

# WORKING ABBREVIATIONS & VOCABULARY CARDS

V R



## INSTRUCTION SHEET

### INSTRUCTIONS:

Abbreviations from the text have been put onto cards, with matching cards for both the full name and the definition of the term. Students are to match all three sets (This can be done in stages if you want the students to simply match the abbreviations and full term cards to the students before they read the text. They can then add the third set/meaning cards from the context of the text.)

### REQUIRED STRUCTURES:

**REQUIRED VOCABULARY:** *employment, standards, branch, insurance, compensation, record, overtime, pension, "time and a half", agency, complaints, enforces, deductions, injured, coverage, document, apply, individual, identification, federal, plan, pension, retire, department, training, programmes, regular, wage*

**GROUP SIZE:** pairs or small groups

**HANDOUTS:** Abbreviations and Vocabulary cards, copied onto cardstock and cut into individual cards. (one set per pair or small group)

**OTHER MATERIALS REQUIRED:** Newcomers' Text for reference (whole Working chapter)

**RELATED GRAMMAR:**

**FOLLOW-UP ACTIVITIES:**

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WORK SHEET

## ABBREVIATION CARDS:

<b>ESB</b>	<b>EI</b>	<b>WCB</b>
<b>ROE</b>	<b>SIN</b>	<b>OT</b>
<b>CPP</b>	<b>HRDC</b>	<b>1.5X</b>

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WORK SHEET

## VOCABULARY CARDS:

<b>EMPLOYMENT STANDARDS BRANCH</b>	<b>EMPLOYMENT INSURANCE</b>	<b>WORKERS' COMPENSATION BOARD</b>
<b>RECORD OF EMPLOYMENT</b>	<b>SOCIAL INSURANCE NUMBER</b>	<b>OVERTIME</b>
<b>CANADIAN PENSION PLAN</b>	<b>HUMAN RESOURCES DEVELOPMENT CANADA</b>	<b>TIME AND A HALF</b>

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## WORK SHEET

### DEFINITION CARDS:

<p><b>The government agency that hears complaints and enforces the Employment Standards Act</b></p>	<p><b>A federal government plan to help people with some money while they look for a job. Deductions are taken off paycheques every month to pay for this.</b></p>	<p><b>A programme to help workers who are injured on the job. Coverage is paid for by employers.</b></p>
<p><b>A paper your boss must give you when you leave a job. You must have this document when you apply for Employment Insurance.</b></p>	<p><b>An individual identification number issued by the federal government. This number is used on paycheques, ROEs, etc.</b></p>	<p><b>Work after 8 hours a day or 40 hours a week. Employees are paid "time and a half" (1.5x) their regular wage.</b></p>
<p><b>A federal plan that may pay you a pension after you retire. Deductions are taken off paycheques every month to pay for this.</b></p>	<p><b>The federal government department that takes care of employment and training programmes and Employment Insurance.</b></p>	<p><b>After working 8 hours in one day or 40 hours in a week, any extra work is paid at 150% of the regular wage.</b></p>