

Task-based Activity Cover Sheet

Task Title: Create a table to compare supplies to be ordered

Learner Name:					
Date Started:	Date Completed:				
Date Startea.	Date completed.				
Successful Completion: Yes No)				
Goal Path: Employment ✓ Apprenticeship ✓ Se	econdary School Post Secondary Independence				
Task Description:					
The learner will create a document to compare	supplies to be ordered				
Competency:	Task Group(s):				
B:Communicate Ideas and Information	B3: Complete and create documents				
A: Find and Use Information	A2: Interpret documents				
Level Indicators:					
B3.2(b) Create simple documents to sort, displa	ay, and organize information				
A2.2: Interpret simple documents to locate and	d connect information				
Performance Descriptors: see chart or click he	r <u>e</u>				
Skill Building Activities: see last page or click h	nere_				
Materials Required:					
 Pen, paper, ruler (could be completed ι 	ising word processing program if learner is able)				
 Attached screen shots of Janitorial supp 	oly websites				
ESKARGO:					
Skills and Knowledge Required for Suc	cessful Task Performance				
 Follows conventions to display information in simple documents (e.g., use of font, colour 					
shading, bulleted lists, etc.)					
Sorts entries into categories Displays and or two categories of information organized according to content to be					
 Displays one or two categories of information organized according to content to be presented 					
•	es, row and column headings, and labels				
 Creates simple forms, tables 	g-,				
Attitudes:					
Practitioner,					
•	ut attitudes required to complete this task set. The context of				
the task has to be considered when identifying attitudes. With your learner, please check one of the					
following:	•				
☐ Attitude is not important ☐ Attitude is som	ewhat important Attitude is very important				



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Learner Information and Tasks:

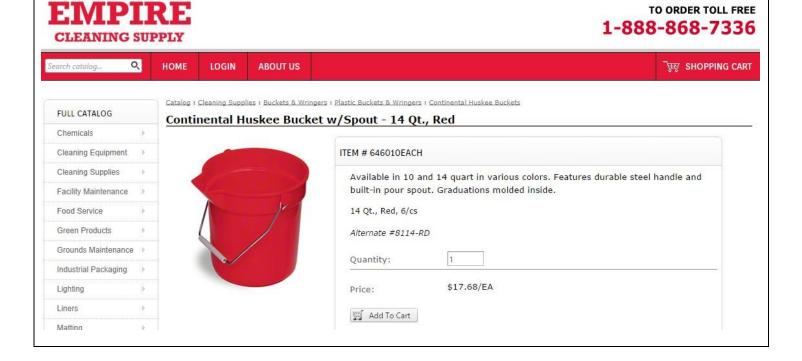
People will often create tables to help make choices about purchasing different products. An employer may request that an employee design a table to compare supplies before making a purchasing decision.

Task 1: Create a table to compare the features and prices of the following six (6) buckets. Use the following column headings:

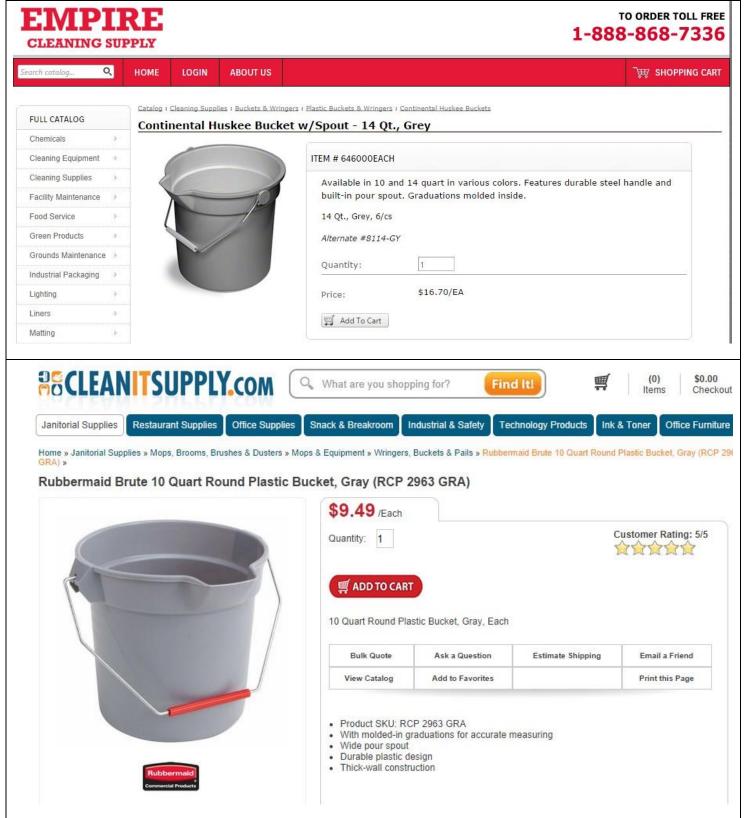
- Distributor
- Brand
- Model Name
- Model #
- Capacity
- Price
- Discount for multiple orders

















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Answer Key

Task 1: Use this exemplar for evaluating.

Distributor	Brand	Model name	Model #	Capacity	Price	Discount for multiple orders
ULINE.com	Rubbermaid	N/A	H-2863	10qt.	\$11.00 each	\$10.00 each for 6 +
ULINE.com	Rubbermaid	N/A	H-2864	14qt	\$17.00 each	\$16.00 each for 6+
Empire Cleaning Supply	Continental	Huskee	646010- red	14qt	\$17.68 each	N/A
Empire Cleaning Supply	Continental	Huskee	646000- grey	14qt	\$16.70 each	N/A
CLEANITSUPPLY.com	Rubbermaid	Brute	RCP 2963	10qt	\$9.49 each	N/A
Empire Cleaning Supply	Rubbermaid	Brute	RCP2614	14qt	\$19.28 each	N/A



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	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	follows conventions to display information in simple			
	documents (e.g. use of font, colour, shading, bulleted lists)			
B3.2b	sorts entries into categories			
	displays one or two categories of information organized			
	according to content to be presented			
	identifies parts of documents using titles, row and column			
	headings and labels			
	 performs limited searches using one or two search criteria 			
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
This task:	, · <u>—</u>	ngain		
Learner	Comments			
Instructo		rner Signat	ure	



Skill Building Activities

Links to online resources:

- http://www.bbc.co.uk/skillswise/worksheet/en13styl-l1-w-presenting-info-in-the-form-of-a-table

 (An activity that involves reading short biographies about people and ordering details about them, emphasizes how to compare and organize information in the form of a table)
- http://www.mcwdn.org/Graphs/Tables.html (An informative online article that defines Tables and explains what they're used for, contains a link to a 'Tables Quiz' that can be completed online to check learning)
- http://www.gcflearnfree.org/office2010/word2010/21 (An online tutorial called "Working With Tables" that teaches how to create basic tables in Microsoft Word 2010, explains some principles of tables and how data can be represented/organized into tables, even though emphasis is on creating tables in a digital format)

LearningHUB online courses available:

- Reading & Writing, Independent Study (assigned by practitioner following assessment):
 - Document Use Level 1 Assignment 2 ("Data Collection 1" + "Reading Graphical Data 1")
 - Document Use Level 2 Assignment 2 ("Computing Graphical Data 2" + "Scaling and Proportion 2")
- Independent Study Short Courses (Moodle)
 - Learning to Communicate Using Microsoft Word (use of font/colour/shading/ bulleted lists to display information in simple documents);
 - Learning to Communicate Using Microsoft Excel 2007

*To access LearningHUB courses, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

*To Access LearningHUB Course Catalogue:

http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf