

Task Title: Breaking Jobs Down into Tasks

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** The learner will organize tasks in sequential order of when and what order they need to be completed.

**Main Competency/Task Group/Level Indicator:**

* Communicate Ideas and Information/Write continuous text/B2.2

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Learner Information

When faced with a large project, it is helpful to organize work into smaller steps. Each step is completed in the correct order so that everything is done.

# Work Sheet

**Task 1: You need to paint your bedroom. List the various steps in the order you would need to complete them to complete the job.**

**Start with Step 1 being your decision to paint the room. The final step should be putting the furniture back in the room after you have completed painting.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Choose another project requiring multiple steps. Write down the steps in the order you would need to complete the job.**

**You may choose from this list of projects or select a different project after discussion with your instructor.**

* **You need to go to the bank and pay a bill**
* **You need to register for an online class**
* **You need to buy your groceries for the week**
* **You need to clean your house**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: You need to paint your bedroom. List the various steps in the order you would need to complete them to complete the job.**

**Start with Step 1 being your decision to paint the room. The final step should be putting the furniture back in the room after you have completed painting.**

Answers will vary. Make sure the learner has covered a logical set of steps and not missed any major tasks. An example of steps is as follows:

* Measure your room and calculate how much paint you will need
* Choose a paint colour
* Buy the paint and supplies (buy filler, masking tape, paint brushes, rollers and a roller tray)
* Take down pictures
* May need to patch walls (apply filler, sand patches)
* Move and/or cover furniture
* Tape windows, trims, etc.
* Paint first coat
* Let first coat dry
* If second coat needed paint again and let dry
* Remove tape
* Hang pictures
* Put furniture back or uncover it

**Task 2: Choose another project requiring multiple steps. Write down the steps in the order you would need to complete the job.**

**You may choose from this list of projects or select a different project after discussion with your instructor.**

* **You need to go to the bank and pay a bill**
* **You need to register for an online class**
* **You need to buy your groceries for the week**
* **You need to clean your house**

Answers will vary depending on the project selected. Make sure the learner has covered a logical set of steps and not missed any major tasks

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| B2.2 | writes texts to explain and describe |  |  |  |
|  | conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
|  | 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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