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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?* |