EAP 300 MODULE 7 INSTRUCTOR WEEKLY MODULE PLAN

EAP LEVEL: 300	Module Summary Daily Module: 7 TOPIC: Occupational Research			
DAY	***Day 1***	***Day 2 and 3***	***Day 4***	***Day 5***
SUBTOPIC	**Employment in Canada** English for Employment Volume 3 CLB 5 TO 8-7, Developed by Toronto Catholic District School Board. A classroom resource for teaching financial literacy topics to adult ESL learners Canadian Language Benchmarks 1-8 Alberta Employment Standards https://www.alberta.ca/employment-standards.aspx	**Understanding Nine Essential Workplace Skills For Canadian Workplace** 1. What are the Nine Essential Skills? kills/Competence Canada. **https://www.skillscompetencescanada.com/en/essential-skills/what-are-the-nine-essential-skills** 2. Essential Skills Research Unit , Skills and Labour Market Information Division, Skills and Employment Branch, Employment and Social Development Canada **https://www.canada.ca/en/employment-social-development/programs/essential-skills/profiles/readersguide.html** 3. Career, learning and employment Information for Albertans. Government of Alberta **https://alis.alberta.ca/** 4. Job Bank, Labour market information, Explore careers by essential skills, Government of Canada **https://www.jobbank.gc.ca/essentialskillsresults/103** 5. National Occupational Classification (NOC Matrix) Hierarchy and structure, Government of Canada **https://noc.esdc.gc.ca/Structure/Hierarchy/2adc0d18dbc8466ebd1cfc06dee4fc74**	**Preparation for Power Point presentations on Occupational Research** **How to Make a Good PowerPoint Presentation for College, And develop a core skill for life, NewStepU https://www.nextstepu.com/How-to-Make-Good-PowerPoint-Presentation-for-College.art#.YIoCG7VTl9M** **How to properly present PowerPoint slides in Zoom** **https://www.youtube.com/watch?v=wNOZRa089-U** **Using PowerPoint presenter view when presenting on Zoom** **https://www.youtube.com/watch?v=VyHllAoOEz8** **Top 20 Zoom Tips & Tricks** **https://www.youtube.com/watch?v=UEABW3ddZkc** **Presentation Good/Bad Examples** **https://www.youtube.com/watch?v=S5c1susCPAE** **How to give the BEST PowerPoint presentation!** **https://www.youtube.com/watch?v=eHhqWbI0y4M**	**Options for Day 5** **Assignment follow up, Instructor Conferences, Practice, Planning and Presentations, Reflection**

			How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon https://www.youtube.com/watch?v=Iwpi1Lm6dFo **Good Presentation vs Bad Presentation** https://www.youtube.com/watch?v=V8eLdbKXGzk	
OUTCOMES	**By the end of this lesson, students will be able to:** 1. Analyze factors that contribute to employment challenges. 2. Describe the skills one needs to be a successful negotiator. 3. Identify a variety of illegitimate employment schemes. 4. Research and present detailed information about an occupation, including employment conditions and salary **5.** Apply reading strategies such as reading to get the gist to identify factual details and some implied meanings when reading business and academic texts	**By the end of this lesson, students will be able to:** 1. Describe the 9 essential skills 2. Express how CLBs relate to essential skills 3. Apply research skills to occupational research sites 4. Create an occupational skills profile for an occupation of choice 5. Identify the CLB levels and essential skills levels required for a selected occupation 6. Compare and evaluate personal level of skills for tasks identified for the chosen occupation **7.** Summarize the chosen occupation	**By the end of this lesson, students will be able to:** 1. Demonstrate Power Point skills learned as a result of this lesson 2. Apply PowerPoint skills to presentation 3. Develop a Power Point presentation about occupational profile 4. Demonstrate summarization and referencing academic skills 5. Practice and apply oral presentation strategies and techniques 6. Recognize constructive criticism skills	**By the end of this lesson, students will be able to:** **1.** Demonstrate presentation skills with Zoom during the planning process **2.** Consolidate the learning from this week such as organizing facts, observations and opinions during the development of individual presentation **3.** Apply feedback from peers and instructor to refine knowledge and quality of the presentation **4.** Demonstrate constructive criticism skills learned in day 4
ACTIVATE PRIOR KNOWLEDGE	**REFER TO LINK TO LESSON PLAN ABOVE.** • Introduce Outcomes of the lesson: • Brainstorm: Have you had a job in Canada? 1. What are 3 things you learned about	**ACTIVATE PRIOR KNOWLEDGE:** • Introduce Outcomes of the lesson: • Brainstorm in an interactive format with instructor leading the discussion – use Zoom or discussion forum/chat forum	**ACTIVATE PRIOR KNOWLEDGE:** **1.** Instructor introduces the Outcomes for the Day	**Activate Prior Knowledge** 1. Review of the assigned group assignments 2. Group work and prep for

	the structure payment for work in Canada? 2. What are 3 things that are different between employment payment in Canada and employment payment in your experience in another country? 3. Discuss this in a chat forum or in a Zoom chat with instructor and class.	**Task # 1 Post on discussion/chat forum:** 1. What are "soft skills" 2. What are "hard skills" 3. What are 5 skills that you believe that you need to have in the workplace in Canada? – use one word or a short phrase. Reflect on hard skills and soft skills? 4. What are 5 key skills (soft skills and hard skills) that you need in a country where you have worked outside of Canada. 5. Compare the similarities and differences.		presentations 3. Instructor guidance and interaction with students
LESSON PROCEDURE	**Task #1 Read the "Background** Information and Key Language Elements" reading and vocabulary document **Refer to the worksheet** **Task #2 - Vocabulary:** "Collocation" means a group of words that are commonly used together. Find the group of words in the vocabulary list that are collocations: **2.** For each key vocabulary and collocations, write synonyms or group of words that express the words in your own words. **Task #3 Post Reading Activity:** **1.** Instructor led discussion follow -up activity introduces some categories of jobs and ways of getting paid. **2.** Students can work in pairs or small groups. **3.** Take up the discussion questions as a class Zoom discussion. **Task #4** Discussion forum. Assign groups or pairs. 1. Students discuss which jobs might offer	**Lesson Plan Overview:** https://www.skillscompetencescanada.com/en/essential-skills/what-are-the-nine-essential-skills **Task # 2** Breakdown of the 9 essential skills accompanied by videos for each skill Instructor and class Zoom class discussion 1. Read and review document about the comparison between CLBs and ES levels 2. Identify where you are on the CLB/Essential Skills Scale **Task #2a** 3. Watch the videos about the 9 essential skills. Refer to document Task 2a word .docx with video links For detailed explanation, refer to the following document with link https://www.canada.ca/en/employment-social-development/programs/essential-skills/profiles/readersguide.html **Task # 2b** Refer to the document worksheet for Task #2b 1. After each essential skill , give an example of your own experience using this essential skill	**Presentations for PPT and Zoom** **Task #1** 1. Read the article on **How To Make A Good PowerPoint Presentation For College** 2. Use checklist to guide your presentation development **Task #2 - Tips for Zoom presentations:** 1. Make a list of the "tips" from two of the presentations 2. Compare the list to the 20 check list items **Watch the following videos and take notes and** make your own list on the check list and use it to guide you when you make your own presentation**:** **1. How to properly present PowerPoint slides in Zoom** https://www.youtube.com/watch?v=wNOZRa089-U 2. **Using PowerPoint presenter view when presenting on Zoom** https://www.youtube.com/watch?v=VyHllAoOEz8 **3. Top 20 Zoom Tips & Tricks**	**Instructor Plan :** 1. Introduces the plan for the day and organizes the groups 2. Sets the objectives and structure for the day. 3. Instructor identifies the role of the students and the role of the instructor.

	any of these forms of remuneration, e.g., *freelance job—graphic designer; travel allowance—sales or marketing jobs.* **Task # 5** Chat or Discussion forum: **1.** Post on discussion board: rank them in order of importance. Other possible remuneration benefits include reimbursement for education expenses, benefits for a spouse, stock option purchase, and different types of insurance: disability, life, dental, medical, paid provincial medical premiums. **2.** discuss which of these forms of pay are advantageous. **Task # 6** – Worksheet follow up to "Getting Paid" (refer to worksheet .docx) **1.** Reading this Article in preparation for next activity. **2.** Complete the worksheet related to the reading. **Task # 7** Internet-based research activity Individual Assignment: **1.** make notes on this reading **2.** Pick one topic and research topic **3.** research various occupations and the forms of remuneration they receive **4.** Students can access both listening and reading texts with thorough information on the topics at the following website: ***Alberta Employment Standards https://www.alberta.ca/employment-standards.aspx*** **5.** Produce this assignment in a	2. Identify the essential skills that you feel competent in applying 3. Identify the essential skills that you feel you need to work on **Task #3 Instructor led with Zoom for the entire class:** 1. Instructor will guide the students through the features of the ALIS site with an example of an occupation on ALIS site https://alis.alberta.ca/ 2. And show where to get to NOC profiles (Explore careers by essential skills) https://www.jobbank.gc.ca/essentialskillsprofilelist/A 3. NOC Matrix https://www.jobbank.gc.ca/essentialskillsresults/103 https://noc.esdc.gc.ca/Structure/Hierarchy/2adc0d18dbc8466ebd1cfc06dee4fc74 Task #4 1. Instructor reviews an example of an occupation – Gas Fitter 4. Students choose an occupation that they are interested in pursuing and fill out the template – Worksheet Task 4 CLB ES Occupational Profile Chart 5. Rate themselves from 1 to 5 for each ES skill task that is outlined in the ES profile for their chosen occupation **Task #5 – Preparation for Presentation - Assignment** **Content Planning:** 1. PPT presentation – can be recorded and shown in a zoom classroom on Friday 2. What is the occupation? (summary description) 3. Why they chose it? 4. What are the CLB levels for each Essential Skill category?	https://www.youtube.com/watch?v=UEABW3ddZkc **Assignment:** 1. Make a summary list of the good tips and things to avoid that the video suggests for presenting a ppt in Zoom **Task # 3 – Presentation Tips** **Watch the following videos and take notes on each:** **1. Presentation Good/Bad Examples** https://www.youtube.com/watch?v=S5c1susCPAE **2. How to give the BEST PowerPoint presentation!** https://www.youtube.com/watch?v=eHhqWbI0y4M **3. How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon** https://www.youtube.com/watch?v=Iwpi1Lm6dFo **4. Good Presentation vs Bad Presentation** https://www.youtube.com/watch?v=V8eLdbKXGzk **Summary of Tips** Write a summary in point form for the following questions: 1. What were the points that were bad about the presentation? 2. What were the good points of the good presentation? **Task # 4 -** Writing Assignment: refer to worksheet 1. Compare and contrast the two presentations – write a 200 to 300 word compare and contrast presentation 2. Assignment – Complete and submit to instructor **Task # 5 – Review, revise and refine** 1. Apply what you learned from these videos to refine and revise your presentation. 2. Record your presentation for Day 5	

