

Clerical Curriculum

Literacy Link Eastern Ontario (LLEO) has reviewed and endeavoured to identify all relative OALCF competencies for each of the activities within the Clerical curriculum. For each competency identified, a minimum of two performance descriptors have been indicated. These descriptors provide the rationale for the competency. The milestones and culminating tasks have not been included, since milestones are based on a learner's goal path and the curricula can be used for different goal paths.

Many agencies use curricula in a variety of ways, therefore, we have provided two additional charts for quick reference, one based on activity and one based on modules. This document contains the breakdown by activity for detailed information.

Modules for Clerical

Essential Skills
The Clerical Field
Thinking Skills
Documents and Forms
Records Management
Communication
In the Office

LLEO has provided the OALCF competency for each of the units within the Clerical curriculum. For each competency that has been identified the performance descriptors have been indicated. These descriptors provide the rationale for the competency.

Essential Skills Module

Unit: Should I take this training? - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts
B1.1	Conveys information on familiar topics Chooses appropriate language in exchanges with a clearly defined purpose
B3.2	Uses layout to determine where to make entries Follows instructions on documents
D1	Follows simple prompts Follows apparent steps to complete tasks
E1	Begins to monitor own learning Identifies one source of information (e.g. text, document, classmate, co-worker) to complete tasks

Unit: What are the Essential Skills? - Learning Activity 2

A1.1	Decodes words and makes meaning of sentences in a single text Reads short texts to locate a single piece of information Follows simple, straight forward instructional texts
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Making entries using a limited range of vocabulary

Unit: What are the Essential Skills? - Learning Activity 3

A1.1	Follows simple, straight forward instructional texts Decodes words and makes meaning of sentences in a single text
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Essential Skills Job Profiles - Learning Activity 4

A2.2	Performs limited searches using one or more search criteria Extracts information from tables and forms Uses layout to locate information
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Begins to identify sources and evaluate information Performs simple searches using keywords

Unit: Essential Skills Job Profiles - Learning Activity 5

A1.2	Locates multiple pieces of information in simple texts Makes low-level inferences
B3.2	May draw on additional sources Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Essential Skills Job Profiles - Learning Activity 6

A2.1	Scans to locate specific details Interprets brief texts and common symbols
A2.2	Performs limited searches using one or more search criteria Uses layout to locate information Makes low-level inferences
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using key words

Unit: Learning for Work - Learning Activity 7

A2.2	Performs limited searches using one or more search criteria Extracts information from tables and forms Uses layout to locate information
B1.1	Conveys information on familiar topics Chooses appropriate language in exchanges with clearly defined purposes Participates in short simple exchanges
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
D2	Selects and follows appropriate steps to complete tasks Performs simple searches using key words (e.g. Internet, software help menu)

The Clerical Field Module

Unit: Clerical Work Overview - Learning Activity 1

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading
A1.3	Compares and contrasts information between two or more texts Identifies sources, evaluates and integrates information
A2.3	Integrates several pieces of information between documents Compares or contrasts information between two or more documents Uses layout to locate information
B1.1	Conveys information on familiar topics Chooses appropriate language in exchanges with clearly defined purposes Speaks or signs clearly in a focused and organized way
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.3	Draws on multiple sources as required Uses layout to determine where to make entries Makes inferences to decide what, where, and how to enter information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Computer Job Skills- Learning Activity 2

A1.2	<p>Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading Makes low-level inferences Begins to identify sources and evaluate information</p>
A2.2	<p>Performs limited searches using one or two search criteria Uses layout to locate information Makes low-level inferences</p>
B1.1	<p>Conveys information on familiar topics Chooses appropriate language in exchanges with clearly defined purposes Speaks or signs clearly in a focused and organized way</p>
B2.2	<p>Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task</p>
B3.2	<p>May draw on additional simple sources, such as a list Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary (q3)</p>
D2	<p>Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information</p>

Unit: Keyboarding - Supplemental Activity

A2.1	<p>Locates specific details in simple documents, such as labels and signs</p>
D2	<p>Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information</p>

Unit: Keyboarding - Learning Activity 3

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading
B1.1	Conveys information on familiar topics Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information
E1	Begins to monitor own learning Checks accuracy of work Takes responsibility for learning

Unit: Keyboarding - Learning Activity 4

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
------	--

Unit: Office Machines - Learning Activity 5

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B1.1	Conveys information on familiar topics Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way Repeats or questions to confirm understanding
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Office Machines - Learning Activity 6

