</b></p> <p><b>Facilitator Guides</b></p>	<p><b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b></p> <p><b>ESPORT: Essential Skills Computerized Occupational Readiness Training</b> (Formerly The Portfolio Developer).  <a href="http://www.esportfolio.com/ESPORT/">www.esportfolio.com/ESPORT/</a></p> <p><b>For help with Curriculum</b>  <a href="http://www.esportfolio.com/project_site/newsletter_edition3/EssentialSkillsOnline.htm">http://www.esportfolio.com/project_site/newsletter_edition3/EssentialSkillsOnline.htm</a>          Over 500 hours of curriculum / modules on 6 Essential Skills Linked to NOC Codes</p> <ul style="list-style-type: none"> <li>• Web based Essential Skills Modules</li> <li>• Available in BC through Douglas College</li> </ul>	<p><b>All 9 Essential Skills</b></p>	 <p><b>Direct Link:</b>  <a href="http://www.esportfolio.com/ESPORT/english/ContactUs/">http://www.esportfolio.com/ESPORT/english/ContactUs/</a></p> <p><b>Contact for materials:</b>          Grant Bishop          Eskilon Learning Solutions Inc          Email: <a href="mailto:grantbishop@sympatico.ca">grantbishop@sympatico.ca</a>          Phone: 905 815-1303          Fax: 905 815-1347          Cell: 604 671-6919</p>

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
General	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<p><b>LEARNING TOOLS - INTEGRATING ESSENTIAL SKILLS INTO CURRICULUM</b>  <a href="http://www.cewca.org">www.cewca.org</a></p> <p><b>Work-Based Products</b>  <a href="http://www.cewca.org/free-materials">http://www.cewca.org/free-materials</a></p> <p>Workplace Informal Learning Matrix: English Booklet of Matrices to download  <a href="http://www.wilm.ca/en/matrices.php">http://www.wilm.ca/en/matrices.php</a></p>	<p>Working with Others            Oral Communication            Problem Solving            Decision-Making            Leadership Skills            Learning Skills            Workplace Culture            Accommodation to Diversity and Culture</p>	 <p><b>For General Information</b>            Phone: 1.204.885.2957            Fax: 1.204.885.2958            Email: <a href="mailto:cewca@cewca.org">cewca@cewca.org</a></p>
General	Reference  Assessment	<p><b>ASSESSMENT and PROFILES</b>            Free online Essential Skill assessment  <a href="http://careers.essentialskillsgroup.com/">http://careers.essentialskillsgroup.com/</a></p>	<p>Reading            Document Use            Numeracy</p>	 <p><b>Michael Herzog</b>  <b>Essential Skills Group Inc.</b>            Phone: 403-254-1672            Fax: 403-256-2148            E-mail: <a href="mailto:mherzog@essentialskillsgroup.com">mherzog@essentialskillsgroup.com</a>            Website: <a href="http://www.essentialskillsgroup.com">www.essentialskillsgroup.com</a></p>
General  Job seekers	Curriculum  Facilitator Guides	<p><b>CONNECTING LITERACY and EMPLOYMENT through ESSENTIAL SKILLS</b>  <a href="http://www.llsc.on.ca/node/99">http://www.llsc.on.ca/node/99</a></p> <p><a href="#">Essential Skills for Literacy Practitioners: A Guide and Three Workshops (2011)</a></p> <p><a href="#">Connecting Literacy and Employment through Essential Skills (2011)</a></p>		 <p><b>Anne Marie Curtin</b>            Director of Community Relations/ Project Coordinator            Literacy Link South Central            Phone: (519) 681-7307  <a href="http://www.llsc.on.ca/">http://www.llsc.on.ca/</a></p>

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
<p><b>General</b></p> <p><b>Job seekers</b></p>	<p><b>Curriculum</b></p>	<p>A series of 7 Workbooks for download Download interactive online workbooks here:</p> <ul style="list-style-type: none"> <li>• <a href="#">Workbook 1 - interactive</a></li> <li>• <a href="#">Workbook 2 - interactive</a></li> <li>• <a href="#">Workbook 3 - interactive</a></li> <li>• <a href="#">Workbook 4 - interactive</a></li> <li>• <a href="#">Workbook 5 - interactive</a></li> <li>• <a href="#">Workbook 6 - interactive</a></li> <li>• <a href="#">Workbook 7 - interactive</a></li> </ul> <p>Download workbooks for reproduction here:</p> <ul style="list-style-type: none"> <li>• <a href="#">Workbook 1 - printable</a></li> <li>• <a href="#">Workbook 2 - printable</a></li> <li>• <a href="#">Workbook 3 - printable</a></li> <li>• <a href="#">Workbook 4 - printable</a></li> <li>• <a href="#">Workbook 5 - printable</a></li> <li>• <a href="#">Workbook 6 - printable</a></li> <li>• <a href="#">Workbook 7 - printable</a></li> </ul>		 <p><b>Anne Marie Curtin</b></p> <p>Director of Community Relations/ Project Coordinator Literacy Link South Central Phone: (519) 681-7307 Website: <a href="http://www.llsc.on.ca/">http://www.llsc.on.ca/</a></p>
<p><b>General Occupations</b></p>	<p><b>Curriculum</b></p>	<p><b>LEARNING AND INSTRUCTIONAL TOOLS</b></p> <p><b>AWAL: Applications of Working and Learning National Project</b> <a href="http://www.awal.ca">www.awal.ca</a></p> <p>The AWAL Database is available on-line to anyone searching for ways to bring workplace relevance to classroom activities.</p> <p><a href="http://www.awal.ca/EssentialSkills.asp?Skill=4&amp;essential_skills=&amp;searchOC=occupation">http://www.awal.ca/EssentialSkills.asp?Skill=4&amp;essential_skills=&amp;searchOC=occupation</a></p>		 <p><b>AWAL in Manitoba</b> <a href="#">Lois Morin</a> <a href="http://www.edu.gov.mb.ca/aet/all/">http://www.edu.gov.mb.ca/aet/all/</a></p> <p><b>AWAL in NWT</b> <a href="#">Janice Render</a> <a href="http://www.ece.gov.nt.ca/Divisions/CollegeCareerDevelopment/index.htm">http://www.ece.gov.nt.ca/Divisions/CollegeCareerDevelopment/index.htm</a></p> <p><b>AWAL in Ontario</b> <a href="#">Chantal Locatelli</a> <a href="http://skills.edu.gov.on.ca">http://skills.edu.gov.on.ca</a></p> <p><b>AWAL in PEI</b> <a href="#">Brenda Millar</a> or <a href="#">Laura Lee Noonan</a></p>

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
Employers- General	Reference  Assessments	<b>INFORMATION, TOOLS AND ADVICE FOR EMPLOYERS</b>  <b>Workplace Literacy Central</b> <a href="http://www2.conferenceboard.ca/workplaceliteracy/default.asp">http://www2.conferenceboard.ca/workplaceliteracy/default.asp</a>		The Conference Board of Canada Insights You Can Count On   <b>Ottawa Office</b> 255 Smyth Road Ottawa ON K1H 8M7 Phone: 1-866-711-2262 613-526-3280 Fax: 613-526-4857
Industrial  Clerical  Retail  Hospitality	Assessments	<b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b>  <a href="http://www.ptp.ca/publications/workwrite-series/">http://www.ptp.ca/publications/workwrite-series/</a>  The <b>workwrite</b> series is a collection of instructional workbooks and teacher's guides focusing on the functions and features of workplace documents.  <b>Links:</b> <a href="#">Signposts: The Curriculum Guidelines CAMERA Assessment System</a> <a href="#">Workwrite Series: Workforce Literacy Instructional Resources</a> <a href="#">Building for the Future: Connecting to Apprenticeship</a> <a href="#">Research Reports</a>	<b>Document Use</b> <b>Oral</b> <b>Communication</b> <b>Numeracy</b> <b>Reading Text</b>	  <b>Pathways to Possibilities</b> <b>Job Solutions – East</b> 815 Danforth Ave. Suite 208 Toronto, ON M4J 1L2 Phone: 416-686-8426 Fax: 416-686-8427
Construction	Reference  Curriculum  Lesson Plans  Facilitator Guides	<b>LEARNING AND INSTRUCTIONAL TOOLS</b> Essential Skills Workbooks <ul style="list-style-type: none"> <li>Using Trades Math</li> <li>Plain Language for Construction</li> <li>Essential Skills Activities for the Trades</li> </ul> <b>To order workbooks:</b> <a href="http://www.csc-ca.org/">http://www.csc-ca.org/</a>  <b>To order resources or download for free</b> <a href="http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-resources">http://www.csc-ca.org/en/catalog/essential-skills/essential-skills-resources</a>	<b>Numeracy</b>	  Construction Sector Council 220 Laurier Avenue West, Suite 1150 Ottawa, ON K1P 5Z9 Phone: (613) 569-5552 Fax: (613) 569-1220 E-mail: <a href="mailto:info@csc-ca.org">info@csc-ca.org</a>

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
General	Reference  Curriculum  Lesson Plans  Facilitator Guides  Assessments	<b>ASSESSMENT, LEARNING AND INSTRUCTIONAL TOOLS</b> <a href="http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp">http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp</a>  <b>Resource List Overview</b> <a href="http://skills.edu.gov.on.ca/OSPWeb/jsp/en/OSPToolbox.jsp">http://skills.edu.gov.on.ca/OSPWeb/jsp/en/OSPToolbox.jsp</a>  <b>Database</b> <a href="http://skills.edu.gov.on.ca/OSPWeb/jsp/en/redirectsearchskillsdatabase.jsp?essentialskills=13&amp;keywords=&amp;pageNo=1&amp;searchType=13O">http://skills.edu.gov.on.ca/OSPWeb/jsp/en/redirectsearchskillsdatabase.jsp?essentialskills=13&amp;keywords=&amp;pageNo=1&amp;searchType=13O</a>  <b>Passport Resource Page:</b> <a href="http://www.osca.ca/osp/osp.htm">http://www.osca.ca/osp/osp.htm</a>  <b>Skills Zone – Essential Skills games</b> <a href="http://www.skillszone.ca/">http://www.skillszone.ca/</a>	Reading Document Use Numeracy Writing Oral Communication Thinking Computer use Work habits	 <a href="mailto:skills@edu.gov.on.ca">skills@edu.gov.on.ca</a>
General	Reference	<b>Research Book Resource</b> <i>The Skills of Document Use: From Text</i> <b>Click on the book for Direct Link:</b> 	Document Use	
ESL	Reference	<b>ESL-based website. Vocabulary, pronunciation, listening, reading</b> <a href="http://www.manythings.org/">http://www.manythings.org/</a>	Reading Document Use Writing Oral Communication	<b>Interesting Things for ESL Students</b> <b>A fun study site for learners of English as a Second Language</b> contact Charles Kelly via <a href="http://kelly.reachby.com">kelly.reachby.com</a> .
ESL	Reference Curriculum Lesson Plans Assessments	<b>ESL-based website. listening &amp; vocabulary</b> <a href="http://www.esl-lab.com">http://www.esl-lab.com</a>	Reading Document Use Writing Oral Communication	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	Reference	<b>Reading, Writing and Spelling Resource Page</b> <a href="http://www.alri.org/harness/harnessreading.html">http://www.alri.org/harness/harnessreading.html</a>	Reading Document Use Writing	
ALL	Reference  Curriculum  Lesson Plans  Assessments	<b>Guide to Workforce Literacy</b> , Skills at Work Series <b>Guide to Blended Learning</b> , Skills at Work Series <b>Workbook 1: A Day on the Job</b> , Skills at Work Series <b>Workbook 2: A Day on the Job</b> , Skills at Work Series <b>Workbook 1: Assess Your Skills</b> , Skills at Work Series <b>Practitioner Guide to Workbooks 1 &amp; 2</b> , Skills at Work <a href="http://www.resources.alpharoute.org/resources.asp#blended">http://www.resources.alpharoute.org/resources.asp#blended</a>	Reading Writing Oral Communication	
ALL	Reference  Curriculum  Lesson Plans  Assessments	<b>Reading at Work</b> , BC Construction Industry Skills Improved Council <a href="http://www.skillplan.ca/English/reading_at_work.htm">http://www.skillplan.ca/English/reading_at_work.htm</a>  <b>The English You Need for the Office Teacher's Guide</b> , Dean & Zweir <a href="http://www.esl.net/the_english_you_need_for_the_office.html">http://www.esl.net/the_english_you_need_for_the_office.html</a>  <b>Reading About High-Interest Jobs</b> , Remedia Publication <a href="http://www.rempub.com/Details.cfm?ProdId=3735&amp;category=43">http://www.rempub.com/Details.cfm?ProdId=3735&amp;category=43</a>  <b>How To Study-Vocabulary Building</b> <a href="http://www.how-to-study.com/Building%20Vocabulary.htm">http://www.how-to-study.com/Building%20Vocabulary.htm</a>  <b>How To Study-Word Identification</b> <a href="http://www.how-to-study.com/Word%20Identification.htm">http://www.how-to-study.com/Word%20Identification.htm</a>  <b>Measure Up – Practice Reading Text</b> <a href="http://measureup.towes.com/english/practice.asp?Selection= Reading_Text">http://measureup.towes.com/english/practice.asp?Selection= Reading_Text</a>	Reading	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<p><b>Reference</b></p> <p><b>Curriculum</b></p> <p><b>Lesson Plans</b></p> <p><b>Assessments</b></p>	<p><b>Centre for Expertise in Family Literacy:</b> Resources and Materials  <a href="http://www.familyliteracyexpertise.org/Resources/resources.htm">http://www.familyliteracyexpertise.org/Resources/resources.htm</a></p> <p><b>BBC Skillswise,</b> British Broadcasting Corporation  <a href="http://www.bbc.co.uk/skillswise/">http://www.bbc.co.uk/skillswise/</a></p> <p><b>The Official Site of the Lower East Side Tenement Museum,</b> Lower East Side Tenement Museum.  <a href="http://www.tenement.org/education_lessonplans.html">http://www.tenement.org/education_lessonplans.html</a></p> <p><b>Teaching/Learning activities,</b> Quebec English Literacy Alliance (QELA)  <a href="http://www.qela.qc.ca/en/teaching_learning_tools/#">http://www.qela.qc.ca/en/teaching_learning_tools/#</a></p> <p><b>Mindtools</b>  <a href="http://www.mindtools.com/speedrd.html">Http://www.mindtools.com/speedrd.html</a></p> <p><b>A Handbook of Effective Instruction in Literacy,</b> Kent State University  <a href="http://literacy.kent.edu/Oasis/Pubs/handbookTOC.html">http://literacy.kent.edu/Oasis/Pubs/handbookTOC.html</a></p> <p><b>Skills for Today's Workplace</b>  <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a></p> <p><b>Strategies to Improve Foreign Text Reading</b>  <a href="http://www.ababasoft.com/speedreading/foreign_language_reading.html">http://www.ababasoft.com/speedreading/foreign_language_reading.html</a></p> <p><b>Study Guides and Strategies – Marking and Underlining</b>  <a href="http://www.studygs.net/">http://www.studygs.net/</a></p>	Reading	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<p><b>Reference</b></p> <p><b>Curriculum</b></p> <p><b>Lesson Plans</b></p> <p><b>Assessments</b></p>	<p><b>Document Use at Work</b>, BC Construction Industry Skills Improvement Council  <a href="http://www.skillplan.ca/English/document_use_at_work.htm">http://www.skillplan.ca/English/document_use_at_work.htm</a></p> <p><b>Understanding Income Tax: Learning Materials for Literacy and Basic Skills.</b>  <a href="http://www.nald.ca/clr/incomtax/cover.htm">http://www.nald.ca/clr/incomtax/cover.htm</a></p> <p><b>Measure Up – Practice Document Use</b>  <a href="http://measureup.towes.com/english/practice.asp?Selection=Reading_Text">http://measureup.towes.com/english/practice.asp?Selection=Reading_Text</a></p> <p><b>Skills for Today’s Workforce</b>  <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a></p> <p><b>Chameleon Graphing</b>, Drexel University  <a href="http://mathforum.org/cgraph/cplane/">http://mathforum.org/cgraph/cplane/</a></p> <p><b>Virtual Grocery Store</b>, Dietitians of Canada  <a href="http://www.healthyeatingisinstore.ca/vgs/vgs_en.html">http://www.healthyeatingisinstore.ca/vgs/vgs_en.html</a></p> <p><b>Numeracy at Work</b>, BC Construction Industry Skills Improvement Council  <a href="http://www.skillplan.ca/English/numeracy_at_work.htm">http://www.skillplan.ca/English/numeracy_at_work.htm</a></p> <p><b>Measurement and Calculation for the Trades, Skill Plan</b>  <a href="http://www.skillplan.ca/English/measurement_calculation.htm">http://www.skillplan.ca/English/measurement_calculation.htm</a></p> <p><b>Beginning Numeracy Skills. Learning About Metric Measurement</b>, Kaskens, Anne-Marie  <a href="http://alphaplus.ca/APUBBB/TCSB/metric/cover.htm">http://alphaplus.ca/APUBBB/TCSB/metric/cover.htm</a></p> <p><b>Visual Fractions: A Tutorial That Models Fractions With Number Lines Or Circles</b>, Rand, Richard E  <a href="http://www.visualfractions.com/index.htm">http://www.visualfractions.com/index.htm</a></p>	Document Use	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<b>Reference</b>  <b>Curriculum</b>  <b>Lesson Plans</b>  <b>Assessments</b>	<p><b>Breaking the Barriers</b>, Ontario Ministry of Training, Colleges and Universities; Canada. National Literacy Secretariat  <a href="http://www.cesba.com/pdf/breaking_barriers.pdf">http://www.cesba.com/pdf/breaking_barriers.pdf</a></p> <p><b>Free Lesson Plans, Webquests, Worksheets, and Teacher Tools</b>, edhelper.com  <a href="http://www.edhelper.com/">http://www.edhelper.com/</a></p> <p><b>BBC Skillswise</b>, British Broadcasting Corporation  <a href="http://www.bbc.co.uk/skillswise/">http://www.bbc.co.uk/skillswise/</a></p> <p><b>Aplus Math</b>, Chase, Steve  <a href="http://www.aplusmath.com/">http://www.aplusmath.com/</a></p> <p><b>Math.com Practice</b>  <a href="http://www.math.com/students/practice.html">http://www.math.com/students/practice.html</a></p> <p><b>Measure Up – Practice Numeracy</b>  <a href="http://measureup.towes.com/english/practice.asp?Section+Numeracy">http://measureup.towes.com/english/practice.asp?Section+Numeracy</a></p> <p><b>Mathcentre</b>  <a href="http://www.mathcentre.ac.uk/students.php">http://www.mathcentre.ac.uk/students.php</a></p> <p><b>Skills for Today’s Workforce</b>  <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a></p> <p><b>University of the West of England – Numeracy Skills</b>  <a href="http://hsc.uwe.ac.uk/numeracy/index.asp">http://hsc.uwe.ac.uk/numeracy/index.asp</a></p>	Numeracy	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<b>Reference</b>  <b>Curriculum</b>  <b>Lesson Plans</b>  <b>Assessments</b>	<p><b>Lesson Plans and Curricula</b>, Literacy Assistance Center  <a href="http://www.lacnyc.org/resources/curricula.htm">http://www.lacnyc.org/resources/curricula.htm</a></p> <p><b>Common Errors in English (ESL)</b>, Brians, Paul  <a href="http://www.wsu.edu/~brians/errors/">http://www.wsu.edu/~brians/errors/</a></p> <p><b>Pearson Longman ESL website:</b>  <a href="http://www.pearsonlongman.com/index.html">http://www.pearsonlongman.com/index.html</a></p> <p><b>Canadian Language Benchmarks 2000: English as a Second Language for Adults</b>, Pawlikowska-Smith, Grazyna  <a href="http://www.language.ca/pdfs/clb_adults.pdf">http://www.language.ca/pdfs/clb_adults.pdf</a></p> <p><b>Plain English Campaign</b>, Plain English Campaign  <a href="http://www.plainenglish.co.uk/">http://www.plainenglish.co.uk/</a></p> <p><b>2000 Families First Idea Book: Integrating Works Skills and Basic Skills</b>, University of Tennessee. Center for Literacy Studies  <a href="http://www.cls.utk.edu/2000_idea_book.html">http://www.cls.utk.edu/2000_idea_book.html</a></p> <p><b>Writing Den</b>, TestDEN  <a href="http://www2.actden.com/writ_den/index.htm">http://www2.actden.com/writ_den/index.htm</a></p> <p><b>Large Listing</b>  <a href="http://grammar.ccc.commnet.edu/grammar/">http://grammar.ccc.commnet.edu/grammar/</a></p> <p><b>Help Develop Writing Skills</b>  <a href="http://www.infoplease.com/homework/writingskills1.html">http://www.infoplease.com/homework/writingskills1.html</a></p> <p><b>Skills for Today's Workforce</b>  <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a></p>	Writing	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<p><b>Reference</b></p> <p><b>Curriculum</b></p> <p><b>Lesson Plans</b></p> <p><b>Assessments</b></p>	<p><b>Hire Learning: Preparing for Job Search Success. Module 3: Talking About Yourself</b>, Ottawa-Carleton Coalition for Literacy <a href="http://www.occl.ca/pubs/ongoing/ongoing111/cover.htm">http://www.occl.ca/pubs/ongoing/ongoing111/cover.htm</a></p> <p><b>Plain Train: Plain Language Online Training</b>, Stephens, Cheryl <a href="http://www.plainlanguagenetwork.org/plaintrain/index.html">http://www.plainlanguagenetwork.org/plaintrain/index.html</a></p> <p><b>First Nations Literacy Theme Units</b>, Open Learning Agency <a href="http://www.nald.ca/CLR/firstnat/cover.htm">http://www.nald.ca/CLR/firstnat/cover.htm</a></p> <p><b>Body Language and Non-Verbal Communication</b>, Concordia College <a href="http://www-commerce.concordia.ca/comm212/body.htm">http://www-commerce.concordia.ca/comm212/body.htm</a></p> <p><b>Be an Effective Listener</b>, <i>Dianne Schilling</i> <a href="http://www.womensmedia.com/seminar-listening.html">http://www.womensmedia.com/seminar-listening.html</a></p> <p><b>Oral Communication</b> <a href="http://www.inc.com/articles/2000/06/19312.html">http://www.inc.com/articles/2000/06/19312.html</a></p> <p><b>A Crash course in Oral Communication</b> <a href="http://www.inc.com/articles/2000/08/20000.html">http://www.inc.com/articles/2000/08/20000.html</a></p> <p><b>Do as I say: Quick Tips for Masterful Communication</b> <a href="http://www.inc.com/articles/2000/03/18145.html">http://www.inc.com/articles/2000/03/18145.html</a></p> <p><b>Powerful Questions Can Have a Powerful Effect</b> <a href="http://www.inc.com/articles/2001/09/23385.html">http://www.inc.com/articles/2001/09/23385.html</a></p> <p><b>Skills for Today's Workforce</b> <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a></p> <p><b>Plain Train : Plain Language Online Training</b>, Stephens, Cheryl <a href="http://www.plainlanguagenetwork.org/plaintrain/index.html">http://www.plainlanguagenetwork.org/plaintrain/index.html</a></p>	<p><b>Oral Communication</b></p>	

SECTOR/ OCCUPATION	RESOURCE TYPE	DESCRIPTION AND HYPERLINKS	ESSENTIAL SKILLS	LOCATION AND CONTACT
ALL	<b>Reference</b>  <b>Curriculum</b>  <b>Lesson Plans</b>  <b>Assessments</b>	<b>Bloom's Critical Thinking Questioning Strategies</b> <a href="http://www.kyrene.k12.az.us/schools/brisas/sunda/litpack/BloomsCriticalThinking_files/v3_document.htm">http://www.kyrene.k12.az.us/schools/brisas/sunda/litpack/BloomsCriticalThinking_files/v3_document.htm</a>  <b>Mind Tools – Essential Thinking Skills</b> <a href="http://www.mindtools.com/">http://www.mindtools.com/</a>  <b>Skills for Today's Workforce</b> <a href="http://www.khake.com/page3.html">http://www.khake.com/page3.html</a>  <b>Study Guides and Strategies – Critical Thinking</b> <a href="http://www.studygs.net/crtthk.htm">http://www.studygs.net/crtthk.htm</a>  <b>Thinking Skills Vocabulary and Definitions</b> <a href="http://www.adprima.com/thinkskl.htm">http://www.adprima.com/thinkskl.htm</a>	Thinking	
ALL	<b>Reference</b>  <b>Curriculum</b>  <b>Lesson Plans</b>  <b>Assessments</b>	<b>Building a School Web Site</b> , Wigglebits, Wanda <a href="http://www.wigglebits.com">http://www.wigglebits.com</a> <b>WebQuest: Websites: Which Ones should you Trust?</b> , <a href="http://www.altn.org/webquests/websites/">http://www.altn.org/webquests/websites/</a> <b>Basic Computer Skills Curriculum</b> , Minnesota Literacy Council. <a href="http://www.spclc.org/curriculum.html">http://www.spclc.org/curriculum.html</a> <b>Basic Computer Skills Tutorial</b> <a href="http://www.umuc.edu/distance/odell/ctla/basic_skills/">http://www.umuc.edu/distance/odell/ctla/basic_skills/</a> <b>Basic Computer Skills Tutorial</b> <a href="http://www.comptechdoc.org/basic/basicut/">http://www.comptechdoc.org/basic/basicut/</a> <b>Computer/Internet Tutorials</b> <a href="http://www.anniston.lib.al.us/computerinternettutorial.htm">http://www.anniston.lib.al.us/computerinternettutorial.htm</a> <b>New User Tutorial</b> <a href="http://northville.lib.mi.us/tech/tutor/welcome.htm">http://northville.lib.mi.us/tech/tutor/welcome.htm</a> <b>Adult back to School Planner</b> , Alberta. Alberta. Human Resources and Employment <a href="http://www.alis.gov.ab.ca/pdf/cshop/AdultPlanner.pdf">http://www.alis.gov.ab.ca/pdf/cshop/AdultPlanner.pdf</a>	Computer Use	