Are you ready for **Practical English 1**?

These are the kinds of questions you could be working on:

**For this task you are required to read the following time sheet and answer some questions:**

**Watson Aged Care Centre**

**TIME SHEET**

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
<th>Regular hours</th>
<th>Overtime hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 August</td>
<td>9.00am</td>
<td>12.00 noon</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>11 August</td>
<td>9.00am</td>
<td>1.00pm</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12 August</td>
<td>9.00am</td>
<td>12.00 noon</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>13 August</td>
<td>1.00pm</td>
<td>4.00pm</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>16 August</td>
<td>5.00pm</td>
<td>7.30pm</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>17 August</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS**

**Employee signature:** Devlin DeSuza  **Date:** 17 August 2010

**Supervisor signature:** Sandra Webb  **Date:** 17 August 2010

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**PRACTICAL ENGLISH 1**

**Size:** 10 points

Practical English is a course designed for students who need to develop their skills in reading, writing and oral communication in order to achieve their educational and vocational goals.

Students are given the opportunity to develop their reading and responding skills with everyday texts.

Students also have the opportunity to develop their writing skills, creating texts for different audiences and purposes, with an emphasis on appropriate layout and format, correct spelling, punctuation and grammar.

As well, students have the opportunity to develop their oral communication skills by participating in a range of conversations and discussions with a variety of people, using appropriate language and vocabulary. They also use non-verbal communication strategies in a range of everyday adult settings.

**Pathways:** This course is designed to equip students with the practical English skills they will need in everyday life. It may also be a pathway course to English Applied 2.

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For this task you are to write a set of instructions for a simple task. The task must include all the features of good instructions:

- What the instructions are for (How to ….)
- What is needed
- Numbered steps with time connectives (First, next, then, finally) and imperative (bossy) verbs (take, put, cut, shake, spread, fold, etc.)
- Brief instructions with correct spelling