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| Theme | Topic | CLB Level(s) | | Skill(s)  ❑ L ❑ S ❑ R ❑ W | Competency Area(s)  ❑ I ❑ II ❑ III ❑ IV |
| **Real World Assessment Task:**  How to… *should be completed by an action, can begin with “listen/speak/read/write” e.g. How to listen to a friend invite you to a party* | | | | | |
| **WHO?**  *Who participates?*  *Who is involved?*  *Who is affected?*  *Who generally does this?*  *Who do you do this with?*  *Who is not involved?*  *Who should you not do this with?*  *Who can help?* | | | **BEFORE**  *What do you need to do before you can do this?*  *What do other people do before you can do this?*  *Can you practice before you do it?*  *Can you ask for help?* | | |
| **WHAT?**  *What is it?*  *What happens when you do it?*  *What is the result?*  *What patterns are there?*  *What information is important/not important?*  *What steps are involved?*  *What pieces or parts need to be included?*  *What should you not do or include?*  *What can you do if it doesn’t work?* | | | **DURING**  *List the steps that happen when you are doing it*   * *Who speaks first?* * *What is the first thing you write?* * *What will the person say first?* * *What is the first thing you read?* * *What are the next important pieces?* * *What/where is the key information?* * *How does it end?*   *Look at the CLB document, skill, and competency to add more criteria specific to your level.*   * *How long?* * *What format?* * *Any specific language requirements?* * *Context?* * *Limitations?* * *Non-comprehension, repetition?* * *Body language, non-verbal communication?* * *Informal vs. formal?*   *Choose a few of the most important items from both the task and the CLB level and make those your assessment criteria.*  *Identify the criteria you’ve chosen that are essential to successful completion of the task.* | | |
| **WHERE?**  *Where do people do this?*  *Where should people not do this?*  *Should be common places that newcomers will encounter at work, school, or in the community.* | | |
| **WHEN?**  *When do people do this?*  *How often?*  *When do people not do this?*  *Should happen frequently or regularly for newcomers, or be important enough if it is not a common occurrence (e.g. call 9-1-1, describe an accident, etc.)* | | |
| **WHY?**  *Why do people do this?*  *Why is this important for you (the student)?*  *What is the result you want after it is done?*  *There should be some connection or relevance to the student’s daily life as a newcomer to Canada.* | | | **AFTER**  *What else needs to be done after it is done?*  *Do you need to do something?*  *Do you need to wait for someone else to do something?*  *Can someone help you proofread?*  *Can you ask for help if you don’t understand?* | | |