

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 | Chemistry | Computing | 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 |

