



**Task Title: Breaking Jobs Down into Tasks**

OALCF Cover Sheet – Practitioner 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 organize tasks in sequential order of when and what order they need to be completed.

**Main Competency/Task Group/Level Indicator:**

- Communicate Ideas and Information/Write continuous text/B2.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

## Learner Information

When faced with a large project, it is helpful to organize work into smaller steps. Each step is completed in the correct order so that everything is done.

## Work Sheet

**Task 1: You need to paint your bedroom. List the various steps in the order you would need to complete them to complete the job.**

**Start with Step 1 being your decision to paint the room. The final step should be putting the furniture back in the room after you have completed painting.**

Answer:

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**Task 2: Choose another project requiring multiple steps. Write down the steps in the order you would need to complete the job.**

**You may choose from this list of projects or select a different project after discussion with your instructor.**

- **You need to go to the bank and pay a bill**
- **You need to register for an online class**
- **You need to buy your groceries for the week**
- **You need to clean your house**

Answer:

## Answers

**Task 1: You need to paint your bedroom. List the various steps in the order you would need to complete them to complete the job.**

**Start with Step 1 being your decision to paint the room. The final step should be putting the furniture back in the room after you have completed painting.**

Answers will vary. Make sure the learner has covered a logical set of steps and not missed any major tasks. An example of steps is as follows:

- Measure your room and calculate how much paint you will need
- Choose a paint colour
- Buy the paint and supplies (buy filler, masking tape, paint brushes, rollers and a roller tray)
- Take down pictures
- May need to patch walls (apply filler, sand patches)
- Move and/or cover furniture
- Tape windows, trims, etc.
- Paint first coat
- Let first coat dry
- If second coat needed paint again and let dry
- Remove tape
- Hang pictures
- Put furniture back or uncover it

**Task 2: Choose another project requiring multiple steps. Write down the steps in the order you would need to complete the job.**

**You may choose from this list of projects or select a different project after discussion with your instructor.**

- **You need to go to the bank and pay a bill**
- **You need to register for an online class**
- **You need to buy your groceries for the week**
- **You need to clean your house**

Answers will vary depending on the project selected. Make sure the learner has covered a logical set of steps and not missed any major tasks

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B2.2	writes texts to explain and 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)			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Task Title: BreakingJobsDownIntoTasks\_I\_B2.2

Instructor (print):

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Learner (print):

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