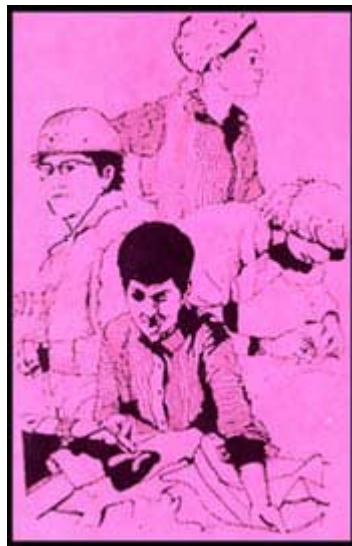


# The Writer's Voice



WORKING

This book belongs to:

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THE WRITER'S VOICE

SPRING, 1986

# In This Issue:



[Stories About Working](#)



[Writing a Resume](#)



[Film Review](#)



[Events at East End Literacy](#)



[Recipe](#)

# Tale of Two Houses

by Elaine



My name is Elaine. I work for two families as a housekeeper. Family A has one son and two cats. The work I do includes dusting and general cleaning. When the family is at home, I don't think I do a good job because they keep walking back and forth. However, they always say I do a good job.

The husband is an architect. His wife does his secretarial work and she is on the Board of Directors of the Toronto Public Library.

Family B has three children: two girls and a boy. Most of the time, I have to pick up after the kids. They have two pets: a dog and a cat.


The dog sheds a lot and that makes more work for me. I make the beds and do the dusting and general cleaning. At the end of the day, they always say how lovely the place looks, and thank you. That makes it all worthwhile.

The husband is a doctor and his wife works at a computer software company. This company does business in London, England, Sydney, Australia, Hong Kong, New York and Winnipeg.

I like my job and the families I work for.

# Word Puzzle

These words from Elaine's story are hidden in the puzzle.

Put a  around all the words you can find. The answers are on [Page 10](#).

children  
directors  
family  
general  
housekeeper  
public library  
secretarial  
software  
Toronto

s	e	c	r	e	t	a	r	i	o	l	n	s	d	f	w
s	b	r	t	d	y	o	x	a	t	y	m	i	l	a	
h	c	e	j	v	b	j	r	k	g	p	s	z	r	y	u
q	b	t	l	c	y	i	k	o	w	f	o	t	e	u	z
a	d	g	h	i	k	y	x	j	n	e	b	l	c	r	t
c	h	i	l	d	r	e	n	o	h	t	l	n	t	m	i
x	o	a	g	p	w	q	f	i	e	w	o	r	o	s	y
s	u	t	d	h	i	m	p	b	s	v	x	h	r	k	c
j	s	o	f	t	w	a	r	e	a	c	f	i	s	f	l
t	e	r	c	d	m	q	s	v	y	i	o	n	c	a	e
x	k	z	u	a	g	e	n	e	r	a	l	w	a	m	r
p	e	t	h	j	w	s	r	c	k	u	t	f	b	i	y
v	e	b	g	d	k	a	y	r	w	a	i	d	a	l	s
x	p	u	b	l	i	c									
t	e	m	a	c	l	i	s	c	w	y	r	v	t	w	s
t	r	p	x	q	a	o	t	p	r	x	g	c	i	e	y

# My First Sales Job

by Mario

When I was looking for work, I found an ad in the paper. It said you could make some really big money! It sounded like a good opportunity to move up in a company. So I phoned and went to their meeting.

I met two men who were going to show me how to sell vacuum cleaners. They had all kinds of charts on the board. The men showed us how to contact people and how to demonstrate a vacuum cleaner. The magic word was "super".

MY first demonstration was for my sister and she bought one to encourage me in my new job. I went to another place.

Part of the demonstration was throwing sand on the carpet. But the vacuum cleaner I was trying to sell didn't work. So in the end I had to use that person's own vacuum. I felt bad that I didn't make the sale.

That was one of my sales jobs.



# My Job Experiences

by Hank Guindon

I was 15 years old when I started working. My first job was working on a construction site. Some of my other jobs were unloading bales of cotton, shipping and receiving, housekeeping, maintenance and gardening at the Princess Margaret Hospital.

I take my jobs seriously, because if you are not careful, you can get hurt.

