

CLB 3 NLOC Unit Index

| THEME | UNIT NAME | DESCRIPTION |
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| Social Connections | Posting about a Family Celebration | In this unit you will read an invitation, write about a family celebration and respond to comments on social media. |
| Social Connections | Picking up a Food Order | In this unit you will talk about special diets, order food from an app and tell the restaurant about a problem. |
| Home & Neighbourhood | Asking a Neighbour for a Favour | In this unit you will ask a neighbour for a favour, write a note with your contact information and thank your neighbour for the favour. |
| Home & Neighbourhood | Following Rules for Recycling | In this unit you will follow instructions to separate items for garbage and recycling, read a recycling chart and email a landlord to ask a question. |
| Home & Neighbourhood | Getting Information from a Community Newsletter | In this unit you will read about an event in a community newsletter, fill out an online form to volunteer and make small talk with a neighbour at a community event. |
| Community | Using a Transit App | In this unit you will invite a friend to go to an event in town, use a transit app to plan the trip and ask for information about the route. |
| Community | Finding a Program in the Community | In this unit you will find information about a recreation program in the community, read a program flyer and fill out a fee assistance application form online. |
| Community | Buying an Item at a Yard Sale | In this unit you will read a poster for a yard sale, listen to information about items at a yard sale and text a friend about an item. |
| Banking | Getting Information about | In this unit you will follow |

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| | Debit Card Safety | instructions from a teller, find simple tips on debit card safety from a website and give a few tips about safe banking to a friend. |
| Banking | Asking for a Product at the Bank | In this unit you will ask about a product at a bank, book an appointment with a banking advisor and read a banking brochure on different types of credit cards. |
| Shopping | Finding a Product in a Store | In this unit you will read an online store flyer, ask for a product in a store and follow directions to find the product. |
| Shopping | Asking for Help in a Clothing Store | In this unit you will respond to a greeting from a sales person, ask for help in a changing room and listen to information about the return policy. |
| Health | Talking about Your Mental Health | In this unit you will talk about your feelings with a settlement worker, answer questions about your mental health and read a pamphlet on a mental health service. |
| Health | Talking to a Doctor Online | In this unit you will book a doctor's appointment online, fill out an online booking form and talk to a doctor in a virtual meeting about a health problem. |
| Health | Finding Information on a Prescription Label | In this unit you will speak to a pharmacist about a prescription medication, listen to a pharmacist's instructions and read a prescription label for information. |
| Education | Getting Information about a School Event | In this unit you will listen to an announcement in a LINC class, find a link in an email and read a digital poster. |
| Education | Having a Parent-teacher Conference | In this unit you will read an email from your child's school, make an appointment for an online parent-teacher conference and ask and |

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| | | answer questions about your child. |
| Education | Copying Information from a School Calendar | In this unit you will read a “welcome email” from a school, ask about a school event and copy events and information from a school calendar. |
| Employment | Having a Walk-in Interview | In this unit you will talk about your job skills, ask and answer questions in a walk-in interview and write a follow-up thank you email. |
| Employment | Completing an Online Job Application | In this unit you will ask a friend questions about their job, find a job application on a website and complete an online job application. |
| Workplace | Completing a Timesheet | In this unit you will learn how to find information in a timesheet, ask for help when completing a timesheet, and complete a timesheet yourself. |
| Workplace | Taking Safety Training at Work | In this unit you will read an email to find an online safety training course, watch a workplace safety video and politely refuse to do an unsafe work task. |
| Workplace | Changing your Work Schedule | In this unit you will read a work schedule on an app, ask a coworker to take your shift and text your employer about the change. |
| Workplace | Finding Information on a Pay Statement | In this unit you will learn how to complete tax forms as a new employee, read details on a pay statement and talk to your manager about a problem with your pay statement. |
| Workplace | Getting Feedback at Work | In this unit you will become familiar with a few policies and procedures in an employee handbook, listen to feedback from a manager and read a performance review. |

CLB 4 NLOC Unit Index

| THEME | UNIT NAME | DESCRIPTION |
|----------------------|--|---|
| Social Connections | Talking about Your Weekend | In this unit you will ask your coworker about their plans for the weekend, text your coworker and thank them for your time together and share your experience with other coworkers. |
| Social Connections | Cancelling Plans with a Friend | In this unit you will accept an invitation to an event, cancel at the last minute and reschedule plans with a friend to attend a new event. |
| Social Connections | Thanking a Host for an Event | In this unit you will accept an invitation to a social event, describe any food restrictions or allergies and send a text message to thank the host. |
| Home & Neighbourhood | Talking about a Neighbourhood Problem | In this unit you will find your city / town councillor contact information online, email the councillor to request a meeting and talk to them about a neighbourhood problem. |
| Home & Neighbourhood | Completing an Application for an Apartment | In this unit you will look at rental listings on a real estate website, read a property ad and call the property agent to set up a time for a viewing. |
| Home & Neighbourhood | Preparing an Emergency Kit | In this unit you will read a community flyer about emergency preparedness, watch a public service announcement on a government website and find information online to prepare an emergency kit for your home. |
| Home & Neighbourhood | Getting a Notice from Your Landlord | In this unit you will read a notice from a landlord, locate information on a website about tenant's rights and responsibilities and describe the situation to a neighbour and ask for their support. |

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| Community | Telling a Friend about a Library Program | In this unit you will watch a short presentation about a library program, find information on a library website and describe the library program to a friend. |
| Community | Contributing to a Community Newsletter | In this unit you will have a conversation with a neighbour, read a short story in a community newsletter and enter a contest to write a short story for the newsletter. |
| Community | Finding a Volunteer Position | In this unit you will find a volunteer job on a website, complete a volunteer job application form and participate in a volunteer job interview. |
| Community | Getting Information about Summer Pests | In this unit you will follow instructions to treat an insect bite or sting, read a short article on summer pests and update a friend on how you are doing. |
| Community | Getting the Weather Forecast | In this unit you will get information from long and short-range weather forecasts and have a small talk conversation about the weather. |
| Community | Going Camping with Friends | In this unit you will text a friend about going on a camping trip, follow instructions from a park host and locate places on a campground map. |
| Banking | Getting Tips for Budgeting | In this unit you will do an online search on a video streaming platform, watch a short video on budgeting tips and find information on an events webpage about a budgeting workshop. |
| Banking | Finding Information on a Credit Card eStatement | In this unit you will read a credit card eStatement on a banking website, use a phone menu to select the correct option and report an error on your statement to a banking representative on the phone. |
| Shopping | Choosing the Right Product | In this unit you will ask a friend |

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| | | to recommend a product, read about product descriptions on store websites and take notes to compare and make a decision to choose the right product. |
| Shopping | Posting an Online Ad | In this unit you will read tips about selling items online, fill out a social media ad listing form and respond to messages about an item you are selling online. |
| Health | Going to the Emergency Department | In this unit you will check emergency wait times on a provincial website, explain to a triage nurse what happened to your child and respond to their questions. |
| Health | Talking to a Registered Dietitian | In this unit you will leave a voicemail to confirm a medical appointment, talk to a registered dietitian about a chronic disease and read about diet and exercise on a recommended health website. |
| Health | Having a Procedure at the Hospital | In this unit you will talk to a surgeon in a pre-op appointment, follow instructions to prepare for day surgery and read a post-op information sheet. |
| Health | Finding Information on Common Health Conditions | In this unit you will find health information on a government website, read about common health conditions and register for a health program over the phone. |
| Education | Studying History for the Citizenship Test | In this unit you will watch a video on the Canadian citizenship test, make flashcards to study historical facts and practice answering history questions. |
| Education | Getting Feedback on your Progress at School | In this unit you will review and reflect on your ePortfolio inventory, complete a questionnaire to prepare for a |

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| | | learner conference and look at the feedback and suggestions in your progress report. |
| Education | Talking about a Situation at School | In this unit you will set up a meeting with a teacher, express a concern to the teacher about a situation with your child and read a follow-up email about next steps and support. |
| Education | Getting Information from a Course Description | In this unit you will talk to an employment counsellor about upgrading your skills, go online to read some course descriptions and fill out a course registration form online. |
| Employment | Talking about Your Skills at a Job Fair | In this unit you will read an online job fair ad, fill out a resume template and talk to a recruiter about your skills and experience. |
| Employment | Identifying Job Scams | In this unit you will watch a short presentation about job scams, identify fake job postings on a website and write a text message to your friend with information on job scams. |
| Employment | Searching for a Job Online | In this unit you will navigate a job search website, read some job postings and send an email to a potential employer. |
| Employment | Requesting an Informational Interview | In this unit you will request an informational interview, ask questions about the person's job and write a follow-up thank you email. |
| Workplace | Finding Information in an Employee Manual | In this unit you will use a table of contents to find a policy in an online manual, look at the requirements and email Human Resources to make a formal request. |
| Workplace | Expressing a Goodwill Message to a Coworker | In this unit you will hear news about a coworker's personal situation, read an email from your supervisor and sign a sympathy card to express your condolences. |

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| Workplace | Having an Orientation to the Workplace | In this unit you will read an email from your new employer, complete an online orientation course and ask questions to a coworker. |
| Workplace | Giving Instructions to Complete a Task | In this unit you will read an urgent email from your employer, copy work tasks into an organizational app and give instructions to a coworker on a work task. |
| Workplace | Getting Information from a Workplace Notice | In this unit you will read a workplace notice, listen to an update in a staff meeting and ask a coworker for help. |
| Workplace | Leaving a Workplace | In this unit you will read a simple work contract, give notice in a short meeting with your supervisor and write a formal email to resign from your workplace. |

CLB 5 NLOC Unit Index

| THEME | UNIT NAME | DESCRIPTION |
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| Professional & Community Connections | Networking with Peers at an Event | In this unit you will find information in a networking event ad, go to a networking event and meet with peers and follow-up with a peer on a networking website. |
| Professional & Community Connections | Creating an Online Professional Profile | In this unit you will identify some tips in a blog, create an online professional profile and recommend a networking site to a friend. |
| Government Services | Reporting an Incident to the Police | In this unit you will report an incident to the police, make a follow-up call to the police station and fill out an insurance claim. |
| Government Services | Applying for a Tax Benefit | In this unit you will have a conversation with a settlement worker, find details about a tax benefit on a government website and apply for the tax benefit. |
| Government Services | Locating Information on Employment Insurance | To be determined. |
| Banking & Finance | Choosing the right RESP. | To be determined. |
| Shopping | Assembling a Product from a Store. | In this unit you will speak to a sales associate in a store, follow instructions to assemble a product and contact a customer service representative via live chat to solve a problem. |
| Health & Wellness | Getting Information about Employee Support Benefits | In this unit you will express a difficult personal situation to a coworker, find an eligible service in an EAP pamphlet from the workplace and speak with a representative on the phone to start the process. |

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| Education | Finding Information about a Bridging Program. | To be determined. |
| Labour Market | Researching an Occupation | To be determined. |
| Workplace | Giving Instructions for a Workplace Device | In this unit you will listen to an overview of the main functions of a newly installed device in the workplace, find information on how to operate a function from a manual and give instructions to a coworker to perform the same function. |
| Workplace | Giving a Short Presentation in the Workplace | In this unit you will read some tips for an OH&S procedure from an online policy manual, develop a short PowerPoint presentation and present the tips to your coworkers. |
| Workplace | Describing a Problem to Your Boss. | To be determined. |
| Global Citizenship | Learning about Indigenous Culture | In this unit you will listen to information about National Indigenous Peoples Day celebrations, read a fact sheet about local Indigenous Peoples and watch a video on one aspect of Indigenous culture. |
| Global Citizenship | Creating a Personal Podcast | To be determined. |