

Portfolio Elements: Samples¹

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¹ Revised from Handout 3.2 in the PBLA Implementation Package

Needs Assessment

Picture Needs Assessment

I Want to Learn English for....



Canada and
Citizenship



Community
Services



Law



Family, Friends,
Neighbours



Homes



Health and
Safety



School



Fun and Travel



Looking for
Work



On the Job



Shopping



Environment

My Needs and Goals²

Name: _____ **Date:** _____

The **CLB** levels I'm working in:

Listening

Speaking

Reading

Writing

I need English for:

Choose one or rank them (1,2,3)	<input type="checkbox"/> Community Life	<input type="checkbox"/> Work	<input type="checkbox"/> Education or Training
Check (✓) or rank (1,2,3) your top 2 or 3 needs in each topic	<input type="checkbox"/> to buy things and get services <input type="checkbox"/> to talk to doctors, dentists, nurses <input type="checkbox"/> to talk to my children's teacher <input type="checkbox"/> to get my Canadian citizenship <input type="checkbox"/> to travel on the bus <input type="checkbox"/> to talk with my neighbours <input type="checkbox"/> to talk with counsellors <input type="checkbox"/> other: _____	<input type="checkbox"/> to look for work <input type="checkbox"/> to talk with co-workers <input type="checkbox"/> to talk with supervisors <input type="checkbox"/> to get a better job <input type="checkbox"/> to get back into my trade or profession <input type="checkbox"/> to talk with shop stewards or union reps <input type="checkbox"/> other _____	<input type="checkbox"/> to get high school upgrading <input type="checkbox"/> to take college courses <input type="checkbox"/> to take a special training course <input type="checkbox"/> to take university courses <input type="checkbox"/> to take special professional courses <input type="checkbox"/> other _____

At the end of this program or term I want to be able to: _____.

Review date(s): _____

Needs and Interests Survey (Employment)³

	Needs & Interests Survey – Employment CLB 2
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Name:

Date:

✓ Check or **circle** 3-4 ideas that you need English for

<p>Occupations</p>  <ul style="list-style-type: none">• Read a job ad• Listen to a co-worker talk about their work• Introduce a co-worker• Listen to and answer questions about your work• Ask for help from a co-worker	<p>Work Skills</p>  <ul style="list-style-type: none">• Write about your work skills and history• Talk about your work skills• Read a work schedule• Copy information from a schedule
<p>Workplace Safety</p>  <ul style="list-style-type: none">• Read warning signs• Give a warning to a co-worker• Follow safety instructions	<p>Employee Rights</p>  <ul style="list-style-type: none">• Talk about a mistake on a pay statement• Read about where I can get help to find a job/volunteering

Anything else about Employment that you want to study?

³ Created by Janet Massaro at ISSofBC
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Needs Assessment⁴

Student Name: _____

Program: _____

Date Started _____

Teacher: _____

I WANT TO LEARN ENGLISH FOR...		
<p><input type="checkbox"/> Canada, Citizenship and Culture Such as: government (levels and organizational structures, rights and responsibilities, elections, taxes), geography, history, special days, Canadian literature</p> <p><input type="checkbox"/> Family, Friends and Neighbours Such as: parenting, seniors, child day cares, spousal/child abuse, weddings and socials, neighbourhood groups, community clubs, block parties, relationships</p> <p><input type="checkbox"/> Community Services and Getting Around Such as: visiting museums, art galleries, libraries, getting around by bus, obtaining a driver's license, community participation</p> <p><input type="checkbox"/> For Consumers: Products and Services Such as: clothing and grocery shopping, banking, garage sales, second-hand, credit, returns, home insurance, services (plumbers, electricians, etc.)</p>	<p><input type="checkbox"/> Health and Safety Such as: going to the hospital, doctor, dentist, optometrist, as well as health emergencies, wellness, nutrition, fitness, mental health</p> <p><input type="checkbox"/> Housing Such as: finding a place to live, home repairs, safety at home, emergencies, break-ins, fire, staying warm in winter, using appliances, utilities and services</p> <p><input type="checkbox"/> Law: Public and Private Such as: the police, driving law, family law, gangs, alcohol, traffic accidents, burglary, legal services, making a will, guardianship</p> <p><input type="checkbox"/> Education and Learning Such as: lifelong learning, children and school, learning styles, training programs, prior learning, college and university preparation, scholarships and bursaries</p>	<p><input type="checkbox"/> Pre-Employment Such as: getting ready to find employment, volunteering, looking for work, employment services for newcomers, credentials assessment</p> <p><input type="checkbox"/> On-the-Job Such as: first days on the job, safety and wellness, getting along with administration and colleagues, participating in work-related social activities, employment standards</p> <p><input type="checkbox"/> Recreation and Travel Such as: entertainment, community clubs, hobbies, sports and fitness, water safety, winter and summer activities, festivals, special events</p> <p><input type="checkbox"/> Environment Such as: weather, seasons, global warming, garbage and recycling, rain forests, pesticides, community gardens, saving energy</p>

⁴ PBLA Resources, Pettis, J., 2013

Graphic Representation of a Learner's CLB Levels

Example:

Name: _____ Date: _____

CLB 4				
CLB 3				
CLB 2				
CLB 1				
Pre-CLB				
	Listening	Speaking	Reading	Writing

A graphic representation of a learner's CLB levels (CLB 1 in Listening and Writing, CLB 2 in Speaking and Reading)

For use in your classroom:

Name: _____ Date: _____

CLB 4				
CLB 3				
CLB 2				
CLB 1				
Pre-CLB				
	Listening	Speaking	Reading	Writing

Goal Setting

My Goals

(From: SNAP - ISS of BC -LINC Program)



Speaking
CLB



Listening
CLB



Reading
CLB



Writing
CLB

Name: _____

Date: _____

What do you want to do in Canada?

Community

- Everyday things in English: bank, shop, watch TV



- Talk to neighbours, make Canadian friends



- Ask for help/directions/information



- Read or listen to the news



- Talk to doctors, dentists, nurses



- Participate in the community: volunteer, go to meetings



- Help my children with school



- Go to community events



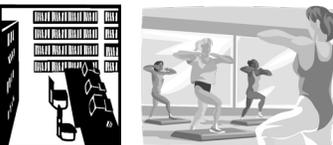
- Get a driver's license



- Get Canadian citizenship



- Use a library or a community centre



Work

- Volunteer (get Canadian experience)



- Get a job (cashier, server)



- Get a better job



- Have a career in Canada

My career:



- Start a business



- Work with/ get to know Canadian co-workers and supervisors



Education/Training

Learn more English for _____ months/years

Go to college/university



Train for a new job

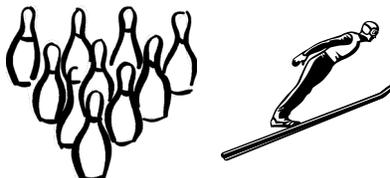
What job?



Learn something new
(computers, cooking, a sport)



What do you want to learn?



Do you study English at home? Yes No No time!

Do you use a computer at home? Yes No

Do you speak English outside of class? Yes No

My Goals for Learning English Are...⁵

	Date	Goal
		
		
		
		
		
		
		
		
		

⁵ From: SNAP – ISS of BC –LINC Program

Goal Setting⁶

I am learning English to _____

I want to be able to listen to:	I want to be able to talk to:
I want to be able to read a:	I want to be able to write a:

Choose one goal (put a star by it*) or one from each skill to focus on.

REVIEW DATE	REFLECTIONS

6 Adapted from PBLA Best Practices Guide (Pettis, 2009)
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Short Term Language Goals Long-term Goals⁷

A goal is something you want to accomplish or achieve. It is important for us to set goals and be able to talk about them. We often feel more comfortable when we have a plan for the future and we know the steps that we must take.

Think about what you want to do in the near future (by the end of this session). These are your short-term goals. For example, *I want to talk to my daughter's teacher. I want to volunteer at my community centre. I want to tell the plumber what is wrong with my sink.* Then think about when you to finish this goal(s).

My Short-Term Language Goals

Short-Term Language Goal(s)	Timeline (by when)
1.	
2.	
3.	

Review Date	Goal

Think about what you want to do in the long term (maybe after several years). What is your long-term goal? For example, *I want to practise medicine in 5 years. I want to be an accountant.*

My Long-Term Goals

Long-Term Goal	Time lines
1.	
2.	

⁷ Adapted from Manitoba Workplace Language Training, 2009 & PBLA Best Practices Guide, 2009
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My Action Plan

Goal: _____

Steps:

	Action	Due Date	I Need To...
Ex.	Complete CLB 4	June 2011	<ul style="list-style-type: none">• Improve my pronunciation• Use English outside class
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Goal Planning⁸

What do you want to learn? Write it down.

Name: _____

Timeframe: _____

Teacher: _____

Speaking

I want to be able to speak about _____

Listening

I want to be able to understand _____

Writing

I want to be able to write _____

Reading

I want to be able to read _____

Vocabulary

I want to learn _____ more words about _____

I want to learn _____ more words about _____

I want to learn _____ more words about _____

Culture

I want to know more about how Canadians _____

⁸ Adapted from UFCW Training Centre ESL Portfolio – DRAFT May 2000

Learning Targets⁹

Name: _____

My next language learning target is: _____		
<hr/>		
My target date: _____		
I have achieved my target	<input type="checkbox"/> YES	<input type="checkbox"/> NO

My next language learning target is: _____		
<hr/>		
My target date: _____		
I have achieved my target	<input type="checkbox"/> YES	<input type="checkbox"/> NO

My next language learning target is: _____		
<hr/>		
My target date: _____		
I have achieved my target	<input type="checkbox"/> YES	<input type="checkbox"/> NO

⁹ Adapted from Council of Europe, European Language Portfolio. P. 29
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Learner Reflections

Learning Plan¹⁰

There are many things to learn if you want to develop better English skills. The Learning Plan helps you to focus. Write down two or three things that you hope to improve in this course. If you improve those, you will feel good about your learning. You can choose different goals the next time you take a course.

Name: _____

MAIN GOAL

In the next _____ weeks, I want to improve my:

(Example: Vocabulary for describing people)

LEARNING ACTIVITIES

If I want to improve my _____ I will need to

REFLECTION

How do you feel about how you did? What would you do differently the next time? What would you do the same?

Module Learning Reflection

Module Topic: _____ **Name** _____

What does the work in this module show that you can do?

What is one activity that helped you learn during this module?

Write about one thing you did well during this module.

Write about one thing you need to do better for future class work.

My Weekly Personal Reflection

Name _____ Date _____

1. In my LINC class this week I learned:
2. I enjoyed doing:
3. I didn't enjoy doing:
4. In my English skills, I feel I improved in:
5. This weekend, I will practice my English by:

One-Minute Paper¹¹

One-Minute Paper

Help me prepare for our next class. Tell me about your learning today. Answer these questions.

1. Here's what I learned today:

2. Here are some questions I still have:

3. Here are some things I don't understand well enough to ask about:

Other comments or suggestions:

¹¹ Source: Adapted from Walsh, A. (2006).

How do You Like to Learn?

Put ✓ checks in **three** boxes

I like to learn by....

listening



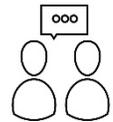
working alone



reading



speaking with a partner



drawing



working in a group



writing in a notebook



playing games



repeating the teacher'



making things



Helping Yourself Learn English: Use it or Lose it

Here are some things you can do to help yourself learn English. What will you do?

I will:

- attend school regularly
- review my exercises and lessons at home
- complete homework
- practise English outside the classroom.

I will also:

- | | |
|---|---|
| <input type="checkbox"/> talk to classmates who don't speak my language | <input type="checkbox"/> chat with people at the bus stop or in stores |
| <input type="checkbox"/> speak to my neighbours | <input type="checkbox"/> order food in restaurants |
| <input type="checkbox"/> speak to clerks in stores | <input type="checkbox"/> read English newspapers or magazines |
| <input type="checkbox"/> talk to teachers at my child's school | <input type="checkbox"/> ask for information |
| <input type="checkbox"/> listen to the radio | <input type="checkbox"/> get a library card and borrow English books and videos |
| <input type="checkbox"/> volunteer at my community club | <input type="checkbox"/> volunteer with an agency or service |
| <input type="checkbox"/> attend free lectures or workshops | <input type="checkbox"/> speak to an English co-worker everyday |
| | <input type="checkbox"/> other: _____ |