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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |