

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"> <input type="radio"/> Greeting/Introduction <input type="radio"/> Thanking/Apologizing <input type="radio"/> Inviting <input type="radio"/> At work <input type="radio"/> At the mall <input type="radio"/> At the bus stop 	Banking	<ul style="list-style-type: none"> <input type="radio"/> Reading a bank statement <input type="radio"/> writing a cheque <input type="radio"/> Depositing a cheque /cash <input type="radio"/> Using credit card/understanding credit card payments <input type="radio"/> Password/passcode importance <input type="radio"/> Getting a loan or mortgage
Canada	<ul style="list-style-type: none"> <input type="radio"/> About Canada <input type="radio"/> Geography of Canada <input type="radio"/> History of Canada <input type="radio"/> Government of Canada <input type="radio"/> Canadian Culture <input type="radio"/> Holidays in Canada <input type="radio"/> Travelling in Canada <input type="radio"/> Laws in Canada 	Transportation	<ul style="list-style-type: none"> <input type="radio"/> Travelling in the city <input type="radio"/> Understanding directions <input type="radio"/> Understanding maps <input type="radio"/> Learning the concept of bus tickets <input type="radio"/> Understanding transit <input type="radio"/> Knowing how to use the phone and other phone services
On the job/At work	<ul style="list-style-type: none"> <input type="radio"/> Reading a pay stub <input type="radio"/> Workplace behavior <input type="radio"/> Language at work <input type="radio"/> Understanding Instructions <input type="radio"/> Canadian work place culture 	Health	<ul style="list-style-type: none"> <input type="radio"/> Making an appointment <input type="radio"/> Discussing/describing personal health <input type="radio"/> Reading labels <input type="radio"/> Understanding information given on the phone

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	<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