

Task Title: Write Instructions for a Simple Procedure

# 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 write brief instructions describing a simple procedure to someone else (e.g. co-worker, employee, fellow student, family member, roommate).

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

* Communicate Ideas and Information/Write continuous text/B2.1
* Use Digital Technology/D.1 (optional)

**Materials Required:**

* Pen/pencil and paper and/or digital device

# Note for Instructor/Practitioner

# Learners can complete this task set by handwriting their instructions, or by typing them into a MS Word or Google document. Alternatively, if you have shared your cell phone information with them, you could instruct them to send their instructions to you by text message.

# Learner Information

There are many situations where someone may need to write instructions for another person. These instructions must be clear and detailed so they can be properly followed. They can be hand-written, or produced using a digital device (e.g., text sent via cell phone, message sent in an email, word document, etc.)

# Work Sheet

**Task 1: Choose one of the following situations for which you could write instructions for someone to complete the task. Highlight or underline your choice:**

* **A parent writes instructions to a child for doing household chores (example: dishes, laundry)**
* **A parent writes bedtime or feeding instructions for a babysitter**
* **A renter writes instructions for housemates on sorting recyclables or keeping the kitchen tidy**
* **Someone living in an apartment writes instructions for a friend on getting into his/her building with a secured entrance**
* **A homeowner writes instructions for a yard maintenance company on work to be done**
* **A pet owner writes instructions on care and feeding of a pet for a pet sitter**
* **A student writes instructions on how to complete an assigned project for an absent classmate**
* **An apprentice writes instructions on steps needed to complete a repair job for a boss or co-worker**
* **An online customer service representative writes instructions for returning a defective product**
* **A health care worker writes instructions for taking medications or caring for an injury**
* **A factory employee writes instructions to a co-worker on the next shift about using new equipment**

Answer: No written response required here.

Task completed: Yes:

**Task 2: Based on the task you have chosen, write brief instructions for someone about how to complete this procedure. You can write the instructions out by hand on a piece of paper or type them into a Word document or Google document using a computer or other digital device. (See further instructions on the next page.)**

**Your instructions should include at least three steps. Write your instructions in point form. You may include a drawing or diagram if you think that would be helpful.**

Answer:

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

**Task 3: Review the instructions you wrote in Task 2. Make any changes that will make your instructions clearer or easier to follow. If you made changes, write your revised instructions below.**

**If you typed your instructions into a Word or Google document, print a copy of your final instructions to show your instructor. If you don’t have a printer, show your instructor the instructions on your computer screen.**

Answer:

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

Answers

Answers will vary.

# 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 |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |
| D.1 | Follows apparent steps to complete tasks |  |  |  |



This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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