



Online Self-Study Resources for Newcomer Integration

An annotated guide



A collection of online resources designed to develop language,
essential skills, and an understanding of workplace culture

Online Self-Study Resources for Newcomer Integration: An annotated guide

May 2018

The Alberta Workforce Essential Skills Society (AWES) is a non-profit organization that is dedicated to raising awareness of the importance of essential skills training for workers in Alberta among employers, government, and associations. AWES works with stakeholders to develop a strategic view of essential skills training within the larger business and industry framework through research, development, and training. Our mission is to provide integrated essential skills, language, and intercultural communication training solutions, generating returns at work, in the community, and society.

AWES was granted funding through the Government of Alberta to help employment counsellors support newcomers to integrate into the workplace. Employment counsellors are an important point of contact for thousands of Alberta immigrants who may not have access to mainstream training programs. The goal of this project is to develop the following:

- A two-day workshop for employment counsellors:
Exploring Essential Skills: Connecting essential skills tools and resources to employment services for immigrants
- *Online Self-Study Resources for Newcomer Integration:
An annotated guide*
- Ten animated videos designed to develop language, essential skills, and an understanding of workplace culture

Acknowledgements

We would like to express our gratitude to:

- Government of Alberta for recognizing the need and providing funding for the project
- Calgary Catholic Immigration Centre
- Centre for Newcomers
- Calgary Immigrant Employment Services
- Edmonton Region Immigration Employment Council
- Talent Pool

For more information contact:

Cindy Messaros, Executive Director
Alberta Workforce Essential Skills Society (AWES)
www.awes.ca



ALBERTA WORKFORCE ESSENTIAL SKILLS

Online Self-Study Resources for Newcomer Integration

An annotated guide

- 4 Introduction to the guide

6 Language skills: Reading and writing

- 6 Breaking News English
- 6 English Express
- 6 ESL Literacy Readers
- 7 Grammarly
- 7 NWT Literacy Council Youth and Adult Literacy Resources
- 7 Quill
- 8 Sara Learns and Works in Calgary
- 8 The Best of the Reader
- 8 The Learning Beacon

9 Language skills: Listening and speaking

- 9 Culips ESL Podcast
- 9 ELSA Speak
- 9 English Listening Learning Lab
- 10 engVid: Free English Video Lessons
- 10 ESL Library Podcast
- 10 Learning English with CBC
- 11 Let's Talk English
- 11 Podcasts in English
- 11 Real English Conversations
- 12 Speak English!
- 12 VOA Learning English

13 Language skills: All skills

- 13 5 Minute English
- 13 Busuu
- 13 ELC Study Zone
- 14 ESL Corner
- 14 LinQ
- 15 Skillswise
- 15 Study English

16 Employment and essential skills

- 16 Alberta Health and Safety eLearning Programs
- 16 AWES workplace videos
- 17 Career Compass
- 17 CIWA Essential Skills Employment Training Videos
- 18 Connecting Literacy and Employment through Essential Skills
- 18 Easy Reading Career Planning Series
- 19 English for Financial Literacy
- 19 GCF Global Learning
- 19 LiteracyTools.ie
- 20 Numeracy: The Basics
- 20 SkillsZone
- 21 Steps to Employment in Ontario: Steps Manuals
- 21 Tools for the Trade
- 21 Workforce Participation Workbooks 1 and 2

22 Intercultural skills

- 22 Centre for Intercultural Education
- 22 Citizenship Counts
- 23 Find a Job in Canada
- 23 Law-Related Lessons
- 23 Live & Learn
- 24 Working in the Canadian Workplace

25 Self-assessment

- 25 AWES Workplace Essential Skills Assessment Tool
- 25 CLB-OSA Online Self-Assessment
- 25 Essential Skills Primer: CLB Stage 1
- 26 Skills Canada: Skills Profiles and Mobile App Assessment Tool

Introduction to the guide

Online Self-Study Resources for Newcomer Integration: An Annotated Guide has been developed to gather current high-quality online resources suitable for English language learners at a variety of language proficiency levels. The guide was developed with the employment counsellor in mind who may work with newcomers to Canada and is looking for materials to support independent language and skill acquisition during the employment search process.

