

## OALCF Task Cover Sheet

**Task Title:** Finding Information

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment___ Apprenticeship___ Secondary School <input checked="" type="checkbox"/> Post Secondary___ Independence___	
<b>Task Description:</b> To understand the layout and use of a textbook.	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B2: Write continuous text
<b>Level Indicators:</b> A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information A1.3: Read longer texts to connect, evaluate and integrate ideas and information A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Dictionary</li><li>• Any textbook and "The Methods of Science 3" textbook</li><li>• Pen and Paper</li></ul>	

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### **Learner Information and Tasks**

In this task you will learn how to find information in a dictionary and a textbook. You will understand the terminology for different parts of the book.

**Task 1:** Using a dictionary, locate and record the definitions for:

Spine

Title Page

Table of Contents

Preface

Appendix - include the plural forms of appendix

Glossary

Index

ISBN

**Task 2:** Using any textbook, locate where the following information is found in the textbook.

Name of the book

Name of the Author

Publisher's name

Most recent date of publication

Location the book was published

**Using the textbook "The Methods of Science 3", complete the following tasks**

**Task 3:** List the page numbers where the following sections are located in the textbook.

Preface

Appendix

Contents

Glossary

Introduction

Index

**Task 4:** List the topics that are in the appendix. In what other section would you find this information?

**Task 5:** List the sections and page numbers you would find the meaning for the following:

Mitochondria

Melting Pot

**Task 6:** Write out the sentences that contain the words “Mitochondria” and “Melting Pot”.

**Task 7:** Go to the Contents section and list the **Unit** in which Chapter 4 is located.

**Task 8:** List the page numbers for the following information and write out the answers.

Chapter 4, Problems 10a, b, c

Answers for Problems 10a, b, c

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.1	<ul style="list-style-type: none"> <li>reads short texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>decodes words and makes meaning of sentences in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the sequence of events in straightforward chronological texts</li> </ul>			
	<ul style="list-style-type: none"> <li>follow simple, straightforward instructional texts</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies the main idea in brief texts</li> </ul>			
	<ul style="list-style-type: none"> <li>requires support to identify sources and to evaluate and integrate information</li> </ul>			
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>reads more complex texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>			
A1.3	<ul style="list-style-type: none"> <li>uses organizational features, such as headings, to locate information</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
B2.1	<ul style="list-style-type: none"> <li>writes simple texts to request, remind or inform</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>			

	<ul style="list-style-type: none"><li>• demonstrates a limited understanding of sequence</li></ul>			
	<ul style="list-style-type: none"><li>• uses sentence structure, upper and lower case and basic punctuation</li></ul>			
	<ul style="list-style-type: none"><li>• uses highly familiar vocabulary</li></ul>			

**This task was:** successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**