



**Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)**

**OALCF Task Cover Sheet**

**Task Title:** Employment Related Lists

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Understand and create lists related to searching for employment	
<b>Competency:</b> A: Find and Use Information B: Communicate Ideas and Information D: Digital Technology	<b>Task Group(s):</b> A1: Read continuous text A2: Interpret documents B2: Write continuous text B3: Complete and create documents D2: Digital Technology
<b>Level Indicators:</b> A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information 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.2: Perform well-defined, multi-step digital tasks	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pen and paper</li><li>• Computer with internet access</li><li>• Attached document - How to work with Lists related to Job Searching</li></ul>	



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### Learner Instructions and Tasks

You will have to complete many lists when doing a job search and using the services of an Employment Service agency. Complete the tasks below using the internet and the document attached

### How to Work with Lists Related to Job Searching

**Task 1:** What are the three types of skills to identify when beginning your job search?

**Task 2:** Create a list of one word descriptions of your personality. List at least 5 words.

**Task 3:** Create a list of your abilities (highlight of skills). Remember these will be point form! List a minimum of 5.

**Task 4:** Locate and add three more personality descriptions of yourself. Complete a search on the internet using the keywords personality list.

**Task 5:** Locate and list 5 job duties of a cashier. Complete a search on the internet using the keywords *job duties for a cashier*.

**Task 6:** Highlight the duties in the following list that are related to **carpenter**.

- Read and interpret blueprints, drawings and sketches to determine specifications and calculate requirements
- Keep record of items received and delivered using delivery information acquisition devices
- Prepare layouts in conformance to building codes, using measuring tools
- Measure, cut, shape, assemble and join materials made of wood, wood substitutes, lightweight steel and other materials
- Deliver newspapers, flyers, handbills, telephone directories and similar items to residences and businesses
- Build foundations, install floor beams, lay subflooring and erect walls and roof systems
- Fit and install trim items, such as doors, stairs, moulding and hardware
- Collect payment for items delivered



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- May prepare cost estimates for clients.

### How to work with Lists related to Job Searching

When you begin your job search at an Employment Service agency you will be asked to complete many documents. Many of these documents will help you self-identify your skills and help you become more aware of what you have to offer employers. These documents may be in the form of lists with many boxes for you to check off or fill in, or they may be dense texts that require detailed reading.

Today we are going to focus on the identifying and completing lists. The lists that you will be creating related to job search may include:

Identify your skills - transferable, personal and job specific

Develop your Resume - skills, abilities, education, achievements and additional training

Learn interview skills - making notes to identify important information

Let's look at lists. Lists can be arranged in many different ways and may include one word identifiers or sentences. You will find all types of lists related to job searching. You may have to create lists or just check off a box on a list. Whatever it requires, it is important to understand all aspects.

### Sample Lists of skills, abilities and specific work skills

Personality - one word identifiers	
✓	Adaptable
	Experienced
	Observant

Transferable skills - highlight of abilities	
	Assess a problem and identify a solution
✓	Able to make decisions
	Calculate difficult transactions

Source: National Occupational Classification for Home Building and Renovation Managers.

Job duties - highlights of specific work skills
Home building and renovation managers perform some or all of the following duties:
<ul style="list-style-type: none"> <li>• Plan, organize, direct, control and evaluate the activities of a residential home building or renovating company</li> <li>• Prepare bids for home construction or renovation projects</li> <li>• Consult with customers, architects and engineers regarding plans and specifications</li> <li>• Select, employ and supervise trade subcontractors to do specialized work, such as plumbing, heating and electrical work</li> <li>• Inspect work performed by subcontractors to ensure quality and conformity with plans and specifications</li> <li>• Prepare and maintain a directory of suppliers and trade subcontractors</li> <li>• Develop and implement marketing and advertising strategies to promote company's products and services</li> </ul>



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- May perform carpentry or other trade work during home construction or renovation activities.



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### Task Title: Employment Related Lists Answer Key

- Task 1:** What are the three types of skills to identify when beginning your job search?
- **Transferable**
  - **Personal**
  - **Job specific**
- Task 2:** Create a list of one word descriptions of your personality.
- **This will have varying answers**
- Task 3:** Create a list of your abilities. Remember these will be point form.
- **This will have varying answers**
- Task 4:** Locate and add three more personality descriptions of yourself. Complete a search on the internet using the keywords *personality list*.
- **This will have varying answers**
- Task 5:** Locate and list 5 job duties of a cashier. Complete a search on the internet using the keywords *job duties for a cashier*.
- **Bag, box, wrap, or gift-wrap merchandise, and prepare packages for shipment.**
  - **Compute and record totals of transactions.**
  - **Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.**
  - **Weigh items sold by weight in order to determine prices.**
  - **Accept reservations or requests for take-out orders.**
  - **Calculate total payments received during a time period, and reconcile this with total sales.**
  - **Cash checks for customers.**
  - **Compile and maintain non-monetary reports and records.**
  - ***There may be many other skills listed***
- Task 6:** Highlight the duties in the list that are related to carpenter
- **Read and interpret blueprints, drawings and sketches to determine specifications and calculate requirements**
  - **Keep record of items received and delivered using delivery information acquisition devices**
  - **Prepare layouts in conformance to building codes, using measuring tools**
  - **Measure, cut, shape, assemble and join materials made of wood, wood substitutes, lightweight steel and other materials**
  - **Deliver newspapers, flyers, handbills, telephone directories and similar items to residences and businesses**
  - **Build foundations, install floor beams, lay subflooring and erect walls and roof systems**
  - **Fit and install trim items, such as doors, stairs, moulding and hardware**
  - **Collect payment for items delivered**



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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between sentences and between paragraphs in a single text</li> </ul>			
	<ul style="list-style-type: none"> <li>reads more complex texts to locate a single piece of information</li> </ul>			
	<ul style="list-style-type: none"> <li>follows the main events of descriptive, narrative and informational texts</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>performs limited searches using one or two search criteria</li> </ul>			
	<ul style="list-style-type: none"> <li>extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>writes texts to explain and describe</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys intended meaning on familiar topics for a limited range of purposes and audiences</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to sequence writing with some attention to organizing principles (e.g. time, importance)</li> </ul>			
	<ul style="list-style-type: none"> <li>uses limited range of vocabulary and punctuation appropriate to the task</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to select words and tone appropriate to the task</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to organize writing to communicate effectively</li> </ul>			
B3.1b	<ul style="list-style-type: none"> <li>follows conventions to display information in lists, labels, simple forms, signs (e.g. images support the message, text is</li> </ul>			



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	legible)			
	<ul style="list-style-type: none"> <li>organizes lists to suit purpose (e.g. chronologically, alphabetically, numerically, sequentially)</li> </ul>			
	<ul style="list-style-type: none"> <li>includes titles where required</li> </ul>			
	<ul style="list-style-type: none"> <li>uses labels and headings to organize content</li> </ul>			
	<ul style="list-style-type: none"> <li>presents text and numbers below one or more headings in lists</li> </ul>			
D.2	<ul style="list-style-type: none"> <li>selects and follows appropriate steps to complete tasks</li> </ul>			
	<ul style="list-style-type: none"> <li>locates and recognizes functions and commands</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences to interpret icons and text</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</li> </ul>			
	<ul style="list-style-type: none"> <li>performs simple searches using keywords (e.g. internet, software help menu)</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
**Instructor (print)**

\_\_\_\_\_  
**Learner Signature**