B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries
------	---

Unit: Confidentiality - Learning Activity 7

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Scans text to locate information Makes low-level inferences
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered

Thinking Skills Module

Unit: Finding Information- Learning Activity 1

A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs or maps Uses layout to locate information Makes connections between parts of documents Makes low-level inferences
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.1	Makes straightforward entries to complete very simple documents Makes a direct match between what is requested and what is entered
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents (q 4)

Unit: Finding Information - Learning Activity 2

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary appropriate to the task Begins to organize writing to communicate effectively
D2	Selects and follows appropriate steps to complete tasks Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Finding Information - Learning Activity 3

A1.2	Scans texts to locate information Locates multiple pieces of information in simple texts Makes low-level inferences
A2.2	Performs limited searches using one or two search criteria Makes connections between parts of documents Makes low-level inferences
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary appropriate to the task
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
E2	Monitors progress towards achieving goals Evaluates own performance using established criteria and tools

Unit: Critical Thinking- Learning Activity 4

A1.2	Makes low-level inferences Obtains information from detailed reading Begins to identify sources and evaluate information
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Critical Thinking- Learning Activity 5

A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences Obtains information from detailed reading Begins to identify sources and evaluate information
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Critical Thinking- Learning Activity 6

A1.2	Makes connections between sentences and between paragraphs in a single text Makes low-level inferences Obtains information from detailed reading Begins to identify sources and evaluate information
B1.2	Shows an awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way.
C4.1	Recognizes values in number and word format Understands numerical order Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and performs required operation Follows apparent steps to reach solutions

Unit: Job Task Planning and Organizing- Learning Activity 7

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading Follows the main events of descriptive, narrative, and informational texts
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the tasks
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary Follows conventions to display information in simple documents Displays one or two categories of information Identifies parts of documents using titles, row and column headings and labels
C2.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Measures time using common instruments, such as clocks, timers, and stopwatches

Unit: Job Task Planning and Organizing - Learning Activity 8

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading Makes low-level inference
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the tasks
B3.2	Uses layout to determine where to make entries Follows instructions on documents Makes entries using a limited range of vocabulary
B3.3	Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete the task Makes inferences to decide what, where, and how to enter the information Displays many categories of information Organizes information in a variety of ways
D2	Selects and follows appropriate steps to complete tasks Makes low-level inferences to interpret icons and text Begins to identify sources and evaluate information

Unit: Job Task Planning and Organizing - Learning Activity 9

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading
B1.1	Shows an awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way.
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the tasks
B3.2	Uses layout to determine where to make entries Follows instructions on documents Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Decision Making - Learning Activity 10

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Problem Solving - Learning Activity 11

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary Follows instructions on documents

Unit: Memory Use - Learning Activity 12

A1.2	Makes connections between sentences and between paragraphs in a single text Obtains information from detailed reading
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the tasks
B3.2	Uses layout to determine where to make entries Follows instructions on documents Makes entries using a limited range of vocabulary

Documents and Forms Module

Unit: Reading for Learning and Doing - Learning Activity 1

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Uses layout to locate information Makes connections between parts of documents
B2.1	Writes simple texts to request, remind, or inform Uses sentence structure, upper and lower case, and basic punctuation
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Reading for Learning and Doing - Learning Activity 2

A2.2	Performs limited searches using one or two search criteria Uses layout to locate information Makes connections between parts of documents
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Workplace Documents - Learning Activity 3

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes connections between parts of documents
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Workplace Documents - Learning Activity 4

A2.1	Scans to locate specific details Interprets brief text and common symbols
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Workplace Documents - Learning Activity 5

A2.2	<p>Performs limited searches using one or two search criteria</p> <p>Extracts information from tables and forms</p> <p>Uses layout to locate information</p> <p>Makes connections between parts of documents</p>
B3.2	<p>May draw on additional sources, such as a list</p> <p>Uses layout to determine where to make entries</p> <p>Begins to make some inferences to decide what information is needed, where and how to enter the information</p>

