



Task-based Activity Cover Sheet

Task Title: Asks for directions to a supplier

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ___ Apprenticeship___ Secondary School___ Post Secondary ___ Independence ✓	
Task Description: Ask a fellow learner for directions to the local hardware store.	
Competency: B: Communicate Ideas and Information	Task Group(s): B1: Interact with others
Level Indicators: B1.1: Participate in brief interactions to exchange information with one other person	
Performance Descriptors: see the chart or click here	
Skill Building Activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">• Two learners working together or practitioner playing the part of the learner giving directions• These activity involves both learners communicating and can be used as a task set for both	
ESKARGO: Presenting <ul style="list-style-type: none">• Uses familiar vocabulary and oral language structures in conversation• Uses linking words to connect and organize ideas in speech• Rephrases to clarify ideas• Uses pauses and repetition effectively for emphasis in speech• Presents information in coherent sequence• Speaks clearly in a focused and organized• Repeats or questions to confirm understanding• Concludes conversations in an appropriate way	



Interacting

- Shows awareness of various purposes for interactions including exchanging information, giving instructions, providing directions and stating preferences
- Shows awareness of factors such as social, linguistic, and cultural differences that affect interactions in brief exchanges with others
- Participates in short, simple exchanges with another person
- Chooses appropriate language in exchanges with clearly defined purposes
- Uses and interprets non-verbal cues (e.g., body language, facial expressions, gestures)
- Allows others to speak and waits for turn in conversation
- Contributes ideas appropriate to the topic

Attitudes:

Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes.

With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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Learner Information and Tasks:

When moving to a new city or attending school in a new section of a city it is helpful to ask others directions to various stores, restaurants or sites. You need some hardware items and want to know where the nearest hardware store is located.

Task 1: Greet your fellow learner, and ask for help with directions to the nearest hardware store.

Task 2: The worker will explain how to get to the closest hardware store as clearly and simply as possible from your learning site, including landmarks.

Task 3: Ask questions if you are unsure of what they are saying, and repeat the directions so you can remember them.



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Answer Key

Example of a good answer:

**From: Learning Site
460 Brant St
Burlington, ON L7R**

**To: Home Depot
3050 Davidson Court
Burlington, ON, L7M 4M9**

Head northwest on Brant Street toward Maria St (away from the lake - if you see city hall you need to turn around)

Turn right onto Fairview St (towards the Go Station)

Turn left onto Guelph Line (you can see Burlington Mall, so turn the other way towards the railway lines)

Turn right onto Davidson Ct (just after the flyover HWY # 403)

destination will be on the right.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	<ul style="list-style-type: none"> conveys information on familiar topics 			
	<ul style="list-style-type: none"> shows an awareness of factors such as social, linguistic and cultural differences that affect interactions in brief exchanges with others 			
	<ul style="list-style-type: none"> chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> participates in short, simple exchanges 			
	<ul style="list-style-type: none"> speaks or signs clearly in a focused and organized way 			
	<ul style="list-style-type: none"> repeats or questions to confirm understanding 			
	<ul style="list-style-type: none"> uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures) 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to Online Resources:

- <http://www.gcflearnfree.org/workplaceskills/jobsuccess/4> (An online Tutorial called “Business Etiquette” that discusses appropriate workplace etiquette and teaches about formal/informal speaking and listening skills)
- <http://www.bbc.co.uk/skillswise/worksheet/en36comm-l1-w-phoning-for-information> (A helpful activity about recognizing proper ways to ask for information, involves listening to an audio-clip and using a worksheet to answer questions about what you hear in the clip)
- <http://www.wikihow.com/Ask-for-Directions> (Step-by-step instruction on how to ask for directions, includes important tips about speaking clearly, listening well, and choosing the right wording when asking for directions)
- <http://www.ego4u.com/en/cram-up/vocabulary/directions> (A short word-list containing helpful vocabulary and oral prompts for asking/giving directions)

LearningHUB online courses available:

- **Essential Skills Independent Study (assigned by practitioner after assessment)**
 - Communications Assignment 1 (Interpersonal Communication)
- **Independent Study, Short Courses (assigned by practitioner after assessment):**
 - Customer Service Essentials (includes module on giving directions)
 - Maintaining Healthy Self-Esteem On & Off The Job Parts 1 & 2

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%202023,%202014%20revision.pdf>