

These activities have been prepared for use in conjunction with other materials developed by the Academic Upgrading Departments of Fleming College. Therefore, before ready for use at your college, you may need to adapt them.

1. Please feel free to revise files as necessary to refer to your own appropriate resources or textbooks.
2. Although the various activities have been developed for specific LBS/OBS levels, they are certainly adaptable to suit other levels. This has been achieved at times by eliminating certain sections of an activity, resulting in an abbreviated version for an earlier level. As well, some of the activities for earlier levels are useful for students who may start their studies at more advanced levels. They can still benefit from completing these activities.
3. Not all activities have evaluation components. For our purposes, we use some of these activities as support for other demonstrations that are then evaluated. For example, we use the report writing activity as a learning process when the student is producing a report. In this folder, you will see files which contain newly developed rubrics that we use when grading various writing activities.
4. While these activities have been piloted in the classroom and proof read, there will still be some errors! As well, internet addresses should be tested to ensure they are still valid. These links will need to be updated from time to time.
5. These activities have all been developed to be used with Microsoft Office 97 software programs. Colleges running different versions may want to revise the screen captures.
6. We at Fleming had a lot of fun developing these. We also learned a lot! We hope you and your students will enjoy them. Good luck!