



Task Title: Write How To Instructions

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: Write step-by-step instructions to describe a task.

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

People often write step-by-step instructions to describe how to complete a task. These instructions need to be clear and detailed so another person knows what needs to be done.

Work Sheet

Task 1: Choose one of the following tasks that you could describe to someone else. Circle, highlight, or check off your choice.

- How to cook a roast
- How to change a tire
- How to change the oil in your car
- How to start your lawn mower
- How to start a fire in your fireplace
- How to transplant a seedling
- How to do the laundry
- How to freeze vegetables from your garden
- How to feed your pet
- How to do something related to your job

Task 2: Write a rough draft of step-by-step instructions for the task you have chosen. Your instructions should include at least three steps. Include as much detail as possible. You may include a drawing if you think that would be helpful. Write the directions in point form.

Answer:

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Task 3: Review the instructions you wrote in Task 2. Make any changes that will make your directions easier or clearer to follow.

Answer:

