Developing OALCF Apprenticeship Tasks for the Competency "Use Digital Tasks" (2014/2015)
Task-based Activity Cover Sheet

Task Title: Carpenter Communications

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___
Goal Path: Employment✓ Apprenticeship✓ Secondary School___ Post Secondary ___ Independence___
Task Description: Using digital technology on the job site to communicate with others.

Competency:	Task Group(s):
B: Communicate Ideas and Information	B2: Write continuous text
D: Use Digital Technology	B3: Complete and create documents
E: Manage Learning	

Level Indicators:
B2.2:   Write texts to explain and describe information and ideas
B3.1b: Create very simple documents to display and organize a limited amount of information
D.3:   Experiment and problem-solve to perform multi-step digital tasks
E.1:   Set short-term goal, begin to use limited learning strategies, and begin to monitor own learning
Performance Descriptors: see chart on last page
Materials Required: • Smart phone, tablet or computer, email address

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Carpenters use smart phones and tablets on the job site to communicate with their bosses. They develop lists of supplies needed; explain issues on the job site; and plan for tomorrow.

Note: All emails will be sent to your instructor, but written as if you are writing to the individual listed or job position.

Learner Information and Tasks:

Task 1:   Create an electronic list of materials needed on a job site. The materials needed are a 4' level, 12 hinges that are 3" nickel-plated and 5 tubes of bathroom caulking. Email this list to your Instructor.

Task 2:   A carpenter received a phone message from the local supply store where their boss has placed an order. The sales clerk wants to know if the carpenter wants a metal or plastic level. Send an email to the sales clerk that the carpenter needs a metal level.

Task 3:   On the job site, the carpentry team is ahead of schedule and the drywall crew could be brought in to start at 1:00 p.m. today rather than next week. The foreman is at another site but will be dropping by at 4:30 p.m. Explain what the carpenter lead should do.

Sometimes it is difficult to remember everything you plan for tomorrow. Carpenters write reminders about what needs to be done and in what order.

Task 4:   Create an electronic list to record today's 3 duties (mount the hinges on the door, mark on the door frame where the door hinges will be mounted, hang the door). Email this list to your Instructor

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Answer Key

Task 1:   This is a simple list.

4' level

12 hinges that are 3" nickel-plated

5 tubes of bathroom caulking

Task 2:   The email should have a subject (level type or something like that) and be addressed to the learner or Instructor. The sender should be identified (signature line). The body of the email:

The carpenter needs a metal level.

Task 3:   The intent of this question is to focus on how digital technology can be efficient. The answer should include some form of digital technology communication (including cell phone) rather than waiting until the foreman arrives.

Task 4:   This list should look like this.

Duty
Mount hinges on door
Mark door frame where hinges will be mounted
Hang door

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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	• writes texts to explain or 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)			
B3.1b	• follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is legible)			
	• organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)			
D3	• manages unfamiliar elements (e.g. vocabulary, context, topic)			
	• selects appropriate software when required by the task			
E.1	• creates "to do" lists to keep organized			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   **Learner Signature**