

## Literacy Resource

### *LINC Literacy Addendum – A Support Document for the LINC Literacy Component*

The LINC Literacy Addendum, published in 1998, was developed as a support document for the LINC Literacy Component (1997). It provides photocopiable worksheet masters for the LINC literacy instructors to use with literacy learners who need to practice their literacy and numeracy skills through many activities. Co-authored by Nancy L. Hutt and Lynn C. Young, The LINC Literacy Addendum was published in 1998 as a project sponsored by Citizenship and Immigration Canada. The Introduction consists of the following sections:

- Overview of the LINC Literacy Addendum
- Visual Model
- The Five Stages of ESL Literacy
- Outcomes for Literacy Stages 1 and 2: The Foundation Skills
- Relation of Literacy Stages to Literacy Benchmarks and LINC Levels
- Key Classroom Points

The LINC Literacy Addendum Worksheets cover the following 12 themes:

- Housing
- Family Life
- Media
- Education
- Transportation
- Commercial Services
- Canadian Society
- Employment
- Health and Safety
- Canadian Law
- Government and Community Services
- Leisure

The Introduction and each of the 12 themes are viewable as standalone PDF documents. (Given that this resource was originally published as a hard-copy binder, the binder contains all of the 13 parts and comprises a single publication.)

# LINC LITERACY ADDENDUM

A SUPPORT DOCUMENT FOR  
THE LINC LITERACY COMPONENT

October, 1998

## EMPLOYMENT

*Part 9 of 13*

CO-AUTHORS

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LAYOUT AND PRODUCTION

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SECRETARIAL SUPPORT

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A PROJECT SPONSORED BY CITIZENSHIP AND IMMIGRATION CANADA

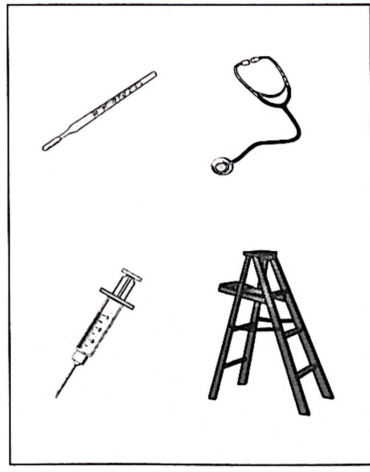
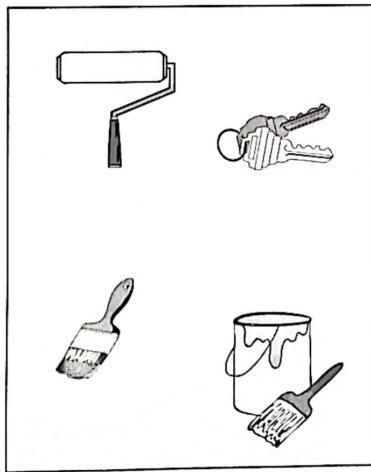
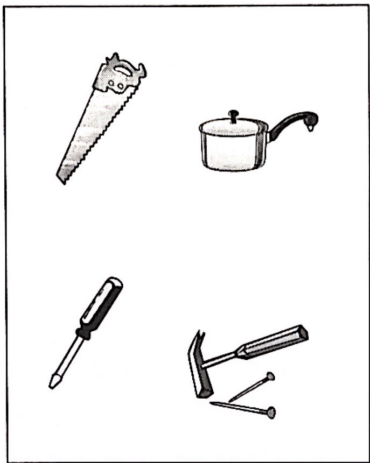


Draw a line to help each person get to work:





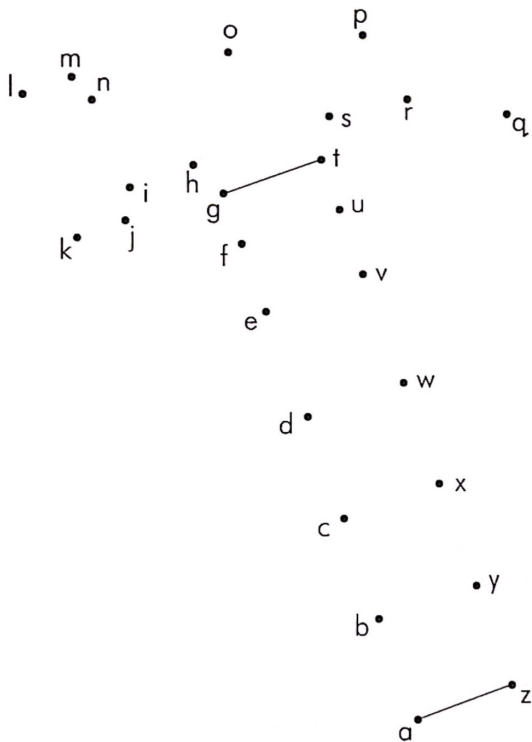
Circle all the things in each box that go together:





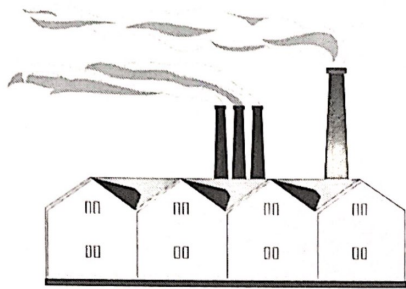
Connect the dots:

---





Trace and copy:



job

job

job

work

work

work



Find the numbers in the number search and circle:

---

15	14	19
17	20	10
13	12	18

3 4 6 9 5 2 6 4

1 0 4 6 1 2 8 7

6 6 1 5 6 5 1 9

2 0 1 4 1 3 6 6

2 3 1 7 6 5 1 8

4 8 6 3 5 7 1 6

---



Read the sentences. Check  Yes or No:

---

1.



He is a teacher.

Yes

No

---

2.



She is a doctor.

Yes

No

---

3.



He is a barber.

Yes

No

---

4.



She is a baker.

Yes

No

---

5.



He is a mechanic.

Yes

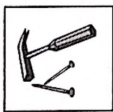
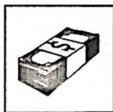
No

---





Circle the things the worker uses:





Fill in the chart:

YESTERDAY	TODAY	TOMORROW
_____	Monday	_____
Monday	_____	_____
_____	Wednesday	_____
_____	_____	Friday
Thursday	_____	_____
_____	Saturday	_____
_____	Sunday	_____



Copy the name of each worker next to the picture:

---

pilot

construction worker

waitress

driver

teller

soldier

1.



\_\_\_\_\_

2.



\_\_\_\_\_

3.



\_\_\_\_\_

4.



\_\_\_\_\_

5.



\_\_\_\_\_

6.



\_\_\_\_\_

---



Circle the dates on the calendar:

Jan. 14

Mar. 12

Feb. 2

May 30

Nov. 25

Oct. 31

July 19

Dec. 23

June 6

Apr. 9

Sept. 4

Aug. 1

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	15	16	17	18	19	20	21
24	25	26	27	28	29	30	28							22	23	24	25	26	27	28
31														29	30	31				
APRIL							MAY							JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3							1		1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
JULY							AUGUST							SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
OCTOBER							NOVEMBER							DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				



Circle the three letters in each row that are the same as the one in the box:

---

e

u o c e ə

g

q b o p g

h

h j n d y

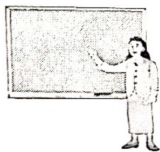
u

u h m c j

---



Circle the words that are the same as the one under the picture:



