



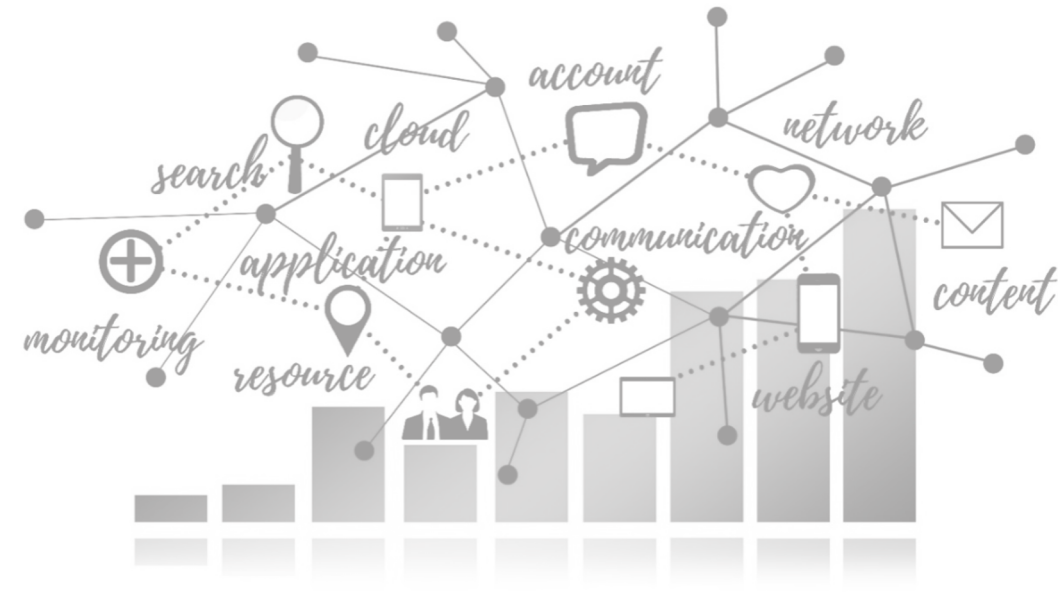
Communication made easy using sites feature in SharePoint and Google



Have I shared this information already?



Where is that email? I can't find it!





Are you tired of your students not knowing where to find a file or link?



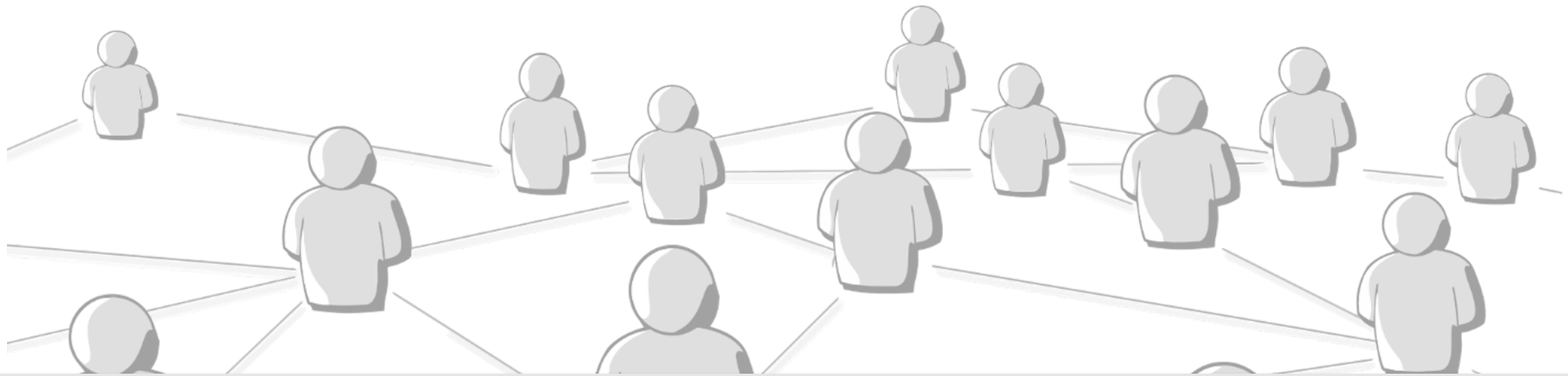
Are you hoarse from giving them the same instructions again and again?



Wouldn't it be great to have a place where everything is at the fingertips of you students?



What type of communication do you do on a daily basis and what do you find the most challenging / tiring?



**We think SharePoint and Google Sites can
help!**



As a teacher, thinking in the area of classroom management, what kinds of questions or problems are you bombarded with multiple times a day?

For me it was these 3:

- **What's for homework?**
- **Where do I find the notebook/the main Team page/the portfolio?**
- **I can't open/download/write on _____.**

