

**CLB 5 Luis & Time****Instructions:**

1. Read the newspaper article.
  2. Answer the questions.
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**THE DAILY GLOBE****A New Job for a Newcomer**

We talked to Luis about finding work in Canada.  
Here is his story.

Luis was excited about his new job. He really liked his new boss, Mr. Alvarez. Luis thought that this would be a good place to work. His boss told him to come to work around 8:00. Luis arrived at 8:15 a.m. His boss was upset. Mr. Alvarez told Luis that he expected all of his employees to be punctual.



Luis did not understand what he had done wrong. He decided to ask another supervisor. The supervisor explained that in Canada you must be at work 10 to 15 minutes early. For an 8:00 a.m. shift, you should be at work at 7:45 a.m. or 7:50 a.m. He explained that when a manager says, "Come around 8 o'clock," they mean, "Come before 8:00 a.m." Then Luis would be ready to start on time. The supervisor also suggested that Luis get Essential Skills training.

He explained that this training would help Luis learn about workplace culture in Canada.

The next day, Luis came to work at 7:45. He talked to Mr. Alvarez to apologize for being late the day before. Luis explained that he was still learning about Canadian culture, and that he would do his best to learn quickly. Luis' boss smiled, because he was happy that Luis wanted to learn. He told Luis to ask questions if he needed help or didn't understand something.

Luis also went to his local adult learning program. He registered for a six-week Essential Skills training program. Luis was excited to learn more about being a good employee in Canada.

**CULTURE NOTE:**

Be careful with information you get from friends. If you are not sure about something at work, ask your manager or a co-worker first. They can give you correct information.

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Adapted from: Workplace Integration of Newcomers. (2013). The newcomer's guide to the Canadian workplace. [PDF file] Retrieved from <https://regionalconnections.ca/wp-content/uploads/2016/04/Newcomers-Guide-to-the-Canadian-Workplace.pdf>

## Questions

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1. a) Where do you find the title of this document? \_\_\_\_\_
  
- b) What is the title of this document? \_\_\_\_\_
  
  
2. Who is this message for? \_\_\_\_\_
  
  
3. What is this document **mainly** about?
  - a. taking time off
  - b. punctuality
  - c. asking for help
  - d. Essential Skills training
  
4. What is the purpose of this message?
  - a. to teach workers about punctuality in Canada
  - b. to encourage workers to get Essential Skills training
  - c. to tell a story about a newcomer starting work
  - d. to warn workers to not be late
  
5. Look for bold lettering. List 3 bolded statements found in the document.

- \_\_\_\_\_
  
- \_\_\_\_\_
  
- \_\_\_\_\_

6. What problem did Luis have in the article?

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7. What did he do to get help?

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8. What advice did he get?

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9. a. Did he follow the advice?  Circle **YES / NO**

b. How? \_\_\_\_\_

10. What does "punctual" mean?

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11. What does "adult learning program" mean?

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12. Imagine that you work for this company, but don't understand the rules about working overtime. What should you do?

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