Task Title: Describe a Routine Task

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: Describe a routine task at work or home to another person (learner or instructor).

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.1

Materials Required:

- Conversation partner (learner or instructor)

Learner Information

At work or in life people will explain how to complete a routine task that is new to one of them.

Review the list below of work or independent tasks and choose one you feel you could describe to another individual:

- Clean car windows
- Answer the phone
- File customer files
- Greet customers
- Book an appointment
- Price check for a cashier
- Sort dishes in the dishwashing station
- Use the oven to bake
- Use the home alarm
- Use the blender
- Use the remote control for the tv
- Use the DVD player
- Use the microwave to re-heat
- Change the attachments on the vacuum

Work Sheet

Task 1: Explain, step by step, how to do the task you have chosen to your fellow learner or instructor.

Answer: No written response required here.

Task completed: Yes: ☐   No: ☐

Answers

Answers will vary depending on the chosen activity. The instructor should feel they could follow the steps to complete the task as described.

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Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.1	conveys information on familiar topics			
	chooses appropriate language in exchanges with clearly defined purposes			
	participates in short, simple exchanges			
	gives short, straightforward instructions or directions			
	speaks or signs clearly in a focused and organized way			
	repeats or questions to confirm understanding			
	uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)			

This task: Was successfully completed ☐ Needs to be tried again ☐

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Learner Comments:

Instructor (print):   Learner (print):

_____   _____