Categories and criteria

Resources are organized around four main categories:


- Language skills:
 - Reading and writing
 - Listening and speaking
 - All skills
- Employment and essential skills
- Intercultural skills
- Self-assessment

The following criteria were utilized when selecting resources to include in this guide. Included resources must:

- Be accessible and useful by an independent learner. Teacher's guides, lesson plans, or materials that need facilitation by a teacher were not included.
- Appeal to adult ESL learners. Websites or resources that were created for children or youth were not selected for this guide although many good ones exist.
- Benefit the learner through exercises (online or printable PDF), reading, interactive media, or any combination of those. Articles or publications on learning theory or best practices were not selected for the guide.
- Focus on language or essential skills acquisition or practice. Assessments were also included to help direct learners towards appropriate learning materials.
- Be directly accessible via the hyperlink in the guide. Most links in the guide direct learners to a home page or sub-page where the learning materials are accessible. Learners should not have to search for the learning resources section of a website to find what they need.
- Be substantial and high-quality. Materials with only a small amount of educational benefit or ones that contained low-quality learning materials were not included.
- Be free to access. Some resources offer more robust versions at a cost or paid subscriptions but all basic versions are free and of good quality.

How resources are annotated

Within each category, resources are arranged in alphabetical order. Each entry in the guide is presented in a standard table format, for ease of reference, as shown below.

Title of Resource	
Author	Approximate CLB Level
A description of the resource in order to determine suitability.	
Link title Active hyperlink	 Resource type (see quick-reference icons below)
<input checked="" type="checkbox"/> What we like about it: A brief description of why we feel this resource is useful.	

Quick-reference icons



Independent online study resource



Independent workbook study resource (paper-based)



Independent downloadable resource (PDF)



Online video or animation-based resource



Online audio-based resource



Mobile app-based resource

Language skills: Reading and writing

Breaking News English

Breaking News English

CLB Level 2+

This site is continually updated with current events stories that have been simplified to a variety of reading levels. Each news story is accompanied by follow-up activities. Difficulty varies by article.

Home page

<https://breakingnewsenglish.com>



New stories are interesting and thought provoking. Read about global concerns like the human impact on freshwater lakes to the decreased birth rate in Japan.

English Express

Advanced Education Alberta

CLB Level 2–5

A site featuring articles, personal stories, word games, and other resources adapted from the Edmonton Journal and Calgary Herald for low-literacy learners. Stories contain easy-to-understand visuals and many contain easy-to-understand audio.

Home page

<http://advancededucation.alberta.ca/englishexpress>



From saving money to health and jobs, these highly-visual and audio-supported texts cover a range of interesting topics. Don't miss the special edition on trades in Alberta!

ESL Literacy Readers

Bow Valley College

CLB Level 1–4

This site houses a variety of settlement-themed online readers that target low-level ESL literacy learners. Online e-readers also contain audio. Readers are levelled A–G, the highest level being suitable for CLB 3–4 learners.

Audio books

<https://centre.bowvalleycollege.ca/learners/readers.php>



Home page

<https://globalaccess.bowvalleycollege.ca/esl-literacy-readers>



The stories cover a range of topics from finding a job to saving money to becoming a citizen. They are visually interesting and the option for audio and PDF versions of the stories makes them easily accessible on or offline.

Grammarly

Grammarly

CLB Level 3+

This is a free extension that can be added to a web-browser. Once activated it will inspect and correct grammar, punctuation, and spelling mistakes as well as suggest style improvements to any writing that the user does online in the browser.

Home page

<https://www.grammarly.com>



Once installed, this add-on is easy to use. Suggestions for spelling and grammar corrections appear in a user-friendly pop-up box.

NWT Literacy Council Youth and Adult Literacy Resources

NWT Literacy Council

CLB Level 3–4

The resources on this section of the site cover a variety of topics. The *Career-Life-Work* series and *Everyday Math Skills* series are very useful for clients wanting to improve their skills related to employment. This site also serves as the permanent archive of resources for Northern Edge – an online newspaper for adult learners.

Youth and adult literacy resource page

<https://www.nwtliteracy.ca/resources/youth-and-adult-literacy>



This site offers many resources but the *Career-Life-Work* series in particular is a great resource for job-seekers. Each of these clearly organized booklets includes an overview of the workplace topic, key words with definitions, and valuable information for job search and job retention. Readers are guided through self-assessments on the same subjects. Print these booklets for easy use.

Quill

Quill

CLB Level 5+

This website offers free online interactive writing tools. Quill Proofreader teaches editing skills using an interactive interface. Quill Grammar has interactive writing activities to practice basic grammar skills. Quill Connect offers interactive activities for learners to change fragmented or run-on phrases into well-structured sentences.

Quill Proofreader

<https://www.quill.org/tools/proofreader>



Quill Grammar

<https://www.quill.org/tools/grammar>



Quill Connect

<https://www.quill.org/tools/connect>



These are great for the client who wants to hone their editing and grammar skills. Also recommended for teachers looking to individualize learning targets.

Sara Learns and Works in Calgary

Calgary Immigrant Women's Association

CLB Level 1–2

A visual reader designed for immigrant women with low-literacy entering the workforce. The story follows a character through the stages of employment in an easy-to-read format with pictures.

Sara Learns and Works in Calgary

<http://www.ciwa-online.com/uploads/pdf/diversity.manuals/client%20diversity%20manuals.pdf>



- This story is relatable as we get to follow Sara through her time learning English, attending employment skills training, and eventually finding a job. The story describes the expectations of Sara's and Sara's co-workers' jobs realistically.

The Best of the Reader

The Westcoast Reader

CLB Level 1–5

A series of downloadable e-books for adult literacy and ESL learners. Each e-book has 8 to 10 stories with accompanying activities that were developed for The Westcoast Reader (1982–2009), a newspaper for adults who are improving their English reading skills. Stories are levelled from 1 to 3 in each e-book and cover a variety of themes suitable for newcomers. Answer keys are provided.

Home page

<http://www.bestofthereader.ca>



- These short stories are all true. Readers can learn about Canada's biggest tree, winter driving, or making chocolate macaroons. New vocabulary is supported with visuals.

The Learning Beacon

Literacy Nova Scotia

CLB Level 2–5

Interactive newspaper for adult learners. Articles have colourful visuals and minimal text. Stories are narrated so learners can practice their reading or listening skills.

Home page

<https://www.literacyns.ca/TheLearningBeacon/LearningBeacon-home.html>



- Stories are supported with audio and visuals. See "On-call Work" described in Issue 13 for a look at the pros and cons.

Language skills: Listening and speaking

Culips ESL Podcast

Culips

CLB Level 3–4

This site contains free podcasts for ESL listeners and a paid subscription option to receive study guides. Site offers over 400 episodes organized under five categories.

Home page

<https://www.culips.com>



These podcasts are engaging. Topics include current events, language use, and pronunciation. Listen to *Real Talk* for tips on handling situations like saying no or returning a missed call.

ELSA Speak

ELSA

CLB Level 4+

This app can be downloaded on iTunes or Google Play. This app teaches English pronunciation through short dialogues and gives instant feedback. The app records the user and compares the recorded dialogue with a pre-recorded version. App features include a free online pronunciation dictionary, activities to learn idiomatic expressions, and an assessment to gauge proficiency level. App features in-app purchases.

Home page

<https://www.elsaspeak.com/home>

[On Google Play](#)

[On iTunes App Store](#)



The pronunciation feedback is immediate and helpful. Look out for work-related topics like startups, interviews, and business. Newly added subjects include job-specific vocabulary for customer service, bankers, and taxi drivers.

English Listening Learning Lab

Ello Productions

CLB Level 3–6

This website contains interactive audio and video lessons, and activities for English language learners at a variety of levels. Many audio and video clips contain speakers with accents from other countries. The site also includes a collection of animated grammar videos. Site is updated regularly with new content.

Home page

<http://www.ello.org>



Each podcast includes a transcript, key vocabulary, and a quiz. Use the sort function to find work-related lessons including *The Perfect Schedule* and *Dressing for Work*.

engVid: Free English Video Lessons

engVid

CLB Level 3–6

This site provides free English video lessons at a variety of levels and topics including business English, culture and tips, grammar, pronunciation, and much more.

Home page

<https://www.engvid.com/english-lessons/>



Lessons are geared toward business professionals. Use the “Topics” tab to select business English videos on topics like business meetings, small talk, and interview tips.

ESL Library Podcast

ESL Library

CLB Level 1–4

This website features free audio podcasts on a variety of everyday topics. Speaker has slowed down speech to make understanding English easier for ESL learners.

Podcasts

<http://blog.esllibrary.com/category/podcasts>



Produced by Canadians, these podcasts host a range of popular topics like *Anne of Green Gables* and *Mom-and-Pop Shops*. You'll also find current issues, including *The Demilitarized Zone (TMZ)* and *Residential Schools*.

Learning English with CBC

Canadian Broadcasting Corporation

CLB Level 4–6

Website features audio content that is appropriate for CLB 4–6 English speakers on a variety of contemporary topics. Each lesson includes a Word, PDF, and audio file.

Home page (Calgary)

<http://www.cbc.ca/calgary/learning-english>



Home page (Edmonton)

<http://www.cbc.ca/learning-english>



Home page (Manitoba)

<http://www.cbc.ca/manitoba/eal/lessons.html>



Home page (national)

<http://www.cbc.ca/learning-english>



Listen to podcasts designed for English language learners by CBC. They include positive news stories and practical articles. The national page includes video or audio option and online exercises.

Let's Talk English

OMNI TV

CLB Level 5+

Weekly online television show produced by OMNI TV to help newcomers improve communication skills and integrate into North American culture through high-energy skits and scenes.

Home page

<http://www.omnitv.ca/on/en/shows/lets-talk-english/>



- High-interest scenarios include vocabulary that's broken down for the viewer. Look for episodes on "Employment Success", "Asking for a Reference" and "Work".

Podcasts in English

PodcastsInEnglish.com

CLB Level 3–4

This site contains free podcasts for ESL listeners and a members-only option to receive worksheets, vocabulary tasks, and transcripts. There are a variety of English levelled podcasts available including business English.

Home page

<https://www.podcastsinenglish.com>

On Google Play

On iTunes App Store



- Listen to conversations about life in a tiny home, food, and yoga in these short, fun podcasts.

Real English Conversations

Real English Conversations

CLB Level 3–4

This YouTube channel offers many videos for English language learners on a variety of topics. Also includes lessons on idioms and grammar.

YouTube channel

<https://www.youtube.com/channel/UCtk1x4KrtH4qtLOk0Z0IrmQ>



- This channel offers an extensive number of videos and video blogs. Be sure to check out those connected to jobs and employment by doing a search of the available videos.

Speak English!

Chiwa Media

CLB Level 4+

This app can be downloaded on iTunes or Google Play. There is a free demo mode, but payment is required to access all sections. The user listens to recordings of native English speakers talking on a range of topics like job interviews or customer service. The user can then record their own voice and compare the two. This site uses British accented English.

Home page

<http://www.speakenglishapp.com>

On Google Play

On iTunes App Store



Go to the "Advanced Sessions" to find workplace-related phrases for "Introductions" and "Customer Service".

VOA Learning English

Voice of America

CLB Level 1–4

This site features current events news stories from an American perspective at a variety of English listening levels.

Home page

<https://learningenglish.voanews.com>



There's something for everyone on this site. High-interest videos are organized by level and topic. Use the search engine at the top of the page to find job-related stories or watch clips about inspirational people in the *What It Takes* series.

Language skills: All skills

5 Minute English

5 Minute English

CLB Level 4+

Website with a variety of short ESL exercises and easy explanations. Focus is on grammar, reading, vocabulary, listening, pronunciation, and slang/idioms.

Home page

<http://www.5minuteenglish.com>



This site hosts a nice range of content. The “Slangs/Idioms” section is great for those looking to deepen their knowledge of common language use. Look for “The Job Interview” and “Telephone Call to a Business” under “Listening Exercises”.

Busuu

Busuu

CLB Level 3–4

This site offers a free and premium subscription. Tools include a vocabulary trainer, grammar units, and an offline mode to be able to download and practice without internet.

Home page

<https://www.busuu.com>

On Google Play

On iTunes App Store



This site is well organized. Information is introduced slowly with plenty of opportunities for practice. Regular comprehension checks are built into the program.

ELC Study Zone

University of Victoria English Language Centre

CLB Level 3+

This site has English language activities for upper beginner to advanced ESL speakers.

Home page

<https://web2.uvcs.uvic.ca/courses/elc/studyzone/>



Users can practice grammar, read stories, and learn new vocabulary. Activities are well organized and the site offers lots of opportunities to practice.

ESL Corner

Settlement.org

CLB Level 2–9

This site has created and shared clear language online activities and exercises for ESL learners. Many of the activities feature audio files. Activities can be accessed through a variety of themes as well as by CLB level on the home page. Resources were created to aid in newcomer settlement in Ontario and have Canadian themes.

Home page

<http://eslcorner.settlement.org>



- Each audio file is paired with a gap fill exercise. Employment topics are easy to find and include “Networking” (CLB 4), “Applying for Jobs on the Net” (CLB 6), and “Starting a Small Business” (CLB 8).

LinQ

LinQ

CLB Level 3–4

This site is an online language learning community that allows members to learn languages from authentic content. The site offers thousands of hours of audio along with matching transcripts, vocabulary tools, word tracker, and an online global community. It is free to sign up, and you can upgrade to a paid version if premium content is desired.

Home page

<https://www.lingq.com>

On Google Play

On iTunes App Store



- This site offers endless hours of listening activities and the options to request feedback on your speaking or writing.

Skillswise

British Broadcasting Corporation (BBC)

CLB Level 2–5

These sites contain a variety of interactive online activities to help learners. The English site helps increase literacy and works on verbal communication skills. A second site by Skillswise provides online activities for adults to practice practical math concepts. The third site introduces a variety of jobs and connects them to the English and math needed. Please note that the sites use British English.

Skillswise (English)

<http://www.bbc.co.uk/skillswise/english>



Skillswise (Maths)

<http://www.bbc.co.uk/skillswise/maths>



Skillswise (Job Skills)

<http://www.bbc.co.uk/skillswise/job-skills>



Watch the short, engaging videos that offer literacy, numeracy, and workplace tips. The videos describe the uses for literacy and numeracy skills related to the workplace and include quizzes.

Study English

ABC (Australia Broadcasting Corporation)

CLB Level 5+

These websites contain several video lessons on everyday situational English topics as well as videos related to IELTS preparation. The *Living English* series is presented in short episodes like a drama and includes a transcript. Note that the sites use Australian English.

ABC video course home page

<http://www.abc.net.au/education/learn-english/video-courses/>



A+ Living English Series home page

<http://www.australiaplus.com/international/learn-english/living-english-index-page/7941298>



These appealing videos use topics of interest to prepare viewers for their IELTS exam. Viewers will learn about grammar points and pronunciation through content like “Eye Testing” and the “Jarrah Forest”. The *Everyday English* series focuses on general English language use.

Employment and essential skills

Alberta Health and Safety eLearning Programs

Government of Alberta

CLB Level 7–9

These online, interactive learning programs help users gain awareness and knowledge in workplace health and safety. They are narrated with slower English, but some of the language is advanced. Appropriate for advanced English language learners who are entering the workplace.

My Health and Safety Questions

<https://work.alberta.ca/elearning/questions/MyHealthAndSafetyQuestions.html>



Hazard Assessment and Control

<https://work.alberta.ca/elearning/hazard/Hazard.htm>



Recognizing Workplace Hazards

<https://work.alberta.ca/elearning/WorkplaceHazards/index.html>



These self-paced modules are full of useful information. “My Health and Safety Questions” and “Hazard Assessment and Control” include animated conversations. Viewers can check their comprehension by identifying workplace hazards or answering true or false questions.

AWES workplace videos

Alberta Workforce Essential Skills (AWES)

CLB Level 1–9

This YouTube channel provides animated videos designed to help newcomers build language, essential skills and intercultural knowledge related to the Canadian workplace. They are closed captioned and can be used independently by clients.

AWES workplace videos

<https://www.youtube.com/channel/UCiVi7EQFHKBUBfn3EQ9kY-w/featured>



The videos address some common issues that newcomers have when they are trying to get or keep jobs in Canada.

Career Compass

Work BC (British Columbia)

CLB Level 5–9

Assess talents and discover occupations that match, identify how you like to work and find careers that align with your preferences, see which careers might suit you best, browse careers or by NOC code, and view easy-to-read infographics and career profiles.

Career Quizzes

<https://www.workbc.ca/CareerCompass/Career-Quiz.aspx>



Browse Careers

<https://www.workbc.ca/CareerCompass/Browse-Careers.aspx>



Easy-to-read infographics for each career choice include average salary, key job skills, and required training.

CIWA Essential Skills Employment Training Videos

Calgary Immigrant Women's Association

CLB Level 1–2

These essential skills employment training videos were produced to help students enhance their decision-making skills during their job search or while on the job. They were created for low-literacy learners who have recently settled in Canada.

