

Theme: Service Industry Fundamentals	Length: 3 hours	
Topic: Worker's Rights Pay forms, deductions, taxes, holidays, vacation pay, quitting, being laid off	Target Audience: CLB 4 – 5	
Lesson Objective(s)/Task(s): Students will compute and discuss worker's rights in Canada Students will listen and read about the difference between holidays and vacation Students will demonstrate writing a vacation request letter Students will compute and discuss break times, shift minimums and sick days Students will demonstrate calling in sick Students will read about and discuss forms and schedules of payment in Canada Students will demonstrate filling out preauthorized deposit forms Students will read about and discuss quitting and being laid off Students will demonstrate writing a letter of resignation		
Learner Outcome(s): By the end of the lesson, students will be able to Listening Understand simple phone conversations (4) Speaking Use the phone for a simple conversation but still find it difficult (5) Reading Understand short, simple, clearly sequenced instructional texts (4) Get information from simply formatted texts (5) Follow instructions with 7-10 steps (5) Writing Choose language that is appropriate and relevant to the occasion (5) Write a paragraph to relate to an event (5) Complete forms requiring detailed personal information (5)		
Resources and Materials: PowerPoint <i>Worker's Rights</i> Preauthorized Deposit Forms (1page)		
Activity	Timing	Possible Roadblocks & Solutions
1. Greeting and Warm Up - Instructor welcomes class, reviews any necessary material from last day and introduces today's topic: Worker's Rights. Begin by inquiring about the definition of worker's rights and examples of such from students' countries of origin	10 minutes	
2. Using the Worker's Right PPT, the instructor goes through the following topics with the class:	30 minutes	Timing on all of these sections of the PPT could vary greatly depending on discussion and

<p>General Holidays in Alberta Vacation Days and Vacation Pay Practice writing a note/letter requesting vacation time</p> <p>Breaks at Work Shift Changes and Shift Minimums Sick Days Practice calling in sick</p> <p>Understanding Your Paystub - Instructor will ask students to identify how much the employee earned in gross and net pay and what their deductions were for and the amount for the two example pay stubs in the PDF.</p> <p>15 minute break</p> <p>Preauthorized Deposit Forms Practice filling out Preauthorized Forms</p> <p>Quitting Your Job Losing Your Job Practice writing a letter of resignation</p> <p>Homework Any class work that did not get completed today should be finished for homework for next day</p>	<p>30 minutes</p> <p>30 minutes</p> <p>30 minutes</p> <p>30 minutes</p> <p>30 minutes</p> <p>5 minutes</p>	<p>engagement from students, unknown vocabulary, or questions about these cultural workplace norms. Instructor must try to manage the time accordingly.</p>
<p>Notes:</p>		
<p>Written By: Laura Mitchell</p>		