Below are some of the more difficult words in Hank's story. They are broken into syllables, to make them easier to read.

con-struc-tion  
house-keep-ing  
main-ten-ance  
gar-den-ing

Prin-cess  
Mar-gar-et  
Hos-pi-tal  
ser-i-ous-ly

# Serving Breakfast

by M. Anne Goheen



The last job I had was at the Salvation Army Retired Officers Residence. I had to Prepare early breakfast. I put small packets of jams in bowls, and brown sugar in empty margarine containers. Then I put the brown sugar, jams and juices on the tables. The other staff members put milk or cream in pitchers. There was also hot and cold cereal. We had carts to move things around.

Mondays and Fridays were bacon days. Tuesdays and Thursdays were muffin days, and on Wednesdays we served eggs. While the people were eating., we served tea and coffee. After they finished eating, we put the bowls on the trays and took them into the kitchen where we put them to soak. After that there was a talk from one of the head officers who ran the place. While this was going on we had a break from 9:00-9:15 a.m. in our own room.



Some residents couldn't come down for their meals, so I took their breakfast up to the sitting room on the fifth floor. When we finished our morning break, the people went back to their rooms.

Two of us took the big cart out to the dining room, gathered up the rest of the dishes, took them into the kitchen, and cleared the carts. The two of us went out to the dining room to clean the tablecloths and placemats. While we were doing this two other staff members were doing the morning dishes.

I found my job interesting and enjoyable.





# The Bouncer

by Lee D. Sheridan

I've been working as a Professional bouncer for most of my life.

A good bouncer is always on his toes. he knows who the trouble-makers are. Out of six or eight guys, there's always a rotten apple in the crowd. Once he gets started everyone else joins in, so you have to let him know who the boss is. You have to kick him out of the club.



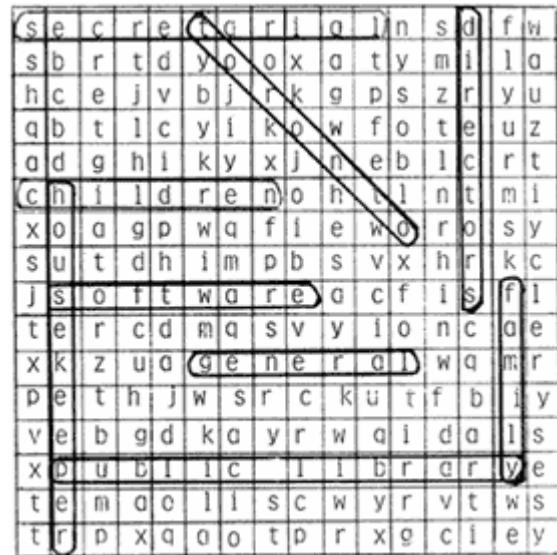
Once a guy pushed in without paying. He was looking for trouble. I had to take on him and his six friends. The other bouncer took off. I was still fighting when the cops got there. I took forty-two stitches and a broken tooth, but three of them went to the hospital. The other four went to jail.

I've cleaned up a few clubs now. I've worked in some rough clubs that other guys wouldn't touch.

Sure it's a dangerous job, but I've been living dangerously all my life. To walk in the street is a gamble, or you could be sitting here and a plane could drop through the roof. It's my job. It's what I do best.

# Puzzle Answers

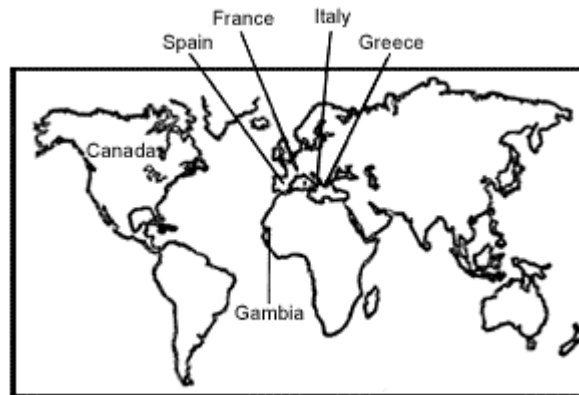
(from Puzzle on page 5)



# Work in Many Countries

by Mamadou Baldeh

I have done many kinds of work. I have been a sailor in Gambia, West Africa, where I come from, and also in Italy, Greece, Spain and France.



Now, I live in Canada. I can't work outside the country until I become a Canadian citizen. So, now I work in a factory as a leather cutter. I cut leather for belts, shoes, purses, wallets and gloves. I do this as piece work and, because I can work quickly and well, I make good money.

I have one problem: I don't speak English very well. But I'm learning fast and I have a good boss.

I like my job very much.



# Woodworking

by Seatceah

I had a good year at school. The school sent us out for six weeks to learn new job skills. The skill I learned was woodworking. The place I went to work was called Budget Doors Supply. There they make doors, tables, chairs and book racks. Twice we went on trips to get wood and to deliver doors.



This is how we make a bookrack:

We cut two pieces of wood and sanded them down until they were the right size. We glued them, then put them together and put screws in to hold them in place. Then we varnished them and let them dry. People came in to buy them. Then we went back to school.

# Fill in the blanks.

Here is Seatceah's story again, with some words missing.  
Can you fill them in?

I had a good year \_\_\_\_\_ school.

The \_\_\_\_\_ sent us out for six weeks to learn new skills.

The \_\_\_\_\_ I learned \_\_\_\_\_ woodworking.

The place I went to work was \_\_\_\_\_ The Budget Doors Supply.

They \_\_\_\_\_ doors, tables, chairs, and bookracks.

Twice \_\_\_\_\_ went \_\_\_\_\_ trips to get the \_\_\_\_\_ and to deliver doors.

This is how \_\_\_\_\_ made a \_\_\_\_\_ .

We cut \_\_\_\_\_ two pieces of wood and sanded them until \_\_\_\_\_ were the right size.

We glued them, then \_\_\_\_\_ put them \_\_\_\_\_ and \_\_\_\_\_ screws in to hold \_\_\_\_\_ in \_\_\_\_\_ .

The we varnished \_\_\_\_\_ and let them \_\_\_\_\_ .

Then people came in to \_\_\_\_\_ them.

Then we went back to \_\_\_\_\_ .



# Work In The 30's

by Marguerite

I like the way times have changed from years ago. When my father started to work the pay was very low. He made about fifty cents a day.



Factory workers years ago had to work long hours. In some cases they worked during their lunchtime. At that time the bosses were not very nice to the workers. They took money from their pay when the workers made mistakes. Some weeks they ended up working for nothing.

When unions came, it made things better for the workers.



# WAR TIME

by Allie

In World War II, I worked in a hospital in Germany. I looked after the patients in a mental ward.



I made the beds, carried food trays, washed the patients, and combed their hair.

I liked this work.

But wartime was a very hard time. The bombs were falling. Most of the houses in the city were bombed. The people were walking the streets and praying to the Lord the war would end.

After the war I went to Italy. I stayed there three years in a displaced persons' camp. Then I emigrated to Canada.



# On the Job

by John Bikerdike

I did shipping and receiving at Swanson and Son in April 1981. I started work at eight o'clock every morning. I did assembly line work.

We assembled hair clippers and heating pads. When trucks came in we loaded them up. Sometimes trucks would bring us some big orders.

Then we would unload the trucks.

Mary, who worked with me, helped me put orders away. I used to help her put away orders of lipstick, mascara, and nailpolish. After that I helped Shirley load her truck with cardboard and garbage.

I didn't feel like working there anymore so I left.

I miss a lot of good friends.





# Fed Up With My Job

by Annie

My girlfriend Linda had a job at 444 Front Street, which is the Globe and Mail. I had a job at Lakeshore Workshop. I did not like it. I wanted a job like my girlfriend.



At the workshop, I stole a bottle of wine and was fired.

After a few months they wanted me to come back,  
but I did not.



I am going to school now and I hope things will work out better for me in the future.

# Non Union Job Protection

by Yvonne Davy



In 1975, I applied for a job at one of the famous hotels downtown as a housekeeping maid. I got the job and started at \$2.50 per hour even before the hotel was completed. I worked very, very hard cleaning all the sawdust and cement from the rooms and bathtubs.

I worked as a maid for four years and was promoted as a housekeeping supervisor for four years. Altogether I spent eight years there.

At the end of my eight years I got laid off because of shortage of work. That's what they said anyway. But I did not believe what they said. Three of us got laid off at the same time without warning. That was the end of 1981. Up to now I still wonder why.

Working without a union, management takes advantage of the staff. There were other staff that started after us and they are still working and did not get laid off. If we had a union, this could never happen.

I think the government should really protect non-union workers in jobs like these. Working so long and they just lay you off like that. I really, really think they should look into these matters.

# Volunteering

by Lloyd Pike



A volunteer is a special person who wants to help other people, I have been a volunteer for 11 years at West Scarborough Boys' and Girls' Club. I worked three days a week doing things like helping to organize a ballhockey league in the gym. I also put the games away when the games were finished.

One day I organized a game called Go Ball. First I explained the rules of the game. Then I separated the kids into three teams, putting three kids on the floor at a time. I blew the whistle and the game started.

I put blindfolds on the kids so they would know what it feels like to be blind. These were sighted children, and after the game I asked them if they thought it was a good experience to find out what it was like not to be able to see. They said yes.

I don't get paid for doing volunteer work, but I feel that it's a good way to get your feet wet for the working world.



# A Resume

A resume is a personal fact sheet. It introduces you to an employer. If you attach your resume to a standard application form, it will help make your application stand out.

Tips for preparing a resume:

- a resume should be no longer than 2 pages
- use 8 1/2" x 11" plain white paper
- if you can, type the resume, but a neatly written resume is better than none at all
- make sure the names, addresses and phone numbers are all accurate and complete

Work Experience:

- list all the jobs you have had, starting with the most recent one and going backwards to the first one you had
- write down the dates between which you had the job  
e.g. January 1982 - June 1983
- give your job title and explain everything you did on the job

Education:

- give the last grade you completed, the name of the school and the year you finished. List any courses you've taken since then.
- highlight the courses in which you did well  
e.g. art, math, shop, business

Volunteer Experience:

- list the names of the organizations where you've done volunteer work, and explain what you did at each.
- try to get a reference from the person who supervised your work

References:

- get the names, addresses, telephone numbers and job titles of 2 or 3 people who know you and your work skills, and who have given you permission to use their names
- your potential employer may then contact these people to get the good word on you.

# Write your own resume

## Resume

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Work Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Skills:  
(Volunteer Work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Job Application Form

Each company has its own application form. Here's a sample one for you to practice on.

<b>Application for Employment</b>														
Last name		Given name(s)												
		Social Insurance Number												
		<table border="1"> <tr> <td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td> </tr> </table>					-				-			
			-				-							
Address		Street												
Apt. No.		Home Telephone												
City		Province												
Postal Code		Business Phone												
Are you legally eligible to work in Canada?		Yes _____ No _____												
Are you between 18 and 65 years of age?		Yes _____ No _____												
<b>Education/Qualifications</b>														
Circle grade/year most recently completed														
<table border="0"> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>post secondary (years)</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </table>				8	9	10	11	12	13	post secondary (years)	1	2	3	4
8	9	10	11	12	13	post secondary (years)	1	2	3	4				
Name of school last attended		Location												
		Year completed												
<b>Special Skills</b>														
<b>Certificates, Licenses, memberships</b>														

<b>Employment history (present or most recent positions first)</b>			
Present/last employer		Type of business	
Address		Final salary	Dates employed
Position/job	Name of Supervisor		Telephone
Duties/responsibilities		Reason for leaving	
May be approached for reference    Yes _____    No _____			
Previous employer		Type of business	
Address		Final salary	Dates employed
Position/job	Name of Supervisor		Telephone
Duties/responsibilities		Reason for leaving	
May be approached for reference    Yes _____    No _____			
<b>References (list two, do not include relatives)</b>			
Name		Name	
Address		Address	
Telephone		Telephone	
Other information (volunteer/community work, travel, etc)			



# Movie Review

## Moving Mountains

Produced by Skyworks

This movie is about women and men hauling coal in British Columbia. The dump trucks, steam shovels and drills that they use are huge. The tires on the trucks are twice as tall as the people. The work is very dirty and dangerous

Some people feel that women should not be allowed to do this kind of work. The women in this film felt that they had to prove that they could do it. They could!



# Apple Picking is Fun!

by Elaine Simms

A group of us from East End Literacy went apple picking in the fall. The place we went to was called Pine Farm Orchards. A van was donated by Volkswagon to take us on the trip.

It was a lovely day for a trip. The sun was bright and the leaves were changing. Some of the leaves were bright red, some were bright yellow, and some were orange. It was a mild day.



When we arrived the owner showed us the trees that we could pick from. The first thing we did was pick an apple and eat it. It was delicious! We picked apples for about one hour and then we had a picnic lunch. I baked a banana bread and we all had a piece of it.

The apples we picked we took home. It was a wonderful day! Without the van we would not have made it.

# WORLD LITERACY DAY

## - SEPT. 8, '85

September 8th was World Literacy Day, it was a day of celebration for literacy programs. We met at Queen's Park and marched to Christie Park. While we were marching we chanted "We have the right to read and write".



In the afternoon there were speeches, one was by the Minister of Housing, Mr. Alvin Curling. There was also a speech by Mr. Michael Brown from the literacy program in St. Vincent. There was music and singing, There was also a play... performed by a group from Frontier College. This play showed how important it is for young people to be able to read and write.

