

NOCN Using Reading Skills in a Work Place

1.1 Which tasks require reading skills?

Which of the following require reading skills?

Choose either yes or no from the drop-down box:



Understanding signs



Listening to the teacher

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Maths	PE	Chemistry	History	Physics
09:00	English	Computing	French	Maths	PE
10:00	Science	Art	Music	English	Maths
11:00	BREAK				
12:00	PE	Maths	Science	Art	English
13:00	LUNCH				
14:00	Computing	Chemistry	History	Maths	Physics

understanding a timetable



Asking for directions



telling the time



emails



Text messaging



letters



ordering at a restaurant



Listening to music



driving a car

2.1. My job - things I need to read in the workplace

All of the following tasks require reading skills.

Which do you need to do in college? Decide yes or no.

Read an email from my teacher.	
Read a newspaper.	
Read a menu in a restaurant.	
Read the prices in a supermarket.	
Read homework that is assigned.	
Read exam questions.	
Read a letter from the council.	
Read a text message from my teacher.	

Can you think of any other tasks which require reading skills in college?

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Think about what you are good at,
and what you are not good at when reading English.

2.2 Pick one target that you want to improve from the list below:

Improve my reading speed	Improve my vocabulary	Understand word class
Improve my spelling	Improve my pronunciation	Improve my knowledge of letter sounds

2.3 How are you going to improve this?

Choose two ways:

Complete all homework my teacher gives me	Attend all lessons	Take notes in class
Write down new vocabulary	Use a dictionary/translate to understand new words	Practise reading aloud
Test my comprehension by writing down what I read about	Practise classifying words: eg. are they nouns, verbs, adjectives...	Write down new spelling rules and practise at home