teacher

teacher

teeth

teach

tomato

teacher

team



cook

cake

cork

cook

cook

coke

corn



farmer

farm

form

farmer

frame

farmer

forrest



painter

pants

painter

paint

point

pointer

painter



plumber

plumber

plum

please

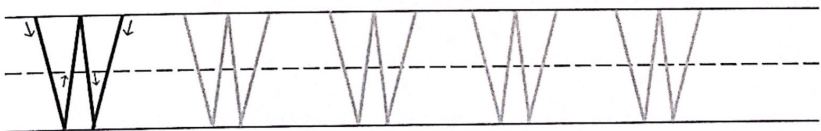
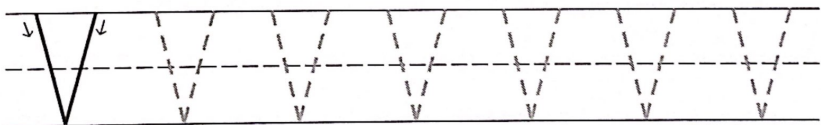
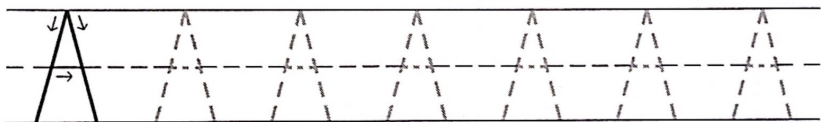
plant

plow

plumber



Trace:





Trace and copy:

---

1. teacher teacher \_\_\_\_\_

2. doctor doctor \_\_\_\_\_

3. plumber plumber \_\_\_\_\_

4. cook cook \_\_\_\_\_

5. farmer farmer \_\_\_\_\_

6. painter painter \_\_\_\_\_

---





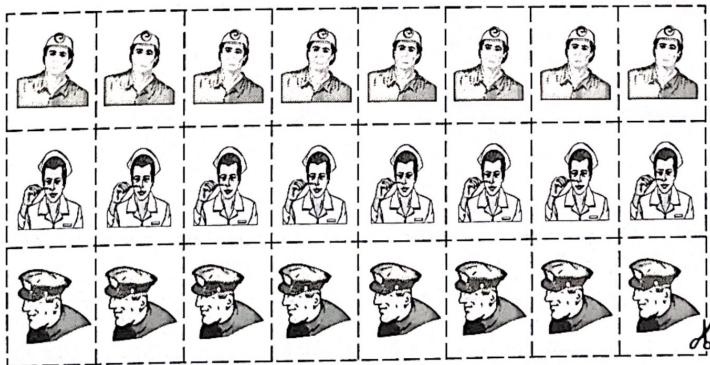
Cut out the pictures at the bottom of the page. Glue the correct number in the boxes:



3

7

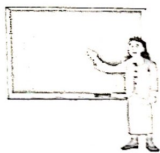
5





Circle the words to match the picture:

---



tender      teacher      teeth      teach

teapot      tomato      teacher      team

---



cook      cake      cork      cook

coat      cook      coke      corn

---



family      farm      form      farmer

former      frame      farmer      forrest

---



painted      pants      painter      paint

plant      point      pointer      painter

---



plunger      plumber      plum      please

planter      plant      plow      plumber

---



Draw lines to match the words:

---

I

are

he

is

we

are

you

am

she

is

it

are

they

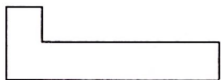
is

---

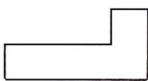


Trace. Then draw lines to match the words to the shapes of the word:

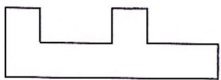
doctor



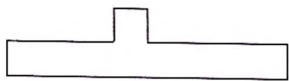
plumber



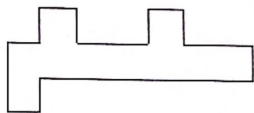
cook



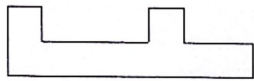
teacher



mechanic



farmer





Separate into words and copy:

Iamabarber.

Youareacook.

Heisamechanic.

Wearestudents.



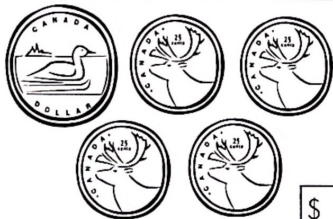
Write how much in the box:



¢



¢



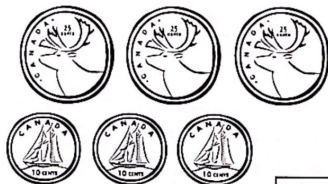
\$ .



\$ .



¢



¢



\$ .