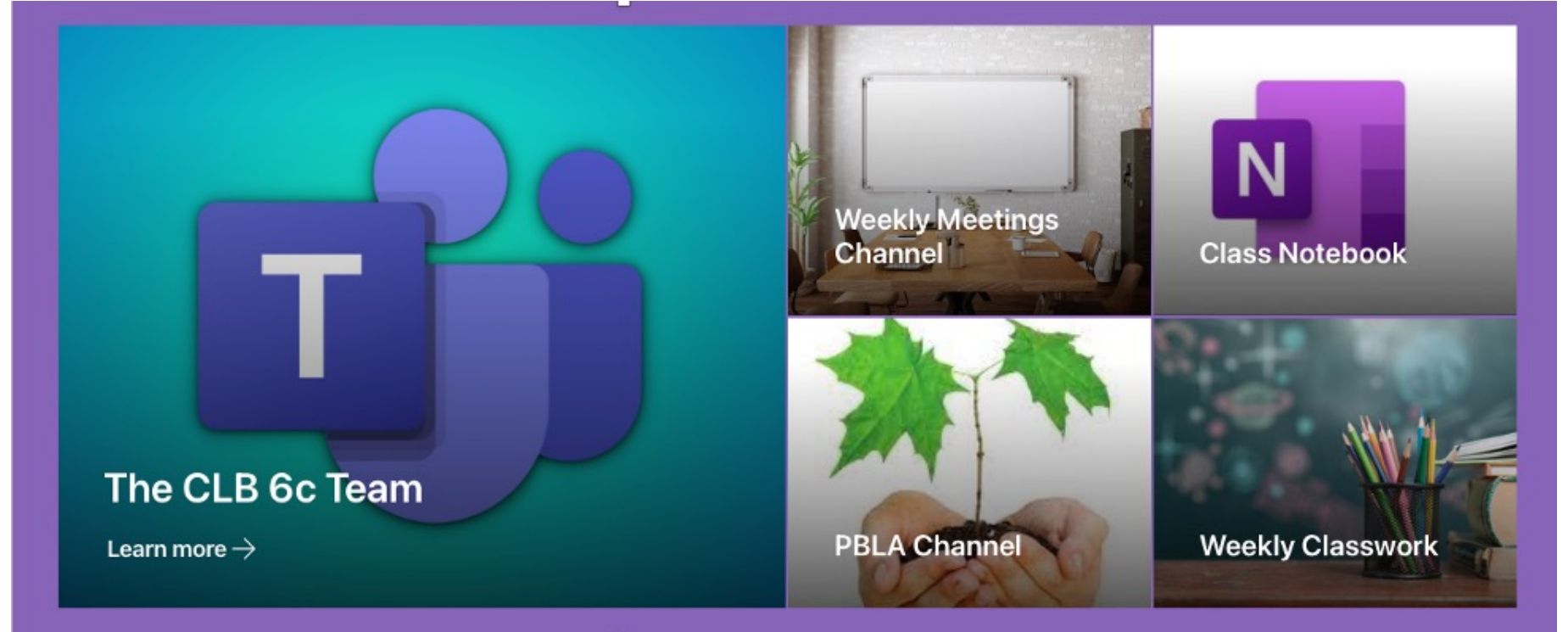




**CREATE A
ONE-STOP
WEBPAGE
FOR YOUR
STUDENTS**



INCLUDE LINKS
TO IMPORTANT
PAGES



Schedule Sept. 13-17



Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.30-10.30	Group Video Meeting: Talking to the doctor	Group Video Meeting: Lab Tests 1: types and questions to ask	Group Video Meeting: Lab Tests 2: instructions	Group Video Meeting: Health Insurance	Group Video Meeting: Game
10.30-10.40	BREAK				
10.40-11.15	Group Work:	Workshop with Leila (11.00-12.00)	Group Work: I will rotate among the 3 groups for 15 min with each.	Reading Assessment #1 10.30-12.00	
11.15-11.45	Independent Work Time		Independent Work Time do some class work from the morning lesson		
11.45-12.00	Group Check-in Time 1:		Group Check-in Time 1:		
12.00-12.30	LUNCH				
12.30-12.45	Staff Meeting No Classes this afternoon	Office Hours – come get extra help			
12.45-1.00		⚡ Lightning Grammar ⚡			Group Video Meeting: TBA
1.00-1.30		Independent Work Time do some class work from the morning lesson			
1.30-2.00		Group Check-in Time 2: <ul style="list-style-type: none">Continue morning's lesson if necessary			



INSERT A
WEEKLY
SCHEDULE



INCLUDE A BLOG with NEWS


 LINC 6c - lec 3 - AUG2021 

[Home](#) [+ New](#) [Page details](#) [Analytics](#) Draft saved 9/19/2021 [Edit](#) [Republish](#)

[Conversations](#)
[Documents](#)
[Notebook](#)
[Pages](#)
[Class Materials](#)
[Site contents](#)
[Recycle bin](#)
[Edit](#)


News


[+ Add](#)



Week of Sept. 13th


Happy Monday to you all. It looks like a beautiful week of weather and a little cooler than it has been. Today we have our...


 Tammy Biickert 6 days ago



Week of Sept. 6th


Welcome to Week 2. This week we will start our first theme of Health. In this theme we'll focus on specialists, medical test...

 Tammy Biickert September 7



Welcome to CLB 6c!

Welcome to the Fall semester in LINC/CLB 6c. My name is Tammy and I will be your teacher this term. I look forward to...

 Tammy Biickert August 28



INCLUDE A
BLOG with
NEWS

The screenshot displays the Microsoft Teams web interface. On the left is a navigation sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Apps. The main area shows the 'General' channel for a team named 'LINC 6c - lec 3 - AUG2021'. A post by 'Tammy Biickert' is visible, featuring a background image of a snowy mountain. The post text discusses a short week due to Thanksgiving and mid-term conferences. Below the post, interaction metrics show '1 person liked this', 'Comment', '7 Views', and 'Save for later'. The bottom of the post area is labeled 'Comments'.

Search

General Posts Files Home

Send to Promote Page details Immersive Reader Analytics

Posted Edit

Week of Oct. 11th

Tammy Biickert

Hope you had a restful long weekend.

This is going to be a really short week with thanksgiving on Monday, mid-term conferences on Tuesday, and the ATESL Conference on Friday. There will be barely any time to do anything. I guess homework will be minimal this week. 😊

Today I will be calling each one of you individually for your conferencing time with me. The schedule is in the agenda for today. Take this chance to finish anything you haven't yet. Tomorrow we will be continuing with networking and doing some mini-presentations.

1 person liked this Comment 7 Views Save for later

Comments



LINC 6c - lec 3 - AUG2021

Private group

★ Following

👤 26 members

Home

+ New ▾ ⚙ Page details 📊 Analytics

Draft saved 9/19/2021

✎ Edit

📖 Republish



Conversations

Documents

Notebook

Pages

Class Materials

Site contents

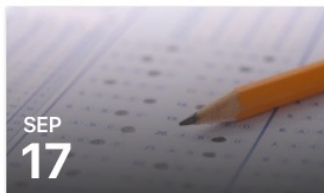
Recycle bin

Edit

Calendar of Events

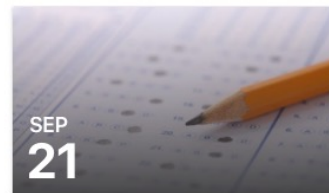
[See all](#)

+ Add event



Reading Assessment #1

Fri, Sep 17, 11:00 AM



Speaking and Listening Assessments #1

Tue, Sep 21, 11:00 AM



Homework

Filter (0) ▾

Group by Bucket ▾

To do

+ Add task

☐ SSU My Health Records

☐ Cholesterol Reading

Add new bucket



INCLUDE A
CALENDAR
AND
HOMEWORK
LIST



A MORE COMPLETE HOMEWORK TOOL

Microsoft Lists

Search this list

Settings Help Tammy Bliickert

+ New

Share

Export to CSV

Automate

Integrate

...

My Standard

Filter

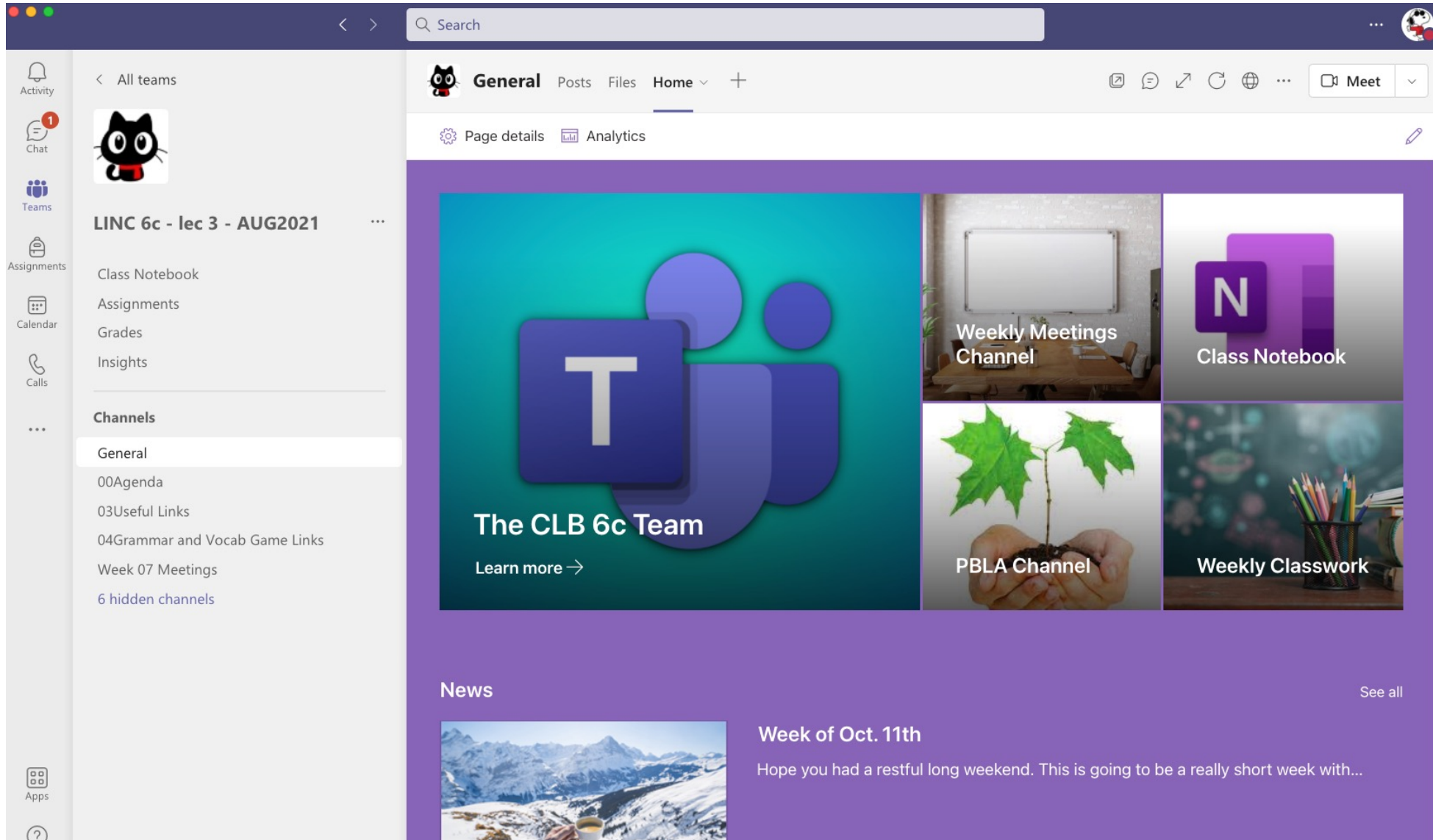
Info

My lists

6c Class Assignments

Star

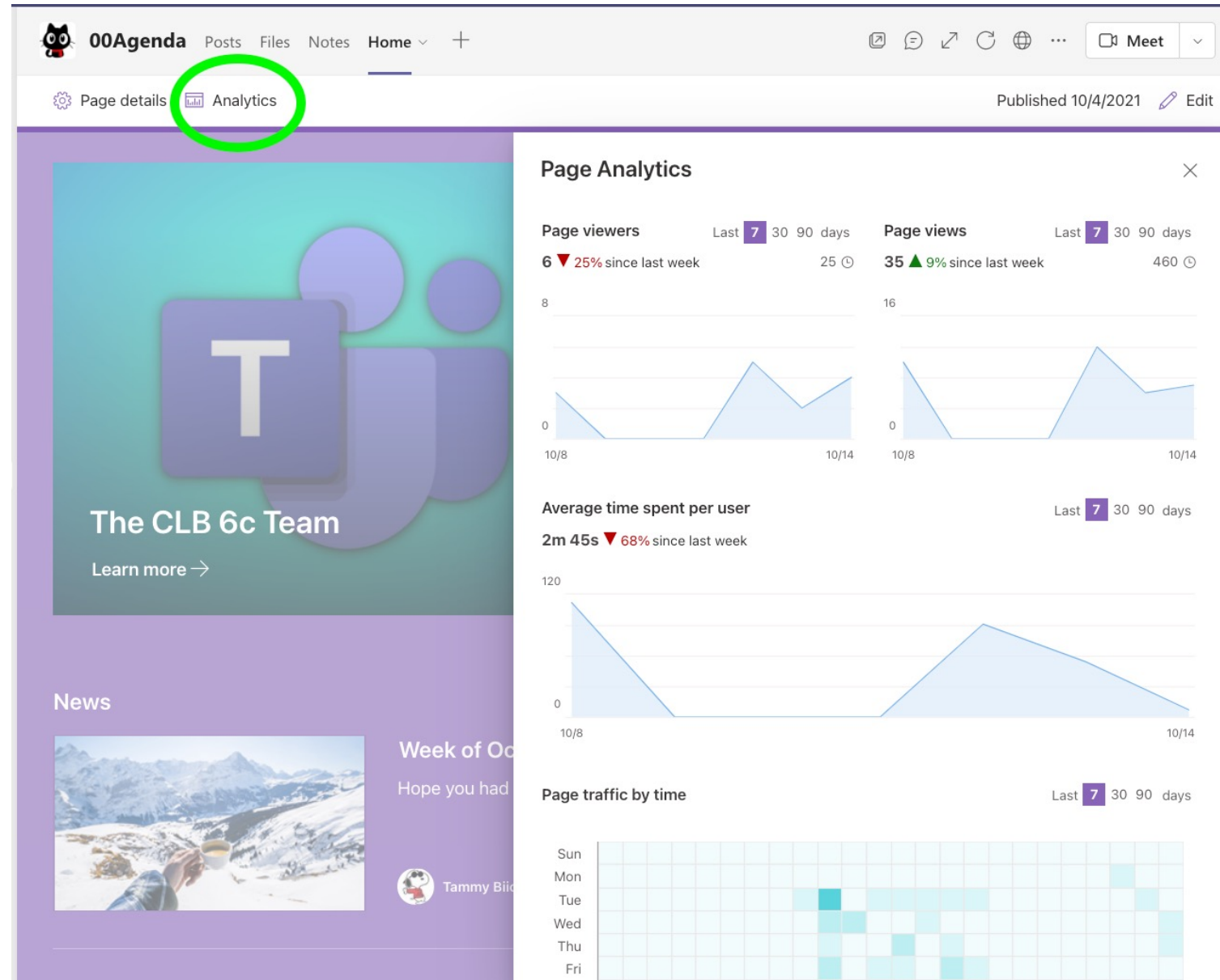
Assignment Day	Start date	Work item	Skill Focus	Due date	Instructions	Links
Start date : 8/30/2021 (2)						
	8/30/2021	Needs Assessment	Reading Writing	9/3/2021	Click on the link and complete the form.	https://forms.office.c...
	8/30/2021	Themes Assessment	Reading Writing	9/3/2021	Click on the link and complete the form.	https://forms.office.c...
Start date : 8/31/2021 (1)						
Start date : 9/6/2021 (1)						
Start date : 9/8/2021 (1)						



INSERTED INTO
TEAMS DIRECTLY



CHECK THE
ANALYTICS



From an administrator's perspective I kept asking myself the following question?

- **Have I already shared this information?**
- **Where is that email that I sent/received?**
- **Where did I save this information/document?**





FT LINC AT COLUMBIA COLLEGE

DAYTIME LINC PROGRAM PAGE

Here you can access latest program information and documents that support your day-to-day teaching.

[Click here to access the page →](#)

PT LINC AT COLUMBIA COLLEGE

EVENING LINC PROGRAM PAGE

[Click here to access the page →](#)



BUILDING CAPACITY


LINC PROFESSIONAL DEVELOPMENT

Find information on future PD opportunities as well as documents and resources from the past sessions here.



**SHAREPOINT
SITE TO KEEP
INFORMATION
IN ONE PLACE**

Daytime LINC Program Page

 Tamara Jorgic
Administrator

News

+ Add ▾



Week of Sept. 20-24
Tamara Jorgic 7 days ago



New Semester Memo (Fall 2021)
Tamara Jorgic August 30



Week 12&13 (July 19-30)
Tamara Jorgic July 23



Week 11 (July 12-16)
Tamara Jorgic July 15

Week 10 (July 5-9)

Week 9 (June 28-July 2)

Week 8 (June 21-25)

Week 7 (June 14-18)

Week 6 (June 7-11)

Week 5 (May 31-June 4)

[See all](#)

Student Success Stories

[Click here to submit yours](#)

End of Term Reporting

[Click here for more information](#)



SHAREPOINT
SITE TO KEEP
INFORMATION
IN ONE PLACE



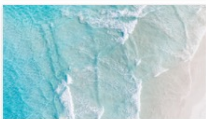
Week of Sept. 20-24
Tamara Jorgic 7 days ago



New Semester Memo (Fall 2021)
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Week 12&13 (July 19-30)
Tamara Jorgic July 23



Week 11 (July 12-16)
Tamara Jorgic July 15

Week 10 (July 5-9)

Week 9 (June 28-July 2)

Week 8 (June 21-25)

Week 7 (June 14-18)

Week 6 (June 7-11)

Week 5 (May 31-June 4)

Week 5 (May 31-June 4)



Tamara Jorgic

Can you believe it's June already?

And what a nice change in weather from last week. I hope you are finding time in your busy schedules to take a break and soak up some sun.

Have you already heard about the National LINC Online Curriculum (NLOC) Project?

Achév (formerly The Centre for Education & Training), is collaborating with partners to develop LINC online courseware for CLB levels 3 to 5. The courseware will be available on Avenue.ca for use by LINC providers across Canada by **March 2025**. This project is funded by IRCC.

They are looking for input from LINC learners that will help the project make end-user informed decisions about the content and design of the courseware. In addition to English, respondents can view the questionnaire in Arabic, Hindi, Korean, Persian (Farsi), Simplified Chinese, Spanish, Tagalog, Tigrinya or Urdu. Participation is voluntary and responses are confidential. Identifying information such as name, email or IP address is not collected.

Please share the link to this questionnaire in your classes: <https://www.surveymonkey.com/r/nlocStuSurvey>

The online questionnaire is open until **Friday, July 30th, 2021**.

They have also developed lessons on completing a questionnaire for Stage I and Stage II learners to help you promote this survey in your classes. Please click on this link to access the materials: https://drive.google.com/drive/folders/15l3TeKky8Xi_g3OmN1ZSGkJO8viY7fcY

ATESL Early Bird conference registration is here!

Registration for ATESL's 42nd Conference - Lighting the future: Expanding expectations is now open.

You can register now with the link below and take advantage of the Early Bird Rates:

<https://www.atesl.ca/conference/registration/>

Early bird deadline is Friday September 17th, 2021.

You can also check out who the Key Note speakers this year are here: <https://www.atesl.ca/conference/keynote-speakers/>

ATESL Discussion Panel hosted by ATESL Calgary Local is this afternoon.

From 4:00 to 5:30 pm this afternoon (June 1) the panel will share the experiences and expertise that have been gained over the past year. They will also present the advantages and disadvantages of a particular delivery mode and offer recommendations.

If you would like to participate in this session, please RSVP to calgary@atesl.ca and they will send you the Zoom meeting link.

3 people liked this Comment 58 Views Save for later

Comments



Add a comment. Type @ to mention someone

Post



NEWS IN SHAREPOINT



FORMS IN SHAREPOINT

Tamara Jorgic
Administrator

What is a success story?

Success story is a narrative that sets the scene, tells a story, and documents how programming made a difference. It shows how our LINC program and work that you do daily helps people move forward and achieve their goals. It is more than just a list of events or activities, it describes a positive change and shows how that change benefits the student, his or her family, friends, or community.

Why do we need these stories?

Our LINC program is so much more than LINC Themes and Topics and activities in class. When we send our reports we want our funders to understand what kind of difference you make in your students' lives and the positive impact that has on everyone involved. Student success stories make our reports come alive and showcase the value of our programming.

What are the key elements of a good success story?

Situation: What was the challenge, issue or concern?

Response: How did the program help affected student solve the problem?

Result(s): What was the outcome? How did the student benefit? Has anyone else benefited?

Evidence: Is there any quantitative and/or qualitative data that shows the changes and benefits?

How to write a success story?

The questions provided below can guide your story. You can either use these questions to write your story in a Word format and email it to me as an attachment, you can choose to put it directly in the body of an email or you can use the Form on the right to submit your story directly.

- Who is the individual facing the challenge and needing intervention? (Please provide student first and last names and student number as well as some background information that can help the reader better understand student's circumstances)
- What was the challenge/issue the student faced?
- What type of intervention/help was provided to the student by the program/teacher?
- What change has come into the student's life because of the intervention/help provided? (Think of painting a picture of the student before and after the intervention/help. Look at the changes that occurred and indicate measured results when possible)
- Does the student feel that his/her life is better or has been changed? (A direct quote from the student can give greater impact to the story)

Student Success Story

* Required

1. Today's date: *

Please input date (M/d/yyyy)

2. Facilitator's name: *

Enter your answer

3. Student's name (first and last) *

Enter your answer

4. Student ID number: *

Enter your answer

5. Who is the individual facing the challenge and needing intervention? (Please provide some background information that can help the reader better understand student's circumstances) *

Enter your answer

6. What was the challenge/issue the student faced? *

Enter your answer

7. What type of intervention/help was provided to the student by the program/teacher? *

Enter your answer

8. What change has come into the student's life because of the intervention/help provided? (Think of painting a picture of the student before and after the intervention/help. Look at the changes that occurred and indicate measured results when possible) *

Enter your answer

9. Does the student feel that his/her life is better or has been changed? (A direct quote from the student can give greater impact to the story) *

Enter your answer

Submit

Never give out your password. [Report abuse](#)

What is a success story?

Success story is a narrative that sets the scene, tells a story, and documents how programming made a difference. It shows how our LINC program and work that you do daily helps people move forward and achieve their goals. It is more than just a list of events or activities, it describes a positive change and shows how that change benefits the student, his or her family, friends, or community.

