



Task Title: Breaking Jobs Down into Tasks

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

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

Task Title: BreakingJobsDownIntoTasks_I_B2.2

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: