

# ELSA 6 Skills Resources

## CLB Aligned Resources

### [ELSA Assessment – ELSA Net](#)

This page has essential materials for every teacher including the [Formative Assessment Toolkit \(CLB 7\)](#) and the [Learner’s Self-Assessment Toolkit \(CLB 7\)](#). There are links to Instructor/Student Guidelines, Progress and Exit Testing Guidelines, and ready-to-use templates to compliment the exercises and techniques.

### [LINC 5-7 Classroom Activities, Volumes 1 & 2 – Toronto Catholic District School Board](#)

This resources is highly recommended for this curriculum. All of the activities are CLB aligned (ELSA teachers should be aware of the differences between LINC levels and ELSA levels when using this resource). The website offers pdf copies of Volumes 1 & 2 with audio files and online activities associated with various chapters.

*Chapter 1, Volume 1: Academic Skills*

*Chapter 2, Volume 1: Business Writing*

*Chapter 3, Volume 1: Interacting With Others*

*Chapter 4, Volume 1: Looking for a Job*

*Chapter 5, Volume 2: Managing Information*

*Chapter 6, Volume 2: Meetings*

*Chapter 7, Volume 2: Telephone Calls*

### [LINC 5-7 Classroom Activities \(Vol. 1 and 2\) e-Resources – Toronto Catholic District School Board](#)

This website has quick links to pdf files for chapters 1, 2, 4, 5, and 7 in the LINC 5-7 document and online activities that align with the curriculum.

[Chapter 1, Volume 1: Academic Skills](#)

[Chapter 2, Volume 1: Business Writing](#)

[Chapter 4, Volume 1: Looking for a Job](#)

[Chapter 5, Volume 2: Managing Information](#)

[Chapter 7, Volume 2: Telephone Calls](#)

## Communication Skills

### [10 Secrets for Writing Killer Complaint Letters – Writing Help Central](#)

This article has a summary of the steps to writing effective complaint letters with a link to a sample template.

**Uses:** Learners use the steps and template to write complaint letters.

### [Agreeing and Disagreeing in English – English Club](#)

This page gives an overview of the importance of learning to agree and disagree appropriately and then has links to expressions to agree and disagree.

**Uses:** Learners access functions online.

### [Business English ESL Lessons for Writing Emails – YouTube Course](#)

This collection of 8 videos includes writing external request emails, making requests, improving email mechanics, tone, style, and more.

**Uses:** Learners access videos online, take notes, do activities, and use the information to write emails.

### [Complaint Letter Templates – HowtoComplain.com](#)

This page has detailed complaint letter templates, organized by type of complaint, as well as general tips.

**Uses:** Learners access and choose a suitable template for writing a complaint letter.

### [Correspondence Style Guide – The Ontario Public Service](#)

This extensive style guide includes guidelines for letter format, honorifics, capitalization, numerical expressions, punctuation, style and more.

**Uses:** Learners use guidelines to write business or service correspondence.

### [Email Basics – About.com](#)

This page has links to articles about basic email skills including setting up an email account, addresses, e-cards, etiquette, spam, and more.

**Uses:** Learners access information online, take notes, and summarize the steps required for selected topics.

### [Katie Couric on How to Conduct a Good Interview \(Jun. 26, 2009, 5:08\)](#)

This YouTube interview with Katie Couric goes through the techniques to conduct a good interview: formality, tone, questioning techniques, and common pitfalls for giving interviews.

**Uses:** Learners take notes about the techniques in the video.

### [Making and Handling Complaints – Word Power](#)

This page has a list of useful expressions for complaints with links to vocabulary match/gap-fill exercises to practice using them.

**Uses:** Learners access list and complete exercises online to build complaint vocabulary for role-plays and letters.

### [TEFLtastic Blog – Alex Case](#)

This blog has links to excellent functional and social worksheets, games, articles, and more.

**Uses:** Learners access online material for presentations, readings, or role-plays. NB: Also a great source of readymade/copy and paste material for teachers.

### [The Writing Process – Purdue Online Writing Lab](#)

This page gives an overview of the writing process and has links to detailed information and exercises for each stage from prewriting through to proofreading.

**Uses:** Learners access relevant sections and use strategies to support writing.

## Job Search Skills

### [BCJobs.ca](#)

This website links employers to job seekers in British Columbia and offers useful job search strategies and hints.

**Uses:** Learners research job search skills and access job ads online.

### [Cover Letter Samples – Monster.ca](#)

This page has cover letter samples for a variety of applicant scenarios such as unemployment, experienced professional, new graduate, career change, and more.

**Uses:** Learners use cover letter samples as templates for writing their own. This resource can also be printed and cut into pieces for ordering activities, or samples can be used to assess the purpose of each paragraph and review common themes in formatting, details, register, and tone.

### [Eluta.ca](#)

This website is a job-search site offering job ads with many links to external company website job postings.

**Uses:** Learners utilize navigation skills and access job ads online.

### [How Do Your Skills Measure Up? – Tows Skill Plan](#)

This site is sponsored by Human Resources and Skills Development Canada and gives learners an opportunity to test their own Essential Skills levels and to practice using the skills.

**Uses:** Learners practice three Essential Skills: Reading Text, Document Use, and Numeracy.

### [Indeed – One Search. All jobs. Canada](#)

This website is a job-search site offering job ads with many links to external company website job postings, forums, and industry employment trends that have excellent graphs, tables, and charts.

**Uses:** Learners research employment trends by industry and present findings with statistics and visuals. Learners can also utilize navigation skills and access job ads online.

### [Monster Canada](#)

This website is a career management portal for Canada.

**Uses:** Learners research job search skills and access job ads online.

### [Networking Advice – BCJobs.ca](#)

This page has links to many articles that give networking advice.

Topics include: Facebook Friend or Foe, Business Card Design Tips, Elevator Pitches, and more.

**Uses:** Learners take notes about one of the articles and share their findings.

### [Nice Jobs](#)

This website is a job-search site offering job ads with many links to external company website job postings and a good user guide that explains internet search techniques.

**Uses:** Learners utilize navigation skills to access job ads online.

### [WorkBC Centres – Government of BC](#)

This page has an interactive map to find WorkBC Centres throughout the province, eligibility requirements, job search resources/services, and employment planning/training information.

**Uses:** Learners navigate the interactive map to find the WorkBC Centre in their area and access information on the site about job skills.

### [Workopolis](#)

This website is a job-search site offering job ads, employer spotlights, career resources, and employment news headlines daily.

**Uses:** Learners research job search skills and access job ads online.

### [Wow Jobs](#)

This website is a job-search site offering job ads with many links to external company website job postings.

**Uses:** Learners utilize navigation skills and access job ads online.

# Presentation Skills

## [Assessing a PowerPoint Presentation – TeacherVision](#)

This pdf form is an assessment tool for PowerPoint presentations that is well suited to the classroom.

**Uses:** Learners focus on skills before presenting and then offer constructive feedback to other learners after presenting.

## [Advanced and Alternative Internet Searches \(Oct. 23, 2010, 12:02\)](#)

This YouTube video gives an excellent overview of advanced searches and the use of a variety of search engines including Wikipedia.

**Uses:** Learners take notes on the video to inform research techniques throughout the unit.

## [Giving Constructive Feedback on Presentations – Duke University Centre for Instructional Technology](#)

This two-page summary is a concise list of steps with examples on giving and receiving constructive feedback.

**Uses:** Learners use the list to plan their presentations and to give feedback to others.

## [Internet Tools & Uses : How to Conduct an Advanced Internet Search \(Dec. 30, 2008, 2:57\)](#)

This YouTube video gives an excellent overview of advanced Google searches.

**Uses:** Learners take notes on the video to inform research techniques throughout the unit.

## [Persuasion Map – Read Write Think](#)

This simple website is a printable visual template for essay/presentation thesis, main points, supporting points, and conclusion.

**Uses:** Learners follow prompts to build a skeleton for presentation research.

## [Presentation Skills – The Training Professional’s Gateway. Collins, M. J.](#)

This training resource available for download includes a *Presentation Feedback Sheet*, an *Evaluating Presentations* document, and a step-by-step guide with samples on how to design a Power Point presentation.

**Uses:** Learners use online navigation and locating skills to access documents for use in class or to prepare/evaluate presentations.

## [Presentation Skills – UBC Wiki](#)

This Wiki has concise summaries about presentation structure, design, tone, body language, and more. There is also a great introductory video about presentation skills.

**Uses:** Learners access the resources online and apply the principles to an in-class presentation.

## [PowerPoint Introduction: Total Overview \(Mar. 1, 2012, 17:33\) – YouTube](#)

This video is an excellent tutorial on the basics of PowerPoint.

**Uses:** Learners take notes to support presentation preparation.

## [PowerPoint Present – YouTube Channel](#)

This channel has an excellent selection of videos to enhance the use of PowerPoint.

**Uses:** Learners take notes to support presentation preparation.

## [Writing a Topic Outline – WISC-ONLINE: Mastricola, R.M.](#)

This site gives an audio presentation with complimentary text onscreen about the purpose of an outline and how to prepare one.

**Uses:** Learners take notes and follow instructions to help them prepare a topic outline.

## Study/Time Management Skills

### [Academic Skills Online Resources – McMaster University](#)

This page has an excellent collection of videos about study skills, time management techniques, and other academic skills. Each video is available in a variety of formats and has a complimentary transcript and summary.

**Uses:** Learners access videos and reduce oral discourse to notes. Learners can verify listening with transcripts and practice summarizing skills for presentations.

### [College Study Tips – Academic Excellence in Undergraduate Education \(AEUE\) Washington State University](#)

This fun and engaging student-produced video is an excellent way to approach study skills. Through short vignettes, the students capture poor study habits and provide verbal solutions and tips for each situation.

**Uses:** Learners listen and take notes about the situations and solutions/tips in the video.

### [Effective Listening and Note-taking – North Shore Community College](#)

This pdf resource has excellent tips and techniques for note-taking as well as common abbreviations, bad habits, mapping examples, and more.

**Uses:** Learners understand moderately complex instructions for note-taking.

### [Get The Most From Your Textbook: Study Skills – Athabasca University](#)

This concise 10 step overview of good reading skills has excellent tips for reading formatted texts.

**Uses:** Learners summarize and reduce the article to the main points.

### [Listening and Note-taking – Student Learning Commons Resources SFU](#)

This page has an excellent list of links to listening resources and note-taking strategies from SFU and other Canadian/American universities. There is also an engaging comic strip story about note-taking from SFU to introduce the subject.

**Uses:** Learners navigate the site to find note-taking resources online and understand moderately complex instructions for note-taking.

### [Study Skills \(Continuing Education\) – McGill University](#)

This page has links to slide shows, videos, handouts, online resources, and more that relate to presentations, note-taking, time management, etc.

**Uses:** Learners access required topics online and support presentation planning/execution with the material.

### [The Seven Steps of the Research Process – Cornell University](#)

This page gives an excellent overview of the research process with links to further information about each step.

**Uses:** Learners summarize and apply suggestions to presentation research.

## Teamwork Skills

### [How to Hold a Good Meeting – Advertising Educational Foundation](#)

This article outlines the '10 Commandments' for a good meeting.

**Uses:** Learners summarize the suggestions to facilitate team meetings in class.

### [Organizing Team Decision-Making – Mind Tools](#)

This page outlines effective strategies for team decision-making with links to further information on related topics.

**Uses:** Learners summarize the points to support group decisions.

### [Problem-solving and Decision-making: Simple Processes for Problem-solving and Decision-making – Chapman, A.](#)

This resource has a useful article, along with graphic organizers, templates, and links to other models like SWOT and PEST analysis.

**Uses:** Learners discuss pros and cons of the different graphic organizers, choose one and apply it to a given problem/decision.

### [Problem Solving Skills – Mind Tools.com](#)

This webpage has a variety of free quizzes, techniques, approaches, and diagram tools for problem solving.

**Uses:** Learners research information for short presentations or giving advice/suggestions role-plays.

### [Teamwork Skills: Being an Effective Group Member – University of Waterloo](#)

This page has an excellent summary of teamwork skills with embedded links to further information about each section. The site also features an audio version of the text.

**Uses:** Learners summarize the points to support building an effective and positive team for presentations.

# Vocabulary Building Skills

## [Imperatives – University of Victoria English Language Centre](#)

This page gives a concise review of imperatives for giving warnings, advice, and suggestions.

**Uses:** Learners review forms for presentations and navigate the site to complete accompanying online exercises.

## [Modals of Advice - University of Victoria English Language Centre](#)

This page gives a concise review of Modals of Advice.

