



Task-based Activity Cover Sheet

Task Title: Create a reference list

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment___ Apprenticeship___ Secondary School ✓ Post Secondary ✓ Independence___	
Task Description: Create a reference list of resources used to write an essay	
Competency: B: Communicate Ideas and Information	Task Group(s): B3: Complete and create documents
Level Indicators: B3.3a: Decide what, where and how to enter information in somewhat complex documents B3.3b: Create more complex documents to sort, display and organize information	
Performance Descriptors: see chart or click here	
Skill Building Activities: see last page or click here	
Materials Required: <ul style="list-style-type: none">• Pen/Paper OR computer/word processing program if preparing essay digitally• Resources used (books, journals, websites) or information from resources used• Sample works cited (reference) list (attached)	
ESKARGO: B3.3 Skills and Knowledge Required for Successful Task Performance <ul style="list-style-type: none">• Draws from multiple sources as required (i.e., other documents and texts)• Manages unfamiliar elements (vocabulary, context, topic) to complete the task Completes Documents <ul style="list-style-type: none">• Uses layout to determine where to make entries• Makes inferences to decide what, where, and how to enter information if fields are not clear Creates Documents <ul style="list-style-type: none">• Follows conventions to display information in more complex documents (e.g., use of abbreviations, symbols)• Displays many categories of information• Organizes information in a variety of ways• Identifies parts of documents using titles, row and column headings, sub-headings, and labels• Creates documents using titles, row and column headings, sub-headings, or sub parts• Creates a bibliography	



Prepared for: Cementing Integration Project – QUILL Learning Network 2015

Attitudes:

Practitioner,

We encourage you to talk with the learner about 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 somewhat important Attitude is very important



Task Title: Create a reference list

Secondary school students are required to write essays in several subject areas such as English, History, Geography, and Social Sciences. These assignments require students to find information from a variety of secondary sources such as books, journals, and websites. When information from a secondary source is used to write an essay, the source must be clearly documented in a reference list in such a way that another student or the teacher could find this source and read it themselves. Students are required to create a reference list using MLA formatting style to record information about the sources of information used to write an essay. Look at the sample MLA “Reference List”.

Learner Information and Tasks:

Task 1: Create a reference list for an essay or project you have completed or will complete.



Task Title: Write a reference list

Sample Reference List

Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

GlobalWarming.org. Cooler Heads Coalition, 2007. Web. 24 May 2009.

Gowdy, John. "Avoiding Self-organized Extinction: Toward a Co-evolutionary Economics of Sustainability." *International Journal of Sustainable Development and World Ecology* 14.1 (2007): 27-36. Print.

An Inconvenient Truth. Dir. Davis Guggenheim. Perf. Al Gore, Billy West. Paramount, 2006. DVD.

Leroux, Marcel. *Global Warming: Myth Or Reality?: The Erring Ways of Climatology*. New York: Springer, 2005. Print.

Milken, Michael, Gary Becker, Myron Scholes, and Daniel Kahneman. "On Global Warming and Financial Imbalances." *New Perspectives Quarterly* 23.4 (2006): 63. Print.

Nordhaus, William D. "After Kyoto: Alternative Mechanisms to Control Global Warming." *American Economic Review* 96.2 (2006): 31-34. Print.

---. "Global Warming Economics." *Science* 9 Nov. 2001: 1283-84. *Science Online*. Web. 24 May 2009.

Shulte, Bret. "Putting a Price on Pollution." *Usnews.com*. *US News & World Rept.*, 6 May 2007. Web. 24 May 2009.

Uzawa, Hirofumi. *Economic Theory and Global Warming*. Cambridge: Cambridge UP, 2003. Print.

Retrieved from Purdue Owl MLA Formatting: MLA sample Works Cited page

<https://owl.english.purdue.edu/owl/resource/747/12/>



Task Title: Create a reference list

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.3a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> makes inferences to decide what, where and how to enter information 			
B3.3b	<ul style="list-style-type: none"> follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols) 			
	<ul style="list-style-type: none"> sorts entries into categories and subcategories 			
	<ul style="list-style-type: none"> displays many categories of information 			
	<ul style="list-style-type: none"> organizes information in a variety of ways 			
	<ul style="list-style-type: none"> identifies parts of documents using titles, row and column headings, sub-headings and labels 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to online resources:

GCF LearnFree – “Microsoft Office” - <http://www.gcflearnfree.org/office> – complete tutorials on Microsoft Word (various versions) to learn how to sort, organize, and display information in somewhat complex documents

“Microsoft Word 2010: Creating a References and Works Cited Page” - <https://www.youtube.com/watch?v=fQyQl0ICEyo> – watch a video to learn how to use the References and Works Cited functions in Microsoft Word 2010

Purdue OWL, Online Writing Lab – “Reference List: Basic Rules” - <https://owl.english.purdue.edu/owl/resource/560/05/> - learn to document research sources according to a variety of style and formatting guidelines

Skill Plan - “Measure Up” - <http://www.skillplan.ca/measure-up>, (select “English”, “Choice of Activities”, “Practice”, “Document Use”) – complete activities to practise making inferences to decide what, where and how to enter information in lists, tables, and forms

BBC Skillswise – “Lists & Tables” - <http://www.bbc.co.uk/skillswise/topic/lists-and-tables/resources/e3> – learn to identify parts of documents including, titles, row and column headings, sub-headings and labels

LearningHUB online courses available:

- **Reading & Writing, Independent Study**
 - Expanded Writing, Assignment 7: Citing Information Sources
- **Essential Skills, Independent Study**
 - Document Use Level 1-3 (all assignments build knowledge and skills required for completing and creating somewhat complex documents (learning about reference and technical material, forms, tables, graphical data, etc.)
 - Computer Use Level 2-3 (learn to how to format and create documents using word processing and spreadsheet software applications)
- **Essential Skills, Independent Study, Short Courses**
 - Learning to Communicate Using Microsoft Word 2007
 - 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%202023,%202014%20revision.pdf>