



Task Title: Write Instructions for a Simple Procedure

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 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

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. Select 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.)

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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: