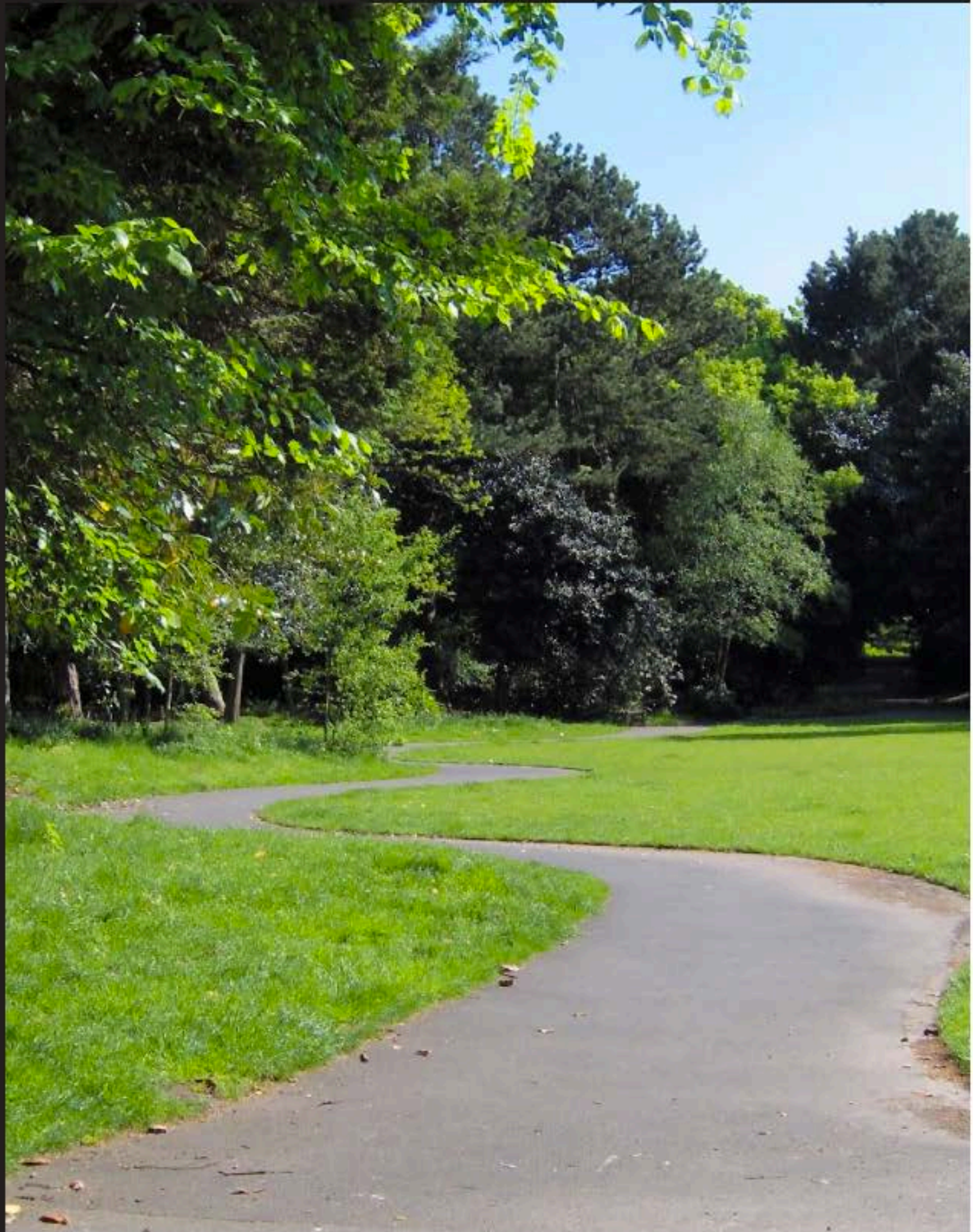


Deaf Literacy Skills for the Workplace

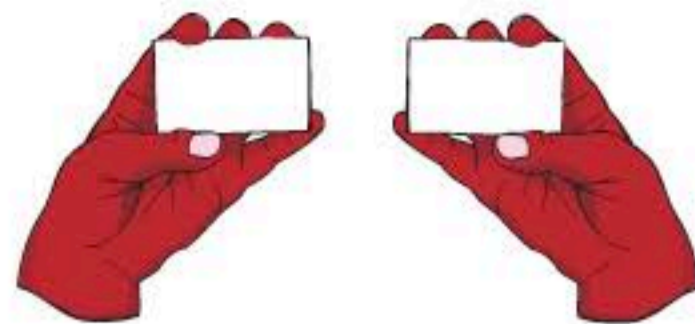
Practitioners' Guide



**Deaf Literacy
Initiative**

Cue Cards – page 4

Teaching Strategies



This is a visual activity to help the learners remember word meaning.

Some words in the list for this unit have similar or the same meaning:

1. **Employee** and **workers**
2. **Manager, supervisor** and **boss**
3. **Orientation** and **plant tour**

You will need to explain the differences in ASL before the start of this activity.

1. **Employee** and **workers** have the same meaning but for this activity one word is singular and the other is plural.
2. A **supervisor** has good work skills, experience of the job and is there to guide the workers, for example, on a factory floor. A **supervisor** is not responsible for hiring or firing workers.
3. A **manager** plans schedules, guides workers and needs to know the basic skills in that work area. A **manager** is responsible for hiring, firing and promoting workers.
4. A **boss** is the same as a manager. A **boss** makes decisions and manages workers.
5. An **orientation** is an introduction to a new workplace. Sometimes there is an **orientation** manual with checklists of what you have been shown and what has been explained to you in your new workplace.
6. A **plant tour** is when you are shown around a workplace to see all the different areas. It is not the same as an orientation.

Employer/Employee/Employ

It is important to also explain the difference in ASL between **employee**, **employer** and **employ**. Some learners may find this confusing as the words are similar.

Use role play to explain the difference – one learner as the **employee**, another learner or instructor as the **employer**. Explain to learners it is the **employer** that **employs** the **employee**.

Discuss the job descriptions for both **employer** and **employee**. Use examples in college (role play maintenance person and college President), in a factory or an office. An **employer** can also be the company that you work for. For example, if you are filling in a form and you are asked “who is your employer?” you would write down the name of the company you work for and not the name of your boss.

Ask learners to write in their own words what **employer**, **employee** and **employ** mean to check their understanding is correct.

Teaching Approaches

This activity can be done in small groups to discuss the meaning of each word or as an individual activity using a dictionary to help with word meanings. Use role play in small groups for some words.

Note!

“Employees” is used in the original Paperwork Plus word list and has been changed to employee in this book to show the difference between **employee** (singular) and **workers** (plural) even though they have the same meaning.