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Enter your answer


4. Student ID number: *

Enter your answer

5. Who is the individual facing the challenge and needing intervention? (Please provide some background information that can help the reader better understand student's circumstances) *

Enter your answer

LINC Themes and Topics

 Tamara Jorgic
Administrator



Spring / Summer semester themes

Employment: [On the job](#)


Education: [Effective learning and study skills](#)


Canada & Canadian Culture: [Geography / living in Canada](#)


At home, in our community, and the world: [Housing / environment](#)

Travel and transportation: [Travel and transportation](#)

Community and government services: [Services](#)

 CLB 7 Themes - SPRING-SUMMER term

 CLB 6 Themes - SPRING-SUMMER term

 CLB 5 Themes - SPRING-SUMMER term



Fall semester themes

Employment: [Job search](#)

Education: [Educational system in Canada](#)

Canada & Canadian Culture: [Holidays, celebrations, famous people](#)

Canadian law: [Laws, government and citizenship](#)

Commercial services and business: [Shopping and services](#)

Health and safety: [Personal health / going to the doctor's](#)

 CLB 7 Themes - FALL term

 CLB 6 Themes - FALL term

 CLB 5 Themes - FALL term



Winter semester themes

Employment: [In between jobs](#)

Education: [Personal educational experience / further education](#)

Canada & Canadian Culture: [Weather / socializing](#)

Banking and customer service: [Banking and financial services](#)

Family and relationships: [Family, friends, neighbours](#)

Health and safety: [Healthy living / health care system](#)

 CLB 7 Themes - WINTER term

 CLB 6 Themes - WINTER term

 CLB 5 Themes - WINTER term



RESOURCES IN SHAREPOINT

Travel and transportation: [Travel and transportation](#)

Community and government services: [Services](#)

Commercial services and business: [Shopping and services](#)

Health and safety: [Personal health / going to the doctor's](#)

[financial services](#)

Family and relationships: [Family, friends, neighbours](#)

Health and safety: [Healthy living / health care system](#)

CLB 7 Themes - SPRING-SUMMER term

CLB 6 Themes - SPRING-SUMMER term

CLB 5 Themes - SPRING-SUMMER term

CLB 4 Themes - SPRING-SUMMER term

CLB 3 Themes - SPRING-SUMMER term

CLB 6

COLUMBIA COLLEGE: LINC PROGRAM THEMES AND TOPICS

SPRING-SUMMER TERM



Employment	Education	Canada & Canadian Culture	At Home, in Our Community, and the World	Travel and Transportation	Community and Government Services
On the job	Effective learning and study skills	Geography / Living in Canada	Housing / Environment	Travel and transportation	Services
<ul style="list-style-type: none"> how meetings are conducted, participating in meetings workplace communication: giving opinions, taking turns and interrupting, being persuasive written communication in the workplace (reports, emails, notes) presentation skills employer expectations cultural differences between Canadian workplace and own country (e.g., levels of formality) work ethic performance reviews professional codes of conduct (e.g., issues of confidentiality) telephone skills working remotely time management 	<ul style="list-style-type: none"> note taking and study skills study goals study strategies accessing library services online academic writing (essay writing, narrative essays, transitions, descriptive essays, editing paragraphs) taking notes in meetings to remember or pass on information (Cornell Notes) preparing and conducting successful presentations, body language engaging in negotiation reading graphs, tables and charts (numeracy and measurements) 	<p>Geography</p> <ul style="list-style-type: none"> Canadian regions, climate and its effect on lifestyle, economy population density across Canada systems of measurement for distances and temperature time zones and distances across the country <p>History</p> <ul style="list-style-type: none"> indigenous peoples, treaties residential schools and the truth and reconciliation process the development of the Canadian west, fur trade, CP railway RCMP discovery of oil development of Canada's system of government: from colony to country citizenship test preparation (history portion of the test) <p>Living in Canada</p> <ul style="list-style-type: none"> special events and celebrations customs and social behavior Multiculturalism famous Canadians & important figures in Canadian history 	<p>Housing</p> <ul style="list-style-type: none"> neighbourhoods in the city, find a place on a map of Calgary rural and urban communities rental ads, renting / leasing a place, fill out rental application forms, inspect an apartment or a house before you rent it security (damage) deposits furnishing your home utility bills find insurance for your home household maintenance home safety tenant-landlord relations, tenant rights and responsibilities talking to a realtor <p>Environment</p> <ul style="list-style-type: none"> current events Canada and the world 	<ul style="list-style-type: none"> public transport alternative means of transportation (car sharing, carpooling) tourism in Canada (eco-tourism) planning an extended vacation summer activities camping (renting an RV, reserving a camping spot, camping safety) travel and destinations in Canada watching travel videos 	<ul style="list-style-type: none"> emergency shelters accessing free government services food banks help for low income earners income support sports and recreational facilities in Calgary parks and attraction in the City and the province seasonal activities



RESOURCES

IN

SHAREPOINT

LINC Themes and Topics

Tamara Jorgic
Administrator



Spring / Summer semester themes

Employment: [On the Job](#)

Education: [Effective learning and study skills](#)

Canada & Canadian Culture: [Geography / living in Canada](#)

At home, in our community, and the world: [Housing / environment](#)

Travel and transportation: [Travel and transportation](#)

Community and government services: [Services](#)



Fall semester themes

Employment: [Job search](#)

Education: [Educational system in Canada](#)

Canada & Canadian Culture: [Holidays, celebrations, famous people](#)

Canadian law: [Laws, government and citizenship](#)

Commercial services and business: [Shopping and services](#)

Health and safety: [Personal health / going to the doctor's](#)

CLB 7 Themes - SPRING-SUMMER term

CLB 6 Themes - SPRING-SUMMER term

CLB 5 Themes - SPRING-SUMMER term

CLB 4 Themes - SPRING-SUMMER term

CLB 3 Themes - SPRING-SUMMER term

CLB 7 Themes - FALL term

CLB 6 Themes - FALL term

CLB 5 Themes - FALL term

CLB 4 Themes - FALL term

CLB 3 Themes - FALL term

EMPLOYMENT: On the Job

Tamara Jorgic
Administrator

CLB 3

- introducing yourself in the workplace: personal information, short conversations (small talk)
- minimum wage rates
- pay statements
- work schedule
- workplace safety: signs and warnings

