

Task Title: Describe a Routine Task

# 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:** 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.

# 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

Learner Comments:

Instructor (print): Learner (print):

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