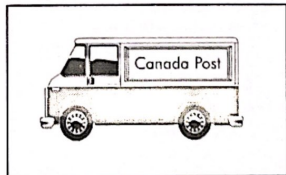
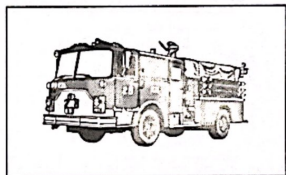
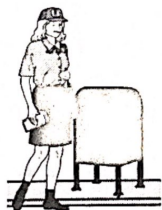
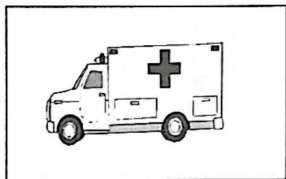


¢



Draw lines to help the workers get to their vehicles:

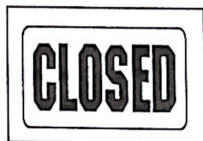
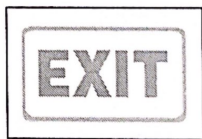
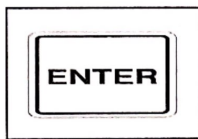
---





Draw lines to match the signs:

---







Trace and copy:

**OPEN**

OPEN

**CLOSED**

CLOSED

**ENTER**

ENTER

**EXIT**

EXIT



Copy the names onto the SIGNATURE lines:

---



Employment and  
Immigration Canada

Emploi et  
Immigration Canada

SOCIAL  
INSURANCE  
NUMBER

NUMÉRO  
D'ASSURANCE  
SOCIALE

662 591 350  
MANUEL ORTIZ

SIGNATURE \_\_\_\_\_



Employment and  
Immigration Canada

Emploi et  
Immigration Canada

SOCIAL  
INSURANCE  
NUMBER

NUMÉRO  
D'ASSURANCE  
SOCIALE

686 504 850  
ANNA GORECKI

SIGNATURE \_\_\_\_\_

---



Cut out the shapes. Glue them in the correct column:

3	8	5	2
5	3	8	3
2	8	5	2



Draw lines to match the worker to the work they do:

PERSON



ACTION



cook

sews

driver

farms

teacher

babysits

painter

types

baker

welds

farmer

teaches

typist

cooks

seamstress

paints

welder

bakes

babysitter

drives



Read the story. Circle Emma's form:

---



This is Emma Cruz.

She lives at 44 Main Street.

She is a nurse.

She works at Victoria Hospital.

Name: Emma Cruz

Address: 14 Main Street

Job Title: Nurse

Employer: Victory Hospital

Name: Emma Cruz

Address: 44 Main Street

Job Title: Nurse's Aid

Employer: Victoria Hospital

Name: Emma Cruz

Address: 44 Main Street

Job Title: Nurse

Employer: Victoria Hospital

---



Copy the form:

### WORK HISTORY

FROM May, 1995 TO Sept., 1998 Factory Worker  
Dates Job Title

Empire Plastics (614) 525-1122  
Employer Telephone Number

200 Industrial Rd.  
Address

Oshawa Ontario L3Y 2G1  
City Province Postal Code

### WORK HISTORY

FROM \_\_\_\_\_ TO \_\_\_\_\_ \_\_\_\_\_  
Dates Job Title

\_\_\_\_\_  
Employer Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City Province Postal Code



Fill out the job application form:

## JOB APPLICATION

### PERSONAL INFORMATION:

TITLE: (Circle one)

MR. MISS MRS. MS.

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MIDDLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
PROVINCE

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
SIN

### WORK HISTORY:

FROM

\_\_\_\_\_  
DATE

TO

\_\_\_\_\_  
DATE

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
EMPLOYER

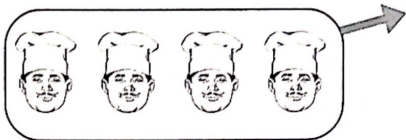
\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



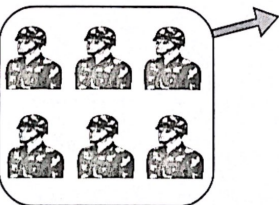
Subtract:



$$12 - 4 = \underline{\quad}$$



$$10 - 5 = \underline{\quad}$$



$$14 - 6 = \underline{\quad}$$