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IN THE WORKPLACE

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AN INTERMEDIATE INTEGRATED
SKILLS TEXTBOOK

This is an English language skills textbook to help ELL students acquire communication skills in the workplace (listening, speaking, reading, and writing). The book is aimed at Canadian Language Benchmark (CLB) levels 5/6, focusing on intercultural skills and essential skills: reading text, document use, writing, oral communication, thinking skills, working with others, and computer use. The digital PDF file can be printed or used from a computer. All of the multimedia files can be accessed from the PDF if there is internet access. For offline use, the video and audio files can be downloaded below.

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