



# Work skills

Tutor Resources for the AMEP

Work

Pre-beginner

## **Tutor Resources for the AMEP**

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Theme: Work

Topic: Work skills

Task	Language focus	Learning activities	Resources
1. Can fill in a simple form	<p><b>Vocabulary</b> family name, surname, first name, address, postcode, telephone, mobile number, signature, date</p> <p><b>Structure</b> What is your ____ (first name, address etc)? <i>My (name, address etc) is ____.</i></p>	<p>Answer questions about personal information</p> <p>Copy and or write personal details in the correct sections of a form</p> <p>Find the personal ID words</p> <p>Complete simple forms</p> <p><b>Extension</b> Complete authentic community forms</p>	<p>Flash cards 1: ID cue cards</p> <p>Worksheet 1: Personal details</p> <p>Worksheet 2: ID word find</p> <p>Worksheet 3: Simple forms</p>
2. Can identify their work skills	<p><b>Vocabulary</b> work skills, cook , clean, sew, draw, drive, cut hair, fix a car, tell stories, build things, fix things, use a computer, look after children</p> <p><b>Structure</b> What can you do? Can you ____ (cut hair, build things etc)? <i>Yes I can. No I can't.</i> I can use a computer but I can't fix a car.</p>	<p>Recognise different work skills</p> <p>Identify their personal work skills</p>	<p>Worksheet 4: Work skills</p>

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### Application form

<b>Task 1:</b>	Can fill in a simple form
<b>Vocabulary:</b>	family name, surname, first name, address, postcode, telephone, mobile, signature, date
<b>Language structure:</b>	What is your ____ (first name, address etc)? <i>My (name, address etc) is ____.</i>

### Preparation

Prepare flash cards 1.

### Activity instructions

#### *Answer questions about personal information*

- 📄 Flash cards 1: ID cue cards  
Read flash cards and learner repeats.  
Show flash cards and ask questions: What is your \_\_\_\_ (first name, address, postcode etc)?  
Learner responds.  
Say ID words and ask learner to identify the correct flash cards.

#### *Copy and or write personal details in the correct sections of a form*

- 📄 Worksheet 1: Personal details
- 📄 Flash cards 1: ID cue cards  
Learner reads the words on the worksheet and matches with the ID cue cards.  
Learner completes the worksheet with their personal details.

#### *Find the personal ID words*

- 📄 Worksheet 2: ID word find  
Learner says the words, then finds and circles the words.

#### *Complete simple forms*

- 📄 Worksheet 3: Simple forms  
Learner copies or writes their information to complete the forms.

### Extension activity

#### *Complete authentic community forms*

- 📄 Authentic community forms  
Collect simple forms from real life situations, e.g. store application forms, competition entry forms, gym membership. Encourage learners to fill in only the sections that have been introduced.

## Work skills

<b>Task 2:</b>	Can identify their work skills
<b>Vocabulary:</b>	work skills, cook, clean, sew, draw, drive, cut hair, fix a car, tell stories, build things, fix things, use a computer, look after children
<b>Language structure:</b>	What can you do? Can you ___ (cut hair, build things etc)? <i>Yes I can. No I can't.</i> I can use a computer but I can't fix a car.

## Activity instructions

*Recognise different work skills*

## 📄 Worksheet 4: Work skills

Read the title 'work skills' and explain simply the meaning in relation to finding work.  
Show picture cards and introduce vocabulary. Learner repeats.

Read the sentences: I can \_\_\_ (tell stories, fix a car, look after children etc).  
Learner listens and finds the corresponding picture card.

*Identify their personal work skills*

Ask questions: What can you do?  
Can you do this?  
Can you \_\_\_ (cut hair, build things etc)?  
Learner responds: *Yes I can. No I can't.*

Talk about your work skills. Model language: I can use a computer but I can't fix a car.  
Learner talks about their work skills.

**Acknowledgement of image source**

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Flash cards 1: ID cue cards



first name	family name
surname	address
postcode	telephone
mobile	signature
date	

# Worksheet 1: Personal details

*Write*

FAMILY NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TELEPHONE: (Home) \_\_\_\_\_

(Mobile) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Worksheet 2: ID word find

*Find the words.*

surname  
mobile

address  
first

postcode  
street

suburb  
telephone

f	a	j	b	o	i	m	r	t
h	o	s	u	r	n	a	m	e
x	m	o	l	d	h	e	t	s
a	d	d	r	e	s	s	z	w
a	o	s	o	s	c	b	d	e
e	p	o	s	t	c	o	d	e
b	r	x	f	v	a	v	n	m
t	s	u	b	u	r	b	l	d
d	e	h	t	s	t	i	r	p
v	b	m	o	b	i	l	e	m
s	p	b	a	i	c	o	k	n
f	i	r	s	t	r	t	h	g
h	e	s	c	k	o	t	u	z
k	t	s	t	r	e	e	t	r
a	n	v	f	l	f	w	k	e
t	e	l	e	p	h	o	n	e



## Worksheet 3: Simple forms

Write

FIRST NAME

SURNAME

ADDRESS

POSTCODE

TELEPHONE

MOBILE

NAME

SURNAME

FIRST NAME

ADDRESS

NUMBER

STREET

SUBURB

POSTCODE

TELEPHONE

HOME

MOBILE

SIGNATURE

DATE

## Worksheet 4: Work skills

*Listen and read*



I can cook.



I can clean.



I can sew.



I can draw.



I can drive.



I can cut hair.



I can tell stories.



I can fix things.



I can fix a car.



I can build things.



I can use a computer.



I can look after  
children.