Needs Assessment CLB 5 / 6
***Employment – Job Search***

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| Below is a list of real-life tasks. Choose 3 **tasks** you are most interested in. Then, in your group, discuss your choices and see if your group can **agree** on the **top 3** **tasks** you are all interested in. |
| **Listening** |
| * Listen to interview tips.
* Answer a phone call to set up an appointment for a job interview.
* Listen to a phone message about instructions on job application process.
* Watch a video about how to write a resume.
* other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Speaking** |
| * Networking: Start, participate in, and close a small talk conversation.
* Answer 1 or 2 interview questions.
* Talk about your qualities and qualifications.
* Make a phone call to reschedule your interview.
* other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Reading** |
| * Read a job advertisement.
* Read a resume and give advice on how to improve it.
* Locate key information in 2 job ads and decide which position is most appropriate.
* Read a cover letter and understand the format and meaning.
* other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| **Writing** |
| * Complete a job application form.
* Write a paragraph about your previous work experience.
* Email a person and ask if they will be a reference.
* Read a job advertisement online and apply by email.
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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