**Uses:** Learners review forms for presentations and navigate the site to complete accompanying online exercises.

## [Transitional Words and Phrases – Memorial University of Newfoundland](#)

This pdf has a comprehensive list of transitional language organized by function.

**Uses:** Learners use this resource to compliment presentation skills.

## [Vocabulary Exercises for the Academic Word List – University of Victoria](#)

This page has links to vocabulary exercises from the Academic Word List organized by sub-list.

**Uses:** Learners complete exercises online to build academic vocabulary.

# ELSA 7 Skills Resources

## Citizenship Study Skills

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### [LINC 5-7 Classroom Activities, Volumes 1 & 2 – Toronto Catholic District School Board](#)

This is one of the best resources for an ELSA teacher and is highly recommended for this curriculum. All of the activities are CLB aligned (ELSA teachers should be aware of the differences between LINC levels and ELSA levels when using this resource). The website offers pdf copies of Volumes 1 & 2 with audio files and online activities associated with various chapters.

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## Citizenship Study Skills

### [Canadian Citizenship Practice Test – Greater Victoria Public Library](#)

This website features an online test to check your knowledge about Canada and BC for the citizenship test with a focus on BC content.

**Uses:** Learners access resource online and check their knowledge for the citizenship test.

### [Citizenship and Immigration Canada – My Application](#)

This page of the CIC website has links to sponsorship forms, immigration forms, and geographical information guides. (Note: This resource also appears in ELSA 6 Unit 3).

**Uses:** Learners complete an expanded range of forms, including extended application forms and workplace forms with pre-set formats.

### [Citizenship and Immigration Canada – Video Centre](#)

This page has an extensive selection of videos that are excellent for this unit. From the immigration process/forms to stories of

newcomer experiences and efforts to assist refugees, there are many videos to choose from. (Note: This resource also appears in ELSA 6 Unit 3).

**Uses:** Learners understand extended multistep directions or instructions for technical or non-technical tasks and reduce oral discourse about established procedures from the video material into notes that can be used to write instructions.

### [Discover Canada: The Rights and Responsibilities of Citizenship – Citizenship and Immigration Canada](#)

This online study guide is for the new Canadian Citizenship test. The site has a listening feature in which famous Canadians read the guide word by word.

**Uses:** Learners reduce oral discourse about rights and responsibilities from pre-recorded audio material into notes that can be used to write summaries.

# Communication Skills

## [7 Tips for Writing Thank You Letters with Class - Ezine Articles](#)

This article gives a great introduction to thank you letters. The page also includes links to sample thank you letters and other articles that are related.

**Uses:** Learners reduce a text of up to 2 pages to an outline or summary.

## [Email Writing Tips – Riches Communications](#)

This tip sheet outlines the basics of email use. Topics include CC/BCC, HTML, length, email provider choice, and more. The page has links to many other related topics.

**Uses:** Learners use tips to review basic email skills and considerations.

## [Formal Email of Request Exercise – BLAIR English](#)

This short online lesson includes an overview of request emails, an example, and an online gap-fill to improve request email language functions.

**Uses:** Learners access lesson online and complete independently to support personal messages in formal and informal correspondence.

## [How to Blog – Canadian Living](#)

This 2-page article covers the basics of blogs, how to start, and design considerations. It also offers links to some great blog examples.

**Uses:** Learners reduce a text of up to 2 pages to an outline or summary.

## [How to Blog Effectively – Star Content](#)

This page is a short summary of effective blogging strategies. The page also has links to further related information.

**Uses:** Learners access the resource to encourage blog development skills.

## [How to Blog Effectively – Webdesigner Depot](#)

This lengthy article outlines 8 steps to better blogging. The steps include research, writing, images, twitter feeds, and more. The steps are supported by links to example blogs and many suggestions for programs to enhance a blog.

**Uses:** Learners access the resource to encourage blog development skills.

## [How to Keep a Conversation Going \(Feb. 9, 2010, 1:29\) – YouTube](#)

This short and engaging video from Howcast goes through 6 steps to keep the conversation going. The video makes excellent use of narration, onscreen text, and supporting visual cues.

**Uses:** Learners reduce oral discourse about established procedures given in the video into notes that can be used to write down instructions.

## [How to Set Up a Profile on Facebook \(Dec. 14, 2009, 1:57\) – YouTube](#)

This video goes through an 8-step tutorial to set up a Facebook profile.

**Uses:** Learners understand tutorial and follow the steps if desired.

## [How to Set Up a Twitter Account \(Dec. 2, 2011, 3:31\) – YouTube](#)

This short and informative video is a guide to setting up an account and the basics of the homepage.

**Uses:** Learners understand tutorial and follow the steps if desired.

[How to Use Twitter - Tweeting, Reply, Retweet, Favorite, Follow, Create Lists, Open Tweet \(Feb. 19, 2012, 4:36\) – YouTube](#)

This detailed tutorial explains many features of Twitter with onscreen prompts.

**Uses:** Learners understand tutorial and follow the steps if desired.

[How to Write a Letter.net](#)

This excellent site has resources for writing letters of all types. The page includes an overview of letter writing and links to detailed information. Samples for a wide range of letters are provided, including letters of request, thank you letters, letters of solicitation/reservation, and more.

**Uses:** Learners access appropriate information online to support personal messages in formal and informal correspondence.

[Mastering the Art of Conversation - The Complete Idiot's Guide](#)

This article outlines the stages of starting a conversation, keeping it going, and closing. The resource has useful tips and techniques to build conversation skills.

**Uses:** Learners access article online, summarize the 3 sections to notes, and implement the skills in small group meetings and discussions.

[MediaSmarts.ca](#)

This website is all about Canadian digital and media literacy. The site offers resources for teachers and learners and includes activities, links to videos, blogs, social media resources, media/digital issues, tip sheets, etc.

**Uses:** Learners understand moderately complex extended descriptions, feature articles, reports and narrations about digital and media literacy.

[The Process and Types of Writing – Study Guides and Strategies](#)

This page has links to a wide range of writing support topics such as essay/writing sequence, drafts, persuasive essays, research proposals, spelling rules, mapping vocabulary, and more.

**Uses:** Learners access resources to support writing proposals and short persuasive reports.

[Writing Samples: Proposing a Solution – Pearson Allyn Bacon Online](#)

This page has a short 6-paragraph sample proposal with an example of instructor feedback for the piece. The sample proposes changes to adoption laws, but the structure and feedback are useful as a guide.

**Uses:** Learners examine samples for writing a proposal to solve a problem.

# Financial Literacy Skills

## [Banking Tools – Financial Consumer Agency of Canada](#)

This page has excellent tools to help choose the right banking account/package. The page also has links to detailed information about budgets, debt, bank account types, ABM fees, and more.

**Uses:** Learners access the tools and compare/contrast the various choices by account type, interest rate, and use.

## [Budget Calculator – Financial Consumer Agency of Canada](#)

This online calculator has extensive fields to fill in and generates reports as information is added to the form.

**Uses:** Learners access calculator online and fill out with varying information to compare changes in the report.

## [Budget Worksheet – About.com](#)

This budget worksheet is accessible online or in a printer-friendly version. The sheet is detailed and includes sections for income, deductions, utilities, leisure, debt payment, more.

**Uses:** Learners access worksheet online and fill out independently or in class.

## [Canadian Association of Credit Counselling Services \(CACCS\)](#)

This website offers many resources for people who are having financial difficulties. The site has links to videos, a financial fitness test (with a fun yoga theme), current news, and more.

**Uses:** Learners access financial fitness test online and understand extended, moderately complex credit counselling.

## [Family Monthly Budget Planner – Microsoft Templates](#)

This budget worksheet is accessible online as an Excel download. The sheet is detailed and includes sections for income, deductions, utilities, insurance, entertainment, and more.

**Uses:** Learners access worksheet online and fill out independently or in class.

## [Individuals – Canada Revenue Agency](#)

This government page has a great selection of topics including tax returns, RRSP/RESP/RDSP/HBP/LLP/RRIF/TFSA, child/family benefits, life events, and more.

**Uses:** Learners understand extended, moderately complex, multistep instructions and instructional texts for established (set) procedures related to taxes.

## [Tax-Services.ca](#)

This site has personal tax/RRSP calculators, information about GST/PST/HST, tax rates, deadlines, credits, and more.

**Uses:** Learners access the resources online and summarize given sections.

## [TaxTips.ca](#)

This excellent resource is a portal to a wide variety of tax related information. The site includes a variety of online calculators and sections about personal tax, sales taxes, RRSP/RRIF/TFSA, stocks/bonds, provincial tax information, and more.

**Uses:** Learners access the resources online and summarize given sections.

## Job Search Skills

### [Career Exploration – Work BC](#)

This page has skills assessments, career profiles, an employer index.

**Uses:** Learners search career profiles, take skills assessments online, and find employers that match their chosen area of focus.

### [Craft a 30-second Elevator Speech to Impress Potential and Current Employers and Associates – CanadianImmigrant.ca](#)

This article outlines the process and power of a good elevator pitch.

**Uses:** Learners read article and take notes about the tips and advice.

### [How to Network \(1:49\) – Howcast](#)

This video has dramatizations accompanied by narration that is summarized in text below. The page also has videos on networking.

**Uses:** Learners access video online and take notes while listening and then check comprehension with text onscreen.

### [How to Start a Conversation When You Have Nothing to Talk About – wikiHow](#)

This wiki has an 11-step process for starting a conversation with graphic cartoons to accompany the steps, a tip section, a video, warnings, and more.

**Uses:** Learners access wiki online and summarize the steps and tips.

### [Kforce: Elevator Pitch Examples \(Mar. 12, 2012, 2:14\) – YouTube](#)

This short video shows the wrong/right way to introduce yourself with an elevator pitch.

**Uses:** Learners access video online and take notes about good and poor techniques.

### [Networking Advice – BCJobs.ca](#)

This page has links to many articles that give networking advice.

Topics include: Facebook Friend or Foe, Business Card Design Tips, Elevator Pitches, and more. (Note: This resource also appears in ELSA 6 Unit 2)

**Uses:** Learners take notes about one of the articles and share their

findings with the other students.

### [Networking to Get a Job \(May 4, 2010, 5:46\) – YouTube](#)

This visually appealing video reviews techniques to build a personal network, make new contacts, use online social media to reactivate old connections, and more.

**Uses:** Learners access video online and take notes about the tips and ideas.

### [Start Your Career – Work BC](#)

This website provides information on career pathways, finding a job, being an employer, training available, and the BC labour market.

**Uses:** Learners access tools online and fill out forms to begin planning a personal pathway.

### [Steps to Successful Career Planning: Assessment Tools – Arizona State University](#)

This page has a short overview of career planning assessment tools and links to excellent value and skill-assessment exercises.

**Uses:** Learners follow instructions to complete assessment exercises online or in the classroom.

### [WorkBC Centres – Government of BC](#)

This page has an interactive map to find WorkBC Centres throughout the province, eligibility requirements, job search resources/services, and employment planning/training information.

**Uses:** Learners navigate the interactive map to find the WorkBC Centre in their area and access information on the site about job skills.

### [Work in BC – Welcome BC](#)

This page has information about finding jobs, qualifications, labour markets, employment standards, and more.

**Uses:** Learners navigate the site to find information to assist with career planning.

## Leadership Skills

### [10 Tips on Moderating a Panel Discussion – Professionally Speaking](#)

This blog outlines 10 tips to effectively moderate a panel discussion. The website also has links to many other blogs on similar topics.

**Uses:** Learners summarize the tips and apply to panel discussions.

### [Active Listening - Carl Rogers and Richard E. Farson](#)

This 8-page pdf is an excellent introduction to active listening skills. It outlines what listening is, how to listen, problems and challenges with active listening, benefits of listening, and more.

**Uses:** Learners summarize the reading and apply skills in small group meetings and discussions.

### [Leadership Training: Active Listening \(Jan. 21, 2010, 2:21\) – YouTube](#)

This video follows the Communication Roadblocks resource from Leadership Training. This resource contrasts the roadblocks with effective listening skills. The scenario is very realistic and the ‘owner’ of the problem finds a solution with the assistance of a coworker’s active listening techniques.

**Uses:** Learners understand moderately complex social exchanges that demonstrate active listening.

### [Leadership Training: Communication Roadblocks \(Jan. 21, 2010, 2:18\) – YouTube](#)

This video introduces 12 roadblocks to communication when someone has a problem at work and has 3 realistic short clips to explain the roadblocks of questioning, criticizing, and ordering. See complimentary video from Leadership Training – Active Listening.

**Uses:** Learners understand moderately complex social exchanges that demonstrate communication roadblocks.

### [Moderate with Moderation: 10 Steps to Running a Successful Panel Discussion – DeFinis Communications](#)

This concise article gives 10 steps for effective panel discussions. The website also has links to further information about business communications.

**Uses:** Learners navigate the website to find information, take notes, and apply to panel discussions.

### [Principles of Effective Instruction Delivery – Teaching as Leadership](#)

This text gives concise points to consider when giving instructions. It covers things like planning, getting attention, key points, confusion, comprehension, and more.

**Uses:** Learners follow tips to support giving instructions and directions.

### [The Art of Giving Instructions: 7 Practices for Facilitators – Chris Corrigan](#)

This useful article outlines 7 important points to consider when facilitators give instructions.

**Uses:** Learners understand extended multistep instructions for giving instructions.

### [Tips for the Chair – Our Community](#)

This article offers 7 tips for the chair with regards to facilitating group meetings. The tips include rules, tone, diversity, communication, deadlocks, and more.

**Uses:** Learners access, locate and integrate several pieces of information from relevant online reference sources.

## Presentation Skills

### [Better Public Speaking – MindTools](#)

This article goes through strategies and tips for improving public speaking.

**Uses:** Learners make presentations to describe and explain structures, systems or processes based on research.

### [Deliver Powerful and Impactful Workshops: Top Tips – The Coaching Academy Blog](#)

This blog has excellent resources for many aspects of presentations.

**Uses:** Learners reduce a text to an outline or summary.

### [Guidelines for Oral Presentations – Ohio Wesleyan University](#)

This page has an excellent overview of oral presentation skills from preparation through to evaluation.

**Uses:** Learners access the resources online and apply the principles to an in-class presentation.

### [How to Design an Effective Training Presentation – eHow](#)

This article outlines 8 steps to designing effective training presentations.

**Uses:** Learners reduce a text to an outline or summary.

### [How to Design and Deliver a Great Presentation Using 4 Steps – eHow](#)

This short article offers an introduction to presentation design and delivery. The page also has links to more related articles and videos.

**Uses:** Learners reduce a text of up to 2 pages to an outline or summary.

### [Oral Presentations Classroom Workshop \(2011, 19:49\) – Texas A & M University Writing Centre](#)

This engaging workshop has two speakers who outline the common pitfalls and solutions for preparing, practicing, and delivering oral presentations.

**Uses:** Learners reduce oral discourse about presentation skills given in the video into notes that can be used to write down instructions.

### [Oral Presentations: Tips on How to Deliver a Speech for School or Work – Jerz's Literacy Weblog](#)

This extensive weblog outlines tips for better oral presentations.

The page includes a video and tips for planning, delivery, language, questions, and more.

**Uses:** Learners access the resources online and apply the principles to an in-class presentation.

### [Presentation Skills – UBC Wiki](#)

This Wiki has summaries about presentation structure, design, tone, body language, and more. (Note: This resource also appears in ELSA 6 Unit 5).

**Uses:** Learners access the resources online and apply the principles to an in-class presentation.

### [Persuasive Speech Assignment – Riverside Community College](#)

This student packet includes learner outcomes, steps to prepare for a 6-8 minute persuasive speech, instructions for sequencing/ideas, a template to follow, citation information, and a marking rubric.

**Uses:** Learners follow the steps to prepare a persuasive presentation.

### [The Presentation – English Club](#)

This article outlines the parts of a presentation and provides useful functional language items to support building an introduction, the body, and conclusion.

**Uses:** Learners summarize article to support presentation skills and planning.

## Study/Time Management Skills

### [Advice on Academic Writing – University of Toronto](#)

This page has links to writing resources in categories like planning/organizing, reading/researching, using sources, style/editing, and more.

**Uses:** Learners use the site to support writing a paragraph to explain information in a table, graph, flow chart or diagram.

### [Boolean Operators \(Apr. 24, 2008, 3:03\) – YouTube](#)

This useful video goes through the use of Boolean operators to improve success with online searches.

**Uses:** Learners understand narration about complex ideas on familiar topics.

### [Effective Listening and Note-taking – North Shore Community College](#)

This pdf resource has excellent tips and techniques for note-taking as well as common abbreviations, bad habits, mapping examples, and more. (Note: This resource also appears in ELSA 6 Unit 8).

**Uses:** Learners understand moderately complex instructions for note-taking.

### [Listening and Note-taking – Student Learning Commons Resources SFU](#)

This page has a list of links to listening resources and note-taking strategies from SFU and other universities. (Note: This resource also appears in ELSA 6 Unit 8).