CLB 6

- how meetings are conducted, participating in meetings
- workplace communication: giving opinions, taking turns and interrupting, being persuasive
- written communication in the workplace (reports, emails, notes)
- employer expectations
- cultural differences between Canadian workplace and own country (e.g., levels of formality)
- work ethic
- performance reviews
- professional codes of conduct (e.g., issues of confidentiality)

CLB 4

- introducing yourself in the workplace: personal information, short conversations (small talk)
- pay statements
- work schedule
- workplace behaviour
- harassment
- workers' rights
- workplace safety: signs and warnings

CLB 7

Canadian workplace culture

- workplace culture: employer expectation, ethics and behavior
- workplace conflict, work issues: workplace behaviour, harassment, workers' rights
- workplace communication: giving opinions, taking turns and interrupting, being persuasive
- written communication in the workplace
- workplace skills: personal management, teamwork, participating in meetings
- employment laws in Alberta

Safety at work

- safety rules and regulations
- workplace hazardous materials

CLB 5

- introducing yourself in the workplace: personal information, short conversations (small talk)
- pay statements
- work schedule
- workplace behaviour
- workplace rights and responsibilities
- workplace culture
- workers' rights
- workplace safety: signs and warnings



RESOURCES IN SHAREPOINT



GOOLE SITES
TO KEEP
INFORMATION
IN ONE PLACE

Tamara's Test Site

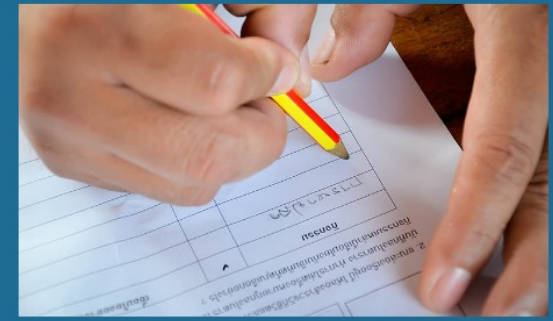
[Home](#) [News page](#) [Report form](#)

Communication Test Site

[Click here for the latest news about the program](#)

[Click here to access our resource page](#)

[Click here to submit your monthly report](#)

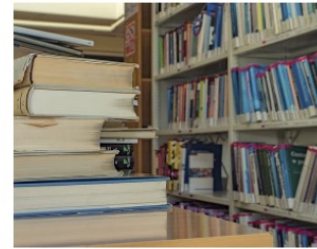


News page

News for the week of August 9, 2021

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin non volutpat magna. Aliquam mi lacus, tristique ac laoreet at, dapibus eget mi. Nullam vel porttitor velit, eu vehicula risus. Duis mattis convallis magna, sed aliquet risus elementum eu. Praesent viverra risus a ligula porta, at viverra leo fermentum. Nam velit dolor, tincidunt quis sagittis quis, vestibulum sit amet sapien. In et volutpat ante. Sed et quam sed sem rutrum faucibus ac eu orci. Nulla imperdiet dui quis pretium tristique.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin non volutpat magna. Aliquam mi lacus, tristique ac laoreet at, dapibus eget mi. Nullam vel porttitor velit, eu vehicula risus. Duis mattis convallis magna, sed aliquet risus elementum eu. Praesent viverra risus a ligula porta, at viverra leo fermentum. Nam velit dolor, tincidunt quis sagittis quis, vestibulum sit amet sapien. In et volutpat ante. Sed et quam sed sem rutrum faucibus ac eu orci. Nulla imperdiet dui quis pretium tristique.



News for the week of August 2, 2021

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin non volutpat magna. Aliquam mi lacus, tristique ac laoreet at, dapibus eget mi. Nullam vel porttitor velit, eu vehicula risus. Duis mattis convallis magna, sed aliquet risus elementum eu. Praesent viverra risus a ligula porta, at viverra leo fermentum. Nam velit dolor, tincidunt quis sagittis quis, vestibulum sit amet sapien. In et volutpat ante. Sed et quam sed sem rutrum faucibus ac eu orci. Nulla imperdiet dui quis pretium tristique.



NEWS
IN
GOOGLE
SITES



The image displays two versions of a 'Report form' side-by-side for comparison.

Left Design (Standard Form):

- Header:** 'Report form' in large black text.
- Title:** 'Report form test sample' in bold black text.
- User Info:** A section with a user icon, email 'tamara.jorgic@columbia.ca (not shared)', and a red asterisk indicating a required field.
- Name Field:** Labeled 'Your name *', it includes a text input field and a label 'Your answer'.
- Date Field:** Labeled 'Date *', it includes a date picker and a label 'yyyy-mm-dd'.
- Module Activity:** Labeled 'Name(s) of the module(s) done this month', it includes a text input field and a label 'Your answer'.
- Competences:** Labeled 'Key competences addressed *', it features a list of radio button options: 'Interacting with others', 'Comprehending instructions', 'Getting things done', 'Comprehending information', 'Giving instructions', and 'Sharing information'.
- Activities:** Labeled 'Number of SU activities done *', it features a list of radio button options: '1', '2', and '3 or more'.
- ATs:** Labeled 'Number of ATs done *', it features a list of radio button options: '1', '2', and '3 or more'.
- Buttons:** 'Submit' and 'Clear form' buttons are at the bottom.

Right Design (Simplified Form):

- Header:** 'Report form' in large black text.
- Title:** 'Report form test sample' in bold black text.
- User Info:** A section with a user icon, email 'tamara.jorgic@columbia.ca (not shared)', a 'Switch accounts' link, and a red asterisk indicating a required field.
- Name Field:** Labeled 'Your name *', it includes a text input field and a label 'Your answer'.
- Date Field:** Labeled 'Date *', it includes a date picker and a label 'yyyy-mm-dd'.
- Module Activity:** Labeled 'Name(s) of the module(s) done this month *', it includes a text input field and a label 'Your answer'.
- Competences:** Labeled 'Key competences addressed *', it includes a text input field.

