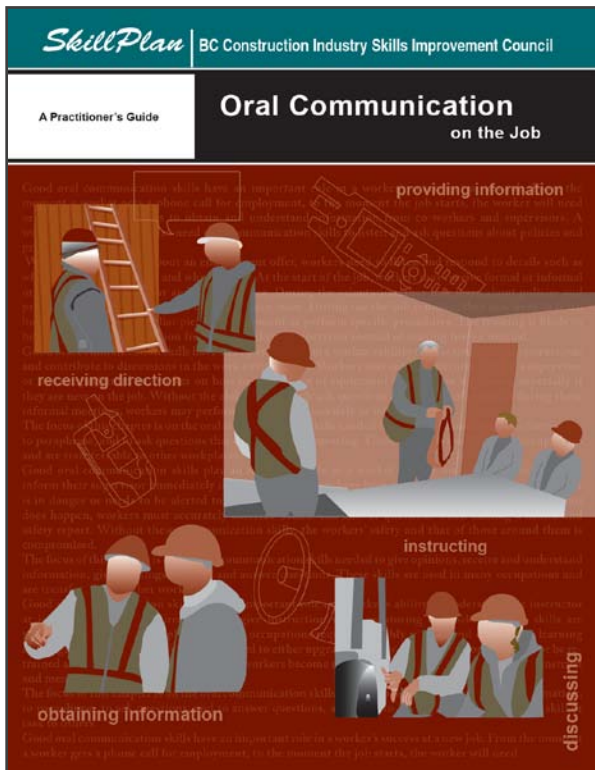


Communicating on the Job



Oral Communication on the Job

Price: \$78.00

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Oral Communication on the Job is a resource for instructors who want to teach the skills needed to communicate effectively in the workplace. The emphasis is on speaking and listening and using authentic workplace applications as a means to facilitate language acquisition.

This publication can be used as a resource for developing transferable oral communication skills and as a resource for information about working in construction. The resource contains four chapters, each about scenarios that all workers can relate to: first day at a new job, work meetings, interacting with co-workers on the job, and job training. The appendices have information about oral communication Essential Skills levels and additional teaching ideas.

Although the scenarios are in the construction industry, the oral communication skills are transferable to other workplace settings. This resource provides you with the information you need to set the stage for authentic workplace learning. The classroom is transformed into a workplace environment as learners take on workplace roles.

The accompanying CD contains audio recordings for use with the scenarios in each chapter. For each scenario, a worker introduces the work situation and gives some information about his or her job. This introduction is followed by a dialogue in a work situation. Transcripts of the dialogues are included in the resource, as well as suggestions for teaching ideas.



* 10% discount on orders of 10 or more copies of a title. GST, shipping & handling charges are additional. August 2010