

Name: _____

Date: _____

Needs Assessment for CLB 4**Competency : *Getting Things Done***

Number the topics from least important to most important putting # 1 as the most important. Choose only 5. Then circle the topics you want to learn in each theme.

Meeting and greeting people/Introducing people	○ Greeting/Introduction ○ Thanking/Apologizing ○ Inviting ○ At work ○ At the mall ○ At the bus stop	Banking	○ Reading g a bank statement ○ writing a cheque ○ Depositing a cheque /cash ○ Using credit card/understanding credit card payments ○ Password/passcode importance ○ Getting a loan or mortgage
Canada	○ About Canada ○ Geography of Canada ○ History of Canada ○ Government of Canada ○ Canadian Culture ○ Holidays in Canada ○ Travelling in Canada ○ Laws in Canada	Transportation	○ Travelling in the city ○ Understanding directions ○ Understanding maps ○ Learning the concept of bus tickets ○ Understanding transit ○ Knowing how to use the phone and other phone services
On the job/At work	○ Reading a pay stub ○ Workplace behavior ○ Language at work ○ Understating Instructions ○ Canadian work place culture	Health	○ Making an appointment ○ Discussing/describing personal health ○ Reading labels ○ Understanding information given on the phone

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	○ Filling out an application ○ Filling out forms ○ Small talk at work ○ Work ethics ○ Rights at work ○ Works place expectations		○ Getting ready to visit a doctor ○ Filling prescription
Looking for a Job	○ Describing your job ○ Different professions ○ Jobs in Canada ○ Volunteering ○ Job application ○ Answering job interview questions ○ Reading and understanding job ads ○ Responsibilities at work	Living in Canada	○ Housing in Canada/renting/owing a house ○ Understating housing ads ○ Rights of tenants ○ Filling an application ○ Writing an e mail to complain
		Shopping	○ Language used for shopping ○ Asking for help/prices/amounts ○ Looking for sales ○ Understanding flyers/sales/discounts ○ Describing Appearance