

Work Schedules

Vocabulary Preview

Match up as many words and meanings as you can before you look at some examples of work schedules.

- | | | |
|----------|-------------------|--|
| <u>l</u> | 1. schedule | a) the dining area of a restaurant |
| <u>C</u> | 2. employer | b) a specific area of a workplace |
| <u>i</u> | 3. employee | c) an organization or company that employs workers |
| <u>a</u> | 4. front of house | d) extra hours outside of one's normal or full-time work hours |
| <u>e</u> | 5. post | e) to display information for others to read |
| <u>g</u> | 6. position | f) a person who oversees the work of some employees |
| <u>b</u> | 7. department | g) the role a person has at work |
| <u>d</u> | 8. overtime | h) <u>to accept or agree to</u> |
| <u>J</u> | 9. contact | i) a person who works for a company or organization |
| <u>f</u> | 10. supervisor | j) a method of communication for reaching a person |
| <u>r</u> | 11. request | k) to ask for |
| <u>h</u> | 12. approve | l) a chart with planned events, dates, and/or times |

Example 1

A. Reading

Read the work schedule. Then answer the questions.

Employer: Veggie Bistro		Front-of-House Staff: PM			Week: July 4 To: July 10				
Employee	Position	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Hours Scheduled
Vera	Manager	Closed	4–8			4–10		4–10	16
Alba	Manager	Closed		4–9	4–9		4–10		16
Renata	Server	Closed	4–8	4–9		4–10	4–10	4–10	27
Bruno	Server	Closed			4–9	4–10		4–10	17
Iman	Host	Closed					4–10	4–10	12

Note: Back-of-house staff hours are posted in the kitchen.

B. Questions

- Who is this schedule for?
 - front-of-house staff
 - back-of-house staff
 - all staff
- What is Alba's position?
 - server
 - manager
 - host
- Who is working the most hours the week of July 4–10?
 - Bruno
 - Renata
 - Vera
- What day is Veggie Bistro closed?
 - Sunday
 - Monday
 - Friday
- Based on the schedule, what is the busiest day at Veggie Bistro?
 - Thursday
 - Friday
 - Saturday

Example 2

A. Reading

Read the work schedule. Then answer the questions.

Employee Schedule						
Employee: Franco Sanz Week of: November 21–27		Department: Menswear Employer: TailorTime				
Date	Start Time	Break	End Time	Regular Hours	Overtime	Notes
Nov 21						
Nov 22	8:00 AM	11:30 AM	4:00 PM	8		
Nov 23	4:00 PM	7:30 PM	11:00 PM	7		
Nov 24						
Nov 25	9:00 AM		12:00 PM	3		
Nov 26						
Nov 27	8:00 AM	11:30 AM	7:00 PM	8	3	Eli called in sick.

B. Questions

- Who is the employer?
 - Franco Sanz
 - TailorTime
 - Eli
- Does Eli work in the menswear department?
 - yes
 - no
- How much overtime did Franco work the week of November 21–27?
 - 0 hours
 - 3 hours
 - 7 hours
- Which day did Franco work without a break?
 - November 22
 - November 24
 - November 25
- Which day did Franco work the longest?
 - November 21
 - November 22
 - November 23

Example 3

A. Reading

Read the schedule. Then answer the questions.

Southside Community Garden Volunteer Schedule				
Note: All volunteers are required to work 10 hours. Please water the garden in addition to your main job.				
Week	Main Job	Volunteer Name	Contact Info	Supervisor
Week 1	Prepare soil & compost	Sam G.	231-998-5089	Gina
Week 2	Plant seeds & flowers	Patty & son	patty@mailme.com	Santiago
Week 3	Pull weeds & fertilize	Luis	233-889-0876	Gina
Week 4	Pull weeds & fertilize	Erika	233-889-0889	Santiago
Week 5	Pull weeds & fertilize	Mr. & Mrs. Davidson	thedavidsons@gardening.com	Gina
Week 6	Harvest herbs & vegetables	Ximena	xrowen@mailme.com	Santiago
Week 7	Harvest herbs & vegetables			Gina
Week 8	Garden cleanup			Santiago

B. Questions

- Luis is...
 - an employee.
 - the employer.
 - a volunteer.**
- What is the main job for Weeks 3–5?
 - plant weeds
 - pull weeds**
 - plant seeds
- Which week has more than one volunteer working?
 - Week 3
 - Week 5**
 - Week 7
- Which volunteer will do the garden cleanup?
 - This task is not posted yet.
 - This is a weekly task for all volunteers.
 - There is no volunteer scheduled for this yet.**
- If there is no volunteer in the garden in Week 4, what should Santiago do?
 - contact Erika by phone**
 - contact Gina by email
 - contact Patty by email

Assessment

A. Reading

Read the information. Then answer the questions.

Corner Flower & Cards				
Holiday Time-Off Requests for December (1 week max.)				
Employee	Employee #	Dates Requested	# of Days Requested	Approved
Alistair H.	72	Dec 24–31	8	No LP
Geoff K.	82	Dec 24–25	2	Yes LP
Erin D.	17	Dec 25–30	6	
Natalia M.	42	Dec 20–25, Dec 31	7	Yes DS
Natalia R.	101	Dec 25–26	2	
Mariana J.		Dec 25–27	3	Yes LP
Teresa B.	55	Dec 23–27, Dec 31	6	

Assessment cont.

B. Questions

1. Who is this schedule for?
 - a) employees
 - b) employers
 - c) volunteers
2. What is Natalia R.'s employee number?
 - a) 2
 - b) 42
 - c) 101
3. Were Natalia M.'s holidays approved?
 - a) yes
 - b) not yet
 - c) no
4. What do Natalia R. and Geoff K. have in common?
 - a) They requested all the same days off.
 - b) Their holidays are not yet approved.
 - c) They requested the same number of days off.
5. When do the staff want to take holidays?
 - a) at the beginning of the month
 - b) in the middle of the month
 - c) at the end of the month
6. What is missing from the schedule?
 - a) the name of the employer
 - b) Mariana's employee number
 - c) a column for the dates
7. Did any of the employees request all of the same days off?
 - a) yes
 - b) no
8. Which employee requested too many holiday days?
 - a) Erin D.
 - b) Mariana J.
 - c) Alistair H.

Assessment Tool

Student: _____

Resource Used: Work Schedules (Real-World Reading, ESL Library)




Theme	Skill Competency	Date Completed	Task	CLB Level
Work Schedules	III. Getting Things Done		<input type="checkbox"/> Skill-Using <input type="checkbox"/> Assessment	

✓	Criteria Assessed	Achieved 	Achieved with Help 	Needs Improvement 
	identifies reading layout			
	scans formatted text for specific information			
	demonstrates an understanding of vocabulary found in work schedules			

Score	Success	Teacher Feedback

Self-Assessment

Add check marks (✓) to show what you've learned.

Can I...	Yes (very well) 	Yes (with help) 	Not yet 
understand vocabulary in work schedules?			
recognize the layout of schedules?			
find important information in work schedules?			

Answer Key

Vocabulary Preview

- | | | | | | |
|------|------|------|------|-------|-------|
| 1. l | 3. i | 5. e | 7. b | 9. j | 11. k |
| 2. c | 4. a | 6. g | 8. d | 10. f | 12. h |

Example 1

- | | | | | |
|------|------|------|------|------|
| 1. a | 2. b | 3. b | 4. a | 5. c |
|------|------|------|------|------|

Example 2

- | | | | | |
|------|------|------|------|------|
| 1. b | 2. a | 3. b | 4. c | 5. b |
|------|------|------|------|------|

Example 3

- | | | | | |
|------|------|------|------|------|
| 1. c | 2. b | 3. b | 4. c | 5. a |
|------|------|------|------|------|

Assessment

Ask your students to read the schedule in Part A and circle the correct answers in Part B.

Answers:

- | | | | |
|------|------|------|------|
| 1. a | 3. a | 5. c | 7. b |
| 2. c | 4. c | 6. b | 8. c |

Assessment Tool

Use this assessment tool to record each student's reading abilities. In the Success column, add Success = 70–80% (or adapt to your own success requirements). Students who do well may be ready to read more detailed job ads.

Self-Assessment

When your students have completed these tasks, have them assess their own learning by filling in the chart.

ABOUT THE EMOJI:

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