III. Getting Things Done

- Complete forms requiring detailed personal information.

Task Fill out a job application with 30 to 40 items.

Tool Checklist

This task is often part of an Employment unit, but could be adapted for units on Community and Volunteering. The tool could be adapted to suit a variety of other writing tasks.

1. Review target language for filling out job applications, including the vocabulary Ss will likely encounter on such a form.

2. Have the Ss fill out an application that is 1 - 2 pages in length with their own personal information and experience.

3. Use a checklist to assess how well Ss completed the application form.

LINC 6   Name: _____*Min*_____   Date: *Jan. 4, 2015*

CLB: Writing 6-III Getting Things Done   **Task:** Fill out a job application

	✓
Legible	☑
Correct Spelling	☑
Follows format (e.g., dd/mm/yy)	☐
Information in correct section	☐
Signed & Dated	☑
Appropriate vocabulary	☑

Comments:

Very clearly written. Compare the way you wrote the dates with the example we looked at. Please look at the information you wrote in the Education section. Is there a better section to write that information in?

LINC 6   Name: _____ Date:_____

CLB: <u>Writing 6-III Getting Things Done</u>   **Task**: <u>Fill out a job application</u>

	✓
Legible	☐
Correct Spelling	☐
Follows format (e.g., dd/mm/yy)	☐
Information in correct section	☐
Signed & Dated	☐
Appropriate vocabulary	☐
Comments:	