

# 2016 Census Adult Education Kit

## Activity 2: The census process

### Overview

In this activity, students will learn about the process involved in completing the Census of Population. They will also learn about the requirement to complete the census questionnaire and the support available to help them do so.

**Estimated completion time:** 60 to 90 minutes

Census knowledge	Specific learning objectives
<ul style="list-style-type: none"><li>• Learn about the process and obligation to complete the 2016 Census of Population.</li><li>• Gain an understanding of how they will receive information about the census and how they can learn more.</li><li>• Explain part of the census process to someone who is unfamiliar with it.</li></ul>	<p><b>Listening</b></p> <ul style="list-style-type: none"><li>• Understand factual data, some implied meanings, simple advice, and suggestions. (Canadian Language Benchmark 5)</li></ul> <p><b>Speaking</b></p> <ul style="list-style-type: none"><li>• Ask for and give simple, informal advice. (Canadian Language Benchmark 5)</li></ul> <p><b>Reading</b></p> <ul style="list-style-type: none"><li>• Understand simple interviews or dialogues. (Canadian Language Benchmark 5)</li><li>• Receive key information from short letters. (Canadian Language Benchmark 4)</li></ul> <p><b>Writing</b></p> <ul style="list-style-type: none"><li>• Record names, addresses, numbers, directions and other details with correct spelling, in legible handwriting. (Canadian Language Benchmark 5)</li></ul> <p><b>Essential employment skill areas</b></p> <ul style="list-style-type: none"><li>• Read letters, find information</li><li>• Write, record information</li><li>• Use documents, create a checklist</li><li>• Communicate orally</li></ul>

### Materials

#### Supplies

Pens or pencils

#### Handouts

- Sample census letter
- Census letter dialogue
- Census letter worksheet
- Census letter worksheet – Answers (for teacher)
- Census vocabulary

## Activity

- As a class, create a list of tasks that are important for new Canadians to know how to accomplish. These should somehow involve government services.

### Possible examples

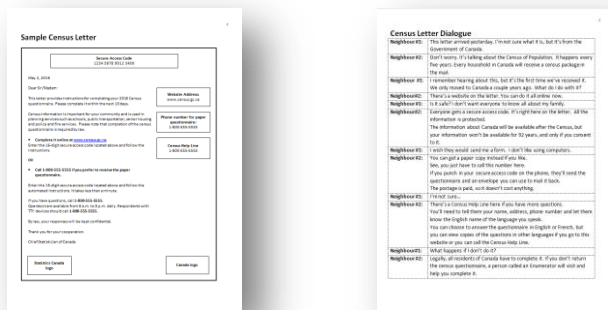
- Finding a family doctor
- Registering children for school

- Tell students that completing the census is something all households in Canada are legally required to do.

If necessary, refer back to the previous activity to review the purpose of the Census of Population.

- Provide students with a copy of the **Sample census letter**, and **Census letter dialogue** handouts.

Make sure students understand that the letter is a sample only. The telephone numbers provided are fictitious, for the purpose of role play and reference. Students can go to [www.census.gc.ca](http://www.census.gc.ca) for information about the census throughout the year, including up-to-date information about telephone numbers or resources that will be available closer to May 2016, when the census will be conducted.

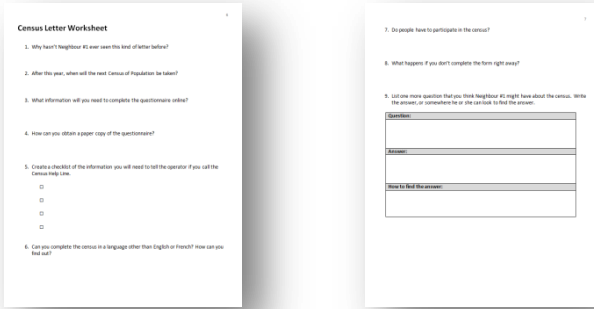


- Read the **Census letter dialogue** as a class, listen to a pre-recorded version of two people reading the dialogue, or have students work in pairs to read through the dialogue together, depending on student ability.

Encourage students to point to the specific areas of the sample letter as the access code, website, telephone number and Census Help Line (CHL) are mentioned in the dialogue.

- Ask students to highlight any unfamiliar words or expressions and discuss them with a partner, or use the **Census vocabulary** handout to determine meaning and use.

6. Students can work in pairs or individually to complete the **Census letter worksheet** handout.



## Modifications

If students require additional support:

- Break the dialogue into shorter sections and divide the class into small groups. Ask each group to read and discuss their section of the dialogue and then share what they learned with the class as a whole.

If students require an additional challenge:

- Encourage students to rewrite portions of the dialogue, incorporating terms from the **Census vocabulary** handout.
- Cut the dialogue into strips, mix them up and have students place them in the correct order, write new responses, or add new questions and answers about the census to the dialogue.

## Next steps

- Have the students role play, by calling a fictitious number to ask for a paper copy of the census or to ask about the census questions or process. Ask one student to act as the Census Help Line operator and the other as the caller, and then ask them to change roles.
- If resources are available, ask students to summarize and record what they've learned about completing the census and getting help. This could be presented as a public service announcement or as a news program interview with a person living in Canada.

# Sample census letter

**Secure access code**  
1234 5678 9012 3456

May 2, 2016

Dear Sir/Madam:

This letter provides instructions for completing your 2016 Census questionnaire. Please complete it within the next 10 days.

Census information is important for your community and is used in planning services such as schools, public transportation, senior housing and police and fire services. Please note that completion of the census questionnaire is required by law.

- **Complete it online at [www.census.gc.ca](http://www.census.gc.ca).**  
Enter the 16-digit secure access code located above and follow the instructions.

OR

- **Call 1-800-555-5555 if you prefer to receive the paper questionnaire.**

Enter the 16-digit secure access code located above and follow the automated instructions. It takes less than a minute.

If you have questions, call **1-800-555-5555**.

Operators are available from 8 a.m. to 8 p.m. daily. Respondents with TTY devices should call **1-800-555-5555**.

By law, your responses will be kept confidential.

Thank you for your cooperation.

Chief Statistician of Canada

**Statistics Canada**  
logo

**Canada logo**

**Website address**  
[www.census.gc.ca](http://www.census.gc.ca)

**Telephone number for  
paper questionnaire**  
1-800-555-5555

**Census Help Line**  
1-800-555-5555

## Census letter dialogue

<b>Neighbour 1</b>	This letter arrived yesterday. I am not sure what it is, but it is from the Government of Canada.
<b>Neighbour 2</b>	Do not worry. It is talking about the Census of Population. It happens every five years. Every household in Canada will receive a census package in the mail.
<b>Neighbour 1</b>	I remember hearing about this, but it is the first time we have received it. We only moved to Canada a couple years ago. What do I do with it?
<b>Neighbour 2</b>	There is a website on the letter. You can do it all online now.
<b>Neighbour 1</b>	Is it safe? I do not want everyone to know all about my family.
<b>Neighbour 2</b>	Everyone gets a secure access code. It is right here on the letter. All the information is protected.  The information about Canada will be available after the census, but your information will not be available for 92 years, and only if you consent to it.
<b>Neighbour 1</b>	I wish they would send me a form. I do not like using computers.
<b>Neighbour 2</b>	You can get a paper copy instead if you like. See, you just have to call this number here. If you punch in your secure access code on the telephone, they will send the questionnaire and an envelope you can use to mail it back. The postage is paid, so it does not cost anything.
<b>Neighbour 1</b>	I am not sure...
<b>Neighbour 2</b>	There is a Census Help Line number here if you have more questions. You will need to tell them your name, address, telephone number and let them know the English name of the language you speak. You can choose to answer the questionnaire in English or French, but you can view the questions in other languages if you go to the website, or you can call the Census Help Line.
<b>Neighbour 1</b>	What happens if I do not do it?
<b>Neighbour 2</b>	Legally, all residents of Canada have to complete it. If you do not return the census questionnaire, a person called an enumerator will visit and help you complete it.

# Census letter worksheet

1. Why hasn't Neighbour 1 ever seen this kind of letter before?
2. After this year, when will the next Census of Population be taken?
3. What information will you need to complete the questionnaire online?
4. How can you obtain a paper copy of the questionnaire?
5. Create a checklist of the information you will need to tell the operator if you call the Census Help Line.
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6. Can you complete the census questionnaire in a language other than English or French? How can you find out?
7. Do people have to participate in the census?
8. What happens if you do not complete the form right away?

9. List one more question that you think Neighbour 1 might have about the census. Write the answer, or explain where he or she can look to find the answer.

<b>Question:</b>
<b>Answer:</b>
<b>How to find the answer:</b>

# Census letter worksheet – Answers

1. Why hasn't Neighbour 1 ever seen this kind of letter before?

Neighbour 1 has only been living in Canada for two years. The census takes place every five years.

2. After this year, when will the next Census of Population be taken?

The last census was completed in 2011. The next census will take place in 2016. The census after that will take place in 2021.

3. What information will you need to complete the questionnaire online?

- You will need to know the website to complete the census online: [www.census.gc.ca](http://www.census.gc.ca).
- You will need to know your **16-digit secure access code**.

4. How can you obtain a paper copy of the questionnaire?

- Your census letter will include a telephone number to call if you want to obtain a paper copy of the questions, instead of using the Internet.
- You will need to know your 16-digit secure access code.

5. Create a checklist of the information you will need to tell the operator if you call the Census Help Line.

- your name
- your address
- your telephone number
- the English name of the language that you speak and understand, if you need help in a language that is not English or French

6. Can you complete the census questionnaire in a language other than English or French? How can you find out?

The census questionnaire can be completed in English or French only. The census questions are available in several other languages. These reference documents can be found at [www.census.gc.ca](http://www.census.gc.ca). The Census Help Line also offers assistance in languages other than English and French.

7. Do people have to participate in the census?

All residents of Canada are legally required to complete the census questionnaire.

8. What happens if you do not complete the form right away?

If your completed form is not received by the beginning of June, an enumerator will visit your household to help you complete the questionnaire.



9. List one more question that you think Neighbour 1 might have about the census. Write the answer, or where he or she can look to find the answer.

<b>Question:</b>
<b>Answer:</b>
<b>How to find the answer:</b>