

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	<ul style="list-style-type: none"> ○ Greeting/Introduction ○ Thanking/Apologizing ○ Inviting ○ At work ○ At the mall ○ At the bus stop 	Banking	<ul style="list-style-type: none"> ○ Reading 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	<ul style="list-style-type: none"> ○ About Canada ○ Geography of Canada ○ History of Canada ○ Government of Canada ○ Canadian Culture ○ Holidays in Canada ○ Travelling in Canada ○ Laws in Canada 	Transportation	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Reading a pay stub ○ Workplace behavior ○ Language at work ○ Understanding Instructions ○ Canadian work place culture 	Health	<ul style="list-style-type: none"> ○ Making an appointment ○ Discussing/describing personal health ○ Reading labels ○ Understanding information given on the phone

Name: _____

Date: _____

	<ul style="list-style-type: none"> ○ Filling out an application ○ Filling out forms ○ Small talk at work ○ Work ethics ○ Rights at work ○ Works place expectations 		<ul style="list-style-type: none"> ○ Getting ready to visit a doctor ○ Filling prescription
Looking for a Job	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ Housing in Canada/renting/owing a house ○ Understating housing ads ○ Rights of tenants ○ Filling an application ○ Writing an e mail to complain
		Shopping	<ul style="list-style-type: none"> ○ Language used for shopping ○ Asking for help/prices/amounts ○ Looking for sales ○ Understanding flyers/sales/discounts ○ Describing Appearance