I thought the day went very well because we had a lot of support from all of the literacy groups in Toronto. We all had a very enjoyable day! I talked to a reporter from the Globe and I told her, "People don't realize what illiterate people can do. Those who read and write are given a job right away... while those people who are just learning aren't given that chance".

I hope in the years to come, there will be more literacy programs.

# The Picnic

by Eleanor Doiron



The picnic last summer was fun.

It was a bright and sunny day. We had an egg-in-the-spoon race and Anne won. We played baseball, and we all brought food.

# Christmas Party



This year we had our Christmas party at St. Christopher House, with students from other literacy programs. It was lots of fun.

We had a potluck dinner, sang Christmas carols and went bowling in the basement. Lloyd dressed up as Santa.



# The Book Launching

On February 21, 1986, we had a big party at East End Literacy to launch three new books written by students. Over one hundred and fifty people come to celebrate and to hear the authors read from their books.



# Linda's Meatloaf

Everyday meatloaf for 6 people.

2 beaten eggs

3/4 cup milk

1 1/2 cup fine dry bread crumbs

1/4 cup finely chopped onion

1 tablespoon parsley

1 teaspoon salt

1/2 teaspoon sage

1/8 teaspoon pepper

1 1/2 pounds ground beef

1/4 cup catsup

2 tablespoons brown sugar

1 teaspoon dry mustard

1. Turn oven to 350 degrees.
2. In a large bowl, mix the eggs and milk. Stir in bread crumbs. onion. parsley. salt, sage, Pepper and ground beef.
3. Spoon this meat mixture into a loaf pan. Pat it down firmly.
4. Bake for 50 minutes.
5. Take meatloaf out of the oven, and spoon off the meat drippings and fat.
6. To make a glaze for the meatloaf:
  - o combine the catsup, brown sugar and dry mustard
  - o spread this over the top of the meatloaf
  - o bake meatloaf for 10 more minutes



# Guest Writer's Page

## A Day's Work by Rick M.

The alarm sounds  
It's 5:30 a.m.  
I wake up  
wash my face  
have breakfast  
light a cigaret.  
Out the door  
off to work.

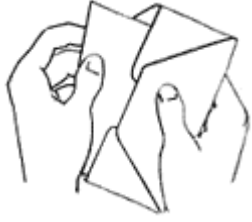
Walk in the yard  
into the office.  
Grab my truck keys.  
Walk to my tractor.  
Check the oil, water,  
lights and tires.  
Hook up to a trailer.

I drive to my first call  
Some guy cuts me off  
I get a bit mad.  
But being a pro  
I let it go by.  
I know there is no sense  
in playing games.

Been driving trucks  
for fifteen years.  
This happens every day.  
I enjoy driving trucks.  
I only wish  
people would take more care.

\*This page is reserved for writers who are not students at East End Literacy. Your stories and poems are welcome!





## From our mailbag

September 27, 1985

Greetings!

I just wanted to congratulate everyone there on your Growing Up issue: its the best one yet!

The section on the child abuse is outstanding. It takes a really touch topic and deals with it in a way that everyone can relate to and understand.

Best wishes and keep up the good work!

Cordially yours

*Nola Crewe  
Trustee, Ward 8  
City of Toronto*

# OUR NEXT ISSUE:

The next issue of The Writer's Voice will be about TRAVEL.



If you have a story about travel, ask your tutor to help you write it down. We will put it in the next issue of The Writer's Voice.

Here are some story ideas:

- travel in your own city
- childhood trips
- camping
- your dream vacation
- how to plan a trip



The Writer's Voice group meets every Wednesday, 6-8 pm at East End Literacy. All students and tutors are welcome. Call us at 968-6989

# Thank You!

Many people worked together to produce this Issue of The Writer's Voice. They are:

## **The Authors:**

Allie, Anne, Annie, Elaine, Eleanor, Hank, John, Lee, Linda, Lloyd, Mamadou, Marguerite, Mario, Rick, Robert, Seatceah, Yvonne

## **The Volunteers:**

Catherine, Lewis, Michael, Pat, Ruth, Scott, Tannis

## **The Staff:**

Betsy, Karen, Jill, Pat, Sally

## **Resource People:**

Cathy, Marilyn, Susan

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The opinions expressed in The Writer's Voice belong to the adult learners who wrote them. The role of volunteers and staff is to provide technical assistance and to encourage open and informed discussion.

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