Applying for a Job in Person

<https://www.youtube.com/watch?v=yTJ0Vx0gqX0>



Decision Making

<https://www.youtube.com/watch?v=duChME2BHxw>



Making Choices

<https://www.youtube.com/watch?v=FyCwts4RgMs>



Think Before You Speak

<https://www.youtube.com/watch?v=KJkZenzv1Z0>



These short videos walk the viewers through typical job search scenarios. They are practical and solution focused.

Connecting Literacy and Employment through Essential Skills

Literacy Link South Central

CLB Level 3+

This site features seven workbooks that can be used online or downloaded. The workbooks focus on employability skills connected to the nine essential skills. Topics include: choosing a job, researching jobs, resumes and cover letters, and more.

Home page

<http://www.llsc.on.ca/llsc/about-us/resources/connecting-literacy-and-employment-through-essential-skills>



Users can learn how to find jobs while building their essential skills.

Easy Reading Career Planning Series

Alberta ALIS

CLB Level 2

Occupational and career planning information suitable for adults reading at a grade 2 to 3 level. Easy Reading Workbooks available for order include a career planning series, reading job profiles, and work-related ESL resources.

Career Planning

<https://alis.alberta.ca/inspire-and-motivate/career-advisors-easy-reading-help/#careerplanning>



Job Profiles

<https://alis.alberta.ca/inspire-and-motivate/career-advisors-easy-reading-help/#jobprofiles>



Easy Reading Dictionary

<https://alis.alberta.ca/inspire-and-motivate/career-advisors-easy-reading-help/#tools>



Work-Related

<https://alis.alberta.ca/inspire-and-motivate/career-advisors-easy-reading-help/#workrelated>



These guides are helpful for clients exploring employment options. Explore choosing job goals and browse job profiles. Counsellors may also refer clients to special topics like “Be Safe at Work” or “Work Laws and Your Pay Stub”.

English for Financial Literacy

Toronto Catholic District School Board

CLB Level 1–5

This resource features levelled audio files and downloadable workbooks for literacy topics like banking, personal finance, consumer matters, education, employment, and housing. Suitable for low-level or literacy English language learners.

English for Financial Literacy

http://wiki.settlementatwork.org/index.php/English_for_Financial_Literacy:_Volumes_1_-_3



Users learn key vocabulary for life and the workplace.

GCF Global Learning

Goodwill Community Foundation Inc.

CLB Level 5+

This site offers interactive courses, activities, and games in subjects including everyday life, money basics, math, and digital literacy. Courses can be completed online with the option of having content read aloud, or materials can be printed and completed independently.

Home page

<https://www.gcflearnfree.org>



Clients can learn about and practice a wide range of essential skills on this site. Click on “All Topics” to see the variety of information available. Many digital literacy topics are included.

LiteracyTools.ie

National Adult Literacy Agency (Ireland)

CLB Level 3–4

This site offers a variety of online activities to improve skills in reading, writing, spelling, numeracy, and computer skills. Other topics include computer jargon, family, Living in Ireland, and employment. Please note that the site uses Irish English. The site also includes several online games.

Home page

<http://www.literacytools.ie/home.cfm>



These activities are both online and printable. Refer job seekers to “A New Start” or “Applying for a Job”.

Numeracy: The Basics

Workplace Education Manitoba

CLB Level 3+

This site contains a collection of concept videos, practice videos, and downloadable PDF workbooks to help learners use numbers to measure, make calculations, estimate, work with money, and more. Self-assessment is intended to identify gaps in numeracy. It is made up of 30 math questions and allows users to view concept video before providing answer.

Home page

<https://wem.mb.ca/learning-on-demand-numeracy>

On Google Play

On iTunes App Store



Numeracy self-assessment

<http://numeracy.esondemand.ca>



- The videos are short with easy-to-follow instructions. Each video shows the math concept broken down into easy steps. Each video has a practice workbook to then apply the math concept you learned about. If you are struggling you can go back and watch the video as many times as you need.
- The numeracy assessment connects to the videos and highlights the math concepts you need to practice.

SkillsZone

Ontario Ministry of Advanced Education and Skills Development

CLB Level 3–5

This site provides games, interactive learning resources, and learning activities linked to essential skills and work habits (ESWH).

