Literacy Skills Assignments

# Assignment 1 – Workplace Tasks Involving Literacy

Research the [Human Resource and Skill Development Canada](http://www10.hrsdc.gc.ca/es/English/SearchMain.aspx) website and summarize the Reading, Writing, and Document Use tasks involved in two occupations of your choice. Ensure you indicate if it is a reading, writing, or document use task.

Occupation:

Literacy tasks involved:

**10 marks total**

# Assignment 2 – Concrete Rocks!

Imagine you are an employee at a landscaping company. Your boss has just asked you to read a how-to guide for mixing concrete because a new client has asked for some concrete work to be completed. He is too busy to read the guide, and he is not familiar with the process; this is why he asked you for briefing notes summarizing the important steps.

Use Before Reading, During Reading, and After Reading strategies to read the guide, then prepare a brief step-by-step summary of the process for your boss.

**\*See Rubric**

# Assignment 3 – Preparing for an Interview

You have just been selected for a job interview. The employer has emailed you a question which you have the opportunity to prepare for in advance. You will also have to provide a written copy of your response to the interview committee. Generate ideas to the following question:

“*What are the most important things you would like to accomplish in your lifetime?”*

Once you have generated your ideas, prepare a paragraph response to the question. Remember to edit your work.

#### **\*See Rubric**