

Task Title: Photocopier Instructions

# 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:** Explain to a coworker how to use a photocopier and answer their questions.

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

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

**Materials Required:**

* Access to a photocopier with paper and an original copy to photocopy
* A second learner (or practitioner) who can be shown how to use the photocopier

# Learner Information

You have been shown how to use the photocopier in your office.

Your fellow learner does not know how to use the office photocopier. You will now teach them how to use the office photocopier for simple tasks.

# Work Sheet

**Task 1: Explain and show how to check to see if the photocopier is awake, and if not, how to turn it on.**

Answer: Task completed orally. Yes No

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

**Task 2: Explain and show how to load the paper.**

Answer: Task completed orally. Yes No

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**Task 3: Explain and show how to photocopy an original document.**

Answer: Task completed orally. Yes No

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**Task 4: Explain and show how to make three copies.**

Answer: Task completed orally. Yes No

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**Task 5: Explain and show how to make a double-sided copy.**

Answer: Task completed orally. Yes No

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# Answers

Answers will vary. When one person is teaching another, their conversation will be along these lines, covering the points relevant to the particular machine being used for the tasks. Their conversation, obviously, will not be word for word. If they are successful, their co-worker will be able to produce the requested documents.

# 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 |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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