Essential Skills Introduction

http://www.skillszone.ca/essential_skills/index.htm



SkillsZone Games

http://skillszone.ca/index_games.htm



- The short “Work Habits” video clips present real-life examples of ways essential skills are used on the job. Users can quiz their essential skills knowledge on the interactive games site.

Steps to Employment in Ontario: Steps Manuals

LCRT Consulting

CLB Level 5

This website hosts workbooks, instructor guides, and implementation guides created to service an alphabetical list of occupations. Designed to help newcomers in Ontario learn sector-specific employment language.

Home page

<https://settlement.org/steps/manuals.html>



Manuals cover a range of industries, from construction to call centres. Direct clients to the workbook created for each occupation.

Tools for the Trade

Cypress Hills Regional College

CLB Level 1–9

This resource is a collection of workplace documents developed to help learners become familiar with print communications systems in the workplace.

Tools for the Trade

www.en.copian.ca/library/learning/tools/tftt/tftt.pdf



Tools for the Trade – Numeracy

<http://www.en.copian.ca/library/learning/tools/numeracy/numeracy.pdf>



Each of the activities in these booklets are based on everyday tasks employees use in the workplace. Exercises build transferable skills like money calculations, reading a schedule, or filing an incident report.

Workforce Participation Workbooks 1 and 2

Alberta Workforce Essential Skills (AWES)

CLB Level 3–8

These workbooks have been designed to support English language learners in the workplace with skill-building activities in the following areas:

- Workplace essential skills
- Language proficiency and workplace vocabulary development
- Cultural differences in the workplace

Workbooks feature authentic workplace tasks and documents.

Workbook 1: CLB 3 to 5

http://www.awes.ca/site/assets/files/1358/bcc_workbook_1_feb_2017.pdf



Workbook 2: CLB 6 to 8

http://www.awes.ca/site/assets/files/1358/bcc_workbook_2_feb_2017.pdf



Stories about characters starting their new jobs set the stage for essential skills practice. These workbooks walk the reader through realistic tasks and build transferable skills.

Intercultural skills

Centre for Intercultural Education

Norquest College

CLB Level 4–9

This is the project site for resources that are the result of applied research in solving intercultural and immigrant integration challenges. The resources selected here are all housed on individual project pages that contain links to videos and printable materials.

Cultural Awareness in the Canadian Workplace:

Module 1

https://media.norquest.ca/CIE/Enbridge/Module_1-Cultural_Awareness-Storyline_output/story_html5.html



Module 2

https://media.norquest.ca/CIE/Enbridge/Module_2-Storyline_output/story_html5.html

Critical Incidents for Intercultural Communication in the Workplace

<https://www.norquest.ca/norquest-centres/centre-for-intercultural-education/projects/completed-projects/critical-incidents-for-intercultural-communication-in-the-workplace.aspx>



Diversity at Work: Web-based Simulation Activities

<https://www.norquest.ca/norquest-centres/centre-for-intercultural-education/projects/completed-projects/diversity-at-work-web-based-simulation-activities.aspx>



Navigating the Interview

<https://www.norquest.ca/norquest-centres/centre-for-intercultural-education/projects/completed-projects/navigating-the-interview.aspx>



- These thought provoking videos are great conversation starters for in the classroom or amongst a small informal group looking to think about workplace scenarios from varied perspectives. The web-based simulation activities describe realistic workplace situations. Users can safely test out ways to handle these situations before experiencing them in the workplace. In the interview series, viewers are invited to consider the interview process through various lenses. Navigating the Interview is an invaluable resource for clients seeking employment and human resource managers alike.

Citizenship Counts

Ontario Council of Agencies Supporting Immigrants

CLB Level 5+

Information on becoming a Canadian citizen presented on a gamified website. Includes online flashcards and an online quiz.

Home page

<http://citizenshipcounts.ca>



- Users can take the online practice quiz, then study challenging questions using the flashcards.

Find a Job in Canada

Dr. Lionel Laroche

CLB Level 4–9

A 45-minute YouTube video that examines the challenges in the Canadian labour market for newcomers. He discusses hard skills versus soft skills in this talk.

Find a Job in Canada – How to make it happen

<https://www.youtube.com/watch?v=LhA3zeELPzc>



Lionel Laroche explains hard versus soft skills in a way that is relevant. His real-life examples of how this translates into the Canadian workplace are clear and interesting.

Law-Related Lessons

ELSA Net

CLB Level 5+

Law-related ESL wikibook contains 13 lesson modules. Some materials are intended as classroom-ready materials, but the site also contains online quizzes for learners, reading materials, and videos and transcripts (in some modules).

Home page

https://wiki.clicklaw.bc.ca/index.php?title=Law-Related_Lessons



This wiki hosts a wide range of useful topics. Readers will find information about renting a home and workplace bullying and harassment.

Live & Learn

English Online

CLB Level 1–8

This Manitoba-based site provides self-study learning options available free to registered users. These include English exercises, Canadian idioms, and resources and videos designed to give English language learners the tools they need to take ownership of their own learning. Beginner courses focus on basic skills at CLB 1–4. Intermediate courses are more advanced at the CLB 5–8 level.

Login page

<https://livelearn.ca/learn/self-study/>



Basic and Intermediate Exercises are all workplace focused. They are interactive and include audio and visual support.

Working in the Canadian Workplace

Alberta Workforce Essential Skills (AWES)

CLB Level
5–9

This resource is for recent immigrants to Canada who are working in the Canadian workplace. It is designed to give immigrants a better understanding of an employer's expectations and practical ways to achieve those expectations. This resource supports language, intercultural and other integration-related needs.

Handbook

http://www.awes.ca/site/assets/files/1088/working_in_the_canadian_workplace_handbook.pdf



Workbook

http://www.awes.ca/site/assets/files/1088/working_in_the_canadian_workplace_workbook.pdf



Readers will find engaging stories about newcomers adjusting to the Canadian workplace in the handbook. After an introduction to strategies for success in the Canadian workplace, they are guided to apply those strategies to their own situations.

Self-assessment

AWES Workplace Essential Skills Assessment Tool

Alberta Workforce Essential Skills (AWES)

CLB Level 3–9

This online assessment tool looks at reading, document use, and numeracy skills. This site allows visitors to access practice questions or log in to take the assessment. Please contact AWES to receive login credentials for the essential skills assessment.

Login page

<https://awes.essentialskillsgroup.com>



Assessment tasks are real-to-life. Users read documents like a phone bill or medicine label and numeracy tasks test on-the-job skills. The “Results Report” at the end of each test will give them a good sense of their essential skills strengths and areas to work on.

CLB-OSA Online Self-Assessment

Canadian Language Benchmarks

CLB Level 1–9

This site allows users to self-assess their Canadian Language Benchmark (CLB) levels online in Reading and Listening through four 60-minute tests. Once tests are completed, the approximate benchmark range will show based on the answers provided.

Home page

<https://www.clb-osa.ca>



The option for self-assessment gives users a sense of their Canadian Language Benchmark prior to a formal assessment. As an employment counsellor, the information can help you match your client to suitable work environments.

Essential Skills Primer: CLB Stage 1

Canadian Language Benchmarks

CLB Level 1–5

This is a checklist assessment tool that was designed to be used for CLB levels that fall below those corresponding to the ES levels in the Comparative Framework. The Essential Skills Primer: CLB Stage 1 has two important characteristics: a focus on lower CLB levels and an emphasis on workplace-related tasks. It consists of a diagnostic tool and a set of skills tables.

Essential Skills Primer: CLB Stage 1

<http://www.language.ca/resources/expertise/essential-skills/#1522072520856-b6dc8190-dbc4>



The resource provides a way for essential skills to be assessed in clients who fall below the language level that would allow them to access other assessments.

Skills Canada: Skills Profiles and Mobile App Assessment Tool

Skills/Compétences Canada

CLB Level 4+

These resources include skills profiles for many disciplines under the main categories of Construction, Employment, Information Technology, Manufacturing and Engineering, Services, and Transportation. The nine essential skills are heavily referenced in the materials. From menu, select Skills Profiles, select category, then select skills description from tiles with icons.

Mobile App Assessment Tool for Teachers and Students

<https://www.skillscompetencescanada.com/en/essential-skills/resources/>



Employment skills profiles

<https://www.skillscompetencescanada.com/en/>



Information on what the essential skills are, how they are used in the workplace, and classroom lessons to build essential skills complement the website and Mobile App Assessment Tool.



www.awes.ca