Name _____ Date _____

PBLA CLB 5 Reading Classified Ads

Instructions:

1. Read the job ad.
2. Answer the questions.

Government of Canada Gouvernement du Canada

Home → Jobs and the workplace → Job Bank → Job Search
→ Job posting - food and beverage server

Job Bank Menu Sign-in

Search

Food And Beverage Server

Posted on May 29, 2018 by **Rainbow Family Restaurant**

Oshawa, ON
$12.20 hourly for 25 to 35 hours per week
2 Vacancies
Permanent Part time leading to full time
As soon as possible
Employment conditions: Day, Weekend, On Call, Flexible Hours, Early Morning, Morning
935000
Job Bank

Job Requirements

Languages
English

Education
No degree, certificate or diploma

Credentials (certificates, licenses, memberships, courses, etc.)
Smart Serve

Experience
2 years to less than 3 years

Food and Beverage Serving Skills
- Serve food and beverages
- Give bills to customers and accept payment in cash, credit or debit cards
- Describe menu items
- Take orders and give them to kitchen and bar staff
- Greet customers, give menus, make recommendations and answer questions

Business Equipment and Computer Applications
Electronic cash register

Personal Suitability
- Fast learner
- Flexible
- Team player
- Reliable
- Organized

How to Apply
In person:
123 Main Street S
Oshawa, ON L1G 4S2
Between 07:30 AM and 11:00 AM

Job Market Information
Food and Beverage Server

NOC 6513

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Questions

1. The text is… (2 pts)
    a. a job posting for the government of Canada.
    b. a job posting for a restaurant.
    c. a food and beverage server work experience program.
    d. a food and beverage server job training program.

2. The purpose of the text is… (2 pts)
    a. to give details of a job opportunity.
    b. to help you choose a good job.
    c. to advertise for the restaurant.
    d. to advertise for the government of Canada.

3. Where can you find how to apply?
    a. at the top of the ad
    b. in the middle of the ad
    c. at the bottom of the ad

4. What parts of the ad are **in bold**?
    a. The company titles in the ad
    b. The section titles of the ad
    c. The top sections of the ad

5. What is the position title? _____

6. Is the job part time or full time? _____

7. How many hours per week is the job? _____

8. How much does the job pay? _____

9. How do you apply? _____

10. What personal suitability do you have for this job? Name and very briefly explain at least one trait. _____

    _____(2 pts)

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11. Do you have the credentials to apply? **YES / NO** What credentials are needed?

_____

12. What is more important in this job: **education** or **experience**? **EDUCATION / EXPERIENCE**

Why? _____

_____(2 pts)

13. What is more important in this job: **money handling skills** or **English skills**? **$ / ENGLISH**

Why? _____

_____(2 pts)

14. What does "make recommendations" mean for this job? (2 pts)

_____

_____

15. Would you apply for this job? Explain. (2 pts)

_____

_____

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Name _____ Date _____

CLB 5 Reading Assessment

Title: Classified Ads

Task: Understand information in a job ad in order to apply.

CLB Competencies	Essential Skills
III Getting Things Done - Locate and use 1 or 2 pieces of information from moderately complex formatted texts.	**Reading Text** - Get information from simple to moderately complex business or service texts, such as classified ads.

Feedback

Reading Assessment	
Indicators of Ability	**Questions**
You can understand what the text is about.	1 ☐ ☐ 15 ☐ ☐
You can identify the purpose of the text.	2 ☐ ☐
*You can identify the layout and organization of text to find the information needed.	3 ☐ ☐ 4 ☐ ☐
You can identify key information and find specific details.	5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐
*You can find and use 1 or 2 pieces of information.	10 ☐ ☐ 11 ☐ ☐
*You can find some information to make comparisons.	12 ☐ ☐ 13 ☐ ☐
You can guess the meaning of unknown words, phrases and idioms from the context without a dictionary.	14 ☐ ☐
18 / 25 points is success on this task Your points: _____ / 25 (%)	Success on this task ☐ Yes ☐No

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Essential Skill Assessment	
THINKING – PROBLEM SOLVING Satisfactory is: - Learner was able to solve the problems on this task with little to no help from the teacher or classmates	Success on this skill ☐ Yes ☐ No

Comments:

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Name _____ Date _____

Student: Self-Assessment

Instructions:

1. Use a ✓check for Yes and an **X** for No.

WORKING WITH OTHERS

WORKING INDEPENDENTLY: Review my work to make sure it does not have mistakes.

☐ I thought about what the ads were about (gist).

☐ I thought about the purpose of the ads.

☐ I read carefully for key information and details.

☐ I made sure I understood the layout of the ads, to help me find information.

☐ I used clues in the ads to help me guess new words, instead of using a dictionary.

☐ I answered all the questions.

☐ I checked my answers.

Student: Learning Reflection

Instructions:

1. Use a ✓check for Yes and an **X** for No.

☐ I was prepared for this PBLA. I studied my school papers and looked at examples.

Instructions:

1. Finish the sentences.

1. This task was …
   a) easy.
   b) just right.
   c) difficult.

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REFLECTIONS

Self-reflection can help us to improve our skills, knowledge and habits. It is important to think about what we did. When we do something well, we need to continue the positive behaviours. When we do something poorly, we need to change.

2. This task was…
   a) fair. We studied this in class.
   b) not fair. We did not study this in class.
   c) N/A. I was absent or late.

3. I understand the theme …
   a) better than before.
   b) the same as before.

4. I want to learn …
   c) more about the theme.
   d) something new.

5. I learned the material for this assessment by _____

_____

6. I prepared for this assessment by _____

_____

7. I will prepare for the next assessment by _____

_____

8. I will use what I learned _____

_____ (Describe the situation.)

Essential Skill Assessment	
CONTINUOUS LEARNING Satisfactory is: - Identify my skills and abilities - Identify areas where I need to improve - Make goals	Success on this skill: ☐ Yes ☐ No

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Answer Key

1. The text is
   b. A job posting for a restaurant
2. The purpose of the text is
   a. To give details of a job opportunity
3. Where can you find how to apply? At the bottom of the ad
4. What parts of the ad are **in bold**?
   b. The section titles of the ad
5. What is the position title? Food and Beverage Server
6. Is the job part time or full time? Part time
7. How many hours per week is the job? 25 to 35 hours
8. How much does the job pay? 12.20 per hour
9. How do you apply? In person at 123 Main Street in Oshawa between 7:30 & 11 am
10. What personal suitability do you have for this job? Name and very briefly explain at least one trait.
    - friendly
    - Flexible
    - Team player
    - Reliable
    - Organized

11. Do you have the credentials to apply? Yes No What credentials are needed? Smart Serve

12. What is more important in this job: education or experience? Why do you say that? Experience

13. What is more important in this job: money handling skills or English skills? Why do you say that? English skills – there is more description of English skills needed

14. What does "make recommendations" mean for this job? Suggest dishes to the customer

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