**Uses:** Learners navigate the site to find note-taking resources online and understand moderately complex instructions for note-taking.

### [Literacy and Essential Skills – Human Resources and Skills Development Canada](#)

This site contains information, examples, and resources for assessing and practicing the nine essential skills in Canada. There are links to definitions of the skills, exercises, videos, podcasts, and more.

**Uses:** Learners access information online and use the resources to explore, define, and practice essential skills.

### [Principles of Composition – Capital Community College](#)

This resource includes information about the writing process, structural considerations, patterns of composition, etc. The lists are organized by process, structure, and patterns.

**Uses:** Learners access the site to find supporting lessons for the writing needs of the unit.

### [Research and Reading – Study Guides and Strategies](#)

This page has links to excellent resources for researching online, evaluating website content, organizing research, summarizing and more.

**Use:** Learners access, locate and integrate several pieces of information from relevant online reference sources.

### [The Seven Steps of the Research Process – Cornell University](#)

This page gives an excellent overview of the research process with links to further information about each step. (Note: This resource also appears in ELSA 6 Unit 9).

**Uses:** Learners summarize and apply suggestions to essay research.

### [Writing with Statistics – Purdue Online Writing Lab](#)

This page is the overview to an online lesson about writing with statistics. The lesson includes sections on descriptive statistics, inferential statistics, using visuals/statistics, and more.

**Uses:** Learners complete lesson online or in class to support presentation skills and planning.



# Teamwork Skills

## [Consensus Building Principles – RESOLVE](#)

This article outlines the process of building consensus within a group discussion. It offers four principles to help negotiate different positions, interests, and issues around a common problem.

**Uses:** Learners summarize the principles to support group consensus strategies.

## [Building Consensus for a Sustainable Future: Guiding Principles – The Foreign Policy Committee of the National Round Table on the Environment and the Economy](#)

This 26-page document outlines the results of a meeting of Canadians from all regions and sectors to build consensus towards achieving goals for sustainable social development in Canada.

**Uses:** Learners write 3 or 4 connected paragraphs to provide a detailed description of a given section of the document.

## [Group Decision Making – University of Waterloo](#)

This excellent resource outlines the basics of group decision making, (different methods and examples) and has links to further resources on the topic. The page also includes a link to listen to an audio version of the article.

**Use:** Learners access, locate and integrate several pieces of information from relevant online reference sources.

## [How to Run an Effective Meeting – wikiHow](#)

This wiki provides the steps to effective meetings, a good video, required material, tips, warnings, and more.

**Uses:** Learners summarize steps and apply to small group discussions or meetings.

## [Short Guide to Consensus Building – Massachusetts Institute of Technology](#)

This comprehensive reading is an alternative to Robert’s Rules of Order. It outlines definitions, steps to consensus, and procedures for various meetings.

**Uses:** Learners summarize a given section and apply to group discussions or meetings.

## [Types of Consensus Building – Resolve](#)

This page outlines the facilitative/evaluative processes of consensus building. The website also offers principles, stages, tools, reports, a blog, and more.

**Uses:** Learners navigate the website to find information, take notes, and apply to group discussions or meetings.

## Vocabulary Building Skills

### [Coherence: Use of Transitions – Northland Community and Technical College](#)

This page has an extensive list of transition words organized by categories of usage and purpose.

**Uses:** Learners access list to support presentation preparation.

### [Discourse Markers – University of Warwick](#)

This page has extensive information about discourse markers with supporting examples throughout. The page also has links to further information and examples.

### [Discourse Markers: Linking Your Ideas in English – About.com](#)

This article gives an overview of discourse markers and use with supporting examples. The page also has links to further related resources.

**Uses:** Learners incorporate discourse markers into presentations to describe and explain structures, systems, or processes based on research.

### [Transition Words Connect Ideas – Language Portal of Canada](#)

This page has an extensive list of transition words organized by categories of usage and purpose.

**Uses:** Learners access list to support presentation preparation.

### [Transitional Words and Phrases – Memorial University of Newfoundland](#)

This pdf has a comprehensive list of transitional language organized by function. (Note: This resource also appears in ELSA 6 Unit 9).

**Uses:** Learners use this resource to compliment essay writing skills.