Unit: Filling in Forms - Learning Activity 6

A1.2	<p>Locates multiple pieces of information in simple texts</p> <p>Makes low-level inferences</p> <p>Obtains information from detailed reading</p>
B1.1	<p>Conveys information on familiar topics</p> <p>Participates in short, simple exchanges</p> <p>Speaks or signs clearly in a focused and organized way</p>
B2.2	<p>Writes text to explain or describe</p> <p>Conveys intended meaning on familiar topics for a limited range of purposes and audiences</p>
B3.1	<p>Uses labels and headings to organize content</p> <p>Includes titles where required</p> <p>Presents text and numbers below one or more headings in lists</p>
B3.2	<p>May draw on additional sources, such as a list</p> <p>Uses layout to determine where to make entries</p> <p>Begins to make some inferences to decide what information is needed, where and how to enter the information</p> <p>Follows instructions on document</p>
B3.3	<p>Draws on multiple sources as required</p> <p>Manages unfamiliar elements to complete the text</p> <p>Uses layout to determine where to make entries</p> <p>Makes inferences to decide what, where, and how to enter the information</p>
D2	<p>Selects and follows appropriate steps to complete tasks</p> <p>Locates and recognizes functions and commands</p> <p>Performs simple searches using keywords (e.g. Internet, software help menu)</p>

Unit: Keeping Track - Learning Activity 7

A1.3	Integrates several pieces of information from texts Identifies purpose and relevance of texts Uses organizational features, such as headings, to locate information Obtains information from detailed reading
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to sequence writing with some attention to organizing principles (e.g. time, importance)
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Performs simple searches using keywords (e.g. Internet, software help menu)

Unit: Keeping Track - Learning Activity 8

B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
C2.2	Interprets, represents, and converts time using whole numbers, decimals, percentages, ratios, and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$)

Unit: Graphs and Charts - Learning Activity 9

B1.1	Conveys information on familiar topics Chooses appropriate language in exchanges with a clearly defined purpose Gives short, straightforward instructions or directions
B3.2	Follows conventions to display information in simple documents Sorts entries into categories Identifies parts of documents using titles, row and column headings, and labels
B3.3	Follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols) Sorts entries into categories and subcategories Organizes and displays numerical information (e.g. graphs, tables)
C4.2	Collects, organizes, and represents data using simple tables and graphs Interprets rates (e.g. crime rates) and ratios (e.g. shots-on-net to goals)

Unit: Graphs and Charts - Learning Activity 10

A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps Makes connections between parts of documents Makes low-level inferences
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Makes simple estimates Interprets simple, common probabilities, such as the chance of precipitation from a weather forecast

Unit: Graphs and Charts - Learning Activity 11

A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps Makes connections between parts of documents Makes low-level inferences
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Identifies and compares quantities of items Makes simple estimates Interprets simple, common probabilities, such as the chance of precipitation from a weather forecast

Unit: Graphs and Charts - Learning Activity 12

A1.2	Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Locates information in simple graphs and maps Makes connections between parts of documents Makes low-level inferences
B2.1	Writes simple texts to request, remind or inform Conveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional sources, such as a list Follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted list) Sorts entries into categories Displays one or two categories of information organized according to content to be presented Identifies parts of documents using titles, headings, and labels
C4.1	Identifies and compares quantities of items Makes simple estimates Interprets simple, common probabilities, such as the chance of precipitation from a weather forecast
C4.2	Calculates using numbers expressed as whole numbers, fractions, decimals, percentages, and integers Collects, organizes, and represents data using simple tables and graphs Chooses and performs required operations, may make inferences to identify required operations
D3	Experiments and problem-solves to achieve the desired results Manages unfamiliar elements (e.g. vocabulary, context, topics) to complete tasks Makes inferences to interpret icons and text

Records Management Module

Unit: Introduction- Learning Activity 1

A1.2	Locates multiple pieces of information in simple texts Obtains information from detailed reading Uses layout to locate information Makes connections between parts of document Makes low-level inferences
B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B3.1	Makes a direct between what is requested and what is entered Makes entries using familiar vocabulary
B2.3	Writes texts to present information, summarize, express opinions, present arguments , convey ideas, or persuade Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks Selects and uses vocabulary, tone, and structure appropriate to the task
D1	Follows simple prompts Follows apparent steps to complete tasks Locates specific functions and information

Unit: Filing- Learning Activity 2

B3.1	Uses labels and headings to organize content Makes a direct between what is requested and what is entered Makes entries using familiar vocabulary
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Filing - Learning Activity 3

B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
------	---

Unit: Filing - Learning Activity 4

A1.1	Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents
D1	Follows simple prompts Follows apparent steps to complete tasks Locates specific functions and information

