

INSTRUCTOR NOTES

Efficient Reading: Dislocations

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider effect of author's viewpoint and intent on finished text
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- People read text for different purposes.
- Reading for and at work ensures that you know how to work safely and are current in your trade, making you a more valuable employee.
- Reading outside of work ensures that you understand legal obligations such as credit and leases, and can more deeply explore your interests like sports and travel.
- Whatever the reason for reading, being able to quickly and accurately find and understand the information you need makes reading both more pleasant and more efficient.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Efficient Reading: Building a Drone

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider effect of author's viewpoint and intent on finished text
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- People read text for different purposes.
- Reading for and at work ensures that you know how to work safely and are current in your trade, making you a more valuable employee.
- Reading outside of work ensures that you understand legal obligations such as credit and leases, and can more deeply explore your interests like sports and travel.
- Whatever the reason for reading, being able to quickly and accurately find and understand the information you need makes reading both more pleasant and more efficient.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Efficient Reading: Solar Power

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider effect of author's viewpoint and intent on finished text
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- People read text for different purposes.
- Reading for and at work ensures that you know how to work safely and are current in your trade, making you a more valuable employee.
- Reading outside of work ensures that you understand legal obligations such as credit and leases, and can more deeply explore your interests like sports and travel.
- Whatever the reason for reading, being able to quickly and accurately find and understand the information you need makes reading both more pleasant and more efficient.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Efficient Reading: Sports Story

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider effect of author’s viewpoint and intent on finished text
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (4 pages)

Talking Points

- People read text for different purposes.
- Reading for and at work ensures that you know how to work safely and are current in your trade, making you a more valuable employee.
- Reading outside of work ensures that you understand legal obligations such as credit and leases and can more deeply explore your interests like sports and travel.
- Whatever the reason for reading, being able to quickly and accurately find and understand the information you need makes reading both more pleasant and more efficient.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Efficient Reading: White Fang (Fiction)

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider effect of author's viewpoint and intent on finished text
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- People read text for different purposes.
- Reading for and at work ensures that you know how to work safely and are current in your trade, making you a more valuable employee.
- Reading outside of work ensures that you understand legal obligations such as credit and leases, and can more deeply explore your interests like sports and travel.
- Whatever the reason for reading, being able to quickly and accurately find and understand the information you need makes reading both more pleasant and more efficient.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

□

INSTRUCTOR NOTES

Changes in the Electrical Code

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Increase their understanding of how to find information in the Code Book
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Thinking (critical thinking)

Handouts

- Questions and Document Set (3 pages)

Talking Points

- The Canadian Electrical Code governs everything that electricians do.
- The Code is a complex document that changes every few years in order to stay current with changes in construction and technology.
- Residential changes typically reflect changes in what consumers expect to find in new home construction.
- Being able to navigate the Code saves time and can prevent costly errors.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute Handout.

INSTRUCTOR NOTES

Demand for Skilled Trades

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Consider current trends that impact their industries
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Staying up to date in your trade is important.
- This includes not only trade and industry news, but also things happening at the provincial, territorial and national levels.
- By staying informed you bring value to your employer.
- Need more help? Use the Skill Builders identified in the handout.

Distribute Handout.

INSTRUCTOR NOTES

Finding Information in Codes: Building

Skill Builders: Key Words & Phrases, Skimming, Scanning, Navigating Regulations

During the activity pre/apprentices will:

- Increase their understanding of how to find information in the Code Book
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (4 pages)

Talking Points

- The National Building Code is the model code that forms the basis for all of the provincial and territorial building codes. Some jurisdictions create their own code based on the National Building Code, other jurisdictions have adopted the national model often with supplementary laws or regulations to the requirements in the National Building Code.
- The Code is a complex document that changes every few years in order to stay current with changes in construction and technology.
- Being familiar with how the Code is formatted can save time and prevent costly errors.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute Handout.

INSTRUCTOR NOTES

Finding Information in Codes: Electrical

Skill Builders: Key Words & Phrases, Skimming, Scanning, Navigating Regulations

During the activity pre/apprentices will:

- Increase their understanding of how to find information in the Code Book
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (4 pages)

Talking Points

- The Canadian Electrical Code governs everything that electricians do.
- The Code is a complex document that changes every few years in order to stay current with changes in construction and technology.
- Being familiar with how the Code is formatted can save time and prevent costly errors.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute Handout.

INSTRUCTOR NOTES

Finding Information in Codes: Plumbing

Skill Builders: Key Words & Phrases, Skimming, Scanning, Navigating Regulations

During the activity pre/apprentices will:

- Increase their understanding of how to find information in the Code Book
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Document Use

Handouts

- Questions and Document Set (4 pages)

Talking Points

- The National Plumbing Code of Canada is the model building code that forms the basis for all of the provincial and territorial plumbing codes. Some jurisdictions create their own code based on the National Building Code, other jurisdictions have adopted the national model often with supplementary laws or regulations to the requirements in the National Building Code.
- The Code is a complex document that changes every few years in order to stay current with changes in construction and technology.
- Being familiar with how the Code is formatted can save time and prevent costly errors.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute Handout.

INSTRUCTOR NOTES

Occupational Health and Safety Regulations

Skill Builders: Key Words & Phrases, Navigating Regulations

During the activity pre/apprentices will:

- Increase their understanding of how to read and interpret health and safety regulations
- Locate information in complex texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Document Use

Handouts

- Questions and Document Set (3 pages)

Talking Points

- The *Canada Occupational Health and Safety Regulations* outline the obligations of employers and employees in federally-regulated sectors including, but not limited to: marine shipping, ferry and port services, air transportation, railway and road transportation (crossing provincial borders), telephone, telegraph and cable systems, and private businesses necessary to the operation of a federal act.
- The *Regulations* are a complex document that changes every few years in order to stay current with changes in construction and technology.
- Being able to navigate the *Regulations* saves time and can prevent costly errors
- Need more help? Use the Skill Builders identified in the Handout.

Distribute Handout.

INSTRUCTOR NOTES

Heat Stress Safety Bulletin

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Discuss the hazards of heat stress and how to minimize their impact
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- You are responsible for your own health and safety on the job.
- It is your responsibility to be aware of health risks and read all safety information: don't assume someone else will tell you!
- Heat stress is a common hazard for people who work out of doors.
- Unchecked, heat stress causes serious illness for you and costly lost time for the company.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Lockout Procedure

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Review general lockout procedures
- Compare how information is displayed impacts understanding

Skill focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Document Use

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Following detailed step by step instructions to build structures or install and operate machinery is part of many tradesperson's work.
- Lockout/tagout refers to a safety procedure that ensures dangerous machines are properly shut off.
- Industry safety standards require lockout procedures to be posted but the format used in those postings can vary. It is important to be able to find the information you need quickly.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Navigating Codes

Skill Builders: Key Words & Phrases, Skimming, Scanning, Navigating Regulations

During the activity pre/apprentices will:

- Increase their understanding of how to find information in a Code Book
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Document Use

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Codes are complex document that change every few years in order to stay current with changes in construction and technology.
- It is not necessary to read and remember all of the information in the Code, but it is important to be able to locate the information you need.
- Being able to navigate the Code saves time and can prevent costly errors.
- The Canadian Electrical Code governs everything that electricians do.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Project Schedule Emails

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Locate information in emails
- Create work schedules

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Document Use, Numeracy (scheduling, budgeting & accounting)

Handout

- Questions and Document Set (3 pages)

Talking Points

- Email is used across the trades to discuss project details, apply for jobs, communicate project status to clients, and even order parts.
- It is important to stay on top of email so tasks don't get missed causing projects to fall behind.
- Calendarizing emails from multiple sources in a single document is one way to stay on top of things.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Safety Bulletin: HEO

Skill Builder: Key Words & Phrases

During the activity pre/apprentices will:

- Discuss health risks inherent in the work of tradespersons and how to minimize their impact (specific focus on Heavy Equipment Operators)
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Workers have the right to a safe work site, and the responsibility to maintain that safety.
- There are health risks in all jobs – identifying them is one way to minimize those risks. Safety bulletins provide some of that information.
- This safety bulletin is for Heavy Equipment Operators. What health risks do you think are associated with that occupation?
- Need more help? Use the Skill Builder identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Starting Your Own Business

Skill Builders: Key Words & Phrases, Skimming, Scanning

During the activity pre/apprentices will:

- Discuss best practices related to starting your own business
- Predict content from skimming titles and sub-titles
- Locate information in larger texts

Skill Focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Thinking (critical thinking)

Handouts

- Questions and Documents Set (4 pages)

Talking Points

- Following a successful apprenticeship, many tradespersons are interested in running their own business.
- Being good at your trade is just one part of running a successful company.
- Researching what being your own boss is really like, is an important first step.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Step by Step Instructions: Millwright

Skill Builders: Scanning, Percentages, Decimals & Fractions

During the activity pre/apprentices will:

- Review grinding procedure for metal stock
- Navigate step by step instructions

Skill focus

- **Key Skill:** Reading
- **Supporting Skill(s):** Numeracy

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Following detailed step by step instructions to build structures, or install and operate machinery, is part of most tradesperson's work.
- The smallest mistake in completing the required steps can result in costly errors.
- Most step by step instructions use similar structure.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.