LINC Themes Overview



Spring / Summer semester
themes

[Employment: On the job](#)

[Education: Effective learning and study skills](#)

[Canada & Canadian Culture: Geography / Living in Canada](#)

[At home, in our community, and the world: Housing / Environment](#)

[Travel and transportation: Travel and transportation](#)



Fall semester
themes

[Employment: Job search](#)

[Education: Educational system in Canada](#)

[Canada & Canadian Culture: Holidays, celebrations, famous people](#)

[Canadian Law: Laws, government and citizenship](#)

[Commercial Services and Business: Shopping and services](#)



Winter semester
themes

[Employment: In between jobs](#)

[Education: Personal educational experience / further education](#)

[Canada & Canadian Culture: Weather / Socializing](#)

[Banking and Customer Service: Banking and financial services](#)

[Family and Relationships: Family and relationships](#)



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LINC Themes Overview



Spring / Summer semester
themes



Fall semester
themes



Wint

Employment: On the job

Education: Off the learning and study skills

Canada & Canadian Culture: Geography / Living in Canada

At home, in our community, and the world: Housing / Environment

Travel and transportation: Travel and transportation

Community and government services: Services

Employment: [Job search](#)

Education: [Educational system in Canada](#)

Canada & Canadian Culture: [Holidays, celebrations, famous people](#)

Canadian Law: [Laws, government and citizenship](#)

Commercial Services and Business: [Shopping and services](#)

Health and Safety: [Personal health / going to the doctor's](#)

[Employment: In betw](#)
[Education: Personal & education](#)
[Canada & Canadian C](#)
[Banking and Custom services](#)
[Family and Relations](#)
[Health and Safety: H](#)

EMPLOYMENT:
On the job

- CLB 3

- introducing yourself in the workplace: personal information, short conversations (small talk)
- minimum wage rates
- pay statements
- work schedule
- workplace safety: signs and warnings

- CLB 4

- introducing yourself in the workplace: personal information, short conversations (small talk)
- pay statements
- work schedule
- workplace behaviour
- harassment
- workers' rights
- workplace safety: signs and warnings

- CLB 5

- introducing yourself in the workplace: personal information, short conversations (small talk)
- pay statements
- work schedule
- workplace behaviour
- workplace rights and responsibilities
- workplace culture
- workers' rights
- workplace safety: signs and warnings

- CLB 6

- how meetings are conducted, participating in meetings
- workplace communication: giving opinions, taking turns and interrupting, being persuasive
- written communication in the workplace (reports, emails, notes)
- employer expectations
- cultural differences between Canadian workplace and own country (e.g., levels of formality)
- work ethic
- performance reviews
- professional codes of conduct (e.g., issues of confidentiality)

- CLB 7

- Canadian workplace culture
 - workplace culture: employer expectation, ethics and behavior
 - workplace conflict, work issues: workplace behaviour, harassment, workers' rights
 - workplace communication: giving opinions, taking turns and interrupting, being persuasive

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

SITES

CLB 3

CLB 3 - SPRING / SUMMER SEMESTER THEMES:

 <p>Employment: On the job</p> <ul style="list-style-type: none">• introducing yourself in the workplace: personal information, work conversations (small talk)• interview: prepare notes• pay statements• work schedule• workplace safety signs and warnings	 <p>Education: Effective learning and study skills</p> <ul style="list-style-type: none">• good habits for language learning• differences between the education system and learning approach in Canada and other countries• registration forms, documents needed for school program registration• understanding calendars and using calendars to keep track of your tasks and programs• professional development days, school holidays• back-to-school shopping
 <p>Canada & Canadian Culture: Geography / Living in Canada</p> <p>Geography</p> <ul style="list-style-type: none">• names of provinces and territories• a map of Canada, province and territorial• a map of Calgary <p>Living in Canada</p> <ul style="list-style-type: none">• early Canadian history• famous Canadians• Canadian holidays: Statue Canada Day, Heritage Day• size and layout of living in Canada• Canadian customs: lining up, making small talk, gift giving in class, thank you notes	 <p>At home, in our community, and the world: Housing, Environment</p> <p>Housing</p> <ul style="list-style-type: none">• looking for a house• types of housing• understanding rental ads• rental forms• inspection reports• security (damage, deposits)• furnishing your house• utility bills• household problems• car pool• saving time and money• small to a landlord• thank you note for help moving• invitation to a house-warming party
 <p>Travel and transportation: Travel and transportation</p> <ul style="list-style-type: none">• directions• road signs• getting a driver's license• carpooling• bus schedules• travel schedule• travelling to other cities• booking a travel online• planning a trip• booking a hotel• travelling around Calgary/Alberta	 <p>Community and government services: Services</p> <ul style="list-style-type: none">• community services• immigration agencies• library tour• neighborhood services• using a food bank• volunteering in the community

CLB 3 - FALL SEMESTER THEMES:

 <p>Employment: Job search</p> <p>Jobs in Canada</p> <ul style="list-style-type: none">• work activities• salary and wages <p>Looking for a job</p> <ul style="list-style-type: none">• job search engines• job ads• job fairs• volunteering• applying for a job• application forms• resume (basic info)	 <p>Education: Education system in Canada</p> <p>In the Classroom</p> <ul style="list-style-type: none">• classroom rules and expectations• classroom instructions• self-introduction• setting learning goals• organizing a binder <p>Children's school</p> <ul style="list-style-type: none">• homework and email from school• report to explain an absence• parent-teacher interviews <p>School factors</p>
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RESOURCES
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SITES

**What site features we presented today
you think would help you?**

**Which features would you like us to
explain in more detail?**