Unit: Filing - Learning Activity 5

B2.1	Writes simple texts to request, remind, or inform Conveys simple ideas and factual information
B2.2	Writes texts to explain or describe Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tone appropriate to the task
B3.1	Makes a direct match between what is requested and what is entered
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Data Entry- Learning Activity 6

A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes low-level inferences
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C2.1	Understands chronological order Represents dates and times using standard conventions
C4.1	Identifies and compares quantities of items Interprets and represents values in number and word format

Unit: Data Entry - Learning Activity 7

A1.1	Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts
A1.2	Locates multiple pieces of information in simple texts Obtains information from detailed information
B1.1	Conveys information on familiar topics Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text
D3	Experiments and problem-solves to achieve the desired results Manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks Identifies sources, evaluates and integrates information

Communication Module

Unit: Introduction- Learning Activity 1

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading
A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Uses layout to locate information Makes connections between parts of documents
B1.1	Conveys information on familiar topics Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information
C4.1	Adds, subtracts, multiplies, and divides whole numbers and decimals Identifies and compares quantities of items
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and texts

Unit: Non Verbal Communication- Learning Activity 2

A1.1	Reads short texts to locate a single piece of information Follows simple, straightforward instructional texts Identifies the main ideas in brief texts
A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Make connections between parts of documents
B1.1	Speaks or signs clearly in a focused and organized way Participates in short, simple exchanges Uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)
B3.1	Makes a direct match between what is asked and what is entered

Unit: Non Verbal Communication - Learning Activity 3

A1.1	Reads short text to locate a single piece of information Follows simple, straightforward instructional texts Identifies the main ideas in brief texts
A2.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Make connections between parts of document
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Verbal Communication - Learning Activity 4

A1.1	Reads short text to locate a single piece of information Follows simple, straightforward instructional texts Identifies the main ideas in brief texts
B1.1	Conveys information on familiar topics Participates in short, simple exchanges Speaks or signs clearly in a focused and organized way
B3.1	Makes a direct match between what is requested and what is entered

Unit: Written Communication- Learning Activity 5

B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and texts

Unit: Communicating with Email- Learning Activity 6

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading
A1.3	Integrates several pieces of information from texts Identifies the purpose and relevance of texts Compares or contrasts information between two or more texts Identifies sources, evaluates and integrates information
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audience Begins to sequence writing with some attention to organizing principles (e.g. time, importance) Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively Makes entries using familiar vocabulary
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and texts Begins to identify sources and evaluate information

Unit: The Telephone- Learning Activity 7

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Obtains information from detailed reading
A3	Extracts information from films, broadcasts and presentations
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately
B3.1	Makes a direct match between what is requested and what is entered
B2.3	Writes texts to present information, summarize, express opinions, present arguments, convey ideas, or persuade Organizes and sequences writing to communicate effectively

Unit: The Telephone - Learning Activity 8

A1.2	Performs limited searches using one or two search criteria Extracts information from tables and forms Make connections between parts of document
B2.1	Writes simple texts to request, remind, or inform Coveys simple ideas and factual information Uses sentence structure, upper and lower case, and basic punctuation

Unit: The Telephone - Learning Activity 9

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple texts Makes low-level inferences Obtains information from detailed reading
A3	Extracts information from films, broadcasts and presentations
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B1.2	Shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Uses strategies to maintain communications, such as encouraging responses from others and asking questions Speaks or signs clearly in a focused and organized way

Unit: Active Listening - Learning Activity 10

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple of texts Makes low-level inferences Obtains information from detailed reading
B2.2	Writes texts to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively

In the Office Module

Unit: Working with Others - Learning Activity 1

A1.1	Decodes words and makes meaning of sentences in a single text Follows the sequence of events in straightforward chronological texts Identifies the main idea in brief texts
A2.1	Scans to locate information Locates specific details in simple documents, such as labels and signs Identifies how lists are organized (e.g. sequential, chronological, alphabetical)
B2.2	Writes text to explain or describe Begins to sequence writing with some attention to organizing principles (e.g. time, importance) Connects ideas using paragraph structure Begins to organize writing to communicate effectively
D1	Follows simple prompts Follows apparent steps to complete tasks

Unit: Working with Others - Learning Activity 2

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies the main idea in brief texts
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to organize writing to communicate effectively
B3.2	May draw on additional sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
D1	Follows simple prompts Follows apparent steps to complete tasks

Unit: Working with Others - Learning Activity 3

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies main idea in brief texts
B3.2	May draw on additional sources, such as a list Begins to make some inferences to decide what information is needed, where and how to enter the information

Unit: Working with Others - Learning Activity 4

A1.2	Makes connections between sentences and between paragraphs in a single text Locates multiple pieces of information in simple text Makes low-level inferences Obtains information from detailed reading
B1.2	Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to organize writing to communicate effectively
B3.1	Makes a direct match between what is requested and what is entered Makes entries using familiar vocabulary

Unit: Working with Others - Learning Activity 5

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies main idea in brief texts
B1.2	Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Working with Others - Learning Activity 6

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies main idea in brief texts
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs Identifies how lists are organized (e.g. sequential, chronological, alphabetical)
B1.2	Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select words and tone appropriate to the task Begins to organize writing to communicate effectively
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary Follows instructions on documents

Unit: Working with Others - Learning Activity 7

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies main idea in brief texts
B1.2	Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences Demonstrates some ability to use tone appropriately Speaks or signs clearly in a focused and organized way Uses strategies to maintain communication, such as encouraging responses from others and asking questions
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Working with Others - Learning Activity 8

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies the main idea in brief texts
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select word and tone appropriate to the task Begins to organize writing to communicate effectively
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Follows instructions on documents

Unit: Working with Others - Learning Activity 9

A1.1	<p>Decodes words and makes meaning of sentences in a single text</p> <p>Follows simple, straightforward instructional texts</p> <p>Identifies the main idea in brief texts</p>
B1.2	<p>Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences</p> <p>Demonstrates some ability to use tone appropriately</p> <p>Speaks or signs clearly in a focused and organized way</p> <p>Uses strategies to maintain communication, such as encouraging responses from others and asking questions</p>
B2.2	<p>Writes text to explain or describe</p> <p>Conveys intended meaning on familiar topics for a limited range of purposes and audiences</p> <p>Uses a limited range of vocabulary and punctuation appropriate to the task</p> <p>Begins to organize writing to communicate effectively</p>
B3.2	<p>Uses layout to determine where to make entries</p> <p>Begins to make some inferences to decide what information is needed, where and how to enter the information</p> <p>Follows instructions on documents</p>

Unit: Customer Service - Learning Activity 10

A1.1	<p>Decodes words and makes meaning of sentences in a single text</p> <p>Follows simple, straightforward instructional texts</p> <p>Identifies the main idea in brief texts</p>
B1.2	<p>Shows awareness of factors that affect interactions, such as differences of opinions and ideas, and social, linguistic, and cultural differences</p> <p>Speaks or signs clearly in a focused and organized way</p> <p>Uses strategies to maintain communication, such as encouraging responses from others and asking questions</p>
B2.2	<p>Writes text to explain or describe</p> <p>Conveys intended meaning on familiar topics for a limited range of purposes and audiences</p> <p>Begins to organize writing to communicate effectively</p>
B3.2	<p>May draw on additional simple sources, such as a list</p> <p>Uses layout to determine where to make entries</p> <p>Begins to make some inferences to decide what information is needed, where and how to enter the information</p> <p>Makes entries using a limited range of vocabulary</p>
D1	<p>Follows simple prompts</p> <p>Follows apparent steps to complete tasks</p>

Unit: Office Safety - Learning Activity 11

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies the main idea in brief texts
B2.2	Writes text to explain or describe Conveys intended meaning on familiar topics for a limited range of purposes and audiences Uses a limited range of vocabulary and punctuation appropriate to the task Begins to select word and tone appropriate to the task Begins to organize writing to communicate effectively
B3.2	Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary

Unit: Office Safety - Learning Activity 12

A1.1	Decodes words and makes meaning of sentences in a single text Follows simple, straightforward instructional texts Identifies the main idea in brief texts
A2.1	Scans to locate specific details Locates specific details in simple documents, such as labels and signs Identifies how lists are organized (e.g. sequential, chronological, alphabetical)
B2.1	Write simple texts to request, remind, or inform Conveys simple ideas and factual information Uses highly familiar vocabulary
B3.2	May draw on additional simple sources, such as a list Uses layout to determine where to make entries Begins to make some inferences to decide what information is needed, where and how to enter the information Makes entries using a limited range of vocabulary
D2	Selects and follows appropriate steps to complete tasks Locates and recognizes functions and commands Makes low-level inferences to interpret icons and text