	word.docx and submit to instructor **Task # 8 Follow up to research** Quiz – Refer to worksheet .docx Pair work on Zoom or Chat: Discuss and compare answers **Task #9** – Works sheet follow up to pay cheques: refer to word .docx TASK # 10 Read a list of factors that you feel are important for you when choosing employment. Rate them in order of importance and add your own if needed. Write Make a new list and explain your reason for choosing three of your choices. Example: Job duties and responsibilities is important for me because I want to make sure that I will be successful in my career. Submit your list and sentences to the Module 7 Assignment folder. Identify this assignment as M7 D1 Task 10 **Salary Negotiations** – Pre Reading **TASK #11** Discussion with class – teacher directed or assign groups – Discussion questions: **1.** For a job seeker, how important a consideration should salary be? Explain. **2.** How can you research the "market value" for the position you're applying for? Give examples. **3.** When is negotiating a salary at the job offer stage appropriate? **4.** In your opinion, what specific skills does a good negotiator have? **5.** If you were at a job interview and you	5. What are job prospects? 6. What are the qualifications? 7. What are the skills that you have? 8. What are the skills that you need to work on? 9. Report back to group in a presentation 10. Prepare presentation using lesson plan tips from Day 4		

	were offered a salary that was far below your expectations, would you try to negotiate the amount? Why? What would you say? **Task #12** – Explain what the following words/expressions mean. Refer to worksheet .docx for task 11 and 12 **Task #13** - **Top 10 Tips for Salary Negotiations** – refer to PDF file **Task # 14** – **Post reading** comprehension questions. **1.** Answer the questions using the information from the article. **Task # 15** **2.** Explain what the sentences from the article mean. **Employment Scams** **Task #16** Discussion Board forum. Zoom discussion break out rooms assigned by the instructor: Discuss the following: Answer the questions below. **1.** Have you ever seen or read illegitimate job offers? What jobs did they advertise? **2.** What are some possible warning signs of an illegitimate job ad? **Task #17** Vocabulary activity: Match the words with their meanings. **Task # 18 – Reading and comprehension – Employment Scams**			

	1. Read the text about Employment Scams that follows this section. 2. Match the headings below with appropriate sections of the text. Task #19 – Summary Assignment – Email **1.** Select one of the scams and write an email to a job seeker warning him/her about it. **2.** Give details of the following: • how the scheme lures the potential victim • what the scheme promises • how it really works • what can you do to avoid being scammed **3.** Submit your assignment to the instructor			
ASSESSMENT	**CLB 8 Rubric**			

LANGUAGE CONCEPTS	• Understand format and content of common remuneration forms (pay slip, T4 slip) • Understand financial implications of common employment and pay arrangements • Become aware of fraudulent employment schemes • Become aware of various options for starting one's own business • Understand the processes and concepts involved in starting a business, including financing options
GRAMMAR SKILLS	• Interpret information contained in or moderately complex formatted texts • Access, locate and integrate information from online reference sources • understand extended descriptive or narrative monologues or presentations about personal experiences, general knowledge or familiar work-related topics • Participate in a small group discussion on non-personal familiar topics and issues • express opinions - reservations, approval and disapproval
ACADEMIC SKILLS	• Compare different forms of remuneration and their benefits in relation to one's own situation • Identify job characteristics and factors that can be negotiated • Use negotiating strategies to obtain desired employment conditions • Identify fraudulent job advertisements or job offers • Access and locate resources appropriate for an entrepreneur