



Task Title: Carpenters Use Digital Pictures to Communicate

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Take digital pictures and send them by email. Discuss the email and picture with instructor.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device
- Cell phone/tablet with camera or digital camera
- Email address

Learner Information

Carpenters take pictures to identify materials that are needed or to explain problems on the job site. When ordering materials, a picture can help ensure that the correct materials are ordered. When there is a problem, a picture can be more accurate than an explanation of the problem.

Work Sheet

Task 1: The trim around the door (casing) of your classroom needs to be replaced. Using your cell phone or tablet, take a picture of the casing. Evaluate the picture to decide if it is clear.

Answer:

Task completed: Yes:

Task 2: Email the picture to your instructor and include a description of the trim. Tell your instructor new casing needs to be purchased.

Answer:

Task completed: Yes:

Task 3: Review the email and picture with your instructor. During the review, ask your instructor if the emailed explanation and picture clearly described the trim. Write a summary of the review and email it to your instructor.

Answer:

Task completed: Yes:

Task 4: Take a picture of a hinge on the door in your classroom. Show the picture to your instructor.

Answer:

Task completed: Yes:

Task 5: Write an email to your instructor explaining that the door doesn't close properly and you need three new hinges to fix it.

Answer:

Task completed: Yes:

Answers

Task 1: The trim around the door (casing) of your classroom needs to be replaced. Using your cell phone or tablet, take a picture of the casing. Evaluate the picture to decide if it is clear.

Answer: Confirm that the learner has taken a clear picture of the casing.

Note: Clarity may depend on the quality of the cell phone camera.

Task 2: Email the picture to your instructor and include a description of the trim. Tell your instructor new casing needs to be purchased.

Answer: The email should include a relevant subject and explanation in the body of the email. The picture must be attached and legible.

Task 3: Review the email and picture with your instructor. During the review, ask your instructor if the emailed explanation and picture clearly described the trim. Write a summary of the review and email it to your instructor.

Answer: The summary should capture the essence of the discussion and follow appropriate writing rules. Let the learner know if the summary is accurate.

Task 4: Take a picture of a hinge on the door in your classroom. Show the picture to your instructor.

Answer: Confirm that the learner has taken a picture of the classroom door hinge. Note: Clarity may depend on the quality of the cell phone camera.

Task 5: Write an email to your instructor explaining that the door doesn't close properly and you need three new hinges to fix it.

Answer: Ensure the note accurately describes the problem and the materials that are needed to repair the door.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.2	shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences			
	demonstrates some ability to use tone appropriately			
	uses strategies to maintain communication, such as encouraging responses from others and asking questions			
	speaks or signs clearly in a focused and organized way			
	uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)			
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			

This task: Was successfully completed Needs to be tried again

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Learner Comments:

Instructor (print):

Learner (print):
